

MEMORANDUM FOR: Reviewer of 1220-0042

FROM: Jeff Holt  
Bureau of Labor Statistics  
Office of Occupational Statistics and Employment Projections  
Division of Occupational Employment Statistics

SUBJECT: Revised mandatory and voluntary statements on OES form

In October 2016, The Occupational Employment Statistics (OES) program renewal was approved the Office of Management and Budget (OMB). When the OES program was granted its OMB clearance renewal, we received approval to use a mandatory/voluntary statement on our paper form which noted that the Federal obligation to respond is voluntary, but listed all of the mandatory States. The statement read:

“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.”

This change was necessary due to limitations in our current print contact. After researching this with our central printer, we have found a cost effective solution to providing respondents with the correct State-specific mandatory statement. Beginning with the November 2017 panel, we will print our previously approved statement (below) on the forms, noting that the Federal obligation is voluntary, and provide the State-specific mandatory/voluntary statements in two places:

- 1) On the front of the form, underneath the State address information
- 2) In the State-specific letter that accompanies the form.

The full Paperwork Reduction Act Statement on the forms will read:

“We estimate that it will vary from 10 minutes to 2 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. Your voluntary cooperation is needed to make the results of this report comprehensive,

accurate, and timely. 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.”