

## Email to Former OES Respondents

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**From:** [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)

**To:** *[Respondent Email]*

**Subject:** Occupational Employment Report Notice

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

Dear *[Respondent Name]*,

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 email address, [oesSTATE@idcf.bls.gov](mailto:oesSTATE@idcf.bls.gov). Please encrypt email attachments to the BLS. Additionally, please include sensitive information in the attachment only, not in the body or text of the email. This file can also be securely uploaded using our online system.
- 2) Report online: Go to <https://idcfoes.bls.gov>. Enter your IDCF number, complete the image-based security check, and click "I Accept." Follow the instructions on the site. You will be given the choice of uploading a spreadsheet (recommended) or entering data online. When you are finished, you will receive an email confirming your submission. Please save this email in case we have questions about your data.

**IDCF #:** *[99123456789]*

**No password is necessary for the OES Report.**

Please complete the OES within **14 days**. If you are having difficulty accessing the system, please contact us at [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)

The Occupational Employment Report is approved by O.M.B. No. 1220-0042 in cooperation with the U.S. Department of Labor. The information collected will be used for statistical

purposes and other purposes in accordance with law. Additional information regarding this survey can be found at: [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes)

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

*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. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.*

**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 confidential information and takes rigorous security measures to protect confidential information in its possession.*