



U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***OEWS Survey Packages***

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Labor/Bureau of Labor Statistics (BLS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning September 1, 2025, and ending August 31, 2026, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on June 17, 2025, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program Number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** Specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For technical information, contact Cecilia Dominguez at (202) 512-0418 or [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.p>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** The provisions of GPO Publication 310.2 are modified to permit subcontracting for the manufacturing of the envelopes only.

If the contractor uses a subcontractor to manufacture the envelopes, it is the contractor's responsibility to ensure that the envelopes are to specification, will work in the contractor's machines, and comply with USPS standards.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page-related) Attributes - Level III. (See "PRINTING AND VARIABLE IMAGING.")
- (b) Finishing (item-related) Attributes - Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S - 2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. O.K. Prior to Production Samples/Average Type Dimension.

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by a separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from September 1, 2025 to August 31, 2026, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**SECURITY REQUIREMENTS:** The contractor shall comply with the BLS Confidentiality and Security Requirements for Print or Shred Contracts included in Attachment A.

**PUBLIC TRUST SECURITY REQUIREMENTS:** This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees performing under this contract must have Public Trust Position Level 5C clearance.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be deleted/destroyed in accordance with the approved “Security Control Plan” as specified under “PREAWARD PRODUCTION PLANS.”

**DATA RIGHTS:** All data and materials furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data in whole or in part in any manner or form or to authorize others to do so without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the Government is the sole property of the Government.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PREAWARD PLANS:** The contractor shall present, in writing, to the Contracting Officer within three (3) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans the following activities. The workday after notification to submit will be the first day of the schedule.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE ANY OR ALL OF THESE PLANS.

*Option Years:* For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) workdays of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

**Quality Control Plan:** The contractor shall provide and maintain, within their own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met. The contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor shall describe in detail their quality control/quality assurance and recovery plans, describing how, when, and by whom the plans will be performed. These plans shall include a detailed explanation of both staff and management activities and responsibilities.

The plans must provide for periodic samplings to be taken during the production run and shall contain control systems that will detect defective, missing, mutilated, or mismatched items. The plans shall detail the actions to be taken by the contractor when defective, missing, mutilated, or mismatched items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). The plan shall monitor all aspects of the job, including material handling and mail flow, to assure that the production and delivery of the Survey Packets meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

A recovery system will be required to ensure that all defective, missing, mutilated, or mismatched pieces are identified, reprinted, and replaced.

The quality control plan must also include examples and a detailed description of all reports or logs the contractor will keep to document the quality control inspections performed on each run. Contractor must submit a quality control checklist for approval prior to award.

Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relation to the quality control plan.

The Government may periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

**NOTE:** In the event that the Government has suspended or limited travel, the contractor shall be able to use Apple FaceTime or Microsoft Teams to show BLS a subset of the samples before the items are mailed. A video chat over FaceTime while a contract company employee opens and reviews the sample, as described in the contractor's "Quality Control Plan," so the Government can see the actual materials being reviewed before approving the items for mailing.

**Mail Plan:** This plan shall include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of mailing and other USPS instructional material, such as the Postal Bulletin.

**Material Handling and Inventory Control:** This plan shall explain in detail how the following materials will be handled: incoming raw materials; preproduction materials inspections, work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pick-up/delivery.

**Personnel Plan:** This plan shall include a listing of all personnel who will be involved with this contract. For any new employees, the plan shall include the source of these employees and a description of the training programs the employee will be given to familiarize them with the requirements of this program. Additionally, all personnel who will be involved with this contract must sign the BLS Agent Agreement (see Attachment A) and complete the BLS confidentiality training.

**Production Plan:** This plan shall include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. Any equipment to be utilized on this contract must have been in use for at least one (1) year at the time of bid submission.

**Security Control Plan:** The proposed Security Control Plan must address, at a minimum, the following:

- **Materials:** This plan will describe how all accountable materials will be handled throughout all phases of production and the method of disposal of all production waste materials.
- **Production Area:** The contractor must provide a secure area(s) dedicated to data processing and storage, either a separate facility dedicated to this product or a walled-in, limited-access area within the contractor's existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of items ordered under this contract.
- **Information Technology Security:** The contractor must submit an information technology system security plan for BLS data storage and processing that summarizes the physical and logical protections in place at the designated printing location, including audit mechanisms used to ensure that these security measures are fully implemented.

Part of the Security Control Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

These documents will be reviewed and analyzed by both Physical Security and Cybersecurity and any other security components, if implicated, for completeness, accuracy, and compliance with security standards. Any questions identified during the analysis will be coordinated with the GPO for clarification and verification.

After coordinating with security personnel, the GPO will receive a recommendation on whether the contractor can meet the security standards.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will email electronic files representative of the files to be furnished under these specifications. Files will consist of templates for each item in the packages for the static printing and a database consisting of “dummy” variable data for the imaging, state addresses, and a mandatory statement to be imaged on certain items.

The preaward test samples must be of the type required by these specifications. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

The samples will comprise different states. The variable data may include tables (e.g., wage tables) and/or graphics (e.g., map). The ordering agency will specify which items are to have the mandatory statement imaged.

The form package consists of a variable form, BRM envelope, and a mail-out envelope.

The prospective contractor must print the variable image, bind, construct, and assemble (as applicable) in accordance with the requirements specified herein. The samples must be printed on the paper required under these specifications.

**DO NOT SEAL MAIL-OUT ENVELOPES.**

The test samples from this test will be used by the Government to evaluate the contractor’s capability to comply with the applicable requirements of these specifications and the contractor’s ability to maintain the requisite quality level throughout the term of the contract. Failure to produce the test samples in accordance with the requirements of this contract and at the requisite quality level may be a reason for a determination of non-responsibility.

Contractor to deliver the test samples to BLS, Attn: Amy Bierer (address to be determined at the time of the preaward test).

Contractor must notify GPO the same day as delivery of test samples.

**NOTE:** At the Government’s option, a BLS representative may be on-site for the preaward test.

Contractor must submit the preaward test samples within five (5) workdays of receipt of furnished test materials.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples, if so notified by the Contracting Officer.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test samples within the specified timeframe may disqualify the contractor from further consideration for award.

All operations necessary to perform this test shall be performed at the facility(ies) and equipment where the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**UNIQUE IDENTIFICATION NUMBER:** Unique identification numbers will be used to track each individual form and letter, thereby providing 100% accountability. This enables the contractor to track each form/letter through completion of the project. The contractor will be required to create a test sample every 4,000 forms and letters. This sample must have a unique number and must be produced for each form and letter. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

The contractor may create their own sequence number to facilitate their sorting and insertion process.

**RECOVERY SYSTEM:** A recovery system will be required to ensure that all defective, missing, or mutilated pieces detected are identified, reprinted, and replaced. The contractor's recovery system must use the unique alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in the recovery and replacement of any defective, missing, or mutilated pieces, and must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including when it is off-loaded at the U.S. Postal Service (USPS) facility. An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each and every piece.

**100% ACCOUNTABILITY OF PRODUCTION AND MAILING:** Contractor must have a closed-loop process to determine that the data from the original print file is in the correct envelope with the correct form or letter and inserts (e.g., letter, BRM envelope). Mailout packages requiring print regeneration must be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mail piece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mail pieces from the original print run have been inserted and accounted for.

Using an automated camera or other mechanical automated monitoring system, contractor must be able to verify that every survey mail-out package is correct. Each item in the package (state-specific BRM envelope and survey form) MUST belong to the correct State. The system should also run additional checks to track the number of packages assembled and match counts against the database to validate the number of packages produced by State and solicitation type. It should verify that the address and USPS barcode are visible. If there are any mismatches, missing pieces, or packages out of sequence, a warning should result, and the production should be shut down until the issue is resolved. All warnings, shutdowns, and the nature of the warning or shutdown should be logged. The log should be available for review by the Government representatives. The contractor must submit for the Government's approval any barcodes, sequence numbers, or other insignia, as well as their placement on the materials used for the monitoring system.

**ON-SITE REPRESENTATIVES:** On-site BLS representative(s) may be stationed at the contractor's facility to provide project coordination in receipt of email transmissions; verify addresses; monitor the printing, inserting, mail processing, quality control, sample selections, and inspections; and monitor the packing and staging of the mail. These coordinators will not have contractual authority and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected to the attention of the company Quality Control Officer. The BLS representative(s) must have full and unrestricted access to all production areas where work on this program is being performed.



**NOTE:** In the event that the Government has suspended or limited travel, the contractor shall have the capability to use Apple FaceTime or Microsoft Teams to show BLS a subset of the samples before the items are mailed. The Government may require a video conference over FaceTime while a contractor employee opens and reviews the sample, so the Government can see the actual materials being reviewed before approving the items for mailing.

Further, the BLS representative(s) will request samples from each of the 54 States and Territories to be pulled from the production line for their inspection. The samples will most likely be pulled at a rate of one out of every 150 packages (except for States or Territories with fewer than 150 units, which must have at least one sample pulled), but that will be confirmed or adjusted by the on-site BLS representative during the production process. **NOTE:** Pulled samples will not be required for the pre-notification packages.

Any samples that have been hand-inserted should not be sealed before they are delivered to the BLS representative(s).

The contractor will be required to provide one private office of not less than 150 square feet, furnished with one desk, one swivel desk chair with arms per representative, one telephone, and access to a continuously operational high-speed wired or wireless internet connection. The contractor should be prepared to provide full access to the production areas where the contract is being carried out to the BLS representative.

**POSTAWARD AND PRE-PRODUCTION CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the prospective contractor's representatives at the contractor's plant immediately after award. Attending this meeting will be representatives from BLS. At the Government's option, the postaward and pre-production conference calls may be held via teleconference.

**NOTE:** To establish coordination of all required operations, representatives from each involved production area from the contractor should attend.

*Option years:* For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility or via conference call to discuss the requirements of that contract year's jobs.

**ASSIGNMENT OF JACKETS, PURCHASE, AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover the work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2025 through August 31, 2026 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under the clause entitled "ORDERING." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements above the limit on total orders under this contract if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required because of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued under the "ORDERING" clause of this contract.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

#### **PRIVACY ACT**

(a) The contractor agrees:

- (1) To comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;
- (2) To include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) To include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Contractor's billing invoices must be approved before submitting to GPO for payment. Contractor shall submit an itemized statement of billing to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature. The requisition number, program number, and print order number shall be noted on the billing documents. Contractor to email it to the ordering agency and [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov). After agency verification/approval, contractor must submit the signed billing invoice package to the U.S. Government Publishing Office.

Submit approved invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of receiving payment. Instructions for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to the U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

All contractor billing invoices must be itemized per the line items in the "SCHEDULE OF PRICES." Invoices received that are not itemized may be returned to the contractor for correction and may result in payment delays.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of the Survey Packages, consisting of forms, letters, Business Reply Mail Envelope (BRM) envelopes, and mail-out envelopes, requiring such operations as electronic prepress, printing and variable imaging, binding, construction, inserting, and distribution.

**TITLE:** OEWS Survey Packages.

**OVERVIEW:** The Occupational Employment and Wage Statistics (OEWS) survey collects occupational employment and wage information from a yearly sample of about 377,000 establishments located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam. The individual states and territories are responsible for processing their portions of the survey. The survey is further split into two panels: November and May.

The November and May panels consist of 10 mailings each year. Each panel contains a pre-notification mailing, an initial mailing, and first, second, and third follow-up mailings. (**NOTE:** Additional mailings may be necessary.)

The order of mailings for each panel is as follows:

- A pre-notification letter will be sent in October and April.
- An initial letter mailing to all establishments in the survey sample will be sent in November and May.
- Three (3) follow-up mailings to survey non-respondents will occur approximately four (4) weeks apart.

The first follow-up mailing, which occurs approximately four (4) weeks after the initial mailing, is sent to establishments that did not respond to the initial mailing. The Government may opt to send a reminder letter instead of or in addition to a full survey package for the first follow-up mailing.

The second follow-up mailing, occurring approximately four (4) weeks after the first follow-up mailing, is sent to the establishments that did not respond to either the initial mailing or the first follow-up mailing.

The third follow-up mailing, which occurs approximately four (4) weeks after the second follow-up mailing, is sent to establishments that did not respond to the initial, first follow-up, or second follow-up mailings.

**NOTE:** For the purpose of this contract, the term “States” will be all-inclusive and refer to all 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam.

### **FREQUENCY OF ORDERS:**

**Mailings:** Approximately 10 to 12 orders per year.

Separate print orders will be issued for each mailing for each panel. Up to two (2) orders (of the specified range above) may be issued outside of the orders specified for each panel for additional copies of the packages. (see chart under “QUANTITY.”)

**NOTE:** *Print orders issued for each mailing for each panel will specify an approximate quantity. The actual quantity will be determined when the distribution files have been processed.*

**Blank Supplies:** Approximately 2 orders per year.

Print orders will be issued for blank supplies, which will consist of BRM or mail-out envelopes. The BRM envelopes are for each of the State offices and the BLS National office, containing no variable or unique data on the envelopes.

**NOTE:** For the purpose of this contract, “blank supplies” is defined as items ordered that do not contain any variable information or unique data printed on the outside of the envelopes (after construction) for the BRM envelopes (static information may still be required). Mail-out envelopes do not require any printing on the outside of the envelope (after construction). See “PRINTING AND VARIABLE IMAGING” for additional information.

NO MAILING INDICIA ON THE ENVELOPES.

Separate print orders will be issued for mailings and blank supplies.

If required, a separate print order will be issued for the secure file transmission test and the preproduction print and mail run test.

**NUMBER OF PAGES:**

*Pre-notification Letter:* Face only (one leaf).

*Collection (Initial/Follow-up) Letter:* Face and back (one leaf).

*Survey Form:* Face and Back (two leaves).

*BRM Envelope:* Face only.

**TRIM SIZES:**

*Pre-notification Letter:* 8-1/2 x 11”.

*Collection (Initial/Follow-up) Letter:* 8-1/2 x 11”.

*Survey Form:* 8-1/2 x 11” final size (folded down from 17 x 11”).

*BRM Envelope:* 3-7/8 x 8-7/8” (No. 9), plus flap.

*Mail-out Envelopes:* 4-1/8 x 9-1/2” (No. 10), plus flap, double-window.

**QUANTITY:**

***Approximate Mailings Per Panel:***

<b>Panels</b>	<b>Pre-notification Mailing</b>	<b>Initial Mailing</b>	<b>1<sup>st</sup> Follow-up Mailing</b>	<b>2<sup>nd</sup> Follow-up Mailing</b>	<b>3<sup>rd</sup> Follow-up Mailing</b>
<b>November Panel</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>
Pre-notification Letter	164,0000				
Collection Letter		77,000	54,000	42,000	11,000
Survey Form			72,000	56,000	72,000
<b>May Panel</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
Pre-notification Letter	174,0000				
Collection Letter		87,000	60,000	45,000	13,000
Survey Form			71,000	54,000	69,000

**NOTE:** The quantities specified in the above table are the estimated quantities for each package for each panel. The above quantities are estimates only. Actual quantities will be furnished when the distribution files are processed.

- There are two (2) versions of the prenotification letter: one in English and one in Spanish (PR).
- There are three (3) versions of the initial collection letter: two in English and one in Spanish (PR).
- There are three (3) versions of the follow-up collection letters: two in English and one in Spanish (PR).
- There are two (2) versions of the survey form: one in English and one in Spanish (PR).

The contractor will have to examine fields in the Government-provided files to determine which form or letter to use for each establishment, generally the State (FIPS) code, the benchmark employment, the mail code, and the industry (NAICS) code. There will also be multiple files provided by the Government that contain information for different variable fields on the forms and letters.

Up to two orders outside of the orders specified in the above chart may be issued for up to 100,000 copies of the packages.

**Blank Supplies:** Approximately 1,000 to 25,000.

**GOVERNMENT TO FURNISH:** *Unless otherwise specified below, all electronic files will be furnished via email or secure file transfer (if it contains respondent address files).*

**NOTE:** All Adobe Acrobat (PDF) software upgrades which may occur during the term of the contract must be supported by the contractor.

- Two form templates. Adobe Acrobat PDF files (current or near current version) (or other mutually agreed-upon format) of the forms will be provided (see Attachment D).
- Two pre-notification letter templates. Adobe Acrobat PDF files (current or near current version) (or other mutually agreed-upon format) of the pre-notification letters will be provided (see Attachment E).
- Three collection letter templates. PDF files (or other mutually agreed upon format) of the letters will be provided (see Attachment F).
- Special instruction letter pages will be used based on the NAICS codes - Certain industries require a different instruction page, which will also be provided.
- Industry description, additional survey control information, and information to produce a unique bar code to be printed in the Industry Description (see Attachment K) location on the front of each survey form. (BLS uses a standard Code 39 barcode in this location.) This information will be unique to each individual establishment and will be provided electronically in a consistent format.
- State letterhead image files: The State letterhead (see Attachment P) is to be printed on the top of the front page of each survey form. The return address portion must line up with the return address window of the envelope. The letterhead is unique to each State and will be provided electronically in a consistent format.
- State logo image files. The state logo image (see Attachment P) is to be printed on certain versions of the letters.
- State letterhead format and state-specific information to be included on the form and letters.
- The letters will be provided to the contractor in a mutually agreeable electronic format, along with reference files with information needed to merge variable information into each letter. BLS will transmit this data to the contractor via secure file transfer. (See Attachments for examples of the prenotification, initial, and follow-up letters with an example of the standard text and the information that must be merged.)

- Mail-out envelope specifications (see Attachment H).
- BRM envelope specifications and indicia information. A separate set of specifications will be provided for Guam, which has its own indicia (see Attachment I).
- BRM envelope return address information. This information will be unique to each State and will be provided electronically in a consistent format. If a State office moves their physical location during the panel, their address information will need to be updated by the contractor. USPS-approved bar codes reflecting the address zip codes will have to be printed on each envelope by the contractor.
- Approximately seven (7) reference files (usually in an Excel file): A State Address file and a Form or letter version file. The State Address file shows the different addresses for each State office (BRM, State Employment Statistical Agency (SESA), return address, and shipping address). The Form Cut-off and Collection Letter Version File (see Attachment L) shows what version of the collection letter or form an establishment should receive based on state FIPS and employment.
- The unique name, address, and industry information for each survey establishment to be imaged on the letters or survey forms. The establishment name and address are printed on the first page of each survey form or letter in the Address Label box (see Attachments E through H and Attachment J). The industry description, additional survey control information, and information to produce a unique Code 39 bar code will be printed in the Industry Description box (see Attachment K) on the first page of each survey form and letter (see Attachments E and G). This information will be contained in pipe-delimited text files and will be provided in a consistent format (see Attachment M).
- Dummy survey establishment file (furnished as a pipe-delimited text file) for use on proofs (see Attachment M).
- Five (5) workdays prior to each mail-out, BLS will provide a file containing the establishment information for each establishment to receive a mail-out package.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**ATTACHMENTS:** Attachments D through I are representative of the documents which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these attachments. The Attachments are as follows:

Attachment A: BLS Confidentiality and Security Requirements for Print or Shred Contracts  
Attachment B: Confidential Information Protection and Statistical Efficiency Act  
Attachment C: BLS Agent Agreement  
Attachment D: Survey Form  
Attachment E: Pre-notification Letter  
Attachment F: Initial Collection Letter  
Attachment G: Follow-up Letter  
Attachment H: Mail-out Envelope Specifications  
Attachment I: BRM Envelope Specifications  
Attachment J: Respondent Name and Address Information  
Attachment K: Industry Information  
Attachment L: Form Cut-off and Collection Letter Version File  
Attachment M: Example of State Data File Record  
Attachment N: Examples of State Employment Security Agency File Layout  
Attachment O: Example of Blank Forms Distribution Quantities  
Attachment P: State Letterhead and Logo Files

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

The following will be required by the contractor:

- a) Determine whether the establishment will receive a form or letter and which version based on the mail code (prenotification, initial collection, first follow-up collection, etc.), State (FIPS) code, estimated employment size, industry (NAICS) code, and other Government-provided information.
- b) Print the correct OEWS survey form or letter for each establishment in each mailing. Each establishment will have an associated State (FIPS) code, employment size, and industry (NAICS) code, to enable the contractor to determine what information will be printed on each for letter or form for each establishment.
- c) On the first page of each survey form or letter, the contractor will print a State’s return address (see Attachments E through H), the establishment’s name and address information (see Attachment J), the establishment’s industry description (see Attachment K), and a standard Code 39 12-digit barcode (see Attachment K) reflecting a unique establishment identification code (IDCF number). (See Attachments E through H for examples of a typical OEWS survey forms and letters.) The location of all address information will be the same place on each piece of mail so the same envelope can be used. BLS will work with the contractor to agree on a fixed number of characters for each printed line. These character lengths should remain the same for the period of the contract unless agreed upon by both BLS and the contractor. If there is no text in the Government-provided file for certain elements (e.g., a state-mandatory statement), the text should shift up in order to reduce white space. The lines will not be allowed to wrap, be truncated, or have the font changed without agreement by both BLS and the contractor.
- d) Print a State-specific Business Reply Mail Envelope (BRM) (compliant with USPS regulations) matched to the appropriate State address, zip code, USPS-approved zip-code bar code, and the postal permit indicia (based on the State code for each establishment). BLS will work with the contractor to agree on a fixed number of characters for each printed line. These character lengths should remain the same for the period of the contract unless agreed upon by both BLS and the contractor. The lines will not be allowed to wrap, be truncated, or have the font changed without agreement by both BLS and the contractor.
- e) Obtain a USPS permit number for the purposes of mailing out the survey packages; this permit will be tied to a BLS-funded account. The contractor must forward the permit number to BLS.
- f) Create survey form mail-out packages by stuffing the window mail-out envelope with the survey form and the State BRM envelope.
- g) Create letter mail-out packages by stuffing the window mail-out envelope with a single letter.
- h) Perform quality checks on 1 out of every 150 mail-out packages, which shall include verifying that:
  - The proper survey form or letter was printed, based on the state code, estimated employment, and NAICS code.
  - The proper variable information has been printed on the form or letter.
  - The proper State BRM return envelope has been used (the BRM envelope’s State matches the State code appearing in the Name and Address location).
  - The proper window envelope has been used, and the return address and establishment addresses are visible through the window.
  - The contents of the mail-out package are complete and legible.



- The bar codes on the survey form or letter scan and match the establishment's IDCF number, appearing in the address location.
- i) Provide notification that the items have been placed in the mail stream.
- j) The contractor will abide by the confidentiality and security requirements (see Attachment A) ensuring that the contractor will abide by BLS standards and regulations regarding the handling and transmittal of sensitive information and adhere to OMB guidance regarding CIPSEA. In addition, the contractor's facility must be monitored to ensure only authorized personnel are allowed entry and that there is a secure environment for the storage of survey forms following printing and prior to mail out. A copy of BLS regulations pertaining to confidentiality and security and OMB guidance will be provided (see Attachments A through D).
- k) Employees working on this contract must sign a BLS agent agreement and complete annual online BLS security training.

**SECURE FILE TRANSMISSION TEST:** The Government reserves the right to waive the requirements of this test. Contractor will be notified at the postaward conference if this test is to be waived.

Prior to beginning actual production on the contract, there will be a transmission test of the State Address files via secure file transfer protocol (SFTP) at the start of the contract. This test is to determine that the contractor has the IT infrastructure and ability to receive and support the file size, and the ability to decrypt the email file.

The contractor will be required to receive within one (1) workday up to six (6) files (for up to a total of 35Mb, consisting of approximately 188,500 addresses). The contractor will be required to perform an address count verification within one (1) workday of complete transmission of all address test files. The contractor will be required to provide BLS with the exact counts before proceeding with any other processing.

A BLS representative may be on-site to verify the successful transfer of test files and to ensure that the data contained in the files is intact. The BLS on-site representative will provide verification within one (1) workday of receipt thereof.

**PRE-PRODUCTION PRINT AND MAIL-OUT TEST:** The Government reserves the right to waive the requirements of this test. Contractor will be notified at the postaward conference if this test is to be waived.

Prior to beginning actual production on the contract, there will be a preproduction print and mail-out test. The contractor will be required to produce up to 1,000 complete mail-out packages for each type of mail-out package (for certain states) from Government-furnished files emailed to the contractor's facility. **NOTE:** BLS will notify the contractor as to which states.

This test will include: (1) printing a survey form or collection letter; BRM envelope with each establishment's State address, zip code, and USPS approved zip code bar code; and (2) inserting the establishment's survey form or solicitation letter and return envelope into the double-window mail-out envelope in correct sequence.

The contractor will be required to have all proofing, envelopes, scanning equipment, and reports for 100% accountability of production and mailing completed, available, and ready for production prior to beginning the test.

Contractor must complete the preproduction print and mail run test samples within five (5) workdays of receipt of the print order and furnished materials.

At least one BLS representative will be on-site during this test to inspect the process and check quality control. The BLS representatives will periodically inspect the completed packages, as well as test the accuracy of the bar codes. Any changes to the contractor's quality control plan must be presented to the BLS representatives as well as to the GPO representative.

On-site Government representative(s) will validate samples of the pre-production print and mail-out test.

The Government will approve, conditionally approve, or disapprove the validation output within two (2) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval will state any further action required by the contractor. A notice of disapproval will state the reasons thereof.

**NOTE:** Failure to meet the requirements of the Preproduction Print or Mail Run Test is grounds for immediate termination of the contract for default.

The contractor must perform the preproduction print and mail run tests on their equipment and using their personnel. The tests must be performed on the printing equipment and inserting machines with the required scanning equipment that will be used in live production. All samples shall be manufactured at the facilities where the contract production quantities are to be manufactured.

Contractor will be reimbursed for all operations in accordance with the applicable line items in the "SCHEDULE OF PRICES."

Upon completion/approval of the test, BLS may take a portion of the samples back to the BLS Office and require the contractor to destroy the balance. **NOTE: Due to limited Government travel, the contractor may be required to ship the samples to an address to be determined after award.**

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to BLS agency contact as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the contract (for the static text matter only), the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government. **NOTE:** The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**PROOFS:** *Any proofs requiring respondent information for data placement must use the BLS-provided dummy file. No respondent identifying information (RII) should be printed on proofs.*

**NOTE:** *Proofs will be required for each survey or letter for each State; for the forms with the information merged from each State for each mailing; correct letters for each State using the BLS dummy file for each mailing; and the return address from each State's BRM envelope.*

One (1) set of digital content proofs for each of the products identified above. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

BLS reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print." Author's Alterations (AA's) may be required.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

**PRIOR TO PRODUCTION SAMPLES (WHEN ORDERED):** Prior to production samples will be required for the BRM Envelopes and the Mail-out Envelopes only.

Prior to commencing production of the contract production quantity of the business reply envelopes and the mail-out envelopes, the contractor shall submit not less than one (1) printed, constructed sample for each type of envelope for each State. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

*Option Years:* For each option year that may be exercised, the Government's representatives may require prior to production samples. The requirements for these samples (as stated below) will remain the same for each year exercised. The Government reserves the right to waive the prior to production samples. The contractor will be notified at each year's meeting (See "POSTAWARD AND PRE-PRODUCTION CONFERENCE") if these samples are waived.

Each envelope shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. All items must be printed on and constructed from the stock/paper as specified herein.

Contractor must submit samples of all envelopes to the BLS (Address and shipping method will be provided after award).

Contractor must submit the samples within 15 workdays of receipt of the print order and furnished materials.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons, therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, within the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be charged in accordance with the applicable line items in the "SCHEDULE OF PRICES."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All text paper used in each order must be of a uniform shade.

The paper to be used will be indicated on each print order.

**Pre-notification Letters:** White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60; or, at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

**Collection (Initial/Follow-up) Letters:** White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60; or, at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

**Survey Forms:** White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60; or, at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

***Business Reply Envelopes:***

**May Panel:** White Kraft Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15.

**November Panel:** Light-Brown (Kraft Shade) Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

**NOTE:** Contractor must provide two (2) sample sheets (each 8-1/2 x 11" in size) of the Light Brown (Kraft Shade) stock to BLS for the purpose of distinguishing the color only. Samples are to be furnished to BLS, Attn: Amy Bierer, at an address to be provided after award.

***Mail-out Envelopes:***

White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**PRINTING AND VARIABLE IMAGING:** *The Government reserves the right to change the format/text of the items produced on this contract at any time during the contract's term. Any stockpiling is at the contractor's own risk.*

Digital printing is allowed for all variable imaging. All imaging shall have a minimum resolution of 600 x 600 dpi.

***Pre-notification Letters:*** Print face only in black ink. Printing consists of text/line matter and agency logo/seal. Variable image face only in black. Variable image information is based on establishment information and state. Prenotification letters will have variable information on each piece that must be merged into the letters using the Government-furnished files.

***Collection (Initial/Follow-up) Letters:*** Print face and back in black ink. Printing consists of text/line matter and the agency logo/seal. Variable image in black. Each letter will have variable information on each piece that must be merged from the Government-furnished files.

***Survey Forms:*** Print head-to-head in black ink. Printing consists of text/line matter, flat tones, and agency logo/seal. Print the variable image in black. The form will have unique information for each state and establishment that appears on all four pages.

***BRM Envelopes (State-Specific):*** Print the face only (after manufacturing) in black ink. The printing consists of the appropriate state address, zip code, USPS-approved zip-code bar code, and the postal permit indicia (based on the state code for each sample member).

***Mail-out Envelopes:*** There is no printing on the outside of the mail-out envelopes.

All envelope printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

All white envelopes require a security tint (lining is acceptable) printed on the inside (back, before manufacture) in black ink. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show-through of any material contained therein.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

***Viewing Light:*** Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic media. Adequate gripper margins on all products.

## **BINDING:**

***Pre-notification Letters:*** Trim four sides.

***Collection (Initial/Follow-up) Letters:*** Trim four sides.

**Survey Forms:** Trim four sides. Fold leaves from 17 x 11" down to 8-1/2 x 11", recipient name/address out.

### **CONSTRUCTION (Envelopes):**

**BRM No. 9 Business Reply Mail Envelope (3-7/8 x 8-7/8"):** Envelope must be open side, side, or diagonal seams, at contractor's option, with water-soluble gummed, fold-over flap for sealing. Flap depth is at the contractor's option but must meet all USPS requirements. Flap adhesive must not adhere to the contents of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

**No. 10 Mailing Envelope (4-1/8 x 9-1/2"):** Envelope must be open side, side, or diagonal seams at contractor's option, with water-soluble gummed, fold-over flap for sealing. Flap depth is at the contractor's option, but must meet all USPS requirements. Flap adhesive must securely seal the envelope without adhering to contents, permit easy opening by the recipient, and not permit resealing of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

Face of envelope to contain two die-cut address windows, as follows:

- **Return Address Window:** Die-cut window (5/8 x 3-1/2" in size) with slightly rounded corners. Window is to be located 3" from the bottom edge of the envelope and 1/2" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope).
- **Mailing Address Window:** Die-cut window (2 x 4 1/4" in size) with slightly rounded corners. Window is to be located 1/2" from the bottom edge of the envelope and 1/2" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope).

The contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the mailing address and intelligent mail barcode on the prenotification letter is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Window is to be covered with a suitable, transparent, low-gloss poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with the insertion of contents. Window material must meet the current U.S. Postal Service's readability standards/requirements.

**Flap Adhesive on All Envelopes:** All sealing flap adhesive shall be water-activated and of such consistency as to prevent premature sealing of the flap and curling of the envelope after drying. The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch and be uniformly applied. The flaps shall not stick to the body of the envelope but shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive.

### **INSERTING:**

**Letter Packages:** Letter-fold the letter and insert into the mail-out envelope with the state return address and recipient name and address facing out for visibility through the applicable envelope windows.

**Form Packages:** Letter-fold the survey form and insert with BRM envelope (flat, facing back of envelope) into mail-out envelope with state return address and recipient name and address facing out for visibility through applicable envelope windows.

**NOTE:** At contractor's option, the letter-folds may be either the traditional C-fold or a Z-fold, as long as the return address and recipient name/address are visible through the mail-out envelope windows.

It is the contractor's responsibility to ensure that the return and mailing addresses on the survey form or letters will be visible through the applicable window in the mail-out envelope. It is the contractor's responsibility to ensure that only one of the appropriate items for each mail-out package is inserted into each mail-out envelope and to properly seal all mail-out envelopes.

**PACKING:** For the orders for the blank envelopes, collate envelopes by State and pack in suitable shipping containers not to exceed 45 pounds when fully packed. **NOTE:** Do not intermix blank supplies for multiple states within a shipping container.

All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability in a manner that guarantees the product will not be damaged and the package will not open or split during the delivery/shipping process.

**LABELING AND MARKING (BLANK SUPPLIES):** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**INSERTING, PACKING, LABELING, AND MARKING INSPECTION:** Inspection(s) will be required at the contractor's plant for the purpose of ensuring that the insertion operations are being accomplished in accordance with the contract and requirements.

An inserting, packing, labeling, and marking inspection sets specific standards that must be maintained throughout the entire run. It does not constitute prior approval of the entire run. When an inspection is required, the Government will notify the contractor.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples. *These copies must not have any PII information.*

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service-approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers, must be furnished with billing as evidence of mailing.

#### **DISTRIBUTION:**

- Mail f.o.b. contractor's city all individual packages to addresses nationwide (all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam).
- When ordered, ship f.o.b. contractor's city the blank forms and envelopes to the 54 individual State OEWS offices and the BLS National office in Suitland, MD.

Complete addresses and quantities will be furnished with each order.

Pre-notification Packages must be presorted to obtain the maximum postage discount allowed by USPS and shall be mailed at the Presorted rate.

All other mail shall be at the First-Class rate.

Orders for the blank envelopes are to be shipped via the ordering agency's shipping account, currently UPS. The BLS account number/information will be provided to the contractor after award.

Contractor must obtain a USPS permit number for the purposes of mailing out the survey packages; this permit will be tied to a BLS-funded account. The contractor must forward the permit number to BLS.

All mail will be sent via mailing permits. The contractor will be responsible for obtaining the Presorted/First Class mailing permits. The contractor must provide the mailing permit numbers to the agency within 30 calendar days after notification of contract award. The agency will link the contractor's mailing permits to the agency's USPS Enterprise Payment System (EPS). ***The Government will be responsible for ALL USPS mailing costs. The contractor will be responsible for the costs incurred to obtain a mailing permit and an account set-up fee.***

The contractor is cautioned that the "Postage and Fees Paid" mailing permit obtained may be used only for the purpose of mailing material produced under this contract.

Orders that result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the contractor's billing invoice.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712-Certificate of Conformance (Rev. 10/15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order mails, not later than 1:00 pm EST) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 262-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing method, and title of the product. Contractor must be able to provide copies of all mailing receipts upon agency request.

All expenses incidental to picking up and returning furnished material, submitting proofs and prior-to-production samples, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

The postaward conference will be scheduled immediately after award. Contractor will be notified of the date and time. The preproduction meeting date and time will be established at the postaward conference.

Print orders and furnished materials for the forms, letters, and envelopes, templates, and dummy files will be emailed to the contractor.

Proofs are to be delivered to the BLS address as indicated on the print order.

The following schedules begin the workday after receipt of the print order and furnished material; the workday after receipt will be the first workday of the schedule.

**File Transmission Test:**

- When ordered, the contractor will be required to receive within one (1) workday up to six (6) files (for up to a total of 100Mb (consisting of 188,500 total addresses).



- The contractor will be required to perform an address count verification within one (1) workday of complete transmission of all address test files.
- The BLS on-site representative will provide verification within one (1) workday of receipt thereof.

**Preproduction Print and Mail Run Test:**

- When ordered, the contractor must complete the preproduction print and mail run test samples within five (5) workdays of receipt of the print order and furnished materials.
- The Government will approve, conditionally approve, or disapprove the validation output within two (2) workdays of receipt thereof.

**Proofs and Prior to Production Samples:**

- The contractor must submit all required proofs within 10 workdays of receipt of furnished materials.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are approved, or issues are relayed to the contractor. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- When ordered, contractor must submit prior to production construction samples within 15 workdays of receipt of "O.K. to Print" the proofs via email.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.

**Production and Distribution for Mailings (as applicable to the mailing):**

Contractor must complete production and distribution within five (5) workdays of receipt of the appropriate State's Establishment names and addresses and Industry Description files.

**NOTE:** No mail-out packages should be mailed before the BLS representative has approved them. If the packages are hand-inserted, the envelopes should not be sealed until the BLS on-site representative has approved them.

**Blank Supplies:**

Contractor must complete production and distribution within five (5) workdays of receipt of print order and furnished materials.

**Press Sheet Inspections:**

When press sheet inspections are required, contractor must notify the U.S. GPO of the date and time the press sheet inspection or packing, labeling, and marking inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. **NOTE:** See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). **NOTE:** When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

**NOTE:** Press sheet inspections must be held Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m.

The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

I.	1	
II.	1	
	(1)	(2)
III. (a)	2	323
(b)	9	465
(c)	6	395
(d)	6	395
(e)	11	1,182
(f)	3	66
(g)	3	48
IV. (a)	1,182	
(b)	106	

## SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "DETERMINATION OF AWARD") that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

**I. FILE TRANSMISSION TEST:** Prices offered must include all costs incurred in performing the File Transmission Test. These costs shall cover, but are not limited to: machine time, personnel, all required materials, file transmissions, and any other operations necessary to complete the test in accordance with these specifications.

File Transmission Test..... per test .....\$ \_\_\_\_\_

### II. PRIOR TO PRODUCTION SAMPLES:

Prior to Production Samples: .....per order .....\$ \_\_\_\_\_

**III. PRINTING/VARIABLE IMAGING, BINDING, AND CONSTRUCTION:** Prices offered shall include the cost of all required materials and operations (including all proofs, paper, and destruction of unused items) necessary for the printing/variable imaging, binding, construction, assembly, packing, and distribution of the products listed in accordance with these specifications.

Make-Ready and/or Setup (1)	Running Per 1,000 Copies (2)
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(a) Pre-notification letter:

Printing, imaging in black, including binding ..... per letter ....\$ \_\_\_\_\_ \$ \_\_\_\_\_

(b) Collection Letter:

Printing, imaging in black, including binding ..... per letter ....\$ \_\_\_\_\_ \$ \_\_\_\_\_

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(Initials)

	Make-Ready and/or Setup (1)	Running Per 1,000 Copies (2)
(c) Survey Form: Printing, imaging in black, including binding ..... per survey ....	\$ _____	\$ _____
(d) Business Reply Mail Envelope (State Specific): Printing in black (including security tint) Including cost of envelope..... per envelope ....	\$ _____	\$ _____
(e) Double Window Mail-out Envelope: Printing security tint, including cost of envelope ..... per envelope ....	\$ _____	\$ _____
(f) Blank Business Reply Mail Envelope (State Specific): Printing in black (including security tint) Including cost of envelope..... per envelope ....	\$ _____	\$ _____
(g) Blank Double Window Mail-out Envelope: Printing security tint, including cost of envelope ..... per envelope ....	\$ _____	\$ _____

**IV. PACKING AND DISTRIBUTION:** Prices offered must include the cost of all required materials and operations necessary for mailing the packages, including collating items in proper sequence and letter-folding (as applicable) to the required size for insertion into the mail-out envelope; packing the blank supplies, including the cost of all shipping containers, packing materials, and labeling and marking; and distribution in accordance with these specifications.

- (a) Inserting letters, forms, and/or BRM envelopes (as applicable)  
into mail-out envelope.....per 1,000 mailers ..... \$ \_\_\_\_\_
- (b) Packing and sealing shipping containers for blank supplies .....per container ..... \$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailings will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_.

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agrees, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

**BIDDER'S NAME AND SIGNATURE:** Unless a specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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## Attachment A

### BLS Confidentiality and Security Requirements for Print or Shred Contracts

Last Updated: April 2025

1. Work under this contract may involve access to Bureau of Labor Statistics (BLS) confidential information, including information to be collected under this contract on behalf of the BLS or information previously collected by the BLS under a pledge of confidentiality for exclusively statistical purposes or other confidential information as defined in Section 2 below. The majority of data collected by or on behalf of the BLS are provided on a voluntary basis by respondents who have agreed to provide the information for the statistical purpose(s) specified by the BLS. A violation of the confidence that respondents place in the BLS would endanger the ability of the BLS to carry out its duties. Therefore, the Contractor and its employees must handle any such data, that they may come into contact with as a result of contract work, in accordance with the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) (44 USC Section 3561 et seq.) and other applicable Federal laws. Due to the possible exposure to data protected by law under CIPSEA, the BLS may, in accordance with this contract, designate Contractor employees as agents of the BLS. All such agents are subject to the fines and penalties under CIPSEA and any other fines and penalties that apply to the mishandling of confidential information. The "Confidential Information Protection" provisions of CIPSEA appear as Attachment B of these requirements.
2. For the purposes of this contract, "confidential information" may include any of the following:
  - a. Statutorily Protected Information. Data or information collected by the BLS, including its agents, under a pledge of confidentiality and/or data protected from public disclosure under CIPSEA, the Wagner-Peyser Act, the Trade Secrets Act, or other Federal laws.
  - b. Respondent Identifiable Information. Any representation of information that permits the identity of participants in BLS statistical programs to be reasonably inferred by either direct or indirect means. BLS-specific examples include but are not limited to survey sample composition, lists of reporters, names of respondents, and brand names, regardless of the source of such lists or names. Respondent Identifiable Information may also be Statutorily Protected Information.
  - c. Personally Identifiable Information. Any representation of information about an individual, maintained by the BLS, that permits the identity of the individual to whom the information applies to be reasonably inferred by either direct or indirect means. BLS-specific examples include but are not limited to, education, financial transactions, and medical, criminal, or employment history, and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any

other personal information which is linked or linkable to an individual. Personally Identifiable Information may also be Respondent Identifiable Information and Statutorily Protected Information.

- d. Restricted Access Information. Information describing the internal practices of the BLS that should be limited in access to individuals with a need-to-know. BLS-specific examples include but are not limited to system security documentation and vulnerability assessments, procurement-sensitive information, systems-specific operating procedures, and internal reports.
3. In performing work under this contract, the Contractor agrees that access to the confidential information will be restricted to authorized persons. For the purposes of this contract, "authorized persons" is defined as: BLS employees and non-BLS employees designated as agents of the BLS who are authorized access to the confidential information for the statistical purposes set out under this contract and who have signed a BLS Agent Agreement (Attachment C) swearing to comply with CIPSEA and other applicable Federal laws in the handling of BLS confidential information.

The parties understand and agree to the following:

- a. Authorized persons granted access to confidential information will not make use of the information for any purpose other than to carry out tasks specifically authorized under the contract.
- b. Authorized persons will not seek to obtain access to confidential information that is not needed to carry out contract work.
- c. The Contractor will promptly provide the BLS with a list of Contractor employees who the Contractor believes require access to BLS confidential information to perform work on the contract. The BLS will consider such persons for designation as agents of the BLS. If the BLS deems it necessary to decline to approve any such employee as an agent, the Contractor may provide the name of another Contractor employee to the BLS for consideration.
- d. The BLS will provide the Contractor with BLS Agent Agreements for all approved agents. The Contractor will forward all signed BLS Agent Agreements to the Contracting Officer Representative (COR) or a BLS designated official prior to such agents receiving access to the confidential information.
- e. The Contractor will keep records on current Agent designations and will report such information promptly to the COR upon request.
- f. The Contractor will assure that all agents will comply with their obligations under the BLS Agent Agreement and under the contract.



4. Agents shall not be regarded as employees of the United States Government, the Department of Labor, or the BLS for any purpose. The parties further understand and agree to the following:
  - a. The Contractor shall notify the BLS COR promptly whenever an agent is no longer associated with the Contractor or when an agent no longer requires access to confidential information. The Contractor shall notify the BLS immediately whenever an agent's access to confidential data may endanger the confidentiality of data.
  - b. BLS may, without advance notice, discontinue or suspend any BLS Agent Agreement or any agent's access to its information at any time, within its own absolute discretion.
  - c. In the event of such suspension or discontinuance, the employing Contractor will propose a Contractor employee deemed suitable by the BLS as a replacement agent, where such employee's services are needed to carry out the Contractor's responsibilities under this contract.
  - d. No BLS Agent Agreement nor any discontinuance nor suspension thereof, nor any denial of access to information, will result in any payment of any kind nor any legal liability by the BLS, the Department of Labor, or the United States Government.
  - e. Discontinuance of any BLS Agent Agreement will not affect any obligation of the Contractor or the designated agent to safeguard confidential data or any intellectual property rights set forth in this contract or in any BLS Agent Agreement.
5. The Contractor agrees, in the performance of this contract, to screen employees and to use only those employees who have a demonstrated record of honesty, trustworthiness, integrity, and reliability as ascertained by the Contractor. All Contractor employees selected to work under this contract may be subject to any Federal background investigation(s) deemed appropriate by BLS, including pre-employment checks.
6. All agents will perform activities subject to this contract under the control of the COR, a BLS Task Monitor, or any other BLS official that the BLS designates (in some contracts the COR responsibilities noted in these requirements will be handled by a BLS Task Monitor).
7. The Contractor agrees to notify the BLS COR and/or BLS Task Monitor of any contractor employee's intent to separate and the proposed effective date at least two weeks prior to the separation. In the event of an unplanned departure due to unforeseen termination or resignation, the Contractor agrees to provide immediate notification of a contractor employee's separation. Types of separation may include employees transfer or termination. The BLS requires this prompt notification so that additional agency separation procedures for contractors can be initiated.
8. All agents must agree, in writing, to comply with all provisions of law that affect information acquired by the BLS including, among other laws, the Trade Secrets Act, the Wagner-Peyser Act, and the Privacy Act. They must specifically swear (or affirm) to comply with the provisions of CIPSEA, as set forth in the BLS Agent Agreement attached as Attachment C.

Agents who improperly disclose confidential information may be subject to criminal sanctions.

9. The Contractor agrees to cooperate with BLS in administering BLS-supplied confidentiality and security trainings to all agents designated under this contract. The Contractor agrees to ensure that all agents complete such training within thirty days of being assigned to BLS work and on an annual basis thereafter. The Contractor agrees to follow BLS instruction with regard to reporting on training completion and to provide reasonable evidence of training completion to the BLS upon request. The BLS may consider, but is not obligated to accept, alternate approaches to training delivery and reporting that the contractor may propose to meet this requirement.
10. The Contractor agrees not to divulge, publish, reproduce, or otherwise disclose, in any manner or to any extent, confidential information, in whole or in part, to any individual other than authorized persons.
11. The Contractor and all of its employees shall not release any reports or other outputs (including those oral or written and regardless of format) prepared using confidential information, unless approved in advance by the COR or other official designated by the BLS. Such approval will be documented to assure that no such outputs involve the inappropriate release of confidential information. All parties, including Contractors and its employees, will be bound by the determinations of such BLS official.
12. The Contractor agrees to notify the COR immediately upon discovering any actual or suspected breach of security or unauthorized disclosure of the BLS sensitive information, which includes confidential information, defined above. This includes any opportunity for, or actual instance of, an unauthorized individual accessing sensitive information. Examples of unauthorized disclosures are the loss or theft of a computing device, email or fax transmittals of confidential information sent to an unintended recipient, or any unauthorized advance release.
13. The Contractor agrees to notify the COR immediately upon receipt of any legal, investigatory, or other demand for access to the confidential information in any form.
14. The Contractor agrees not to subcontract or transfer any work in the performance of the contract that would involve the exposure or disclosure of any BLS confidential information orally, in writing, or in any other form, in whole or in part, to the subcontractor or access to such information by the subcontractor except with the prior written approval of the COR. The Contractor agrees to include BLS confidentiality and security provisions as provided by the COR in all subcontracts awarded to carry out work provided for in this contract. The Contractor agrees to consult with the COR regarding whether subcontractor employees are required to be designated as agents. The Contractor agrees to send to the COR, a copy of any approved subcontract upon execution.
15. The Federal Information Security Modernization Act tasked the National Institute of Standards and Technology (NIST) with providing minimum security requirements for the protection of sensitive information while residing in nonfederal information systems. The Contractor agrees to ensure that all Contractor-owned systems used to store or process data under this agreement comply with all applicable Federal information security

directives, acts, laws, regulations, standards, and guidelines. The Contractor shall ensure implementation of the respective security controls catalogued in the current version of NIST Special Publication 800-171, "Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations," and the operating system settings recommended by the manufacturers of the commercial off-the-shelf (COTS) products selected for integration, into any systems used to store or process BLS data. Per NIST 800-171, the BLS reserves the right to request the System Security Plan (SSP) and any associated plans of action for any planned implementations or mitigations. In instances where the Contractor finds that a security control does not apply or cannot be met, the Contractor must notify the COR and may request an exception. Any exceptions must be approved in writing by the BLS.

16. The Contractor agrees to comply with Federal policies regarding the secure transmission of confidential information including both electronic and physical data transfers. The Contractor shall consult with the COR to determine which data transfer methods are acceptable for the various types of confidential information that are involved in contract performance. Per NIST 800-171, confidential electronic data transfers authorized by the COR must utilize encryption technology that meets the standards established by the Federal Information Processing Standards Publication 140, "Security Requirements for Cryptographic Modules" (FIPS PUBS 140) and any subsequent revisions to these standards. Encrypted portable media may be delivered by a courier, a BLS employee, or an authorized individual of the recipient, or may be sent via a mail delivery service with tracking capability. In person pick up of an appropriately labeled paper copy, by an authorized individual of the recipient, is also permitted.
17. The Contractor agrees to maintain secure worksites within the approved facilities for performance of work under this contract. The confidential information shall be secured in a manner so that it cannot be viewed by, and it is not accessible to, persons who have not been designated as agents of the BLS and who have not signed a BLS Agent Agreement.
18. Work under this contract will be performed at BLS facilities or other approved worksites. The parties understand and agree to the following:
  - a. No worksites outside of the United States will be permitted. In addition, confidential information may not be stored in data centers outside of the United States.
  - b. The Contractor must provide the COR with a list of worksites for approval at the start of work provided for in this contract and subsequent task orders, and must notify the COR in writing of any proposed changes (additions or deletions) to the list of worksites. The COR shall indicate approval of the worksites in writing. All work provided for under this contract will be performed at those approved locations only.
  - c. Contractor employee telework locations may be included in the list of worksites. Contractor employees may be permitted to telework on a full-time or temporary basis. All instances of contractor telework must be documented and approved by the COR before any telework begins. No personally owned equipment can be used by the Contractor. Additionally, the Contractor is expected to meet all of the security requirements for the telework site(s). The Contractor shall be prepared to demonstrate how it is implementing the security controls catalogued in NIST 800-171 for the telework site(s) and may be required to submit evidence of adherence through a

System Security Plan (SSP) or other documentation. Any exceptions of a telework location to the NIST 800-171 requirements would need to be documented and approved in writing by the COR.

- d. The Contractor agrees not to remove any digital and/or non-digital media or equipment containing the confidential information from approved worksites. Exceptions to this provision shall be permitted only with prior, written approval of the COR in accordance with BLS confidentiality and security policies.
19. BLS reserves the right to review and approve or disapprove all the security safeguards instituted to comply with the requirements of this contract. BLS also reserves the right on behalf of itself and the Government to conduct confidentiality and security compliance reviews as deemed appropriate to ensure compliance with all security policies and directives, including unannounced security inspections of the Contractor's facilities and approved worksites. Reviews may involve inspection of the facilities, technical capabilities, documentation, records, databases, operations, and procedures provided for the performance of any work under this contract. The Contractor shall support security inspections conducted by Government auditors or other Government representatives, as designated by the COR. Additionally, the Contractor may be asked to submit necessary oversight documentation in support of third party monitoring. BLS data physically and/or electronically maintained at the Contractor's worksites will be sufficiently segregated from any other confidential data the Contractor maintains in order to facilitate BLS security inspections. No other obligations on the part of the Contractor may restrict BLS access to Contractor facilities where BLS confidential information is maintained. The Contractor may not put forth legal qualifications for, or in any way restrict, BLS access to these systems or facilities for the purpose of determining compliance with contract requirements. On the basis of such security inspections, the COR may require specific measures in cases where the Contractor is found to be non-compliant with contract requirements. The Contractor shall implement such measures as soon as possible without additional cost to the Government and support additional reviews as necessary to confirm actions taken to correct defects and deficiencies.
  20. Executive Order 14028, "Improving the Nation's Cybersecurity" (E.O. 14028), required NIST to issue guidance to enhance the security of the software supply chain. In addition, OMB issued Memoranda M-22-18, "Enhancing the Security of the Software Supply Chain through Secure Software Development Practices" (M-22-18) and M-23-16, "Update to Memorandum M-22-18, "Enhancing the Security of the Software Supply Chain through Secure Software Development Practices" (M-23-16), which require federal agencies to adhere to NIST's supply chain requirements. NIST Special Publication 800-218, "Secure Software Development Framework" (SSDF) (SP 800-218) and the NIST Software Supply Chain Security Guidance provides that a federal agency may use software subject to M-22-18's requirements only if the producer of that software has first attested to compliance with Federal Government-specified secure software development practices drawn from the SSDF. The parties understand and agree to the following:
    - a. The contractor agrees to comply with federal Supply Chain Risk Management policies above.

- b. The Contractor agrees to validate the authenticity of hardware and software used or provided for this contract through certificates of authenticity and code signing. The BLS reserves the right to inspect hardware and software for signs of tampering.
  - c. The Contractor agrees to notify the BLS of supply chain compromises within 24 hours of detection.
  - d. The contractor must obtain from the software producers and submit to the COR a Secure Software Development Self-Attestation form, either on-line or hard copy, which identifies the minimum secure software development requirements a software producer must meet, and attest to meeting, before software subject to M-22-18 and M-23-16 requirements may be used by the BLS.
21. Contractor acquisition of a Cloud Service Provider(s) (CSP) service offerings (CSO) to service BLS confidential information must be acquired through Federal Risk and Authorization Management Program (FedRAMP) compliant vendors. Cloud providers servicing BLS confidential data must have FedRAMP approval with a moderate baseline. Cloud services for confidential information must utilize Government Only Tenants. Contractors must submit a CSP vendor's FedRAMP package ID and service name for continuous monitoring security review at the request of the BLS. BLS confidential information must have defined access controls and be encrypted at rest and in transit to prevent unauthorized access. Only FIPS-validated cryptography is approved for use in encrypting Federal information. It is a contractor responsibility to ensure that any employee of a CSP who will require access to unencrypted BLS confidential information for any purpose be designated as a BLS agent and complete the required training.
22. Upon termination or completion of the contract, or at an earlier time if required by the COR, all source documents or other media provided to the Contractor by BLS that contain confidential information and any documents or other media created by the Contractor that contain confidential information must be returned to the COR, or with the COR's permission, be destroyed. The Contractor shall ensure that all data that have been deleted cannot be retrieved and reconstructed. All types of digital and/or non-digital media and equipment must be disposed of, cleared, purged, or destroyed in accordance with Federal guidelines. The Contractor shall certify that unnecessary data processed during the performance of this contract was purged from all data storage components of the Contractor's computer facilities. The Contractor will retain no output after such time as the contract is completed. If the COR directs the Contractor to retain any data, the Contractor shall certify that any BLS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures in accordance with the terms of this contract. The Contractor's failure to surrender or destroy such materials promptly or the Contractor's conversion of such materials to a use not authorized by the contract may be a violation of 18 U.S.C. Section 641.
23. If the Contractor fails to comply with the requirements contained in this contract, the Contractor may be deemed to have failed to perform the requirements of this contract.

## Attachment B

### CONFIDENTIAL INFORMATION PROTECTION AND STATISTICAL EFFICIENCY ACT

#### PART A—GENERAL

#### § 3561. Definitions

In this subchapter:

(1) AGENCY.—The term ‘agency’ means any entity that falls within the definition of the term ‘executive agency’, as defined in section 102 of title 31, or ‘agency’, as defined in section 3502.

(2) AGENT.—The term ‘agent’ means an individual—

(A) (i) who is an employee of a private organization or a researcher affiliated with an institution of higher learning (including a person granted special sworn status by the Bureau of the Census under section 23(c) of title 13), and with whom a contract or other agreement is executed, on a temporary basis, by an executive agency to perform exclusively statistical activities under the control and supervision of an officer or employee of that agency;

(ii) who is working under the authority of a government entity with which a contract or other agreement is executed by an executive agency to perform exclusively statistical activities under the control of an officer or employee of that agency;

(iii) who is a self-employed researcher, a consultant, a contractor, or an employee of a contractor, and with whom a contract or other agreement is executed by an executive agency to perform a statistical activity under the control of an officer or employee of that agency; or

(iv) who is a contractor or an employee of a contractor, and who is engaged by the agency to design or maintain the systems for handling or storage of data received under this subchapter; and

(B) who agrees in writing to comply with all provisions of law that affect information acquired by that agency.

(3) BUSINESS DATA.—The term ‘business data’ means operating and financial data and information about businesses, tax-exempt organizations, and government entities.

(4) DATA ASSET.—The term ‘data asset’ has the meaning given that term in section 3502.

(5) DIRECTOR.—The term ‘Director’ means the Director of the Office of Management and Budget.

(6) EVIDENCE.—The term ‘evidence’ means information produced as a result of statistical activities conducted for a statistical purpose.

(7) IDENTIFIABLE FORM.—The term ‘identifiable form’ means any representation of information that permits the identity of the respondent to whom the information applies to be reasonably inferred by either direct or indirect means.

(8) NONSTATISTICAL PURPOSE.—The term ‘nonstatistical purpose’—

(A) means the use of data in identifiable form for any purpose that is not a statistical purpose, including any administrative, regulatory, law enforcement, adjudicatory, or other purpose that affects the rights, privileges, or benefits of a particular identifiable respondent; and

(B) includes the disclosure under section 552 of title 5 of data that are acquired for exclusively statistical purposes under a pledge of confidentiality.

(9) RESPONDENT.—The term ‘respondent’ means a person who, or organization that, is requested or required to supply information to an agency, is the subject of information requested or required to be supplied to an agency, or provides that information to an agency.

(10) STATISTICAL ACTIVITIES.—The term ‘statistical activities’—

(A) means the collection, compilation, processing, or analysis of data for the purpose of describing or making estimates concerning the whole, or relevant groups or components within, the economy, society, or the natural environment; and

(B) includes the development of methods or resources that support those activities, such as measurement methods, models, statistical classifications, or sampling frames.

(11) STATISTICAL AGENCY OR UNIT.—The term ‘statistical agency or unit’ means an agency or organizational unit of the executive branch whose activities are predominantly the collection, compilation, processing, or analysis of information for statistical purposes, as designated by the Director under section 3562.

(12) STATISTICAL PURPOSE.—The term ‘statistical purpose’—

(A) means the description, estimation, or analysis of the characteristics of groups, without identifying the individuals or organizations that comprise such groups; and

(B) includes the development, implementation, or maintenance of methods, technical or administrative procedures, or information resources that support the purposes described in subparagraph (A).

## **§ 3562. Coordination and oversight of policies**

(a) IN GENERAL.—The Director shall coordinate and oversee the confidentiality and disclosure policies established by this subchapter. The Director may promulgate rules or provide other guidance to ensure consistent interpretation of this subchapter by the affected agencies. The Director shall develop a process by which the Director designates agencies or organizational units as statistical agencies and units. The Director shall promulgate guidance to implement such process, which shall include specific criteria for such designation and methods by which the Director will ensure transparency in the process.

(b) AGENCY RULES.—Subject to subsection (c), agencies may promulgate rules to implement this subchapter. Rules governing disclosures of information that are authorized by this subchapter shall be promulgated by the agency that originally collected the information.

(c) REVIEW AND APPROVAL OF RULES.—The Director shall review any rules proposed by an agency pursuant to this subchapter for consistency with the provisions of this chapter and such rules shall be subject to the approval of the Director.

(d) REPORTS.—

(1) The head of each agency shall provide to the Director such reports and other information as the Director requests.

(2) Each Designated Statistical Agency (as defined in section 3576(e)) shall report annually to the Director, the Committee on Oversight and Government Reform of the House of Representatives, and the Committee on Homeland Security and Governmental Affairs of the Senate on the actions it has taken to implement section 3576. The report shall include copies of each written agreement entered into pursuant to section 3576(c)(1) for the applicable year.

(3) The Director shall include a summary of reports submitted to the Director under this subsection and actions taken by the Director to advance the purposes of this subchapter in the annual report to Congress on statistical programs prepared under section 3504(e)(2).

## **§ 3563. Statistical agencies**

(a) RESPONSIBILITIES.—

(1) IN GENERAL.—Each statistical agency or unit shall—

(A) produce and disseminate relevant and timely statistical information;

(B) conduct credible and accurate statistical activities;

(C) conduct objective statistical activities; and

(D) protect the trust of information providers by ensuring the confidentiality and exclusive statistical use of their responses.

(2) POLICIES, BEST PRACTICES, AND PROCEDURES.—Each statistical agency or unit shall adopt policies, best practices, and appropriate procedures to implement the responsibilities described in paragraph (1).

(b) SUPPORT FROM OTHER AGENCIES.—The head of each agency shall enable, support, and facilitate statistical agencies or units in carrying out the responsibilities described in subsection (a)(1).

(c) REGULATIONS.—The Director shall prescribe regulations to carry out this section.

(d) DEFINITIONS.—In this section:

(1) ACCURATE.—The term ‘accurate’, when used with respect to statistical activities, means statistics that consistently match the events and trends being measured.



(2) CONFIDENTIALITY.—The term ‘confidentiality’ means a quality or condition accorded to information as an obligation not to disclose that information to an unauthorized party.

(3) OBJECTIVE.—The term ‘objective’, when used with respect to statistical activities, means accurate, clear, complete, and unbiased.

(4) RELEVANT.—The term ‘relevant’, when used with respect to statistical information, means processes, activities, and other such matters likely to be useful to policymakers and public and private sector data users.

#### **§ 3564. Effect on other laws**

(a) TITLE 44, UNITED STATES CODE.—This subchapter does not diminish the authority under section 3510 of the Director to direct, and of an agency to make, disclosures that are not inconsistent with any applicable law.

(b) TITLE 13 AND TITLE 44, UNITED STATES CODE.—This subchapter does not diminish the authority of the Bureau of the Census to provide information in accordance with sections 8, 16, 301, and 401 of title 13 and section 2108 of this title.

(c) TITLE 13, UNITED STATES CODE.—This subchapter shall not be construed as authorizing the disclosure for nonstatistical purposes of demographic data or information collected by the Bureau of the Census pursuant to section 9 of title 13.

(d) VARIOUS ENERGY STATUTES.—Data or information acquired by the Energy Information Administration under a pledge of confidentiality and designated by the Energy Information Administration to be used for exclusively statistical purposes shall not be disclosed in identifiable form for nonstatistical purposes under—

(1) section 12, 20, or 59 of the Federal Energy Administration Act of 1974 (15 U.S.C. 771, 779, 790h);

(2) section 11 of the Energy Supply and Environmental Coordination Act of 1974 (15 U.S.C. 796); or

(3) section 205 or 407 of the Department of Energy Organization Act (42 U.S.C. 7135, 7177).

(e) SECTION 201 OF CONGRESSIONAL BUDGET ACT OF 1974.—This subchapter shall not be construed to limit any authorities of the Congressional Budget Office to work (consistent with laws governing the confidentiality of information the disclosure of which would be a violation of law) with databases of Designated Statistical Agencies (as defined in section 3576(e)), either separately or, for data that may be shared pursuant to section 3576(c) or other authority, jointly in order to improve the general utility of these databases for the statistical purpose of analyzing pension and health care financing issues.

(f) PREEMPTION OF STATE LAW.—Nothing in this subchapter shall preempt applicable State law regarding the confidentiality of data collected by the States.

(g) STATUTES REGARDING FALSE STATEMENTS.—Notwithstanding section 3572, information collected by an agency for exclusively statistical purposes under a pledge of confidentiality may be provided by the collecting agency to a law enforcement agency for the prosecution of submissions to the collecting agency of false statistical information under statutes

that authorize criminal penalties (such as section 221 of title 13) or civil penalties for the provision of false statistical information, unless such disclosure or use would otherwise be prohibited under Federal law.

(h) CONSTRUCTION.—Nothing in this subchapter shall be construed as restricting or diminishing any confidentiality protections or penalties for unauthorized disclosure that otherwise apply to data or information collected for statistical purposes or nonstatistical purposes, including, but not limited to, section 6103 of the Internal Revenue Code of 1986.

(i) AUTHORITY OF CONGRESS.—Nothing in this subchapter shall be construed to affect the authority of the Congress, including its committees, members, or agents, to obtain data or information for a statistical purpose, including for oversight of an agency's statistical activities.

## **PART B—CONFIDENTIAL INFORMATION PROTECTION**

### **§ 3571. Findings**

The Congress finds the following:

(1) Individuals, businesses, and other organizations have varying degrees of legal protection when providing information to the agencies for strictly statistical purposes.

(2) Pledges of confidentiality by agencies provide assurances to the public that information about individuals or organizations or provided by individuals or organizations for exclusively statistical purposes will be held in confidence and will not be used against such individuals or organizations in any agency action.

(3) Protecting the confidentiality interests of individuals or organizations who provide information under a pledge of confidentiality for Federal statistical programs serves both the interests of the public and the needs of society.

(4) Declining trust of the public in the protection of information provided under a pledge of confidentiality to the agencies adversely affects both the accuracy and completeness of statistical analyses.

(5) Ensuring that information provided under a pledge of confidentiality for statistical purposes receives protection is essential in continuing public cooperation in statistical programs.

### **§ 3572. Confidential information protection**

(a) PURPOSES.—The purposes of this section are the following:

(1) To ensure that information supplied by individuals or organizations to an agency for statistical purposes under a pledge of confidentiality is used exclusively for statistical purposes.

(2) To ensure that individuals or organizations who supply information under a pledge of confidentiality to agencies for statistical purposes will neither have that information disclosed in identifiable form to anyone not authorized by this subchapter nor have that information used for any purpose other than a statistical purpose.

(3) To safeguard the confidentiality of individually identifiable information acquired under a pledge of confidentiality for statistical purposes by controlling access to, and uses made of, such information.

(b) USE OF STATISTICAL DATA OR INFORMATION.—Data or information acquired by an agency under a pledge of confidentiality and for exclusively statistical purposes shall be used by officers, employees, or agents of the agency exclusively for statistical purposes and protected in accordance with such pledge.

(c) DISCLOSURE OF STATISTICAL DATA OR INFORMATION.—

(1) Data or information acquired by an agency under a pledge of confidentiality for exclusively statistical purposes shall not be disclosed by an agency in identifiable form, for any use other than an exclusively statistical purpose, except with the informed consent of the respondent.

(2) A disclosure pursuant to paragraph (1) is authorized only when the head of the agency approves such disclosure and the disclosure is not prohibited by any other law.

(3) This section does not restrict or diminish any confidentiality protections in law that otherwise apply to data or information acquired by an agency under a pledge of confidentiality for exclusively statistical purposes.

(d) RULE FOR USE OF DATA OR INFORMATION FOR NONSTATISTICAL PURPOSES.—A statistical agency or unit shall clearly distinguish any data or information it collects for nonstatistical purposes (as authorized by law) and provide notice to the public, before the data or information is collected, that the data or information could be used for nonstatistical purposes.

(e) DESIGNATION OF AGENTS.—A statistical agency or unit may designate agents, by contract or by entering into a special agreement containing the provisions required under section 3561(2) for treatment as an agent under that section, who may perform exclusively statistical activities, subject to the limitations and penalties described in this subchapter.

(f) FINES AND PENALTIES.—Whoever, being an officer, employee, or agent of an agency acquiring information for exclusively statistical purposes, having taken and subscribed the oath of office, or having sworn to observe the limitations imposed by this section, comes into possession of such information by reason of his or her being an officer, employee, or agent and, knowing that the disclosure of the specific information is prohibited under the provisions of this subchapter, willfully discloses the information in any manner to a person or agency not entitled to receive it, shall be guilty of a class E felony and imprisoned for not more than 5 years, or fined not more than \$250,000, or both.

## Attachment C

### BLS AGENT AGREEMENT

1. I, [BLS Signatory Name], an authorized official of the Bureau of Labor Statistics (BLS), U.S. Department of Labor, hereby designate [Name of Agent] as a temporary Agent of the BLS, within the meaning of the Confidential Information Protection and Statistical Efficiency Act (CIPSEA), (Attachment B), to serve in accordance with this Agent Agreement and agreements entered into between the BLS and [Name of Contractor], hereinafter "the Contractor," for BLS-approved statistical activities, and applicable Federal law.

2. I, [Name of Agent], hereby accept the designation as Agent in paragraph 1. I certify that I have read all applicable agreements between the BLS and the Contractor and promise that I will comply with all provisions of this Agent Agreement, all agreements between the BLS and the Contractor, and applicable law. I will assure that my actions or inactions do not cause the Contractor to violate its responsibilities under those agreements. I specifically swear (or affirm) to comply with all provisions of law that affect information acquired by the BLS, including, but not limited to, CIPSEA, the Privacy Act, the Trade Secrets Act, and the Wagner-Peyser Act, and I understand that my failure to comply with these provisions may subject me to criminal sanctions.

3. We, the parties, understand that the BLS is granting the Agent access to confidential information only for the purpose of carrying out the Agent's responsibilities under written agreements between the BLS and the Contractor. Confidential information includes respondent identifiable information which is protected from unauthorized use or disclosure under CIPSEA. Confidential information may also include pre-release, personally identifiable, and restricted access information. The BLS will grant access only to that confidential information which is necessary to carry out the Agent's responsibilities under written agreements between the BLS and the Contractor. The Agent will not seek or obtain such confidential information for any other purpose. The Agent will return all confidential information to the BLS, at the request of the BLS. The Agent will return this information to the BLS when the Agent is no longer affiliated with the Contractor or when the Agent has no further responsibilities under these agreements which require access to such information.

4. I, [Name of Agent], will perform all activities subject to this agreement under the control of the BLS Contracting Officer Representative or any other BLS official that the BLS designates. I, the Agent, agree to comply with all BLS information policies.

5. We, the parties, understand and agree that the Agent will not be an employee of the United States government, the Department of Labor, or the BLS for any purpose and will not receive compensation or payment of any kind from the BLS, the Department of Labor, or the Government in connection with the Agent's activities under this agreement or any other agreements between the BLS and the Contractor. Neither this agreement nor any agreement between the BLS and the Contractor provides any right of access to BLS information. The parties also understand and agree that the BLS may decline to give the Agent access to information and/or to terminate this agreement at any time, without notice. The parties agree that neither this agreement, nor any termination thereof will result in any legal liability by the BLS, the Department of Labor, or the Government; however, termination will not affect the Agent's continuing obligation to safeguard all confidential information, and it will not affect any license granted to the Government or any intellectual property rights of the public or the Government pursuant to section 6.

6. I, [Name of Agent], understand that I will not acquire any property rights or interests in data accessed, used, or provided as a result of activities performed under this agreement.

7. I, [Name of Agent], certify that I currently am an employee of the Contractor, and I will notify the BLS if I should no longer be affiliated with the Contractor or of any change of status with the Contractor.

8. I, [Name of Agent], fully understand my responsibilities to protect confidential information from unauthorized disclosure. I will comply with all instructions of the BLS with respect to such information and all security requirements and will avoid all improper use or disclosure of confidential information. I will notify the BLS immediately if I become aware of any request or demand for access to confidential information. I understand that under CIPSEA, the penalty for a knowing and willful disclosure of respondent identifiable information is a class E felony with a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both.

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[BLS Signatory Name]

Bureau of Labor Statistics

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[Name of Agent]

[Name of Contractor]


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Date

## FORM EXAMPLES

English

Page 1

 «state_return_1» «state_return_2» «state_return_3»		<state_logo.jpg>	
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IDCF # <sched_num>	<mailing>	<bar_code>	Estimated employment: <bnk_empl>
Reference date: <refer_date>	<staff_code_1>	NAICS <naics_code>	<ui_run>
		<desor>	

<contact>	
<title>	
<trade_name or legal_name>	
<rpt_unit_at> <rpt_unit_descor>	
<addr_line1>	
<addr_line2>	
<city> <state_abbrev> <zip_code> <zip_ext>	

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response, so we are following up with this form. The OEWS program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics.

**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 location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

**«mandatory\_header»**

**«mandatory\_yes» «state\_mandatory»**

**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.

**How do I provide my information?**

We prefer that you report electronically, but there are several options to submit your data. Many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable information like employee names and Social Security numbers from your submission.

- **Online** → Go to **IDCFOEWS.BLS.GOV**. Log in using your unique IDCF number, <sched\_num>.
- **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.
- **Mail** → Fill out page 3 of this booklet and mail your completed form in the enclosed postage-paid envelope.
- **Fax** → Fill out page 3 of this booklet and fax your completed form to «state\_fax».
- **Phone** → Call us at «state\_phone».

**Note: If this establishment is closed, please inform us electronically or by phone.**

**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?**

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».

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

Sincerely,

«state\_signature\_1»  
 «state\_signature\_2»  
 «state\_signature\_3»

## Instructions

- Report employees who worked at or reported to the location specified after "Report for" in the mailing address on page 1 during the pay period that included **May 12, 2025**.
- Report employees who are on paid leave or assigned temporarily to other work locations, including employees who are working remotely.
- Report paid owners and officers of incorporated firms.
- **Do not** report contract workers or owners or partners of unincorporated firms.
- If you are reporting for a school, please see the additional reporting instructions at [www.bls.gov/respondents/oes/instructions.htm#school](http://www.bls.gov/respondents/oes/instructions.htm#school).

## Reporting Job Titles

- Report employee job titles according to the work they are doing, not their training.  
*Example:* Report an employee working as a drafter, but trained as an engineer, as a drafter.
- Supervisors who spend at least 80 percent of their time supervising other employees should be reported separately from supervisors or lead workers who spend less than 80 percent of their time supervising others.  
*Example:* Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their time supervising other cashiers. Report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.
- Report helpers separately from the employees they are helping.  
*Example:* Report carpenter helpers separately from carpenters.

## Reporting Wage Rates

- Report hourly wage rates or annual salaries for full-time employees. Report hourly wage rates for part-time employees. If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.
- Report each employee's actual wage rate. Please do not report an average wage rate for all employees in an occupation.
- For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate or annual salary including their base pay plus tips, commissions, or piece rates.
- If two or more employees have the same occupation and the exact same wage rate, enter the number of employees in the "# of employees" column.

### Include when reporting wages

- Base rate
- Commissions
- Tips
- Cost-of-living allowance
- Deadheading pay
- Guaranteed pay
- Hazard pay
- Incentive pay
- Longevity pay
- Piece rate
- Portal-to-portal rate
- Production bonus

### Exclude when reporting wages

- Attendance bonus
- Back pay
- Draw
- Holiday bonus
- Holiday premium pay
- Jury duty pay
- Lodging payments
- Meal payments
- Merchandise discounts
- Nonproduction bonus
- On-call pay
- Overtime pay
- Perquisites
- Profit-sharing payment
- Relocation allowance
- Tuition repayments
- Severance pay
- Shift differential
- Stock bonuses
- Tool allowance
- Uniform allowance

## SAVE TIME! Upload a spreadsheet!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column with hourly wage rates, and a column with annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Job title	Hourly	Annual	Department
Forklift operator	\$16.00		Warehouse
Forklift operator	\$16.00		Warehouse
Forklift operator	\$12.98		Warehouse
Truck driver		\$45,000	Warehouse
Webmaster	\$23.24		IT
IT user support	\$18.87		IT
General manager		\$80,000	Office
Logistics manager		\$68,140	Office
Bookkeeper	\$17.22		Office

### Occupational Employment and Wage Statistics Report

1. Make corrections to the company name or address if needed.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

2. Please fill in the name, title, email address, and phone number of the person we should contact if we have questions.

Name/title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Enter the total number of employees during the pay period that included **May 12, 2025**.

4. If the industry description below is not correct, describe your primary activity in the provided space.

NAICS <naics\_code>  
<descr>

IDCF # <sched\_num>

5. List each employee who worked during the pay period that included **May 12, 2025**. Please report online if you need more space.

**Report:**

Each employee's job title and a brief description of duties  
Exact hourly wage rate or annual salary for each employee  
Employees who work remotely or off-site  
Hourly wage rates for part-time employees

**Do not report:**

Contract workers  
Employee names or Social Security numbers  
Owners or partners of unincorporated firms  
Annual wages for part-time employees

Job title and brief description of duties	Wage rate (hourly or annual)	# of employees in this job with this exact wage rate
EXAMPLE: Human Resources Specialist – Recruit and interview potential new employees	\$71,445.00	1
EXAMPLE: Human Resources Specialist – Recruit and interview potential new employees	\$68,050.00	1
EXAMPLE: Human Resources Assistants – Assist HR department	\$25.50	3
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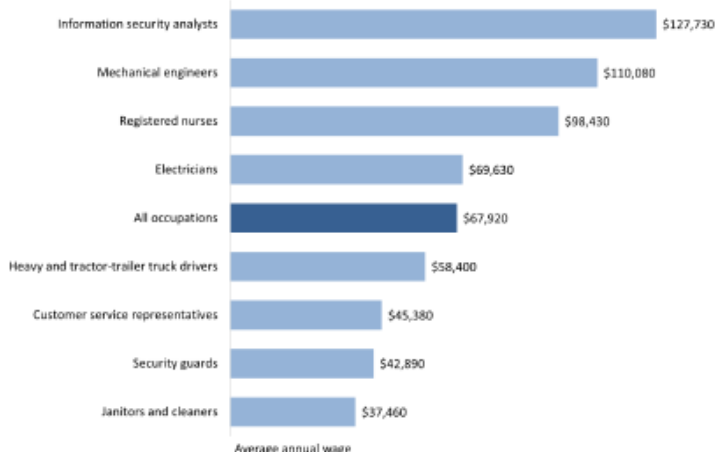
## About Occupational Employment and Wage Statistics (OEWS)

- OEWS publishes total employment levels and average wage rates for over 800 occupations nationwide.
- Data are available by state, metropolitan area and other substate areas, or by industry.
- Your response is strictly confidential per the Confidential Information Protection and Statistical Efficiency Act. The full BLS Confidentiality Pledge is available at [www.bls.gov/bls/confidentiality.htm](http://www.bls.gov/bls/confidentiality.htm).

### OEWS Data Uses

- OEWS data are used to identify employment demands in specific geographic areas or industries.
- Employers use OEWS data to ensure they are paying competitive wages.
- Students, counselors, veteran services organizations, workforce agencies, and job seekers use OEWS wage and employment information for education and career planning.

Average annual wages of selected occupations, May 2024



## More Information about Occupational Employment and Wage Statistics

- Find data for your state at [www.bls.gov/oes/current/oesrcst.htm](http://www.bls.gov/oes/current/oesrcst.htm)
- Find data for your industry at [www.bls.gov/oes/current/oesrci.htm](http://www.bls.gov/oes/current/oesrci.htm)
- Learn more about the OEWS program and see all of the data available at [www.bls.gov/oes](http://www.bls.gov/oes)
- Learn more about reporting for the OEWS program at [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes)

### «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.

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), 4800 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.

# SPANISH FORM

Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

<state\_logo.jpg>

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bnk\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

Estimado Patrono,

Hace aproximadamente un mes, le enviamos una carta o un correo electrónico solicitando su participación en el programa de Estadísticas de Empleo y Salarios por Ocupación (OEWS por sus siglas en inglés). Al momento de esta comunicación, no hemos recibido su respuesta, por lo que estamos haciendo seguimiento con este formulario. El programa OEWS es llevado a cabo por «state\_agency» en cooperación con el Negociado de Estadísticas del Trabajo Federal. Su participación es esencial para producir datos de empleo y salarios de la más alta calidad para los ciudadanos de Puerto Rico.

## ¿Qué información debo proveer?

Todo lo que necesitamos de usted es el título de trabajo específico, una breve descripción de las tareas, y el salario de cada empleado en el establecimiento especificado en la dirección para el período de pago que incluye el **12 de mayo de 2025**.

## ¿Cómo se utilizará mi información?

La información que usted provea será usada para propósitos estadísticos solamente, y toda la información que identifique establecimientos no-gubernamentales se mantendrá en estricta confidencialidad hasta el grado máximo permitido por ley.

## ¿Cómo proveo mi información?

Preferimos que provea su información electrónicamente. Usted puede completar nuestro formulario en línea, o transmitir o enviar una hoja de cálculo por correo electrónico. Muchos sistemas de nómina pueden producir un informe electrónico con la información que necesitamos, pero por favor remueva información de identificación personal, como los nombres o números de seguro social de los empleados.

- **En línea** → Entre a **IDCFOEWS.BLS.GOV**. Inicie la sesión usando su número único IDCF, <sched\_num>.
- **Correo electrónico** → Envíe un correo electrónico con sus datos y su número IDCF a «state\_email». Una plantilla de Excel está disponible en [www.bls.gov/respondents/oes/template.xlsx](http://www.bls.gov/respondents/oes/template.xlsx). El BLS exhorta a los encuestados a proteger archivos adjuntos y enviar la contraseña en un correo electrónico por separado. Por favor no incluya información sensible en el texto del correo electrónico.
- **Correo** → Complete la página 3 de este formulario y envíelo por correo en el sobre pre-pagado adjunto.
- **Fax** → Complete la página 3 de este formulario y envíelo por fax al «state\_fax».
- **Teléfono** → Llámenos al «state\_phone».

**Nota: Si este establecimiento está cerrado, por favor infórmenos electrónicamente o por teléfono.**

## ¿Cuándo debo proporcionar mi información?

Por favor responda dentro de las próximas dos semanas. Su respuesta oportuna ayudará a reducir los costos del programa y a ahorrar dinero de los contribuyentes al eliminar la necesidad de hacer envíos por correo y llamadas telefónicas adicionales a usted.

## ¿Y si tengo preguntas?

No dude en contactarnos si tiene preguntas o si podemos ayudarle a enviar su información. Para más información, visite [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes) y «state\_site».

Gracias por su tiempo y atención – nosotros apreciamos su ayuda.

Sinceramente,  
«state\_signature\_1»  
«state\_signature\_2»  
«state\_signature\_3»

# Attachment E

## PRENOTIFICATION EXAMPLES

English



AZ OFFICE ECONOMIC OPPORTUNITY, OEWS  
PO BOX 8029  
PHOENIX AZ 85005-8029

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # XXXXXXXXXXXX  
Reference Date: May 12, 2025

P

Estimated employment: 25  
NAICS 611110

NAME9&1  
TRADE9&1  
REPORT FOR: RUD9&1  
ADDRESS17&1  
ADDRESS18&1  
CITY9, AZ 41470-7985

**Please respond by April 23, 2025**

Dear Employer,

Next month, you will receive a request from the Arizona Office of Economic Opportunity to provide occupational and wage data for the Occupational Employment and Wage Statistics (OEWS) program, which is the primary source of occupation and wage statistics in the nation. The purpose of this letter is to verify your company name and identify a contact person who can provide the requested information when we contact you again.

1. **Verify the company name.** Is the letter addressed to the correct company? If the company name is correct, continue to step 2. If it is not correct, contact us at **OEWSARIZONA@IDCFMAIL.BLS.GOV**.
2. **Submit the contact information.** Tell us who should receive the OEWS data request. You can provide the contact information using any of the following options:
  - **Online** → Go to **IDCFOWEWS.BLS.GOV** and log in using your unique IDCF number, XXXXXXXXXXXX.
  - **Email** → Send an email to **OEWSARIZONA@IDCFMAIL.BLS.GOV** with the information requested in the contact form below. Please include your IDCF number, XXXXXXXXXXXX. It is easiest for us if you type the information directly into the email, rather than scanning this page.
  - **Phone** → Call us at **602-771-1128**.


Contact person:	
Job title:	
Company name:	
Mailing address:	
City, state, zip:	
Phone # (with ext):	
Email address	

If you respond electronically or provide your email address, we may email you about the Occupational Employment and Wage Statistics Program in the future. By law, all information you provide to us is kept strictly confidential.

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.

Puerto Rico

Variable information location is shown on the English example on the previous page.

	NEGOCIADO DE ESTADÍSTICAS, OEWS PO BOX 195540 SAN JUAN PR 00919-5540	U.S. Department of Labor Bureau of Labor Statistics
IDCF # XXXXXXXXXXXX Reference Date: May 12, 2025	P	Estimated employment: 25 NAICS 611110
NAME209&1 TRADE209&1 REPORT FOR: RUD209&1 ADDRESS417&1 ADDRESS418&1 CITY209, PR 54042-8700		
<b>Fecha de devolución: 23 de abril de 2025</b>		
Estimado patrono:		
<p>El próximo mes usted recibirá una solicitud del Departamento del Trabajo y Recursos Humanos para proveer datos ocupacionales y salarios para el programa de Estadísticas de Empleo y Salarios por Ocupación, el cual es la fuente principal de estadísticas sobre ocupaciones y salarios en la nación. El propósito de esta carta es verificar el nombre de su compañía e identificar a la persona de contacto que puede proveer la información solicitada cuando los volvamos a contactar.</p>		
<p>1. <b>Verifique el nombre de su compañía.</b> ¿Está la carta dirigida a la compañía correcta? Si el nombre de la compañía es correcto, continúe al paso 2. Si no es correcto, escribanos a <a href="mailto:OEWSPUERTORICO@IDCFMAIL.BLS.GOV">OEWSPUERTORICO@IDCFMAIL.BLS.GOV</a>.</p>		
<p>2. <b>Proporcione la información de contacto.</b> Díganos quién debe recibir la solicitud de datos del programa. Usted puede proveer la información de contacto a través de las siguientes opciones:</p>		
<ul style="list-style-type: none"><li>• <b>En línea</b> → Acceda al enlace <a href="https://IDCFOWS.BLS.GOV">IDCFOWS.BLS.GOV</a> e ingrese su número único IDCF, XXXXXXXXXXXX.</li><li>• <b>Correo Electrónico</b> → Envíe un correo electrónico a <a href="mailto:OEWSPUERTORICO@IDCFMAIL.BLS.GOV">OEWSPUERTORICO@IDCFMAIL.BLS.GOV</a> con la información solicitada abajo en el formulario de contacto. Por favor incluya número único IDCF, XXXXXXXXXXXX. Es más fácil para nosotros si usted escribe la información directamente en un correo electrónico, en lugar de escanear esta página.</li><li>• <b>Teléfono</b> → Llámenos al <b>787-754-5349</b>.</li></ul>		
<b>Persona contacto:</b>		
<b>Título de trabajo:</b>		
<b>Nombre de la compañía:</b>		
<b>Dirección postal:</b>		
<b>Cuidad, pueblo, código postal:</b>		
<b>Teléfono # (con ext):</b>		
<b>Correo electrónico:</b>		
<p>Si responde electrónicamente o provee su dirección de correo electrónico, es posible que en el futuro le enviemos un correo electrónico sobre las estadísticas de empleo y salarios por ocupación. Por ley, toda la información que nos provea se mantiene estrictamente confidencial.</p>		
<p>Como participante de una encuesta del Negociado de Estadísticas del Trabajo (NET) usted debe de estar consciente de que el uso de medios electrónicos para transmitir datos envuelve ciertos riesgos inherentes a la confidencialidad de estos datos. Las prácticas responsables de transmisión electrónica empleadas por el NET no pueden eliminar completamente esos riesgos, pero el NET está comprometido con el manejo responsable de la información confidencial y toma medidas de seguridad rigurosas para proteger la confidencialidad de la información que tiene en su posesión.</p>		



## INITIAL COLLECTION LETTER Version 1

Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>

Estimated employment: <bmk\_empl>  
<ui\_run>

NAICS <naics\_code>  
<descr>

<contact>  
<title>  
<trade\_name\_or\_legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has <state\_cutoff> or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

«state\_mandatory»

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.

## INITIAL COLLECTION LETTER Version 1

### Page 2

<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 **May 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 **IDCFOEWS.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.

INITIAL COLLECTION LETTER PR Version 1  
Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>

Estimated employment: <bmk\_empl>  
<ui\_run>

NAICS <naics\_code>  
<descr>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Complete el Informe de Estadísticas de Empleo y Salarios por Ocupación en Línea

Se le solicita que provea la información de ocupaciones y salarios de los empleados del establecimiento especificado después de "Report for" en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025**.

Si su establecimiento tiene «state\_cutoff» o más empleados, le recomendamos que envíe una hoja de cálculo o un informe de su sistema de nómina. Preferimos archivos de Excel (.xlsx), pero aceptamos casi cualquier formato excepto archivos ejecutables (.exe).

**IMPORTANTE:** Para proteger sus datos, su sesión expirará si pasa 30 minutos en una página. Un aviso aparecerá cuando resten 5 minutos. Si usted no presiona en "Stay Connected" para extender su sesión, sus datos se perderán y tendrá que iniciar la sesión nuevamente.

Nosotros no recibimos sus datos hasta que usted presione en "Submit Data to BLS" o "Send" al final del proceso.

1. Acceda a **IDCFOWS.BLS.GOV**. Inicie la sesión usando su número único IDCF, <sched\_num>.
2. Siga las instrucciones para ingresar su información de contacto y contestar preguntas sobre el establecimiento especificado después de "Report for" en la dirección postal. De acuerdo al tamaño de su establecimiento, se le dirigirá a la página de entrada de datos o a la página de transmisión de archivos. Cada página tiene un enlace que puede usar para cambiar al otro método de envío si lo prefiere.
3. Ingrese los datos de ocupaciones y salarios en el formulario en línea o seleccione un archivo para transmitir.
4. Si usted ingresó sus datos en el formulario en línea, usted podrá revisar la información y descargar y guardar una copia como un archivo de Excel antes de enviarlo. Presione en "Submit Data to BLS" para completar el envío. Usted recibirá un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Si usted seleccionó un archivo para transmitir, presione "Send" para enviarlo. En la siguiente página, presione "Continue" para que reciba un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Eso es todo - ¡ha terminado! Si tiene preguntas o necesita asistencia, por favor contáctenos a «state\_email».

### ¡Gracias por su tiempo – patronos como usted son la ÚNICA fuente de esta información!

Estimamos que el tiempo necesario para completar este informe variará de 10 minutos a 2 horas, dependiendo de factores como el tamaño del establecimiento. Esto incluye el tiempo para revisar las instrucciones, localizar las fuentes existentes de datos, reunir y mantener los datos necesarios, y completar y revisar esta información. Si tiene algún comentario con relación a estos estimados o cualquier otro aspecto de este informe, incluyendo sugerencias para reducir esta tarea, envíelos al "U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 4600 Silver Hill Road, Washington, DC 20212-0002". Este informe está autorizado por ley, 29 U.S.C. §2. Su participación voluntaria es necesaria para que los resultados de este estudio sean completos, precisos y puntuales. No tiene que completar este cuestionario si el mismo no tiene un número de control de OMB actualmente válido. Formulario Aprobado, O.M.B. No. 1220-0042.

El Negociado de Estadísticas del Trabajo (NET), sus empleados, representantes y las agencias estadísticas asociadas, usarán la información que usted provea para propósitos estadísticos solamente y mantendrán la información de manera confidencial conforme al grado máximo permitido por ley. De acuerdo con la Ley de Protección de la Información Confidencial y Eficiencia Estadística (44 USC Section 3572) y otras leyes federales aplicables, sus respuestas no se divulgarán de forma identificable sin su consentimiento informado, excepto en el caso de los gobiernos estatales y locales. El NET publica tablas estadísticas de este informe que pueden revelar la información provista por los gobiernos estatales y locales. De solicitario, sin embargo, el NET mantendrá de manera confidencial la información proporcionada por los gobiernos estatales y locales en dicho informe. Conforme a la Ley Federal de Mejoras a la Seguridad Cibernética de 2015, los sistemas de información federales están protegidos contra actividades maliciosas mediante el control de seguridad cibernética de los datos transmitidos.

<state\_letterhead.jpg>

Estimado patrono,

Su compañía ha sido seleccionada para participar en el programa de Estadísticas de Empleo y Salarios por Ocupación (OEWS por sus siglas en inglés), el cual es llevado a cabo por «state\_agency» en cooperación con el Negociado de Estadísticas del Trabajo Federal. Su participación es esencial para producir datos de empleo y salarios de la más alta calidad para los ciudadanos de Puerto Rico.

Todo lo que necesitamos de usted es el título de trabajo específico, una breve descripción de las tareas, y el salario de cada empleado del establecimiento especificado en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025. La información que usted provea será usada para propósitos estadísticos solamente, y toda la información que identifique establecimientos no-gubernamentales se mantendrá en estricta confidencialidad hasta el grado máximo permitido por ley.**

Muchos sistemas de nómina pueden producir un informe electrónico con la información que necesitamos, pero por favor remueva información como los nombres o los números de seguro social de los empleados.

Hay varias maneras de proveer su información:

- **En línea** → Acceda el enlace **IDCFOEWS.BLS.GOV** e ingrese su número único IDCF, <sched\_num>. Usted puede llenar el formulario en línea, transmitir su propio archivo de datos, o descargar una hoja de Excel.
- **Correo Electrónico** → Envíe un correo electrónico con la información solicitada y su número IDCF a «state\_email». Una plantilla de Excel está disponible en **www.bls.gov/respondents/oes/template.xlsx**. El BLS exhorta a los encuestados a proteger archivos adjuntos y enviar la contraseña en un correo electrónico por separado. Por favor no incluya información sensitiva en el texto del correo electrónico.
- **Teléfono** → Llámenos al «state\_phone».

No dude en contactarnos si tiene preguntas o si podemos ayudarle a enviar su información. Para más información, visite **www.bls.gov/respondents/oes** y «state\_site».

Por favor responda dentro de las próximas dos semanas posteriores al período de pago . Su respuesta oportuna ayudará a ahorrar dinero a los contribuyentes al eliminar la necesidad de hacer envíos por correo y llamadas telefónicas adicionales.

Gracias por su tiempo y atención – nosotros apreciamos su ayuda.

Sinceramente ,  
«state\_signature\_1»  
«state\_signature\_2»  
«state\_signature\_3»

Como participante de una encuesta del Negociado de Estadísticas del Trabajo (NET) usted debe de estar consciente de que el uso de medios electrónicos para transmitir datos envuelve ciertos riesgos inherentes a la confidencialidad de estos datos. Las prácticas responsables de transmisión electrónica empleadas por el NET no pueden eliminar completamente esos riesgos, pero el NET está comprometido con el manejo responsable de la información confidencial y toma medidas de seguridad rigurosas para proteger la confidencialidad de la información que tiene en su posesión.



## INITIAL COLLECTION LETTER Version 2 Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

<state\_logo.jpg>

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bmkt\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

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.

### 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 location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

### ~~Mandatory header:~~

«mandatory\_yes» «state\_mandatory»

### 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.

### How do I provide my information?

There are several ways to provide your data, and many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable 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).

- **Online** → Go to **IDCF0EWS.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».

### When do I need to provide my information?

Please respond within two weeks of the close of the pay period. 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?

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».

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.

## Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, «sched\_num».
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

### SAVE TIME! Create your spreadsheet first!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column with hourly wage rates, and a column with annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Job title	Hourly	Annual	Department
Forklift operator	\$16.00		Warehouse
Forklift operator	\$16.00		Warehouse
Forklift operator	\$12.98		Warehouse
Truck driver		\$45,000	Warehouse
Webmaster	\$23.24		IT
IT user support	\$18.87		IT
General manager		\$80,000	Office
Logistics manager		\$68,140	Office
Bookkeeper	\$17.22		Office

«state\_mandatory»

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.

# INITIAL Collection Letter Version 1 with School 6111 instructions page 1 (chosen by NAICS code of establishment)



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<desc>

Estimated employment: <bmkt\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_desc>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

## Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/k12-template.xlsx](http://www.bls.gov/respondents/oes/k12-template.xlsx).

- For teachers (primary or secondary educators), specify the grade level and indicate if they teach special education or career, technical, or vocational education.
- For educators paid on a daily basis, such as substitute teachers, calculate their hourly wage rate by dividing the daily wage by the number of hours in their workday.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

**Thank you for your time - employers like you are the ONLY source of this information!**

«state\_mandatory»

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), 4800 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.

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## INITIAL Collection Letter Version 1 with School 6112 instructions page 1 (chosen by NAICS code of establishment)



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # «sched\_num»  
Reference date: «refer\_date»

«mailing»  
«staff\_code\_1»

«bar\_code»  
NAICS «naics\_code»  
«descr»

Estimated employment: «bnk\_empl»  
«ui\_run»

«contact»  
«title»  
«trade\_name or legal\_name»  
«rpt\_unit\_at» «rpt\_unit\_descr»  
«addr\_line1»  
«addr\_line2»  
«city» «state\_abbrev» «zip\_code» «zip\_ext»

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/postsecondary-template.xlsx](http://www.bls.gov/respondents/oes/postsecondary-template.xlsx).

- For professors and other instructors (post-secondary educators), include the subject taught or department.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For adjunct faculty, report their per-credit rate.
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCF0EWS.BLS.GOV**. Log in with your unique IDCF number, «sched\_num».
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

That's it—you're done! If you have questions or require assistance, please contact us at «state\_email».

### Thank you for your time - employers like you are the ONLY source of this information!

«state\_mandatory»

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.

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## Collection Letter Version 2

### School 6111 instructions page 2 (chosen by NAICS code of establishment)

#### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/k12-template.xlsx](http://www.bls.gov/respondents/oes/k12-template.xlsx).

- For teachers (primary or secondary educators), specify the grade level and indicate if they teach special education or career, technical, or vocational education.
- For educators paid on a daily basis, such as substitute teachers, calculate their hourly wage rate by dividing the daily wage by the number of hours in their workday.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

**Thank you for your time - employers like you are the ONLY source of this information!**

#### SAVE TIME! Upload a spreadsheet!

Many schools save time by sending us a spreadsheet or report from their personnel or payroll system. All we need is a column with job titles, a column with wage rates, and a column with pay basis. A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Department	Job title	Wage	Pay basis
Substitute	Middle school teacher	\$15.00	Hourly
Special education	Middle school teacher	\$65,055	Annual
History	High school teacher	\$63,000	Annual
Technical education	Middle school teacher	\$62,050	Annual
Music	Music teacher	\$30,500	Half time
Maintenance	Custodian	\$14.36	Hourly
Office	Principal	\$110,000	Annual
Office	Secretary	\$38,140	Annual
Office	Attendance monitor	\$17.22	Hourly

«state\_mandatory»

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## School 6112 instructions page 2 (chosen by NAICS code of establishment)

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

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We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/postsecondary-template.xlsx](http://www.bls.gov/respondents/oes/postsecondary-template.xlsx).

- For professors and other instructors (post-secondary educators), include the subject taught or department.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For adjunct faculty, report their per-credit rate.
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

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3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

That's it—you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time—employers like you are the ONLY source of this information!**

### SAVE TIME! Upload a spreadsheet!

Many schools save time by sending us a spreadsheet or report from their personnel or payroll system. All we need is a column with job titles, a column with wage rates, and a column with pay basis. A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Department	Job title	Wage	Pay basis
Political science	Adjunct professor	\$12,460	Per credit
Biology	Professor (tenured)	\$113,505	Annual
Economics	Professor (tenured)	\$41,865	Annual, 1/3 time
Math	Assistant professor	\$51,220	Semester
English	Visiting lecturer	\$15,550	Per credit
IT	Computer user support	\$23.24	Hourly
IT	Computer user support	\$19.75	Hourly
Administration	President	\$120,000	Annual
Administration	Admin assistant	\$18.22	Hourly

«state\_mandatory»

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**FOLLOW UP LETTER**  
**Version 1, Page 1**



«state\_return\_1»  
 «state\_return\_2»  
 «state\_return\_3»

U.S. Department of Labor  
 Bureau of Labor Statistics

IDCF # <sched\_num>  
 Reference date: <refer\_date>

<mailing>  
 <staff\_code\_1>

<bar\_code>

Estimated employment: <bmkt\_empl>  
 <ui\_run>

NAICS <naics\_code>  
 <descr>

<contact>  
 <title>  
 <trade\_name or legal\_name>  
 <rpt\_unit\_at> <rpt\_unit\_descr>  
 <addr\_line1>  
 <addr\_line2>  
 <city> <state\_abbrev> <zip\_code> <zip\_ext>

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

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1. Go to **IDCFOWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

«state\_mandatory»

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**FOLLOW UP LETTER**  
**Version 1, Page 2**

<state\_letterhead.jpg>

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response. The OEWS program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics, and 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 **May 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 **IDCF0EWS.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.
- **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) and «state\_site».

Please respond **within two weeks**. 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.



## FOLLOW UP LETTER PR

Version 1

Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

IDCF # <schd\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bnk\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Complete el Informe de Estadísticas de Empleo y Salarios por Ocupación en Línea

Se le solicita que provea la información de ocupaciones y salarios de los empleados del establecimiento especificado después de "Report for" en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025**.

Si su establecimiento tiene «state\_cutoff» o más empleados, le recomendamos que envíe una hoja de cálculo o un informe de su sistema de nómina. Preferimos archivos de Excel (.xlsx), pero aceptamos casi cualquier formato excepto archivos ejecutables (.exe).

**IMPORTANTE: Para proteger sus datos, su sesión expirará si pasa 30 minutos en una página. Un aviso aparecerá cuando resten 5 minutos. Si usted no presiona en "Stay Connected" para extender su sesión, sus datos se perderán y tendrá que iniciar la sesión nuevamente.**

**Nosotros no recibimos sus datos hasta que usted presione en "Submit Data to BLS" o "Send" al final del proceso.**

1. Acceda a **IDCFOWS.BLS.GOV**. Inicie la sesión usando su número único IDCF, <schd\_num>.
2. Siga las instrucciones para ingresar su información de contacto y contestar preguntas sobre el establecimiento especificado después de "Report for" en la dirección postal. De acuerdo al tamaño de su establecimiento, se le dirigirá a la página de entrada de datos o a la página de transmisión de archivos. Cada página tiene un enlace que puede usar para cambiar al otro método de envío si lo prefiere.
3. Ingrese los datos de ocupaciones y salarios en el formulario en línea o seleccione un archivo para transmitir.
4. Si usted ingresó sus datos en el formulario en línea, usted podrá revisar la información y descargar y guardar una copia como un archivo de Excel antes de enviarlo. Presione en "Submit Data to BLS" para completar el envío. Usted recibirá un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Si usted seleccionó un archivo para transmitir, presione "Send" para enviarlo. En la siguiente página, presione "Continue" para que reciba un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Eso es todo - ¡ha terminado! Si tiene preguntas o necesita asistencia, por favor contáctenos a «state\_email».

### ¡Gracias por su tiempo – patronos como usted son la ÚNICA fuente de esta información!

Estimamos que el tiempo necesario para completar este informe variará de 10 minutos a 2 horas, dependiendo de factores como el tamaño del establecimiento. Esto incluye el tiempo para revisar las instrucciones, localizar las fuentes existentes de datos, reunir y mantener los datos necesarios, y completar y revisar esta información. Si tiene algún comentario con relación a estos estimados o cualquier otro aspecto de este informe, incluyendo sugerencias para reducir esta tarea, envíelos al "U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 4800 Silver Hill Road, Washington, DC 20212-0002". Este informe está autorizado por ley, 29 U.S.C. §2. Su participación voluntaria es necesaria para que los resultados de este estudio sean completos, precisos y puntuales. No tiene que completar este cuestionario si el mismo no tiene un número de control de OMB actualmente válido. Formulario Aprobado, O.M.B. No. 1220-0042.

El Negociado de Estadísticas del Trabajo (NET), sus empleados, representantes y las agencias estadísticas asociadas, usarán la información que usted provea para propósitos estadísticos solamente y mantendrán la información de manera confidencial conforme al grado máximo permitido por ley. De acuerdo con la Ley de Protección de la Información Confidencial y Eficiencia Estadística (44 USC Section 3572) y otras leyes federales aplicables, sus respuestas no se divulgarán de forma identificable sin su consentimiento informado, excepto en el caso de los gobiernos estatales y locales. El NET publica tablas estadísticas de este informe que pueden revelar la información provista por los gobiernos estatales y locales. De solicitarlo, sin embargo, el NET mantendrá de manera confidencial la información proporcionada por los gobiernos estatales y locales en dicho informe. Conforme a la Ley Federal de Mejoras a la Seguridad Cibernética de 2015, los sistemas de información federales están protegidos contra actividades maliciosas mediante el control de seguridad cibernética de los datos transmitidos.

## FOLLOW UP LETTER PR

Version 1

Page 2

<state\_letterhead.jpg>

Estimado patrono,

Hace aproximadamente un mes, le enviamos una carta o un correo electrónico solicitando su participación en el programa de Estadísticas de Empleo y Salarios por Ocupación (OEWS por sus siglas en inglés). Al momento de esta comunicación, no hemos recibido su respuesta. El programa OEWS es llevado a cabo por «state\_agency» en cooperación con el Negociado de Estadísticas del Trabajo Federal. Su participación es esencial para producir datos de empleo y salarios de la más alta calidad para los ciudadanos de Puerto Rico.

Todo lo que necesitamos de usted es el título de trabajo específico, una breve descripción de las tareas, y el salario de cada empleado del establecimiento especificado en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025**. **La información que usted provea será usada para propósitos estadísticos solamente, y toda la información que identifique establecimientos no-gubernamentales se mantendrá en estricta confidencialidad hasta el grado máximo permitido por ley.**

Muchos sistemas de nómina pueden producir un informe electrónico con la información que necesitamos, pero por favor remueva información como los nombres o los números de seguro social de los empleados.

Hay varias maneras de proveer su información:

- **En línea** → Acceda al enlace **IDCFOEWS.BLS.GOV** e ingrese su número único IDCF, <sched\_num>. Usted puede llenar el formulario en línea, transmitir su propio archivo de datos, o descargar una hoja de Excel.
- **Correo Electrónico** → Envíe un correo electrónico con la información solicitada y su número IDCF a «state\_email». Una plantilla de Excel está disponible en **www.bls.gov/respondents/oes/template.xlsx**. El BLS exhorta a los encuestados a proteger archivos adjuntos y enviar la contraseña en un correo electrónico por separado. Por favor no incluya información sensitiva en el texto del correo electrónico.
- **Teléfono** → Llámenos al «state\_phone».

No dude en contactarnos si tiene preguntas o si podemos ayudarle a enviar su información. Para más información, visite **www.bls.gov/respondents/oes** y «state\_site».

Por favor responda dentro de las próximas dos semanas. Su respuesta oportuna ayudará a ahorrar dinero a los contribuyentes al eliminar la necesidad de hacer envíos por correo y llamadas telefónicas adicionales.

Gracias por su tiempo y atención – nosotros apreciamos su ayuda.

Sinceramente,

«state\_signature\_1»


«state\_signature\_2»

«state\_signature\_3»

Como participante de una encuesta del Negociado de Estadísticas del Trabajo (NET) usted debe de estar consciente de que el uso de medios electrónicos para transmitir datos envuelve ciertos riesgos inherentes a la confidencialidad de estos datos. Las prácticas responsables de transmisión electrónica empleadas por el NET no pueden eliminar completamente esos riesgos, pero el NET está comprometido con el manejo responsable de la información confidencial y toma medidas de seguridad rigurosas para proteger la confidencialidad de la información que tiene en su posesión.

## FOLLOW UP LETTER

Version 2, Page 1

	«state_return_1» «state_return_2» «state_return_3»	<state_logo.jpg>	
IDCF # <sched_num> Reference date: <refer_date>	<mailing> <staff_code_1>	<bar_code> NAICS <naics_code> <desc>	Estimated employment: <bnk_empl> <ui_run>
<contact> <title> <trade_name or legal_name> <rpt_unit_at> <rpt_unit_desc> <addr_line1> <addr_line2> <city> <state_abbrev> <zip_code> <zip_ext>			

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response. The OEWS program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics, and 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 location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

**mandatory\_header:**  
«mandatory\_yes» «state\_mandatory»

**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.

**How do I provide my information?**

There are several ways to provide your data, and many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable 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).

- **Online** → Go to **IDCF OEWS.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».

**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?**

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».

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.

## FOLLOW UP LETTER

### Version 2, Page 2

#### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

#### **SAVE TIME! Create your spreadsheet first!**

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column for hourly wage rates, and a column for annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Job title	Hourly	Annual	Department
Forklift operator	\$16.00		Warehouse
Forklift operator	\$16.00		Warehouse
Forklift operator	\$12.98		Warehouse
Truck driver		\$45,000	Warehouse
Webmaster	\$23.24		IT
IT user support	\$18.87		IT
General manager		\$80,000	Office
Logistics manager		\$68,140	Office
Bookkeeper	\$17.22		Office

«state\_mandatory»

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.

## Attachment H

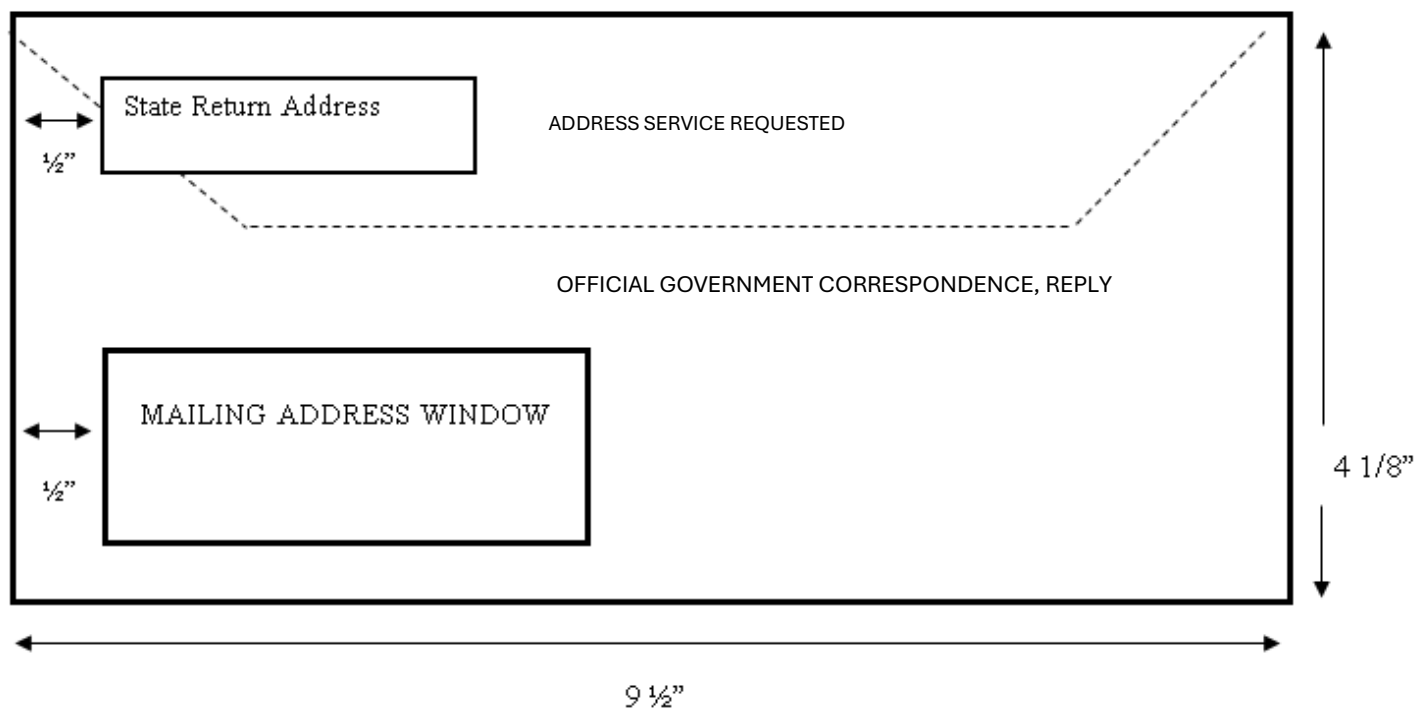
### MAIL-OUT ENVELOPE SPECIFICATIONS

The Mail-out window envelope will be a standard size #10 envelope with the windows, return address and address, on the left side.

Size: 4 1/8" x 9 1/2"

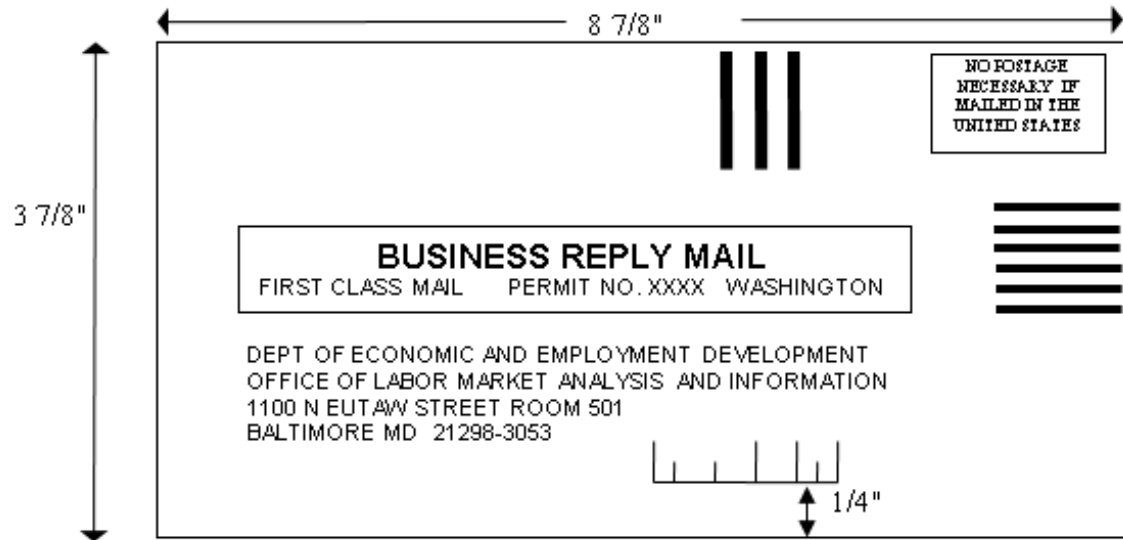
Top Window: 5/8" x 3 1/2", located 1/2" from the left and 3" from the bottom

Bottom Window: 2" x 4 1/4", located 1/2" from the left and 1/2" from the bottom





**BUSINESS REPLY ENVELOPE SPECIFICATIONS**



Standard #9 Business reply envelopes.

There are additional requirements for the design of the Business Reply Envelope. A flyer detailing the US Postal Service regulations will be provided including the use of Intelligent Barcodes if needed.

## Attachment J

### Name and Address Information

NOTE: This is an example of typical information printed on the mailing label. Actual data items are subject to change.

IDCF # XXXXXXXXXXXX	1
Reference Date: May 12, 2025	CCCC
NAME12&1	
HR DIRECTOR & STUFF	
TRADE12&1	
REPORT FOR: RUD12&1	
ADDRESS23&1	
ADDRESS24&1	
CITY12, AZ 56351-7980	

Line 1 =        **“IDCF #”** (6 char)  
                  IDCF# (12 char)

**Mailing Code** (1 char)

Line 2 =        **“REFERENCE DATE: “** (15 char)  
                  **Reference date** (12 char)

**State initials** (4 char)

Line 3 =        Blank

Line 4 =        Blank

Line 5 =        **Contact Name/Title**

Line 6 =        **Legal Name (35 char)**

Line 7 =        Total length for this line is 45 characters

**REPORT FOR:** (12 char)

                  Space (1 char)

**REPORTING UNIT DESCRIPTION** (use as many characters of this field that will fit on the line; this field might be blank on some records)

Line 8 = **Street Address Line 1 (35 char)**


Line 9 = **Street Address Line 2 (35 char)**

Line 10 = **City (20 Char)**  
**State (2 char)**  
**Zip+4 (10 char)**

***NOTE: Any blank lines in lines 5-9 should be collapsed. Lines should not wrap. If the line is too long it should be truncated. The character limits for each line will be agreed upon by both the Bureau of Labor Statistics and the contractor at the beginning of the contract or changed by mutual agreement.***



Industry Information

	Estimated employment: 5 4799985022-00000
NAICS 611110	
Elementary and secondary schools furnishing academic courses that comprise a basic preparatory education.	

Line 1 = **Bar Code** – Code 39 representing 12 digit IDCF#

**“Estimated Employment”** (9 char)

**Estimated Employment** (up to 6 char)

Line 2 = **Unemployment insurance account number** (16 char)

Line 3 = **“NAICS”** (5 char)

**NAICS** (6 char)

Line 3 = **Industry Description** (385 char)

Note: In the current system, the label data is processed using software from a third party vender **BeCubed Software Inc.** product called **“List&Labels”** to generate bar codes. The barcode is a standard Code 39 barcode.

## Attachment L

### Form Cut-off and Collection Letter Version File

	A	B	C	D	E	F
1	<b>FIPS</b>	<b>Form cutoff</b>	<b>3rd follow up</b>	<b>3rd follow up cutoff</b>	<b>Letter version</b>	
2	01	19	U		1	
3	02	19	U		2	
4	04	19	U		2	
5	05	9	E	49	2	
6	06	19	U		2	
7	08	19	E	19	2	
8	09	15	E	15	2	
9	10	19	U		2	
10	11	19	E	19	2	
11	12	19	U		1	
12	13	19	U		2	
13	15	19	U		2	
14	16	9	U		1	
15	17	19	U		1	
16	18	19	U		1	
17	19	19	U		2	
18	20	19	U		1	

FIPS = State code

Form cutoff = the estimated employment limit to receive a form instead of the collection letter

3<sup>rd</sup> follow up = F for form or E for collection letter during the 3<sup>rd</sup> follow up mailing

3<sup>rd</sup> follow up cutoff = the estimated employment limit to receive a form instead of the collection letter for the 3<sup>rd</sup> follow up mailing

Letter version = Shows whether the state is using version 1 or version 2 of the collection letter, or Spanish for Puerto Rico

## Attachment M

### Example of State Data File Record

(Text file delimited by pipes)

NOTE: This is an example of typical information printed on the mailing label. Actual data items are subject to change.

sched_num mailing area_code bmk_empl refdate new_refer_date state_code naics_code contact title legal_name trade_name report_unit_at rpt_unit_descr addr_line1 addr_line2 city state_abbrev zip_code zip_ext staff_code_1 ui_run descry	
Schedule Number/IDCF#(12 char)	
Mailing code(1 char)	
Area Code (2)	
Employment (5 Char)	
REFERENCE DATE: (16 char)	
Reference date (11 char)	
State FIPS Code (2 char)	
NAICS (6 char)	
Contact Name (35 char)	
Title (35 char)	
Legal Name (35 char)	Note: Use Legal name only if Trade name is blank
Trade Name (35 char)	
REPORT FOR: (11 char)	Note: Total combined length of REPORT FOR and RUD should not exceed 37 characters. Use the total characters from the REPORT FOR statement and then truncate (if needed) the RUD so that the total does not exceed 37.
Report Unit Description(RUD) (variable – might be blank)	
Street Address Line 1 (50 char)	

Street Address Line 2 (50 char)	
City (30 Char)	
State (2 char)	
Zip (5 char)	
4-digit Zip extension (4 char)	
Mail code (4 CHAR)	
UI account number (16 CHAR)	
Industry description (385 CHAR)	



Attachment O

Example of Blank Forms Distribution Quantities

FIPS codes are used for each state’s order and are contained in the first row.










	A	B	C	D	
1	FIPS	Form	Outer envelopes	Business reply envelopes	
2	01	500			
3	02	38	48	48	
4	04	200	200	200	
5	05	1000	0	0	
6	06	4,000	2,000	500	
7	08	300	500	500	
8	09	50	0	0	
9	10	200	0	0	
10	11	0	0	0	
11	12	750	500	500	
12	13	1500	1000	500	
13	15	100	0	0	
14	16	50	25	25	
15	17		4000		
16	18	1000	1000	1000	
17	19	400	400	400	
		Form & Envelope Quantities		Sheet1	Sheet2

## Attachment P

### STATE LETTERHEAD and LOGO FILES

Folder will contain letterhead and/or logo files for each state

Folder with JPG files

 CA_Letterhead_10-02-19.JPG	10/16/2019 7:45 A...	JPG File	41 KB
 CA_Logo_10-01-19.JPG	10/15/2019 5:32 PM	JPG File	22 KB
 CO_Letterhead_09-23-19.jpg	10/2/2019 3:53 PM	JPG File	152 KB
 CO_Logo_09-23-19.jpg	10/2/2019 3:53 PM	JPG File	63 KB
 CT_Letterhead_10-02-19.JPG	10/16/2019 7:54 A...	JPG File	22 KB
 CT_Logo_10-02-19.jpg	4/5/2019 9:26 AM	JPG File	14 KB
 DC_Letterhead_09-23-19.JPG	10/16/2019 7:54 A...	JPG File	35 KB
 DE_Letterhead-04-05-19.jpg	10/1/2018 10:41 A...	JPG File	63 KB
 DE_Logo_09-23-19.jpg	9/23/2019 11:23 A...	JPG File	76 KB

Example of state letterhead



Example of state logo



## Attachment A

### BLS Confidentiality and Security Requirements for Print or Shred Contracts

Last Updated: April 2025

1. Work under this contract may involve access to Bureau of Labor Statistics (BLS) confidential information, including information to be collected under this contract on behalf of the BLS or information previously collected by the BLS under a pledge of confidentiality for exclusively statistical purposes or other confidential information as defined in Section 2 below. The majority of data collected by or on behalf of the BLS are provided on a voluntary basis by respondents who have agreed to provide the information for the statistical purpose(s) specified by the BLS. A violation of the confidence that respondents place in the BLS would endanger the ability of the BLS to carry out its duties. Therefore, the Contractor and its employees must handle any such data, that they may come into contact with as a result of contract work, in accordance with the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) (44 USC Section 3561 et seq.) and other applicable Federal laws. Due to the possible exposure to data protected by law under CIPSEA, the BLS may, in accordance with this contract, designate Contractor employees as agents of the BLS. All such agents are subject to the fines and penalties under CIPSEA and any other fines and penalties that apply to the mishandling of confidential information. The "Confidential Information Protection" provisions of CIPSEA appear as Attachment B of these requirements.
2. For the purposes of this contract, "confidential information" may include any of the following:
  - a. Statutorily Protected Information. Data or information collected by the BLS, including its agents, under a pledge of confidentiality and/or data protected from public disclosure under CIPSEA, the Wagner-Peyser Act, the Trade Secrets Act, or other Federal laws.
  - b. Respondent Identifiable Information. Any representation of information that permits the identity of participants in BLS statistical programs to be reasonably inferred by either direct or indirect means. BLS-specific examples include but are not limited to survey sample composition, lists of reporters, names of respondents, and brand names, regardless of the source of such lists or names. Respondent Identifiable Information may also be Statutorily Protected Information.
  - c. Personally Identifiable Information. Any representation of information about an individual, maintained by the BLS, that permits the identity of the individual to whom the information applies to be reasonably inferred by either direct or indirect means. BLS-specific examples include but are not limited to, education, financial transactions, and medical, criminal, or employment history, and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any



other personal information which is linked or linkable to an individual. Personally Identifiable Information may also be Respondent Identifiable Information and Statutorily Protected Information.

- d. Restricted Access Information. Information describing the internal practices of the BLS that should be limited in access to individuals with a need-to-know. BLS-specific examples include but are not limited to system security documentation and vulnerability assessments, procurement-sensitive information, systems-specific operating procedures, and internal reports.
3. In performing work under this contract, the Contractor agrees that access to the confidential information will be restricted to authorized persons. For the purposes of this contract, "authorized persons" is defined as: BLS employees and non-BLS employees designated as agents of the BLS who are authorized access to the confidential information for the statistical purposes set out under this contract and who have signed a BLS Agent Agreement (Attachment C) swearing to comply with CIPSEA and other applicable Federal laws in the handling of BLS confidential information.

The parties understand and agree to the following:

- a. Authorized persons granted access to confidential information will not make use of the information for any purpose other than to carry out tasks specifically authorized under the contract.
- b. Authorized persons will not seek to obtain access to confidential information that is not needed to carry out contract work.
- c. The Contractor will promptly provide the BLS with a list of Contractor employees who the Contractor believes require access to BLS confidential information to perform work on the contract. The BLS will consider such persons for designation as agents of the BLS. If the BLS deems it necessary to decline to approve any such employee as an agent, the Contractor may provide the name of another Contractor employee to the BLS for consideration.
- d. The BLS will provide the Contractor with BLS Agent Agreements for all approved agents. The Contractor will forward all signed BLS Agent Agreements to the Contracting Officer Representative (COR) or a BLS designated official prior to such agents receiving access to the confidential information.
- e. The Contractor will keep records on current Agent designations and will report such information promptly to the COR upon request.
- f. The Contractor will assure that all agents will comply with their obligations under the BLS Agent Agreement and under the contract.

4. Agents shall not be regarded as employees of the United States Government, the Department of Labor, or the BLS for any purpose. The parties further understand and agree to the following:
  - a. The Contractor shall notify the BLS COR promptly whenever an agent is no longer associated with the Contractor or when an agent no longer requires access to confidential information. The Contractor shall notify the BLS immediately whenever an agent's access to confidential data may endanger the confidentiality of data.
  - b. BLS may, without advance notice, discontinue or suspend any BLS Agent Agreement or any agent's access to its information at any time, within its own absolute discretion.
  - c. In the event of such suspension or discontinuance, the employing Contractor will propose a Contractor employee deemed suitable by the BLS as a replacement agent, where such employee's services are needed to carry out the Contractor's responsibilities under this contract.
  - d. No BLS Agent Agreement nor any discontinuance nor suspension thereof, nor any denial of access to information, will result in any payment of any kind nor any legal liability by the BLS, the Department of Labor, or the United States Government.
  - e. Discontinuance of any BLS Agent Agreement will not affect any obligation of the Contractor or the designated agent to safeguard confidential data or any intellectual property rights set forth in this contract or in any BLS Agent Agreement.
5. The Contractor agrees, in the performance of this contract, to screen employees and to use only those employees who have a demonstrated record of honesty, trustworthiness, integrity, and reliability as ascertained by the Contractor. All Contractor employees selected to work under this contract may be subject to any Federal background investigation(s) deemed appropriate by BLS, including pre-employment checks.
6. All agents will perform activities subject to this contract under the control of the COR, a BLS Task Monitor, or any other BLS official that the BLS designates (in some contracts the COR responsibilities noted in these requirements will be handled by a BLS Task Monitor).
7. The Contractor agrees to notify the BLS COR and/or BLS Task Monitor of any contractor employee's intent to separate and the proposed effective date at least two weeks prior to the separation. In the event of an unplanned departure due to unforeseen termination or resignation, the Contractor agrees to provide immediate notification of a contractor employee's separation. Types of separation may include employees transfer or termination. The BLS requires this prompt notification so that additional agency separation procedures for contractors can be initiated.
8. All agents must agree, in writing, to comply with all provisions of law that affect information acquired by the BLS including, among other laws, the Trade Secrets Act, the Wagner-Peyser Act, and the Privacy Act. They must specifically swear (or affirm) to comply with the provisions of CIPSEA, as set forth in the BLS Agent Agreement attached as Attachment C.

Agents who improperly disclose confidential information may be subject to criminal sanctions.

9. The Contractor agrees to cooperate with BLS in administering BLS-supplied confidentiality and security trainings to all agents designated under this contract. The Contractor agrees to ensure that all agents complete such training within thirty days of being assigned to BLS work and on an annual basis thereafter. The Contractor agrees to follow BLS instruction with regard to reporting on training completion and to provide reasonable evidence of training completion to the BLS upon request. The BLS may consider, but is not obligated to accept, alternate approaches to training delivery and reporting that the contractor may propose to meet this requirement.
10. The Contractor agrees not to divulge, publish, reproduce, or otherwise disclose, in any manner or to any extent, confidential information, in whole or in part, to any individual other than authorized persons.
11. The Contractor and all of its employees shall not release any reports or other outputs (including those oral or written and regardless of format) prepared using confidential information, unless approved in advance by the COR or other official designated by the BLS. Such approval will be documented to assure that no such outputs involve the inappropriate release of confidential information. All parties, including Contractors and its employees, will be bound by the determinations of such BLS official.
12. The Contractor agrees to notify the COR immediately upon discovering any actual or suspected breach of security or unauthorized disclosure of the BLS sensitive information, which includes confidential information, defined above. This includes any opportunity for, or actual instance of, an unauthorized individual accessing sensitive information. Examples of unauthorized disclosures are the loss or theft of a computing device, email or fax transmittals of confidential information sent to an unintended recipient, or any unauthorized advance release.
13. The Contractor agrees to notify the COR immediately upon receipt of any legal, investigatory, or other demand for access to the confidential information in any form.
14. The Contractor agrees not to subcontract or transfer any work in the performance of the contract that would involve the exposure or disclosure of any BLS confidential information orally, in writing, or in any other form, in whole or in part, to the subcontractor or access to such information by the subcontractor except with the prior written approval of the COR. The Contractor agrees to include BLS confidentiality and security provisions as provided by the COR in all subcontracts awarded to carry out work provided for in this contract. The Contractor agrees to consult with the COR regarding whether subcontractor employees are required to be designated as agents. The Contractor agrees to send to the COR, a copy of any approved subcontract upon execution.
15. The Federal Information Security Modernization Act tasked the National Institute of Standards and Technology (NIST) with providing minimum security requirements for the protection of sensitive information while residing in nonfederal information systems. The Contractor agrees to ensure that all Contractor-owned systems used to store or process data under this agreement comply with all applicable Federal information security

directives, acts, laws, regulations, standards, and guidelines. The Contractor shall ensure implementation of the respective security controls catalogued in the current version of NIST Special Publication 800-171, "Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations," and the operating system settings recommended by the manufacturers of the commercial off-the-shelf (COTS) products selected for integration, into any systems used to store or process BLS data. Per NIST 800-171, the BLS reserves the right to request the System Security Plan (SSP) and any associated plans of action for any planned implementations or mitigations. In instances where the Contractor finds that a security control does not apply or cannot be met, the Contractor must notify the COR and may request an exception. Any exceptions must be approved in writing by the BLS.

16. The Contractor agrees to comply with Federal policies regarding the secure transmission of confidential information including both electronic and physical data transfers. The Contractor shall consult with the COR to determine which data transfer methods are acceptable for the various types of confidential information that are involved in contract performance. Per NIST 800-171, confidential electronic data transfers authorized by the COR must utilize encryption technology that meets the standards established by the Federal Information Processing Standards Publication 140, "Security Requirements for Cryptographic Modules" (FIPS PUBS 140) and any subsequent revisions to these standards. Encrypted portable media may be delivered by a courier, a BLS employee, or an authorized individual of the recipient, or may be sent via a mail delivery service with tracking capability. In person pick up of an appropriately labeled paper copy, by an authorized individual of the recipient, is also permitted.
17. The Contractor agrees to maintain secure worksites within the approved facilities for performance of work under this contract. The confidential information shall be secured in a manner so that it cannot be viewed by, and it is not accessible to, persons who have not been designated as agents of the BLS and who have not signed a BLS Agent Agreement.
18. Work under this contract will be performed at BLS facilities or other approved worksites. The parties understand and agree to the following:
  - a. No worksites outside of the United States will be permitted. In addition, confidential information may not be stored in data centers outside of the United States.
  - b. The Contractor must provide the COR with a list of worksites for approval at the start of work provided for in this contract and subsequent task orders, and must notify the COR in writing of any proposed changes (additions or deletions) to the list of worksites. The COR shall indicate approval of the worksites in writing. All work provided for under this contract will be performed at those approved locations only.
  - c. Contractor employee telework locations may be included in the list of worksites. Contractor employees may be permitted to telework on a full-time or temporary basis. All instances of contractor telework must be documented and approved by the COR before any telework begins. No personally owned equipment can be used by the Contractor. Additionally, the Contractor is expected to meet all of the security requirements for the telework site(s). The Contractor shall be prepared to demonstrate how it is implementing the security controls catalogued in NIST 800-171 for the telework site(s) and may be required to submit evidence of adherence through a

System Security Plan (SSP) or other documentation. Any exceptions of a telework location to the NIST 800-171 requirements would need to be documented and approved in writing by the COR.

- d. The Contractor agrees not to remove any digital and/or non-digital media or equipment containing the confidential information from approved worksites. Exceptions to this provision shall be permitted only with prior, written approval of the COR in accordance with BLS confidentiality and security policies.
19. BLS reserves the right to review and approve or disapprove all the security safeguards instituted to comply with the requirements of this contract. BLS also reserves the right on behalf of itself and the Government to conduct confidentiality and security compliance reviews as deemed appropriate to ensure compliance with all security policies and directives, including unannounced security inspections of the Contractor's facilities and approved worksites. Reviews may involve inspection of the facilities, technical capabilities, documentation, records, databases, operations, and procedures provided for the performance of any work under this contract. The Contractor shall support security inspections conducted by Government auditors or other Government representatives, as designated by the COR. Additionally, the Contractor may be asked to submit necessary oversight documentation in support of third party monitoring. BLS data physically and/or electronically maintained at the Contractor's worksites will be sufficiently segregated from any other confidential data the Contractor maintains in order to facilitate BLS security inspections. No other obligations on the part of the Contractor may restrict BLS access to Contractor facilities where BLS confidential information is maintained. The Contractor may not put forth legal qualifications for, or in any way restrict, BLS access to these systems or facilities for the purpose of determining compliance with contract requirements. On the basis of such security inspections, the COR may require specific measures in cases where the Contractor is found to be non-compliant with contract requirements. The Contractor shall implement such measures as soon as possible without additional cost to the Government and support additional reviews as necessary to confirm actions taken to correct defects and deficiencies.
  20. Executive Order 14028, "Improving the Nation's Cybersecurity" (E.O. 14028), required NIST to issue guidance to enhance the security of the software supply chain. In addition, OMB issued Memoranda M-22-18, "Enhancing the Security of the Software Supply Chain through Secure Software Development Practices" (M-22-18) and M-23-16, "Update to Memorandum M-22-18, "Enhancing the Security of the Software Supply Chain through Secure Software Development Practices" (M-23-16), which require federal agencies to adhere to NIST's supply chain requirements. NIST Special Publication 800-218, "Secure Software Development Framework" (SSDF) (SP 800-218) and the NIST Software Supply Chain Security Guidance provides that a federal agency may use software subject to M-22-18's requirements only if the producer of that software has first attested to compliance with Federal Government-specified secure software development practices drawn from the SSDF. The parties understand and agree to the following:
    - a. The contractor agrees to comply with federal Supply Chain Risk Management policies above.

- b. The Contractor agrees to validate the authenticity of hardware and software used or provided for this contract through certificates of authenticity and code signing. The BLS reserves the right to inspect hardware and software for signs of tampering.
  - c. The Contractor agrees to notify the BLS of supply chain compromises within 24 hours of detection.
  - d. The contractor must obtain from the software producers and submit to the COR a Secure Software Development Self-Attestation form, either on-line or hard copy, which identifies the minimum secure software development requirements a software producer must meet, and attest to meeting, before software subject to M-22-18 and M-23-16 requirements may be used by the BLS.
21. Contractor acquisition of a Cloud Service Provider(s) (CSP) service offerings (CSO) to service BLS confidential information must be acquired through Federal Risk and Authorization Management Program (FedRAMP) compliant vendors. Cloud providers servicing BLS confidential data must have FedRAMP approval with a moderate baseline. Cloud services for confidential information must utilize Government Only Tenants. Contractors must submit a CSP vendor's FedRAMP package ID and service name for continuous monitoring security review at the request of the BLS. BLS confidential information must have defined access controls and be encrypted at rest and in transit to prevent unauthorized access. Only FIPS-validated cryptography is approved for use in encrypting Federal information. It is a contractor responsibility to ensure that any employee of a CSP who will require access to unencrypted BLS confidential information for any purpose be designated as a BLS agent and complete the required training.
22. Upon termination or completion of the contract, or at an earlier time if required by the COR, all source documents or other media provided to the Contractor by BLS that contain confidential information and any documents or other media created by the Contractor that contain confidential information must be returned to the COR, or with the COR's permission, be destroyed. The Contractor shall ensure that all data that have been deleted cannot be retrieved and reconstructed. All types of digital and/or non-digital media and equipment must be disposed of, cleared, purged, or destroyed in accordance with Federal guidelines. The Contractor shall certify that unnecessary data processed during the performance of this contract was purged from all data storage components of the Contractor's computer facilities. The Contractor will retain no output after such time as the contract is completed. If the COR directs the Contractor to retain any data, the Contractor shall certify that any BLS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures in accordance with the terms of this contract. The Contractor's failure to surrender or destroy such materials promptly or the Contractor's conversion of such materials to a use not authorized by the contract may be a violation of 18 U.S.C. Section 641.
23. If the Contractor fails to comply with the requirements contained in this contract, the Contractor may be deemed to have failed to perform the requirements of this contract.

## Attachment B

### CONFIDENTIAL INFORMATION PROTECTION AND STATISTICAL EFFICIENCY ACT

#### PART A—GENERAL

#### § 3561. Definitions

In this subchapter:

(1) AGENCY.—The term ‘agency’ means any entity that falls within the definition of the term ‘executive agency’, as defined in section 102 of title 31, or ‘agency’, as defined in section 3502.

(2) AGENT.—The term ‘agent’ means an individual—

(A) (i) who is an employee of a private organization or a researcher affiliated with an institution of higher learning (including a person granted special sworn status by the Bureau of the Census under section 23(c) of title 13), and with whom a contract or other agreement is executed, on a temporary basis, by an executive agency to perform exclusively statistical activities under the control and supervision of an officer or employee of that agency;

(ii) who is working under the authority of a government entity with which a contract or other agreement is executed by an executive agency to perform exclusively statistical activities under the control of an officer or employee of that agency;

(iii) who is a self-employed researcher, a consultant, a contractor, or an employee of a contractor, and with whom a contract or other agreement is executed by an executive agency to perform a statistical activity under the control of an officer or employee of that agency; or

(iv) who is a contractor or an employee of a contractor, and who is engaged by the agency to design or maintain the systems for handling or storage of data received under this subchapter; and

(B) who agrees in writing to comply with all provisions of law that affect information acquired by that agency.

(3) BUSINESS DATA.—The term ‘business data’ means operating and financial data and information about businesses, tax-exempt organizations, and government entities.

(4) DATA ASSET.—The term ‘data asset’ has the meaning given that term in section 3502.

(5) DIRECTOR.—The term ‘Director’ means the Director of the Office of Management and Budget.

(6) EVIDENCE.—The term ‘evidence’ means information produced as a result of statistical activities conducted for a statistical purpose.

(7) IDENTIFIABLE FORM.—The term ‘identifiable form’ means any representation of information that permits the identity of the respondent to whom the information applies to be reasonably inferred by either direct or indirect means.

(8) NONSTATISTICAL PURPOSE.—The term ‘nonstatistical purpose’—

(A) means the use of data in identifiable form for any purpose that is not a statistical purpose, including any administrative, regulatory, law enforcement, adjudicatory, or other purpose that affects the rights, privileges, or benefits of a particular identifiable respondent; and

(B) includes the disclosure under section 552 of title 5 of data that are acquired for exclusively statistical purposes under a pledge of confidentiality.

(9) RESPONDENT.—The term ‘respondent’ means a person who, or organization that, is requested or required to supply information to an agency, is the subject of information requested or required to be supplied to an agency, or provides that information to an agency.

(10) STATISTICAL ACTIVITIES.—The term ‘statistical activities’—

(A) means the collection, compilation, processing, or analysis of data for the purpose of describing or making estimates concerning the whole, or relevant groups or components within, the economy, society, or the natural environment; and

(B) includes the development of methods or resources that support those activities, such as measurement methods, models, statistical classifications, or sampling frames.

(11) STATISTICAL AGENCY OR UNIT.—The term ‘statistical agency or unit’ means an agency or organizational unit of the executive branch whose activities are predominantly the collection, compilation, processing, or analysis of information for statistical purposes, as designated by the Director under section 3562.

(12) STATISTICAL PURPOSE.—The term ‘statistical purpose’—

(A) means the description, estimation, or analysis of the characteristics of groups, without identifying the individuals or organizations that comprise such groups; and

(B) includes the development, implementation, or maintenance of methods, technical or administrative procedures, or information resources that support the purposes described in subparagraph (A).

## **§ 3562. Coordination and oversight of policies**

(a) IN GENERAL.—The Director shall coordinate and oversee the confidentiality and disclosure policies established by this subchapter. The Director may promulgate rules or provide other guidance to ensure consistent interpretation of this subchapter by the affected agencies. The Director shall develop a process by which the Director designates agencies or organizational units as statistical agencies and units. The Director shall promulgate guidance to implement such process, which shall include specific criteria for such designation and methods by which the Director will ensure transparency in the process.



(b) AGENCY RULES.—Subject to subsection (c), agencies may promulgate rules to implement this subchapter. Rules governing disclosures of information that are authorized by this subchapter shall be promulgated by the agency that originally collected the information.

(c) REVIEW AND APPROVAL OF RULES.—The Director shall review any rules proposed by an agency pursuant to this subchapter for consistency with the provisions of this chapter and such rules shall be subject to the approval of the Director.

(d) REPORTS.—

(1) The head of each agency shall provide to the Director such reports and other information as the Director requests.

(2) Each Designated Statistical Agency (as defined in section 3576(e)) shall report annually to the Director, the Committee on Oversight and Government Reform of the House of Representatives, and the Committee on Homeland Security and Governmental Affairs of the Senate on the actions it has taken to implement section 3576. The report shall include copies of each written agreement entered into pursuant to section 3576(c)(1) for the applicable year.

(3) The Director shall include a summary of reports submitted to the Director under this subsection and actions taken by the Director to advance the purposes of this subchapter in the annual report to Congress on statistical programs prepared under section 3504(e)(2).

## **§ 3563. Statistical agencies**

(a) RESPONSIBILITIES.—

(1) IN GENERAL.—Each statistical agency or unit shall—

(A) produce and disseminate relevant and timely statistical information;

(B) conduct credible and accurate statistical activities;

(C) conduct objective statistical activities; and

(D) protect the trust of information providers by ensuring the confidentiality and exclusive statistical use of their responses.

(2) POLICIES, BEST PRACTICES, AND PROCEDURES.—Each statistical agency or unit shall adopt policies, best practices, and appropriate procedures to implement the responsibilities described in paragraph (1).

(b) SUPPORT FROM OTHER AGENCIES.—The head of each agency shall enable, support, and facilitate statistical agencies or units in carrying out the responsibilities described in subsection (a)(1).

(c) REGULATIONS.—The Director shall prescribe regulations to carry out this section.

(d) DEFINITIONS.—In this section:

(1) ACCURATE.—The term ‘accurate’, when used with respect to statistical activities, means statistics that consistently match the events and trends being measured.

(2) CONFIDENTIALITY.—The term ‘confidentiality’ means a quality or condition accorded to information as an obligation not to disclose that information to an unauthorized party.

(3) OBJECTIVE.—The term ‘objective’, when used with respect to statistical activities, means accurate, clear, complete, and unbiased.

(4) RELEVANT.—The term ‘relevant’, when used with respect to statistical information, means processes, activities, and other such matters likely to be useful to policymakers and public and private sector data users.

#### **§ 3564. Effect on other laws**

(a) TITLE 44, UNITED STATES CODE.—This subchapter does not diminish the authority under section 3510 of the Director to direct, and of an agency to make, disclosures that are not inconsistent with any applicable law.

(b) TITLE 13 AND TITLE 44, UNITED STATES CODE.—This subchapter does not diminish the authority of the Bureau of the Census to provide information in accordance with sections 8, 16, 301, and 401 of title 13 and section 2108 of this title.

(c) TITLE 13, UNITED STATES CODE.—This subchapter shall not be construed as authorizing the disclosure for nonstatistical purposes of demographic data or information collected by the Bureau of the Census pursuant to section 9 of title 13.

(d) VARIOUS ENERGY STATUTES.—Data or information acquired by the Energy Information Administration under a pledge of confidentiality and designated by the Energy Information Administration to be used for exclusively statistical purposes shall not be disclosed in identifiable form for nonstatistical purposes under—

(1) section 12, 20, or 59 of the Federal Energy Administration Act of 1974 (15 U.S.C. 771, 779, 790h);

(2) section 11 of the Energy Supply and Environmental Coordination Act of 1974 (15 U.S.C. 796); or

(3) section 205 or 407 of the Department of Energy Organization Act (42 U.S.C. 7135, 7177).

(e) SECTION 201 OF CONGRESSIONAL BUDGET ACT OF 1974.—This subchapter shall not be construed to limit any authorities of the Congressional Budget Office to work (consistent with laws governing the confidentiality of information the disclosure of which would be a violation of law) with databases of Designated Statistical Agencies (as defined in section 3576(e)), either separately or, for data that may be shared pursuant to section 3576(c) or other authority, jointly in order to improve the general utility of these databases for the statistical purpose of analyzing pension and health care financing issues.

(f) PREEMPTION OF STATE LAW.—Nothing in this subchapter shall preempt applicable State law regarding the confidentiality of data collected by the States.

(g) STATUTES REGARDING FALSE STATEMENTS.—Notwithstanding section 3572, information collected by an agency for exclusively statistical purposes under a pledge of confidentiality may be provided by the collecting agency to a law enforcement agency for the prosecution of submissions to the collecting agency of false statistical information under statutes

that authorize criminal penalties (such as section 221 of title 13) or civil penalties for the provision of false statistical information, unless such disclosure or use would otherwise be prohibited under Federal law.

(h) CONSTRUCTION.—Nothing in this subchapter shall be construed as restricting or diminishing any confidentiality protections or penalties for unauthorized disclosure that otherwise apply to data or information collected for statistical purposes or nonstatistical purposes, including, but not limited to, section 6103 of the Internal Revenue Code of 1986.

(i) AUTHORITY OF CONGRESS.—Nothing in this subchapter shall be construed to affect the authority of the Congress, including its committees, members, or agents, to obtain data or information for a statistical purpose, including for oversight of an agency's statistical activities.

## **PART B—CONFIDENTIAL INFORMATION PROTECTION**

### **§ 3571. Findings**

The Congress finds the following:

(1) Individuals, businesses, and other organizations have varying degrees of legal protection when providing information to the agencies for strictly statistical purposes.

(2) Pledges of confidentiality by agencies provide assurances to the public that information about individuals or organizations or provided by individuals or organizations for exclusively statistical purposes will be held in confidence and will not be used against such individuals or organizations in any agency action.

(3) Protecting the confidentiality interests of individuals or organizations who provide information under a pledge of confidentiality for Federal statistical programs serves both the interests of the public and the needs of society.

(4) Declining trust of the public in the protection of information provided under a pledge of confidentiality to the agencies adversely affects both the accuracy and completeness of statistical analyses.

(5) Ensuring that information provided under a pledge of confidentiality for statistical purposes receives protection is essential in continuing public cooperation in statistical programs.

### **§ 3572. Confidential information protection**

(a) PURPOSES.—The purposes of this section are the following:

(1) To ensure that information supplied by individuals or organizations to an agency for statistical purposes under a pledge of confidentiality is used exclusively for statistical purposes.

(2) To ensure that individuals or organizations who supply information under a pledge of confidentiality to agencies for statistical purposes will neither have that information disclosed in identifiable form to anyone not authorized by this subchapter nor have that information used for any purpose other than a statistical purpose.

(3) To safeguard the confidentiality of individually identifiable information acquired under a pledge of confidentiality for statistical purposes by controlling access to, and uses made of, such information.

(b) USE OF STATISTICAL DATA OR INFORMATION.—Data or information acquired by an agency under a pledge of confidentiality and for exclusively statistical purposes shall be used by officers, employees, or agents of the agency exclusively for statistical purposes and protected in accordance with such pledge.

(c) DISCLOSURE OF STATISTICAL DATA OR INFORMATION.—

(1) Data or information acquired by an agency under a pledge of confidentiality for exclusively statistical purposes shall not be disclosed by an agency in identifiable form, for any use other than an exclusively statistical purpose, except with the informed consent of the respondent.

(2) A disclosure pursuant to paragraph (1) is authorized only when the head of the agency approves such disclosure and the disclosure is not prohibited by any other law.

(3) This section does not restrict or diminish any confidentiality protections in law that otherwise apply to data or information acquired by an agency under a pledge of confidentiality for exclusively statistical purposes.

(d) RULE FOR USE OF DATA OR INFORMATION FOR NONSTATISTICAL PURPOSES.—A statistical agency or unit shall clearly distinguish any data or information it collects for nonstatistical purposes (as authorized by law) and provide notice to the public, before the data or information is collected, that the data or information could be used for nonstatistical purposes.

(e) DESIGNATION OF AGENTS.—A statistical agency or unit may designate agents, by contract or by entering into a special agreement containing the provisions required under section 3561(2) for treatment as an agent under that section, who may perform exclusively statistical activities, subject to the limitations and penalties described in this subchapter.

(f) FINES AND PENALTIES.—Whoever, being an officer, employee, or agent of an agency acquiring information for exclusively statistical purposes, having taken and subscribed the oath of office, or having sworn to observe the limitations imposed by this section, comes into possession of such information by reason of his or her being an officer, employee, or agent and, knowing that the disclosure of the specific information is prohibited under the provisions of this subchapter, willfully discloses the information in any manner to a person or agency not entitled to receive it, shall be guilty of a class E felony and imprisoned for not more than 5 years, or fined not more than \$250,000, or both.

## Attachment C

### BLS AGENT AGREEMENT

1. I, [BLS Signatory Name], an authorized official of the Bureau of Labor Statistics (BLS), U.S. Department of Labor, hereby designate [Name of Agent] as a temporary Agent of the BLS, within the meaning of the Confidential Information Protection and Statistical Efficiency Act (CIPSEA), (Attachment B), to serve in accordance with this Agent Agreement and agreements entered into between the BLS and [Name of Contractor], hereinafter "the Contractor," for BLS-approved statistical activities, and applicable Federal law.

2. I, [Name of Agent], hereby accept the designation as Agent in paragraph 1. I certify that I have read all applicable agreements between the BLS and the Contractor and promise that I will comply with all provisions of this Agent Agreement, all agreements between the BLS and the Contractor, and applicable law. I will assure that my actions or inactions do not cause the Contractor to violate its responsibilities under those agreements. I specifically swear (or affirm) to comply with all provisions of law that affect information acquired by the BLS, including, but not limited to, CIPSEA, the Privacy Act, the Trade Secrets Act, and the Wagner-Peyser Act, and I understand that my failure to comply with these provisions may subject me to criminal sanctions.

3. We, the parties, understand that the BLS is granting the Agent access to confidential information only for the purpose of carrying out the Agent's responsibilities under written agreements between the BLS and the Contractor. Confidential information includes respondent identifiable information which is protected from unauthorized use or disclosure under CIPSEA. Confidential information may also include pre-release, personally identifiable, and restricted access information. The BLS will grant access only to that confidential information which is necessary to carry out the Agent's responsibilities under written agreements between the BLS and the Contractor. The Agent will not seek or obtain such confidential information for any other purpose. The Agent will return all confidential information to the BLS, at the request of the BLS. The Agent will return this information to the BLS when the Agent is no longer affiliated with the Contractor or when the Agent has no further responsibilities under these agreements which require access to such information.

4. I, [Name of Agent], will perform all activities subject to this agreement under the control of the BLS Contracting Officer Representative or any other BLS official that the BLS designates. I, the Agent, agree to comply with all BLS information policies.

5. We, the parties, understand and agree that the Agent will not be an employee of the United States government, the Department of Labor, or the BLS for any purpose and will not receive compensation or payment of any kind from the BLS, the Department of Labor, or the Government in connection with the Agent's activities under this agreement or any other agreements between the BLS and the Contractor. Neither this agreement nor any agreement between the BLS and the Contractor provides any right of access to BLS information. The parties also understand and agree that the BLS may decline to give the Agent access to information and/or to terminate this agreement at any time, without notice. The parties agree that neither this agreement, nor any termination thereof will result in any legal liability by the BLS, the Department of Labor, or the Government; however, termination will not affect the Agent's continuing obligation to safeguard all confidential information, and it will not affect any license granted to the Government or any intellectual property rights of the public or the Government pursuant to section 6.

6. I, [Name of Agent], understand that I will not acquire any property rights or interests in data accessed, used, or provided as a result of activities performed under this agreement.

7. I, [Name of Agent], certify that I currently am an employee of the Contractor, and I will notify the BLS if I should no longer be affiliated with the Contractor or of any change of status with the Contractor.

8. I, [Name of Agent], fully understand my responsibilities to protect confidential information from unauthorized disclosure. I will comply with all instructions of the BLS with respect to such information and all security requirements and will avoid all improper use or disclosure of confidential information. I will notify the BLS immediately if I become aware of any request or demand for access to confidential information. I understand that under CIPSEA, the penalty for a knowing and willful disclosure of respondent identifiable information is a class E felony with a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both.

---

[BLS Signatory Name]

Bureau of Labor Statistics

---

[Name of Agent]

[Name of Contractor]


---

Date

## FORM EXAMPLES

English

Page 1

 «state_return_1» «state_return_2» «state_return_3»		<state_logo.jpg>	
--	--	------------------	--

IDCF # <sched_num>	<mailing>	<bar_code>	Estimated employment: <bnk_empl>
Reference date: <refer_date>	<staff_code_1>	NAICS <naics_code>	<ui_run>
		<desor>	

<contact>	
<title>	
<trade_name or legal_name>	
<rpt_unit_at> <rpt_unit_descor>	
<addr_line1>	
<addr_line2>	
<city> <state_abbrev> <zip_code> <zip_ext>	

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response, so we are following up with this form. The OEWS program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics.

**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 location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

**«mandatory\_header»**

**«mandatory\_yes» «state\_mandatory»**

**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.

**How do I provide my information?**

We prefer that you report electronically, but there are several options to submit your data. Many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable information like employee names and Social Security numbers from your submission.

- **Online** → Go to **IDCFOEWS.BLS.GOV**. Log in using your unique IDCF number, <sched\_num>.
- **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.
- **Mail** → Fill out page 3 of this booklet and mail your completed form in the enclosed postage-paid envelope.
- **Fax** → Fill out page 3 of this booklet and fax your completed form to «state\_fax».
- **Phone** → Call us at «state\_phone».

**Note: If this establishment is closed, please inform us electronically or by phone.**

**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?**

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».

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

Sincerely,

«state\_signature\_1»  
 «state\_signature\_2»  
 «state\_signature\_3»

## Instructions

- Report employees who worked at or reported to the location specified after "Report for" in the mailing address on page 1 during the pay period that included **May 12, 2025**.
- Report employees who are on paid leave or assigned temporarily to other work locations, including employees who are working remotely.
- Report paid owners and officers of incorporated firms.
- **Do not** report contract workers or owners or partners of unincorporated firms.
- If you are reporting for a school, please see the additional reporting instructions at [www.bls.gov/respondents/oes/instructions.htm#school](http://www.bls.gov/respondents/oes/instructions.htm#school).

## Reporting Job Titles

- Report employee job titles according to the work they are doing, not their training.  
*Example:* Report an employee working as a drafter, but trained as an engineer, as a drafter.
- Supervisors who spend at least 80 percent of their time supervising other employees should be reported separately from supervisors or lead workers who spend less than 80 percent of their time supervising others.  
*Example:* Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their time supervising other cashiers. Report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.
- Report helpers separately from the employees they are helping.  
*Example:* Report carpenter helpers separately from carpenters.

## Reporting Wage Rates

- Report hourly wage rates or annual salaries for full-time employees. Report hourly wage rates for part-time employees. If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.
- Report each employee's actual wage rate. Please do not report an average wage rate for all employees in an occupation.
- For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate or annual salary including their base pay plus tips, commissions, or piece rates.
- If two or more employees have the same occupation and the exact same wage rate, enter the number of employees in the "# of employees" column.

### Include when reporting wages

- Base rate
- Commissions
- Tips
- Cost-of-living allowance
- Deadheading pay
- Guaranteed pay
- Hazard pay
- Incentive pay
- Longevity pay
- Piece rate
- Portal-to-portal rate
- Production bonus

### Exclude when reporting wages

- Attendance bonus
- Back pay
- Draw
- Holiday bonus
- Holiday premium pay
- Jury duty pay
- Lodging payments
- Meal payments
- Merchandise discounts
- Nonproduction bonus
- On-call pay
- Overtime pay
- Perquisites
- Profit-sharing payment
- Relocation allowance
- Tuition repayments
- Severance pay
- Shift differential
- Stock bonuses
- Tool allowance
- Uniform allowance

## SAVE TIME! Upload a spreadsheet!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column with hourly wage rates, and a column with annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Job title	Hourly	Annual	Department
Forklift operator	\$16.00		Warehouse
Forklift operator	\$16.00		Warehouse
Forklift operator	\$12.98		Warehouse
Truck driver		\$45,000	Warehouse
Webmaster	\$23.24		IT
IT user support	\$18.87		IT
General manager		\$80,000	Office
Logistics manager		\$68,140	Office
Bookkeeper	\$17.22		Office



## Occupational Employment and Wage Statistics Report

1. Make corrections to the company name or address if needed.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

2. Please fill in the name, title, email address, and phone number of the person we should contact if we have questions.

Name/title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Enter the total number of employees during the pay period that included May 12, 2025.

4. If the industry description below is not correct, describe your primary activity in the provided space.

NAICS <naics\_code>

IDCF # <sched\_num>

<descr>

5. List each employee who worked during the pay period that included May 12, 2025. Please report online if you need more space.

**Report:**

Each employee's job title and a brief description of duties  
Exact hourly wage rate or annual salary for each employee  
Employees who work remotely or off-site  
Hourly wage rates for part-time employees

**Do not report:**

Contract workers  
Employee names or Social Security numbers  
Owners or partners of unincorporated firms  
Annual wages for part-time employees

Job title and brief description of duties	Wage rate (hourly or annual)	# of employees in this job with this exact wage rate
EXAMPLE: Human Resources Specialist – Recruit and interview potential new employees	\$71,445.00	1
EXAMPLE: Human Resources Specialist – Recruit and interview potential new employees	\$68,050.00	1
EXAMPLE: Human Resources Assistants – Assist HR department	\$25.50	3
1.		
2.		
3.		
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9.		
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12.		
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15.		
16.		
17.		
18.		
19.		



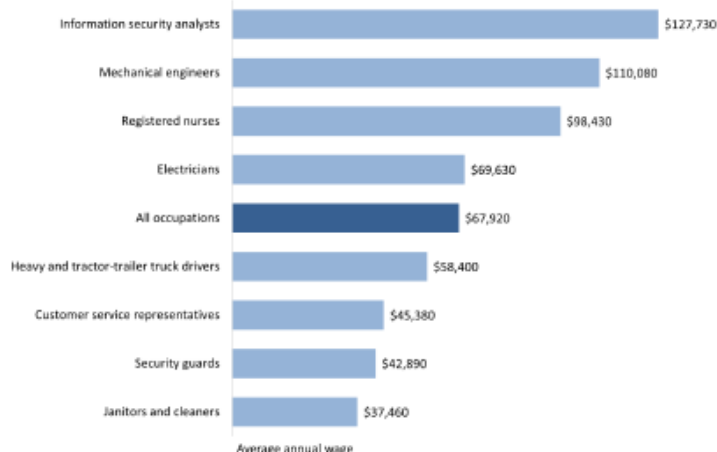
## About Occupational Employment and Wage Statistics (OEWS)

- OEWS publishes total employment levels and average wage rates for over 800 occupations nationwide.
- Data are available by state, metropolitan area and other substate areas, or by industry.
- Your response is strictly confidential per the Confidential Information Protection and Statistical Efficiency Act. The full BLS Confidentiality Pledge is available at [www.bls.gov/bls/confidentiality.htm](http://www.bls.gov/bls/confidentiality.htm).

### OEWS Data Uses

- OEWS data are used to identify employment demands in specific geographic areas or industries.
- Employers use OEWS data to ensure they are paying competitive wages.
- Students, counselors, veteran services organizations, workforce agencies, and job seekers use OEWS wage and employment information for education and career planning.

Average annual wages of selected occupations, May 2024



## More Information about Occupational Employment and Wage Statistics

- Find data for your state at [www.bls.gov/oes/current/oesrcst.htm](http://www.bls.gov/oes/current/oesrcst.htm)
- Find data for your industry at [www.bls.gov/oes/current/oesrci.htm](http://www.bls.gov/oes/current/oesrci.htm)
- Learn more about the OEWS program and see all of the data available at [www.bls.gov/oes](http://www.bls.gov/oes)
- Learn more about reporting for the OEWS program at [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes)

### «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.

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), 4800 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.

# SPANISH FORM

Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

<state\_logo.jpg>

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bnk\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

Estimado Patrono,

Hace aproximadamente un mes, le enviamos una carta o un correo electrónico solicitando su participación en el programa de Estadísticas de Empleo y Salarios por Ocupación (OEWS por sus siglas en inglés). Al momento de esta comunicación, no hemos recibido su respuesta, por lo que estamos haciendo seguimiento con este formulario. El programa OEWS es llevado a cabo por «state\_agency» en cooperación con el Negociado de Estadísticas del Trabajo Federal. Su participación es esencial para producir datos de empleo y salarios de la más alta calidad para los ciudadanos de Puerto Rico.

## ¿Qué información debo proveer?

Todo lo que necesitamos de usted es el título de trabajo específico, una breve descripción de las tareas, y el salario de cada empleado en el establecimiento especificado en la dirección para el período de pago que incluye el **12 de mayo de 2025**.

## ¿Cómo se utilizará mi información?

La información que usted provea será usada para propósitos estadísticos solamente, y toda la información que identifique establecimientos no-gubernamentales se mantendrá en estricta confidencialidad hasta el grado máximo permitido por ley.

## ¿Cómo proveo mi información?

Preferimos que provea su información electrónicamente. Usted puede completar nuestro formulario en línea, o transmitir o enviar una hoja de cálculo por correo electrónico. Muchos sistemas de nómina pueden producir un informe electrónico con la información que necesitamos, pero por favor remueva información de identificación personal, como los nombres o números de seguro social de los empleados.

- **En línea** → Entre a **IDCFOEWS.BLS.GOV**. Inicie la sesión usando su número único IDCF, <sched\_num>.
- **Correo electrónico** → Envíe un correo electrónico con sus datos y su número IDCF a «state\_email». Una plantilla de Excel está disponible en [www.bls.gov/respondents/oes/template.xlsx](http://www.bls.gov/respondents/oes/template.xlsx). El BLS exhorta a los encuestados a proteger archivos adjuntos y enviar la contraseña en un correo electrónico por separado. Por favor no incluya información sensible en el texto del correo electrónico.
- **Correo** → Complete la página 3 de este formulario y envíelo por correo en el sobre pre-pagado adjunto.
- **Fax** → Complete la página 3 de este formulario y envíelo por fax al «state\_fax».
- **Teléfono** → Llámenos al «state\_phone».

**Nota: Si este establecimiento está cerrado, por favor infórmenos electrónicamente o por teléfono.**

## ¿Cuándo debo proporcionar mi información?

Por favor responda dentro de las próximas dos semanas. Su respuesta oportuna ayudará a reducir los costos del programa y a ahorrar dinero de los contribuyentes al eliminar la necesidad de hacer envíos por correo y llamadas telefónicas adicionales a usted.

## ¿Y si tengo preguntas?

No dude en contactarnos si tiene preguntas o si podemos ayudarle a enviar su información. Para más información, visite [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes) y «state\_site».

Gracias por su tiempo y atención – nosotros apreciamos su ayuda.

Sinceramente,  
«state\_signature\_1»  
«state\_signature\_2»  
«state\_signature\_3»

# Attachment E

## PRENOTIFICATION EXAMPLES

English



AZ OFFICE ECONOMIC OPPORTUNITY, OEWS  
PO BOX 8029  
PHOENIX AZ 85005-8029

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # XXXXXXXXXXXX  
Reference Date: May 12, 2025

P

Estimated employment: 25  
NAICS 611110

NAME9&1  
TRADE9&1  
REPORT FOR: RUD9&1  
ADDRESS17&1  
ADDRESS18&1  
CITY9, AZ 41470-7985

**Please respond by April 23, 2025**

Dear Employer,

Next month, you will receive a request from the Arizona Office of Economic Opportunity to provide occupational and wage data for the Occupational Employment and Wage Statistics (OEWS) program, which is the primary source of occupation and wage statistics in the nation. The purpose of this letter is to verify your company name and identify a contact person who can provide the requested information when we contact you again.

1. **Verify the company name.** Is the letter addressed to the correct company? If the company name is correct, continue to step 2. If it is not correct, contact us at **OEWSARIZONA@IDCFMAIL.BLS.GOV**.
2. **Submit the contact information.** Tell us who should receive the OEWS data request. You can provide the contact information using any of the following options:
  - **Online** → Go to **IDCFOWEWS.BLS.GOV** and log in using your unique IDCF number, XXXXXXXXXXXX.
  - **Email** → Send an email to **OEWSARIZONA@IDCFMAIL.BLS.GOV** with the information requested in the contact form below. Please include your IDCF number, XXXXXXXXXXXX. It is easiest for us if you type the information directly into the email, rather than scanning this page.
  - **Phone** → Call us at **602-771-1128**.


Contact person:	
Job title:	
Company name:	
Mailing address:	
City, state, zip:	
Phone # (with ext):	
Email address	

If you respond electronically or provide your email address, we may email you about the Occupational Employment and Wage Statistics Program in the future. By law, all information you provide to us is kept strictly confidential.

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.

Puerto Rico

Variable information location is shown on the English example on the previous page.

	NEGOCIADO DE ESTADÍSTICAS, OEWS PO BOX 195540 SAN JUAN PR 00919-5540	U.S. Department of Labor Bureau of Labor Statistics
IDCF # XXXXXXXXXXXX Reference Date: May 12, 2025	P	Estimated employment: 25 NAICS 611110
NAME209&1 TRADE209&1 REPORT FOR: RUD209&1 ADDRESS417&1 ADDRESS418&1 CITY209, PR 54042-8700		
<b>Fecha de devolución: 23 de abril de 2025</b>		
Estimado patrono:		
<p>El próximo mes usted recibirá una solicitud del Departamento del Trabajo y Recursos Humanos para proveer datos ocupacionales y salarios para el programa de Estadísticas de Empleo y Salarios por Ocupación, el cual es la fuente principal de estadísticas sobre ocupaciones y salarios en la nación. El propósito de esta carta es verificar el nombre de su compañía e identificar a la persona de contacto que puede proveer la información solicitada cuando los volvamos a contactar.</p>		
<p>1. <b>Verifique el nombre de su compañía.</b> ¿Está la carta dirigida a la compañía correcta? Si el nombre de la compañía es correcto, continúe al paso 2. Si no es correcto, escribanos a <a href="mailto:OEWSPUERTORICO@IDCFMAIL.BLS.GOV">OEWSPUERTORICO@IDCFMAIL.BLS.GOV</a>.</p>		
<p>2. <b>Proporcione la información de contacto.</b> Díganos quién debe recibir la solicitud de datos del programa. Usted puede proveer la información de contacto a través de las siguientes opciones:</p>		
<ul style="list-style-type: none"><li>• <b>En línea</b> → Acceda al enlace <a href="https://IDCFOWS.BLS.GOV">IDCFOWS.BLS.GOV</a> e ingrese su número único IDCF, XXXXXXXXXXXX.</li><li>• <b>Correo Electrónico</b> → Envíe un correo electrónico a <a href="mailto:OEWSPUERTORICO@IDCFMAIL.BLS.GOV">OEWSPUERTORICO@IDCFMAIL.BLS.GOV</a> con la información solicitada abajo en el formulario de contacto. Por favor incluya número único IDCF, XXXXXXXXXXXX. Es más fácil para nosotros si usted escribe la información directamente en un correo electrónico, en lugar de escanear esta página.</li><li>• <b>Teléfono</b> → Llámenos al <b>787-754-5349</b>.</li></ul>		
<b>Persona contacto:</b>		
<b>Título de trabajo:</b>		
<b>Nombre de la compañía:</b>		
<b>Dirección postal:</b>		
<b>Cuidad, pueblo, código postal:</b>		
<b>Teléfono # (con ext):</b>		
<b>Correo electrónico:</b>		
<p>Si responde electrónicamente o provee su dirección de correo electrónico, es posible que en el futuro le enviemos un correo electrónico sobre las estadísticas de empleo y salarios por ocupación. Por ley, toda la información que nos provea se mantiene estrictamente confidencial.</p>		
<p>Como participante de una encuesta del Negociado de Estadísticas del Trabajo (NET) usted debe de estar consciente de que el uso de medios electrónicos para transmitir datos envuelve ciertos riesgos inherentes a la confidencialidad de estos datos. Las prácticas responsables de transmisión electrónica empleadas por el NET no pueden eliminar completamente esos riesgos, pero el NET está comprometido con el manejo responsable de la información confidencial y toma medidas de seguridad rigurosas para proteger la confidencialidad de la información que tiene en su posesión.</p>		



## INITIAL COLLECTION LETTER Version 1

Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>

Estimated employment: <bmk\_empl>  
<ui\_run>

NAICS <naics\_code>  
<descr>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

«state\_mandatory»

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.

## INITIAL COLLECTION LETTER Version 1

### Page 2

<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 **May 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 **IDCFOEWS.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.

INITIAL COLLECTION LETTER PR Version 1  
Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>

Estimated employment: <bmk\_empl>  
<ui\_run>

NAICS <naics\_code>  
<descr>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Complete el Informe de Estadísticas de Empleo y Salarios por Ocupación en Línea

Se le solicita que provea la información de ocupaciones y salarios de los empleados del establecimiento especificado después de "Report for" en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025**.

Si su establecimiento tiene «state\_cutoff» o más empleados, le recomendamos que envíe una hoja de cálculo o un informe de su sistema de nómina. Preferimos archivos de Excel (.xlsx), pero aceptamos casi cualquier formato excepto archivos ejecutables (.exe).

**IMPORTANTE:** Para proteger sus datos, su sesión expirará si pasa 30 minutos en una página. Un aviso aparecerá cuando resten 5 minutos. Si usted no presiona en "Stay Connected" para extender su sesión, sus datos se perderán y tendrá que iniciar la sesión nuevamente.

Nosotros no recibimos sus datos hasta que usted presione en "Submit Data to BLS" o "Send" al final del proceso.

1. Acceda a **IDCFOWS.BLS.GOV**. Inicie la sesión usando su número único IDCF, <sched\_num>.
2. Siga las instrucciones para ingresar su información de contacto y contestar preguntas sobre el establecimiento especificado después de "Report for" en la dirección postal. De acuerdo al tamaño de su establecimiento, se le dirigirá a la página de entrada de datos o a la página de transmisión de archivos. Cada página tiene un enlace que puede usar para cambiar al otro método de envío si lo prefiere.
3. Ingrese los datos de ocupaciones y salarios en el formulario en línea o seleccione un archivo para transmitir.
4. Si usted ingresó sus datos en el formulario en línea, usted podrá revisar la información y descargar y guardar una copia como un archivo de Excel antes de enviarlo. Presione en "Submit Data to BLS" para completar el envío. Usted recibirá un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Si usted seleccionó un archivo para transmitir, presione "Send" para enviarlo. En la siguiente página, presione "Continue" para que reciba un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Eso es todo - ¡ha terminado! Si tiene preguntas o necesita asistencia, por favor contáctenos a «state\_email».

### ¡Gracias por su tiempo – patronos como usted son la ÚNICA fuente de esta información!

Estimamos que el tiempo necesario para completar este informe variará de 10 minutos a 2 horas, dependiendo de factores como el tamaño del establecimiento. Esto incluye el tiempo para revisar las instrucciones, localizar las fuentes existentes de datos, reunir y mantener los datos necesarios, y completar y revisar esta información. Si tiene algún comentario con relación a estos estimados o cualquier otro aspecto de este informe, incluyendo sugerencias para reducir esta tarea, envíelos al "U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 4600 Silver Hill Road, Washington, DC 20212-0002". Este informe está autorizado por ley, 29 U.S.C. §2. Su participación voluntaria es necesaria para que los resultados de este estudio sean completos, precisos y puntuales. No tiene que completar este cuestionario si el mismo no tiene un número de control de OMB actualmente válido. Formulario Aprobado, O.M.B. No. 1220-0042.

El Negociado de Estadísticas del Trabajo (NET), sus empleados, representantes y las agencias estadísticas asociadas, usarán la información que usted provea para propósitos estadísticos solamente y mantendrán la información de manera confidencial conforme al grado máximo permitido por ley. De acuerdo con la Ley de Protección de la Información Confidencial y Eficiencia Estadística (44 USC Section 3572) y otras leyes federales aplicables, sus respuestas no se divulgarán de forma identificable sin su consentimiento informado, excepto en el caso de los gobiernos estatales y locales. El NET publica tablas estadísticas de este informe que pueden revelar la información provista por los gobiernos estatales y locales. De solicitario, sin embargo, el NET mantendrá de manera confidencial la información proporcionada por los gobiernos estatales y locales en dicho informe. Conforme a la Ley Federal de Mejoras a la Seguridad Cibernética de 2015, los sistemas de información federales están protegidos contra actividades maliciosas mediante el control de seguridad cibernética de los datos transmitidos.



<state\_letterhead.jpg>

Estimado patrono,

Su compañía ha sido seleccionada para participar en el programa de Estadísticas de Empleo y Salarios por Ocupación (OEWS por sus siglas en inglés), el cual es llevado a cabo por «state\_agency» en cooperación con el Negociado de Estadísticas del Trabajo Federal. Su participación es esencial para producir datos de empleo y salarios de la más alta calidad para los ciudadanos de Puerto Rico.

Todo lo que necesitamos de usted es el título de trabajo específico, una breve descripción de las tareas, y el salario de cada empleado del establecimiento especificado en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025. La información que usted provea será usada para propósitos estadísticos solamente, y toda la información que identifique establecimientos no-gubernamentales se mantendrá en estricta confidencialidad hasta el grado máximo permitido por ley.**

Muchos sistemas de nómina pueden producir un informe electrónico con la información que necesitamos, pero por favor remueva información como los nombres o los números de seguro social de los empleados.

Hay varias maneras de proveer su información:

- **En línea** → Acceda el enlace **IDCFOEWS.BLS.GOV** e ingrese su número único IDCF, <sched\_num>. Usted puede llenar el formulario en línea, transmitir su propio archivo de datos, o descargar una hoja de Excel.
- **Correo Electrónico** → Envíe un correo electrónico con la información solicitada y su número IDCF a «state\_email». Una plantilla de Excel está disponible en **www.bls.gov/respondents/oes/template.xlsx**. El BLS exhorta a los encuestados a proteger archivos adjuntos y enviar la contraseña en un correo electrónico por separado. Por favor no incluya información sensitiva en el texto del correo electrónico.
- **Teléfono** → Llámenos al «state\_phone».

No dude en contactarnos si tiene preguntas o si podemos ayudarle a enviar su información. Para más información, visite **www.bls.gov/respondents/oes** y «state\_site».

Por favor responda dentro de las próximas dos semanas posteriores al período de pago . Su respuesta oportuna ayudará a ahorrar dinero a los contribuyentes al eliminar la necesidad de hacer envíos por correo y llamadas telefónicas adicionales.

Gracias por su tiempo y atención – nosotros apreciamos su ayuda.

Sinceramente ,  
«state\_signature\_1»  
«state\_signature\_2»  
«state\_signature\_3»

Como participante de una encuesta del Negociado de Estadísticas del Trabajo (NET) usted debe de estar consciente de que el uso de medios electrónicos para transmitir datos envuelve ciertos riesgos inherentes a la confidencialidad de estos datos. Las prácticas responsables de transmisión electrónica empleadas por el NET no pueden eliminar completamente esos riesgos, pero el NET está comprometido con el manejo responsable de la información confidencial y toma medidas de seguridad rigurosas para proteger la confidencialidad de la información que tiene en su posesión.

## INITIAL COLLECTION LETTER Version 2 Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

<state\_logo.jpg>

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bmkt\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

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.

### 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 location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

### ~~Mandatory header:~~

«mandatory\_yes» «state\_mandatory»

### 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.

### How do I provide my information?

There are several ways to provide your data, and many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable 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).

- **Online** → Go to **IDCF0EWS.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».

### When do I need to provide my information?

Please respond within two weeks of the close of the pay period. 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?

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».

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.

## Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, «sched\_num».
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

### SAVE TIME! Create your spreadsheet first!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column with hourly wage rates, and a column with annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Job title	Hourly	Annual	Department
Forklift operator	\$16.00		Warehouse
Forklift operator	\$16.00		Warehouse
Forklift operator	\$12.98		Warehouse
Truck driver		\$45,000	Warehouse
Webmaster	\$23.24		IT
IT user support	\$18.87		IT
General manager		\$80,000	Office
Logistics manager		\$68,140	Office
Bookkeeper	\$17.22		Office

«state\_mandatory»

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.

# INITIAL Collection Letter Version 1 with School 6111 instructions page 1 (chosen by NAICS code of establishment)



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<desc>

Estimated employment: <bmkt\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_desc>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

## Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/k12-template.xlsx](http://www.bls.gov/respondents/oes/k12-template.xlsx).

- For teachers (primary or secondary educators), specify the grade level and indicate if they teach special education or career, technical, or vocational education.
- For educators paid on a daily basis, such as substitute teachers, calculate their hourly wage rate by dividing the daily wage by the number of hours in their workday.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

**Thank you for your time - employers like you are the ONLY source of this information!**

«state\_mandatory»

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), 4800 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.



## INITIAL Collection Letter Version 1 with School 6112 instructions page 1 (chosen by NAICS code of establishment)



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

U.S. Department of Labor  
Bureau of Labor Statistics

IDCF # «sched\_num»  
Reference date: «refer\_date»

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS «naics\_code»  
<descr>

Estimated employment: «bnk\_empl»  
«ui\_run»

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/postsecondary-template.xlsx](http://www.bls.gov/respondents/oes/postsecondary-template.xlsx).

- For professors and other instructors (post-secondary educators), include the subject taught or department.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For adjunct faculty, report their per-credit rate.
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCF0EWS.BLS.GOV**. Log in with your unique IDCF number, «**sched\_num**».
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

That's it—you're done! If you have questions or require assistance, please contact us at «**state\_email**».

### Thank you for your time - employers like you are the **ONLY** source of this information!

«state\_mandatory»

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.

## Collection Letter Version 2

### School 6111 instructions page 2 (chosen by NAICS code of establishment)

#### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/k12-template.xlsx](http://www.bls.gov/respondents/oes/k12-template.xlsx).

- For teachers (primary or secondary educators), specify the grade level and indicate if they teach special education or career, technical, or vocational education.
- For educators paid on a daily basis, such as substitute teachers, calculate their hourly wage rate by dividing the daily wage by the number of hours in their workday.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, <schd\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

**Thank you for your time - employers like you are the ONLY source of this information!**

#### SAVE TIME! Upload a spreadsheet!

Many schools save time by sending us a spreadsheet or report from their personnel or payroll system. All we need is a column with job titles, a column with wage rates, and a column with pay basis. A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Department	Job title	Wage	Pay basis
Substitute	Middle school teacher	\$15.00	Hourly
Special education	Middle school teacher	\$65,055	Annual
History	High school teacher	\$63,000	Annual
Technical education	Middle school teacher	\$62,050	Annual
Music	Music teacher	\$30,500	Half time
Maintenance	Custodian	\$14.36	Hourly
Office	Principal	\$110,000	Annual
Office	Secretary	\$38,140	Annual
Office	Attendance monitor	\$17.22	Hourly

«state\_mandatory»

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.

## School 6112 instructions page 2 (chosen by NAICS code of establishment)

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from [www.bls.gov/respondents/oes/postsecondary-template.xlsx](http://www.bls.gov/respondents/oes/postsecondary-template.xlsx).

- For professors and other instructors (post-secondary educators), include the subject taught or department.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For adjunct faculty, report their per-credit rate.
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, <schd\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

That's it—you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time—employers like you are the ONLY source of this information!**

### SAVE TIME! Upload a spreadsheet!

Many schools save time by sending us a spreadsheet or report from their personnel or payroll system. All we need is a column with job titles, a column with wage rates, and a column with pay basis. A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Department	Job title	Wage	Pay basis
Political science	Adjunct professor	\$12,460	Per credit
Biology	Professor (tenured)	\$113,505	Annual
Economics	Professor (tenured)	\$41,865	Annual, 1/3 time
Math	Assistant professor	\$51,220	Semester
English	Visiting lecturer	\$15,550	Per credit
IT	Computer user support	\$23.24	Hourly
IT	Computer user support	\$19.75	Hourly
Administration	President	\$120,000	Annual
Administration	Admin assistant	\$18.22	Hourly

«state\_mandatory»

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**FOLLOW UP LETTER**  
**Version 1, Page 1**



«state\_return\_1»  
 «state\_return\_2»  
 «state\_return\_3»

U.S. Department of Labor  
 Bureau of Labor Statistics

IDCF # <sched\_num>  
 Reference date: <refer\_date>

<mailing>  
 <staff\_code\_1>

<bar\_code>

Estimated employment: <bmk\_empl>  
 <ui\_run>

NAICS <naics\_code>  
 <descr>

<contact>  
 <title>  
 <trade\_name or legal\_name>  
 <rpt\_unit\_at> <rpt\_unit\_descr>  
 <addr\_line1>  
 <addr\_line2>  
 <city> <state\_abbrev> <zip\_code> <zip\_ext>

### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

«state\_mandatory»

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.



**FOLLOW UP LETTER**  
**Version 1, Page 2**

<state\_letterhead.jpg>

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response. The OEWS program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics, and 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 **May 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 **IDCF0EWS.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.
- **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) and «state\_site».

Please respond **within two weeks**. 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.

## FOLLOW UP LETTER PR

Version 1

Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

IDCF # <schd\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bnk\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

### Complete el Informe de Estadísticas de Empleo y Salarios por Ocupación en Línea

Se le solicita que provea la información de ocupaciones y salarios de los empleados del establecimiento especificado después de "Report for" en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025**.

Si su establecimiento tiene «state\_cutoff» o más empleados, le recomendamos que envíe una hoja de cálculo o un informe de su sistema de nómina. Preferimos archivos de Excel (.xlsx), pero aceptamos casi cualquier formato excepto archivos ejecutables (.exe).

**IMPORTANTE:** Para proteger sus datos, su sesión expirará si pasa 30 minutos en una página. Un aviso aparecerá cuando resten 5 minutos. Si usted no presiona en "Stay Connected" para extender su sesión, sus datos se perderán y tendrá que iniciar la sesión nuevamente.

Nosotros no recibimos sus datos hasta que usted presione en "Submit Data to BLS" o "Send" al final del proceso.

1. Acceda a **IDCFOWS.BLS.GOV**. Inicie la sesión usando su número único IDCF, <schd\_num>.
2. Siga las instrucciones para ingresar su información de contacto y contestar preguntas sobre el establecimiento especificado después de "Report for" en la dirección postal. De acuerdo al tamaño de su establecimiento, se le dirigirá a la página de entrada de datos o a la página de transmisión de archivos. Cada página tiene un enlace que puede usar para cambiar al otro método de envío si lo prefiere.
3. Ingrese los datos de ocupaciones y salarios en el formulario en línea o seleccione un archivo para transmitir.
4. Si usted ingresó sus datos en el formulario en línea, usted podrá revisar la información y descargar y guardar una copia como un archivo de Excel antes de enviarlo. Presione en "Submit Data to BLS" para completar el envío. Usted recibirá un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Si usted seleccionó un archivo para transmitir, presione "Send" para enviarlo. En la siguiente página, presione "Continue" para que reciba un correo electrónico de confirmación. Por favor guarde este correo electrónico en caso de que haya preguntas sobre su envío.

Eso es todo - ¡ha terminado! Si tiene preguntas o necesita asistencia, por favor contáctenos a «state\_email».

### ¡Gracias por su tiempo – patronos como usted son la ÚNICA fuente de esta información!

Estimamos que el tiempo necesario para completar este informe variará de 10 minutos a 2 horas, dependiendo de factores como el tamaño del establecimiento. Esto incluye el tiempo para revisar las instrucciones, localizar las fuentes existentes de datos, reunir y mantener los datos necesarios, y completar y revisar esta información. Si tiene algún comentario con relación a estos estimados o cualquier otro aspecto de este informe, incluyendo sugerencias para reducir esta tarea, envíelos al "U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 4800 Silver Hill Road, Washington, DC 20212-0002". Este informe está autorizado por ley, 29 U.S.C. §2. Su participación voluntaria es necesaria para que los resultados de este estudio sean completos, precisos y puntuales. No tiene que completar este cuestionario si el mismo no tiene un número de control de OMB actualmente válido. Formulario Aprobado, O.M.B. No. 1220-0042.

El Negociado de Estadísticas del Trabajo (NET), sus empleados, representantes y las agencias estadísticas asociadas, usarán la información que usted provea para propósitos estadísticos solamente y mantendrán la información de manera confidencial conforme al grado máximo permitido por ley. De acuerdo con la Ley de Protección de la Información Confidencial y Eficiencia Estadística (44 USC Section 3572) y otras leyes federales aplicables, sus respuestas no se divulgarán de forma identificable sin su consentimiento informado, excepto en el caso de los gobiernos estatales y locales. El NET publica tablas estadísticas de este informe que pueden revelar la información provista por los gobiernos estatales y locales. De solicitarlo, sin embargo, el NET mantendrá de manera confidencial la información proporcionada por los gobiernos estatales y locales en dicho informe. Conforme a la Ley Federal de Mejoras a la Seguridad Cibernética de 2015, los sistemas de información federales están protegidos contra actividades maliciosas mediante el control de seguridad cibernética de los datos transmitidos.

## FOLLOW UP LETTER PR

Version 1

Page 2

<state\_letterhead.jpg>

Estimado patrono,

Hace aproximadamente un mes, le enviamos una carta o un correo electrónico solicitando su participación en el programa de Estadísticas de Empleo y Salarios por Ocupación (OEWS por sus siglas en inglés). Al momento de esta comunicación, no hemos recibido su respuesta. El programa OEWS es llevado a cabo por «state\_agency» en cooperación con el Negociado de Estadísticas del Trabajo Federal. Su participación es esencial para producir datos de empleo y salarios de la más alta calidad para los ciudadanos de Puerto Rico.

Todo lo que necesitamos de usted es el título de trabajo específico, una breve descripción de las tareas, y el salario de cada empleado del establecimiento especificado en la dirección postal para el período de pago que incluyó el **12 de mayo de 2025. La información que usted provea será usada para propósitos estadísticos solamente, y toda la información que identifique establecimientos no-gubernamentales se mantendrá en estricta confidencialidad hasta el grado máximo permitido por ley.**

Muchos sistemas de nómina pueden producir un informe electrónico con la información que necesitamos, pero por favor remueva información como los nombres o los números de seguro social de los empleados.

Hay varias maneras de proveer su información:

- **En línea** → Acceda el enlace **IDCFOEWS.BLS.GOV** e ingrese su número único IDCF, <sched\_num>. Usted puede llenar el formulario en línea, transmitir su propio archivo de datos, o descargar una hoja de Excel.
- **Correo Electrónico** → Envíe un correo electrónico con la información solicitada y su número IDCF a «state\_email». Una plantilla de Excel está disponible en **www.bls.gov/respondents/oes/template.xlsx**. El BLS exhorta a los encuestados a proteger archivos adjuntos y enviar la contraseña en un correo electrónico por separado. Por favor no incluya información sensitiva en el texto del correo electrónico.
- **Teléfono** → Llámenos al «state\_phone».

No dude en contactarnos si tiene preguntas o si podemos ayudarle a enviar su información. Para más información, visite **www.bls.gov/respondents/oes** y «state\_site».

Por favor responda dentro de las próximas dos semanas. Su respuesta oportuna ayudará a ahorrar dinero a los contribuyentes al eliminar la necesidad de hacer envíos por correo y llamadas telefónicas adicionales.

Gracias por su tiempo y atención – nosotros apreciamos su ayuda.

Sinceramente,

«state\_signature\_1»

«state\_signature\_2»

«state\_signature\_3»

Como participante de una encuesta del Negociado de Estadísticas del Trabajo (NET) usted debe de estar consciente de que el uso de medios electrónicos para transmitir datos envuelve ciertos riesgos inherentes a la confidencialidad de estos datos. Las prácticas responsables de transmisión electrónica empleadas por el NET no pueden eliminar completamente esos riesgos, pero el NET está comprometido con el manejo responsable de la información confidencial y toma medidas de seguridad rigurosas para proteger la confidencialidad de la información que tiene en su posesión.

## FOLLOW UP LETTER

Version 2, Page 1



«state\_return\_1»  
«state\_return\_2»  
«state\_return\_3»

<state\_logo.jpg>

IDCF # <sched\_num>  
Reference date: <refer\_date>

<mailing>  
<staff\_code\_1>

<bar\_code>  
NAICS <naics\_code>  
<descr>

Estimated employment: <bnk\_empl>  
<ui\_run>

<contact>  
<title>  
<trade\_name or legal\_name>  
<rpt\_unit\_at> <rpt\_unit\_descr>  
<addr\_line1>  
<addr\_line2>  
<city> <state\_abbrev> <zip\_code> <zip\_ext>

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response. The OEWS program is conducted by «state\_agency» in cooperation with the U.S. Bureau of Labor Statistics, and 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 location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

### **«mandatory\_header»**

«mandatory\_yes» «state\_mandatory»

### **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.

### **How do I provide my information?**

There are several ways to provide your data, and many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable 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).

- **Online** → Go to **IDCF OEWS.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».

### **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?**

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».

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.



## FOLLOW UP LETTER

### Version 2, Page 2

#### Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

If your establishment has «state\_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

**IMPORTANT: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**

**We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, <sched\_num>.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
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4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «state\_email».

**Thank you for your time - employers like you are the ONLY source of this information!**

#### SAVE TIME! Create your spreadsheet first!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column for hourly wage rates, and a column for annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

Job title	Hourly	Annual	Department
Forklift operator	\$16.00		Warehouse
Forklift operator	\$16.00		Warehouse
Forklift operator	\$12.98		Warehouse
Truck driver		\$45,000	Warehouse
Webmaster	\$23.24		IT
IT user support	\$18.87		IT
General manager		\$80,000	Office
Logistics manager		\$68,140	Office
Bookkeeper	\$17.22		Office

«state\_mandatory»

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.

## Attachment H

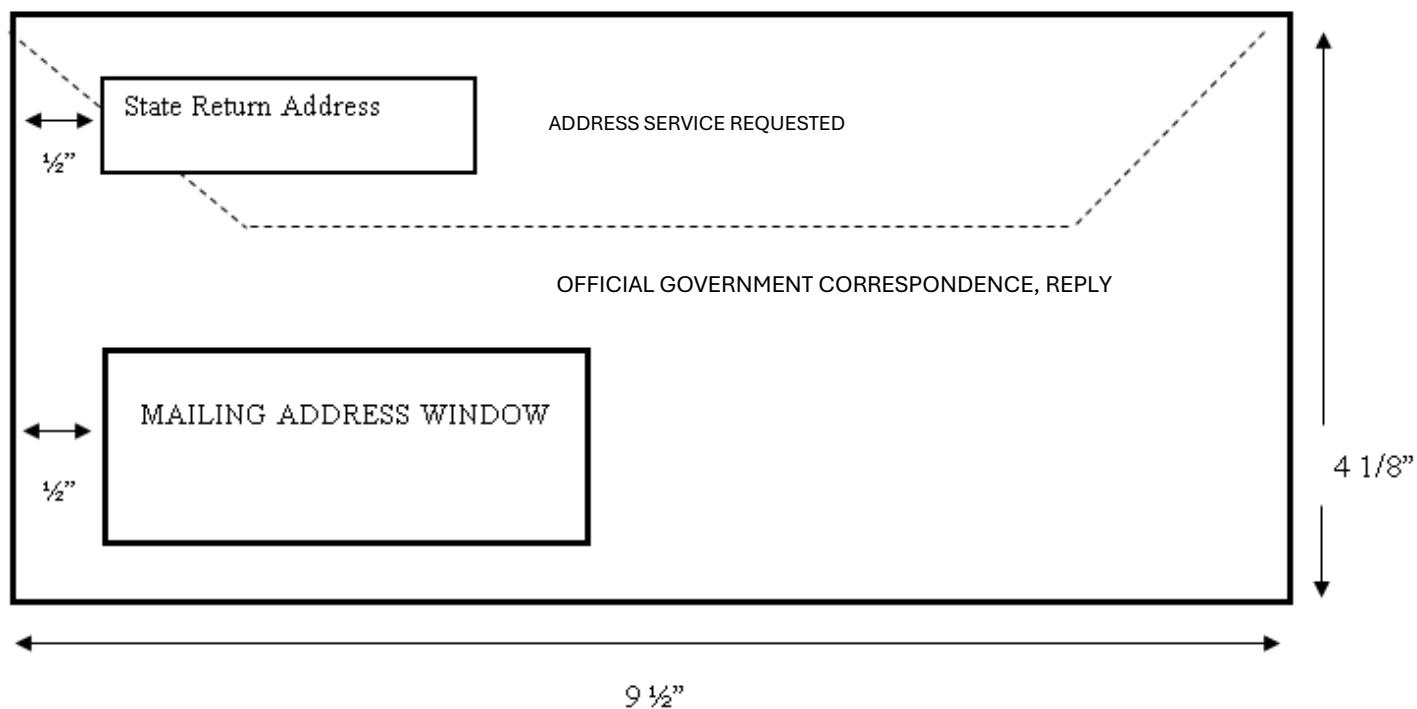
### MAIL-OUT ENVELOPE SPECIFICATIONS

The Mail-out window envelope will be a standard size #10 envelope with the windows, return address and address, on the left side.

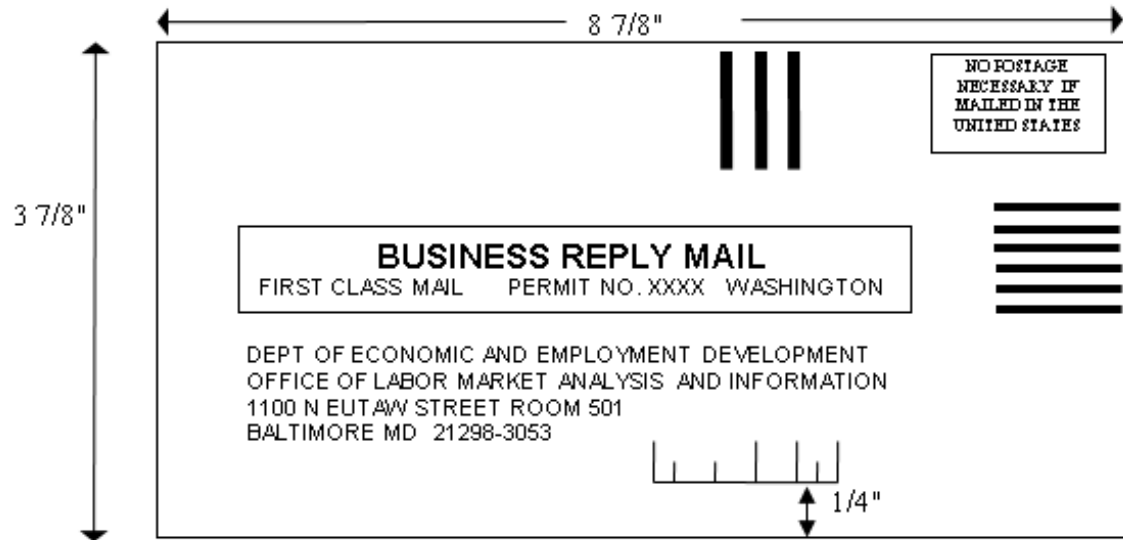
Size: 4 1/8" x 9 1/2"

Top Window: 5/8" x 3 1/2", located 1/2" from the left and 3" from the bottom

Bottom Window: 2" x 4 1/4", located 1/2" from the left and 1/2" from the bottom



**BUSINESS REPLY ENVELOPE SPECIFICATIONS**



Standard #9 Business reply envelopes.

There are additional requirements for the design of the Business Reply Envelope. A flyer detailing the US Postal Service regulations will be provided including the use of Intelligent Barcodes if needed.

## Attachment J

### Name and Address Information

NOTE: This is an example of typical information printed on the mailing label. Actual data items are subject to change.

IDCF # XXXXXXXXXXXX	1
Reference Date: May 12, 2025	CCCC
NAME12&1	
HR DIRECTOR & STUFF	
TRADE12&1	
REPORT FOR: RUD12&1	
ADDRESS23&1	
ADDRESS24&1	
CITY12, AZ 56351-7980	

- Line 1 =        **“IDCF #”** (6 char)  
                  IDCF# (12 char)  
  
                  **Mailing Code** (1 char)
- Line 2 =        **“REFERENCE DATE: “** (15 char)  
                  **Reference date** (12 char)  
  
                  **State initials** (4 char)
- Line 3 =        Blank
- Line 4 =        Blank
- Line 5 =        **Contact Name/Title**
- Line 6 =        **Legal Name (35 char)**
- Line 7 =        Total length for this line is 45 characters  
                  **REPORT FOR:** (12 char)  
                  Space (1 char)  
                  **REPORTING UNIT DESCRIPTION** (use as many characters of this field that  
                  will fit on the line; this field might be blank on some records)




Line 8 = **Street Address Line 1 (35 char)**

Line 9 = **Street Address Line 2 (35 char)**

Line 10 = **City (20 Char)**  
**State (2 char)**  
**Zip+4 (10 char)**

***NOTE: Any blank lines in lines 5-9 should be collapsed. Lines should not wrap. If the line is too long it should be truncated. The character limits for each line will be agreed upon by both the Bureau of Labor Statistics and the contractor at the beginning of the contract or changed by mutual agreement.***

Industry Information

	Estimated employment: 5 4799985022-00000
NAICS 611110	
Elementary and secondary schools furnishing academic courses that comprise a basic preparatory education.	

Line 1 = **Bar Code** – Code 39 representing 12 digit IDCF#

**“Estimated Employment”** (9 char)

**Estimated Employment** (up to 6 char)

Line 2 = **Unemployment insurance account number** (16 char)

Line 3 = **“NAICS”** (5 char)

**NAICS** (6 char)

Line 3 = **Industry Description** (385 char)

Note: In the current system, the label data is processed using software from a third party vender **BeCubed Software Inc.** product called **“List&Labels”** to generate bar codes. The barcode is a standard Code 39 barcode.

## Attachment L

### Form Cut-off and Collection Letter Version File

	A	B	C	D	E	F
1	<b>FIPS</b>	<b>Form cutoff</b>	<b>3rd follow up</b>	<b>3rd follow up cutoff</b>	<b>Letter version</b>	
2	01	19	U		1	
3	02	19	U		2	
4	04	19	U		2	
5	05	9	E	49	2	
6	06	19	U		2	
7	08	19	E	19	2	
8	09	15	E	15	2	
9	10	19	U		2	
10	11	19	E	19	2	
11	12	19	U		1	
12	13	19	U		2	
13	15	19	U		2	
14	16	9	U		1	
15	17	19	U		1	
16	18	19	U		1	
17	19	19	U		2	
18	20	19	U		1	

FIPS = State code

Form cutoff = the estimated employment limit to receive a form instead of the collection letter

3<sup>rd</sup> follow up = F for form or E for collection letter during the 3<sup>rd</sup> follow up mailing

3<sup>rd</sup> follow up cutoff = the estimated employment limit to receive a form instead of the collection letter for the 3<sup>rd</sup> follow up mailing

Letter version = Shows whether the state is using version 1 or version 2 of the collection letter, or Spanish for Puerto Rico

## Attachment M

### Example of State Data File Record

(Text file delimited by pipes)

NOTE: This is an example of typical information printed on the mailing label. Actual data items are subject to change.

sched_num mailing area_code bmk_empl refdate new_refer_date state_code naics_code contact title legal_name trade_name report_unit_at rpt_unit_descr addr_line1 addr_line2 city state_abbrev zip_code zip_ext staff_code_1 ui_run descry	
Schedule Number/IDCF#(12 char)	
Mailing code(1 char)	
Area Code (2)	
Employment (5 Char)	
REFERENCE DATE: (16 char)	
Reference date (11 char)	
State FIPS Code (2 char)	
NAICS (6 char)	
Contact Name (35 char)	
Title (35 char)	
Legal Name (35 char)	Note: Use Legal name only if Trade name is blank
Trade Name (35 char)	
REPORT FOR: (11 char)	Note: Total combined length of REPORT FOR and RUD should not exceed 37 characters. Use the total characters from the REPORT FOR statement and then truncate (if needed) the RUD so that the total does not exceed 37.
Report Unit Description(RUD) (variable – might be blank)	
Street Address Line 1 (50 char)	

Street Address Line 2 (50 char)	
City (30 Char)	
State (2 char)	
Zip (5 char)	
4-digit Zip extension (4 char)	
Mail code (4 CHAR)	
UI account number (16 CHAR)	
Industry description (385 CHAR)	



Attachment O

Example of Blank Forms Distribution Quantities

FIPS codes are used for each state’s order and are contained in the first row.










	A	B	C	D	
1	FIPS	Form	Outer envelopes	Business reply envelopes	
2	01	500			
3	02	38	48	48	
4	04	200	200	200	
5	05	1000	0	0	
6	06	4,000	2,000	500	
7	08	300	500	500	
8	09	50	0	0	
9	10	200	0	0	
10	11	0	0	0	
11	12	750	500	500	
12	13	1500	1000	500	
13	15	100	0	0	
14	16	50	25	25	
15	17		4000		
16	18	1000	1000	1000	
17	19	400	400	400	
		Form & Envelope Quantities		Sheet1	Sheet2

## Attachment P

### STATE LETTERHEAD and LOGO FILES

Folder will contain letterhead and/or logo files for each state

Folder with JPG files

 CA_Letterhead_10-02-19.JPG	10/16/2019 7:45 A...	JPG File	41 KB
 CA_Logo_10-01-19.JPG	10/15/2019 5:32 PM	JPG File	22 KB
 CO_Letterhead_09-23-19.jpg	10/2/2019 3:53 PM	JPG File	152 KB
 CO_Logo_09-23-19.jpg	10/2/2019 3:53 PM	JPG File	63 KB
 CT_Letterhead_10-02-19.JPG	10/16/2019 7:54 A...	JPG File	22 KB
 CT_Logo_10-02-19.jpg	4/5/2019 9:26 AM	JPG File	14 KB
 DC_Letterhead_09-23-19.JPG	10/16/2019 7:54 A...	JPG File	35 KB
 DE_Letterhead-04-05-19.jpg	10/1/2018 10:41 A...	JPG File	63 KB
 DE_Logo_09-23-19.jpg	9/23/2019 11:23 A...	JPG File	76 KB

Example of state letterhead



Example of state logo

