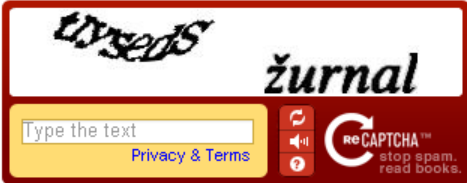


### Occupational Employment Statistics

Welcome to the Bureau of Labor Statistics - Occupational Employment Statistics Program. Using this web-based system, you can complete your survey response and submit it on-line or securely upload your data.

Please enter your IDCF Number:

In order to prevent unauthorized access, please type the **letters or numbers** you see into the field below.



Schedule # 123456789-0 11 Est. Emp: 298  
Reference Date: MM DD, YYYY 60 621991 CKJ  
IDCF # 11123456789 QC# 116390

Attn: HR Manager  
First National Blood Bank  
Report for: Capitol Hill Branch  
2 Transylvania Ave NE  
Washington, DC 20002-0011

**IDCF # - This is the code to access our online data collection system.**

#### Terms and Conditions of Use

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

I Accept

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.*

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.



Dear Employer,

Welcome to the Occupational Employment Statistics Internet Data Collection Website. The OES program collects data from a sample of establishments and calculates employment estimates by occupation, industry, and geographic area. This covers all industries. Data are collected by the State Workforce Agencies in cooperation with the Bureau of Labor Statistics for over 800 occupations once a year for all 50 States, the District of Columbia, and Puerto Rico. The OES program estimates employment, hours, and wage estimates for the nation as a whole, Metropolitan Statistical Areas, and nonmetropolitan areas.

Thank you for participating in the OES survey.

If you need a new OES form, please click on the "Get New Form" link below. You will be taken to the "Thank You" page after successful completion of the form.

[Continue](#)

The Bureau of Labor Statistics, its employees, and its contractors are authorized to use, disseminate, and hold the information in confidence (see 5 U.S.C. 552a and 107-347) and other applicable Federal laws, your responses will not be disclosed in any report that may reveal the information reported in this survey in confidence. This report is authorized for release to the public.

We estimate that it will vary from 30 minutes to 1 hour, depending on the amount of existing data sources, gathering all aspects of this report, including suggestions for improvement. The survey is being conducted at the Bureau of Labor Statistics, 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20002. For more information, please call 202-691-5000 or visit our website at [www.bls.gov](http://www.bls.gov).

If you have questions or comments, contact us at [oes@bls.gov](mailto:oes@bls.gov).

### Warning

#### Time Limit Warning

- To ensure the security of your data, your session will time out after 30 minutes. **This includes time spent selecting occupations and entering wages.**
- Nothing is saved on our website. OES does not receive your data until the "submit" button is selected. If your session expires, you will have to log on to the website again and reenter the data.
- You will be warned when 5 minutes remain in your session, and given the chance to extend your session for another 30 minutes.
- If you are interrupted when entering data, you can submit some data now, and enter the rest later. However, you will not be able to view the data you entered previously, so you should note where you left off.

#### An Easier Option for Submitting Your Data Online

Many respondents find it easier to create their own spreadsheet with job titles and wages (or export a file with this information from their payroll software), and submit that using the secure file upload option, which is part of our online system. If you choose this option, we will assign occupational codes and wage ranges for you.

OK



Dear Employer,

Welcome to the Occupational Employment Statistics Internet Data Collection Website. The OES program collects data from a sample of establishments and calculates employment estimates by occupation, industry, and geographic area. This covers all industries. Data are collected by the State Workforce Agencies in cooperation with the Bureau of Labor Statistics, US Department of Labor. The OES program estimates employment and wages for over 800 occupations once a year for all 50 States, the District of Columbia, Puerto Rico, the US Virgin Islands, and Guam. The program also produces employment and wage estimates for the nation as a whole, Metropolitan Statistical Areas (MSAs), and specific industries.

Thank you for participating in the OES program!

If you need a new OES form, please click the Get New Form link below, or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov). You will also have the option to download a new form from the "Thank You" page after submitting your data.

[Get New Form](#)

Continue →

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent, except in the case of State and local governments. The BLS publishes statistical tabulations from this survey that may reveal the information reported by State and local governments. Upon request, however, the BLS will hold the information provided by State and local governments on this survey in confidence. This report is authorized by law, 29 U.S.C. §2. Your cooperation is needed to make the results of this report comprehensive, accurate, and timely.

We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB No. 1220-0042.

If you have questions or comments, [contact your state agency](#) or e-mail : [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov) | Version: 5.0

### Enter Contact Information

Please tell us who to contact if we have questions about your data (\*Required Field).

\*Contact Name:  ⓘ

\*Job Title:  ⓘ

\*Company Name:  ⓘ

Address:

City:

State:  Zip Code:  -

\*Email:  ⓘ

\*Confirm Email:  ⓘ

\*Telephone: (  )  -  Ext:  ⓘ

Continue →

### Work Location and Establishment Data

Please complete Items 1 through 6 on this page. (\*Required)

\*1. Which of the options below best describes the **operating status** of the location on the address label on the reference date?

- Operating
- Temporarily closed during the reference period
- Permanently out of business as of  /  /  (MM/DD/YYYY)
- Sold or merged.

\*2. Is the **industry description** printed in **Box 2** of the report form correct?

- Yes
- No
- I do not have a survey form

\*3. How many employees, both full- and part-time, worked at this location during the pay period that included the reference date?

\*4. Are you reporting for the **specific location** listed on the address label?

- Yes
- No - multiple work locations are included, and work sites are identified
- No - multiple work locations are included, and work sites are not identified
- No - other

5. Please enter any **additional information** or **comments** about the data.

\*6. How would you like to report your data ?

- Upload existing data file
- Recommended

### Work Location and Establishment Data

Please complete Items 1 through 6 on this page. (\*Required)

\*1. Which of the options below best describes the **operating status** of the location on the address label on the reference date?

- Operating
- Temporarily closed during the reference period
- Permanently out of business as of  /  /  (MM/DD/YYYY)
- Sold or merged.

\*2. Is the **industry description** printed in **Box 2** of the report form correct?

- Yes
- No
- I do not have a survey form

\*3. How many employees, both full- and part-time, worked at this location during the pay period that included the reference date?

\*4. Are you reporting for the **specific location** listed on the address label?

- Yes
- No - multiple work locations are included, and work sites are identified
- No - multiple work locations are included, and work sites are not identified
- No - other

5. Please enter any **additional information** or **comments** about the data.

\*6. How would you like to report your data ?

- Upload existing data file -- Recommended
- Enter data online

Continue →

### 1. Review Respondent and Company Information

Click the "Edit" button to make any changes to this information. If no changes are required go to **Step 2** (below) to attach the file(s) you wish to send to BLS.

#### Respondent Information

[Edit](#)

Contact Name  
Job Title  
Company Name  
  
Address  
City SC 12345 - 6789  
(123) 456-7890 Ext: 12345  
email@email.com

### 2. Select Files to Send to BLS

Select the file you wish to send to BLS using the "Browse" button. Repeat the process if you are sending more than one file.  
Select your file:

[Choose File](#) No file chosen

Attached Files:

### 3. Send Files

Once you have selected the file(s) you want to send to BLS, click the "send" button to submit your data.

[Send](#)

## File Transfer

Help | Logout

### File Upload Utility

#### Uploading Files

#### Processing files

- **File Description**  
Wage\_report\_small.xlsx 10,521 bytes
- **Encrypting...**  
Encrypted File: OES.00.000000000.071713\_1031.Wage\_report\_small.xlsx.ent

Success! File was sent.



---

If you have questions or comments please complete and submit the [Help Request Form](#)  
Updated: Friday, September 17, 2010  
URL: <https://idcfoes.bls.gov/FileTransfer/content/headerencryption.jsp>



IDCF Number : 0000000000

Your file(s) have been received by BLS on **Jul 17, 2013** at **10:32:05 AM**

## Thank You!

Thank you for completing the Occupational Employment Statistics Report.  
You have submitted data successfully.

Please remember to **print** this page for your records.

[Report for another IDCF number](#)

If you would like to send us a comment, use the e-mail link below.  
To learn more about useful OES data and publications or to create customized tables, use the links below.

[Occupational Employment Statistics Homepage](#) | [Occupational Employment Statistics Data](#) | [Get New Form](#) | [BLS Homepage](#) | [Request OES Information](#)

### 1. Review Contact and Company Information

Contact Name: **Contact Name**  
Job Title: **Job Title**  
Company Name: **Company Name**  
Address: **Address**  
City: **City**  
State: **SC**  
Zip Code: **12345 - 6789**  
Email: **email@email.com**  
Telephone: **(123) 456-7890 Ext:12345**

### 2. Review Work Location and Establishment Data

Operating Status: **operating**  
Industry Description: **Yes**  
Number of Employees: **500**  
Specific Location: **Yes**  
Comments:

Click the "Edit" button to make any changes to this information. If no changes are required, select Continue.

[Edit](#) [Continue →](#)

*Example:*

	A	B	C	D	E	F	G	H	I	J	K	L	T
Secretaries and Administrative Assistants, Except Legal, Medical, - Perform routine clerical and administrative functions such as	under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total
	under \$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment
45-2092	2	1					3						6

Follow these steps to enter your Data Online

1. Select the **Industry Title** and **Form Code** that includes your establishment's primary activity:

Crop and Animal Production - 111000

<p><b>Includes:</b>                  Oilseed and Grain Farming                  Vegetable and Melon Farming                  Fruit and Tree Nut Farming                  Greenhouse, Nursery, and Floriculture Production                  Other Crop Production                  Cattle Ranching and Farming                  Hog and Pig Farming                  Poultry and Egg Production                  Sheep and Goat Farming                  Aquaculture                  Other Animal Production</p>	<p><b>Excludes:</b>                  Support Activities for Crop Production (Form 115000)                  Support Activities for Animal Production (Form 115000)</p>
--	---

2. Select an **Occupation Group**:

Repeat steps 2 and 3 for every occupation at your establishment.

Can't find an occupation? Please click the **Add occupations** button and enter a job title and short description of duties in the box provided and the number of employees in each wage interval. Enter one occupation on each line. (Maximum length: 800 characters.)

<b>Includes:</b> Oilseed and Grain Farming Vegetable and Melon Farming Fruit and Tree Nut Farming Greenhouse, Nursery, and Floriculture Production Other Crop Production Cattle Ranching and Farming Hog and Pig Farming Poultry and Egg Production Sheep and Goat Farming Aquaculture Other Animal Production	<b>Excludes:</b> Support Activities for Crop Production (Form 115000) Support Activities for Animal Production (Form 115000)
---	--

2. Select an **Occupation Group**:

Management Occupations - 11-0000

3. Select an **Occupation** found in your establishment:

11-1011 -- Chief Executives

Chief Executives - Formulate policies and provide overall direction of private and public sector organizations	A	B	C	D	E	F	G	H	I	J	K	L	T
under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total	
\$19,240/yr	\$23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment	
Delete	11-1011												

Repeat steps 2 and 3 for every occupation at your establishment.

Can't find an occupation? Please click the **Add occupations** button and enter a job title and short description of duties in the box provided and the number of employees in each wage interval. Enter one occupation on each line. (Maximum length: 800 characters.)

Add Occupations

Total Employment:

Continue →

**Review Your Online Data**

1. Click the **Edit** button below if you would like to make any changes to the data.

Edit

	A	B	C	D	E	F	G	H	I	J	K	L	T
<i>Chief Executives - Formulate policies and provide overall direction of private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan direct</i>	under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total
	under \$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment
11-1011													

**Total Employment: 500**

2. Click the **Save as Excel File** button below to save a copy of this form data for your records.

Save as Excel File

3. Click the **Submit Data to BLS** button below, if no changes are required.

Submit Data to BLS

*Example:*

Secretaries and Administrative Assistants, Except Legal, Medical, - Perform routine clerical and administrative functions such as	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total
	\$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment
	2	1					3						6

Follow these steps to enter your Data Online

Please click the **Add occupations** button and enter a job title and short description of duties in the boxes provided and the number of employees in each wage interval. Enter one occupation on each line. (Maximum length: 800 characters.)

Add Occupations

	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total
	\$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment
Delete													

Total Employment:

Continue →

**Review Your Online Data**

1. Click the **Edit** button below if you would like to make any changes to the data.

Edit

<i>Test1</i>	A	B	C	D	E	F	G	H	I	J	K	L	T
under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total	
under \$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment	
												1	1

<i>Test2</i>	A	B	C	D	E	F	G	H	I	J	K	L	T
under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total	
under \$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment	
												1	1

<i>Test3</i>	A	B	C	D	E	F	G	H	I	J	K	L	T
under \$9.25/hr	\$9.25 -11.49/hr	\$11.50 -14.49/hr	\$14.50 -18.24/hr	\$18.25 -22.74/hr	\$22.75 -28.74/hr	\$28.75 -35.99/hr	\$36.00 -45.24/hr	\$45.25 -56.99/hr	\$57.00 -71.49/hr	\$71.50 -89.99/hr	\$90.00/hr and over	Total	
under \$19,240/yr	\$19,240 -23,919/yr	\$23,920 -30,159/yr	\$30,160 -37,959/yr	\$37,960 -47,319/yr	\$47,320 -59,799/yr	\$59,800 -74,879/yr	\$74,880 -94,119/yr	\$94,120 -118,559/yr	\$118,560 -148,719/yr	\$148,720 -187,199/yr	\$187,200/yr and over	Employment	
												1	1

**Total Employment: 5**

2. Click the **Save as Excel File** button below to save a copy of this form data for your records.

Save as Excel File

3. Click the **Submit Data to BLS** button below, if no changes are required.

Submit Data to BLS

IDCF Number : 0000000000

Your data have been received by BLS on **Jul 17, 2013** at **10:35:30 AM**

### Thank You!

Thank you for completing the Occupational Employment Statistics Report.  
You have submitted data successfully.

Please remember to **print** this page for your records.

[Download a copy of my data](#) | [Report for another IDCF number](#)

If you would like to send us a comment, use the e-mail link below.  
To learn more about useful OES data and publications or to create customized tables, use the links below.

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