

OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM

A. PROGRAM INFORMATION

The Occupational Employment Statistics (OES) program provides occupational employment and wage estimates for wage and salary workers annually for the 50 States, Metropolitan Statistical Areas, a single Balance of State area per State (except where the MSAs exhaust the State), the District of Columbia, Puerto Rico, the Virgin Islands, and Guam. An annual sample survey of establishments is conducted to determine State-wide and area occupational and wage distribution at the two-digit and three-digit Standard Industrial Classification (SIC) level. Occupational employment and wage estimates and measures of reliability for the surveyed industries are published in a State Employment Security Agency (SESA) designed format.

The Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA) provide funding for the OES program. The BLS administers the program and provides conceptual, technical, and procedural guidance in data collection and estimation. SESAs are responsible for data collection and publication in cooperation with the BLS.

The OES program uses the standardized procedures described in the Occupational Employment Statistics Survey Manual (OES Manual) as well as those contained in the work statement and BLS technical memoranda. Applicants should put an "X" or a check mark in the spaces provided on the following pages to indicate agreement to comply with stated program requirements.

B. DELIVERABLES

Data items that must be delivered for the BLS to operate the OES program are described in summary below. Each item must be delivered according to the schedule specified in the OES Manual, the work statement, and BLS technical memoranda.

	Content	Agree To Comply (Check Box)	Due Dates	Agree To Comply (Check Box)
1.	Transmittal of BLS supplied Alien Labor Certification (ALC) files to SESA ALC unit.	<input type="checkbox"/>	Five work days after receipt of files from BLS.	<input type="checkbox"/>

B. DELIVERABLES (CONTINUED)

Content Agree To Comply (Check Box)

Due Dates Agree To Comply (Check Box)

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------|--------|
| 2. | Publication of 1999 survey data, validated by the BLS. A press release, hard copy report, or Internet web site count as publication. Details on OES publication requirements are outlined in the OES State Operations Manual. | [____] | March 30, 2001 | [____] |
| 3. | Interim master machine-readable file containing at least a 60 percent useable response rate, including wages, in either units or employment for each sampled area, including the portion of the State in an interstate MSA, with data from the 2000 survey. The master file will reflect coding to the full OES occupational structure. | [____] | June 15, 2001 | [____] |
| 4. | Clean master machine-readable file containing at least a 75 percent useable response rate, including wages, in either units or employment for each sampled area, including the portion of the State in an interstate MSA, with data from the 2000 survey. In addition, the 2000 survey will have a statewide response rate of 75 percent of units, and 65 percent of employment. The master file will reflect coding to the full OES occupational structure. | [____] | August 17, 2001 | [____] |
| 5. | Completed copies of 2000 survey supplemental reporting sheets from all long and short questionnaires. | [____] | September 28, 2001 | [____] |
| 6. | Data collection progress report (SPAM Summary Progress Report). | [____] | Two working days after the end of each month during data collection. | [____] |

C. PROGRAM PERFORMANCE REQUIREMENTS

Specific methods for conducting the OES survey are described in the OES Manual and in technical instructions provided by the BLS. Major elements are:

1. Address Refinement
The SESA will perform address refinement functions as specified in the OES Manual. [____]
2. Data Collection
 - a. Survey mailings will be conducted in accordance with procedures contained in the OES Manual. [____]

C. **PROGRAM PERFORMANCE REQUIREMENTS (CONTINUED)**

Agree To Comply (Check Box)

- b. BLS/OMB-approved forms and procedures will be used, and at least a 75 percent useable response rate, including wages, attained in either units or employment for each area, including the portion of the State in an interstate MSA. [____]
- 3. Software [____]
SESAs using any BLS-sponsored OES exportable software will install the latest version of the software and maintain conformance with the latest source code. Installation will be completed within 30 days after receipt of the update.

D. **QUALITY ASSURANCE REQUIREMENTS**

The SESA will cooperate with the BLS in:

- 1. Editing and screening efforts for all data types by providing corrections and explanations when data are questioned. [____]
- 2. Estimation validation and incorporation of recommendations for corrections and improvements resulting from validations. [____]
- 3. Assessing the quality of occupational coding and by providing corrections and/or explanations when coding is questioned during BLS review. [____]

E. **EXCLUSIONS**

The deliverables and cost estimates for the OES program should reflect only activities associated with conducting a sample survey of establishments, developing estimates of occupational employment and wages, and publishing these estimates. Activities that are not part of the OES program include developing both projections of industry and occupational employment for States and areas and Alien Labor Certification administrative activities.

F. **EXPLANATION OF VARIANCES**

NOTE: Add additional pages as necessary.

