

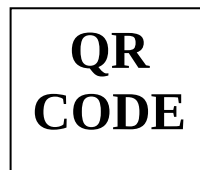
Communication #1A: Notification: No INCENTIVE

[DATE]

Dear [NAME]:

Thank you for all that you do each day to support the mission, your spouse, and your family. Our nation's military families serve alongside the Armed Forces and that is why the Department of Defense conducts research to identify ways to better serve our military families. As an active duty military spouse, your experience is vital to understanding the issues you face as a military family member. That is why, through a random process, you were selected to participate in the *2023 Survey of Active Duty Spouses*. Your participation is voluntary. Your insight is invaluable.

The survey will take about 20 minutes and will probably take less time because you only answer questions that pertain to you and your family. This DoD survey covers important topics such as child care, housing and financial condition. Scan your unique QR code below to go immediately to your survey. Responses are saved—you can return to complete the survey online from any device using your QR code. You can also visit <https://www.dodsurveys.mil> and enter your **Ticket Number: XXXXXXXX**.



The data collected on the survey is critical to DoD policy makers who use this data to improve military life for you and your family. For example, the results of the 2021 ADSS indicated some of the top issues impacting military families were spouse employment, childcare, and PCS moves. In 2023, the DoD implemented new policies and programs to support spouse employment such as the Military Spouse Fellowship, expansion of pathways to federal employment, and support for remote/flexible work opportunities. Recent legislation eases the transfer of professional licenses to new duty locations and provides administrative leave for relocating families after a PCS move. Support for caregivers has grown with new tax-saving flexible spending accounts to pay for dependent care and expansion of pathways for interested military spouses to provide home-based child care on their installation.

Please know that this survey is voluntary and your responses will be confidential. I want to thank you personally for taking the time to complete this survey. YOUR participation will make a difference!

Sincerely,

Mrs. Patricia Barron
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

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. 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 August 15, 2023. Include your Ticket Number in all communications with the SPC. For your convenience, the Office of People Analytics (OPA) has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys.

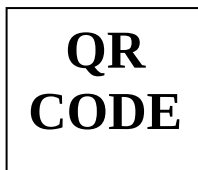
Communication #1B: Notification: INCENTIVE

[DATE]

Dear [NAME]:

Thank you for all that you do each day to support the mission, your spouse, and your family. Our nation's military families serve alongside the Armed Forces and that is why the Department of Defense conducts research to identify ways to better serve our military families. As an active duty military spouse, your experience is vital to understanding the issues you face as a military family member. We know that your experiences and needs are unique and we understand your time is valuable. That is why we have enclosed \$5 to thank you for your help ensuring the Active Duty Spouse Survey reflects all spouses in the active duty military community. Your participation is voluntary. Your insight is invaluable.

The survey takes up to 20 minutes but will probably take less time because you only answer questions that pertain to you and your family. Scan your unique QR code to go immediately to your survey. 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> and enter your **Ticket Number: XXXXXXXX**.

The data collected on the survey is critical to the DoD. Policy makers use this data to create or augment programs that impact you and your family. For example, the results of the 2021 ADSS indicated some of the top issues impacting military families were spouse employment, child care, and PCS moves. Since the survey, the DoD implemented new policies and programs to support spouse employment such as the Military Spouse Fellowship, expansion of pathways to federal employment, and support for remote/flexible work opportunities. Frequent PCS moves are a challenge for many military families, and recent legislation eases the transfer of professional licenses to new duty locations and provides administrative leave for relocating families. Support for caregivers has grown via the new saving flexible spending accounts to pay for dependent care and expansion of pathways for interested military spouses to provide home-based child care on their installation.

Please know that this survey is voluntary and your responses will be confidential. 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,

Mrs. Patricia Barron

DRAFT June 2023

Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

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. 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 August 15, 2023. Include your Ticket Number in all communications with the SPC. For your convenience, the Office of People Analytics (OPA) has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys.

OMB Control Number [0704-0604](#)/Expiration Date 9/30/2024

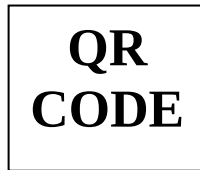
Communication #2: Reminder letter 1

[DATE]

Dear [NAME]:

Maybe you missed our invitation or you haven't had time to complete a survey you started, but there is still time to complete the 2023 Survey of Active Duty Spouses. We really need your input. As an active duty military spouse, your experience is vital to understanding the issues you face as a military family member and areas where the Department of Defense can make improvements to positively impact military life.

Please take a few minutes to share your input today. You only answer the questions that apply to you and your answers are saved so you can return to the survey any time before the closing date to submit your responses. Scan your unique QR code below to go immediately to your survey or return to a survey you started by scanning the QR code below with your mobile device. You can also visit www.dodsurveys.mil and enter your **Ticket Number: XXXXXXXX**.



This survey is really important to our community. DoD policymakers use input from active duty spouses to guide programs and services that impact quality of life for military families. This is an opportunity for the DoD to learn about your experiences and an opportunity for spouses to influence the programs and policies that matter most to them. Having a large response from active duty spouses enables more granular analysis of the aggregate data and more potential for identifying unique groups and needs within our community. That's why your input is so important. The survey takes around 20 minutes.

Please know that this survey is voluntary and your responses will be confidential. I want to thank you personally for taking the time to complete this survey. Your participation will make a difference!

Sincerely,

Mrs. Patricia Barron
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

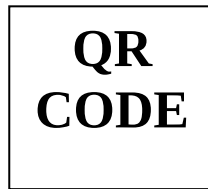
For issues and/or questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail ADS-Survey@mail.mil. If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to August 15, 2023. Include your Ticket Number in all communications with the SPC. For your convenience, the Office of People Analytics (OPA) has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys.

Communication #3: Wave 1 Paper Survey —Cover letter sent with paper survey to non-respondents

[DATE]

You still have time to take the *2023 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 Department of Defense policymakers the data they need to best serve you and your family. Not every spouse is randomly selected like you were, so your input ensures the data represents military families in 2023. I know your time is at a premium, but please, take the survey and help shape policy that supports our community.

Please share your input today. You will only answer the questions that apply to you and the survey takes around 20 minutes or less. 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 a paper version of the survey enclosed. If you choose to complete the paper survey, please return it before August 15, 2023 in the enclosed, postage-paid envelope.

This survey is voluntary and responses will be confidential. No individual data will be reported, and results will be used by DoD to support you and your family. 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.

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

Sincerely,

Mrs. Patricia Barron
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

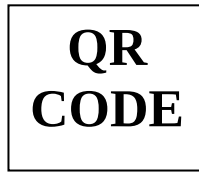
For issues and/or questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail ADS-Survey@mail.mil. If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to August 15, 2023. Include your Ticket Number in all communications with the SPC. For your convenience, the Office of People Analytics (OPA) has set up a telephone line for anyone who wishes to verify the survey’s legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys.

Communication 4: Reminder 2 (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. The *2023 Survey of Active Duty Spouses* gives the Department of Defense information necessary for services that meet your needs, so your participation is very important. If you completed the survey, thank you for taking the time to do so. If you have not completed the survey, I encourage you to take the opportunity now to complete it.

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. You can also complete the paper questionnaire previously mailed to you and return it in the postage-paid envelope.



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

Spouses shared their experiences in 2021 and the results were used to create new programs to support spouse employment, ease the transition with PCS moves, help with the cost of dependent care, and more.

No we need to hear from you in 2023. How can the DoD better support you and your family? Help us serve your family. The survey takes around 20 minutes or less. Please let your voice be heard.

Sincerely,

Mrs. Patricia Barron
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

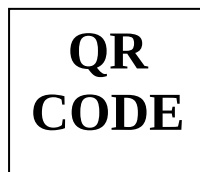
For issues and/or questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail ADS-Survey@mail.mil. If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to **August 15, 2023**. Include your Ticket Number in all communications with the SPC. For your convenience, the Office of People Analytics (OPA) has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys.

Communication #5—Reminder 3 (We do not send reminder letters to anyone who has completed a survey)

[DATE]

Previously, you were asked to participate in the *2023 Survey of Active Duty Spouses*. This opportunity for you to share your experiences and opinions of military life is closing soon. Please take a few minutes to submit your survey today. It has never been more important to share your thoughts and opinions on military life. While participation is voluntary, I urge you to take this final opportunity to complete the survey before it closes on **August 15, 2023**.

If you have already completed the survey, thank you for your time and cooperation. If you have not 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 use the QR code above or your unique ticket number to return to the survey, complete as many items as you can, and submit the survey, or complete the paper survey and mail it back in the postage paid envelope.

The survey is confidential. 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. 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 August 15, 2023. 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,

Mrs. Patricia Barron
Deputy Assistant Secretary of Defense
(Military Community and Family Policy)

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. 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 August 15, 2023. Include your Ticket Number in all communications with the SPC. For your convenience, the Office of People Analytics (OPA) has set up a telephone line for anyone who wishes to verify the survey’s legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys.