

[Date]

Dear [First Name Last Name]

The Department of Defense (DoD) remains committed to ensuring workplaces are free from sexual harassment, sexual assault, and gender discrimination. That is why we are contacting you to participate in the *2025 Department of Defense Civilian Employee Workplace and Gender Relations Survey (2025 WGRC)*. This critical survey is the only one of its kind conducted by the DoD specifically for DoD civilian employees this year.

To participate, either scan the QR code or follow the instructions below:

A square box with a black border containing the text "QR CODE" in a bold, black, sans-serif font, arranged in two lines.

1. Go to **DODsurveys.mil** on any computer, tablet, or smartphone
2. Log in with your unique ticket number: **XXXXXXX**
3. Complete the survey by **December 31, 2025** to have your voice heard

This survey is considered **Official Business** and can be completed during work hours using any government or personal device. Or, if you prefer, you can complete the survey on any device with Internet access, at home or anywhere convenient for you.

DoD leadership uses your responses to take action. Your participation helps Department leadership understand what is really going on in the DoD workforce and the presence or absence of issues in your workplace. Prior survey results have been used to identify gaps in equal treatment, enhance sexual harassment and sexual assault prevention efforts, and address concerns with complaint processes. With your feedback, the DoD can continue implementing policy changes to better your workplace environment.

Your participation is voluntary, and your responses are kept completely **confidential**.

Thank you for helping us continue to make the DoD workplace safe and healthy for all employees.

Sincerely,

Mark S. Breckenridge, Director
Department of Defense Office of People Analytics

Additional Information: Responding to this survey will remove you from future notifications for this survey. Most people take 30 minutes to complete the survey. If you have any questions or concerns, please e-mail our Survey Processing Center at dodhra.WGRC-survey@mail.mil or call toll-free at 1-800-881-5307. If you do not wish to participate or to receive reminders about this survey, you may remove yourself from the mailing list by contacting the Survey Processing Center. Be sure to include your Ticket Number in all communications. If you wish to withdraw your answers after starting this survey, notify the Survey Processing Center prior to December 31, 2025. You will be required to provide your Ticket Number.

OMB Control Number 0704-0614/Expiration Date 09/30/2024