

Dear Employer,

About a month ago, we sent you a letter or 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.

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 for the pay period that included **November 12, 2020**.

Many payroll systems will produce an electronic report with the information we need, but please remove information like employee names and Social Security numbers. **The information you provide will be used for statistical purposes only, and all identifying information for non-governmental establishments will be held in strict confidence to the full extent permitted by law.** OES information is used to support education and training decisions to help build a skilled workforce.

There are several ways to provide your information:

- **Online** → Go to **idcfoes.bls.gov** and log in using your unique IDCF number, <sched_num>. You can fill out our online form, upload your own file, or download our Excel template.
- **Email** → Send an email with your data and IDCF number, <sched_num>, to «state_email». We will send you an Excel template on request.
- **Phone** → Call us at «state_phone». 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 call or email us. For more information, visit **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»