

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

**Sponsor Protocol Number: E791**

**Tab H: Virtual Focus Group Recruitment 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].

We are 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 us in developing strategies 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 research study on these issues.

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 virtually with other [SERVICE] [CATEGORY] from various locations. Please note that some separate sessions will be held for Servicemembers who identify as Hispanic. The goal of these focus groups is to learn from your thoughts and opinions, based on your military experience.

Participation is voluntary, but we hope you will choose to be part of this important study. If you choose to participate in a focus group, neither you nor your location/installation will be directly identified individually in any report or briefings. Information discussed across all focus groups in this study will be summarized and reported by CNA.

If you are interested in participating in a focus group, please email [EMAIL ADDRESS FOR SOMEONE AT CNA], and they will arrange for you to participate in a virtual focus group (conducted by CNA) at a date and time that work for you.

Thank you for your time and, most importantly, for being a part of the [SERVICE] community.

V/r,

[NAME]

[ELECTRONIC SIGNATURE]