U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«DATE»

«AH_SAL» «AH_FN» «AH_LN»«AH_COMMA» «AH_TITLE»
«ATTN» «A_SAL» «A_FN» «A_LN»
«AGENCY_NAME»
«AH_ADD»
«AH_ADD2»
«AH_CITY», «AH_STATE» «AH_ZIP_A»

Dear «AH_SAL» «AH_FN» «AH_LN»,

As the Bureau of Justice Statistics (BJS) prepares to launch its <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>, I look forward to your participation as <<this survey is a, these surveys are>> core <<component, components>> of BJS's data collections on community corrections. Data from <<this collection, these collections>> provide essential information for policy developing and criminal justice planning at all levels of government. These detailed data are not available from any other single source. In addition, the 2020 collection includes new items asking about the impact of the coronavirus (COVID19) pandemic, and will provide the first national information on how the pandemic has affected community corrections.

In January, <<Contractor>> will send your designated survey respondent an invitation to the 20XX collection. Use the following information to log onto the <<APS, ASPP>> website (www.bjs-aps.org) and confirm or update the contact information for your agency:

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

Alternatively, the current contact information for your agency appears on the enclosed Designation Form. You may confirm or update the information on the form provided and email the completed form to <<Agency Support Team Email>> or fax it to <<XXX-XXX-XXXX>>. **Please submit this information by November XX, 20XX**.

BJS will use the data collected in <<APS, ASPP>> only for research and statistical purposes, as described in 34 U.S.C. § 10134 and 34 U.S.C. § 10231. <<Contractor>>, the <<APS, ASPP>> data collector, is required to adhere to BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern all BJS data and data collected and maintained under BJS's authority. The Guidelines may be found at http://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf. Your participation in this survey is voluntary but is also needed to produce complete and accurate statistics about the probation and parole populations in the United States.

I hope for your continued support of BJS's statistical programs. Our project team will be happy to work with you and assist you in any way to ensure your participation in the <<APS, ASPP>> is a smooth process. Members of <<Contractor>>'s Agency Support Team can be reached by calling toll-free <<XXX-XXX-XXXX>> or by sending an email to <<Agency Support Team Email>>.

Sincerely,

<<Chief Name>>
Chief, Corrections Statistics Unit
Bureau of Justice Statistics

Enclosure: Designation Form

<<UID>>

Learn more about the <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>

- Review the most recent survey reports: http://www.bjs.gov/index.cfm?ty=dcdetail&iid=271
- Look for <<Contractor>> and BJS at the American Probation and Parole Association conferences
- Contact Barbara Oudekerk, BJS project manager, at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov.