JANE DOE, GOVERNOR TERRY SMITH, COMMISSIONER

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/.](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

STATE WORKFORCE AGENCY 

123 MAIN STREET CITY, ST XXXXX

Box 2: Box 3:

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.

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**](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**

* + - 1. Select “Upload Existing Data File” (recommended) or “Enter Data Online” and click “Continue.”
			2. 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.***