

INITIAL EMAIL SENT AT BEGINNING OF RESPONSE PERIOD

****RECOMMEND FIRST REMINDER EMAIL SENT AT MIDWAY POINT OF RESPONSE PERIOD****

*****RECOMMEND FINAL REMINDER EMAIL SENT IN FINAL TWO WEEKS OF RESPONSE PERIOD*****

Greetings,

The Department of Defense is committed to preparing its workforce to address and overcome challenges to defense and national security, including how the adverse impacts of a changing climate complicate and impede the execution of DoD missions.

This is a short questionnaire for DoD personnel who provide different aspects of support to the warfighter – across OSD Components, the Joint Staff, Military Departments, and Defense Agencies/Field Activities – to understand if and how climate change affects their work.

[As a reminder/final reminder,] Civilian and military personnel are asked to complete a short questionnaire by accessing the following Intelink site: [LINK]. It should take no more than 10 minutes to complete. Participation is entirely voluntary and your feedback will be anonymous. Information collected will be used to inform DoD education and training efforts.

Thank you in advance for your participation.

Respectfully,

[Name]

Note: Personnel can access the questionnaire using their desktop/laptop; it is not accessible via mobile device.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-CLPC, is estimated to average 10 minutes per 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. 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.

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