

MEMORANDUM FOR: Reviewer of 1220-0042

FROM: Jeff Holt
Bureau of Labor Statistics
Office of Occupational Statistics and Employment Projections
Division of Occupational Employment Statistics

SUBJECT: Email Blast

The OES program is requesting OMB approval to add a non-response email reminder to the OES collection materials. OES would like to start using a mass email blast to contact respondents who have provided an email address, but no data. This blast would be sent at the end of the panel to non-responders in a final attempt to solicit their data. The email is very similar to the Tailored Collection letter sent to respondents at the start of the panel and a template is included with this submission. The email provides two reporting options:

- 1) BLS' secure online data upload center (IDCF)
- 2) State-specific secure email addresses

The email message meets all of the guidelines for the BLS policy on emailing respondents.