1 Attachment A: ACS Internet Test Letters and Postcards

Where it applies, the bold condition titles and dates will be removed from the top of the letters and postcards for the testing sessions. The participants will not see these titles. The letters and postcards will be formatted to reflect the layout of the current ACS production materials and the Administrative and Customer Services Division (ACSD) may also make some design changes that will not affect the text of the letters or postcard.

1.1 Production



Figure 1. Production: Pre-Notice Letter



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

Dear Resident:

I recently sent a letter to your household about the American Community Survey. Enclosed is a questionnaire and information about the survey. Please complete the questionnaire and mail it back as soon as possible in the postage-paid envelope.

This survey collects critical up-to-date information used to meet the needs of communities across the United States. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters.

The U.S. Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help filling out the questionnaire, please use the enclosed guide or call our toll-free number (1-800-354-7271).

Thank you.

Sincerely,

Robert M. Groves

Director

Enclosures

USCENSUSBUREAU

Helping You Make Informed Decisions

Figure 2. Production: Introductory Letter



UNITED STATES DEPARTMENT OF COMMERCE **Economics and Statistics Administration** U.S. Census Bureau Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

Dear Resident:

A few days ago, you should have received an American Community Survey questionnaire. If you have already mailed it back, thank you. If you have not, please send it soon.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help filling out the questionnaire or have questions, please call our toll-free number (1-800-354-7271).

Johnt M. Croves

Sincerely.

Robert M. Groves

Director

ACS-20S (8-2009)

Figure 3. Production: Reminder Postcard



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

Dear Resident:

About three weeks ago, the U.S. Census Bureau sent an American Community Survey questionnaire to your address. I asked you to help us with this very important survey by completing it and mailing it back. But, we have not received it yet.

If you have already mailed your questionnaire, thank you very much. If you have not mailed the questionnaire, please send it soon. I have included another questionnaire with this letter. This survey is so important that a Census Bureau representative may attempt to contact you by telephone or personal visit if we do not receive your questionnaire.

The information collected in this survey will help decide where new schools, hospitals, and fire stations are needed. The information also is used to develop programs to reduce traffic congestion, provide job training, and plan for the healthcare needs of the elderly.

The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help filling out the questionnaire, please use the enclosed guide or call our toll-free number (1–800–354–7271).

Thank you.

Sincerely,

Robert M. Groves

Director

Enclosures

ACS-14(L)SM (7-2009)

USCENSUSBUREAU

Helping You Make Informed Decisions

Figure 4. Production: Replacement Letter



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau

Washington, DC 20233-0001 OFFICE OF THE DIRECTOR

ACS Internet Test – Letters for Not Prominent Internet Offer Panel Treatment group 1

(A computer icon and a statement on the cover page of the questionnaire will inform the respondent of the Internet reporting option. It is not stated in the letter.)

Pre-Notice Letter

Dear Resident:

In a few days your household will receive a request in the mail for a very important national survey, the American Community Survey. Please complete the survey promptly. The U.S. Census Bureau is conducting this survey and chose your address, not you personally, as part of a randomly selected sample.

The American Community Survey collects information about various topics like education, housing, and jobs. Information from this survey is used by federal, state, local, and tribal governments to meet the needs of communities across America. For example, community leaders use this information to decide where schools, highways, hospitals, and other services are needed. The survey also is used to develop programs to reduce traffic congestion, provide job training, and plan for the health care needs of the elderly.

If you have access to the Internet and want to learn more about the American Community Survey, please visit the Census Bureau's Web site: www.census.gov/acs/www.

Thank you in advance for your help.

Sincerely,

Robert M. Groves

USCENSUSBUREAU

Helping You Make Informed Decisions

Figure 5. Not Prominent: Pre-Notice Letter

Draft 2 (1-8-2010)



Dear Resident:

The U.S. Census Bureau recently sent a letter to your household about the American Community Survey. Enclosed is a questionnaire and information about the survey. Please complete the survey and return it as soon as possible.

This survey collects critical up-to-date information used to meet the needs of communities across the United States. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters.

The U.S. Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help completing the survey, please call our toll-free number (1–800–354–7271).

Thank you.

Sincerely, Robert M. Cross

Robert M. Groves

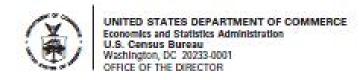
Director

Enclosures

ACS-13(LX)NIO (1-2010)

USCENSUSBUREAU

Figure 6. Not Prominent: Introductory Letter



Dear Resident:

A few days ago, you should have received an American Community Survey questionnaire. If you have already responded, thank you. If you have not, please complete the survey soon.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help completing the survey or have questions, please call our toll-free number (1–800–354–7271).

Sincerely,

Robert M. Groves

Director

ACS-2011/0NIO (1-2010)

Figure 7. Not Prominent: Reminder Postcard

Draft 3 (1-8-2010)



Dear Resident:

About three weeks ago, the U.S. Census Bureau sent a request to complete the American Community Survey to your address. We asked you to help us with this very important survey. But we have not received your response yet.

If you have already completed the survey, thank you very much. If you have not, please complete it soon. We have included another questionnaire with this letter.

This survey is so important that a Census Bureau representative may attempt to contact you by telephone or personal visit if we do not receive your response.

The information collected in this survey will help decide where new schools, hospitals, and fire stations are needed. The information also is used to develop programs to reduce traffic congestion, provide job training, and plan for the health care needs of the elderly.

The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help completing the survey, please use the enclosed guide or call our toll-free number (1–800–354–7271).

Thank you.

Sincerely,

Robert M. Groves

Enclosures

ACS-14(LX)NIO (1-2010)

USCENSUSBUREAU

Figure 8. Not Prominent: Replacement Letter

1.3 Prominent Internet Offer (Choice)



Figure 9. Prominent: Pre-Notice Letter



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration

U.S. Census BureauWashington, DC 20233-0001
OFFICE OF THE DIRECTOR

ACS Internet Test – Letters for Prominent Internet Offer Panel Treatment group 2

Introductory Letter (Initial mailing package)

Dear Resident:

The U.S. Census Bureau recently sent a letter to your household about the American Community Survey. There are two ways to complete this survey. Please choose ONLY one.

Option 1: Go to www.respond.census.gov/acs,and use the access code on your questionnaire to complete the survey online.

Option 2: Fill out and mail back the enclosed questionnaire.

This survey collects critical up-to-date information used to meet the needs of communities across the United States. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters.

The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help completing the survey, please use the enclosed guide or call our toll-free number (1-800-354-7271).

Thank you.

Sincerely,

Robert M. Groves

Director

Enclosures

 $U\ S\ C\ E\ N\ S\ U\ S\ B\ U\ R\ E\ A\ U$

Helping You Make Informed Decisions

Figure 10. Prominent: Introductory Letter



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001 OFFICE OF THE DIRECTOR

Dear Resident:

A few days ago, you should have received an American Community Survey questionnaire. If you have already responded, thank you. If you have not, please complete the survey soon.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help completing the survey or have questions, please call our toll-free number (1-800-354-7271).

Sincerely,

Robert M. Groves

Director

ACS-20ILX(NIO (1-2010)

Figure 11. Prominent: Reminder Postcard

Draft 2 (1-20-2010)



Dear Resident:

About three weeks ago, the U.S. Census Bureau sent a request to complete the American Community Survey to your address. We asked you to help us with this very important survey by completing and mailing back the questionnaire or providing your information online. But we have not received your response yet.

If you have already completed the survey, thank you very much. If you have not, please complete the survey soon using ONE of the following two options.

Option 1: Fill out and mail the enclosed questionnaire. Option 2: Go to www.respond.census.gov/acs and complete the survey online.

This survey is so important that a Census Bureau representative may attempt to contact you by telephone or personal visit if we do not receive your response.

The information collected in this survey will help decide where new schools, hospitals, and fire stations are needed. The information also is used to develop programs to reduce traffic congestion, provide job training, and plan for the health care needs of the elderly.

The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help completing the survey, please use the enclosed guide or call our toll-free number (1–800–354–7271).

Thank you.

Sincerely.

Robert M. Groves

Director

Enclosures ACS-14(LX)PIO (1-2010)

USCENSUSBUREAU

Figure 12. Prominent: Replacement Letter

1.4 Internet Push on a Regular Schedule



Figure 13. Internet Push Regular Schedule: Pre-Notice Letter

Draft 3 (1-8-2010) UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001 OFFICE OF THE DIRECTOR Dear Resident: The U.S. Census Bureau recently sent a letter to your household about the American Community Survey. Using the enclosed instructions, please complete the survey online as soon as possible at: www.respond.census.gov/acs The Census Bureau is using the Internet to collect this information in an effort to conserve natural resources, save taxpayers' money, and process your data more efficiently. If you are unable to complete the survey online, there is no need to contact us. We will send you a paper questionnaire in a few weeks. This survey collects critical up-to-date information used to meet the needs of communities across the United States. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters. The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey. If you need help completing the survey, please call our toll-free number (1-800-354-7271). Thank you. Sincerely, Loput M. Cross Robert M. Groves Director Enclosures ACS-13(LX)PS (1-2010) USCENSUSBUREAU www.census.gov

Figure 14. Internet Push Regular Schedule: Introductory Letter



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau

Washington, DC 20233-0001 OFFICE OF THE DIRECTOR

Dear Resident:

A few days ago, you should have received instructions for completing the American Community Survey online. If you have already responded, thank you. If you have not, please do so as soon as possible at www.respond.census.gowlacs. If we do not receive your response, we will mail you a paper questionnaire in a few weeks.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help completing the survey or have questions, please call our toll-free number (1–800–354–7271).

Sincerely,

Robert M. Groves

Director

ACS-20(LX)PSR (1-2010)

Figure 15. Internet Push Regular Schedule: Reminder Postcard



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001

Washington, DC 20233-0001 OFFICE OF THE DIRECTOR

ACS Internet Test – Letters for Push Panel – Regular Schedule Treatment group 3

ACS-14(LX)PSR Push Panel Regular Schedule Replacement Letter (Second mailing package)

Dear Resident:

About three weeks ago, the U.S. Census Bureau sent instructions for completing the American Community Survey to your address. We asked you to help us with this very important survey by completing it online. But we have not received your response yet.

If you have already completed the survey, thank you very much. If you have not, please complete the survey soon using ONE of the following two options.

Option 1: Go to www.respond.census.gov/acs and complete the survey online.

Option 2: Fill out and mail back the enclosed questionnaire.

This survey is so important that a Census Bureau representative may attempt to contact you by telephone or personal visit if we do not receive your response.

The information collected in this survey will help decide where new schools, hospitals, and fire stations are needed. The information also is used to develop programs to reduce traffic congestion, provide job training, and plan for the health care needs of the elderly.

The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help completing the survey, please use the enclosed guide or call our toll-free number (1–800–354–7271).

Thank you.

Sincerely.

Robert M. Groves

Director

Enclosures

USCENSUSBUREAU

Helping You Make Informed Decisions

Figure 16. Internet Push Regular Schedule: Replacement Letter

1.5 Internet Push on a Modified Schedule



Figure 17. Internet Push Modified Schedule: Pre-Notice Letter

Draft 3 (1-8-2010) UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001 OFFICE OF THE DIRECTOR Dear Resident: The U.S. Census Bureau recently sent a letter to your household about the American Community Survey. Using the enclosed instructions, please complete the survey online as soon as possible at: www.respond.census.gov/acs The Census Bureau is using the Internet to collect this information in an effort to conserve natural resources, save taxpayers' money, and process your data more efficiently. If you are unable to complete the survey online, there is no need to contact us. We will send you a paper questionnaire in a few weeks. This survey collects critical up-to-date information used to meet the needs of communities across the United States. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters. The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey. If you need help completing the survey, please call our toll-free number (1-800-354-7271). Thank you. Sincerely, Loput M. Cross Robert M. Groves Director Enclosures ACS-13(LX)PS (1-2010) USCENSUSBUREAU www.census.gov

Figure 18. Internet Push Modified Schedule: Introductory Letter



Figure 19. Internet Push Modified Schedule: Replacement Letter



UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001 OFFICE OF THE DIRECTOR

Dear Resident:

Over the last few weeks, we asked your household to complete the American Community Survey. If you have already responded, thank you. If you have not, please fill out the paper questionnaire and mail it back soon or complete the survey online at www.respond.census.gov/acs.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help completing the survey or have questions, please call our toll-free number (1–800–354–7271).

Sincerely.

Robert M. Groves

Director

ACS-20(L)OPSM (1-2010)

Figure 20. Internet Push Modified Schedule: Reminder Postcard

2 Attachment B: ACS Internet Screen Shots

These are the screen shots of the ACS Internet Instrument in their current form along with the help text that is associated with them.

2.1 Welcome and Login Screens

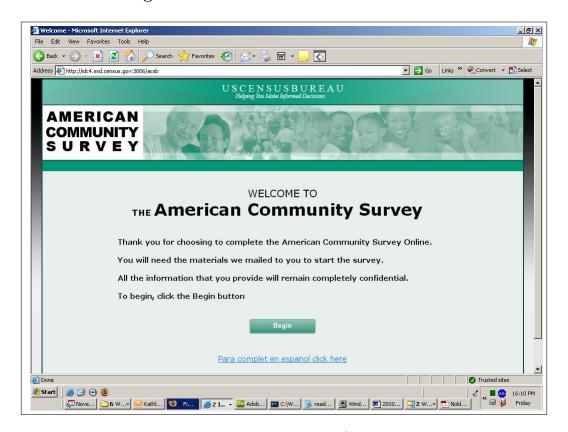


Figure 21. Welcome Screen

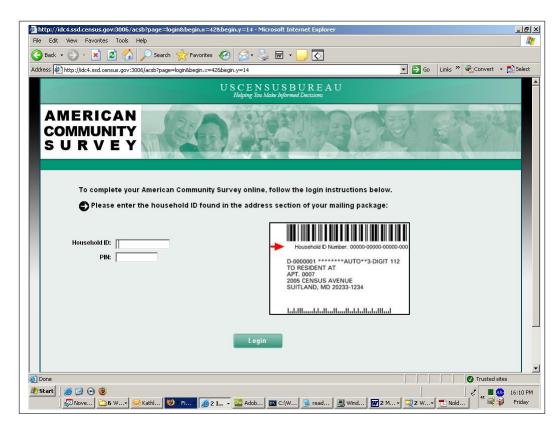


Figure 22. Login Screen

2.2 Address Verification Screens

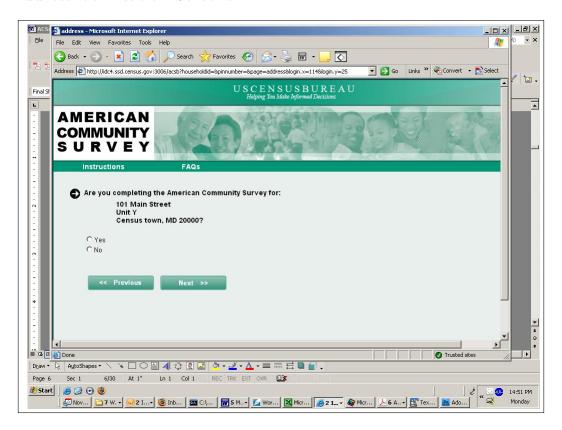


Figure 23. Address Verification

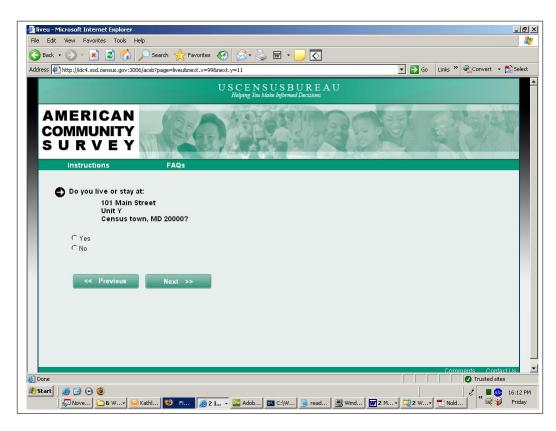


Figure 24. Address Verification 2

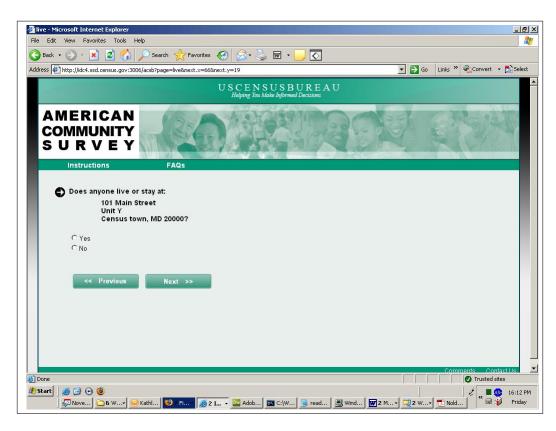


Figure 25. Address Verification 3

2.3 Roster Check

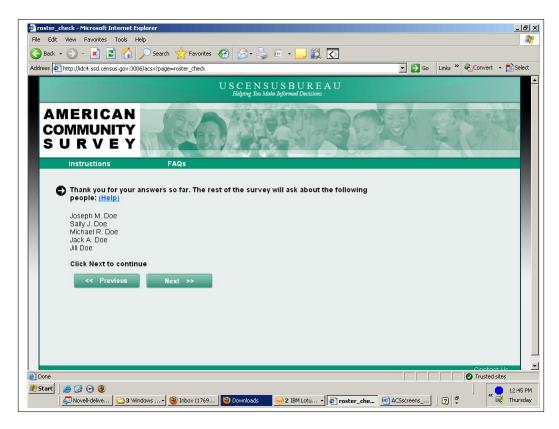


Figure 26. Roster Check

2.4 Sex

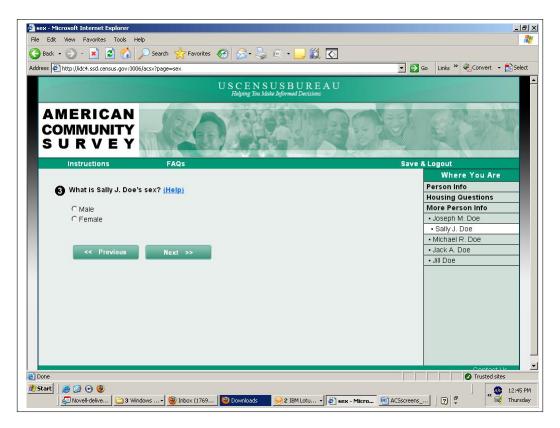


Figure 27. Sex

2.5 Age and Birthday

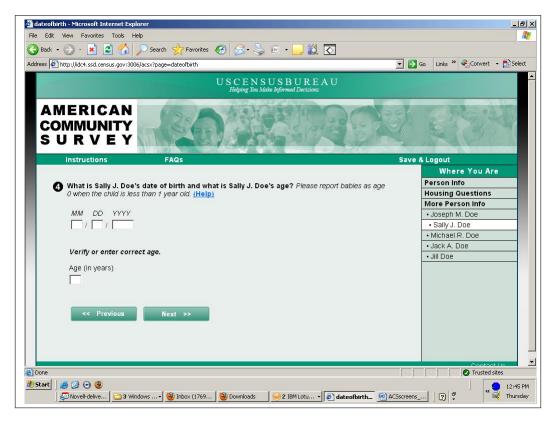


Figure 28. Age and Birthday

2.6 Hispanic Origin

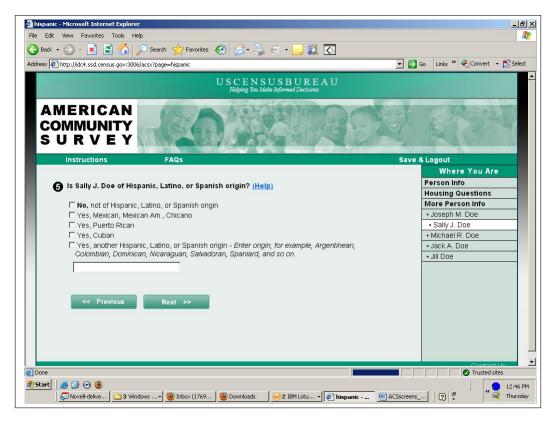


Figure 29. Hispanic Origin

2.7 Race

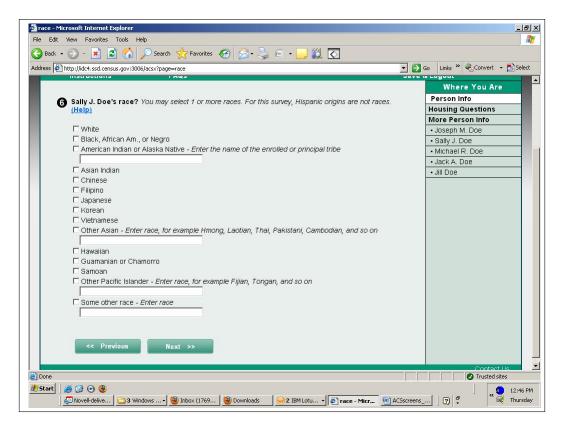


Figure 30. Race

2.8 Type of Unit

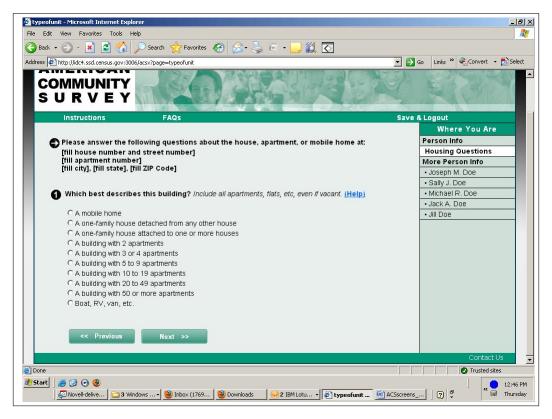


Figure 31. Type of Unit

2.9 Property Value

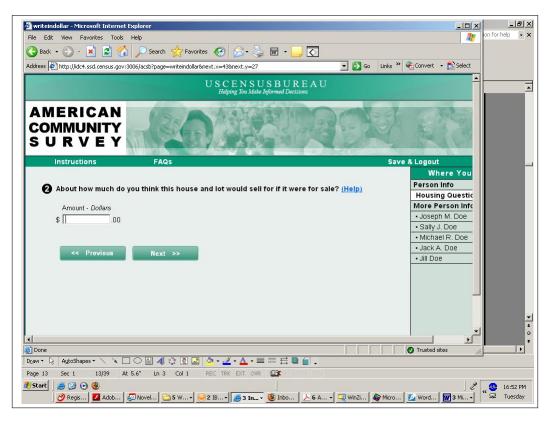


Figure 32. Property Value

2.10 Place of Birth

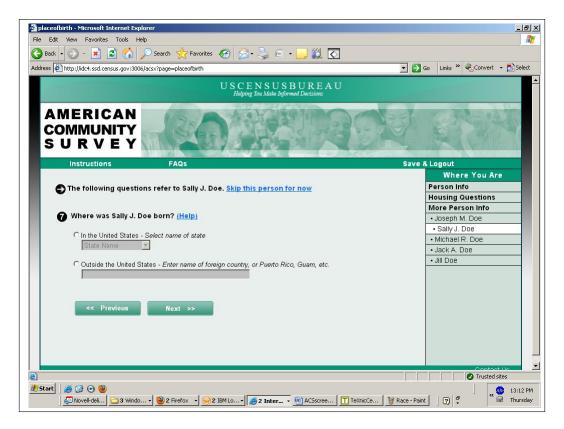


Figure 33. Place of Birth

2.11 Highest Degree

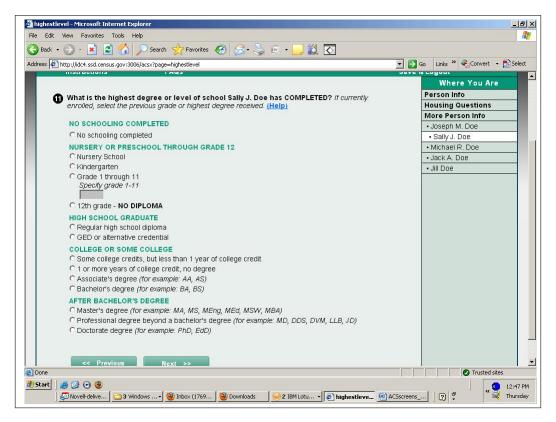


Figure 34. Highest Degree

2.12 Ancestry/Ethnic Origin

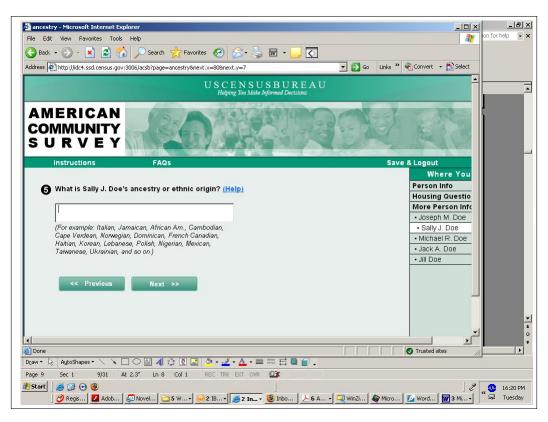


Figure 35. Ancestry/Ethnic Origin

2.13 Language at Home/What Language?

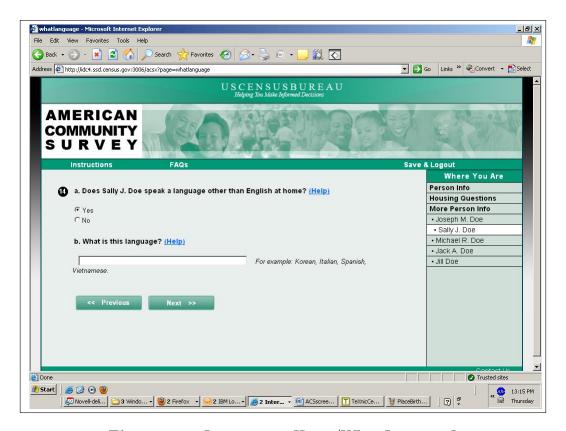


Figure 36. Language at Home/What Language?

2.14 Health Insurance

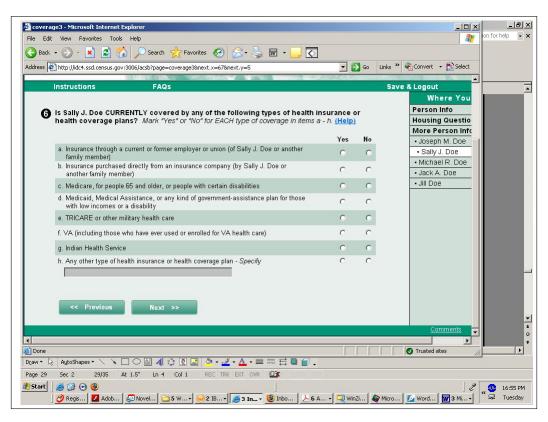


Figure 37. Health Insurance

3 Attachment C: General Protocol

General Introduction

Please imagine that you have received each of these letters in the mail at home and read them as you would normally read your mail.

Do you have any questions?

Start the eye-tracking software: Tobii Studio.

Hand them each letter in order for their assigned condition

3.1 Production Panel

Pre-Notice Letter

Imagine that you are opening your mail at home and that you received the letter that I am going to show you now. Please read it as you would at home, and remember to think aloud as you go through it. Give them the Pre-Notice Letter.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Did you think anything in the letter was confusing?

Introductory Letter

After a few days, you would receive this in the mail. This letter would be on top of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

Reminder Postcard

After a few more days, you would receive this postcard in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the postcard:

What do you think the postcard is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this postcard, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the postcard was confusing?

Replacement Letter

After a few weeks, you would receive this in the mail if you had not yet responded to the survey. This letter would be on top of another copy of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does the letter say you should complete the survey?

Was there any sentence in the letter that would encourage you to complete the survey?

3.2 Not Prominent Internet Offer Panel

Pre-Notice Letter

Imagine that you are opening your mail at home and that you received the letter that I am going to show you now. Please read it as you would at home, and remember to think aloud as you go through it. Give them the Pre-Notice Letter.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Did you think anything in the letter was confusing?

Introductory Letter

After a few days, you would receive this in the mail. This letter would be on top of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

Reminder Postcard

After a few more days, you would receive this postcard in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the postcard:

What do you think the postcard is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this postcard, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the postcard was confusing?

Replacement Letter

After a few weeks, you would receive this in the mail if you had not yet responded to the survey. This letter would be on top of another copy of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

Was there any sentence in the letter that would encourage you to complete the survey and return it?

In your own words, what is a "personal visit?"

How would you feel about an interviewer conducting a personal visit at your home?

Would that sentence encourage you to complete the survey, or would it not affect you? Why or why not?

• IF YES: On a scale of 1 to 9 with one being not at all and nine being very strongly, how strongly would that sentence encourage you to complete the survey?

3.3 Prominent Internet Offer Panel

Pre-Notice Letter

A few days before the American Community Survey form comes in the mail, you would be sent the letter that I am going to show you now. Please read it as you would at home, and remember to think aloud as you go through it. Give them the Pre-Notice Letter.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Did you think anything in the letter was confusing?

Introductory Letter

After a few days, you would receive this in the mail. This letter would be on top of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does this letter say you should complete the ACS? IF they say by the Internet, probe: How do you feel about using the Internet to respond to the survey?

Reminder Postcard

After a few more days, you would receive this postcard in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the postcard:

What do you think the postcard is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this postcard, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does this postcard say you should complete the survey?

Replacement Letter

After a few weeks, you would receive this in the mail if you had not yet responded to the survey. This letter would be on top of another copy of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does this letter say you should complete the ACS? IF They say by the Internet here and did not say it for the Introductory Letter, probe: How do you feel about using the Internet to respond to the survey?

Was there any sentence in the letter that would encourage you to complete the survey and return it?

In your own words, what is a "personal visit?"

How would you feel about an interviewer conducting a personal visit at your home?

Would that sentence encourage you to complete the survey, or would it not affect you? Why or why not?

• IF YES: On a scale of 1 to 9 with one being not at all and nine being very strongly, how strongly would that sentence encourage you to complete the survey?

3.4 Internet Push Regular Schedule

Pre-Notice Letter

Imagine that you are opening your mail at home and that you received the letter that I am going to show you now. Please read it as you would at home, and remember to think aloud as you go through it. Give them the Pre-Notice Letter.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Did you think anything in the letter was confusing?

Introductory Letter

After a few days, you would receive this in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does this letter say you should complete the ACS? IF They say by the Internet, probe: How do you feel about using the Internet to respond to the survey?

Reminder Postcard

After a few more days, you would receive this postcard in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the postcard:

What do you think the postcard is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this postcard, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the postcard was confusing?

How does this postcard say you should complete the ACS?

Replacement Letter

After a few weeks, you would receive this in the mail if you had not yet responded to the survey. This letter would be on top of a copy of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does this letter say you should complete the ACS?

IF They say by the Internet here and did not say it for the Introductory letter, probe: How do you feel about using the Internet to respond to the survey?

In your own words, what is a "personal visit?"

How would you feel about an interviewer conducting a personal visit at your home?

Would that sentence strongly encourage you to complete the survey, or would it not affect you? Why or why not?

• IF YES: On a scale of 1 to 9 with one being not at all and nine being very strongly, how strongly would that sentence encourage you to complete the survey?

3.5 Internet Push Modified Schedule

Pre-Notice Letter

Imagine that you are opening your mail at home and that you received the letter that I am going to show you now. Please read it as you would at home, and remember to think aloud as you go through it. Give them the Pre-Notice Letter.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Did you think anything in the letter was confusing?

Introductory Letter

After a few days, you would receive this in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this letter, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the letter was confusing?

How does this letter say you should complete the ACS?

IF They say by the Internet, probe: How do you feel about using the Internet to respond to the survey?

Replacement Letter

After a few weeks, you would receive this in the mail if you had not yet responded to the survey. This letter would be on top of a copy of the American Community Survey questionnaire. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the letter:

What do you think the letter is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

How does this letter say you should complete the ACS?

IF They say by the Internet and did not say it for the Introductory Letter, probe: How do you feel about using the Internet to respond to the survey?

Did you think anything in the letter was confusing?

Was there any sentence in the letter that would encourage you to complete the survey?

In your own words, what is a "personal visit?"

How would you feel about an interviewer conducting a personal visit at your home?

Would that sentence encourage you to complete the survey, or would it not affect you? Why or why not?

• IF YES: On a scale of 1 to 9 with one being not at all and nine being very strongly, how strongly would that sentence encourage you to complete the survey?

Reminder Postcard

After a few more weeks, you would receive this postcard in the mail. Please read it as you would at home and remember to think aloud as you go through it.

After they are finished reading the postcard:

What do you think the postcard is telling you? Anything else? Keeping probing with "Anything else?" until the participant says "no."

Based on this postcard, how soon did you think that the Census Bureau expects you to complete the survey?

Do you think that is a reasonable amount of time?

Did you think anything in the postcard was confusing?

How does this postcard say you should complete the ACS?

Now that the session is complete, read this series of debriefing questions to the participant.

3.6 Debriefing Interview Questions

- 1. This question does not apply to the Production or Not Prominent conditions: Did you see the Internet response option on this letter/postcard? [Go through each letter and postcard and ask if they saw it.]
- 2. This question only apploes to the Not Prominent and Prominent conditions: Show them the paper questionnaire form. Did you see the Internet response option on this form?
- 3. Who usually opens the mail in your household?
- 4. Who usually completes/fills out the survey forms or other forms for your household?
- 5. How often do you complete paper surveys and mail them back?
- 6. How often do you complete surveys on the Internet?
- 7. Do you prefer online surveys, paper surveys, or an option?
- 8. Would you complete a paper survey or questionnaire and return it?
- 9. Do you usually complete paper surveys and questionnaires immediately after opening the mail, or do you wait until a later time to complete them?
 - IF LATER: How long do you usually have the survey before you complete it?
 - IF LATER: How much time typically passes between when you complete the survey and when you mail it back?
 - IF LATER: How many sittings does it take you to finish a survey completely?
- 10. Do you usually complete online surveys and questionnaires immediately after being invited to take them, or do you wait until a later time to complete them?
 - IF LATER: How long do you usually have the survey before you complete it?
 - IF LATER: How many sittings does it take you to finish an online survey completely?
- 11. This question only applies to the Introductory letter for the Prominent Offer, Internet Push Regular Schedule, and Internet Push Modified Schedule conditions. Give the Introductory letter back to the participant. Did you see the message about saving taxpayers money by responding to the ACS? Would that messsage encourage you to complete the survey? Why or why not?
 - IF YES: On a scale of 1 to 9 with one being not at all and nine being very strongly, how strongly would that sentence encourage you to complete the survey?

- 12. This question only applies to the Introductory letter for the Prominent Offer, Internet Push Regular Schedule, and Internet Push Modified Schedule conditions. Give the Introductory letter back to the participant. Did you see the message about saving natural resources by responding to the ACS online? Would that message encourage you to complete the survey? Why or why not?
 - IF YES: On a scale of 1 to 9 with one being not at all and nine being very strongly, how strongly would that sentence encourage you to complete the survey?
- 13. Other than what we have already talked about, did you have any other comments or suggestions about the letters or postcard?

After the participant has finished with the test of the letters and postcard, bring them in to testing Room A (5K512).

Hand them each letter packet for their assigned condition

Production: Pretend that you received this package in the mail at your home. Would you open this package? IF YES: Please open the package and say a few words about your impression of the materials inside. IF NO: Why not? / Please open the package and say a few words about your impression of the materials inside.

Would you complete this survey form?

Would you prefer to take this survey online?

Why or why not?

Not Prominent Internet Offer: Pretend that you received this package in the mail at your home. Would you open this package? IF YES: Please open the package and say a few words about your impression of the materials inside. IF NO: Why not? / Please open the package and say a few words about your impression of the materials inside.

Would you complete this survey online, by mail, or not at all?

Probe as appropriate about what they say they would do.

Prominent Internet Offer Pretend that you received this package in the mail at your home. Would you open this package? IF YES: Please open the package and say a few words about your impression of the materials inside. IF NO: Why not? / Please open the package and say a few words about your impression of the materials inside.

Would you complete this survey online, by mail, or not at all?

Probe as appropriate about what they say they would do.

Internet Push Regular Schedule Pretend that you received this package in the mail at your home. Would you open this package? IF YES: Please open the package and say a few

words about your impression of the materials inside. IF NO: Why not? / Please open the package and say a few words about your impression of the materials inside.

Would you complete this survey?

Probe as appropriate about what they say they would do.

Internet Push Modified SchedulePretend that you received this package in the mail at your home. Would you open this package? IF YES: Please open the package and say a few words about your impression of the materials inside. IF NO: Why not? / Please open the package and say a few words about your impression of the materials inside.

Would you complete this survey?

Probe as appropriate about what they say they would do.

Please complete the American Community Survey online for yourself only. I would like you to tell me your impressions and thoughts about the Web survey as you take it. I would like you to "think aloud" and talk to me about your impressions. If you expect to see some piece of information, tell me about that expectation as well.

Finally, during the session, I may remind you to talk to me if you get quiet, not to interrupt your thought process simply to remind you to talk to me. Please focus on verbalizing what you are thinking as you read.

Now I am going to calibrate your eyes for the eye-tracking. *Do Calibration*.

Now that we have your eyes calibrated, we are ready to begin. Please imagine that you have received this mail packet in the mail. Please respond to the survey online as you would at home. For the purposes of this study, please pretend that your name is Pat Smith and that you speak French at home and live at the address on this envelope. Otherwise, you may answer the questions as they apply to you in your real life.

Do you have any questions?

Start the eye-tracking software: Tobii Studio.

After the participant is finished, begin the debriefing questions.

Now that the session is complete, read this series of debriefing questions to the participant.

3.7 Debriefing Interview Questions

• What was your overall impression of the survey?

- Based on your experience with this online survey, would you be more likely to take this survey online if you receive it, less likely to complete it, or would you say that your likelihood of taking the survey was not affected?
- How does this survey compare to the Web surveys that you have taken in the past in terms of visual appeal?
- How does this survey compare to the Web surveys that you have taken in the past in terms of ease of use?
- Other than what we have already talked about, did you have any other comments or suggestions about the Web survey?

4 Attachment D: Background Survey

Questionnaire on Demographics, Computer Use, and Internet Experience

YOUR ANSWERS ARE CONFIDENTIAL

Demographics

1. W	hat is your age?
2. Aı	re you male or female?
	hat is your level of education? _ grade school _ some high school _ high school degree _ some college _ 2-year college degree _ 4-year college degree _ some postgraduate study (e.g., M.A., M.B.A., J.D., Ph.D., M.D., programs) _ (e.g., M.A., M.B.A., J.D., Ph.D., M.D.)
	Computer and Internet Experience
(Che	here do you use a computer? ck all that apply.) Home Work School Library
	Somewhere else- Please specify

2. If you use a computer in more than one location (for instance, both home and work) which computer do you use most often?
(Check only one option.) Home Work School Library Somewhere else
Please answer the following questions for the computer that you use most often
3. If you have a computer at home, a. What kind of Internet access do you have at home? Dial-up Cable DSL Satellite Cell Phone/3G/4G Other Don't know
b. Which browser do you typically use at home? Please indicate the version if you can recal it.
Firefox Version
Internet Explorer Version
Netscape Version
Safari Version Other - Please specify
Other - Flease specify Don't know
c. What operating system does your home computer run in? Please indicate the version i you can recall it.
MAC OS Version
Windows Version
Linux Version
Unix Version
Other
Don't know

4. On average, ab total hours spent home, at work, an 0 hours 1-3 hours 4-6 hours 7 or more	on the Intern nd at a library	et fr	om a	ll of th	ne lo	cation	s who	ere y	ou use	e it (for instance,
5. On average, alusing a cell phone 0 hours 1-3 hours 4-6 hours 7 or more	?	any l	nours	do yo	ou sp	end t	Drowsi	ing V	Veb si	tes on the Intern
6. Please rate your	overall experi	ience	with	the fol	llowin	ng (cir	cle on	e nui	nber):	
Computers		No 1	Expe	rience	4	5	6	7	Very 1	Experienced 9
Internet		1	2	3	4	5	6	7	8	9
Social Netv	vorking	1	2	3	4	5	6	7	8	9
Engineering	hat apply cessing (MS-V	Word otus ware or st	l, Wo , Qua	rdPerf ttro, e	etc.) ftwai	re				

For the following questions, please circle one number. Not Comfortable Very Comfortable 8. How comfortable are you in learning to navigate new Web sites? 9. Computer windows can minimized, resized, and scrolled through. How comfortable are you in manipulating a window? 10. How comfortable are you using, and navi-gating through the Internet? Never Very Often 11. How often do you work with any type of data using a computer? 12. How often do you perform complex analyses of data using a computer? 13. How often do you use the Internet or Web sites to find information? (e.g., printed reports, news articles, data tables, blogs, etc.) 14. How often do you use social networking Web sites like Facebook, Twitter, and LinkedIn? Not Comfortable Very Comfortable 15. How comfortable are you with social net-working Web sites like Facebook, Twitter, and LinkedIn? 16. How comfortable are you with multitasking while online. This could be chatting with someone through an instant messenger while surfing through Web sites, or updating Facebook while completing a survey. Not Familiar Very Familiar How familiar are you with the Census (terms, data, etc.)? 18. How familiar are you with the current Amer-ican Community Survey (ACS) and American FactFinder (AFF) sites (terms, data, etc.)?

5 Attachment E: Satisfaction Questionnaire

We will not do a separate satisfaction questionnaire for the letters and postcard. The survey will be in reference to the ACS Internet screens.

Please circle the numbers that most appropriately reflect your impressions about using the ACS online survey.

	It was terrible				It was wonderful					
1. What was your overall opinion about the Internet survey?	1	2	3	4	5	6	7	8	9	Not applicable
	Cor	nfusi	ng						Clear	•
2. How clear were the instructions?	1	2	3	4	5	6	7	8	9	Not applicable
	Inconsistent Consistent					ent				
3. How consistent was the use of terminology throughout the survey?	1	2	3	4	5	6	7	8	9	Not applicable
	Less time than expected					ed	More time than expected			
4. In your opinion, how long did it take you complete the survey?	1		3		_	6	7		9	Not applicable
	Not Cle			lear				\overline{C}	lear	
5. Was it clear how you were expected to complete the survey?	1	2	3	4	5	6	7	8	9	Not applicable
6. Additional Comments:										