

**2024 HRBS Emails
DRAFT: 9/24/2023**

Invitation Email

Subject Line: YOUR OPINIONS MATTER! Please participate in the 2024 DoD Health Related Behaviors Survey!

RCS Number: **XX-XXXXXXX** Expires **x/xx/xxxx**

Dear [Service Member name]:

We are following up on an invitation we mailed you recently to fill out a **confidential web survey** as part of the 2024 DoD Health Related Behaviors Survey (HRBS). This legitimate, DoD-approved research survey asks about your health and health behaviors. The study is being conducted by the RAND Corporation, an independent, nonprofit research company and their data collection partner, Westat.

We need your input! The results of this survey will be used by DoD to develop and improve health-related programs and services for you and your fellow service members.

If you have already completed the web survey, thank you for your time and cooperation!

If you have not had a chance to complete the web survey yet, please copy and paste the link below into your web browser:

[survey link with embedded code]

If you are having difficulty reaching the website, you can go to the survey website and manually enter your unique ID code.

[survey website]

Unique ID Code: **[unique ID]**

Please note that:

- You can complete the web survey on a **computer at home or at work**. You may also use a smartphone or tablet to complete the survey. It takes about **XX** minutes to complete.
- You may want to take the survey in a private location, given the potentially sensitive nature of some of the questions.
- **The survey is voluntary and confidential.** We will not give any identifiable information about you or your survey answers to DoD, the Services, your chain of command, or anyone else.
- For more information visit the 2024 DoD HRBS website at: **[website]**.

Computer or technical questions? Please contact the Westat Survey Helpdesk at 1-**XXX-XXX-XXXX** or **email@email.com**

We greatly appreciate your cooperation in this important effort.

Sincerely,

Sarah O. Meadows, PhD, RAND Project Co-Leader
Stephanie Brooks Holliday, PhD, RAND Project Co-Leader

2024 HRBS Emails
DRAFT: 9/24/2023

EMAIL Reminder #1/#3

Subject Line: Influence Military Policies: Complete the 2024 DoD Health Related Behavior Survey (HRBS)

RCS Number: **XX-XXXXXXX** Expires **x/xx/xxxx**

Dear [insert Service Member name]:

The Department of Defense is currently assessing health-related behaviors among Active-Duty and Coast Guard service members worldwide. You were randomly selected to participate in the 2024 DoD Health Related Behavior Survey (HRBS) that is currently available online. **By participating in this voluntary survey, you will give DoD the health information it needs to better serve you and your fellow service members.**

You are receiving this message because our records indicate that you have not yet completed the survey.

To complete the survey now, please copy and paste link listed below into your web browser.

[survey link with embedded code]

If you are having difficulty reaching the website, you can go to the survey website and manually enter your unique ID code.

[survey website]

Unique ID Code: **[unique ID]**

The survey is confidential. We will not give any identifiable information about you or your survey answers to DoD, the Services, your Chain of Command, or anyone else.

You may want to take the survey in a private location, given the potentially sensitive nature of some of the questions.

Computer or technical questions? Please contact the Westat Survey Helpdesk at 1-**XXX-XXX-XXXX** or **email@email.com**

For more information about this survey visit the 2024 DoD HRBS website at: **[website]**

We greatly appreciate your time and cooperation in this important effort.

Sincerely,

Sarah O. Meadows, PhD, RAND Project Co-Leader
Stephanie Brooks Holliday, PhD, RAND Project Co-Leader

To opt out of future emails, please copy and paste this address into your web browser: **[unique opt-out website]**

**2024 HRBS Emails
DRAFT: 9/24/2023**

EMAIL Reminder #2

Subject Line: Why should you participate in the 2024 Health Related Behaviors Survey?

RCS Number: **XX-XXXXXXX** Expires **xx/xx/xxxx**

Dear [Insert Service Member name]:

Why should you participate in the 2024 DoD Health Related Behaviors Survey? We need your input to develop an accurate assessment of the health-related behaviors and health needs of Active-Duty and Coast Guard personnel worldwide.

This survey is important to military leadership and policymakers, and the results will influence military policies that affect you and other service members. RAND will present the survey results to the Department of Defense and the Services later in 2024, once all the survey data has been collected and analyzed. Results from previous surveys have been frequently reported to Congress and the White House. Data from prior HRBS studies have been used to directly inform military health policy, including recent changes to alcohol and tobacco policy.

To complete the survey now, please copy and paste link listed below into your web browser.

[survey link with embedded code]

If you are having difficulty reaching the website, you can go to the survey website and manually enter your unique ID code.

[survey website]

Unique ID Code: **[unique ID]**

The survey is voluntary and confidential. We will not give any identifiable information about you or your survey answers to DoD, the Services, your Chain of Command, or anyone else.

You may want to take the survey in a private location, given the potentially sensitive nature of some of the questions.

Computer or technical questions? Please contact the Westat Survey Helpdesk at 1-**XXX-XXX-XXXX** or **email@email.com**

For more information about this survey visit the 2024 DoD HRBS website at: **[website]**

We greatly appreciate your time and cooperation in this important effort.

Sincerely,

Sarah O. Meadows, PhD, RAND Project Co-Leader
Stephanie Brooks Holliday, PhD, RAND Project Co-Leader

To opt out of future emails, please copy and paste this address into your web browser: **[unique opt-out website]**

**2024 HRBS Emails
DRAFT: 9/24/2023**

EMAIL Reminder #4

Subject Line: Please complete the 2024 DoD Health Related Behaviors Survey (HRBS)!

RCS Number: **XX-XXXXXXX** Expires **xx/xx/xxxx**

Dear [Insert Service Member name]:

The Department of Defense is currently assessing health-related behaviors among Active-Duty and Coast Guard service members worldwide. You were randomly selected to participate in the 2024 DoD Health Related Behaviors Survey (HRBS) that is currently available online. **By participating in this survey, you will give DoD the health information it needs to better serve you and your fellow service members.**

We are sending you this email message/letter to remind you to fill out the survey as soon as possible.

To complete the survey now, please copy and paste link listed below into your web browser.

[survey link with embedded code]

If you are having difficulty reaching the website, you can go to the survey website and manually enter your unique ID code.

[survey website]

Unique ID Code: **[unique ID]**

The survey is voluntary and confidential. No one outside the RAND research team and **[subcontractor]** will know if you have completed the survey and we will not give any identifiable information about you or your survey answers to DoD, the Services, your Chain of Command, or anyone else.

You may want to take the survey in a private location, given the potentially sensitive nature of some of the questions.

Computer or technical questions? Please contact the Westat Survey Helpdesk at 1-**XXX-XXX-XXXX** or **email@email.com**

For more information about this survey visit the 2024 DoD HRBS website at: **[website]**

We greatly appreciate your time and cooperation in this important effort.

Sincerely,

Sarah O. Meadows, PhD, RAND Project Co-Leader
Stephanie Brooks Holliday, PhD, RAND Project Co-Leader

To opt out of future emails, please copy and paste this address into your web browser: **[unique opt-out website]**

2024 HRBS Emails
DRAFT: 9/24/2023

EMAIL #5 – FINAL REMINDER

Subject Line: LAST CHANCE to complete the 2024 DoD Health Related Behaviors Survey!

RCS Number: **XX-XXXXXXX** Expires **xx/xx/xxxx**

Dear [Insert Service Member name]:

The 2024 DoD Health Related Behaviors Survey (HRBS) is so important to policymakers that we are sending you one final email reminder. The last day to participate will be **[date]**.

We urge you to fill out the voluntary, **confidential** web survey before **[date]**. You may want to take the survey in a private location, given the potentially sensitive nature of some of the questions.

To complete the survey now, please copy and paste link listed below into your web browser.

[survey link with embedded code]

If you are having difficulty reaching the website, you can go to the survey website and manually enter your unique ID code.

[survey website]

Unique ID Code: **[unique ID]**

Computer or technical questions? Please contact the Westat Survey Helpdesk at 1-**XXX-XXX-XXXX** or **email@email.com**

To learn more about the study, why your participation is so important, and the safeguards taken to protect the confidentiality of your responses, see **[survey website].**

Your time and cooperation in this important effort are greatly appreciated.

Sincerely,

Sarah O. Meadows, PhD, RAND Project Co-Leader
Stephanie Brooks Holliday, PhD, RAND Project Co-Leader