

May 3, 2018

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 Burden Statement on the OES Forms
Updated Reporting Instructions on the Collection Letter
Reformatted OES Integrated Form

The OES program seeks OMB approval for a non-substantive change to the language on its survey form and on the tailored collection letter templates in an effort to more clearly communicate to survey respondents and to maintain consistency between the language that appears on the form and the language in the letters. The revised language on the form provides a brief explanation regarding why the time of burden may vary and adds the law authorizing the collection of OES data. The new language eliminates confusion regarding the obligation to respond, which varies by state and is displayed at the top of the form and in the body of the letter.

The language currently on the form is below (the highlighted segments show the desired changes):

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.

The revised language is below (the highlighted partition is the desired change).

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.

A small change was made to the language on the tailored collection letter templates for consistency. In addition, the instructions provided on the letters have been updated to provide more clarity.

The OES Integrated Form has been slightly reformatted, with small wording changes made to the letter on the first page, and standardizing the OES-related information on page 4. These small changes were made with the goal of simplifying the form.