Attachment 16 – Second Reminder Letter and E-mail

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

March 8, 2018

2nd Reminder – please respond as soon as possible!

Mr. John Doe, Director of Administrative Services
State Department of Corrections
123 Government Court
City, State 12345

Dear Mr. John Doe,

The 2017 Annual Surveys of Probation and Parole (ASPP) were fielded in January 2018 by RTI, on behalf of the Bureau of Justice Statistics (BJS). **These surveys were due on February 28, 2018.** As of DATE, we have not received your completed surveys.

Please use the following information to log onto the ASPP website (www.bjs-aps.org) to complete your surveys as soon as possible:

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

Your participation in these surveys is vital to their success. State and local criminal justice officials use these data to justify budgets, compare changes in populations with comparable jurisdictions, and track outcomes of those on probation and parole.

If you have not already, you will soon receive a call from RTI's Agency Support Team. They are available to assist you in submitting your data. Please work with RTI to submit any data that you can provide, even if you cannot complete the entire survey. You can reach RTI's Agency Support Team at (866) 334-4175 or bjs-aps-help@rti.org. You may also contact Danielle Kaeble, the project officer at BJS, directly at (202) 305-2017 or Danielle.Kaeble@usdoj.gov.

I look forward to your assistance with this important data collection.

Sincerely,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics

TO: john.doe@state.com

SUBJECT: 2017 Annual Surveys of Probation and Parole (ASPP) Reminder | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the 2017 Annual Surveys of Probation and Parole (ASPP). You recently received a letter from the Chief of the Corrections Statistics Unit of BJS stating that **these surveys were due on February 28, 2018.** As of DATE, we have not received your completed surveys. I know that you have many responsibilities, and I hope that you can find the time to respond soon.

Please use the following information to log onto the ASPP website (www.bjs-aps.org) to complete your surveys:

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

I look forward to your assistance with this important data collection.

Sincerely,

Tim Smith
RTI Project Director
Annual Surveys of Probation and Parole

E-mail: bjs-aps-help@rti.org
Phone: (866) 334-4175
Fax: (866) 509-7471