

**From:** Occupational Employment and Wage Statistics Program <[oews.report@bls.gov](mailto:oews.report@bls.gov)>  
**To:** <resp\_email>  
**Subject:** Reminder: OEWS Report for IDCF # <sched\_num> and others

We are still waiting for you to complete the Occupational Employment and Wage Statistics (OEWS) Report. If you have recently responded to the OEWS report with employment and wage data, please disregard this email.

### Which locations do I report for?

Please see the list of requested locations that follows the signature.

### How do I report my data?

You may find it easiest to submit a single spreadsheet with data for all employees at the requested locations. Please include the IDCF number or another location identifier for each employee. You can use your own spreadsheet or download our template from <https://www.bls.gov/respondents/oes/template.xlsx>.

Once you have your data file prepared, you have two reporting options.

### Report via email

1. Reply to this email and include one of your IDCF numbers in the subject line
2. List all IDCF numbers you are reporting for in the body of the email.
3. Attach your completed spreadsheet. BLS encourages respondents to encrypt email attachments and send the password in a separate email. Please do not include sensitive information in the body of the email.

### Report via phone

- Call us at [state phone]. This is often the fastest method for firms with fewer than 20 employees.

### Where can I learn more about the Occupational Employment and Wage Statistics (OEWS) program?

Detailed information about OEWS is available at [https://www.bls.gov/oes/oes\\_emp.htm](https://www.bls.gov/oes/oes_emp.htm).

### What if I have questions or concerns?

Please contact us at [state\_email] or [state\_phone].

Sincerely,

[state\_signature\_1]

[state\_signature\_2]

[state\_signature\_3]

### Which locations do I report for?

Please provide occupation and wage data for the employees at the following locations. Include the establishment IDCF number or other location identifier for each employee.

IDCF #	Establishment Name	Reporting Unit Description	Estimated Employment	Establishment Address	Industry
<sched_num_1>	<trade_name_1>	<rpt_unit_descr_1>	<bmk_empl_1>	<addr_line1_1> <city_1> <state_1>	NAICS <naics_code_1>

					<naics_title_1>
<sched_num_2>	<trade_name_2>	<rpt_unit_descr_2>	<bmk_empl_2>	<addr_line1_2> <city_2> <state_2>	NAICS <naics_code_2> <naics_title_2>
<sched_num_3>	<trade_name_3>	<rpt_unit_descr_3>	<bmk_empl_3>	<addr_line1_3> <city_3> <state_3>	NAICS <naics_code_3> <naics_title_3>

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS 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. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.

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 (44 USC Section 3572) 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 and Wage 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.