



01 | REQUESTING A SUGGESTION BOX:

To Request a CO Suggestion Box, scan this QR code or visit:
https://usnavy.gov1.qualtrics.com/jfe/form/SV_cx3MPZ0dS6OX0V0

02 | UPDATE COMMAND NAME AND DISTRIBUTION LIST:

Update the command name and email addresses for the Command Triad that should receive comments entered into the suggestion box.

03 | COMMENT SUBMISSIONS:

Sailors will be able to scan a QR code unique to each command and submit comments that will be automatically forwarded to the leadership team identified in the previous step.

HOW IT WORKS

- Once a command requests a CO Suggestion Box, each command will receive a unique QR code and URL distributed to the emails they provided in the request form.
- QR codes can be displayed around the command in common areas, or URLs can be sent to personnel (e.g., in a signature block). Once the Sailor scans the code or clicks the link, they will be taken to an online form where they can submit their anonymous comments to leadership. The feedback will then be automatically emailed to the members of the leadership team identified in the request form.

UPDATING THE DISTRIBUTION LIST

- It is important for the command to update the distribution list for the suggestion box comments as personnel in leadership positions rotate in and out of the command. To do this, simply go back to the same form linked in the QR code and URL above to update the information.
- If possible, it is recommend to use leadership emails such as **CO@commandxyz.navy.mil** in order to maintain a stable distribution list over time without having to update the emails.

ANSWERS TO COMMON QUESTIONS

- Submissions are anonymous unless a Sailor provides identifying information.
- The CO Suggestion Box is strictly a tool for Command Triads. Comments provided are deleted from the database 90 days after submission and are not used for any other research purposes.