U.S. Department of Labor Bureau of Labor Statistics

Occupational Requirements Survey



The BLS publishes statistical tabulations from this survey that may reveal the information reported by individual State and local governments. Upon your request, however, the BLS will hold the information provided on this survey form in confidence.

This report is authorized by law, 31 United States Code §§ 1535/FAR 17.5 of the Economy Act. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.

O.M.B. #1220-0189 Expires XXXX

We estimate that it will take an average of 54 minutes to complete this form, including 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 this estimate or any other aspect of this survey; including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0189), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

ESTABLISHMENT COLLECTION FORM FOR GOVERNMENT (Work level and scheduling)

Start Time/End Time:				
Address # 1. Physical Address Personal	Visit Address			
Schedule Number(#):				
Company Name:				
Secondary Name (Doing Business As):				
Address:				
City/State/ZIP:				
Address # 2. Physical Address Personal	Visit Address			
Company Name:				
Secondary Name (Doing Business As):	Secondary Name (Doing Business As):			
Address:	Address:			
City/State/ZIP:				
Establishment Officials (Contact List)				
# 1: Authorizing Supplying	Title:			
Telephone #: FAX #:	E-mail: Address: ☐1, ☐2, or ☐COC. ☐Mail forms to			
# 2: Authorizing Supplying	Title:			
Telephone #: FAX #:	E-mail: Address: ☐1, ☐2, or ☐COC. ☐Mail forms to			
# 3: Authorizing Supplying	Title:			
Telephone #:	Email: Address: 1 2 or COC Mail forms to			

Central Office Clearance (Complete if clearance and/or data obtained from this source)

•	Clearance obtained: Schedule (data) obtained:
	Company Name:
	Address:
t	City/State/ZIP:
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_	Remarks
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COMPANY DATA

COMPANT DATA		
Establishment Information (current data)	Schedule #:	
State:	Sample Number:	
Assigned Employment:	Total Employment:	PSO Employment:
NAICS:		
Establishment Description:		
Product Description:		
Collection Information		
Field Economist:	Method of Collect	tion:
Collection Date:	Payroll Reference	e Date:
Respondent waived confidentiality	Data obtain	ed electronically
Respondent waived confidentiality	Data Obtain	ed electronically
Document obtained (Secondary data sou	rce)	
	,	
Written Permission: Yes, No	Name and Title o	f Official:
Date of Permission:	Permission on file	e at RO: Yes, No
	•	
Status		
Establishment Status:	Remarks:	
Usable		
Refusal		
Out of business		
Out of scope		
No matching jobs		
Duplicate		
SMG Notification		
Reason:	Remarks:	
Ownership/NAICS change		
Part of assigned unit		
Collected unit larger than assigned		
Employment +/- 20% of assigned		
Employment up – business fluctuations		
Sampled employment wrong		
I Sampled employment wrong		
SMG chose establishment subsample Overlap (set by system)		

Remarks	

OCCUPATIONAL REQUIRE	MENTS SUR	VEY - Leveling Schedule Number:
Quote: Occupation	າ:	
Establishment Grade:		SOC:
Establishment Rate Range:		Establishment Job Title:
Non-supervisory Lead	Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		
Remarks		

OCCUPATIONAL RE	EQUIREMENTS SURVEY - Leveling Schedule Number:
Quote: Oc	ccupation:
Establishment Grad	de: SOC:
Establishment Rate	Range: Establishment Job Title:
Non-supervisory	Lead Supervisory
Factor	Level Education, experience, other comments
KNOWLEDGE	
JOB CONTROLS AND COMPLEXITY	
CONTACTS	
PHYSICAL ENVIRONMEN	Т

Quote:Occupation:	OCCUPATIONAL REQUIR	EMENTS SURV	VEY - Leveling Schedule Number:	
Establishment Rate Range: Establishment Job Title: Non-supervisory Lead Supervisory Factor Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT	Quote: Occupati	on:		
Non-supervisory Lead Supervisory Factor Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT	Establishment Grade:		SOC:	
Factor Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT	Establishment Rate Range	e:	Establishment Job Title:	
JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT	Non-supervisory Lead	Supervisory		
JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT	Factor	Level	Education, experience, other comments	
COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT	KNOWLEDGE			
PHYSICAL ENVIRONMENT				
	CONTACTS			
Remarks	PHYSICAL ENVIRONMENT			

OCCUPATI	ONAL REQUIRE	MENTS SUR	RVEY - Leveling	Schedule Number:	
Quote:	Occupatio	n:			
Establish	ment Grade:		S	OC:	
Establish	ıment Rate Range:		Establishment	Job Title:	
Non-sup	ervisory Lead	Supervisory			
Factor		Level	Education	on, experience, other com	ments
KNOWLEDGE				· •	
JOB CONTROL COMPLEXITY	S AND				
CONTACTS					
PHYSICAL EN	VIRONMENT				

OCCUPATIONAL REQUIR	REMENTS SURV	/EY - Leveling	Schedule Number:	
Quote: Occupat	ion:			
Establishment Grade:		SO	C:	
Establishment Rate Rang	je:	Establishment J	ob Title:	
Non-supervisory Lead	Supervisory			
Factor	Level	Education	n, experience, other comr	nents
KNOWLEDGE			<i>,</i>	
JOB CONTROLS AND COMPLEXITY				
CONTACTS				
PHYSICAL ENVIRONMENT				

OCCUPATIONAL REQUIR	REMENTS SUI	RVEY - Leveling Schedule Number:
Quote: Occupat	ion:	
Establishment Grade:		SOC:
Establishment Rate Rang	e:	Establishment Job Title:
Non-supervisory Lead	Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		
-		

OCCUPATIONAL REQUIR	REMENTS SUF	RVEY - Leveling Schedule Number:
Quote: Occupa	tion:	
Establishment Grade: _		SOC:
Establishment Rate Ranç		Establishment Job Title:
Non-supervisory Lead	Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		

OCCUPATIONAL REQUIRE	MENTS SUR	Schedule Number:
Quote: Occupation	n:	
Establishment Grade:		SOC:
Establishment Rate Range	:	Establishment Job Title:
Non-supervisory Lead	Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTRACTS		
PHYSICAL ENVIRONMENT		
Remarks		

OCCUPATIONAL REQUIREMENTS SURVEY -Schedule Number: **Base Leveling Supervisor Supervisor** 1st 2nd 3rd Line Supervisor/Manager Quote: ____ Occupation: ____ Establishment Grade: _____ SOC: ____ Establishment Job Title: Establishment Rate Range: Highest Level Non-Supervisory Subordinate Position **Factor** Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT **Remarks**

Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		

Remarks

OCCUPATIONAL REQUIREMENTS SURVEY – Leveling Summary

Leveling Factors	QUOTE 1	QUOTE 2	QUOTE 3	QUOTE 4	QUOTE 5	QUOTE 6	QUOTE 7	QUOTE 8
KNOWLEDGE								
JOB CONTROLS AND COMPLEXITY								
CONTACTS								
PHYSICAL ENVIRONMENT								

Remarks

OCCUPATIONAL REQUIREMENTS SURVEY - Work Schedule

Schedule	Number:		

Quote #	Work Schedule #	Description/occupation	Hours/day	Hours/week	Weeks/year	Туре

For "Work Schedule #" note also if Alternate work schedule (Only needed for index schedules)

Remarks