

**Military Child Development Program Staffing Assessment
Survey Recruitment Materials for Installation Personnel**

**Laura Werber and Lynn Karoly
Principal Investigators**

Survey Recruitment / Invitation Email (Direct to Everyone):

Email subject line: Opportunity to Participate in the Military CDP Workforce Survey

Dear (name),

On behalf of the Office of Secretary of Defense (OSD), RAND is conducting a confidential study on how to better support recruitment and retention of high-quality staff in military child development programs. As part of this study, RAND is administering a survey, which asks for your perceptions regarding your wages, benefits, recruitment experiences, career advancement opportunities, working conditions, and intentions to remain in your job.

We are asking you to take up to 20 minutes to complete a survey about your experiences at your child development program. Participation in this survey is voluntary, and you can decline to participate without penalty. However, we believe you have a very important perspective to share.

If you are willing to participate, please complete the short survey here no later than XX X, 20XX.

[INSERT SURVEY LINK HERE]

RAND will keep your information completely confidential. RAND will not share any information you provide to anyone outside the project team. All information will be reported in totals, averages, and statistics. Individual answers and names will not be included in any study report.

For questions related to the content of this survey or how the information gathered will be utilized, please visit this website at [RAND website for study] or email the RAND study team at [SHAREDMAILBOX@rand.org].

RAND and the OSD recognize that these are demanding times and appreciate the time you are able to give to this effort.

The OMB Control Number for this study is ####-####, expiration date MM/DD/YYYY.

Sincerely,

XXXX

Survey Reminder #1:

Email Subject Line: REMINDER: Complete the Military Child Development Program Workforce Survey

Dear (name),

We would like to remind you of the opportunity to provide your perspective through the Military Child Development Program Workforce Survey, sponsored the Office of Secretary of Defense.

We are asking you to take no more than 20 minutes to share your perspective.

You may have received multiple requests to take the survey; **please take the survey only one time.**

You can participate here until [DATE]:

[LINK]

RAND will keep your information completely confidential. RAND will not share any information you provide to anyone outside the project team. All information will be reported in totals, averages, and statistics. Individual answers and names will not be included in any study report.

For questions related to the content of this survey or how the information gathered will be utilized, please email our study team at [SHAREDMAILBOX@rand.org].

The OMB Control Number for this study is ####-####, expiration date MM/DD/YYYY.

Sincerely,

XXXX

Survey Reminder #2:

Email Subject Line: Last chance to complete the Military CDP Workforce Survey

Dear (name),

We would like to remind you of the final opportunity to provide your perspective through the Military Child Development Program Workforce Survey, sponsored the Office of Secretary of Defense.

We are asking you to take no more than 20 minutes to share your perspective.

You may have received multiple requests to take the survey; **please take the survey only one time.**

You can participate here until [DATE]:

[LINK]

RAND will keep your information completely confidential. RAND will not share any information you provide to anyone outside the project team. All information will be reported in totals, averages, and statistics. Individual answers and names will not be included in any study report.

For questions related to the content of this survey or how the information gathered will be utilized, please email our study team at **[SHAREDMAILBOX@rand.org]**.

The OMB Control Number for this study is ####-####, expiration date MM/DD/YYYY.

Sincerely,

XXXX

Survey Recruitment / Invitation Email (Through CDC / SAC Directors):

Email subject line: Opportunity to Participate in the Military CDP Workforce Survey

Dear (name),

Attention Center Directors— We kindly ask you to read this for yourself and also to forward this message to all of your staff at your child development program, including all teaching staff and support staff.

On behalf of the Office of Secretary of Defense (OSD), the RAND Corporation is conducting a study on how to better support recruitment and retention of high-quality staff in military child development programs.

As part of this study, RAND is inviting all military child development program staff, including military child development program leaders and staff, to complete a survey. The survey will take up to 20 minutes to complete and focuses on military child development program employees' perceptions of their wages, benefits, recruitment experiences, career advancement opportunities, working conditions, and intentions to remain in their job.

Participation in this survey is voluntary, and you can decline to participate without penalty. However, we believe you have a very important perspective to share.

If you are willing to participate, please complete the short survey here no later than XX X, 20XX.

[INSERT SURVEY LINK HERE]

RAND will keep your information completely confidential. RAND will not share any information you provide to anyone outside the project team. All information will be reported in totals, averages, and statistics. Individual answers and names will not be included in any study report.

For questions related to the content of this survey or how the information gathered will be utilized, please visit this website at [RAND website for study] or email the RAND study team at [SHAREDMAILBOX@rand.org].

RAND and the OSD recognize that these are demanding times and appreciate the time you are able to give to this effort.

The OMB Control Number for this study is ####-####, expiration date MM/DD/YYYY.

Sincerely,

XXXX

Survey Reminder #1:

Email Subject Line: REMINDER: Complete the Military Child Development Program Workforce Survey

Dear (name),

Attention Center Directors— We kindly ask you to read this for yourself and also to forward this message to all of your staff at your child development program, including all teaching staff and support staff.

We would like to remind you of the opportunity for you and your staff to share your experiences as military child development program employees through the Military Child Development Program Workforce Survey, sponsored by the Office of Secretary of Defense.

We are asking you to take no more than 20 minutes to share your perspective and to remind your staff to take the survey as well.

You may have received multiple requests to take the survey; **please take the survey only one time.**

You can participate here until [DATE]:

[LINK]

RAND will keep your information completely confidential. RAND will not share any information you provide to anyone outside the project team. All information will be reported in totals, averages, and statistics. Individual answers and names will not be included in any study report.

For questions related to the content of this survey or how the information gathered will be utilized, please email our study team at <mailto:SHAREDMAILBOX@rand.org>.

The OMB Control Number for this study is #####-#####, expiration date MM/DD/YYYY.

Sincerely,

XXXX

Survey Reminder #2:

Email Subject Line: Last chance to complete the Military Child Development Program Workforce Survey

Dear (name),

We would like to remind you of the final opportunity for you and your staff to share your experiences as military child development program employees through the Military Child Development Program Workforce Survey, sponsored by the Office of Secretary of Defense.

We are asking you to take no more than 20 minutes to share your perspective and to remind your staff to take the survey as well.

You may have received multiple requests to take the survey; **please take the survey only one time.**

You can participate here until [DATE]:

[LINK]

RAND will keep your information completely confidential. RAND will not share any information you provide to anyone outside the project team. All information will be reported in totals, averages, and statistics. Individual answers and names will not be included in any study report.

For questions related to the content of this survey or how the information gathered will be utilized, please email our study team at <mailto:SHAREDMAILBOX@rand.org>.

The OMB Control Number for this study is ####-####, expiration date MM/DD/YYYY.

Sincerely,

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