

INITIAL INVITATION LETTER

[THIS INVITATION IS THE FIRST CONTACT FOR ACTIVE-DUTY MILITARY]

[FNAME] [LNAME]
[ADDRESS1]
[ADDRESS2]
[CITY], [STATE] [ZIP]

Dear [FNAME],

You are invited to join the Census Military Panel, a national survey panel led by the U.S. Census Bureau and the Department of Defense that collects information from service members and their spouses. You were randomly selected to receive this letter and represent thousands of other active-duty service members and their spouses. You may be eligible to earn \$20 upon completion of the enrollment survey.

To enroll in the panel, please visit the following link and enter your PIN or scan the QR code by [DATE].

LINK: [SURVEY LINK]

PIN: [PIN]

[QR CODE]

Alternatively, you may complete the survey over the phone by calling 1-866-593-6155.

As a token of our appreciation for completing the enrollment survey, we have enclosed \$5 cash.

Persons who join the Census Military Panel may be eligible to receive additional incentive payments for participating in future Panel surveys.

If you have any questions about the panel, please contact the Census Military Panel team directly at addp.military.panel@census.gov or call 1-866-593-6155 from 9:00am - 8:00pm (EST) Monday through Friday.

Thank you for your cooperation.

Sincerely,

Robert Santos
Director
U.S. Census Bureau

OMB Number: xxxx-xxxx
Expiration Date: xx/xx/xxxx

BASELINE REMINDER LETTER

[FNAME][LNAME]
[ADDRESS1]
[ADDRESS2]
[CITY], [STATE] [ZIP]

Dear [FNAME],

Recently, you received a letter asking you to participate in a survey for the Census Military Panel, a national survey panel led by the U.S. Census Bureau and the Department of Defense. If you have already responded, thank you. If you have not responded, please take 20 minutes to respond to the enrollment survey.

To enroll in the panel, please visit the following link and enter your PIN or scan the QR code. **You must respond by [date]**

LINK: [SURVEY LINK]

PIN: [PIN]

[QR CODE]

Alternatively, you may complete the survey over the phone by calling 1-866-593-6155.

You may be eligible for a \$20 incentive for responding to the enrollment survey.

Your participation is vital because it will provide information on topics that affect active-duty military members and their families, such as food and nutrition, housing, employment, and education. Your views and experiences represent thousands of other active-duty service members and their families and are important for the U.S. Department of Defense when making policies that may impact your military life.

If you have any questions about the panel, please contact the Census Military Panel team at adp.military.panel@census.gov or call 1-866-593-6155 from 9:00am – 8:00pm (EST) Monday through Friday.

Thank you for your cooperation.

Sincerely,

Robert L. Santos
Director
U.S. Census Bureau

REMINDER EMAIL

TO: <<EMAIL>>

SUBJECT: Reminder: You are invited to join the Census Military Panel!

BODY:

Dear [FNAME],

Recently, you received an invitation asking you to participate in a survey for the Census Military Panel, a national survey panel led by the U.S. Census Bureau and the Department of Defense. However, we have not yet received your response. **Your participation is important.** Because our sample is randomly selected, no other active-duty service member or spouse can take your place.

To complete the enrollment survey, please visit the following link and enter the PIN provided below. You may be eligible for \$20 upon completion of the enrollment survey and \$10 for future surveys as a panel member.

LINK: [SURVEY LINK]

PIN: [PIN]

Alternatively, you may complete the survey over the phone calling 1-866-593-6155.

If you have any questions about the panel, please contact the Census Military Panel team at addp.military.panel@census.gov or call 1-866-593-6155 from 9:00am – 8:00pm (EST) Monday through Friday.

Thank you for your cooperation.

Sincerely,

Robert L. Santos
Director
U.S. Census Bureau

SECOND REMINDER EMAIL

To: <<EMAIL>>

[FILL SUBJECT LINE]: Reminder: You are invited to join the Census Military Panel!

[BODY]

Dear [FNAME],

Recently, you received an invitation asking you to participate in a survey for the Census Military Panel, a national survey panel led by the U.S. Census Bureau and the Department of Defense.

We encourage you to enroll in the Census Military Panel by completing the 20-minute enrollment survey. You can access the survey by visiting the link and entering the PIN provided below.

LINK: [SURVEY LINK]

PIN: [PIN]

Alternatively, you may complete the survey over the phone calling 1-866-593-6155.

Your participation is critical and will aid the Department of Defense in developing informed policies that support you and your family.

Persons who join the panel may also receive additional incentive payments for participating in future Census Military Panel surveys.

If you have any questions about the panel, please contact the Census Military Panel team at addp.military.panel@census.gov or call 1-866-593-6155 from 9:00am - 8:00pm (EST) Monday through Friday.

Thank you for your cooperation.

Sincerely,

Robert L. Santos
Director
U.S. Census Bureau

PRESSURE SEALED POSTCARD REMINDER

[FNAME] [LNAME]

[ADDRESS1]

[ADDRESS2]

[CITY], [STATE] [ZIP]

Dear [FNAME],

Recently, you received a letter asking you to participate in a survey for the Census Military Panel, a national survey panel led by the U.S. Census Bureau and U.S. Department of Defense. If you have completed the enrollment survey, please accept our sincere thanks.

If you have not completed your enrollment survey, please do so by visiting the following link and entering your PIN or scanning the QR code. You will be eligible for a \$20 incentive for responding to the enrollment survey.

[SURVEY LINK]

[PIN]

[QR CODE]

Alternatively, you may complete the survey over the phone by calling 1-866-593-6155.

The Census Military Panel collects views and experiences on a variety of topics from active-duty service members and their spouses. Your participation will aid the U.S. Department of Defense in developing informed policies that will support active-duty service members and their families.

If you have any questions about the panel, please contact the Census Military Panel team directly at addp.military.panel@census.gov or call 1-866-593-6155 from 9:00am – 8:00pm (EST) Monday through Friday.

Thank you for your cooperation.

Sincerely,

Robert L. Santos
Director
U.S. Census Bureau

PANEL WELCOME EMAIL

SUBJECT LINE: Welcome to the Census Military Panel!

Dear [FNAME],

Welcome to the Census Military Panel! In the next few weeks, you will receive \$20 in the mail as a token of our appreciation for completing your enrollment survey and joining the panel.

Now that you are enrolled in the panel you should expect to receive about one survey every other month. You will receive an invitation to participate in the survey via email or text. For each survey you complete, you may be eligible for a \$10 incentive.

You can visit the Census Military Panel website at <https://www.census.gov/programs-surveys/military-panel.html> to learn more about the panel.

If you have any questions about the panel, please contact us at addp.military.panel@census.gov or call 1-866-593-6155 from 9:00am – 8:00pm (EST) Monday through Friday.

Thank you again for joining the Census Military Panel!

Sincerely,

Robert L. Santos
Director
U.S. Census Bureau

WELCOME/INCENTIVE LETTER

[FNAME LNAME]

[ADDRESS1]

[ADDRESS2]

[CITY], [STATE] [ZIPCODE]

Dear [FNAME],

Thank you for your recent enrollment in the Census Military Panel! As a token of our appreciation for your response, we have enclosed \$20. Look out for your next survey invitation via email or text. For each survey you complete, you may be eligible for a \$10 incentive.

Your participation is important to the U.S. Census Bureau and the Department of Defense's goal to better understand active-duty service members' and their spouses' views and experiences.

If you have questions or need assistance, you may contact the U.S. Census Bureau at addp.military.panel@census.gov or call 1-866-593-6155.

Sincerely,

Robert L. Santos
Director
U.S. Census Bureau

CENSUS MILITARY PANEL FREQUENTLY ASKED QUESTIONS

(Included with Invitation and Reminder Letters)

What is the Census Military Panel?

The Census Military Panel is a national survey panel led by the U.S. Census Bureau (Census) and the U.S. Department of Defense (DOD). Data collected from service members and their spouses on a variety of topics through the Panel will be used to improve military life and policies affecting active-service members and their families. The panel will consist of active-duty service members and their spouses that have agreed to be contacted and invited to participate in surveys led by the Census and DOD.

Why should I participate?

Participation in the Census Military Panel is voluntary. There are no penalties for refusing to answer any questions. However, your cooperation is important because it will ensure our survey results represent an accurate picture of enlisted service members and their spouses. Your answers not only represent you, but also hundreds of other active-duty service members. The information you provide will help the Department of Defense better understand a variety of different topics affecting active-duty military members and their families. You may choose not to take part in the Census Military Panel but because our sample is randomly selected no one else can take your place. By taking part in the Panel you will represent the views and opinions of many other individuals like yourself.

How was I selected for the Census Military Panel?

You are part of a randomly-selected sample of active-duty service members (E1-E4) or spouses of active-duty service members (E1-E4) across the United States. For the Census Military Panel to be successful, it is important to have participants that represent the enlisted service members and their spouses.

What does participation involve?

First, service members and their spouses will complete a brief enrollment survey to confirm their eligibility and join the panel. Once members are enrolled in the panel, they will be invited to complete additional surveys every other month. Surveys will be about a variety of topics that affect active-duty military members and their families, such as food and nutrition, housing, employment, and education. Participation in individual surveys is voluntary.

Do I receive anything for participating?

Yes. As a token of our appreciation, panel members will receive \$20 for completing their initial enrollment survey and will be eligible for \$10 for completing additional Panel surveys.

How will you protect my privacy?

Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). There are a limited number of uses of your data that are permitted under the Privacy Act. You can find a list of these uses in the System of Records Notice (SORN). For this survey, the SORNs are named: COMMERCE/Census-73, Demographic Survey Collection (Census Bureau Sampling Frame)COMMERCE/Census-7 Demographic Survey Collection (non-Census Bureau Sampling Frame). All survey responses will be combined with the answers of many others and reported in a summary form. Our interest is only in the combination of all responses and not anyone's individual answers. Your name and any other identifying information will

never be associated with the answers you provide on surveys – this information is only collected for contact purposes so that we may send you invitations to future surveys.

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Who is conducting the Census Military Panel?

The U.S. Census Bureau is the designated federal statistical agency conducting this survey. The Census Military Panel is a collaborate undertaking and is fielded in partnership with the Department of Defense.

How do I know if the Census Military Panel is legitimate?

You may contact the U.S. Census Bureau at adp.military.panel@census.gov to confirm the legitimacy of the Census Military Panel. You can also verify the legitimacy of an e-mail, text, or phone call from the Census Bureau by visiting:

<https://www.census.gov/programs-surveys/surveyhelp/verify.a.survey.html>

You may also find out more information regarding Census Bureau survey programs at

<https://www.census.gov/programs-surveys/military-panel.html>

The study has also been approved by the U.S. Office of Management and Budget (OMB). The valid OMB control number for this information collection is 0607-xxxx. The expiration date is xx/xx/xxxx.

The Census Bureau, on behalf of the Department of Defense, is conducting this voluntary study under the authority of 10 U.S.C. Section 1782. Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). This collection has been approved by the Office of Management and Budget (OMB). This eight-digit OMB approval number, 0607-XXXX, confirms this approval and expires on XX/XX/XXXX. Send comments regarding this time estimate or any other aspect of this survey to adrm.pra@census.gov. The uses of your data are limited to those identified in the Privacy Act System of Record Notice titled, COMMERCE/Census-7 Demographic Survey Collection (non-Census Bureau Sampling Frame).

The public reporting burden for this collection of information is estimated to average 0.333 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

TOPICAL SURVEY EMAIL INVITATION

[WILL BE EMAILED TO PANEL MEMBERS WHEN A SURVEY IS AVAILABLE FOR THEM TO COMPLETE.]

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

Thank you for your continuing participation in the U.S. Census Bureau and Department of Defense's 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.

You can access the survey by visiting the link below.

[UNIQUE SURVEY LINK]

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 or call 1-866-593-6155.

The Census Bureau, on behalf of the Department of Defense, is conducting this voluntary study under the authority of 10 U.S.C. Section 1782. Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). We estimate that this survey will take about 20 minutes. Send comments regarding this time estimate or any other aspect of this survey to adrm.pra@census.gov. This collection has been approved by the Office of Management and Budget (OMB). This eight-digit OMB approval number, 0607-XXXX, confirms this approval and expires on XX/XX/XXXX. The uses of your data are limited to those identified in the Privacy Act System of Record Notice titled, COMMERCE/Census-7 Demographic Survey Collection (non-Census Bureau Sampling Frame).

TOPICAL REMINDER EMAIL

Subject: Reminder: Census Military Panel Survey

Dear [fill NAME],

A few days ago, you should have received an email invitation for a survey for the Census Military Panel. 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. 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.**

You can access the survey by visiting the link below.

[UNIQUE SURVEY LINK]

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 may 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 adp.military.panel@census.gov or call 1-866-593-6155.

The Census Bureau, on behalf of the Department of Defense, is conducting this voluntary study under the authority of 10 U.S.C. Section 1782. Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). We estimate that this survey will take about 20 minutes. Send comments regarding this time estimate or any other aspect of this survey to adrm.pra@census.gov. This collection has been approved by the Office of Management and Budget (OMB). This eight-digit OMB approval number, 0607-XXXX, confirms this approval and expires on XX/XX/XXXX. The uses of your data are limited to those identified in the Privacy Act System of Record Notice titled, COMMERCE/Census-7 Demographic Survey Collection (non-Census Bureau Sampling Frame).

TOPICAL FINAL REMINDER EMAIL

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

Dear [fill NAME],

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.

You can access the survey by visiting the link below.

[UNIQUE SURVEY LINK]

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 may 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 admp.military.panel@census.gov or call 1-866-593-6155.

The Census Bureau, on behalf of the Department of Defense, is conducting this voluntary study under the authority of 10 U.S.C. Section 1782. Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). We estimate that this survey will take about 20 minutes. Send comments regarding this time estimate or any other aspect of this survey to adrm.pra@census.gov. This collection has been approved by the Office of Management and Budget (OMB). This eight-digit OMB approval number, 0607-XXXX, confirms this approval and expires on XX/XX/XXXX. The uses of your data are limited to those identified in the Privacy Act System of Record Notice titled, COMMERCE/Census-7 Demographic Survey Collection (non-Census Bureau Sampling Frame).

TOPICAL INCENTIVE LETTER

(Date)

Dear FIRSTNAME LASTNAME

A few weeks ago, your household completed a survey from the U.S. Department of Defense conducted by the U.S. Census Bureau. Thank you for your response to this important study. Enclosed is a token of our appreciation for your participation.

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 the coming months. You may 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 or call 1-866-593-6155.

Sincerely,

The Census Military Panel Team

Text Message Bank

1. Your Census Military Survey is available now. Click here to earn \$10:
<https://survey.census.gov/s/MdrrAI> Reply STOP to cancel or HELP for more info
2. Official Census Bureau request: Please answer Census Military Panel survey.
<https://survey.census.gov/s/MdrrAI> Reply STOP to cancel or HELP for more info
3. REMINDER: Please answer Census Military Panel survey and earn \$10.
<https://survey.census.gov/s/MdrrAI> Reply STOP to cancel or HELP for more info
4. REMINDER: Time is running out to complete the Census Military Panel survey.
<https://survey.census.gov/s/MdrrAI> Reply STOP to cancel or HELP for more info