

Charter Renewal

Occupational Information Development Advisory Panel

A. Official Designation: The Committee is entitled the Occupational Information Development Advisory Panel (hereinafter referred to as “Panel”).

B. Objective and Scope of Activities: This discretionary Panel, established under the Federal Advisory Committee Act of 1972, as amended (hereinafter referred to as “the FACA”), shall report to the Commissioner of Social Security (“Commissioner”) or his designee. The Panel will provide independent advice and recommendations on plans and activities to replace the Dictionary of Occupational Titles used in the Social Security Administration’s (SSA) disability adjudication process. The Panel shall advise the agency on creating an occupational information system (OIS) tailored specifically for SSA’s disability programs and adjudicative needs. SSA requires advice and recommendations relating to the use of occupational information in SSA’s disability programs and the research design of the OIS, including the development and testing of an OIS content model and taxonomy, work analysis instrumentation, sampling, and data collection and analysis.

C. Description of Duties: The duties of the Panel are solely advisory.

D. Panel Membership: The Panel shall be comprised of not more than 14 members, including professionals from academia, private-sector, and public entities (including various Federal agencies, e.g., Department of Labor) with expertise in one or more of the following subject areas: a) occupational analysis, design and development of occupational classifications, instrument design, labor market economics, sampling, data collection and analyses; b) disability evaluation, vocational rehabilitation, forensic vocational assessment, and physical or occupational therapy; c) occupational or physical rehabilitation medicine, psychiatry, or psychology; and d) disability claimant advocacy.

Panel members appointed by the Commissioner who are not full-time Federal officers or employees shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. The Commissioner of Social Security shall appoint Panel members for at least one year. Members shall be compensated for their work, including time spent on activities that support the Panel’s mission, and travel expenses under Federal guidelines.

E. Panel Meetings: SSA anticipates the Panel shall meet at least once every three months. The Designated Federal Official (“DFO”) shall set the date and time for each meeting in consultation with the Chairperson. The Commissioner shall appoint the DFO who will attend all meetings. A majority of the membership of the Panel shall constitute a quorum; a lesser number may meet for information gathering and fact-finding purposes only.

Panel meetings are open to the public except as determined in accordance with the Government in the Sunshine Act 5 U.S.C. 552b(c). SSA will publish due notice of all Panel meetings in the Federal Register and conduct the proceedings as required by applicable regulations, guidelines, and laws. SSA will record and maintain the proceedings of all Panel public meetings in

accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. SSA will maintain a public website for Panel information, such as scheduled Panel meetings and Panel publications.

The Panel will hold all meetings in locations accessible to the public. SSA will provide reasonable accommodations to the known needs of members and attempt to meet the general needs of members of the public (e.g., interpreters for persons with hearing impairments and large print copies of materials for persons with visual impairments) when such accommodation is requested.

The Panel, with SSA approval, may establish subcommittees and ad hoc committees as necessary and consistent with its mission. These groups shall operate under the provisions of the FACA and appropriate Federal regulations. Such groups shall not work independently of the chartered Panel, and shall report their recommendations and advice to the Panel for full deliberation and discussion. Subcommittees and ad hoc committees have no authority to make decisions on behalf of the chartered Panel, nor may they report directly to SSA or any Federal officers or employees who are not Panel members.

F. Agency Support: SSA shall provide support as deemed necessary for activities in support of the Panel's mission, and shall ensure compliance with the requirements of the FACA.

G. Operating Costs: The annual estimated operating costs are \$850,000 and 3.5 staff years of support.

H. Consultants: The Panel may also engage additional technical assistance from experts and consultants knowledgeable in relevant fields.

I. Reports: The Panel will submit its recommendations to the Commissioner.

J. Duration: This charter shall be in effect for 6 months from the date it is filed with Congress. The Commissioner of Social Security may terminate the Panel at any time during the period covered by this charter. The charter may be renewed after 6 months in accordance with the terms of the FACA.

Approved:

1/6/12
DATE



Commissioner of Social Security

01/06/2012
Congressional Filing Date

(Date Charter filed with the Committee on Ways and Means of the House of Representatives and the Committee on Finance of the Senate)