

System to Participant: Introduction Email (Contact #1)

Subject line: [Unit/Organization Title]'s DOCP is Now Available

Friendly Name: Department of Defense - DOCP

ATTENTION: [Unit/Organization Title]'s DOCP IS NOW AVAILABLE

As you may have heard from your leadership, it is time for [Unit/Organization Title] to take the Defense Organizational Climate Pulse (DOCP) survey. The DOCP is a brief survey that gives your leadership a snapshot of the current climate of your [unit | organization | Military Service Academy | Military Service Academy Preparatory School]. The DOCP asks questions identified by your leadership, related to gender issues, race/ethnic issues, leadership, and/or safety/well-being, and gathers information only you can give. This is your chance to provide confidential feedback.

Go to SurveysDRC.com/DOCP to take the DOCP for [Unit/Organization Title] and use the rostered e-mail listed below to log in.

Your rostered e-mail is: [Participant Primary E-mail from Roster]

Taking the DOCP is considered Official Business, which means you can take it while on duty or during the workday using any computer or mobile device including your smartphone.

Your participation in the DOCP is voluntary and greatly appreciated.

If you need help taking the DOCP or have questions, please contact your DOCP administrator, [Administrator Name] at [Administrator Email].

Thank you in advance for your prompt response,

The DOCP Team
Health and Resilience Division
Department of Defense, Office of People Analytics

ADDITIONAL INFORMATION: The DOCP takes about 7 minutes to complete. To verify the authenticity of this survey, **OMB Control Number: ###**, call 1-571-372-1034 or DSN 372-1034. If you have questions about this survey, call our Survey Processing Center at 1-833-867-5674 or e-mail DOCP@datarecognitioncorp.com. If you do not wish to participate in the DOCP for [Unit/Organization Title], e-mail DOCP@datarecognitioncorp.com.

System to Participant: Reminder Email (Contact #2)

Subject line: REMINDER: [Unit/Organization Title]'s DOCP is Available

Friendly Name: Department of Defense - DOCP

On behalf of your leadership, we want to remind you to complete [Unit/Organization Title]'s Defense Organizational Climate Pulse (DOCP) survey. The DOCP is important and considered **Official Business**. You can complete the DOCP while on duty or during the workday on any computer or mobile device.

Go to [SurveysDRC.com/DOCP](#) to take the DOCP for [Unit/Organization Title].

Use this rostered e-mail to log in: [Participant Primary E-mail from Roster]

The DOCP is a confidential way for you to give feedback about the climate of your [unit | organization | Military Service Academy | Military Service Academy Prep School]. The results from your [unit | organization | Military Service Academy | Military Service Academy Preparatory School]'s DOCP will be briefed to your leadership to provide detailed information on selected areas of interest in your [unit | organization | Military Service Academy | Military Service Academy Preparatory School].

[Unit/Organization Title]'s DOCP is only available for a limited time. Participation is voluntary, but to have your voice heard, we need to hear from you soon.

If you need help taking the DOCP or have questions, please contact your DOCP administrator, [Administrator Name] at [Administrator Email].

Thank you for your time,

The DOCP Team
Health and Resilience Division
Department of Defense, Office of People Analytics

ADDITIONAL INFORMATION: The DEOCS takes about 7 minutes to complete. To verify the authenticity of this survey, **OMB Control Number: ###**, call 1-571-372-1034 or DSN 372-1034. If you have questions about this survey, call our Survey Processing Center at 1-833-867-5674 or e-mail DOCP@datarecognitioncorp.com. If you do not wish to participate in the DOCP for [Unit/Organization Title], e-mail DOCP@datarecognitioncorp.com.

System to Participant: Reminder Email (Contact #3)

Subject line: Evaluate the Workplace Climate in [Unit/Organization Title]

Friendly Name: Department of Defense - DOCP

Do you want to help your leadership improve the climate in your [unit | organization | Military Service Academy | Military Service Academy Preparatory School]?

Go to **SurveysDRC.com/DOCP** before **[End Date]** to provide confidential feedback on issues that impact you.

Use this rostered e-mail to log in: [Participant Primary E-mail from Roster]

Your answers to the Defense Organizational Climate Pulse (DOCP) survey will be combined with responses from everyone in your [unit | organization | Military Service Academy | Military Service Academy Preparatory School].

If you need help taking the DOCP or have questions, please contact your DOCP administrator, [Administrator Name] at [Administrator Email].

Thank you for being the voice of your [unit | organization | Military Service Academy | Military Service Academy Preparatory School],

The DOCP Team
Health and Resilience Division
Department of Defense, Office of People Analytics

ADDITIONAL INFORMATION: The DEOCS takes about 7 minutes to complete. To verify the authenticity of this survey, **OMB Control Number: ###**, call 1-571-372-1034 or DSN 372-1034. If you have questions about this survey, call our Survey Processing Center at 1-833-867-5674 or e-mail DOCP@datarecognitioncorp.com. If you do not wish to participate in the DOCP for [Unit/Organization Title], e-mail DOCP@datarecognitioncorp.com.

System to Participant: Reminder Email (Contact #4)

Subject line: REMINDER: Take [Unit/Organization Title]'s DOCP by [End Date]

Friendly Name: Department of Defense - DOCP

IMPORTANT: Your DOCP is Due on [End Date].

The Defense Organizational Climate Pulse (DOCP) survey is an opportunity to confidentially share your experiences, opinions, and concerns with your leadership.

Go to **SurveysDRC.com/DOCP** by [End Date] to have your voice heard. Use this rostered e-mail to log in: [Participant Primary E-mail from Roster]

We know that you are busy, but your feedback can help provide leadership in your [unit | organization | Military Service Academy | Military Service Academy Prep School] with valuable information. Your participation is voluntary, but time is running out to respond.

If you need help taking the DOCP or have questions, please contact your DOCP administrator, [Administrator Name] at [Administrator Email].

We look forward to hearing from you,

The DOCP Team
Health and Resilience Division
Department of Defense, Office of People Analytics

ADDITIONAL INFORMATION: The DEOCS takes about 7 minutes to complete. To verify the authenticity of this survey, **OMB Control Number: ###**, call 1-571-372-1034 or DSN 372-1034. If you have questions about this survey, call our Survey Processing Center at 1-833-867-5674 or e-mail DOCP@datarecognitioncorp.com. If you do not wish to participate in the DOCP for [Unit/Organization Title], e-mail DOCP@datarecognitioncorp.com.

System to Participant: Reminder Email (Contact #5)

Subject line: NOTICE: Your DOCP is Due [End Date]

Friendly Name: Department of Defense – DOCP

**IMPORTANT: DOCP RESPONSE DUE: [End Date]. Go to:
SurveysDRC.com/DOCP**

Time is running out to respond to [Unit/Organization Title]'s Defense Organizational Climate Pulse (DOCP) survey. Go to SurveysDRC.com/DOCP by [End Date] before you miss your limited opportunity.

Use this rostered e-mail to log in: [\[Participant Primary E-mail from Roster\]](#)

On the DOCP, you will be asked to provide feedback on important topics impacting your [\[unit | organization | Military Service Academy | Military Service Academy Preparatory School\]](#). The information gathered from the DOCP allows leadership to get targeted information on identified problems in your [\[unit | organization | Military Service Academy | Military Service Academy Preparatory School\]](#) and develop plans to improve working conditions for you and your coworkers.

Your leadership and the DOCP Team greatly appreciate your voluntary participation. Filling out the DOCP is considered **Official Business**. You can respond at SurveysDRC.com/DOCP using any government issued computer. You may also use your personal computer or mobile device, including your smart phone, while on duty or during the workday.

If you need help taking the DOCP or have questions, please contact your DOCP administrator, [\[Administrator Name\]](#) at [\[Administrator Email\]](#).

Together, we can make a difference,

The DOCP Team
Health and Resilience Division
Department of Defense, Office of People Analytics

ADDITIONAL INFORMATION: The DEOCS takes about 7 minutes to complete. To verify the authenticity of this survey, [OMB Control Number: ###](#), call 1-571-372-1034 or DSN 372-1034. If you have questions about this survey, call our Survey Processing Center at 1-833-867-5674 or e-mail DOCP@datarecognitioncorp.com. If you do not wish to participate in the DOCP for [Unit/Organization Title], e-mail DOCP@datarecognitioncorp.com.

System to Participant: Reminder Email (Contact #6)

Subject line: DOCP Response Past Due: Respond by [Extension Date]

Friendly Name: Department of Defense – DOCP

YOUR DOCP IS PAST DUE

Today, we need your help. Our job is to provide data to improve the lives and working conditions of people in your [unit | organization | Military Service Academy | Military Service Academy Preparatory School]. Because your feedback is critically important to this mission, your leadership has **extended the deadline** for you to complete the Defense Organizational Climate Pulse (DOCP) survey for [Unit/Organization Title].

Your DOCP is now due on [Extension Date]. This is your only extension. To respond, go to **SurveysDRC.com/DOCP** before the final deadline.

Use this rostered e-mail to log in: [Participant Primary E-mail from Roster]

By completing the DOCP, you will add your voice to the voices of others in [Unit/Organization Title] to collectively give your senior leadership critical information that can be used to make positive changes.

We want to assure you that your responses on the DOCP will be kept confidential. Participation in the DOCP is voluntary and appreciated.

If you have any questions about the DOCP, please contact your DOCP administrator, [Administrator Name] at [Administrator Email].

Together, we can help improve [Unit/Organization Title].

Thank you,

The DOCP Team
Health and Resilience Division
Department of Defense, Office of People Analytics

ADDITIONAL INFORMATION: The DEOCS takes about 7 minutes to complete. To verify the authenticity of this survey, **OMB Control Number: ###**, call 1-571-372-1034 or DSN 372-1034. If you have questions about this survey, call our Survey Processing Center at 1-833-867-5674 or e-mail DOCP@datarecognitioncorp.com. If you do not wish to participate in the DOCP for [Unit/Organization Title], e-mail DOCP@datarecognitioncorp.com.