**Date:** July 16, 2012

**Memorandum for:** Denise Pepe

*Special Surveys Branch*

*Demographic Surveys Division*

*Census Bureau*

**Memorandum from:** Anya Stockburger

*Branch of Revision Planning and Special Projects*

*Division of Consumer Prices and Price Indexes*

*Bureau of Labor Statistics*

**Subject:** TPOPS Requirement for Q124, Part I

This requirement specifies changes to the TPOPSHLP parameter file, the advance letters, and the wording on the screen Intro\_1st.

1. **Advance letter updates**

Updated advance letters will be delivered to Census early August, the changes to the letters will include the following:

* Updating from title 15 to title 13
* Directing respondents to new content on the respondent website.

1. **Instrument screen Intro\_1STupdate**

The last sentence on this screen should change to reflect the update from title 15 to title 13

From: “Title 29, Section 2 and Title **15** of the United States Code authorize us to conduct this survey”

To: “Title 29, section 2 and Title **13** of the United States Code authorize us to conduct this survey”

cc Stockburger, Anya (BLS)

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