

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

Dear Employer,

The [SWA\_name] recently sent you an Occupational Employment Statistics (OES) data request for the establishment locations described below. If you have already returned your Occupational Employment Statistics Report, thank you, and please disregard this notice.

You are receiving this email because you indicated that you would prefer to be contacted via email, or because you have previously responded to the Occupational Employment Statistics Report via email.

The [SWA\_name], in cooperation with the U.S. Bureau of Labor Statistics (BLS), needs your help to collect 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].

In most cases, all we need from you are the job titles and wages for the employees at the location specified below who worked during the pay period that included [ref\_date]. Including department is optional, but can help reduce the need for follow-up phone calls. Please consider reporting by emailing [state\_email] or online. We encourage you to submit your data electronically, as it saves government resources.

**Online instructions:**

Go to <https://idcfoes.bls.gov>. Enter your IDCF number, [IDCF\_num], complete the security check, and click "I Accept." Follow the instructions on screen and refer to the information below to complete the report. When you are finished, you will receive an email confirming your submission. Please save the confirmation email in case we have questions about your data.

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|---|---|
| Reference Date: [ref_date] Est.Emp. [bmk_emp]<br>IDCF# [IDCF_num]<br><br>[contact_name]<br>[legal_name]<br>Report for: [RUD]<br>[address_1]<br>[address_2]<br>[city], [state] [zip] | NAICS: [NAICS] Schedule # [sched_num]-[check_dig]<br><br>[ind_desc] |
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**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]. 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 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. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

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 Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law, 29 U.S.C. §2. We request your cooperation 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.

#### **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.