Good afternoon, Ladies and Gentlemen,

 The DEOMI Organizational Climate Survey (DEOCS) for YOUR UNIT is beginning. This correspondence is being sent to each of you as the POC for your respective sections and in accordance with the numbers that each of you have provided. Please ensure that this is sent to all personnel, both military and civilian. Unfortunately, contractors are not a part of the Command Climate Survey process. There are two separate pass codes, one for (LIST BREAKOUT HERE); the other, for (LIST BREAKOUT HERE).

The survey you are being asked to complete gives you the opportunity to provide opinions on where the Commanding Officer should focus attention to improve the human relations climate of our organization. No attempt will be made to identify you, so please respond openly and frankly.

This survey asks you to give opinions about whether something might happen, or could happen; you do not need to prove it actually did happen. In addition to seeking your opinion about human relations and unit cohesion issues, how well do you think your workgroup operates and produces in comparison to other similar workgroups. As well, this voluntary survey is designed to assess the "shared perceptions" of respondents about formal or informal policies and practices. Your perceptions are valuable because they give insight into the general attitudinal climate of our organization.

For your answers to be useful, you must be honest. Do not tell what you think wants to be heard, or say what others might say; tell it as you see it.

This survey will open on xx/xx/xxxx. It is requested that you complete a survey no later than xx/xx/xxxx. This survey will ask you to provide demographic information such as your rank, race, and sex. Demographic information is used to ensure we have a proper representation of participants. To begin the survey, you must connect to the Internet. The survey can be found at URL:

 https://www.deocs.net/user4/login/login.cfm

An ACCESS CODE is required to gain access to the survey. This case-sensitive code was randomly generated and is not associated with your name or any other personal identifying source to ensure anonymity.

FOR (LIST BREAKOUT HERE), utilize the following survey access code: (LIST CODE PROVIDED)

FOR (LIST BREAKOUT HERE), utilize the following survey access code: (LIST CODE PROVIDED)

Your assistance is appreciated in this matter and assure you, the time you devote to this survey will not be wasted.

If you have questions concerning this survey, please do not hesitate to contact me.

Thanks in advance for your support,