

## Initial Mandatory Email Blast Template

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

**To:** [resp\_email]

**Subject:** Request to complete the Occupational Employment Statistics (OES) Report, IDCF# [IDCF\_num]

Dear Employer,

Your establishment recently received a letter notifying you about the Occupational Employment Statistics (OES) report for [Trade or Legal Name of Business]. The OES program provides valuable workforce information for [state\_name], and is a joint effort between the U.S. Department of Labor's Bureau of Labor Statistics and [SWA\_name]. Your participation is essential for providing the highest quality data.

### Is the OES Report mandatory?

Yes. [state\_mandatory].

### Is your information confidential?

Yes! More information about laws protecting your privacy and the BLS Confidentiality Pledge are available on our website at <https://www.bls.gov/bls/confidentiality.htm>.

### What information do I need to report?

Report job titles and wage rates for each employee at the location specified after "Report for" in the address label below. Do not include employee names or Social Security numbers.

### How do I report my data?

You have two options.

#### 1. Report Online

- Go to <https://idcfoes.bls.gov>
- Enter your IDCF number, [IDCF\_num], and follow the instructions.

IDCF# [IDCF\_num]                      Estimated Employment: [bmk\_emp]

Reference Date: [ref\_date]

[contact\_name]

[title]

[trade\_name or legal\_name]

Report for: [RUD]

[address\_1]

[address\_2]

[city] [state] [zip]

NAICS: [NAICS]

[ind\_desc]

## 2. Report via email

- Download the template at <https://www.bls.gov/respondents/oes/template.xlsx>
- Reply to this email and attach the completed spreadsheet with your IDCF number in the subject line. (BLS encourages respondents to encrypt the attachment. Please do not include sensitive information in the body or text of the email.)

### **Are you reporting for a school?** [Exclude based on NAICS]

If you are reporting for a school, please visit the following link for additional instructions:

<https://www.bls.gov/respondents/oes/instructions.htm#school>

### **How long do I have to respond?**

Please respond within 14 days.

### **Whom do I contact with any questions or concerns?**

Please contact us via email or by phone.

Email: [state\_email]

Phone: [state\_phone]

### **Thank you!**

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

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 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.

<state\_mandatory>

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.