Dear Employer,

To remain competitive in the global marketplace, employers like you need accurate workforce information. Occupational employment and wage information is used by employers engaged in hiring and training their workforces and to set comparable wages. Educators and government agencies also use this information to design education and training programs to provide you with the skilled workers you need.

STATE WORKFORCE AGENCY, in cooperation with the U.S. Bureau of Labor Statistics (BLS), needs your help to develop this information for STATE. Your participation is critical, since businesses like yours are our only source of information. Your company was scientifically selected, and represents many similar businesses in STATE. There are two electronic options for submitting your data.

1) Email: Create a spreadsheet (or other data file) with the job title and wage rate for each employee in your company. Use an hourly rate for part time employees. Send your file to our secure address, oesSTATE@idcf.bls.gov. This file can also be securely uploaded using our online system.

2) Report online: Go to https://idcfoes.bls.gov. Log in using your IDCF number. You will need the information printed on the other side of the sheet.

If you have questions or a change to your contact information, please contact us at XXX-XXX-XXXX, email us questions at XXXXX@XXXX.gov, or visit http://www.bls.gov/respondents/oes/. Your prompt response helps save taxpayer dollars.

Thank you for your time and assistance and for helping us provide quality workforce information for STATE.

Sincerely,

Program Manager

Bureau of Labor Statistics - Statement to Respondent On the Use of Electronic Data Transmission
As a participant in a BLS statistical survey, you should be aware that use of electronic transmittal methods in reporting data involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within their ability to protect the confidentiality of those data.

We estimate that it will vary from 30 minutes to 6 hours to complete this report. 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. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

Box 2:

NAICS: 213519

GENERAL CONTRACTORS PRIMARILY
ENGAGED IN HIGHWAY AND STREET
CONSTRUCTION (EXCEPT ELEVATED
HIGHWAYS AND PRIVATE DRIVEWAYS),
IMPROVEMENTS INCIDENTAL TO SUCH
CONSTRUCTION, AND AIRPORTS, SIDEWALKS,
GUARD RAILS, ETC.

Box 3:

Reference Date: Nov 12, 2012   QC # 123456
IDCF # 11123456789

Attn: Human Resources Manager
First National Blood Bank
Report for: ALL DC EMPLOYEES
2 Transylvania Ave NE
Washington, DC 20002-0011

INFORMATION FOR COMPLETING THE OCCUPATIONAL EMPLOYMENT STATISTICS REPORT ONLINE

1. Decide if you will upload a spreadsheet or enter data online. The reference date is November 12, 2012, OR your most recent pay period if you expect your staff and payroll to be the same between now and the reference date.

2. Go to **HTTPS://IDCFOES.BLS.GOV**. This is a secure website, so the address uses "https" instead of the usual "http."

3. Enter your 11-digit IDCF number, above your address at the bottom of this sheet. Enter the security code. After reading the disclaimers, click "I Accept."

4. Enter your contact info and click "Continue."

5. Use the industry information at the bottom of this sheet to complete the questions on the **Work Location and Establishment Data** page.

> **Please note: To protect your data, your session will time out if you spend 30 minutes on a page. You will have to log in again to continue, and your data will be lost. A warning will appear when you have five minutes remaining. Clicking "OK" will extend your session for another 30 minutes**

6. Select "Upload Existing Data File" (recommended) or "Enter Data Online" and click "Continue."

7. Follow the instructions on screen to complete the report. If you enter data online, click "Save as Excel File" to download a copy of your data.

THANK YOU FOR YOUR TIME – EMPLOYERS LIKE YOU ARE THE ONLY SOURCE OF THIS DATA.