

## Follow-up Email Blast Template - Mandatory

**From:** Occupational Employment and Wage Statistics Program <[oews.report@bls.gov](mailto:oews.report@bls.gov)>

**Reply to:** [state\_email]

**To:** [resp\_email]

**Subject:** Reminder: OEWS Report for IDCF# [sched\_num]

We are still waiting for you to complete the Occupational Employment and Wage Statistics (OEWS) Report for the pay period that included [refer\_date]. If you have recently responded to the OEWS report with employment and wage data, please disregard this email.

### Is the OEWS Report mandatory?

Yes. [state\_mandatory]

### Which location do I report for?

Report for: [rpt\_unit\_descr]

IDCF # [sched\_num]

Estimated employment: [bmk\_emp]

[estab\_name]

Reference date: [refer\_date]

[addr\_line1]

NAICS [naics\_code]

[addr\_line2]

Industry description: [naics\_descr]

[city] [state\_abbrev] [zip\_code]

### Are you reporting for a school?

Please see the additional instructions at [www.bls.gov/respondents/oes/instructions.htm#school](http://www.bls.gov/respondents/oes/instructions.htm#school).

### How do I report my data?

You have three options.

#### 1. Report online

- Go to <https://idcfoews.bls.gov> and log in with your IDCF number, [sched\_num].
- Follow the instructions to provide the requested contact and establishment information, then enter your data or upload your data file.

#### 2. Report via email

- Download the template from [www.bls.gov/respondents/oes/template.xlsx](http://www.bls.gov/respondents/oes/template.xlsx) and enter the requested information or use a report from your own payroll or personnel system .
- Reply to this email and attach your data file with your IDCF number in the subject line. 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.

#### 3. Report by phone

- Call us at [state\_phone].

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

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

### What if I have questions or concerns?

Don't hesitate to contact us at [state\_email] or [state\_phone] if you have any questions or if we can help you submit your data.

Sincerely,  
[state\_signature\_1]  
[state\_signature\_2]  
[state\_signature\_3]

[state\_mandatory]

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.

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), 4600 Silver Hill Road, Washington, DC 20212-0002. 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.

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.