

Initial Recruitment Email

Subject Line: Action Requested. You're Invited to a DoD Research Interview on Racial Issues

[RANK] %LASTNAME%,

Your participation is respectfully requested for a virtual DoD research interview, to be conducted between %OPENINGDATE% and %CLOSINGDATE%, to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE].

Interview topics may include racial discrimination, gender discrimination, sexual harassment, and sexual assault. We are inviting you to participate because we want input from you to help the military better serve racial and ethnic minority Service members in preventing, mitigating, and responding to these types of incidents.

Any information you share with us during the interview will be kept private unless you communicate a threat to yourself or someone else. Although participation is voluntary, this interview is an opportunity to provide feedback to senior leaders of your Service and the Department about your experiences in the [INSERT SERVICE]. This one-on-one interview will be conducted virtually and will take no more than 60 minutes.

Please reply to this e-mail to confirm your participation and schedule a time for an interview. Once your reply is received, we will reach out to you with potential dates and times for this interview. Once you have accepted, please look for e-mails with additional information, including an informed consent form that describes the study in more detail.

Very respectfully,

[SIGNATURE]

Follow up recruitment e-mail (IF no response)

Subject Line: Reminder: You're Invited to a DoD Research Interview on Racial Issues

[RANK] %LASTNAME%,

This is a reminder that your participation is respectfully requested for a virtual DoD research interview, to be conducted between %OPENINGDATE% and %CLOSINGDATE%, to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE].

Interview topics may include racial discrimination, gender discrimination, sexual harassment, and sexual assault. We are inviting you to participate because we want input from you to help the military better serve racial and ethnic minority Service members in preventing, mitigating, and responding to these types of incidents.

Any information you share with us during the interview will be kept private unless you communicate a threat to yourself or someone else. Although participation is voluntary, this interview is an opportunity to provide feedback to senior leaders of your Service and the Department about your experiences in the [INSERT SERVICE]. This one-on-one interview will be conducted virtually and will take no more than 60 minutes.

Please reply to this e-mail to confirm your participation and schedule a time for an interview. Once your reply is received, we will reach out to you with potential dates and times for this interview. Once you have accepted, please look for e-mails with additional information, including an informed consent form that describes the study in more detail.

Thank you for your participation. We value and appreciate your time.

Very respectfully,

[SIGNATURE]

Confirmation email

Subject Line: Confirmation: DoD Research Interview on Racial Issues

[RANK] %LASTNAME%,

This e-mail is to confirm your participation in the DoD virtual interview on %INTERVIEWDATE% at %INTERVIEWTIME%, to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE].

This interview will be conducted virtually and can be reached by following this link [INSERT LINK TO INTERVIEW] and will take no more than 60 minutes.

Thank you for your participation. We value and appreciate your time.

Very respectfully,

[SIGNATURE]

One-week Before Reminder

Subject Line: Reminder: DoD Research Interview on Racial Issues in One Week

[RANK] %LASTNAME%,

This is a reminder that the DoD Research Interview will take place **one week from today**, on %INTERVIEWDATE% at %INTERVIEWTIME%, to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE].

This interview will be conducted virtually and can be reached by following this link [INSERT LINK TO INTERVIEW] and will take no more than 60 minutes.

Thank you for your participation in this important work. We value and appreciate your time.

Very respectfully,

[SIGNATURE]

One-Day Before Reminder

Subject Line: Reminder: DoD Research Interview on Racial Issues Tomorrow

[RANK] %LASTNAME%,

This is a reminder that the DoD Research Interview will take place **tomorrow**, on **%INTERVIEWDATE%** at **%INTERVIEWTIME%**, to help better understand your experiences as a racial/ethnic minority Service member within the **[INSERT SERVICE]**.

This interview will be conducted virtually and can be reached by following this link **[INSERT LINK TO INTERVIEW]** and will take no more than 60 minutes.

Thank you for your participation. We look forward to hearing from you.

Very respectfully,

[SIGNATURE]

Thanks for Your Participation

Subject Line: Thanks for Your Participation in the Interview on Racial Issues in the Military

[RANK] %LASTNAME%,

Thank you for participating in the DoD interview on racial issues in the military. We appreciate you taking the time to share your insights and experiences.

As a reminder, any information that you shared with us during the interview will be kept private unless you communicated a threat to yourself or someone else.

Very respectfully,

[SIGNATURE]