MEMORANDUM FOR: Office of Management and Budget

FROM: Bureau of Labor Statistics

Office of Occupational Statistics and Employment Projections

Division of Occupational Employment and Wage Statistics

SUBJECT: Revised Materials November 2023 Panel

The Occupational Employment and Wage Statistics (OEWS) program seeks OMB approval for minor updates to our solicitation materials for the November 2023 panel. These updates fall into three categories:

1. Changes to materials for collecting education (schools) units.
2. Updates to the templates generated by the OEWS data collection system solicitation module.
3. Updates to the materials associated with testing collecting extra data elements.

 First, our education updates. Working with the BLS Office of Survey Methods Research (OSMR), we’ve updated our school instructions. These instructions are printed on the letter we send to education units. In addition, we’ve created a slightly modified email blast for these units. All of those materials are included with this update. The idea behind these changes is to make the materials clearer and easier for respondents to understand.

 Second, we’ve made very minor updates to the templates used within the OEWS data collection system (OWDN) that generates emails or letters for respondents. These consist of minor formatting and instructions updates. Those templates are included with this update.

Third, as mentioned in Supporting Statement B, #4 - Development Tests, in our previous clearance package, OEWS conducted a test for the November 2022 and May 2023 panels with the State of Michigan. The test asked employers to report extra data elements for all of the state’s sampled units and units in a supplemental sample. The addition of these data elements may help to answer many additional questions about the labor market. The extra elements being collected are as follows:

* Part-time/full-time status
* Weekly hours
* Hire date
* Gender
* Birth year

The test with MI proved successful, so we’re conducting the test again with Michigan and adding Connecticut. Those two States will collect these data for the November 2023 and May 2024 panels. We’ve made very minor changes to the materials we used previously to account for Connecticut being included. These materials include a special initial letter, follow-up letter, initial email blast template, and follow-up email blast template, based on our currently approved materials. They’re included with this request.

Finally, we’re requesting an additional 8,267 burden hours for November 2023 and May 2024 panels for this test for the two participating States, MI and CT. The breakdown between the various categories is listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Survey Year | Mandatory/Voluntary | Ownership | Estimated Burden Hours |
| FY 2024 | Voluntary | Private | 4867 |
| Voluntary | Government | 94 |
| Mandatory | Private | 3255 |
| Mandatory | Government | 51 |

Attachment

1. List of revised materials for collecting education (schools) units.

202304-6111-Education-V1-mandatory

202304-6111-Education-V1-voluntary

202304-6111-Education-V2-mandatory

202304-6111-Education-V2-voluntary

202304-6112-Education-V1-mandatory

202304-6112-Education-V1-voluntary

202304-6112-Education-V2-mandatory

202304-6112-Education-V2-voluntary

202304-Email-blast-follow-education-mandatory

202304-Email-blast-follow-education-voluntary

202304-Email-blast-initial-education-mandatory

202304-Email-blast-initial-education-voluntary

1. List of updated templates generated by the OEWS data collection system solicitation module.

Firm-Email-Multi-Follow-mandatory

Firm-Email-Multi-Follow-voluntary

Firm-Email-Multi-Initial-mandatory

Firm-Email-Multi-Initial-voluntary

Firm-Email-Single-Follow-mandatory

Firm-Email-Single-Follow-voluntary

Firm-Email-Single-Initial-mandatory

Firm-Email-Single-Initial-voluntary

Firm-Letter-Multi-Follow-mandatory

Firm-Letter-Multi-Follow-voluntary

Firm-Letter-Multi-Initial-mandatory

Firm-Letter-Multi-Initial-voluntary

Firm-Letter-Single-Follow-mandatory

Firm-Letter-Single-Follow-voluntary

Firm-Letter-Single-Initial-mandatory

Firm-Letter-Single-Initial-voluntary

1. List of updated materials associated with testing collecting extra data elements.

202304-Email-blast-follow-AAMC-mandatory

202304-Email-blast-follow-AAMC-voluntary

202304-Email-blast-initial-AAMC-mandatory

202304-Email-blast-initial-AAMC-voluntary

202304-Follow-letter-V2-AAMC-mandatory

202304-Follow-letter-V2-AAMC-voluntary

202304-Initial-letter-V2-AAMC-mandatory

202304-Initial-letter-V2-AAMC-voluntary