**RESEARCH SUBJECT CONSENT INFORMATION SHEET**

**VIRTUAL FOCUS GROUPS**

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

**PROTOCOL NO.:** E791

WCGIRB Protocol #20223503

**SPONSOR:** Office of Force Resiliency, OSD-P&R

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**STUDY-RELATED**

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The public reporting burden for this collection of information, 0704-RPSS (exp. XX/XX/XXXX), is estimated to average 60 minutes for recruiters per response and 90 minutes for other groups response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

# What should I know about this research?

* You are being invited to take part in a research study. A person who takes part in a research study is called a research subject, or research participant.
* Taking part in this research is voluntary. You may decide not to participate, or you may leave the study at any time. Your decision will not result in any penalty or loss of benefits to which you are otherwise entitled.
* If you have any questions, ask all the questions you want before you decide to participate.
* If you have any questions, concerns, or complaints or think this research has hurt you, talk to the research team at the phone number(s) listed in this document.
* The purpose of this consent form is to help you decide to participate. Please read this form carefully. To participate in a research study, you must give your informed consent. “Informed consent” includes:
  + Reading this consent form
  + Understanding the research study
  + Asking questions about anything that is not clear
  + Taking the time to think about whether you want to participate before you make your decision
* You should not join this research study until all your questions are answered. Contact the study staff if you have any questions about the research.
* This research does NOT involve the collection of identifiable private information or identifiable biospecimen.

# Why is this research being done?

The purpose of this research is to better understand the challenges that Servicemembers face in their recruitment, retention, and promotion, especially for those who identify as Hispanic. This is part of a study sponsored by the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD P&R) Office for Civil Rights & Equal Opportunity Policy (OCREOP) focused on developing strategies on how to tackle the challenges mentioned above and ensure that Servicemembers are supported through appropriate and needed resources. We are interested in hearing from you about your experience in the Armed Forces.

# How long will I be in this research?

Your participation in this effort will be limited to your time in the focus group, which will last up to 60 minutes for recruiters and 90 minutes for all others.

# What happens to me if I agree to take part in this research?

We are 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 with a group of other Servicemembers of similar rank to you. If you agree to participate, we will ask you a series of questions related to your experiences as a Servicemember in the Armed Forces.

Your name and contact information are only used for scheduling the focus group. CNA will record discussion during the focus group and will also take notes; however, no names, contact information, location/installation identification, or any other direct personally identifiable information (PII) will be associated with focus group notes or used in the analysis or reporting of focus group results. All indirect PII provided by focus group participants will be transported through secure means, safeguarded, anonymized, and destroyed at the completion of the study. Additionally, recordings will only be accessed by the CNA study team and will be deleted at the end of this study.

# Could being in this research hurt me?

There is no physical risk to participating in this focus group. Information provided in this focus group will be summarized and presented in aggregate. No comments will be attributed to you specifically. There is a potential risk of loss of confidentiality, although we will make every attempt to keep your research information confidential.

# Will it cost me money to take part in this research?

There is no direct monetary cost to participating in this research. The only cost is your time.

# Will being in this research benefit me?

There are no direct benefits to you from taking part in this research. We cannot promise any direct benefits to you or others from your participation; however, we hope that this study will help the DOD develop strategies to tackle recruiting, retention, and promotion challenges and ensure that Servicemembers are supported through appropriate and needed resources.

# Will I be paid for taking part in this research?

You will not be paid for taking part in this research.

# What other choices do I have besides taking part in this research?

Your alternative is to not take part in the research. A decision not to take part or stopping your participation in the research will not have a negative impact or penalty on you in any way.

# What happens if I agree to be in this research, but I change my mind later?

You may decide to not take part in the research at any time. If you decide to discontinue your participation, you may leave the focus group at any time. In addition, if you feel uncomfortable answering some of the questions, you may choose not to provide a response to any question that you do not want to answer. A decision to refuse to take part or to stop being a part of our discussion will not have a negative impact on you in any way and will not result in any penalty or loss of benefits.

# What happens to the information collected for this research?

Your name and contact information are only used for scheduling the focus group. CNA will record discussion during the focus group and will also take notes; however, no names, contact information, location/installation identification, or any other direct PII will be associated with focus group notes or used in the analysis or reporting of focus group results. All information discussed today will be held in confidence by CNA. All indirect PII provided by focus group participants will be transported through secure means, safeguarded, anonymized, and destroyed at the completion of the study. Additionally, recordings will only be accessed by the CNA study team and will be deleted at the end of this study. The information you provide will not become part of your military record and will not affect your career in any way.

All presentations of study results (e.g., the final report and briefings submitted to OUSD P&R OCREOP) will summarize the information from all focus groups combined and will not link statements to any single individual. Since we are not associating any identifying information about participants with their focus group responses, no identities will be revealed in any report or briefing.

Information may be shared with individuals and organizations that conduct or watch over this research, including:

* The research sponsor
* People who work with the research sponsor
* Government agencies, such as the US Department of Health and Human Services
* The Institutional Review Board (IRB) that reviewed this research

# Who can answer my questions about this research?

If you have questions, concerns, or complaints, or think this research has hurt you, talk to the research team at the email address or phone number listed on the first page.

This research is being overseen by WCG IRB. An institutional review board (“IRB”) is a group of people who perform independent review of research studies. You may talk to them at 855‑818‑2289 or [clientcare@wcgclinical.com](mailto:clientcare@wcgclinical.com) if:

1. You have questions, concerns, or complaints that are not being answered by the research team
2. You are not getting answers from the research team
3. You cannot reach the research team
4. You want to talk to someone else about the research
5. You have questions about your rights as a research subject