

## **Cohort Study Recruitment Messages**

For the Cohort Study, we expect that we will work with a specific point of contact (POC) at each site to identify the right people to interview and schedule interviews during the site visit.

Accordingly, we have developed two types of recruitment messages, which appear below:

- Initial outreach from RAND to the site POC to explain the study and schedule an initial planning call;
- Language that the site POC can use to communicate with relevant personnel at the site about the RAND evaluation.

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### **Draft Cohort Study Initial Email:**

RAND Corporation, a non-profit, independent research organization, is partnering with the Department of Defense's Office of Force Resiliency to assess the DoD's initiative to hire Integrated Primary Prevention (IPP) personnel across the Services and Components. As part of our work, we will be conducting site visits to a sample of sites to learn more about the roles of IPP personnel; how they fit into the broader infrastructure for prevention at the site; how they collaborate with installation leadership and other prevention personnel; and the types of activities that they have implemented. We are including sites that have hired all of their IPP personnel already, as well as sites that are still in the process of hiring. This will allow us to learn more about how sites prepare to hire IPP personnel and then integrate them fully into the site.

In collaboration with DoD, your site has been selected to participate in this site visit cohort. Members of our team will be making a 2-3 day visit to your site. While there, we would like to speak to the following types of personnel:

- Integrated primary preventionists, if they have already been hired;
- Other prevention staff, such as Family Advocacy and SAPR-VAs
- Installation commanders or unit commanders
- Other site-level supervisors or managers that have some role in overseeing the work of preventionists.

We would like to find a time for an initial call to discuss the logistics of the site visit, including determining who we should speak to from your installation and starting to put together a site visit schedule. Here are some potential dates and times that our team is available:

[INCLUDE DATES/TIMES]

Could you please let us know who from your site should attend this call, and if any of these times work for you? If not, please let us know if there are different days/times that work for you.

We look forward to discussing this further!

Very respectfully,

[RAND Team Member]

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### **Draft Recruitment Information for Integrated Primary Preventionists Participating in Cohort Study Interviews:**

RAND Corporation, a non-profit, independent research organization, is partnering with the Department of Defense to assess the DoD's initiative to hire Integrated Primary Prevention (IPP) personnel across the Services and Components. As part of their work, they will be conducting site visits to a sample of sites to learn more about the roles of IPP personnel; how they fit into the broader infrastructure for prevention at the site; how they collaborate with installation leadership and other prevention personnel; and the types of activities that they have implemented.

As part of their work, RAND will be on-site during [TIME FRAME] and will be interviewing a range of people at this site whose work relates to integrated primary prevention. They are hoping to schedule 75 minute interviews with integrated primary preventionists. Could you please let us know what times you're available on [DATE] and [DATE] *[alternatively: Are you available at [X DATE/TIME] or [Y DATE/TIME] for an interview?]*

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### **Draft Recruitment Information for Installation or Unit Command:**

RAND Corporation, a non-profit, independent research organization, is partnering with the Department of Defense to assess the DoD's initiative to hire Integrated Primary Prevention (IPP) personnel across the Services and Components. As part of their work, they will be conducting site visits to a sample of sites to learn more about the roles of IPP personnel; how they fit into the broader infrastructure for prevention at the site; how they collaborate with installation leadership and other prevention personnel; and the types of activities that they have implemented.

As part of their work, RAND will be on-site during [TIME FRAME] and will be interviewing a range of people at this site whose work relates to integrated primary prevention, including 30 minute interviews with commanders. Could you please let us know what times you're available on [DATE] and [DATE] *[alternatively: Are you available at [X DATE/TIME] or [Y DATE/TIME] for an interview?]*

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### **Draft Recruitment Information for Other Prevention Personnel and Other Site-Level Managers:**

RAND Corporation, a non-profit, independent research organization, is partnering with the Department of Defense to assess the DoD's initiative to hire Integrated Primary Prevention (IPP) personnel across the Services and Components. As part of their work, they will be conducting site visits to a sample of sites to learn more about the roles of IPP personnel; how they fit into the broader infrastructure for prevention at the site; how they collaborate with installation leadership and other prevention personnel; and the types of activities that they have implemented.

As part of their work, RAND will be on-site during [TIME FRAME] and will be interviewing a range of people at this site whose work relates to integrated primary prevention, including 60 minute interviews with [other prevention personnel/other site-level managers who have roles overseeing the integrative primary preventionists]. Could you please let us know what times you're available on [DATE] and [DATE] [*alternatively: Are you available at [X DATE/TIME] or [Y DATE/TIME] for an interview?*]