

**From:** Occupational Employment Statistics Program <[oes.report@bls.gov](mailto:oes.report@bls.gov)>  
**To:** [resp\_email]  
**Subject:** Occupational Employment Report Notice

Dear Employer,

You are receiving this email because you indicated that you preferred email over paper forms or you submitted data to the Occupational Employment Statistics (OES) program using email.

The [SWA\_name], in cooperation with the U.S. Bureau of Labor Statistics (BLS), needs your help collecting important workforce information for [state\_name]. Your participation is critical, since businesses like yours are our only source of information. Your company was selected because it represents similar businesses in [state\_name]. [state\_mandatory]

Please consider reporting by emailing [state\_email] or online.

A sample of the information required in the spreadsheet follows:

Schedule# [sched_num]		
Title	Wage	Time
Secretary	15.05	hour
First Grade teacher	30000	
Music teacher	18000	½ time

In general, the more detail you can provide in additional columns, the less likely it is that one of the OES staff members will contact you with clarification questions. Here are solutions to several common reporting problems:

- If reporting **Teachers**, specify the grade level and indicate if they teach Special Education (for primary/secondary educators), or the subject/department (for post-secondary educators).
- For **Adjunct Teachers**, please also include subject/department.
- For **Full-time faculty being paid an annual salary**, please report their annual salary.
- For **faculty who work less than full-time but receive an annual salary**, please report the salary and whether they are employed half-time, three-quarters time, one-third time, or two-thirds time.
- For a **teacher or substitute being paid on a daily basis** please report the daily wage and the number of hours in the workday at your school.

Online instructions:

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.

Reference Date: [ref\_date] Est. Emp. [bmk\_emp]  
IDCF# [IDCF\_num]

[contact\_name]  
[trade\_name]  
Report for: [RUD]  
[address\_1]  
[address\_2]  
[city], [state] [zip]

NAICS: [NAICS] Schedule # [sched\_num]-[check\_dig]

[ind\_desc]

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

A sample of the information required is located at  
<http://www.bls.gov/respondents/oes/instructions.htm>.

If you are reporting for a school, please visit  
<http://www.bls.gov/respondents/oes/instructions.htm#school> for additional instructions.

Please complete the OES Report within **14 days**. If you have problems or questions, please contact us at [state\_email] or [state\_phone].

The Occupational Employment Report is approved by O.M.B. No. 1220-0042 in cooperation with the U.S. Department of Labor. The information you provide will be used for statistical purposes only, and any company- or individual-identifying information for non-governmental establishments will be held in strict confidence. Additional information regarding this survey can be found at [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes).

Thank you,

The [SWA\_name] and the US Bureau of Labor Statistics

The [SWA\_name] and 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 mandatory under [INSERT STATE LAW

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

We estimate that it will vary from 10 minutes to 3 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.

### **Bureau of Labor Statistics - Statement to Respondent on the Use of Electronic Data Transmission**

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS 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 Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.