

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:

Revised mandatory and voluntary statements on materials

The Occupational Employment Statistics (OES) program recently received Office of Management and Budget (OMB) approval for the current information collection. As part of its collection, the OES program has approval to use email, in lieu of paper forms, to request that respondents submit their data. These email prompts are 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 current request seeks to add additional email prompts (both advance and follow-up prompts) that are specifically tailored towards school respondents. These email prompts provide extra instructions for schools in an effort to improve the quality of information submitted by schools.