

**Invitation and Reminder Text for End-of-Course Training Evaluation Surveys:
CDSE ILT End -of-Class Feedback and CDSE VILT End -of-Class Feedback**

Instructor-Led Training (ILT) (face-to-face classes)

Virtual Instructor-Led Training (VILT) (online instructor-led synchronous classes)

Invitations are sent after class registration data is complete and finalized, usually within a week following the end of the class, but occasionally longer if the class is conducted at a customer site. Two reminders are sent within two weeks of the invitation date, spaced 3-5 days apart. The same text is used for both reminders. Both invitations and reminders are sent on week days, and holidays are avoided.

Invitation Text

From: Center for Development of Security Excellence

Subject: CDSE Feedback Invitation – [*Course Title and class start and end Dates*]

Dear Valued Training Customer,

The Defense Counterintelligence and Security Agency (DCSA) Center for Development of Security Excellence (CDSE) requests your feedback on the [*Course Title*] ([*Course Number*]) you attended from [*class start and end dates*].

Your feedback helps maintain and improve the security curriculum. Responding will only take a few minutes. Please respond by [*respond by date*].

Responding is voluntary and there is no penalty for not responding.

No personally identifiable information is requested and responses are anonymous unless you include personally identifiable information in your comments.

To take the survey, copy and paste the URL below. Please ensure the entire link is copied and pasted or use the clickable link in the attached PDF.

[*URL for accessing survey*].

A PDF file containing the link is attached for your convenience. If you have other questions concerning training, please contact CDSE directly. Email addresses are available at:
<https://www.cdse.edu/contact.html>

Thank you for your participation. Your responses and comments will be reviewed by instructors and CDSE curriculum staff and summarized for review by CDSE management.

Sincerely,

Center for Development of Security Excellence

LEARN. PERFORM. PROTECT.

PLEASE DO NOT REPLY TO THIS EMAIL SINCE IT IS AUTOMATICALLY GENERATED.

Reminder Text

From: [inserted by GovDelivery]

Subject: CDSE Feedback Invitation (friendly reminder) – [*Course Title and class start and end Dates*]

Dear Valued Training Customer,

You recently received an invitation to provide feedback on the [*Course Title*] ([*Course Number*]) you attended from [*class start and end dates*]. If you have already completed the survey, please accept our thanks and disregard this email.

If you have not yet been able to provide feedback, please do so at the earliest opportunity. Your feedback is important for maintaining a high quality curriculum and identifying improvements. Please respond by [*respond by date*].

Responding is voluntary and there is no penalty for not responding.

No personally identifiable information is requested and responses are anonymous unless you include personally identifiable information in your comments.

To take the survey, copy and paste the URL below. Please ensure the entire link is copied and pasted or use the link in the attached PDF..

[*URL for accessing survey*]

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Thank you for your participation. Your responses and comments will be reviewed by instructors and CDSE curriculum staff and summarized for review by CDSE management.

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