

Attachment A1: Non-Response Follow-Up Letter; Unable to Reach

SECRETARY OF LABOR LETTERHEAD

Dear [RESPONDENT],

I am writing to encourage your participation in a study being conducted by the U.S. Department of Labor on American work experiences and benefits. We have been trying to reach you regarding this very important study. Unfortunately we have been unable to contact you.

You were randomly selected for this study, the results of which will be used by the U.S. Department of Labor to improve policies and benefits for American workers. We are counting on the participation of working Americans to help the Department's efforts to promote fair employment practices and to ensure access to critical workplace benefits, opportunities and protections. I strongly urge you to participate in this study.

Telephone interviews for this study are being conducted for the U.S. Department of Labor by Abt Associates, a private research firm in Cambridge, Massachusetts, and its survey division, Abt SRBI. An Abt SRBI telephone interviewer will call you to request your participation.

Participation is voluntary, and Abt is required to protect the privacy of all information collected, including the identity of respondents to the fullest extent allowed by law. In addition, the data provided by Abt to the Department will not contain any information that would identify you. There are many procedures in place to reduce the minimal potential risk in loss of privacy in this study.

The interview will last between five and twenty minutes, although some may be shorter depending on your circumstances. In appreciation of your time, we will mail you a check for \$20 upon completion of the interview. If an interviewer calls at an inconvenient time, he or she will be glad to call back at a more convenient time. Alternatively, you may call Abt Associates' phone centers directly at the following toll-free number 1-XXX-XXX-XXXX and give the operator reference number XXXX and your unique PIN XXXX. The call center will be open from 9 AM until midnight (Eastern Time) Monday through Friday. We appreciate your assistance.

Thank you in advance for your participation.

Sincerely,

Demetra Smith Nightingale
Chief Evaluation Officer

Public reporting burden of this collection of information is estimated to average 5-20 minutes, and has been approved by the Office of Management and Budget under control number XXXX-XXXX. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the

U.S. Department of Labor,
Wage and Hour Division,
Attention: Departmental Clearance Officer,
200 Constitution Avenue, N.W., Room S-3510,
Washington, DC 20210

or email WHDPRAComments@dol.gov