

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-0610, is estimated to average 1.25 hours 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. OMB CONTROL NUMBER: 0704-0610

OMB EXPIRATION DATE: XX/XX/XXXX

INTRODUCTION

Hello, my name is [YOUR NAME], and I am accompanied by my colleagues from the Office of the Secretary of Defense. [ASK SVT TO INTRODUCE THEMSELVES.]

We are here, at the request of the Secretary of Defense, to talk about preventing harmful behaviors and how we can improve command climates across the Total Force. This installation, and your unit/ship, were chosen using several sources of data, including the DEOCS, that indicated we could learn something about your environment here that could help inform practices around the Department of Defense.

During our time together, we will be asking questions about the operating environment and what integrated primary prevention efforts look like here, regarding a range of harmful behaviors. Overall, the discussion will focus on how this installation and the units are preventing alcohol misuse, suicide, sexual assault, sexual harassment, child abuse and neglect, and domestic abuse.

Our goal is to hear the good and the bad. Not only to help make change at the local level, but to highlight the positives to share across the Total Force.

I want to thank you for being a part of this. Within the last few years, we’ve completed over 74 OSIE visits and have been able to make recommendations to the SecDef that have created real change at the installation level as well as across the entire military. What you share with us today helps inform policy and can change how things are done.

Lastly, as we walk through today’s questions, you may notice some of them sound similar; that’s by design. We wrote the questions to allow us to approach these topics from different angles to help us gather the best information possible.

- Build rapport with all participants
- Establish the “why” behind the OSIEs
- Provide full overview of “harmful behaviors”
- Express gratitude for their participation

CONSENT

Before we get started with the questions, we need to discuss the expectations for participation.

First, your participation today is voluntary. You may have been required to meet with us, but the degree to which you participate in the discussion and provide responses is your decision. At any point that you no longer wish to participate, you are free to leave. We will not take names or report to your leaders about your participation.

We recognize that talking about harmful behaviors can be triggering or stressful. We are prepared to support you with local resources and connect you to assistance.

Confidentiality is a big concern for our team. While we are taking notes, we will not identify a participant by name. Your identifying information such as rank, gender, or position title, will not be attached to any statements made and identifying information will be suppressed if your statement is summarized into a report or a future training. However, there are others in the room, and we cannot guarantee complete confidentiality in that regard. We do ask that you do not discuss anything others share in here today. If, after our session, you are required by a person in your direct or indirect chain of command to discuss this confidential discussion or feel that your participation is used against you, you are encouraged to contact your Inspector General.

Due to a lack of complete confidentiality, we request you do not discuss any open cases as it is important to protect case details and to protect the privacy of other parties involved. If you would like to share about an open case, a member of our team will happily meet with you one on one.

Additionally, if you express any current suicidal ideations, or if we believe that a child, spouse, intimate partner or vulnerable adult is being assaulted, abused, or neglected, we are required by policy to disclose such information to the appropriate agency. At all times, our goal is to create a space where, even if we talk about those topics, you will receive support from our team and local resources. We are committed to linking all participants to requested care and have developed a quick resource guide [SHOW RESOURCE] that helps link participants to local resources.

If you have questions about your rights as a participant or need to report a concern, you can contact the Office of Force Resiliency using the contact information on this information sheet. [REFERENCE THE POC SHEET.]

- Voluntary participation
- Topics can be uncomfortable, and support is available
- Confidentiality
- Participants rights and concerns
- Mandated reporters

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