

LEADER AND SUPERVISOR INTERVIEW INITIAL EMAIL INVITATION

SUBJECT LINE: Request for an Interview about Your Efforts Supporting the DoD Integrated Primary Prevention Workforce

Dear [INSERT NAME],

We need your help! The DoD Office of Force Resiliency has asked the RAND Corporation, an independent, non-profit research organization, to evaluate the hiring of Integrated Primary Prevention (IPP) personnel over the next five years. This evaluation is being conducted to learn about the hiring, activities, and impact of the IPP workforce.

This is a chance to make your voice heard about how the rollout of the IPP workforce is going! We are interested in learning your thoughts about what barriers and facilitators are influencing hiring and what could be done to improve it, stakeholder interaction, evaluation of prevention personnel efforts, and the impact of this workforce. Thus, this email is an invitation to complete a brief interview by phone, virtually, or in person. If you agree, click on the link at the bottom of this email to schedule a time.

We would like you to complete the interview two times: once now and a second time in about two years. [Optional: NAME recommended we talk to you due to your role as ROLE.]

Your answers could really help make integrated primary prevention better in DoD. We really appreciate your help!

Best,

The RAND Team

LEADER AND SUPERVISOR INTERVIEW REMINDER EMAIL INVITATION

SUBJECT LINE: Reminder of Request for an Interview about Your Efforts Supporting the DoD Integrated Primary Prevention Workforce

[Date]

Hello,

We need your help! In *[insert time frame initial invitation or last reminder email (e.g., a few weeks ago)]*, we sent you an email inviting you to participate in an interview about your experiences with the rollout of the Integrated Primary Prevention (IPP) workforce. The DoD Office of Force Resiliency has asked the RAND Corporation, an independent, non-profit research organization, to evaluate the hiring of new prevention personnel over the next five years. This evaluation is being conducted to learn about the hiring, activities, and impact of the primary prevention workforce.

This is a chance to make your voice heard about how the rollout of the IPP workforce is going! We are interested in learning your thoughts about what barriers and facilitators are influencing hiring and what could be done to improve it, stakeholder interaction, evaluation of prevention personnel efforts, and the impact of this workforce. Thus, this email is an invitation to complete a brief interview by phone, virtually, or in person. If you agree, click on the link at the bottom of this email to schedule a time.

We would like you to complete the interview two times: once now and a second time in about two years. *[Optional: NAME recommended we talk to you due to your role as ROLE.]*

Your answers could really help make integrated primary prevention better in DoD. We really appreciate your help!

Best,

The RAND Team