

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 including logistical information

In 2015, OMB granted the OES program approval to use email notification for non-response prompting. The OES program is now requesting OMB approval for an enhanced version of the email to help respondents better identify the data to be provided. The email notification will be targeted to respondents who have provided an email address, but no data. In addition to sending the email at the end of the panel to non-responders in a final attempt to solicit their data, the OES program also seeks permission to send an email notification at the start of the panel as a follow-up to a mailed pre-notification letter. These emails would be sent to respondents who indicated that they preferred email over paper forms or who have submitted data to the OES program using email in the past.

The templates for these emails are included with this submission. They provide two reporting options:

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

At a later date, the OES program intends to produce Spanish versions of these templates for use in Puerto Rico. The OES program would like to implement this at the end of the November 2015 panel, which concludes in late March.