

## Appendix B

# Survey Cover Page, Informed Consent, and Invitations

### Survey Cover Page and Informed Consent

You have been selected as part of a group of employees to participate in a survey regarding labor-management relations at the Department of Defense (DoD).

Union representatives and Managers from DoD have been working together to develop this baseline assessment of the current state of labor-management relations in DoD. The Department is evaluating its labor-management relations to ensure it continues to provide an excellent work environment while meeting the needs of all employees. Executive Order 13522, entitled “Creating Labor-Management Forums to Improve Delivery of Government Services,” requires that DoD conduct this assessment.

We need your help so that we can offer effective programs and resources that enable you to succeed as a DoD employee. One way you can help us is by completing this assessment to provide information that will help us modify programs to be more efficient and effective. Participation is voluntary, and there are no risks of participation.

The Center for Organizational Excellence, Inc. (COE) is serving as an independent evaluator for the results of this survey. COE assures that your responses to this questionnaire are completely confidential. All data analysis and reporting of the results will not include personal identifying information. Your completion of this survey is completely voluntary, and you may decline to answer any particular question.

The assessment takes approximately 15-30 minutes to complete. Please take this opportunity to help us ensure the best possible labor-management relations at DoD by completing this assessment no later than June 28, 2011. If you have questions about this survey, please contact Luis Vega at \*\*\*. Thank you for your help.

#### **Privacy Advisory**

The results of this survey will be used by the Department of the Defense to report on the status of labor-management relations and make decisions on how to improve the labor-management relations climate throughout the Department.

Your participation in this survey is voluntary and you may decline to respond to any question. Your name will not be collected in this survey and any other fact that might point to you will not appear when results of this study are presented or published. Your response to this survey will not be identified to you, will remain confidential and will not be used in a manner that could identify you in the future.

### Invitation (Repeated 3 times as follow-up email)

Dear DoD Employee,

You have been selected as part of a group of employees to participate in a survey regarding labor-management relations at the Department of Defense (DoD). The Center for Organizational Excellence, Inc. (COE) is serving as an independent evaluator for the results of this survey. COE assures that your responses to this questionnaire are completely confidential. All data analysis and reporting of the results will not include personal identifying information. Click below to take the survey by June 28, 2011.

Click here to begin the survey  
<Link>

The link is meant to be used by you only. Please do not forward this message.

We value your input and we sincerely hope that you will consider participating in the survey. If you have any questions, please contact Luis Vega at \*\*\*.

Regards,

CPMS, Labor and Employee Relations Division

If you do not wish to answer and want to avoid further reminders, please use this link to decline answering  
<Link>

### Invitation for Extra Week to Complete Survey

Dear DoD Employee,

Over the past several weeks DoD personnel were invited to participate in a survey regarding labor-management relations at DoD (in accord with Executive Order 13522). We have reason to believe that for some participants, completion of the survey may have been disrupted by an error in the survey program. The error has been addressed and we wanted to give you another opportunity to fill out the survey during the next week. Please note that if you began the survey but did not complete it, and choose to participate again, you will have to start over from the beginning. The Center for Organizational Excellence, Inc. (COE), the independent evaluator, assures all reporting of the results will not include personal identifying information. Click below to take the survey by July 6, 2011.

Click here to begin the survey  
<Link>

The link is meant to be used by you only. Please do not forward this message. If you have any questions, please contact Luis Vega at \*\*\*.

Regards,

CPMS, Labor and Employee Relations Division

If you do not wish to answer and want to avoid further reminders, please use this link to decline answering  
<Link>