**OccUPATIONAL EMPLOYMENT STATISTICS PROGRAM**

1. **PROGRAM INFORMATION**

The Occupational Employment Statistics (OES) program provides occupational employment and wage estimates for wage and salary workers annually for the 50 States, Metropolitan Statistical Areas, Balance of State areas (except where the MSAs exhaust the State), the District of Columbia, Puerto Rico, the Virgin Islands and Guam. A semi-annual sample survey of establishments is conducted to estimate cross industry occupational employment and wage distributions at the statewide and area levels, and nationally at the four-digit and selected five- and six-digit North American Industry Classification System levels. Occupational employment and wage estimates and measures of reliability for the surveyed industries are published annually.

The Bureau of Labor Statistics (BLS) funds and administers the OES program and provides conceptual, technical, and procedural guidance in data collection and estimation. State agencies are responsible for data collection and publication in cooperation with the BLS.

The OES program uses the standardized procedures described in the Occupational Employment Statistics State Operations Manual (OES Manual) as well as those contained in the work statement and BLS technical memoranda. Applicants should put an "X" or a check mark in the spaces provided on the following pages to indicate agreement to comply with stated program requirements.

BLS will provide electronic sample files to the State semi-annually. BLS will send out the November 2012 panel and November supplement by September 7, 2012, and the May 2013 panel by March 8, 2013. The sample supplements are additional units that will be used for the BLS effort to collect green jobs data as part of the Green Goods and Services Survey. A sample file for the November 2013 panel will be delivered to the States by September 6, 2013, but there are no State deliverables for that file in the FY 2013 agreement. The November 2012 panel and supplement will be selected from a second quarter 2011 frame and updated with a fourth quarter 2011 frame. The May 2013 and November 2013 panels will be selected from second quarter 2012 frame with the November panel updated with a fourth quarter 2013 frame. Collection procedures for most supplement units will be the same as the other OES units. However, there will be sample units in the NAICS agriculture sector that are outside the scope of the regular OES survey and establishment-level units in state and local government that are collected separately. In addition, units in last year’s supplement may be re-surveyed in the regular OES panels this year.

BLS will contract with a printer to prepare and mail the standard mail out packages. Included in the packages will be a survey form (including the State masthead, and the name, address, employment, and industry description of the sample unit), a State specific solicitation letter, a State specific fact sheet or helpful hints sheet (one or two sided on colored paper), a State specific mail out envelope and a State return envelope. Among the key inputs to the printing process are electronic files that the State will send to BLS Washington. BLS will check the files and then forward them to the printer. BLS will also conduct an optional pre-notification mailing using the central printer.

The deliverables include interim and final master files meeting required response rates (see B.4 and B.5). Response rate requirements are at the sampled area level for the regular OES panels and statewide for the supplement panels. Under the FY 2013 agreement the response rate requirements for the final master files will be considered satisfied for each panel if the response rate for the combined May 2012 and November 2012 panels meets requirements. Please note the FY 2013 requirements for response rates detailed in Section B.5.

The following table highlights dates for key OES files:

**FY 2013 OES FILES SUMMARY BY PANEL**

|  |  |  |
| --- | --- | --- |
| Panel | Item | Due Date |
|  |  |  |
| 2012-2 & 3 | Interim Master File to BLS | Oct 11, 2012  |
| 2012-2 & 3 | First final Master File to BLS | Dec 6, 2012  |
| 2012-2 & 3 | Questions sent by BLS to State | Dec 19, 2012  |
| 2012-2 & 3 | Second final Master File to BLS | Jan 4, 2013  |
| 2012-2 & 3 | Supplemental Sheets to BLS | Jan 24, 2013  |
|  |  |  |
| 2012-4 & 5 | Pre-notification letter and Return Address to BLS (Optional) | Sept 6, 2012  |
| 2012-4 & 5 | State Workforce Agency Return Addresses to BLS | Sept 6, 2012  |
| 2012-4 & 52012-4 & 5 | Sample sent to StatesRefined Sample for Pre-notification Mailing to BLS (Optional) | Sept 7, 2012Sept 26, 2012  |
| 2012-4 & 5 | Solicitation Letters and Fact Sheets to BLS | Oct 3, 2012  |
| 2012-4 & 5 | Refined Sample for Printer to BLS | Oct 31, 2012  |
| 2012-4 & 5 | 1st Follow Up Sample for Printer to BLS | Nov 28, 2012  |
| 2012-4 & 5 | 2nd Follow Up Sample for Printer to BLS | Dec 26, 2012  |
| 2012-4 & 5 | 3rd Follow Up (Opt) Sample for Printer to BLS | Jan 23, 2013  |
| 2012-4 & 5 | Interim Master File to BLS | Apr 9, 2013  |
| 2012-4 & 5 | First final Master File to BLS | June 4, 2013 |
| 2012-4 & 5 | Questions sent by BLS to State | June 21, 2013  |
| 2012-4 & 5 | Second final Master File to BLS | June 27, 2013 |
| 2012-4 & 5 | Supplemental Sheets to BLS | July 11, 2013  |
|  |  |  |
| 2013-2  | Pre-notification letter and Return Address to BLS (Optional) | Mar 7, 2013  |
| 2013-2  | State Workforce Agency Return Addresses to BLS | Mar 7, 2013  |
| 2013-2 2013-2  | Sample sent to StatesRefined Sample for Pre-notification Mailing (Optional) | Mar 8, 2013Mar 27, 2013 |
| 2013-2  | Solicitation Letters and Fact Sheets to BLS | Mar 29, 2013  |
| 2013-2  | Refined Sample for Printer to BLS | May 1, 2013 |
| 2013-2  | 1st Follow Up Sample for Printer to BLS | May 29, 2013 |
| 2013-2  | 2nd Follow Up Sample for Printer to BLS | June 26, 2013 |
| 2013-2  | 3rd Follow Up (Opt) Sample for Printer to BLS | July 24, 2013 |
|  |  |  |
| 2013-4  | Sample sent to States | Sep 6, 2013 |

The BLS will provide the State with updated master files and estimates files for the May 2012 reference period within five weeks after the final corrections files for the May 2012 panel are received from States. Dates pertaining to sample files for the printer are subject to change.

1. **DELIVERABLES**

Data items that must be delivered for the BLS to operate the OES program are described in summary below. Each item must be delivered according to the schedule specified in the OES Manual, the work statement, and BLS technical memoranda.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Content | Agree To Comply (Check Box) | Due Dates | Agree To Comply (Check Box) |
| 1. | Publication of employment and wage estimates that meet the OES publication requirements outlined in the State Operations Manual and validated by the BLS. A press release, hard copy report, or Internet web site count as publication. | [ ]  | October1, 2013 | [ ]  |
| 2. | Delivery to BLS Washington of: |  |  |  |
|  | a. | electronic State Workforce Agency return address; | [ ]  | 2012-4 & 5 panels, Sept 13, 20122013-2 panel, Mar 13, 2013 | [ ]  |
|  | b. | electronic solicitation letters (initial and follow-up) and electronic fact sheet; and | [ ]  | 2012-4 & 5 panels, Oct 3, 20122013-2 panel, Mar 29, 2013 | [ ]  |
|  | c. | electronic sample files (after address refinement). | [ ]  | 2012-4 & 5 panels, Oct 31, 20122013-2 panel, May 1, 2013 | [ ]  |
| 3. | For follow up solicitation, delivery to BLS Washington of electronic sample file including sample non-respondents. | [ ]  | As specified above  | [ ]  |
| 4. | Interim master files containing at least a 60 percent usable response rate, including wages, in either units or employment for each area. The response rates for the regular panels are for each sampled area, and response rates for the supplement are statewide. The master file will reflect coding to the full OES occupational structure. | [ ]  | 2012-2 & 3 panels, Oct 11, 20122012-4 & 5 panels, Apr 9, 2013 | [ ]  |