

**1<sup>st</sup> Letter—Survey Notification Letter**

[DATE]

Dear [NAME]

I don't need to tell you that Military Families serve alongside the Armed Forces. As an active duty military spouse, you already know that. That's why your voice is vital to understanding the challenges and issues you face as a military family member.

You were among a randomly selected group of active duty spouses being asked to participate in the *2022 Spouse and Family Issues Survey of Active Duty Spouses* because you have first-hand experience navigating life as a military family. We hope you will share that knowledge and your observations with us on this new and very important DoD survey regarding well-being, safety, and health in military families.

The survey is short. In total it will take at most, 15 minutes of your valuable time. Answer only the questions that pertain to you. Simply scan your unique QR code to go immediately to your survey. Your responses are saved—you can return to complete the survey online from any device using your QR code.

To access your survey, you can also go to <https://www.dodsurveys.mil>. You will be asked to enter your **Ticket Number (XXXXXXX)**.

The survey is about you and your family **and is critical** to DoD policymakers as they make policies that affect your life. Please know that this survey is voluntary and your responses will be kept private and in the strictest confidence.

I want to thank you personally for taking the time to complete this survey. YOUR participation will make a difference!

Thank you for all that you do each day to support the mission, your spouse, and your family.

Sincerely,

Mark S. Breckenridge, Director  
Office of People Analytics

For questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil). If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [DATE].

Include your Ticket Number in all communications with the SPC.

OMB Control Number xxxx-xxxx/Expiration Date xx/xx/xxxx

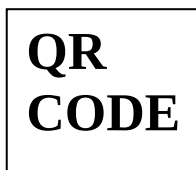
**2<sup>nd</sup> Letter—Cover letter sent with paper survey to non-respondents**

[DATE]

You still have time to take the 2022 Spouse and Family Issues Survey of Active Duty Spouses and we need your help! Your unique experiences as a military spouse means that you are an essential voice in our effort to provide DoD policymakers the data they need to best serve you and your family.

Your opinions and experiences do have an impact. In 2020 several policy changes were enacted to work with states to simplify state licensing requirements for spouses, helping spouses find employment more quickly. Children of active duty members were also placed on the priority lists for DoD child care spots to help alleviate access and cost issues that were barriers to employment for spouses.

Please take just 15 minutes to share your input today. Scan the QR code to gain quick access to the survey on your mobile phone or complete the survey on any computer with Internet access.



The survey is currently open at the Office of People Analytics (OPA) website: <https://www.dodsurveys.mil>. You will be asked to enter your Ticket Number (XXXXXXX).

If you prefer, you may fill out the enclosed paper version of the survey. If you choose to complete the paper survey, please return it before [CLOSE DATE] in the enclosed, postage-paid envelope.

This survey is voluntary and responses will be kept private to the extent permitted by law. No individual data will be reported, and results will be used by DoD to will support you and your families. If you have partially completed the survey but have not clicked the “Submit” button, please log back onto the website, complete as many items as you can, and submit your survey to us.

It is very important to us that this effort reflects your experience so that it is truly representative.

Thank you for your time and assistance in this very important effort.

Sincerely,

Mark S. Breckenridge, Director  
Office of People Analytics

For questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil). If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [DATE]. Include your Ticket Number in all communications with the SPC.

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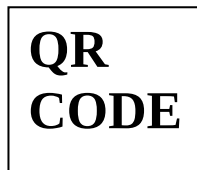
**3<sup>rd</sup> letter—First reminder letter to non-respondents** (We do not send reminder letters to anyone who has completed a survey)

[DATE]

As a military spouse, you have given so much for our country, and I thank you. I know we are asking for more by asking you to share your unique perspectives and experiences through this survey, but this is a critical DoD effort to make informed, data-driven decisions regarding support programs for our military community. The *2022 Spouse and Family Issues Survey of Active Duty Spouses* will provide a unique line of sight to into the **health, safety and wellbeing** experiences that will help DoD better meet the unique needs of active duty families.

Participation is voluntary and you only complete the questions that relate to you and your family. If you completed the survey, I want to thank you for taking the time to do so and if not, please take just a few minutes to do so now.

You can quickly access this survey via mobile device by scanning the QR code below or you can complete the survey via the web on any computer with Internet access, at home or elsewhere.



To access the web version of the survey, go to <https://www.dodsurveys.mil> and enter your **Ticket Number: XXXXXXXX**.

You may also complete the paper questionnaire previously mailed to you and return it in the postage-paid envelope by [DATE].

Results from previous spouse surveys have been used to support spouse employment, increase availability of DoD childcare, and more. But, we still need to hear from as many active duty spouses as possible. To this end, we are asking that you spend roughly 15 minutes of your time to complete this survey.

Let your voice be heard. Help us serve your family.

Sincerely,

Mark S. Breckenridge,  
Director  
Office of People Analytics

For issues and/or questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil). If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [DATE]. Include your Ticket Number in all communications with the SPC.

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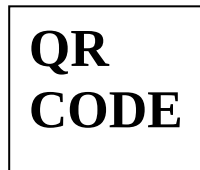
**4<sup>th</sup> Letter—Second reminder letter to non-respondents** (We do not send reminder letters to anyone who has completed a survey)

[DATE]

If you have recently completed the *2022 Spouse and Family Issues Survey of Active Duty Spouses*, I want to thank you for taking the time to help the Department of Defense understand the experiences of military families today—particularly given the impact of the pandemic on nearly every aspect of our daily lives.

If you have not yet completed the survey, I encourage you to take this time to do so by scanning the QR code provided, completing the paper survey enclosed, or logging on to the website:

<https://www.dodsurveys.mil>. **Ticket Number: XXXXXXXX.**



While your participation is voluntary, your opinions are important. Your participation in this survey gives the Department of Defense (DoD) the necessary information to better support resources for families. Results from previous spouse surveys have been used to obtain funds to support spouse employment, increase availability of DoD childcare, and retain libraries on military bases.

Whether you respond using the paper or web version of the survey, I assure you that no individual data will be reported. The survey is private to the extent permitted by law.

Let your voice be heard. Help us serve your family.

Sincerely,

Mark S. Breckenridge,  
Director  
Office of People Analytics

For issues and/or questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil). If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [DATE]. Include your Ticket Number in all communications with the SPC.

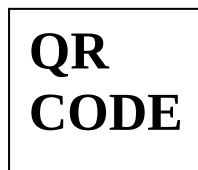
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**5<sup>th</sup> letter—Third letter to non-respondents** (We do not send reminder letters to anyone who has completed a survey)

[DATE]

Previously, you were asked to participate in the *2022 Spouse and Family Issues Survey of Active Duty Spouses*. This opportunity for you to confidentially share your experiences is closing soon. Please take a few minutes to submit your survey today. Answer only questions that pertain to you and your family. Participation is voluntary but I urge you to take this final opportunity to complete the survey before it closes on [CLOSE\_DATE].

If you have already completed the survey, thank you for your time and cooperation. If you have not already done so, please take time today to complete the questionnaire previously mailed to you and return it in the postage-paid envelope, scan the QR code in this letter, or access the survey via with your ticket number: <https://www.dodsurveys.mil> **Ticket Number: XXXXXXXX**.



If you have partially completed the survey, but have not clicked the “Submit Button,” please log back into the website via the QR code below or your unique ticket number to complete as many items as you can, and submit the survey. Alternatively, we invite you to send in the paper copy of the survey. After [CLOSE\_DATE], we will consider whatever items you have completed to be your intended response. The survey is private to the extent permitted by law.

If you cannot access the website or if you have questions about the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil). If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [DATE]. Include your Ticket Number in all communications with the SPC.

Expand the knowledge our leaders and policy makers have by ensuring they’ve heard from you.

Sincerely,

Mark S. Breckenridge,  
Director  
Office of People Analytics

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