

NATIONAL CENTER FOR EDUCATION STATISTICS

*Volume II*

***Federal Committee on Statistical Methodology (FCSM) Integrated  
Data Product Documentation Customer Feedback (IDPF) 2018***

OMB# 1880-0542

September 2018

## **PART A. PAPERWORK BURDEN STATEMENT**

The voluntary participation and Paperwork Reduction Act statement provided below will be included on the IDPF survey login screen.

### **Voluntary Participation and Paperwork Burden Statement**

The information you share with us will be used only to develop recommendations for how to improve documentation provided for {fill in the integrated statistical product name} and for other federal integrated data products. Your participation is voluntary and the information you provide will not be identified with your name in any information released from this survey.

According to the Paperwork Reduction Act, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. The time required to complete this survey is estimated to average thirty minutes. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your submission of this form, please write to: Sample Surveys Division, National Center for Education Statistics (NCES), PCP, 550 12<sup>th</sup> St., SW, 4th floor, Washington, DC 20202.

# Integrated Data Product Documentation Customer Feedback Survey (IDPF) 2018

## INTEGRATED DATA PRODUCT CUSTOMER FEEDBACK (Researcher)

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### Introduction

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The {fill agency name} would like to have your feedback about your experience using {fill in the integrated statistical product name}. Your participation is important because it will help federal statistical agencies better support users like yourself.

While this survey does ask questions about your assessment of the statistical product, the majority of the survey's questions ask about your assessment of the product's documentation. The purpose of the questions is to help federal agencies better understand what consumers need in product documentation.

{name of product} was selected as the topic for these questions because it is an "integrated" data product. An integrated data product is one that merges, mixes, or combines information from different source data to produce a new product (such as a database or an estimate). Examples of these products include national accounts (statistics focusing on the structure and evolution of economies), databases that result from linking survey data to administrative data, or databases created by combining information from multiple surveys.

This survey is administered by General Services Administration (GSA) on behalf of {fill agency name} and should take 30 minutes to complete. You have been provided a unique survey link and can enter the survey as many times as needed until submitted. Please respond by {fill date due}.

The information you share with us will be used only to develop recommendations for how to improve documentation provided for {fill in the integrated statistical product name} and for other federal integrated data products. Your participation is voluntary and the information you provide will not be identified with your name in any information released from this survey.

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### A. General Assessment of {name of product} and Related Documentation

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A1. Have you used or cited results from {name of product}?

- No    Go To End  
 Yes

A2. Were you aware that {name of product} combined information from different sources of information or data?

- No  
 Yes

These next questions refer to various dimensions of quality of {name of product}. Please use a 5-point scale to respond where "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

How would you rate {name of product} in terms of:

Rating

A3. Relevance to your research or reporting needs

\_\_\_\_\_

A4. Accuracy of information. That is, does it effectively measure the issue

for which you need data \_\_\_\_\_

A5. Whether the information is reliable in terms of being based on scientific criteria used to selected data sources and statistical methods \_\_\_\_\_

A6. Time between when information in {name of product} was collected and when it was available to you \_\_\_\_\_

A7. Time between when the information was scheduled to be available to you (target date) and the time it actually became available \_\_\_\_\_

A8. Consistency with other information that you know about the topic you needed {name of product} to study \_\_\_\_\_

A9. Comparability - or whether information about a topic from one source of information in {name of product} was comparable to information about that topic from another source of data used in {name of product} (e.g., pricing data from different sources were for comparable units of a product). This includes comparability to previous releases of {name of product}. \_\_\_\_\_

A10. Ease of accessing {name of product} \_\_\_\_\_

A11. Overall, how confident are you in the data or the statistics that you obtain from {name of product}?

Very confident  Somewhat confident  Neither confident nor unconfident

Somewhat unconfident  Very unconfident

These next questions refer to various dimensions of quality of the documentation for {name of product}. Most of the rest of this survey will focus on the documentation.

A12. Have you read documentation for {name of product}? Examples of documentation include a stand-alone technical report describing the data, appendixes or technical notes to other documents that use the data, web-pages about the data, or contacts with agency staff?

No Go To End

Yes

A13. Did you use information in the documentation to determine whether {name of product} fits your research or reporting needs?

No

Yes

A14. Did you get information about {name of product} from more than one source of documentation?

No, there was just one source of data documentation Go To A16

Yes

A15. How many different sources of documentation did you read to evaluate and use {name of product}? \_\_\_\_ [please fill in a number]

Using a 5-point scale, where "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied" please rate the data documentation for the listed characteristics. If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

Rating

A16. Clarity of the writing style \_\_\_\_\_

A17. Clarity of tables and graphics, including maps \_\_\_\_\_

A18. Completeness in terms of being able to evaluate the product for your needs \_\_\_\_\_

A19. How did you use the data documentation or other information provided by the agency to inform or address your information needs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**B. Questions About Source Information for {name product}**

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Integrated data merge, mix or combine data from separate sources. The following questions are about the documentation about how different sources of data were integrated into {name of product}.

B1. Did the data documentation provide information about the different sources of information that were integrated into {name of product}?

- No
- Yes

B2. Did you use the information about the different data sources to evaluate whether {name of product} was sufficient to meet your information needs?

- No
- Yes

Please rate the following aspects of the documentation using a 5-point scale. Again, "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

Rating

B3. Detail with which the {agency name} *identified* available sources of information for integration into the product \_\_\_\_\_

B4. Detail with which the {agency name} *evaluated* the quality (.e.g., population coverage, measurement and sampling error, time period covered, etc.) of information for integration into the product \_\_\_\_\_

B5. Detail with which the {agency name} explained the purpose for which the source information was collected initially \_\_\_\_\_

B6. References to find out more about the source data beyond what was included in the {agency name}'s documentation \_\_\_\_\_

B7. What information on data sources used in {name of product} did you find useful?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B8. What suggestions do you have for how to improve documentation about source selections made for {name of product}? \_\_\_\_\_

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C. Questions About How Sources were Integrated into {name product}

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Please evaluate documentation for how data or information from different sources were integrated into {name of product}.

Integration includes linking procedures and other approaches to linking unit records across sources, modeling information based on different sources resulting in an estimate or a set of estimates, and other approaches to combining across information sources to produce a data set or statistical product.

C1. Did the data documentation provide information about how {name of agency} evaluated the quality of the integrated data used for {name of product}?

- No
- Yes

C2. Did you use the information on the quality of {name of product} to determine whether it was sufficient to meet your information needs?

- No
- Yes

Again, please rate the following aspects of the documentation using a 5-point scale. A "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

	Rating
C3. Detail about <i>how the sources of information were integrated</i> into {name of product}	_____
C4. Detail about the <i>effectiveness</i> of the integration procedures	_____
C5. Detail about how the integration was <i>evaluated</i>	_____
C6. Detail about procedures used when one approach did not prove successful such as when some cases could not be matched or linked across sources	_____
C7. Detail about how <i>missing data were treated</i> during integration	_____
C8. Detail about <i>decision rules</i> when more than one source had relevant data for a given concept	_____
C9. Detail about how data with <i>differing time frames</i> were integrated in {name of product}	_____
C10. Detail about how data with <i>different geographic specificity</i> were integrated in {name of product}	_____
C11. What suggestions do you have for how to improve documentation about procedures used to integrate information from different sources into {name of product}?	
	_____
	_____
	_____

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D. Questions About How to Use {name product}

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These next questions are about how well the available documentation for {name of product} discussed how to use and interpret information from {name of product}.

D1. Did the data documentation provide information for how to properly interpret or use {name of product}?

- No
- Yes

D2. Did you use the information about proper interpretation or applications of {name of product} to determine whether {name of product} met your information needs?

- No
- Yes

Please rate the following aspects of the documentation using a 5-point scale. A “1” is “very satisfied,” “2” is “somewhat satisfied,” “3” is “neither satisfied nor dissatisfied,” “4” is “somewhat dissatisfied,” and “5” is “very dissatisfied.” If you do not know the answer or an item does not apply to you, please indicate don’t know “DK” or not applicable “NA.”

	Rating
D3. Detail about how the product is to be adjusted to be <i>representative</i> of the population or concept of inference	_____
D4. Detail about remaining <i>population coverage limitations</i>	_____
D5. Detail about how <i>errors from each data source</i> affect the overall error for the product	_____
D6. Detail about how to produce accurate <i>estimates of variance</i> for {name of product}	_____
D7. Detail about how the product was adjusted to <i>prevent disclosure</i> of respondent or subject identity	_____
D8. Detail about how <i>disclosure prevention methods</i> affect the <i>interpretation</i> of results from the product	_____
D9. Detail about how <i>changes in source data might affect interpretation</i> of information derived from the product	_____
D10. Detail about how <i>changes in integration procedures</i> might affect interpretation of information derived from the product	_____
D11. Overall, are you satisfied with the amount of detail provided about {name of product}	_____
D12. What suggestions do you have for how to improve documentation about how to properly use the product?	_____
	_____
	_____

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E. Questions About Agency Contacts about {name product}

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These next questions ask about your experience with contacts you have had with agency or agency supported experts about how {name of product} was developed and can be interpreted.

E1. Have you contacted the agency or agency supported experts about how {name of product} was developed or how to interpret information from {name of product}?

-

No Go To F1

Yes

Thinking about the information provided about {name of product}, please evaluate how satisfied you were with information about how the {name of product} was developed or how to interpret {name of product}. Please rate the following aspects of the documentation using a 5-point scale. Again, "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

Rating

- E2. The information provided effectively addressed questions about {name of product} \_\_\_\_\_
- E3. Detail about how the {agency name} evaluated the quality (.e.g., population coverage, measurement and sampling error, time period covered, etc.) of information for integration into the product \_\_\_\_\_
- E4. Detail with which the {agency name} explained the purpose for which the source information was collected initially \_\_\_\_\_
- E5. References to find out more about the source data beyond those used in {name of product} \_\_\_\_\_
- E6. Detail about how the sources of information were integrated into {name of product} \_\_\_\_\_
- E7. Detail about the effectiveness of the integration procedures \_\_\_\_\_
- E8. Detail about how the integration was evaluated \_\_\_\_\_

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F. Questions Specific to Improving Data Quality for {name product}

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F1. In contrast to improving documentation, do you have suggestions for improving the statistical product itself or its quality?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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G. Questions Supplied by the Sponsoring Agency Specific to {name product}

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G1. to be determined

G2. to be determined

**END** Thank you for your time and effort in responding to this survey.



# INTEGRATED DATA PRODUCT CUSTOMER FEEDBACK

(Informed consumer)

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## Introduction

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The {fill agency name} would like to have your feedback about your experience using {fill in the integrated statistical product name}. Your participation is important because it will help federal statistical agencies better support users like yourself.

While this survey does ask questions about your assessment of the statistical product, the majority of the survey's questions ask about your assessment of the product's documentation. The purpose of the questions is to help federal agencies better understand what consumers need in product documentation.

{name of product} was selected as the topic for these questions because it is an "integrated" data product. An integrated data product is one that merges, mixes, or combines information from different source data to produce a new product (such as a database or an estimate). Examples of these products include national accounts (statistics focusing on the structure and evolution of economies), databases that result from linking survey data to administrative data, or databases created by combining information from multiple surveys.

This survey is administered by General Services Administration (GSA) on behalf of {fill agency name} and should take 30 minutes to complete. You have been provided a unique survey link and can enter the survey as many times as needed until submitted. Please respond by {fill date due}.

The information you share with us will be used only to develop recommendations for how to improve documentation provided for {fill in the integrated statistical product name} and for other federal integrated data products. Your participation is voluntary and the information you provide will not be identified with your name in any information released from this survey.

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## A. General Assessment of {name of product} and Related Documentation

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A1. Have you used or cited results from {name of product}?

- No    Go To End  
 Yes

A2. Were you aware that {name of product} combined information from different sources of information or data?

- No  
 Yes

These next questions refer to various dimensions of quality of {name of product}. Please use a 5-point scale to respond where "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

How would you rate {name of product} in terms of:

A3. Relevance to your research or reporting needs

Rating

\_\_\_\_\_

A4. Accuracy of information. That is, does it effectively measure the issue for which you need data

\_\_\_\_\_

A5. Whether the information is reliable in terms of being based on scientific criteria used to selected data sources and statistical methods

\_\_\_\_\_

A6. Time between when information in {name of product} was collected and when it was available to you \_\_\_\_\_

A7. Time between when the information was scheduled to be available to you (target date) and the time it actually became available. \_\_\_\_\_

A8. Consistency with other information that you know about the topic you needed {name of product} to study \_\_\_\_\_

A9. Comparability - or whether information about a topic from one source of information in {name of product} was comparable to information about that topic from another source of data used in {name of product} (e.g., pricing data from different sources were for comparable units of a product). This includes comparability to previous releases of {name of product}. \_\_\_\_\_

A10. Ease of accessing {name of product} \_\_\_\_\_

A11. Overall, how confident are you in the data or the statistics that you obtain from {name of product}?

Very confident  Somewhat confident  Neither confident nor unconfident

Somewhat unconfident  Very unconfident

These next questions refer to various dimensions of quality of the documentation for {name of product}. Most of the rest of this survey will focus on the documentation.

A12. Have you read documentation for {name of product}? Examples of documentation include a stand-alone technical report describing the data, appendixes or technical notes to other documents that use the data, web-pages about the data, or contacts with agency staff?

No    Go To End

Yes

A13. Did you use information in the documentation to determine whether {name of product} fits your research or reporting needs?

No

Yes

A14. Did you get information about {name of product} from more than one source of documentation?

No, there was just one source of data documentation    Go To A16

Yes

A15. How many different sources of documentation did you read to evaluate and use {name of product}? \_\_\_\_ [please fill in a number]

Using a 5-point scale, where "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied" please rate the data documentation for the listed characteristics. If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

Rating

A16. Clarity of the writing style \_\_\_\_\_

A17. Clarity of tables and graphics, including maps \_\_\_\_\_

A18. Completeness in terms of being able to evaluate the product for your needs \_\_\_\_\_

A19. How did you use the data documentation or other information provided by the agency to inform or address your information needs?

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**B. Questions About Source Information for {name product}**

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Integrated data merge, mix or combine data from separate sources. The following questions are about the documentation about how different sources of data were integrated into {name of product}.

B1. Did the data documentation provide information about the different sources of information that were integrated into {name of product}?

No    Go To C1

Yes

B2. Did you use the information about the different data sources to evaluate whether {name of product} was sufficient to meet your information needs?

No

Yes

Thinking about the documentation for {name of product}, please evaluate the information provided about the different sources of data used by the statistical agency for {name of product}. If you do not know the answer or an item does not apply to you, please indicate "Don't know" or "Not applicable (NA)."

B3. Are you satisfied with the description of the data sources used in {name of product}?

B4. What information on data sources used in {name of product} did you find useful?

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B5. What suggestions do you have for how to improve documentation about source selections made for {name of product}?

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**C. Questions About {name of agency} information regarding evaluation of the quality of {name product}**

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These next questions ask whether the information provided by {name of agency} on the quality of the integrated data used for {name of product} was sufficient for your needs.

C1. Did the data documentation provide information about how {name of agency} evaluated the quality of the integrated data used for {name of product}?

- No Go To D1
- Yes

C2. Did you use the information on the quality of {name of product} to determine whether it was sufficient to meet your information needs?

- No
- Yes

Please rate the following aspects of the documentation using a 4-point scale where "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "somewhat dissatisfied," and "4" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate "Don't know" or "Not applicable (NA)."

Rating

C3. Detail about *the quality* of {name of product}. \_\_\_\_\_

C4. Detail about how the integration was *evaluated* \_\_\_\_\_

C5. What suggestions do you have for how to improve documentation about procedures used to integrate information from different sources into {name of product}?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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D. Questions About How to Use {name product}

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These next questions are about how well the available documentation for {name of product} discussed how to use and interpret information from {name of product}.

D1. Did the data documentation provide information for how to properly interpret or use {name of product}?

- No Go To E1
- Yes

D2. Did you use the information about proper interpretation or applications of {name of product} to determine whether {name of product} met your information needs?

- No
- Yes

Please evaluate documentation for {name of product} in terms of how to use and interpret information from {name of product}. Please rate the following aspects of the documentation using a 4-point scale where "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "somewhat dissatisfied," and "4" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate "Don't know" or "Not applicable (NA)."

Rating

D3. Are you satisfied with the amount of detail provided about {name of product} \_\_\_\_\_

D4. What suggestions do you have for how to improve documentation about how to properly use the product?

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E. Questions About Agency Contacts about {name product}

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These next questions ask about your experience with contacts you have had with agency or agency supported experts about how {name of product} was developed and can be interpreted.

E1. Have you contacted the agency or agency supported experts about how {name of product} was developed or how to interpret information from {name of product}?

- No Go To F1
- Yes

Thinking about the information provided about {name of product}, please evaluate how satisfied you were with information about how the {name of product} was developed or how to interpret {name of product}. Please rate the following aspects of the documentation using a 5-point scale. Again, "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

	Rating
E2. The information provided effectively addressed questions about {name of product}	_____
E3. Detail about how the {agency name} evaluated the quality (.e.g., population coverage, measurement and sampling error, time period covered, etc.) of information for integration into the product	_____
E4. Detail with which the {agency name} explained the purpose for which the source information was collected initially	_____
E5. References to find out more about the source data beyond those used in {name of product}	_____
E6. Detail about how the sources of information were integrated into {name of product}	_____
E7. Detail about the effectiveness of the integration procedures	_____
E8. Detail about how the integration was evaluated	_____

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F. Possible Additional Agency-Level Questions About Source Information for {name product}

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Thinking about the documentation for {name of product}, please evaluate the information provided about how different sources of data were selected by the statistical agency for {name of product}. Please rate the following aspects of the documentation using a 5-point scale. Again, "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

	Rating
F1. Detail about how the {agency name} <i>evaluated</i> the quality (.e.g.,	

population coverage, measurement and sampling error, time period covered, etc.) of information for integration into the product \_\_\_\_\_

F2. Detail with which the {agency name} explained the purpose for which the source information was collected initially \_\_\_\_\_

F3. References to find out more about the source data beyond what was included in the {agency name}'s documentation \_\_\_\_\_

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**G. Possible Additional Agency-Level Questions about Data Integration Documentation for {name product}**

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G1. Did the data documentation provide information about how different sources of data were integrated into {name of product}?

No    Go To End

Yes

G2. Did you use the information for how data sources were integrated to evaluate whether {name of product} was sufficient to meet your information needs?

No    Go To End

Yes

Please rate the following aspects of the documentation using a 5-point scale. A "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

Rating

G3. Detail about *how the sources of information were integrated* into {name of product}. \_\_\_\_\_

G4. Detail about the *effectiveness* of the integration procedures \_\_\_\_\_

G5. Detail about how the integration was *evaluated* \_\_\_\_\_

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**H. Possible Additional Agency-Level Questions About How to Use {name product}**

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Please evaluate documentation for {name of product} in terms of how to use and interpret information from {name of product}. Please rate the following aspects of the documentation using a 5-point scale. A "1" is "very satisfied," "2" is "somewhat satisfied," "3" is "neither satisfied nor dissatisfied," "4" is "somewhat dissatisfied," and "5" is "very dissatisfied." If you do not know the answer or an item does not apply to you, please indicate don't know "DK" or not applicable "NA."

Rating

H1. Detail about how *representative* information from {name of product} is of the population or concept you are using it to study \_\_\_\_\_

H2. Detail about how *errors from each data source* might affect interpretation of information from {name of product} \_\_\_\_\_

H3. Detail about how *changes in source data might affect interpretation* of information derived from the product \_\_\_\_\_

H4. Detail about how *changes in integration procedures* might affect interpretation of information derived from the product \_\_\_\_\_

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I. Possible Additional Agency-Level Questions About {name product}

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I1. To be determined.

I2. To be determined.

**END** Thank you for your time and effort in responding to this survey.

# Appendix A. Participant Communications

## 1) Survey Coming Announcement

Sent from: GSA on behalf of Agency

To: {fill participant name}

Re: COMING SOON! Customer Survey for {fill in the integrated statistical product name}

Date: {fill date}

Hello {fill name},

The {fill agency name} will be sending you a survey on {fill in the integrated statistical product name}. This survey will be coming from the General Services Administration (GSA).

Please do not delete the survey, the {fill agency name} has identified you as an important customer and contributor to improving the {fill in the integrated statistical product name}.

Please expect the survey on {day/date}. Once the survey is received, you will have two weeks to complete it.

Best Regards,

{sender name and agency}



## 2) Take the Survey

Sent from: GSA on behalf of Agency

To: {fill name}

Re: Please take the Customer Survey for {fill in the integrated statistical product name}

Date: TBD

Hello {fill name},

The {fill agency name} would like your feedback about your experience using the {fill in the integrated statistical product name}. Your response to this survey is important and will inform how federal statistical agencies improve their support to statistical product users, like yourself.

{name of product} was selected as the topic for these questions because it is an “integrated” data product. An integrated data product is one that merges, mixes, or combines information from different source data to produce a new product (such as a database or an estimate). Examples include national accounts (statistics focusing on the structure and evolution of economies), databases that result from linking survey data to administrative data, and databases created by combining information from multiple surveys.

**Requested Action:** Click [here](#) to take the survey. You can enter and exit the survey as necessary until it is submitted. The survey itself should take 30 minutes to complete. Please submit your response by {day/date}. Your participation is voluntary and the information you provide will not be identified with your name in any information released from this survey.



**Start Survey Now**

*The information you share with us will be used only to develop recommendations for how to improve documentation provided for {fill in the integrated statistical product name} and for other federal integrated data products. According to the Paperwork Reduction Act, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. The time required to complete this survey is estimated to average thirty minutes. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your submission of this form, please write to: Sample Surveys Division, National Center for Education Statistics (NCES), PCP, 550 12th St., SW, 4th floor, Washington, DC 20202*

Best Regards,

{sender name and agency}

### 3)Reminder 1 for Survey

Sent from: GSA on behalf of Agency

To: {fill name}

Re: 1 Week Left! Customer Survey for {fill in the integrated statistical product name}

Date: TBD

Hello {fill name},

We are following up on the survey from {fill agency name} about {fill in the integrated statistical product name}. Your response to this survey is important and will inform how federal statistical agencies improve their support to statistical product users, like yourself.

To complete this 30 minute survey, please click on the unique survey link below. Please submit your response by {day/date}. Your participation is voluntary and the information you provide will not be identified with your name in any information released from this survey.

[\*\*Start Survey Now\*\*](#)

*The information you share with us will be used only to develop recommendations for how to improve documentation provided for {fill in the integrated statistical product name} and for other federal integrated data products. According to the Paperwork Reduction Act, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. The time required to complete this survey is estimated to average thirty minutes. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your submission of this form, please write to: Sample Surveys Division, National Center for Education Statistics (NCES), PCP, 550 12th St., SW, 4th floor, Washington, DC 20202*

Best Regards,  
{sender name and agency}

## 4)Reminder 2 for Survey

Sent from: GSA on behalf of Agency

To: {fill name}

Re: 1 Day Left! Customer Survey for {fill in the integrated statistical product name}

Date: TBD

Hello {fill name},

We are following up on the survey from {fill agency name} about {fill in the integrated statistical product name}. Your response to this survey is important and the information will inform how federal statistical agencies improve their support to statistical product users, like yourself.

To complete this 30 minute survey, please click on the unique survey link below. Please submit your response by {day/date}. Your participation is voluntary and the information you provide will not be identified with your name in any information released from this survey.

[Start Survey Now](#)

*The information you share with us will be used only to develop recommendations for how to improve documentation provided for {fill in the integrated statistical product name} and for other federal integrated data products. According to the Paperwork Reduction Act, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. The time required to complete this survey is estimated to average thirty minutes. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your submission of this form, please write to: Sample Surveys Division, National Center for Education Statistics (NCES), PCP, 550 12th St., SW, 4th floor, Washington, DC 20202*

Best Regards,

{sender name and agency}

## 5) Thank You

Sent from: GSA on behalf of Agency

To: {fill name}

Re: Thank you for taking the Customer Survey for {fill in the integrated statistical product name}

Date: TBD

Hello {fill name},

The {fill agency name} would like to thank you for taking the survey about {fill in the integrated statistical product name}. Your response is valuable and appreciated.

Best Regards,

{sender name and agency}