OFFICE SYMBOL 02 January 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Readiness Assessment Program (ARAP)

1. References: AR 385-10, The Army Safety Program.
2. Purpose: **Unit Name** is participating in the Army Readiness Assessment Program (ARAP). This assessment will provide the commander with feedback regarding the organization's safety climate, as perceived by members of the battalion. History shows that commanders who openly endorse the assessment and request candid feedback derive the greatest value from responses provided. Of particular value are the open-ended (essay-type) items that allow respondents to answer in narraitive format. Please encourage your unit/organization to take advantage of these items to provide the most beneficial input.
3. Login Instructions to Complete Survey (DISSEMINATE the information below to all personnel participating in the assessment)
4. Steps for completing a survey.
* Step 1. Go to the ARAP Home Page: <https://earap.safety.army.mil>
* Step 2. Read the “DoD Disclaimer” and click “Confirm”
* Step 3. In the “Taking a Survey?” section enter the access code provided by your unit and click “Begin”.
	+ Access code: [ ***EX@MP1E*** ] *(case sensitive)*
* Step 4. Click on “Start Assessment”
* Step 5. Enter your demographics then click on “Start Assessment”.

*Note: In the assigned company dropdown if you do not see your company listed select other. If your organization does not have companies and/or you were not instructed to choose a commpany, select N/A.*

* Step 5. When survey is complete select “Submit”.
1. The survey normally TAKES 10-12 MINUTES TO COMPLETE. ARAP identifies “suspect data”. Suspect data are personnel not taking the survey serious. Please take your time and read each question. This survey affords you the opportunity to provide candid feedback to the commander/director.
2. After completing the survey you will have the opportunity to PRINT a COMPLETION CERTIFICATE. You CANNOT recover the certificate once the window is closed.

5. The POC for this memorandum is:

 John Doe

 LTC, MI

 Commanding

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