ATTACHMENT K.

CTLEA COGNITIVE INTERVIEW APPOINTMENT CONFIRMATION EMAIL

DATE

Dear [RESPONDENT NAME],

Thank you for agreeing to complete and answer questions about the Census of Tribal Law Enforcement Agencies (CTLEA) survey on [INSERT DATE AND TIME TO WHICH THEY AGREED]! We are grateful for your time and certain that your input will improve the questionnaire.

We request that you do the following:

- At the time scheduled for the test, click on the link below to join the video conference: [INSERT HYPERLINK TO ZOOM/TEAMS]
- Also, please click on the following link to open up the web-based survey [INSERT HYPERLINK TO SURVEY]
- As you are completing the survey, a NORC researcher will be asking questions. Specifically, we are interested in:
    - Ability to access and use the online survey.
    - Challenges, difficulties, or ambiguities in understanding survey questions
    - Overall length of the survey
    - Experience completing the survey

If you encounter difficulties connecting to the meeting, please reach out to [INSERT NORC CONTACT HERE]. Prior to our scheduled time, if there are any questions please contact [NORC CONTACT INFO] or Steven Perry at steven.w.perry@usdoj.gov.

Thank you,

NAME

POSITION/TITLE

ORGANIZATION