Mental Health Advisory Team IV (MHAT IV) Survey Information

(b)(6)-2

MHAT IV Survey Coordination

- **When coordinating with units, be sure to inform the commander and staff of the following:**
  - **The purpose of the survey is to evaluate the mental health and well-being of Soldiers in Iraq.**
  - **The responses on the survey are anonymous and confidential.**
  - **The Soldiers surveyed must be representative of the unit in terms of rank, gender and MOS. No HHC/HHD personnel. And no stacking the deck with HQ platoons either.**
  - **Surveys take approximately 1 hour to complete including instructions.**
  - **All data will be aggregated so that no individual or subordinate unit/command can be individually identified.**
  - **Findings from the surveys belong to GEN Casey.**
  - **Findings may be briefed back to other Senior Army leaders, with the approval of GEN Casey.**

MHAT IV Survey Distribution Guidelines

- **Surveys are bundled in stacks of 25.**
- **Conduct all surveys in rooms with no distractions: (e.g., DFACs (but not during meal times), chapels, theaters, and conference rooms).**
- **Surveys should be completed with pencils if possible.**
- **Completing the survey will take the typical Soldier about 1 hour.**
- **Have Soldiers put surveys back in the envelopes when completed and seal them.**
- **Do NOT open or look at the surveys in front of Soldiers, or allow any one else to. All surveys will be opened by the MHAT IV team.**
- **Commanders or senior NCOs are NOT allowed to take surveys back to the unit to distribute them. A member of the survey team must be present when all surveys are being completed. This is the only way that confidentiality and anonymity can be ensured.**
- **Bundle envelopes (containing completed surveys) back into stacks of 25 (by unit) and label top envelope with date and unit.**
- **Keep envelopes containing blank surveys and those containing completed surveys separate and track the number of each**

Briefing Instructions

**These instructions contain the key elements of the brief for the survey administration:

First: Ensure that all Soldiers have a copy of the survey plus a pencil. Tell them not to open the envelope until they are told to do so.

Key points to make in the Briefing.

1. *Introduce yourself* and thank the Soldiers for being there and for what they are doing.
2. The purpose of the survey is to assess the impact of combat and deployment on Soldiers' well-being. The Army is concerned about how combat is affecting you and your families. That is why the MNF-I Commander asked us to have you complete this survey.
3. Because the purpose of the survey is to determine how combat and deployment affect the individual Soldier, many questions are personal and sensitive, but we want to let you know up front that everything you tell us will be kept anonymous and confidential. We do not ask for your name or SSN on the survey. The survey contains questions about your physical and mental health. If you are married, you will be asked questions about your marriage and your relationship with your spouse.
4. The findings from this survey will be provided to MNF-I leadership. However, your individual responses will be kept strictly confidential. We will NOT share any of your individual responses with anyone inside or outside your unit. So, we want you to be honest in your survey responses. This is your opportunity to let leaders at the highest level of our government know how you're doing. Also, your responses can influence policy on how mental health is provided to US Soldiers in combat and after combat.
5. The envelope contains a copy of the survey. Please take it out. The survey is long, we apologize for that, but we wanted to ensure that we covered as many issues and areas as possible. Although we would like you to answer all the questions, if you feel a question on the survey is too personal or private, just skip that question and go on to the next one.
6. Please use the pencil we have provided you to complete the survey. Ensure that you completely fill in the bubbles as these surveys will be scanned by a machine and it will not pick up check marks, Xs or straight lines. If you make a mistake, please erase it completely.
7. Please don't discuss the survey or your responses with your neighbors. We are interested in your responses. If you have any questions please don't hesitate to ask one of us; just raise your hand.
8. The last page contains an area for you to write in any comments regarding the survey or any other topic or issue that you think that we or the leadership should be aware of.
9. When you finish completing the survey, put it back in the envelope, seal it, and turn it in to me or one of my team.
10. Thanks again for your participation.