

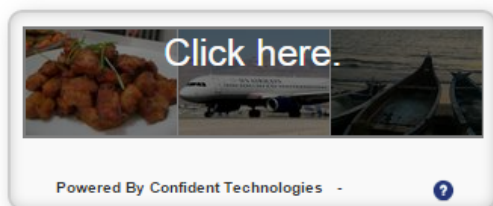


## Occupational Employment Statistics

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.

1. Please enter your IDCF Number :

2. Click in the box below that says "Click here" and select an image as directed. (If there is a math equation, please solve it.)



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.**

3. Read the Terms and Conditions of Use and click "I Accept" to log in.

### 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 (OES) program. We collect data from establishments in all 50 States, the District of Columbia, Puerto Rico, the US Virgin Islands, and Guam as a whole, for individual States, and for metropolitan areas.

Data are collected by the State Workforce Agencies in cooperation with the U.S. Bureau of Labor Statistics. For more information, please [contact your state agency](mailto:oes.helpdesk@bls.gov) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov).

Thank you for participating in the OES program!

Continue

The Bureau of Labor Statistics, its employees, agents, and partners collect and use your information in accordance with the Confidential Information Protection and Statistical Freedom Act. Informed consent, except in the case of State and local government employees, is required. BLS will hold the information provided by State and local governments in confidence to the full extent permitted by law. Responses will not be disclosed in identifiable form without your consent by State and local governments. Upon request, however, the information may be used 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 the survey, depending on the number of establishments, the complexity of the data, and the time needed to enter the data. We estimate that it will vary from 30 minutes to 6 hours to complete and maintaining the data needed, and completing and reviewing the data. For more information, please [contact your state agency](mailto:oes.helpdesk@bls.gov) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov).

If you have questions or comments, [contact your state agency](#).

**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

establishments in all 50 States, the District of Columbia, Puerto Rico, the US Virgin Islands, and Guam as a whole, for individual States, and for metropolitan areas. These estimates are available for the following occupations:

For more information, please [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov).

The information in confidence to the full extent permitted by law. Responses will not be disclosed in identifiable form without your consent by State and local governments. Upon request, however, the information may be used to make the results of this report comprehensive, accurate, and timely.

For more information, please [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov). For more information, please [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov). For more information, please [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov).



**BUREAU OF LABOR STATISTICS**

Occupational Employment Statistics

[Logout](#)

Dear Employer,

Welcome to the Occupational Employment Statistics (OES) data collection website. The OES program collects data from a sample of all nonfarm establishments in all 50 States, the District of Columbia, Puerto Rico, the US Virgin Islands, and Guam. The data are used to calculate employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual States, and for metropolitan and nonmetropolitan areas, as well as for specific industries.

Data are collected by the State Workforce Agencies in cooperation with the Bureau of Labor Statistics, US Department of Labor. For assistance, please [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov).

Thank you for participating in the OES program!

[Continue](#)

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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 report 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 report in confidence.

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such 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. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely. However, in some states this report is mandatory; these states include Colorado, the District of Columbia, Georgia, Hawaii, New Hampshire, North Carolina, Oklahoma, Oregon, Vermont, and Wyoming. 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.

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If you have questions or comments, [contact your state agency](#) or e-mail : [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov) | Version: 5.4



### Enter Contact Information

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

*Contact Name :	<input type="text"/>					
*Job Title :	<input type="text"/>					
*Company Name :	<input type="text"/>					
	<input type="text"/>					
*Address :	<input type="text"/>					
*City :	<input type="text"/>					
*State :	<input type="text"/>					
*Zip Code :	<input type="text"/>	<input type="text"/>				
*Email :	<input type="text"/>					
*Confirm Email :	<input type="text"/>					
*Telephone :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ext :	<input type="text"/>	

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 May 12, 2015?

- 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 mailing correct?

- Yes
- No
- There is no industry description on the mailing.

\*3. How many employees, both full- and part-time, worked at this location during the pay period that included May 12, 2015?

\*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
- I received a letter requesting I update my contact information only



## 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**

Email: **email@email.com**

Telephone: **(123) 456-7890** Ext:

## 2. Review Work Location and Establishment Data

Operating Status: **operating**

Industry Description: **Yes**

Number of Employees: **5**

Specific Location: **Yes**

Comments:

Click the **"Edit"** button to make any changes to this information.

## 3. 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 (maximum 35 MB total).  
Select your file:

Attached Files:

## 4. Send Files



## 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**

Email: **email@email.com**

Telephone: **(123) 456-7890** Ext:

## 2. Review Work Location and Establishment Data

Operating Status: **operating**

Industry Description: **Yes**

Number of Employees: **5**

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:*

Secretaries and Administrative Assistants, Except Legal, Medical, - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments.	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>	<i>L</i>	<i>T</i>
	under \$9.25/hr	\$9.25 - 11.74/hr	\$11.75 - 14.74/hr	\$14.75 - 18.74/hr	\$18.75 - 23.99/hr	\$24.00 - 30.24/hr	\$30.25 - 38.49/hr	\$38.50 - 48.99/hr	\$49.00 - 61.99/hr	\$62.00 - 78.74/hr	\$78.75 - 99.99/hr	\$100.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,439/yr	\$24,440 - 30,679/yr	\$30,680 - 38,999/yr	\$39,000 - 49,919/yr	\$49,920 - 62,919/yr	\$62,920 - 80,079/yr	\$80,080 - 101,919/yr	\$101,920 - 128,959/yr	\$128,960 - 163,799/yr	\$163,800 - 207,999/yr	\$208,000/yr and over	Employment
	2	1					3						6

**Reporting Instructions**

1. Report each employee at the establishment described in the "Report for:" line on the address label for the pay period including May 12, 2015. Please exclude contract workers.
2. Report each employee by occupational title. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. Report part-time workers at an hourly rate. Full-time workers can be reported by their annual or hourly rate.

**Follow these steps to enter your Data Online**

1. Click the **Add Occupations** button to add three lines. Use this button to add as many lines as needed. You will need one line for each occupation you are reporting.
2. Enter a job title and short description of duties in the larger box. (Maximum length: 800 characters)
3. Enter the number of employees for that occupation in the appropriate wage intervals.
4. Repeat as necessary.

Add Occupations

Total Employment:

Continue





*Example:*

Secretaries and Administrative Assistants, Except Legal, Medical, - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments.	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>	<i>L</i>	<i>T</i>
	under \$9.25/hr	\$9.25 - 11.74/hr	\$11.75 - 14.74/hr	\$14.75 - 18.74/hr	\$18.75 - 23.99/hr	\$24.00 - 30.24/hr	\$30.25 - 38.49/hr	\$38.50 - 48.99/hr	\$49.00 - 61.99/hr	\$62.00 - 78.74/hr	\$78.75 - 99.99/hr	\$100.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,439/yr	\$24,440 - 30,679/yr	\$30,680 - 38,999/yr	\$39,000 - 49,919/yr	\$49,920 - 62,919/yr	\$62,920 - 80,079/yr	\$80,080 - 101,919/yr	\$101,920 - 128,959/yr	\$128,960 - 163,799/yr	\$163,800 - 207,999/yr	\$208,000/yr and over	Employment
43-6014	2	1					3						6

**Reporting Instructions**

1. Report each employee at the establishment described in the "Report for:" line on the address label for the pay period including May 12, 2015. Please exclude contract workers.
2. Report each employee by occupational title. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. Report part-time workers at an hourly rate. Full-time workers can be reported by their annual or hourly rate.

**Follow these steps to enter your Data Online**

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

<b>Includes:</b> Timber Cutting and/or Transporting Wood Chip Production in the field	<b>Excludes:</b> Sawmills (321000)
---	---------------------------------------

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



**Example:**

Secretaries and Administrative Assistants, Except Legal, Medical, - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments,	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>	<i>L</i>	<i>T</i>
	under \$9.25/hr	\$9.25 - 11.74/hr	\$11.75 - 14.74/hr	\$14.75 - 18.74/hr	\$18.75 - 23.99/hr	\$24.00 - 30.24/hr	\$30.25 - 38.49/hr	\$38.50 - 48.99/hr	\$49.00 - 61.99/hr	\$62.00 - 78.74/hr	\$78.75 - 99.99/hr	\$100.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,439/yr	\$24,440 - 30,679/yr	\$30,680 - 38,999/yr	\$39,000 - 49,919/yr	\$49,920 - 62,919/yr	\$62,920 - 80,079/yr	\$80,080 - 101,919/yr	\$101,920 - 128,959/yr	\$128,960 - 163,799/yr	\$163,800 - 207,999/yr	\$208,000/yr and over	Employment
43-6014	2	1					3						6

**Reporting Instructions**

1. Report each employee at the establishment described in the "Report for:" line on the address label for the pay period including May 12, 2015. Please exclude contract workers.
2. Report each employee by occupational title. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. Report part-time workers at an hourly rate. Full-time workers can be reported by their annual or hourly rate.

**Follow these steps to enter your Data Online**

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

Oil and Gas Extraction - 211000

<b>Includes:</b> Production of Crude Petroleum Mining and Extraction of Oil from Oil Shale and Oil Sands Production of Natural Gas Sulfur Recovery from Natural Gas Recovery of Hydrocarbon Liquids	<b>Excludes:</b> Petroleum and Coal Products Manufacturing (324000) Petrochemical Manufacturing From Refined Petroleum (325000)
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2. Select an **Occupation Group:**

Management Occupations - 11-0000

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



## Review Your Online Data

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

Edit

Chief Executives - Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational													
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
	under \$9.25/hr	\$9.25 - 11.74/hr	\$11.75 - 14.74/hr	\$14.75 - 18.74/hr	\$18.75 - 23.99/hr	\$24.00 - 30.24/hr	\$30.25 - 38.49/hr	\$38.50 - 48.99/hr	\$49.00 - 61.99/hr	\$62.00 - 78.74/hr	\$78.75 - 99.99/hr	\$100.00/hr and over	Total
under \$19,240/yr	\$19,240 - 24,439/yr	\$24,440 - 30,679/yr	\$30,680 - 38,999/yr	\$39,000 - 49,919/yr	\$49,920 - 62,919/yr	\$62,920 - 80,079/yr	\$80,080 - 101,919/yr	\$101,920 - 128,959/yr	\$128,960 - 163,799/yr	\$163,800 - 207,999/yr	\$208,000/yr and over	Employment	
11-1011											1		1

**Total Employment: 1**

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: **00000000000**

Your data have been received by BLS on **Mar 21, 2016** at **3:07:35 PM**

## Thank You!

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

An email confirming your data submission has been sent to the address provided. You may also want 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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