



<state\_letterhead.jpg>

Dear Employer,

Your establishment has been 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.

«state\_mandatory»

All we need from you is the specific job title, a brief description of duties, and the wage rate for each employee at the location specified after “Report for” in the mailing address for the pay period that included **November 12, 2025**. **The information you provide will be used for statistical purposes only, and all identifying information for non-governmental establishments will be held in strict confidence to the full extent permitted by law.**

Many payroll systems will produce an electronic report with the information we need, but please remove information like employee names and Social Security numbers from your submission. If you are reporting for a school, please see the additional school instructions at [www.bls.gov/respondents/oes/instructions.htm#school](http://www.bls.gov/respondents/oes/instructions.htm#school).

There are several ways to provide your information:

- **Online** → Go to [IDCFOWS.BLS.GOV](http://IDCFOWS.BLS.GOV) and log in using your unique IDCF number, <sched\_num>. You can fill out our online form, upload your own file, or download an Excel template to fill out.
- **Email** → Send an email with your data and IDCF number to «state\_email». An Excel template is available at [www.bls.gov/respondents/oes/template.xlsx](http://www.bls.gov/respondents/oes/template.xlsx). BLS encourages respondents to encrypt an 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».

Don't hesitate to contact us if you have any questions or if we can help you submit your data. For more information, visit [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes) «site\_and» «state\_site».

Please respond **within two weeks** of the close of the pay period. Your timely response will help save taxpayer money by eliminating the need for additional mailings and telephone calls to you.

Thank you for your time and attention – we appreciate your help.

Sincerely,

«state\_signature\_1»

«state\_signature\_2»

«state\_signature\_3»

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.