

INITIAL EMAIL INVITATION

SUBJECT LINE: Participation Requested for the Integrated Primary Prevention Activity Tracker

Dear [INSERT NAMES OF IPP PERSONNEL AT A SITE],

We are requesting your participation in completing the Integrated Primary Prevention Activity Tracker (I-PACT). The I-PACT is a semi-annual (every six months) log of the prevention activity tasks that Integrated Primary Prevention (IPP) personnel at your site (e.g., installation, organization, base, ship, unit) have completed in the last six months.

The I-PACT is part of an evaluation that the Department of Defense Office of Force Resiliency has asked the RAND Corporation, an independent, non-profit research organization, to conduct to assess the hiring, onboarding, and implementation of the new IPP Workforce, of which you are a member.

As a member of the new IPP workforce, this is your chance to highlight all the important efforts in which you have been investing!

We are asking that you submit one completed I-PACT on behalf of all IPP personnel (including full-time IPP personnel and IPP Support, as defined in DODI 6400.11) at your site every six months, through 2026. Depending on your hire date that means your site could be asked to complete the I-PACT between 2 and 8 times. You will receive an email reminder every six months. The first I-PACT submission is requested by [DATE].

To complete the I-PACT, we recommend printing copies to discuss with IPP personnel, and designating one IPP personnel to aggregate and submit responses via the online submission site once all questions have been discussed and answered.

In addition to the I-PACT, we are also interested in your experiences as IPP personnel and whether you have the support needed to carry out effective prevention activities. We will contact you separately to invite you to complete a survey regarding those activities.

Your answers could really help make prevention better in DoD, so we really appreciate your help!

To complete the I-PACT, please click on the link below.

[I-PACT LINK]

If you have any questions about the I-PACT content please contact: [insert appropriate email address]

For technical difficulties accessing the I-PACT online submission, please contact: [Insert our technical partners name and contact information, key POC for this is TBD]

REMINDER EMAIL INVITATION

SUBJECT LINE: Reminder of Participation Request for the Integrated Primary Prevention Activity Tracker

Dear [INSERT NAMES OF IPP PERSONNEL AT A SITE],

In [insert time frame initial invitation or last reminder email (e.g., a few weeks ago)], we sent you an email inviting you to complete the Integrated Primary Prevention Activity Tracker (I-PACT). The I-PACT is a semi-annual (every six months) log of the prevention activity tasks that Integrated Primary Prevention (IPP) personnel at your site (e.g., installation, organization, base, ship, unit) have completed in the last six months.

The I-PACT is part of an evaluation that the Department of Defense Office of Force Resiliency has asked the RAND Corporation, an independent, non-profit research organization, to conduct to assess the hiring, onboarding, and implementation of the new IPP Workforce, of which you are a member.

As a member of the new IPP workforce, this is your chance to highlight all the important efforts in which you have been investing!

We are asking that you submit **one completed I-PACT on behalf of all IPP personnel** (including full-time IPP personnel and IPP Support, as defined in DODI 6400.11) at your site **every six months**, through 2026. Depending on your hire date that means your site could be asked to complete the I-PACT between 2 and 8 times. You will receive an email reminder each year. The first I-PACT submission is requested by [DATE].

To complete the I-PACT, we recommend printing copies to discuss with IPP personnel, and designating one IPP personnel to aggregate and submit responses via the online submission site once all questions have been discussed and answered.

In addition to the I-PACT, we are also interested in your experiences as IPP personnel and whether you have the support needed to carry out effective prevention activities. We will contact you separately to invite you to complete a survey regarding those activities.

Your answers could really help make prevention better in DoD, so we really appreciate your help!

To complete the I-PACT, please click on the link below.

[I-PACT LINK]

If you have any questions about the I-PACT content please contact: [insert appropriate email address]

For technical difficulties accessing the I-PACT online submission, please contact: [Insert our technical partners name and contact information, key POC for this is TBD]