

## **OMB Non-Substantive Change Request**

**Department: Commerce**

**Agency: U.S. Census Bureau**

**Title: Census Military Panel (CMP)**

**OMB Control Number: 0607-1027**

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The U.S. Census Bureau requests a non-substantive change to the currently approved CMP Information Collection Request. The Census Bureau received clearance on August 31, 2023. We request approval for this change in time for the Topical 1 operation, which begins May 7, 2024 and ends May 21, 2024.

### **Background and Justification**

The Census Military Panel is a national survey panel by the U.S. Census Bureau (Census) and the U.S. Department of Defense (DOD) consisting of active-duty service members and spouses of active-duty service members that have agreed to be contacted and invited to participate. The ultimate goal for the Military Panel project is to recruit at least 2,000 panel members (1,000 service members and 1,000 spouses) including panelists recruited in the pilot and randomly selected directly from military administrative data.

We updated text/email communications to reflect updates to the CMP Topical data collection. Also, while programming the Topical 1 instrument, we carried forward three eligibility confirmation items from the recruitment questionnaire and added a financial stability question. In addition, we deleted two items.

### **Contact Materials**

The following non-substantive changes will be made to the texts and email invitations that will be distributed to panelists to inform them of the available survey.

#### **1. Initial Email Invitation**

- a. Replaced "U.S. Census Bureau and Department of Defense's Military Panel" with "Census Military Panel"
- b. Revised "You can access the survey by visiting the link below." to

Please complete the survey using the PIN and link below.

PIN: {fill with external data reference}

LINK: {Add anonymous survey link}

Alternatively, you may complete the survey over the phone by calling 1-888-329-5895.

- c. Removed “or call xxx-xxx-xxxx” from last sentence
- d. Added salutation
- e. Removed legal language from email. Language will be displayed in instrument.

## 2. First Reminder Email

- a. Deleted “Since you enrolled to be part of the ask U.S. Panel pilot, we would like you to continue as a panelist in the Census Military Panel” from the first paragraph.
- b. Revised “You can access the survey by visiting the link below.” to

Please complete the survey using the PIN and link below.

PIN: {fill with external data reference}

LINK: {Add anonymous survey link}

Alternatively, you may complete the survey over the phone by calling 1-888-329-5895.

- c. Removed “or call xxx-xxx-xxxx” from last sentence
- d. Added salutation
- e. Removed legal language from email. Language will be displayed in instrument.

## 3. Final Reminder Email

- a. Revised “You can access the survey by visiting the link below.” to

Please complete the survey using the PIN and link below.

PIN: {fill with external data reference}

LINK: {Add anonymous survey link}

Alternatively, you may complete the survey over the phone by calling 1-888-329-5895.

- b. Removed “or call xxx-xxx-xxxx” from last sentence
- c. Added salutation
- d. Removed legal language from email. Language will be displayed in instrument.

## 4. Refer to the Attachment at the end of this document for updated email and text content

## Data Collection

The following non-substantive changes will be made to the Topical 1 Questionnaire.

1. **Q1** originally in the baseline questionnaire – Confirms we are speaking with the correct respondent.

Our records have your name as `#{m://FirstName} #{m://LastName}`. Is this correct?

2. **Q2a** originally in the baseline questionnaire – Confirms military status

Are you or your spouse currently serving in the U.S. Armed Forces (Active Duty, Reserve, or National Guard)?

- No
- Yes, I'm serving on active duty
- Yes, I'm serving in the Reserve or National Guard
- Yes, my spouse is serving on active duty
- Yes, my spouse is serving in the Reserve or National Guard

3. **GRADE/GRADE\_SP** originally in the baseline questionnaire – Confirms military member's grade

What is your/your spouse's current grade?

4. **A2** – Deleted

5. **A3** – Deleted

6. **D3A** – Added question regarding respondent's financial condition

Which of the following best describes your (and/or your spouse's) financial condition?

- Very comfortable and secure
- Able to make ends meet without much difficulty
- Occasionally have some difficulty making ends meet
- Tough to make ends meet but keeping your head above water
- In over your head

7. **Q8** – Updated question text

We send reminders and survey invitations via text message. Message and data rates may apply, depending on your mobile phone service plan. You can opt out of these messages at any time by replying STOP.

Would you like us to contact you by text message?

- Yes
- No

### **Burden**

There is no change in respondent burden hours associated with this request.

## CMP TOPICAL SURVEY EMAIL INVITATION

**SUBJECT:** Census Military Panel Survey Available! Earn \$10.

Dear [FNAME],

Thank you for your continuing participation in the Census Military Panel. A survey is now available for you to complete. **The final date to complete the survey is [DATE].** As a token of our appreciation, **you will receive \$10 for completing the survey.** Your responses will inform Department of Defense policies for the well-being of military members and their families.

Please complete the survey using the PIN and link below.

PIN: {fill with external data reference}

LINK: {Add anonymous survey link}

Alternatively, you may complete the survey over the phone by calling 1-888-329-5895.

As a member of the Census Military Panel, you will be invited to participate in another survey in two months. You may be eligible for another \$10 incentive after completing the next survey.

If you have any questions, please contact us at [addp.military.panel@census.gov](mailto:addp.military.panel@census.gov).

Thank you,

The Census Military Panel Team

**CMP TOPICAL SURVEY REMINDER EMAIL**

Subject: Reminder: Census Military Panel Survey

Dear [FNAME],

A few days ago, you should have received an email invitation for a survey for the Census Military Panel. If you have already responded, **thank you!** If not, please use the link below to complete the short survey.

**The final date to complete the survey is [DATE]. As a token of our appreciation, you will receive \$10 for completing the survey.**

Please complete the survey using the PIN and link below.

PIN: {fill with external data reference}

LINK: {Add anonymous survey link}

Alternatively, you may complete the survey over the phone by calling 1-888-329-5895.

Thank you in advance for your continuing participation in the Census Military Panel survey. As a member of the Census Military Panel, you will be invited to participate in another survey in two months. You will be eligible for another \$10 incentive after completing the next survey.

Your responses will inform Department of Defense policies for the well-being of military members and their families. If you have any questions, please contact us at [addp.military.panel@census.gov](mailto:addp.military.panel@census.gov).

Thank you,

The Census Military Panel Team

**CMP TOPICAL SURVEY FINAL REMINDER EMAIL**

Subject: Last Chance for the Census Military Panel Survey and \$10

Dear [FNAME],

A few days ago, you should have received an email invitation for a survey for the Census Military Panel. This is your last chance to participate in this month's short survey. If you have already responded, thank you. If not, please use the link below to complete the survey.

**The final date to complete the survey is [DATE]. As a token of our appreciation, you will receive \$10 for completing the survey.**

Please complete the survey using the PIN and link below.

PIN: {fill with external data reference}

LINK: {Add anonymous survey link}

Alternatively, you may complete the survey over the phone by calling 1-888-329-5895.

Thank you in advance for your continuing participation in the Census Military Panel survey. As a member of the Census Military Panel, you will be invited to participate in another survey in two months. You will be eligible for another \$10 incentive after completing the next survey.

Your responses will inform Department of Defense policies for the well-being of military members and their families. If you have any questions, please contact us at [addp.military.panel@census.gov](mailto:addp.military.panel@census.gov).

Thank you,

The Census Military Panel Team

**CMP TOPICAL SURVEY TEXT MESSAGE INVITATION AND REMINDERS**

1. Initial invite:

Your Census Military Survey is available now. Respond to earn \$10. Login with PIN: {Insert external data reference} {Insert anonymous link}

2. Reminder 1:

Official Census Bureau request: Please answer Census Military Panel survey. Login with PIN: {Insert external data reference} {Insert anonymous link}

3. Reminder 2:

REMINDER: Please answer Census Military Panel survey and earn \$10. Login with PIN: {Insert external data reference} {Insert anonymous link}

4. Final Reminder:

REMINDER: Time is running out to complete the Census Military Panel survey. Login with PIN: {Insert external data reference} {Insert anonymous link}