

In an effort to move our economic programs towards a paperless collection strategy, the Annual Survey of Public Employment & Payroll (0607-0452) will be undertaking a “push” strategy effective with the 2016 survey year (mailed in March 2016). This strategy entails eliminating paper forms in the initial and follow-up mailings for the Annual Survey of Public Employment & Payroll, and attempts to push respondents to report online. The letters direct respondents to go online to the Census Bureau’s Centurion online collection instrument at respond.census.gov/aspep. Once online, the respondent can log in to report. Additionally, the respondent can print a blank worksheet to assist in compiling the requested information and print out a worksheet populated with their responses once they have submitted the report. The web site contains contact information for any additional assistance the respondent may need.

We will monitor overall response, and if rates fall below a threshold determined from historical trends then forms will be included in the next scheduled mailing for all cases. We will also monitor response by geographic level to ensure that if total response remains acceptable, no individual geographic area falls behind historical response trends. If any specific geographic area falls below the established threshold, then forms for that particular government will be included in the next scheduled mailing.

If you have any questions about this request, please contact Paul Villena, Chief of the Employment Statistics Branch, Economy-Wide Statistics Division, at 301-763-7286 or at paul.w.villena@census.gov.

A list of the items included in the originally approved OMB package is below along with the impact this change request will have on each item:

- Attachment 1: Worksheets E-1 through E-10, web instrument screenshots, and purpose of survey
 - Worksheets E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, E-9, E-10
 - Forms will no longer be included in mail packages.
 - Worksheet versions of these forms (attached) were created to assist the respondent in gathering response information. The worksheets have watermarks indicating they cannot be returned via postal mail as a method of response.
 - Web Instrument Screenshots
 - Not impacted by the change in collection strategy

- Purpose of Survey
 - Not impacted by the change in collection strategy
- Attachment 2: Letter of Support from BEA
 - Not impacted by the change in collection strategy.
- Attachment 3: Electronic Reporting Flyer (E-CT1)
 - Beginning with the 2016 survey, this flyer (attached) is no longer used.
- Attachment 4: Division Chief's Letter - Central Collection (E-CC)
 - Removed sentence "A copy of the questionnaire is enclosed for your reference." See attached.
- Attachment 5: Director's Letter and Division Chief's Letter
 - Director's Letter (E-DLE and E-DL)
 - Consolidated E-DLE (electronic respondents) and E-DL (all other respondents) into E-DLE; E-DL no longer used. See attached.
 - Division Chief's Letter – Multi-Functional Agencies (E-L1)
 - In the 3rd paragraph, changed both instances of "questionnaire" to "letter". See attached.
 - Removed sentences, " If you prefer to respond by mail, answer the questions on the questionnaire and return the questionnaire in the enclosed envelope. Respond either by mail or online -- but not both."
- Attachment 6: Endorsement Flyer (E-EL1)
 - Under "How can I respond to the survey or get help?", removed the option of "Respond by mail: Simply return the completed questionnaire by mail in the prepaid envelope provided." See attached.
 - Updated the authorization title/sections, survey email address, and response due date
- Attachment 7: Elected Officials Flyer (E-EOF)
 - Not impacted by the change in collection strategy.
- Attachment 8: Reminder Postcard (E-RPE, E-RP)
 - Consolidated E-RPE (electronic respondents) and E-RP (all other respondents) into E-RPE; E-RP no longer used.
- Attachment 9: Reminder/Follow Up Letters (E-RL, E-RLE, E-L2)
 - Reminder Letters (E-RL, E-RLE)

- Consolidated E-RLE (electronic respondents) and E-RL (all other respondents) into E-RLE; E-RL no longer used.
 - In addition to serving as a follow-up letter, the text of E-RLE will be used for email follow-up response as well.
 - Reminder Letter – Multi-Function Agencies (E-L2)
 - Changed the second paragraph:
 - “Enclosed are the separate electronic questionnaires for specific activities performed by this agency that have yet to respond to our original request. Please complete each electronic questionnaire that accompanies this letter, and retain copies for your records. Each electronic questionnaire should be completed for the employees engaged in the activities described in the address label.” See attached.
- Omb83-i_040715
 - Not impacted by the change in collection strategy.
- Supporting Statement A
 - For all instances that are not date-specific or occur beginning with the 2016 survey, references of “forms” are now “electronic questionnaires” or were removed. See attached.
 - Section 3 – Use of Information Technology
 - b. Processing technology
 - Changed “forms” to “survey submissions” to account for both electronic respondents and form submissions
 - Updated language to denote that beginning with 2016 survey processing, forms are no longer mailed, thus iCADE processing is no longer used.
 - Tables 4 and 5
 - For the 2016 and 2017 surveys, removed milestones for forms design and mailout/mailback forms
- Supporting Statement B
 - For all instances that are not date-specific or occur beginning with the 2016 survey, references of “forms” are now “electronic questionnaires” or were removed. See attached.

- o Section 3 - Methods to Maximize Response
 - Revised to include follow-up emails for the Annual Survey of Public Employment & Payroll as a method used as a part of the new collection strategy.
 - Removed “paper form” as a data reporting option.