

April 21, 2017

MEMORANDUM FOR : Reviewer of Survey1220-0044

FROM : ANYA STOCKBURGER
Branch of Revision Planning and Special Projects
Division of Consumer Prices and Price Indexes
Bureau of Labor Statistics

SUBJECT : Conversion Letters for the Telephone Point of Purchase Survey
(TPOPS)

In Q173, BLS plans to begin the use of a nonresponse conversion letter. A letter will be mailed to each respondent for whom only an answering machine has been reached, if the mailing address for the respondent is known.

Please find the attached letter that BLS will send to respondents after interviewers have only managed to reach their voice mail. After the first week of interviewing, Letter A will be sent to the respondents and further contact attempts will be suspended, giving them time to receive the letter. After the recess, further contact attempts will be made for the remainder of the quarterly interviewing period. The letter will have an FAQ portion on the reverse side, and the letter will be sent with the attached “Facts about the Consumer Price Index” pamphlet.

The current OMB approval of the Telephone Point of Purchase Survey is scheduled to expire on January 31, 2018. The addition of this letter will not impact burden hours.

If you have any questions about this request, please contact Anya Stockburger at 202-691-5370 or email at Stockburger.anya@bls.gov.

Attachments
Letter A.docx
CPIFactsBrochure.pdf