

August 2, 2013

MEMORANDUM FOR : Reviewer of 1220-0044

FROM : ANYA STOCKBURGER  
Branch of Revision Planning and Special Projects  
Division of Consumer Prices and Price Indexes  
Bureau of Labor Statistics

SUBJECT : Advance Letters for the Telephone Point of Purchase Survey  
(TPOPS)

In Q134, BLS will begin the use of refusal conversion letters. Under this plan, a letter will be mailed to each respondent after their first refusal, if the mailing address for the respondent is known.

Attached, please find the two draft letters that BLS plans to send to respondents after they refuse to participate. Letter A will be sent when there is still enough time in the quarterly interviewing period for a respondent to call back if they so choose, and asks the respondent to do so. Letter B will be sent if it is too late in the interviewing period, and it alerts the respondent that Census will call again the next quarter. Both letters will have the attached FAQs on the reverse side, and they will be sent with the attached "Facts about the Consumer Price Index" pamphlet.

The current OMB approval of the Telephone Point of Purchase Survey is scheduled to expire on January 31, 2014. The addition of these letters should not impact burden hours.

If you have any questions about this request, please contact Anya Stockburger at 202-691-5370 or email at [Stockburger.anya@bls.gov](mailto:Stockburger.anya@bls.gov).

Attachments  
Letter A.docx  
Letter B.docx  
TPOPS FAQs.docx  
CPIFactsBrochure.pdf