

**Information and Communications Technology Needs Assessment Survey
Pre-Mailing Announcement Letter**

This is an example draft letter to the sample of prospective survey participants with the purpose of increasing awareness and participation. In the example below, it would be mailed one week prior to the initial mailing of the questionnaire.

Final version of letter will be vetted and approved by the labor unions and FRA.

Hello:

In about a week, you will receive a questionnaire from the US Department of Transportation Volpe Center on behalf of the Federal Railroad Administration Office of Research, Development and Technology (FRA RD&T).

The purpose is to learn more about Information and Communications Technology (ICT), which relates to the technology and tools that railroaders, like you, use to share, distribute, gather and communicate information. Our goal is to understand how best to communicate important safety information to you and the railroad industry, generally, and specifically as part of the FRA RD&T *Railroaders' Guide to Healthy Sleep* website. Participation is completely voluntary and means only completing the questionnaire.

Your union leadership supports this effort, and is cooperating with the Volpe project team to reach you for this survey. A unique code will be provided to you that will allow your participation to be kept strictly confidential. All individual responses will be grouped with other participant responses and will not be individually identifiable.

Please make time to complete this important questionnaire when you receive it, in about a week. Thank you for your time. Your participation is important to this effort!

Sincerely,

The Volpe ICT Project Team
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