

CATMS request language

[XXXX – *Date will be changed to reflect actual date of CATMS request*]

[Recipient Name – *will be changed to reflect recipient information*]

[Recipient Title]

[Sub-agency name]

Dear [Recipient title] [Recipient Name]:

The Office of the Assistant Secretary of Defense Manpower and Reserve Affairs, Reserve Integration, is sponsoring a research study that seeks to understand the challenges and benefits experienced by employers of Guard and Reserve members, including DoD sub-agencies that employ Guard and Reserve personnel in a civilian capacity. Your agency and all “Level 1” sub-agencies within OSD, the Joint Staff, Defense Agencies, and Field Activities, as well as within the military departments, will be invited to participate in this survey, which is being conducted by the RAND Corporation on DoD’s behalf.

Please provide the name, title, and email contact information for an individual to serve as the initial point of contact at [sub-agency name] to coordinate your organization’s response to the survey, such as a chief of staff to the relevant Under Secretary or Assistant Secretary. The RAND Corporation will be in communication with this individual to confirm that he or she is the appropriate point of contact and will send an official invitation letter and additional information on the survey and how to complete it.

Please be advised that although it is mandatory to respond in CATMS by providing the requested point of contact, completion of the survey itself is voluntary. The survey will be administered independent of CATMS, and individual responses will be kept confidential. The information gathered will be analyzed along with responses from other employers, both internal and external to DoD, and used to inform DoD policies that support the nation while meeting the needs of Guard and Reserve members and their employers.

Thank you for your attention to this matter. If you have questions or concerns, please do not to hesitate to contact me.

V/R,

[Individual sending CATMS request]

[Title]

[Organization]

[Contact information]