

Recruiting, Retaining, and Promoting Servicemembers who Identify as Hispanic or Latino/Latina

Sponsor Protocol Number: E791

Tab D: In-person Focus Group Recruitment and Invitation Email

IRB Approved at the
Study Level
Dec 10, 2024
IRB Approved at the
Study Level
Jul 03, 2021

[GREETING],

As you know, the talented and dedicated people of the [SERVICE] are our most important asset in building a resilient force and positively shaping the future of the [SERVICE].

The [SERVICE] is interested in gaining a better understanding for the challenges that Servicemembers face in their recruitment, retention, and promotion, especially for those who identify as Hispanic. To assist the [SERVICE] in developing strategies on how to tackle those challenges through changes to policies, processes, and programs and to ensure that Servicemembers are supported through appropriate and needed resources, the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD P&R) Office for Civil Rights & Equal Opportunity Policy (OCREOP) has contracted with CNA to conduct a study on these issues. I am an analyst at CNA supporting this research study.

As part of the “Recruiting, Retaining, and Promoting Servicemembers who Identify as Hispanic or Latino/Latina” study, CNA will be conducting Service-specific focus groups with Active Duty Servicemembers in the Marine Corps, Army, Navy, Air Force, and Space Force. If you agree to participate in a focus group, your session will be held in person with other [SERVICE] [CATEGORY] from [COMMAND/INSTALLATION]. The goal of these focus groups is to learn from your thoughts and opinions, based on your military experience.

CNA will audio record the focus group discussion and will also take notes; however, neither you nor your location/installation will be directly identified individually in any report or briefings. Audio recordings will only be accessed by the CNA study team and will be deleted at the end of this study. All information discussed will be summarized and reported by CNA, along with the information collected in other focus group sessions. Participation is voluntary, but we hope you will choose to be part of this important study.

If you are interested and available to participate, please provide your availability to participate in a 90-minute in-person focus group during the following dates and times:

- [INSERT BULLETED LIST OF POSSIBLE DATES AND TIMES]

Once the date, time, and location of the focus group has been determined, I will send you a calendar invite (please respond to this email to confirm that this is the email address we should use for the calendar invite or if we should use an alternate email address).

Please let me know if you have any questions or would like any additional information. Thank you for your time and, most importantly, for being a part of the [SERVICE] community.

V/r,

[NAME]

[ELECTRONIC SIGNATURE]