



# Template E-mails for Commanders and Leaders

February 2022

The Defense Organizational Climate Survey (DEOCS) is a tool that provides commanders and Department of Defense (DoD) leaders with important feedback about the current climate within their unit or organization. In conducting the DEOCS, it is recommended that commanders and leaders reach out to members of their unit or organization to inform them about the survey and its purpose, as well as encourage them to participate. This document provides e-mail templates for initial announcement and reminder emails that commanders and leaders can use to conduct DEOCS outreach with members of their unit or organization.

- The BLUE text is required. Do not edit this text.
- The RED text must be edited so that the communication is accurate for your unit or organization.
- The BLACK text may be edited as desired so that the communication is accurate and sounds natural coming from you.
- Do not forget to add your name to the bottom of each email before sending.

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## Announcement E-mail

Dear [Soldiers | Sailors | Marines | Airmen | Guardians | Coast Guardsmen | Team Members | Cadets | Midshipmen | Cadet Candidates | Midshipmen Candidates] of [Unit/Organization Title],

I'm asking for your help. It's time for our [unit | organization | Academy] to take the Defense Organizational Climate Survey (DEOCS). [Because I recently took over command | Because I recently assumed a leadership role | Each year], we must conduct an assessment of our [unit | organization | Academy]'s climate. Although it is a Service-level requirement, it is also very important to me that you have the opportunity to express your opinions about your work environment, and especially those work-related issues that concern you the most. Although the DEOCS is voluntary, and I will not know who has or has not taken it, your participation is strongly encouraged.

[Add instructions from survey administrator on how to access and complete the DEOCS.]

The DEOCS is an important avenue through which you can provide confidential feedback on many of the factors that affect you and our workplace. As you complete the survey please answer the questions honestly, whether your opinions are positive or negative. I only receive information about the [unit | organization | Academy] as a whole. No one will be able to see how you, personally, or anyone else in our [unit | organization | Academy] answer any specific questions.

Our DEOCS results will be critical for helping me better understand any challenges facing our [unit | organization | Academy] and plan actions to ensure we are moving in the right direction. It will also tell me where we are doing well. I will debrief you and the [unit | organization | Academy] on the results of the DEOCS after the survey closes so that we can all learn from this effort. I will also share with you the planned way forward.

[Consider saying something personal here—something specific and special from you to your unit or organization. We find that personalized communications are more likely to be read, respected, and acted on. If, for example, you have been with your unit/organization long enough to have conducted a previous DEOCS, you might point to actions that were taken/improvements made based on prior results. You might also introduce a competitive spirit by highlighting the response rate for the last administration of your unit/organization's DEOCS and encouraging your members to beat it this time around.]

Thank you for your participation in this important effort. [Add a personal "Thank You" message here.]

[Commanders/Leaders enter their own signature block]

## Reminder E-mail

Dear [Soldiers | Sailors | Marines | Airmen | Guardians | Coast Guardsmen | Team Members | Cadets | Midshipmen | Cadet Candidates | Midshipmen Candidates] of [Unit/Organization Title],

This is a reminder that it's time for our [unit | organization | Academy] to take the Defense Organizational Climate Survey (DEOCS). If you have already completed the survey, thank you. If you have not, please consider doing so now. Although the DEOCS is voluntary, it provides you with a valuable and confidential opportunity to express your opinions about any work-related issues that concern you directly to leadership. Your opinions are invaluable and will be taken seriously.

[Add instructions from survey administrator on how to access and complete the DEOCS.]

Again, the DEOCS is confidential, so please answer the questions honestly, whether your opinions are positive or negative. Neither I nor anyone else will be able to see how you personally [unit | organization | Academy] answer any specific questions. I will only receive information about the [unit | organization | Academy] as a whole.

Our DEOCS results will be critical for helping me better understand any challenges facing our [unit | organization | Academy] and plan actions to ensure we are moving in the right direction. I will debrief you and the [unit | organization | Academy] on the

results of the DEOCS after the survey closes. This way, we can all learn from this effort. I will also share with you the planned way forward to address any issues identified.

[Consider saying something personal here—something specific and special from you to your unit or organization. We find that personalized communications are more likely to be read, respected, and acted on. You might consider saying what the current response rate is and how that compares to the final response rate of the last DEOCS administration for that unit (if you do this, consider also including the language “(As a reminder, I do not and will not know who completes the survey, however.)”]

Thank you for your participation in this important effort. [Add a personal “Thank You” message here.]

[Commanders/Leaders enter their own signature block]