

June 1, 2012

MEMORANDUM FOR : Reviewer of 1220-0010

FROM : Kenneth W. Robertson, Chief  
Division of Current Employment Statistics  
Bureau of Labor Statistics

SUBJECT : Introduction of New Form for Current  
Employment Statistics Survey

This memorandum requests a non-substantive change to the Current Employment Statistics (CES) forms. The Bureau of Labor Statistics (BLS) has completed testing of a new collection form for the CES survey. The testing was originally approved in a Notice of Office of Management and Budget Action dated March 31, 2011. The form does not ask for new data items, but is intended to provide improved usability for respondents and increased interviewer efficiency. The new forms were developed under contract with Don Dillman, of the Social and Economic Sciences Research Center (SESRC) at Washington State University, who worked with BLS managers and interviewers at the Kansas City Data Collection Center. The tests were conducted at data collection centers in Kansas City, Atlanta, Dallas, and Niceville.

Copies of the new forms are attached to this memorandum. There are industry specific versions for new enrollments to the survey and for on-going collection. After 6 months of CATI collection using the enrollment version of the form, respondents will receive the ongoing collection form. Firms that have a second payroll will receive a Second Pay Group form in addition to the enrollment or collection form. Finally, versions of the forms have been developed for respondents that wish to report only by fax. The form will be printed as a four page booklet and can be faxed as individual pages.

We were able to obtain a test sample of 5,479 reports across all collection modes. A control sample of 5,486 reports was also obtained. Louis Harrell will present a paper summarizing the results at the 2012 Joint Statistical Meetings. The findings include:

- Strong interviewer preference for the new forms across collection centers
- Increased item response
- Minimized security breaches due to mailing errors
- Enrollment, collection, and response rates were similar between the test and control samples

We plan to put the forms into production at the end of December 2012 for the January 2013 collection.

If you have any questions about this request, please contact Ken Robertson by telephone at 202-691-5440 or by e-mail at [Robertson.ken@bls.gov](mailto:Robertson.ken@bls.gov).

## List of Forms

1.	790AbookCol.dotx	Mining and Logging Collection form
2.	790AbookCol_Fax.dot	Faxable version of Mining and Logging Collection form
3.	790AbookEnr.dotx	Mining and Logging Enrollment form
4.	790AbookEnr_FAX.dot	Faxable Version of Mining and Logging Enrollment form
5.	790BbookCol.dotx	Construction Collection form
6.	790BbookCol_Fax.dot	Faxable version of Construction Collection form
7.	790BbookEnr.dotx	Construction Enrollment form
8.	790BbookEnr_FAX.dot	Faxable Version of Construction Enrollment form
9.	790CbookCol.dotx	Manufacturing Collection form
10.	790CbookCol_Fax.dot	Faxable version of Manufacturing Collection form
11.	790CbookEnr.dotx	Manufacturing Enrollment form
12.	790CbookEnr_FAX.dot	Faxable Version of Manufacturing Enrollment form
13.	790EbookCol.dotx	Service Providing Collection form
14.	790EbookCol_Fax.dot	Faxable version of Service Providing Collection form
15.	790EbookEnr.dotx	Service Providing Enrollment form
16.	790EbookEnr_FAX.dot	Faxable Version of Service Providing Enrollment form
17.	790GbookCol.dotx	Public Administration Collection form
18.	790GbookCol_Fax.dot	Faxable version of Public Administration Collection form
19.	790GbookEnr.dotx	Public Administration Enrollment form
20.	790GbookEnr_FAX.dot	Faxable Version of Public Administration Enrollment form
21.	790MultiAEnr.dot	Mining and Logging Enrollment form for Multiple Locations
22.	790MultiAEnr_FAX.dot	Faxable version of Mining and Logging Enrollment form for Multiple Locations
23.	790MultiBEnr.dot	Construction Enrollment form for Multiple Locations
24.	790MultiBEnr_FAX.dot	Faxable version of Construction Enrollment form for Multiple Locations
25.	790MultiCEnr.dot	Manufacturing Enrollment form for Multiple Locations
26.	790MultiCEnr_FAX.dot	Faxable version of Manufacturing Enrollment form for Multiple Locations
27.	790MultiEEnr.dot	Service Providing Enrollment form for Multiple Locations
28.	790MultiEEnr_FAX.dot	Faxable version of Service Providing Enrollment form for Multiple Locations
29.	790MultiGEnr.dot	Public Administration Enrollment form for Multiple Locations
30.	790MultiGEnr_FAX.dot	Faxable version Public Administration Enrollment form for Multiple Locations
31.	790MultiSEnr.dot	Education Enrollment form for Multiple Locations
32.	790MultiSEnr_FAX.dot	Faxable version Education Enrollment form for Multiple Locations
33.	790SbookCol.dotx	Education Collection form
34.	790SbookCol_Fax.dot	Faxable version of Education Collection form
35.	790SbookEnr.dotx	Education Enrollment form
36.	790SbookEnr_FAX.dot	Faxable Version of Education Enrollment form
37.	Fax790A.dot	Mining and Logging Fax collection form
38.	Fax790A_Col_SINGLE.dot	Mining and Logging Fax collection form, multi unit

39.	Fax790B.dot	Construction Fax collection form
40.	Fax790B_Col_SINGLE.dot	Construction Fax collection form, multi unit
41.	Fax790C.dot	Manufacturing Fax collection form
42.	Fax790C_Col_SINGLE.dot	Manufacturing Fax collection form, multi unit
43.	Fax790E.dot	Service Providing Fax collection form
44.	Fax790E_Col_SINGLE.dot	Service Providing Fax collection form, multi unit
45.	Fax790G.dot	Public Administration Fax collection form
46.	Fax790G_Col_SINGLE.dot	Public Administration Fax collection form, multi unit
47.	Fax790S.dot	Education Fax collection form
48.	Fax790S_Col_SINGLE.dot	Education Fax collection form, multi unit