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(DRAFT)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**

Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

**This is an official request from the United States Government.** The Office of Management and Budget (OMB) approval number for this collection is 0607-0963, which expires \_\_\_\_\_.

**A Message from the Director, U.S. Census Bureau:**

The U.S. Census Bureau has selected your business to participate in the **2015 Management Organizational Practices Survey**. A survey form, MP-10002, is enclosed. Please complete and return your survey form or report online at our Business Help Site.

In an effort to conduct this survey in a cost effective manner, we have developed an electronic reporting instrument that we are confident you will find easy to use.

**To report online use the following information:**

**Website:**

**User ID:**

**Password:**

**Due date:**

Please keep this letter for future reference.

This report is **required by law and confidential**. Title 13, United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. Section 9 of the same law ensures that your response is confidential and will only be used for statistical purposes. Information collected cannot be used for taxation, regulation, or investigation and is exempt from release under the Freedom of Information Act. Public reporting burden for this survey is estimated to average 45 minutes per response. You may use reasonable estimates if book figures are not readily available. On the back of this letter you will find disclosure descriptions regarding Office of Management and Budget number; authority and confidentiality; and burden estimate statement.

The U.S. Census Bureau is conducting the Management and Organizational Practices Survey to better understand current and evolving management and organizational practices and to assist in identifying determinants of establishment and productivity growth. Census data are essential for business and government decision making. Information from businesses like yours also provides reliable data for your industry and your community.

If you need assistance completing the survey, visit us online at <https://econhelp.census.gov/mops>. For further assistance, please call our customer help line at 1-800-233-6136 weekdays between 8:00 a.m. and 4:30 p.m., Eastern time.

**Thank you** in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy.

Sincerely,

John H. Thompson  
Director  
US Census Bureau

**OMB Number**

You are not required to respond to this collection of information if it does not display a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number is 0607-0963 and appears in the upper right corner of the login screen.

**Authority and Confidentiality**

Title 13 U.S.C., Sections 131 and 182 authorize the Census Bureau to conduct this collection. By Section 9 of the same law, your report is confidential. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information, and may be used only for statistical purposes. The law also provides that copies of your report retained in your files are immune from legal process.

**Burden Estimate Statement**

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0963, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-8K122, Washington, DC 20233. You may e-mail comments to [ECON.Survey.Comments@census.gov](mailto:ECON.Survey.Comments@census.gov). Be sure to use ECON Survey Comments 0607-0963 as the subject.