

MEMORANDUM FOR

Subject: Climate Assessment Survey

1. I am asking for your help by completing the enclosed Defense Equal Opportunity Management Institute (DEOMI) Climate Survey (DEOCS). It is important to me that you are given an opportunity to bring up work issues that concern you the most. It is often difficult to gather everyone together for a meeting and find out how things are going. I regret not always being able to visit and allow you time to explain your perception of how things are going within your workplace. This survey will provide you a forum to give me feedback on many of the factors that affect your workplace.
2. It's important to remember that our organization needs to take an account of where we are, ensure we are moving in the right direction and have the resources needed to continue being on schedule and successful. That is what this survey is about: understanding what is important to you, what concerns you, how you are doing, and your feelings about co-workers and work environment.
3. The DEOCS asks you questions on your perception of how likely it is that you would witness various behaviors in your work environment, as well as your personal experiences with discrimination and sexual harassment. It also invites your written comments at the end; I hope you use that section to further enlighten me about your experiences working here. As you complete the DEOCS, please answer all questions *honestly*, whether your answer is positive or negative. I can only address issues when they've been accurately identified, and that relies on getting honest answers from you. Let me assure you that your responses will be completely anonymous, and you cannot be personally identified.
4. I plan to share this information in a collective, inclusive manner so that we can all learn from this effort, and pave the way for our organization's future. Thank you in advance for participating in this survey, and for providing your frank and honest answers.

Commander's signature block