



## Occupational Employment Statistics

Welcome to the Bureau of Labor Statistics - Occupational Employment Statistics program.

[Test Your Browser](#)

Please log in with your IDCF number to securely report your data.

1. Enter your IDCF number:

2. Enter the numeral below in the text box:



3. Read the Terms and Conditions of Use and click "I Accept" to log in:

### Terms and Conditions of Use

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

**I Accept**

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.*

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

Example Address Label:



IDCF # 001234567890 Est. Emp: 100  
REFERENCE DATE: MONTH DD, YYYY 1 621991 ABCD  
QC# 000001  
JAYNE DEAUX  
HR DIRECTOR  
FIRST NATIONAL BLOOD BANK  
REPORT FOR: THIS LOCATION ONLY  
100 STATE AVE  
CITYVILLE ST 22222-3333



Dear Employer,

Welcome to the Occupational Employment Statistics (OES) data collection website. OES is a cooperative effort between the U.S. Department of Labor, Bureau of Labor Statistics, and State Workforce Agencies. For assistance, please [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov).

### Before you get started

To save time and prevent the system from logging you out, we recommend you prepare your data now. Please see our instructions, including file examples, on our [respondent page](#). We also have an [Excel template](#) available.

Companies with twenty or more employees find it easiest to upload a file, while companies with fewer employees prefer to enter their data manually. You will be directed to either upload a file or enter your data into an online form depending on the number of employees you report, but you may switch to the other method if you prefer.

### Information about Occupational Employment Statistics

The Occupational Employment Statistics (OES) program produces employment and wage estimates annually for nearly 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas; national occupational estimates for specific industries are also available. Visit the [Occupational Employment Statistics](#) website to learn more about OES and see all of the data available.

Thank you for your participation in the Occupational Employment Statistics program!

Continue

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This report is mandatory under CRS 8-6-106 and 8-6-107.

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.

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.

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If you have questions or comments, [contact your state agency](#) or email : [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)

Version: 6.2



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## Enter Contact Information

Please tell us who to contact if we have questions about your data (\*Required Field).

\*Contact Name :

\*Job Title :

\*Company Name :

\*Address :

\*City :

\*State :

\*Zip :

\*Email :

\*Confirm Email :

\*Telephone :

Continue



## Work Location and Establishment Data

Please complete Items 1 through 6 on this page. (\*Required)

**\*1.** Which of the options below best describes the **operating status** of the location specified after "Report for" in the mailing address on November 12, 2019?

Operating

Temporarily closed during the pay period that included November 12, 2019 period.

**Note:** If any employees were not working but received pay, or were working remotely, please select "Operating" instead of "Temporarily closed."

Permanently out of business as of  (MM/DD/YYYY)

**\*2.** Was this establishment sold or did it merge with another establishment between November 12, 2018 and November 12, 2019?

Yes

No

**\*3.** Is the **industry description** in your notification correct?

Yes

No

There is no industry description

**\*4.** How many employees, both full- and part-time, worked at this location during the pay period that included November 12, 2019?  
Include employees who work remotely or off-site. Do not include contract workers.

**\*5.** Do all employees report to this location?

Yes

No

**6.** Do you have any comments or additional information for us?

Continue



## 1. Review Contact and Company Information

Contact Name : [respondent entry]  
Job Title : [respondent entry]  
Company Name : [respondent entry]  
Address : [respondent entry]  
[respondent entry, omit if blank]  
City : [respondent entry]  
State : **AL**  
Zip : **11111 - 1111**  
Email : **respondent@respondent\_entry.co**  
Telephone : **(111) 111-1111**                      Ext : **11111**

## 2. Review Work Location and Establishment Data

Operating Status : **Operating**  
Was the establishment sold or merged with another? **No**  
Is the industry description correct? **Yes**  
Number of Employees : **5**  
Do all employees report to this location? **Yes**  
Comments :

[Edit](#)   [Continue](#)



## Reporting Instructions

1. Report each employee that worked for the location specified after "Report for" in the mailing address for the pay period that included November 12, 2019. Include employees who work remotely or off-site. Do **not** include contract workers.
2. Report each employee's job title and duties.
  - Separate occupations performed by different employees, even if paid the same wage. For example, separate administrative assistants from receptionists, and electricians from carpenters.
  - Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. For full-time workers, report an hourly wage rate or annual salary. For part-time workers, report an hourly wage rate only. Please **include** tips and commissions.
  - If two or more employees work in the same job with the exact same wage rate, enter the number of employees with that job and wage rate in the "# of employees" column.
  - Do **not** report an average wage for all employees in a particular job or department.

**Example:** if you employ four security guards earning \$13.70 per hour, one security guard earning \$14.10 per hour, and one security guard earning \$15.41, plus a security guard supervisor earning \$44,628 per year, you would report them on four different lines as shown in the table below.

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	Department
Security guard	Monitor premises	\$13.70	\$ 0.00	4	Security
Security guard	Monitor premises	\$14.10	\$ 0.00	1	Security
Security guard	Monitor premises	\$15.41	\$ 0.00	1	Security
Security guard supervisor	Supervise security guards	\$ 0.00	\$44,628.00	1	Security

Are you reporting data for a school? Please see our [school instructions](#).

## Data Entry Instructions

Our spreadsheet offers a number of features to make submitting data easier, but there are differences from other spreadsheet programs you may be familiar with. See [more instructions](#) for additional directions on using our spreadsheet.

- **Copy** data from your own document, then use the keyboard command Ctrl+V to **paste** into our spreadsheet. Right-clicking will not work.
- **Rearrange columns** by clicking once in the column header then drag and drop the column in a different location (for example, move the columns to match the order of columns in your own document, then copy and paste multiple rows of data into our spreadsheet).
- The **Clear Data** button at the bottom of the spreadsheet will delete all data from the spreadsheet.
- The **Add Rows** button at the bottom of the spreadsheet will add five rows every time it is clicked (maximum of 70 rows allowed).

**Note:** Do not use your browser's **Back** button. This will cause you to lose all of your data.

Another option: [I would prefer to upload a file](#)

## OES Data Entry Spreadsheet

	Job title (Limit: 60 characters)	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	Department
1			\$ 0.00	\$ 0.00	0	
2			\$ 0.00	\$ 0.00	0	
3			\$ 0.00	\$ 0.00	0	
4			\$ 0.00	\$ 0.00	0	
5			\$ 0.00	\$ 0.00	0	
6			\$ 0.00	\$ 0.00	0	
7			\$ 0.00	\$ 0.00	0	
8			\$ 0.00	\$ 0.00	0	
9			\$ 0.00	\$ 0.00	0	
10			\$ 0.00	\$ 0.00	0	
11			\$ 0.00	\$ 0.00	0	
12			\$ 0.00	\$ 0.00	0	
13			\$ 0.00	\$ 0.00	0	
14			\$ 0.00	\$ 0.00	0	
15			\$ 0.00	\$ 0.00	0	
16			\$ 0.00	\$ 0.00	0	
17			\$ 0.00	\$ 0.00	0	
18			\$ 0.00	\$ 0.00	0	
19			\$ 0.00	\$ 0.00	0	
20			\$ 0.00	\$ 0.00	0	

Please enter any comments you might have about the data you are submitting or your establishment.



## Review Your Online Data

1. Click the **Edit** button below if you would like to make any changes to the data.

Edit

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	Department
Title 1	Description 1	\$11.00		1	Department 1
Title 2	Description 2		\$111,000.00	1	Department 2
Title 3					

## Total Employment: 3

2. Click the **Save as Excel File** button below to save a copy of this data for your records.

Save As Excel File

3. Click the **Submit Data to BLS** button below, if no changes are required.

Submit Data to BLS



IDCF Number: **001122222222**

Your data have been received by BLS on **Aug 20, 2020 at 11:47:29 AM EDT**.

## Thank You!

Thank you for completing the Occupational Employment Statistics Report.  
You have submitted data successfully.

An email confirming your data submission has been sent to the address provided. You may also want to print this page for your records.

[Download a copy of my data](#)

[Report for another IDCF number](#)

[Learn more about the Occupational Employment Statistics program](#)

[Ask a question or submit feedback](#)



*Example:*

	A	B	C	D	E	F	G	H	I	J	K	L	T
Registered nurse - Provide nursing care to sick or injured patients.	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,959/yr	\$24,960 - 32,239/yr	\$32,240 - 41,079/yr	\$41,080 - 53,039/yr	\$53,040 - 68,119/yr	\$68,120 - 87,359/yr	\$87,360 - 112,319/yr	\$112,320 - 144,559/yr	\$144,560 - 186,159/yr	\$186,160 - 239,199/yr	\$239,200/yr and over	
						2	4	1					7

**Reporting Instructions**

1. Report each employee at the establishment described in the "Report for:" line on the address label for the pay period including May 12, 2020. Please exclude contract workers.
2. Report each employee by occupational title and duties. Please separate occupations performed by different employees, even if paid the same wage. Example: Separate administrative assistant from general office clerk, and construction laborer from carpenter. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. Report part-time workers at an hourly rate. Full-time workers can be reported by their annual or hourly rate.

**Follow these steps to enter your Data Online**

1. Click the **Add Occupations** button to add three lines. Use this button to add as many lines as needed. You will need one line for each occupation you are reporting.
2. Enter a job title and short description of duties in the larger box. (Maximum length: 800 characters)
3. Enter the number of employees for that occupation in the appropriate wage intervals.
4. Repeat as necessary.

Another option: [I would prefer to upload a file](#)

Title 1  <input type="button" value="Delete"/>	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,959/yr	\$24,960 - 32,239/yr	\$32,240 - 41,079/yr	\$41,080 - 53,039/yr	\$53,040 - 68,119/yr	\$68,120 - 87,359/yr	\$87,360 - 112,319/yr	\$112,320 - 144,559/yr	\$144,560 - 186,159/yr	\$186,160 - 239,199/yr	\$239,200/yr and over	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

Title 2  <input type="button" value="Delete"/>	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,959/yr	\$24,960 - 32,239/yr	\$32,240 - 41,079/yr	\$41,080 - 53,039/yr	\$53,040 - 68,119/yr	\$68,120 - 87,359/yr	\$87,360 - 112,319/yr	\$112,320 - 144,559/yr	\$144,560 - 186,159/yr	\$186,160 - 239,199/yr	\$239,200/yr and over	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>

Title 3  <input type="button" value="Delete"/>	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
	under \$19,240/yr	\$19,240 - 24,959/yr	\$24,960 - 32,239/yr	\$32,240 - 41,079/yr	\$41,080 - 53,039/yr	\$53,040 - 68,119/yr	\$68,120 - 87,359/yr	\$87,360 - 112,319/yr	\$112,320 - 144,559/yr	\$144,560 - 186,159/yr	\$186,160 - 239,199/yr	\$239,200/yr and over	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Employment:**



### Review Your Online Data

1. Click the **Edit** button below if you would like to make any changes to the data.

Edit

Title 1	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
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													1

Title 2	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
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											2		2

Title 3	A	B	C	D	E	F	G	H	I	J	K	L	T
	under \$9.25/hr	\$9.25 - 11.99/hr	\$12.00 - 15.49/hr	\$15.50 - 19.74/hr	\$19.75 - 25.49/hr	\$25.50 - 32.74/hr	\$32.75 - 41.99/hr	\$42.00 - 53.99/hr	\$54.00 - 69.49/hr	\$69.50 - 89.49/hr	\$89.50 - 114.99/hr	\$115.00/hr and over	Total
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### Total Employment: 3

2. Click the **Save as Excel File** button below to save a copy of this data for your records.

Save As Excel File

3. Click the **Submit Data to BLS** button below, if no changes are required.

Submit Data to BLS



IDCF Number: **001122222222**

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[Download a copy of my data](#)

[Report for another IDCF number](#)

[Learn more about the Occupational Employment Statistics program](#)

[Ask a question or submit feedback](#)



## Upload a File

Uploading a file listing the occupation and wage rate for each of your employees is the easiest way to submit your data. Many payroll and personnel systems will generate a report with all of the information we are requesting.

Alternately, you can create a spreadsheet. Do not include employee names or social security numbers.

Here is an example of the type of information we are requesting:

	A	B	C	D	E
1	Job title	Hourly wage	Annual salary	# of employees	Department
2	Forklift operator	\$16.00		2	Warehouse
3	Forklift operator	\$12.98		4	Warehouse
4	Truck loader/unloader	\$15.03		5	Warehouse
5	Truck driver		\$45,000	5	Warehouse
6	Webmaster	\$23.24		1	IT
7	Computer user support	\$18.87		2	IT
8	General manager		\$80,000	1	Office
9	Logistics manager		\$68,140	1	Office
10	Bookkeeper	\$17.22		1	Office

## Instructions

### Create a File

#### [Download a Template](#)

1. Report each employee by job title. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no difference in skill, report the employee in the occupation in which they spend the most time.
2. Report part-time employees by their hourly wage. Hourly or annual wages can be reported for full-time employees. Please include tips and commissions.
3. Department and description of duties are optional but helpful, and can reduce the need for follow up phone calls. Unit description is also optional, but useful if you are reporting for more than one location or IDCF number.
4. Save your file.

Another option: [I would prefer to enter data manually.](#)

### Select File(s) to Send to OES

Select the file you wish to send to BLS using the "**Browse**" button. You can use this button to attach multiple files.

We prefer Excel files, but can accept Word and PDF files. We cannot accept .EXE files.

Repeat the process if you are sending more than one file (maximum 30 MB total).

Select your file:

Browse

Attached Files:

### Send File(s)

Once you have selected the file(s) you want to send to OES, click the "**Send**" button to submit your data.

Send



### Uploading File(s)...

All files uploaded

### Processing File(s)...

- **File Description**  
2\_Example\_IDCF\_data\_entry\_AFTER.xlsx 11,673 bytes
- **Encrypting...**  
Encrypted File: /fileupload/upload/oes\_stage/OES\_00\_112222222\_082020\_115432\_2\_Example\_IDCF\_data\_entry\_AFTER.xlsx.ent

### Moving File(s)...

- **Moving File...**  
File: /fileupload/upload/oes/OES\_00\_112222222\_082020\_115432\_2\_Example\_IDCF\_data\_entry\_AFTER.xlsx.ent
- **Moving File...**  
File: /fileupload/upload/oes/OES\_00\_112222222\_082020\_115432.header.ent

[Continue →](#)



IDCF Number: **001122222222**

Your file(s) have been received by BLS on **Aug 20, 2020 at 11:55:17 AM EDT**.

## Thank You!

Thank you for completing the Occupational Employment Statistics Report.  
You have submitted data successfully.

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**[Report for another IDCF number](#)**

[Learn more about the Occupational Employment Statistics program](#)

[Ask a question or submit feedback](#)

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If you have questions or comments, [contact your state agency](#) or email : [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)

Version: 6.1.1

Successful Submission to BLS - Message (HTML)

FILE MESSAGE

Thu 8/20/2020 11:55 AM

OES Helpdesk <oes.helpdesk@bls.gov>

**Successful Submission to BLS**

To Martinelli, Cori - BLS

IDCF Number: 001122222222  
Aug 20, 2020, 11:55:18 AM

Dear Employer,

Thank you for providing information for the Occupational Employment Statistics program. We appreciate the time and effort it took to provide this information. We may need to contact you again to clarify some of the information you sent.

Please see our website at <https://www.bls.gov/oes> for more information on the survey, including national employment and wage estimates by occupation and industry.

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Do not reply to this message, as it is from an unattended mailbox. This service is used for outgoing emails only and cannot respond to inquiries.

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