

Dear Employer,

About a month ago, we mailed you a letter or sent you an email requesting your participation in the Occupational Employment Statistics (OES) program. As of this mailing, we have not received your response. The OES program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics. OES information is used to support education and training decisions to help build a skilled workforce.

«state\_mandatory»

All we need from you is the specific job title, a brief description of duties, and the wage rate for each employee at the location specified after "Report for" in the mailing address on the form for the pay period that included MM DD, YYYY.

Many payroll systems will produce an electronic report with the information we need, but please remove information like employee names and Social Security numbers. See the enclosed fact sheet and form for more information. The information you provide will be used for statistical purposes only, and all identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law.

There are several ways to provide your information:

- *Online* → Go to our secure site, [HTTPS://IDCFOES.BLS.GOV](https://IDCFOES.BLS.GOV). Log in using your unique 12-digit IDCF number, printed above the mailing address on the form. You can fill out a form online, upload your own file, or download an Excel template
- *Email* → Send an email to «state\_email» with the requested information. Please include your unique 12-digit IDCF number, printed above the mailing address on the form. We will send you an Excel template on request.
- *Mail* → Fill out the enclosed form and return it in the postage-paid envelope.
- *Fax* → Fax your information to «state\_fax».
- *Phone* → Call us at «state\_phone», and we'll be happy to take your information. This is often the fastest method for establishments with fewer than 20 employees.

If you have any questions or if we can help you submit your data, please contact us. For more information, visit [WWW.BLS.GOV/RESPONDENTS/OES](http://WWW.BLS.GOV/RESPONDENTS/OES) «site\_and» «state\_site».

Please respond within two weeks. Your timely response will help save taxpayer money by eliminating the need for additional mailings and telephone calls to you.

Thank you for your time and attention - we appreciate your help.

Sincerely,

«state\_signature\_1»

«state\_signature\_2»

«state\_signature\_3»