[state\_return\_1]

[state\_return\_2]

[state\_return\_3]

<trade\_name or legal\_name>

<contact> <title>

<addr\_line1>

<addr\_line2>

<city> <state\_abbrev> <zip\_code><zip\_ext>

Dear Employer,

Your firm has <estab\_count> establishments selected to participate in the Occupational Employment and Wage Statistics (OEWS) program, which is conducted by [state\_agency] in cooperation with the U.S. Bureau of Labor Statistics. Your participation is essential for developing the highest quality employment and wage data for the citizens of your state.

What information do I need to provide?

All we need from you is the specific job title, a brief description of duties, and the wage rate for each employee at the locations listed at the end of this letter for the pay period that included <refer\_date>.

Are you reporting for a school?

Please see the additional school instructions at www.bls.gov/respondents/oes/instructions.htm#school.

How will my information be used?

The information you provide will be used for statistical purposes only. All identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law. OEWS information is used to support education and training decisions to help build a skilled workforce.

How do I report my data?

You may find it easiest to submit a single spreadsheet with data for all employees at the locations listed at the end of this letter. Please include the IDCF number or another location identifier for each employee. There are example spreadsheets on the next page. You can use your own spreadsheet or download our template from https://www.bls.gov/respondents/oes/template.xlsx.

· *Email* ***à*** Send an email to [state\_email] with one or more data files attached and your IDCF numbers in the subject line. BLS encourages respondents to encrypt the attachment and send the password in a separate email. Please do not include sensitive information in the body or text of the email.

· *Phone* ***à*** Call us at [state\_phone]. This is often the fastest method for firms with fewer than 20 employees.

Which locations do I report for?

Please refer to the last page of this letter for the list of requested locations.

When do I need to provide my information?

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

What if I have questions?

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 [and state\_site].

Thank you! We know you are busy and appreciate your help providing this important information!

Sincerely,

[state\_signature\_1]

[state\_signature\_2]

[state\_signature\_3]

Spreadsheet example 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IDCF #** | **Job title** | **Description of duties** | **Hourly wage rate (part-time or full-time employees)** | **Annual salary (full-time employees only)** | **# of employees in this job with this exact wage** |
| 002325555555 | Forklift operator | Drive forklift in warehouse | $23.40  |   | 2 |
| 002325555555 | Forklift operator | Drive forklift in warehouse | $17.05  |   | 10 |
| 002325555555 | Warehouse supervisor | Supervise warehouse |   | $58,620  | 1 |
| 002328888888 | Webmaster | Maintain website | $28.82  |   | 1 |
| 002328888888 | Computer user support | IT support | $18.87  |   | 2 |
| 002321111111 | General manager | Manage company |   | $153,230  | 1 |
| 002321111111 | Sales manager | Manage sales |   | $140,390  | 1 |
| 002321111111 | Bookkeeper | Maintain financial records | $22.20  |   | 1 |

Spreadsheet example 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Job title** | **Description of duties** | **Hourly wage rate (part-time or full-time employees)** | **Annual salary (full-time employees only)** | **# of employees in this job with this exact wage** |
| Store 12 | Store manager | Manage store |  | $47,992  | 1 |
| Store 12 | Retail salesperson | Sell merchandise | $14.25  |   | 10 |
| Store 12 | Retail salesperson | Sell merchandise | $15.65 |  | 3 |
| Headquarters | Sales manager | Direct sales for entire company |  | $144,354  | 1 |
| Headquarters | Webmaster | Maintain company website | $31.23 |   | 1 |
| Headquarters | Admin assistant | Assist sales manager | $32.68 |  | 1 |

List of locations

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> |