

Sample Memorandum from Commander

MEMORANDUM FOR

Subject: Command Climate Survey

1. I am asking for your help by completing the enclosed Defense Equal Opportunity Management Institute (DEOMI) Organizational 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 is 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. This survey will help me understand what is important to you, what concerns you have if any, how you are personally doing, and your feelings about co-workers and work environment.
3. Some demographic information is requested and used to ensure we have a proper representation of participants. It also invites your written comments throughout the survey; 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