United States Army Corps of Engineers

OMB Control No 0710-XXXX
Expiration Date: XX-XXX-XX

DATE, 2019

Dear [STATE] Resident,

The U.S. Army Corps of Engineers is conducting a survey of [STATE] residents to develop a better understanding of residents' opinions about our missions and the services we provide. We are working with [SURVEY FIRM OR UNIVERSITY SURVEY CENTER] to implement the survey.

Your household is one of a small number in [STATE] that were randomly selected to participate in the survey. A short questionnaire may conveniently be filled out on-line by entering the following address directly into your web browser: https://UNIQUE-LINK

In order for the results to be truly representative of [STATE] residents, it is important that each selected household complete the questionnaire.

There are a couple things that you should note:

- The questionnaire should be completed by an adult 18 years of age or older.
- You are not required to respond to this survey; your participation is voluntary.

We are extremely grateful for your willingness to assist the Corps of Engineers in this survey effort. If you have any questions at all, please feel free to call [SURVEY FIRM's] toll-free number at [NUMBER] and ask for [NAME].

Sincerely,

[Name]
[Title]
U.S. Army Corps of Engineers

Privacy Act Statement

Authority: The Flood Control Act of 1944, as amended; 33 U.S.C. 652, Army Management Information Control System, AR 335-15 (1986), USACE supplement 1 to AR 335-15 (1990), The National Environmental Policy Act of 1969, as amended (Pub. L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, as amended by Pub. L. 94-52, July 3, 1975, Pub. L. 94-83, August 9, 1975, and Pub. L. 97-258, § 4(b), Sept. 13, 1982)

Principal Purpose: The information you provide will be combined with other people's responses to develop a water-based recreational demand model used to evaluate potential impacts from Columbia River System Environmental Impact Study alternatives. Your phone number is requested as a means of contacting you for a follow-up survey to collect information about your recreation activities and preferences. Your phone number will only be used by persons doing the survey.

Routine Use: Personally Identifiable Information (PII) is not retained beyond the use of this survey. For more information on DOD routine uses, visit http://dpcld.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/.

Disclosure: Participation in this survey is voluntary and there are no penalties for refusing to provide any information. If you do not provide your phone number we will not be able ask follow-up questions which may affect the completeness and accuracy of the statistical results.

Non-Response

United States Army Corps of Engineers

OMB Control No 0710-XXXX
Expiration Date: XX-XXX-XX

DATE, 2019

Dear [STATE] Resident,

Last week I wrote to you seeking your opinions on U.S. Army Corps of Engineers missions and services. As of today we have not received your response to our on-line questionnaire at https://UNIQUE-LINK, so I am enclosing a paper copy. It should take only a few minutes to complete.

I am writing to you again because every questionnaire is important to our study. The Corps of Engineers wants to learn about [STATE] residents' opinions of our missions and the services we provide to the citizens of the United States.

Your household was selected through a scientific sampling process in which every household in [STATE] had an equal chance of being selected. Only about one out of every [X] households is being asked to complete this questionnaire. In order for the results of our survey to be truly representative of the opinions of [STATE] residents, it is essential that each household in the sample return their questionnaire.

As I mentioned in my previous letter, the questionnaire should be completed by an adult 18 years of age or older. The questionnaire should be returned in the pre-paid reply envelope that we have included here. Your address will be removed from our database after we receive your completed questionnaire.

We are extremely grateful for your willingness to assist the Corps of Engineers in this survey effort. If you have any questions at all, please feel free to call [SURVEY FIRM's] toll-free number at [NUMBER] and ask for [NAME].

Sincerely,

[Name]
[Title]
U.S. Army Corps of Engineers

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