

**U.S. DEPARTMENT OF  
LABOR**

BUREAU OF LABOR STATISTICS  
230 South Dearborn Street  
Chicago, Illinois 60604



Month Day, Year

Mr./Ms. Respondent Full Name Here

Title

Company

Address

City, State Spelled-Out Zip (2 spaces between State and Zip)

Dear Insert Mr./Ms. Respondent Last Name Here:

In today's economy, timely and accurate labor market information is vital. For over a century, both business and government decision makers have relied on the Bureau of Labor Statistics (BLS) as an objective and comprehensive source of data concerning labor market trends. The BLS is now developing a survey to collect occupational requirements information that will facilitate settlements of disability claims by the Social Security Administration (SSA). Additionally, this effort may provide a wealth of characteristics that might be used by vocational experts outside of the SSA to assist disability applicants in researching potential employment opportunities.

The Bureau's National Compensation Survey program is testing questions designed to ascertain the primary physical attributes, environmental conditions, and vocational preparation requirements of occupations within selected establishments. Your participation in this test will directly influence the outcome of this important study.

Mr./Ms. FE First and Last Name, a BLS economist, will contact you in the near future to coordinate the collection of occupational requirements for a few selected positions. We sincerely appreciate your voluntary assistance with this effort.

Sincerely yours,

A handwritten signature in cursive script that reads "Charlene Peiffer".

CHARLENE PEIFFER  
Regional Commissioner

For over a century, the Bureau of Labor Statistics has provided vital statistics regarding the American workforce and economic well-being of our country. Historical information regarding wages and benefits, consumer and producer prices, safety & health, employment and unemployment, and productivity can be found on the BLS web site: <http://stats.bls.gov>

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