

XXXX-XXX

Date

MEMORANDUM FOR All Members

SUBJECT: Military Equal Opportunity Climate Survey

1. The survey packet you have received gives **YOU** the opportunity to provide me with **YOUR** opinions on where I need to focus my attention to improve the quality of life and human relations within our battalion. I want to stress this survey is completely anonymous. While certain demographic information is requested, no attempt will be made to identify you through your answers. Your honesty is extremely important for this survey to be useful in determining areas of importance.
2. In the survey, the word *unit* will refer to your company. If you feel it does not apply to you, please leave it blank. The survey is otherwise self-explanatory and should take only 30 minutes of your time.
3. Once you have completed the survey, please seal it in the envelope provided and place the envelope in the drop box located in your orderly room. Please complete and return this survey prior to Date. EOA name, the Brigade Equal Opportunity Advisor, will analyze your responses and provide me with a compilation of the results within the battalion.
4. I appreciate your assistance and assure you the time you devote to this survey will not be wasted. Thank you for your time and honest responses.

IM Commander
Rank
Commanding