

<Firm name>
<contact> <title>
<addr_line1>
<addr_line2>
<city> <state_abbrev> <zip_code><zip_ext>

Dear Employer,

We are still waiting for you to complete the Occupational Employment and Wage Statistics (OEWS) Report for <estab_count> establishments in your firm. If you have recently responded to the OEWS report with employment and wage data, please disregard this letter.

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:* 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:* Call us at [state_phone]. This is often the fastest method for firms with fewer than 20 employees.

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.

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.

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 |

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 | NAICS |
|---------------|--------------------|----------------------------|----------------------|--|---------------------------------|
| <sched_num_1> | <trade_name_1> | <rpt_unit_descr_1> | <bmk_empl_1> | <addr_line1_1> <city_1>, <state_1><zip> | <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><zip> | <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><zip> | <naics_code_3> :<naics_title_3> |