

February 03, 2025

Memorandum for: Reviewer of 1220-0042

CC: Laurie Salmon

From: Todd Desgrosseilliers

Subject: Adding Minor Changes to Language of Letters and Email Blasts to Respondents

The purpose of this request is to obtain clearance for the Occupational Employment and Wage Statistics (OEWS) program to include minor changes to language in the body of letters and email blasts to respondents which are currently covered under package 1220-0042. The change affects 21 letter templates and 8 email blast templates.

Data Collection Background

Occupational employment data obtained by the OEWS survey are used to develop information regarding current and projected employment needs and job opportunities. These data assist in the development of state and local vocational education plans. Nationwide collection of OEWS wage data can further develop labor market and occupational information at the Federal, State, and sub-State levels.

Four postal mailings per panel (an initial and up to three follow-ups) and multiple email blasts are sent to respondents asking for data. Telephone, email, and field follow-ups of non-respondents are conducted throughout the collection period.

Reasons to Approve Changes to the Letters and Email Blasts

The changes to the instructions for the letters and email blasts will add clarity for respondents. The changes include clarifications regarding the pay period data is requested and updated language surrounding how to contact the program if the respondent has questions or would like help submitting the data. This will promote more timely responses and reduce potential questions from respondents.