

May 15, 2020

MEMORANDUM FOR: REVIEWER of 1220-0189

FROM: Jennifer Coleman
Division Chief, National Compensation Survey
Office of Compensation and Working Conditions
Bureau of Labor Statistics

SUBJECT: Non-substantive Change Request for the
Occupational Requirements Survey (ORS)

Clearance is being sought for the Bureau of Labor Statistics' (BLS) Occupational Requirements Survey (ORS) program to use the following three items during collection:

- Standardized Contact Letter (Test)
- Interview Reference Document
- ORS Forms (modified format)

The Information Collection for the ORS was initially approved by the Office of Management and Budget (OMB) on August 28, 2018, and expires on August 31, 2021. The request for the Standardized Contact Letter (Test) covers ORS collection beginning in August 2020 and ending in August 2021. The request for the Interview Reference Document and additional ORS Forms would begin being used once clearance approval is granted for ORS collection currently underway.

Standardized Contact Letter Test

BLS requests approval of a standardized initial contact letter to introduce the survey. As outlined in Supporting Statement Part B, introductory letters are a method used to maximize response rates. The current practice is for field economists and regional office management to determine when to send an introductory letter, and the language of such letters varies. BLS proposes testing a standardized letter to determine what impact the letter will have on response rates.

The test involves sending a standardized contact letter to 3,000 private establishments. No other aspect of information collection is modified. BLS does not expect using a standardized letter to impact respondent burden because the approved clearance hours already include time for introductory letters. The letter is intended to reduce the amount of time BLS staff spend

providing this information in a non-standardized format and potentially increase response by providing timely standardized information. Response rates for the group that receives the standardized mailing will be compared to response rates from the remaining sample. From this testing and evaluation, BLS will determine if a standardized letter should be added to the ORS collection process.

Attachment A is the text of the standardized letter that will be used in the test.

Interview Reference Document

BLS requests approval of a consolidated Respondent Reference Guide. This document combines existing ORS reference materials into a single document to aid data collection interviews. For interviews conducted over the phone, a single reference is simpler to use than multiple show cards. Field economists can choose to provide this tool to respondents before or during the interview to reduce time spent explaining specific ORS data elements and reviewing response categories. Previous show cards will continue to remain as an option for field economist use. No other aspect of information collection is modified. BLS does not expect the reference guide to create any respondent burden beyond what has already been approved.

Attachment B is the Respondent Reference Guide.

ORS Collection Forms

BLS requests approval of two additional collection forms as detailed in Table 1 below. These new forms are fillable versions of the existing collection forms and allow electronic data entry for use during telephone interviews to provide more efficient data capture by the field economist. No other aspect of information collection is modified. No additional items of collection are being added. For additional information on the purpose and use of forms, see currently approved ICR collection for 1220-0189.

BLS does not expect the additional forms to create any respondent burden beyond what has already been approved. The forms are primarily used as note-taking devices for the field economist. The field economist may print ORS Form 4 PPD-4P or -4G for written note-taking or use the two new additional forms (Form -4PF or -4PG) for electronic collection.

Attachment C is the Private Industry form, and Attachment D is the State and Local Government form.

Table 1: Functions and uses of ORS forms

Information Collected	Purpose/Activity	Form used	Time
Initiation collection of vocational preparation, cognitive elements, physical	ORS initiation (1a)	Occupation requirements (ORS Form 4 PPD-4P) Occupation requirements	66 minutes

demands, environmental conditions, and job tasks; records check of this collection	ORS initiation (1b)	(ORS Form 4 PPD-4G) <u>Approval Requested</u> ORS FORM 4: PPD-4PF PPD-4GF	
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If you have any questions about this non-substantive change request, please contact Corinne Herr at 717-475-0399 or e-mail at Herr.Corinne@bls.gov, or Jennifer Coleman at 202-691-7128 or e-mail at Coleman.Jennifer@bls.gov.

Attachment A: Standardized test letter template

Attachment B: Respondent Reference Guide

Attachment C: Collection Form PPD-4PF

Attachment D: Collection Form PPD-4PG