

# OCCUPATIONAL EMPLOYMENT STATISTICS

## *FAST FACTS*



### What's in it for YOU?

- Do you want to know competitive pay scales so you can budget your company's payroll?
- Do you want to evaluate wage trends and occupations?
- Do you want to know about emerging and declining occupations?

### We can't do it without you!

- With your help, we are able to provide employment and wage data for over 700 occupations in Delaware.
- Excellent response rates from Delaware employers allowed us to provide current, simple, and straightforward access to labor market information at *no cost*.



### Choose the easiest for you!

**Mail** – return in the postage paid envelope

**Telephone** – use the contact information on the back page

**Fax** – fax data to (302) 761-6598

**Online** – enter data or upload a file at <https://idcfoes.bls.gov> (see back)

**Email** – email data to [OESDelaware@idcf.bls.gov](mailto:OESDelaware@idcf.bls.gov) (see back)

### To complete this report we need. . .

1. **Number of employees** working during the reference period (see address label example below)
2. **Job title** for each employee (no names or social security numbers)
3. **Wages** for each employee

### Please take a few minutes to review the address label located on your form:

- See the example below for additional information

**IDCF #** - This is the number you will use to log into our online data collection system.

**REFERENCE DATE** - Report your data for the pay period that includes this date.

**EMPLOYMENT FIGURE** - This number represents our most recent estimate for the number of employees at the location sampled.

**NORTH AMERICAN INDUSTRY CLASSIFICATION (NAICS) CODE** - This 6-digit code uniquely classifies your business establishment by the type of activity in which you are engaged. There are nearly 1,200 NAICS codes in use.

IDCF # 109482000569	10	Est. Emp: 298
Reference Date: MM DD, YYYY	60	484110 ABC
		QC# 000001
JAYNE DHO, HR ANAGER LORRY LAND TRANSPORTATION CO., INC REPORT FOR: UNIT AT SITE #32 1234 LAKE BRADDOCK DRIVE SUITE 1000 WILMINGTON, DE 19804-2044		

#### Statement to Respondents on the Use of Electronic Data Transmission

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.

## Instructions to help you complete the report electronically

- Instead of completing the paper form, you can create an Excel spreadsheet (see example below).
- The completed spreadsheet may be sent via email to [OESDelaware@idcf.bls.gov](mailto:OESDelaware@idcf.bls.gov) or submitted online (see online instructions below).

ABC Company 123456789-0 (schedule #)				
Job Title	Department	Hourly Pay (FT/PT) preferred	(Bi) Weekly Salary (Full-Time only)	Annual Salary (Full-Time only)
Truck Driver – tractor trailer	Transport	\$23.95		
Truck Driver – tractor trailer	Transport	\$25.95		
Mechanic – diesel engine	Repair	\$17.50		
Mechanic Supervisor	Repair		\$1,062.12	
Bookkeeping Clerk	Office	\$13.01		
Receptionist	Office	\$10.64		
Office Manager/Clerical Supervisor	Office		\$785.21	
Forklift Operator	Loading Dock	\$12.18		
Sales Rep. – outside sales	Sales			\$58,250
President/General Manager	Administration			\$85,000

## Online Instructions

- Go to <https://idcfoes.bls.gov>
- Enter your IDCF#, located on your address label, complete the security check, and click “I Accept.”
- Follow the instructions on the site.
- You will receive an email confirming your submission when you are finished.
- Please save the confirmation email in case we have any questions.

BUREAU OF LABOR STATISTICS  
Occupational Employment Statistics

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### Occupational Employment Statistics

Welcome to the Bureau of Labor Statistics - Occupational Employment Statistics Program.  
Using this web-based system, you can complete your survey response and submit it on-line or securely upload your data.

1. Please enter your IDCF Number:

2. Enter the numeral below in the text box :

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

Example Address Label:

IDCF # 11123456789 11 Est Emp= 298  
**Reference Date: MM DD, YYYY** 60 621991 CKJ  
 Schedule # 123456789-0 000001

HR DIRECTOR  
 FIRST NATIONAL BLOOD BANK  
 REPORT FOR: THIS LOCATION ONLY  
 100 STATE AVE  
 WASHINGTON, DC 11111-1111

**Terms and Conditions of Use**

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

If you have questions or need assistance, please contact:

Michelle Thompson (302) 761-8057  
 Mark Wallner (302) 761-8359

For more information, visit the OES respondent homepage at <https://www.bls.gov/respondents/oes>

Results from this report and other labor market information can be obtained at:

- our website at <https://lmi.delawareworks.com>
- BLS website at <https://www.bls.gov/oes>