

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

**Sponsor Protocol Number: E791**

**Tab J: Virtual Focus Group Email Invitation**

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

[NAME OF POTENTIAL VIRTUAL FOCUS GROUP PARTICIPANT],

Thank you for your interest in the “Recruiting, Retaining, and Promoting Servicemembers who Identify as Hispanic or Latino/Latina” research study. I am an analyst at CNA supporting this 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).

As you may be aware, we are scheduling Service-specific focus groups with Active Duty Servicemembers in the Marine Corps, Army, Navy, Air Force, and Space Force. You are being asked to voluntarily participate in a virtual focus group with other [SERVICE] [CATEGORY] from various locations.

The goal of this focus groups is to learn from your thoughts and opinions, based on your military experience, and to inform OUSD P&R OCREOP in their efforts to develop strategies on how to tackle recruitment, retention, and promotion challenges faced by [SERVICE] Servicemembers.

If you are interested and available to participate, please provide your availability to participate in a [FOR RECRUITER GROUPS: 60-minute; FOR ALL OTHER GROUPS: 90-minute] virtual focus group during the following dates and times (please note that separate sessions will be held for Servicemembers who identify as Hispanic and those who do not):

- [INSERT BULLETED LIST OF POSSIBLE DATES AND TIMES – SEPARATE SESSIONS TO BE OFFERED FOR THOSE WHO IDENTIFY AS HISPANIC AND THOSE WHO DO NOT]

Once the date and time of the focus group has been determined, we 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).

CNA will record discussion during the focus group and will also take notes; however, you will not be identified individually in any report or briefings. 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.

Thank you for your time and consideration, and please let me know if you have any questions or would like any additional information. I look forward to hearing from you.

V/r,

[NAME]

[ELECTRONIC SIGNATURE]