

STATE LMI OFFICE  
DEPARTMENT OF RESEARCH - OES  
123 MAIN ST  
STE 100  
CAPITAL CITY, ST 12345-6789

IDCF # 00123456789 00 60 Est. Emp: 123  
Reference Date: November 12, 2016 622110 ABC  
Schedule # 123456789-0 QC #000000

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GENERAL MEDICAL AND SURGICAL HOSPITALS.

JAYNE DOUGH  
HR MANAGER  
REPORT FOR: ALL EMPLOYEES IN STATE  
MARVIN MONROE MEMORIAL HOSPITAL  
742 EVERGREEN TERRACE  
SPRINGFIELD, ST 12345

November 10, 2016

Dear State Employer,

We need your help. Your establishment has been selected to participate in the Occupational Employment Statistics (OES) program, which we conduct in cooperation with the US Bureau of Labor Statistics (BLS) to meet the rising demand for occupational information.

The wage and occupation estimates we publish using your data helps to identify future training needs, ensuring you an adequate supply of trained workers for the future. Please help yourself and us by sending us the requested information.

**Please choose one of our easy response options:**

1. Complete the form on page 2 by entering each employee's occupation and wage. Please enter only one employee per line. Return the form using the enclosed postage-paid envelope, or fax to (555) 555-1234.
2. File electronically. If you have a spreadsheet or a report from your payroll or personnel system, you can email your data to **OESState@idcf.bls.gov**. Please include your IDCF number in the email. You can also visit our secure website, **https://idcfoes.bls.gov**, and upload a data file or enter your data online.
3. Call us at (555) 555-5555 - we would be happy to take your data over the phone.

**Questions? Need help with the survey?**

- More detailed instructions are included on page 3.
- Call us at (555) 555-5555
- Email us at **OESState@idcf.bls.gov**

Please reply within **two weeks**. Your timely response helps save taxpayer dollars by eliminating the need for costly additional mailings and phone calls. The data you provide will be used for statistical purposes only, and any company or individual-identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law. Your cooperation is greatly appreciated.

Sincerely,

John Smith  
Director  
State LMI Office



## Instructions for Submitting Data by Mail or Fax

- Verify the company name, address, and industry description on page 1. Make any corrections on page 2.
- Report each employee by occupation 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.
- Report an hourly wage for any part-time workers. Full-time workers can be reported with their annual or hourly wage.
- Return the completed form in the enclosed postage-paid envelope, or fax to (555) 555-1234.

Job Title	Wage
General manager	\$95,000
Accountant	\$60,000
Accountant	\$52,000
Accounting clerk	\$16.85
Janitor	\$15.00

**EXAMPLE**

## Instructions for Submitting Data Electronically

- Create a spreadsheet like the example below listing each employee on your payroll for the pay period including November 12, 2016, or extract a report from your payroll or personnel system. We prefer .xlsx files, and cannot accept .exe files. Do not include employee names or social security numbers. Please exclude contract workers.
- Email your file to [oesstate@idcf.bls.gov](mailto:oesstate@idcf.bls.gov), or securely upload it at <https://idcfoes.bls.gov>.

### SAVE TIME!

### Send us a spreadsheet!

Many companies save time by sending us a spreadsheet or a report from their personnel or payroll system. All we need is one column with job titles and one column with wages. A column listing department is optional, but helpful.

Email the spreadsheet or other report to:  
**OESState@idcf.bls.gov**



Department	Job Title	Wage
Warehouse	Forklift operator	\$11.00
Warehouse	Forklift operator	\$11.00
Warehouse	Forklift operator	\$12.35
Warehouse	Truck loader/unloader	\$9.00
Warehouse	Truck loader/unloader	\$9.50
IT	Programmer	\$13.24
IT	Programmer	\$15.00
Administration	General manager	\$65,000
Administration	Logistics manager	\$60,000
Office	Secretary	\$9.00

#### Statement to Respondents 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.

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.

## U.S. Occupational Employment Statistics

Data for the Occupational Employment Statistics (OES) program is collected from businesses just like yours to help workers in the United States find and retain jobs, grow professionally in their careers, and support the overall health of the U.S. economy. Our most common data users are:

- Veterans
- Students
- Mid-career job seekers
- Policy makers
- Small business owners

We can't do it without your help! By law, your participation is kept completely **CONFIDENTIAL**.

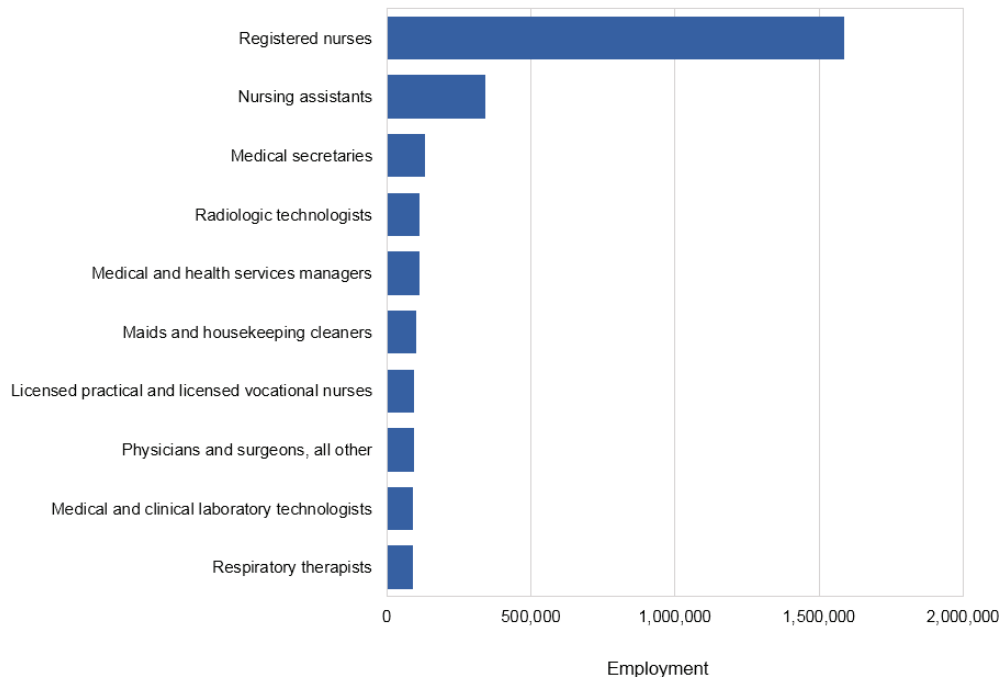
If you need help submitting your data, please contact your state office at:

State Contact Name 1  
(555) 555-5555  
Email 1

State Contact Name 2  
(555) 555-5556  
Email 2

State Contact Name 3  
(555) 555-5557  
Email 3

**Largest occupations in general medical and surgical hospitals, May 2015**



Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics program.

To see more OES data, please visit <http://www.bls.gov/oes/charts.htm>.

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.