September 09, 2020

Memorandum for: Reviewer of 1220-0170

CC: Paul Calhoun

From: Skyla Skopovi

Jean Ibrahim

Subject: Adapting Current Collection Forms and Documents for New JOLTS Data Collection Center in Kansas City

On May 2, 2023, the U.S. Department of Labor and Telaforce, LLC, the contractor charged with the collection of Job Openings and Labor Turnover (JOLTS) data, officially exercised a contractual option to open a new Data Collection Center (DCC) in Kansas City, MO. The goal is to partition JOLTS data collection between the current DCC in Atlanta and the new DCC in Kansas City by the beginning of 2024. The purpose of this request is to obtain clearance to revise the contact information on the existing collection forms and documents (approved under OMB 1220-0170) for the new DCC.

**Data Collection Background**

The Bureau of Labor Statistics (BLS) currently used in-house software called TopCATI Web (TCW) to solicit and collect data from JOLTS respondents. As part of JOLTS collection, we have integrated our data collection forms and essential documents (e.g., confidentiality and solicitation letters) directly into TCW for interviewers to easily generate and disseminate to respondents. These forms and letters contain the DCC address, phone number and fax number along with the DCC manager’s name.

**Reasons to Approve the Contact Information Change for the Kansas City DCC**

The partition of our DCC from one location to two necessitates the creation of collection forms specific to the Kansas City DCC. Any data collection forms and letters used to solicit and collect data must have the contact information for the DCC from which they originate. The Kansas City DCC will not have fax capability, so there will be no need for a fax number on the documentation in question. However, the address, phone number, and the new BLS data collection manager fields will need to be amended for the new location. Respondents use this information to clarify reporting criteria and in some cases to report and amend data.