

Greetings, *[insert ship name]* Sailors!

[insert ship CO name] has invited scientists from the Naval Health Research Center (NHRC) to gather information about the experiences of *[ship name]* Sailors through surveys and focus groups. The purpose of this research study is to better understand your experiences while serving on a ship, and how these experiences affect your health. The information we learn from you will help inform policies, practices, and interventions to improve the health and readiness of *[ship name]* Sailors.

The NHRC team will be visiting the *[ship name]* *[dates of data collection]* to conduct the surveys and focus groups.

If you agree to participate in the **survey**, you will be asked to spend about 30 minutes completing an iPad-based survey. Your participation will be voluntary and completely anonymous, and you are free to skip any questions you don't want to answer.

If you agree to participate in a **focus group**, you will spend 60-90 minutes in a small-group discussion led by a member of the NHRC team. Your responses during this discussion will be kept confidential and will not be identified with you as an individual; all results will be summarized across all focus groups.

To thank you for your time and effort, survey participants will receive a \$15 gift card and focus group participants will receive a \$40 gift card.

Your participation is important. We need to hear about your experiences and opinions so that *[ship name]* and Navy leaders can better meet the needs of *[ship name]* Sailors. By participating, you will be contributing to the health and mission readiness the *[ship name]* crew.

If you have any questions, please contact *[ship POC]* or *[study coordinator]*.

Very respectfully,

[ship POC and contact info]

[study coordinator and contact info]

