

**ATTACHMENT A**

**Department of Commerce  
United States Census Bureau  
Annual Survey of Manufactures (ASM)  
OMB Control No. 0607-0449**

**Draft Letters**

ASCO-L1	Annual Survey of Manufactures & Report of Organization Initial Mail
ASCO-L1R	Annual Survey of Manufactures & Report of Organization Due Date Reminder
ASCO-L2	Annual Survey of Manufactures & Report of Organization 1 <sup>st</sup> & 2 <sup>nd</sup> Follow-up
ASCO-L2P	Annual Survey of Manufactures & Report of Organization 1 <sup>st</sup> & 2 <sup>nd</sup> Follow-up for Partial Delinquents
ASCO-L3	Annual Survey of Manufactures & Report of Organization 3 <sup>rd</sup> Follow-up
ASCO-L3P	Annual Survey of Manufactures & Report of Organization 3 <sup>rd</sup> Follow-up for Partial Delinquents
ASCO-L4	Annual Survey of Manufactures & Report of Organization 4 <sup>th</sup> Follow-up
ASCO-L4P	Annual Survey of Manufactures & Report of Organization 4 <sup>th</sup> Follow-up for Partial Delinquents
ASM-L1	Annual Survey of Manufactures Initial Mail
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ASM-L4	Annual Survey of Manufactures 4 <sup>th</sup> Follow-up



**A Message from the Director, U.S. Census Bureau:**

We request your participation with the **2018 Report of Organization** and the **2018 Annual Survey of Manufactures**. The Report of Organization is used to update the Census Bureau's list of businesses, and provides key source data for the County Business Patterns program and other statistical series. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing. The Annual Survey of Manufactures collects key data about the manufacturing sector of the nation's economy. These data are used to develop accurate estimates of domestic output and productivity, and they serve as a valuable resource for making sound decisions on economic trade policies.

**Authentication Code:**  
**Due Date:**

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete these surveys.

**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**. We estimate the time to complete the Report of Organization varies from 30 minutes for the smallest companies to 25 hours for the largest companies, with an average of 3 hours 31 minutes. We estimate the time to complete the Annual Survey of Manufactures to be 3 hours 30 minutes. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing these surveys, please sign into your Census Bureau account or call our customer help line at 1-844-303-7713, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

Steven D. Dillingham  
Director

**OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number for the Report of Organization is 0607-0444, and for the Annual Survey of Manufactures is 0607-0449. These numbers appear in the top right corner of each reporting screen. Without these approvals, we could not conduct these surveys.

**Authority and Confidentiality**

Title 13, United States Code, Sections 131 and 182, authorizes these collections. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

**Burden Estimate Statement**

We estimate the time to complete the Report of Organization varies from 30 minutes for the smallest companies to 25 hours for the largest companies, with an average of 3 hours 31 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey. We estimate the time to complete the Annual Survey of Manufactures to be 3 hours 30 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

ASCO-L1R  
(04-08-2019)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

## DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to complete the **2018 Report of Organization** and **2018 Annual Survey of Manufactures**. If you have submitted these surveys in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

### Authentication Code:

### Due Date:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** these reports under "My Surveys."
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**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

Kimberly P. Moore  
Chief, Economy-Wide Statistics Division  
U.S. Census Bureau



### PAST DUE NOTICE

Our records indicate that we have not received your **2018 Report of Organization and 2018 Annual Survey of Manufactures**. These surveys are mandatory, and require your immediate attention.

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Kimberly P. Moore  
Chief, Economy-Wide Statistics Division  
U.S. Census Bureau



### PAST DUE NOTICE

Our records indicate that we have only received a *partial* response to your **2018 Report of Organization** and **2018 Annual Survey of Manufactures**. These surveys are mandatory, and require your immediate attention.

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3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete these surveys.

**If you recently reported**, you can verify your filing status by clicking on "Options" and then "Filing Status." Look for an entry under the "Date Received" column.

**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**. The U.S. Census Bureau is authorized to collect this information under Title 13, United States Code (Sections 131 and 182). The same law requires that you respond (Sections 224 and 225), and assures the confidentiality of the information you provide (Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution, and uses your responses only to produce statistics.

For assistance with completing these surveys, please sign into your Census Bureau account or call our customer help line at 1-844-303-7713, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

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Chief, Economy-Wide Statistics Division  
U.S. Census Bureau



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Sincerely,

Kimberly P. Moore  
Chief, Economy-Wide Statistics Division  
U.S. Census Bureau





**NOTICE OF FAILURE TO PROVIDE MANDATORY CENSUS BUREAU REPORT**

Our records indicate that we have not received your **2018 Report of Organization** and/or **2018 Annual Survey of Manufactures** response. High-quality economic statistics are indispensable to understanding our domestic economy and other key economic measures for the nation, such as the Gross Domestic Product (GDP), depend on data from these surveys.

Your company has received repeated requests for this information and to date a response has not been received. If you recently reported, you can verify your filing status by logging into your account at <https://portal.census.gov> and clicking on "Options" and then "Filing Status."

We remind you that your response is **REQUIRED BY LAW**. Title 13, United States Code (U.S.C.), Sections 131 and 182, authorizes this collection. Sections 224 and 225 require your response. Section 9 requires that we keep your answers **STRICTLY CONFIDENTIAL**. Title 13 (Section 224) and the Sentencing Reform Act of 1984 (18, U.S.C. 3559 and 3571) allow for possible prosecution of responsible officials and penalties up to \$5,000 (and a response is still required).

**If you do not comply with this final request, your case may be submitted to the U.S. Department of Justice for further action.**

Online reporting is easy and secure using the account that you set up according to the instructions below. For assistance with meeting the mandatory filing requirement, please contact our toll-free customer help line at 1-844-303-7713, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

**Authentication Code:**  
**Account Manager:**

Upon receipt of this letter, please report within 10 days following these steps:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** these reports under "My Surveys."
3. **Report** by clicking on "REPORT NOW."

**Thank you** in advance for your time and participation.

Respectfully,

A handwritten signature in black ink that reads "Michael A. Cannon".

Michael A. Cannon  
Acting Chief Counsel for Economic Affairs



## NOTICE OF FAILURE TO PROVIDE MANDATORY RESPONSE

Our records indicate that we have only received a *partial* response to your **2018 Report of Organization** and **2018 Annual Survey of Manufactures**. If you have submitted your survey within the past few weeks, **thank you** for your participation. You may verify your filing status by logging into your account at <https://portal.census.gov>.

If you have not yet reported, we remind you that your response is **REQUIRED BY LAW**. Title 13, United States Code (U.S.C.), Sections 131 and 182, authorizes this collection. Sections 224 and 225 require your response. Section 9 requires that we keep your answers **STRICTLY CONFIDENTIAL**.

Although Title 13 (Section 224) and the Sentencing Reform Act of 1984 (18, U.S.C. 3559 and 3571) allow for possible prosecution of responsible officials and penalties up to \$5,000 (and still require response), **the U.S. Census Bureau prefers to work cooperatively with businesses like yours to ensure we gather and distribute reliable statistics about the U.S. economy**. We ask for your help in meeting that goal, recognizing that we are relying on your valuable time and effort to comply with this request.

Online reporting is easy, with a secure account set up necessary to begin the reporting process. For assistance with meeting the mandatory filing requirement, please contact our toll-free customer help line at 1-844-303-7713, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

**Authentication Code:**

**Due Date:**

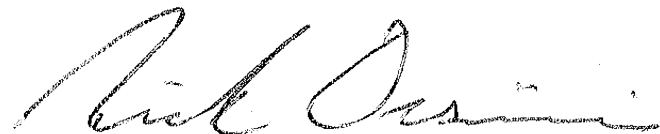
Your timely response will help save tax dollars by reducing the need for additional mailings and telephone calls. Please report within 10 days, following these steps:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** these reports under “My Surveys”
3. **Report** by clicking on “REPORT NOW”

After reporting, we invite you to review the useful data and analysis tools available to aid and inform businesses such as yours by visiting the Census Bureau's website at <https://www.census.gov/programs-surveys/cos.html> and <https://www.census.gov/programs-surveys/asm.html>.

**Thank you** in advance for your time and participation.

Respectfully,

A handwritten signature in black ink, appearing to read "Nick Orsini". The signature is fluid and cursive, with a large initial "N" and "O".

Nick Orsini  
Associate Director for Economic Programs  
U.S. Census Bureau



**A Message from the Director, U.S. Census Bureau:**

We request your participation with the **2018 Annual Survey of Manufactures**. This survey is used to collect key data about the manufacturing sector of the nation's economy. These data are used to develop accurate estimates of domestic output and productivity, and they serve as a valuable resource for making sound decisions on economic trade policies.

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**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**. We estimate the time to complete this survey to be 3 hours 30 minutes. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-844-303-7713, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

Steven D. Dillingham  
Director

## **OMB Number**

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## **Authority and Confidentiality**

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## **Burden Estimate Statement**

We estimate this survey will take an average of 3 hours 30 minutes to complete, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

ASM-L1R  
(04-02-2019)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

## DUE DATE REMINDER

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Sincerely,

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Kimberly P. Moore  
Chief, Economy-Wide Statistics Division  
U.S. Census Bureau



## PAST DUE NOTICE

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