

Initial Recruitment Email

Subject Line: Action Requested. You're Invited to a DoD Focus Group on Racial Issues in the Military

[RANK] %LASTNAME%,

Your participation is respectfully requested for an upcoming DoD focus group on %FOCUSGROUPUPDATE% at %FOCUSGROUPTIME% to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE]. Focus group topics will 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. Our goal is to use this information to ultimately reduce the frequency of these incidents and help the DoD better respond to how these incidents impact racial and ethnic minority Service members.

Any information you share with us during the focus group will be kept private, unless you communicate a threat to yourself or someone else. Although participation is voluntary, this discussion is an opportunity to provide feedback to senior leaders of your Service and the Department about your experiences in the [INSERT SERVICE]. This focus group will be conducted in person at [INSERT INSTALLATION ROOM LOCATION INFORMATION] and will take no more than 90 minutes.

Please reply to this e-mail to confirm your participation in the focus group. Once you have confirmed your participation, 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]

Follow up recruitment e-mail (IF no response)

Subject Line: Reminder: You're Invited to a DoD Focus Group on Racial Issues in the Military

[RANK] %LASTNAME%,

This is a reminder that your participation is respectfully requested for an upcoming DoD focus group on %FOCUSGROUPDATE% at %FOCUSGROUPTIME% to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE]. Focus group topics will 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. Our goal is to use this information to ultimately reduce the frequency of these incidents and help the DoD better respond to how these incidents impact racial and ethnic minority Service members.

Any information you share with us during the focus group will be kept private, unless you communicate a threat to yourself or someone else. Although participation is voluntary, this discussion is an opportunity to provide feedback to senior leaders of your Service and the Department about your experiences in the [INSERT SERVICE]. This focus group discussion will be conducted in person at [INSERT INSTALLATION ROOM LOCATION INFORMATION] and will take no more than 90 minutes.

Please reply to this e-mail as soon as possible to confirm your participation in the focus group. Once you have confirmed, 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 Focus Groups on Racial Issues in the Military

[RANK] %LASTNAME%,

This e-mail is to confirm your participation in the DoD focus group discussion on %FOCUSGROUPUPDATE% at %FOCUSGROUPTIME% to help better understand your experiences as a racial/ethnic minority Service member within the [INSERT SERVICE].

This focus group will be conducted in person at [INSERT INSTALLATION ROOM LOCATION INFORMATION]. Your participation in this focus group will be kept private, is voluntary, and will take no more than 90 minutes.

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

Very respectfully,

[SIGNATURE]

One-week Before Reminder

Subject Line: Reminder: DoD Focus Groups on Racial Issues in the Military in One Week

[RANK] %LASTNAME%,

This is a reminder that the DoD focus group discussion will take place **one week from today**, on %FOCUSGROUPDATE% at %FOCUSGROUPTIME%. This focus group will cover your experiences as a racial/ethnic minority Service member related to racial discrimination, gender discrimination, sexual harassment, and sexual assault.

This focus group will take place in person at [INSERT INSTALLATION ROOM LOCATION INFORMATION]. Your participation in this focus group will be kept private, is voluntary, and will take no more than 90 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 Focus Groups on Racial Issues in the Military Tomorrow

[RANK] %LASTNAME%,

This is a reminder that the DoD focus group discussion will take place **tomorrow**, %FOCUSGROUPUPDATE% at %FOCUSGROUPTIME%. This focus group will cover your experiences as a racial/ethnic minority Service member related to racial discrimination, gender discrimination, sexual harassment, and sexual assault.

This focus group will take place in person at [INSERT INSTALLATION ROOM LOCATION INFORMATION]. Your participation in this focus group will be kept private, is voluntary, and will take no more than 90 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 Focus Group on Racial Issues in the Military

[RANK] %LASTNAME%,

Thank you for participating in the DoD focus group 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 focus group will be kept private, and nothing you said in the group will be linked back to you unless you communicated a threat to yourself or someone else.

Very respectfully,

[SIGNATURE]