



## Coding Assistance

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### Understanding the Occupational Code Assignment (OCA) Process

#### What is an occupational code assignment?

An **occupational code assignment (OCA)** is a process established to help occupational information users relate a job title or occupational specialty to an O\*NET-SOC occupation. The Occupational Information Network (O\*NET) is a Standard Occupational Classification (SOC) based system. Businesses, training and educational institutions, labor and occupational organizations, and professional associations can use the OCA process to determine if a job title or occupational specialty is recognized within the O\*NET-SOC system and the U.S. labor market.

The information gathered during the OCA process:

1. leads to code assignments for customers,
2. helps update the O\*NET lay titles database, and
3. is considered during the O\*NET-SOC occupational classification review and development.

#### What is the O\*NET-SOC System?

The O\*NET-SOC system organizes the work done in our nation into approximately 1000 occupational categories. These occupations have associated data on the importance and level of a range of occupational characteristics, including Knowledge, Skills, Abilities, Tasks, and General Work Activities. All of this occupational information has been compiled into a database and is available as a free, downloadable file at <http://www.onetcenter.org/database.html>. Furthermore, an internet application of the database, referred to as O\*NET OnLine, allows the database to be easily viewed and utilized for searches of occupational information.

The O\*NET-SOC system is based on the 2000 Standard Occupational Classification (SOC) system. The Office of Management and Budget has mandated the use of this classification system for all federal agencies that collect and disseminate occupational information.

#### What is the importance of the occupational code assignment process?

After receiving a code and title assignment, you will be able to review detailed information on the occupation within the O\*NET-SOC system and link to other sources of national, state, and local SOC-based occupational information. For instance, within O\*NET OnLine, you can link to [CareerOneStop](#), a resource that provides occupational employment and wage estimates.

If the job title you submit is new to the O\*NET-SOC system and the analyst codes it to an existing occupation, we will add the title to the lay title file. This file is updated on a regularly scheduled basis and is one of the files used to facilitate occupational searches within both O\*NET OnLine and O\*NET Code Connector. Individuals may also see the submitted title, along with other related job and occupational titles, when reviewing O\*NET occupational reports.

Submitting information to the OCA process, however, does not necessarily mean that the O\*NET-SOC system will classify this information as a new O\*NET-SOC code and title. Such a designation cannot be made based on a single identification of a new job title or occupational specialty. Rather, new O\*NET-SOC codes and titles will be determined based on considerations of frequency and prevalence in multiple sources, including transactions analysis of entries into online job banks and other occupationally relevant websites.

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#### **How do I obtain an occupational code assignment?**

Prior to obtaining an OCA, it is advisable to conduct a thorough search of O\*NET Code Connector (<http://www.onetcodeconnector.org/>) to determine if the occupational code and title you are seeking already exists within the O\*NET-SOC system. The O\*NET Code Connector was developed to assist workforce professionals in coding jobs. If you are unable to match your job title and information to an O\*NET-SOC occupational code and title, you will benefit from using the OCA process.

To obtain an OCA, you must submit occupational information, via an **OCA Form - Part A**, to the National Center for O\*NET Development. The submitted information will be reviewed by an occupational analyst. Upon analysis, the analyst will send you an **OCA Form - Part B** that will list and explain the code assignment.

#### **What if I have further inquiries?**

For further information on the O\*NET-SOC system or to learn about other products or programs related to the O\*NET Project, see the O\*NET Resource Center at <http://www.onetcenter.org/>. For specific questions on O\*NET OnLine or the O\*NET Code Connector, email [O\\*NET Customer Service](#) or write to the National Center for O\*NET Development, P. O. Box 27625, Raleigh, North Carolina 27625.

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### Understanding the Standard Occupational Classification (SOC) Guidelines

The Bureau of Labor Statistics has published Classification Guidelines as part of their SOC Manual to ensure that all users of occupational data classify workers the same way. Although developed for SOC, the basic principles also apply to the O\*NET-SOC system.

#### Classification Guidelines

In order to ensure that all users of occupational data classify workers the same way, the following classification principles should be followed.

1. The Classification covers all occupations in which work is performed for pay or profit, including work performed in family-operated enterprises by family members who are not directly compensated. It excludes occupations unique to volunteers. Each occupation is assigned to only one occupation at the lowest level of the classification.
2. Occupations are classified based upon work performed, skills, education, training, and credentials.
3. Supervisors of professional and technical workers usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales, and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise.
4. First-line managers and supervisors of production, service, and sales workers who spend more than 80 percent of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work.
5. Apprentices and trainees should be classified with the occupations for which they are being trained, while helpers and aides should be classified separately.
6. If an occupation is not included as a distinct detailed occupation in the structure, it is classified in the appropriate residual occupation. Residual occupations contain all occupations within a major, minor or broad group that are not classified separately.
7. When workers may be classified in more than one occupation, they should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers are included in the occupation they spend the most time.
8. Data collection and reporting agencies should classify workers at the most detailed level possible. Different agencies may use different levels of aggregation, depending on their ability to collect data, and the requirements of users.

Users should code to the residual classifications (also known as the "All Others") ending with O\*NET-SOC code 9.00 when there is no other appropriate classification.

Jobs should be coded to the most detailed level O\*NET-SOC code appropriate.



## U.S. Department of Labor

Employment and Training Administration

To begin the OCA process, complete the web-based form below, or you may [download the form in Word or PDF format](#) to fill out and submit by email, mail, or fax.

### Occupational Code Assignment (OCA) Form - Part A

OMB No. 1205-0137 (Expires 03-31-2013)

**Instructions:** An occupational code assignment (OCA) is a process established to help occupational information users relate a job title or occupational specialty to an O\*NET-SOC occupation. The Occupational Information Network (O\*NET) is a Standard Occupational Classification (SOC) based system. The information gathered during the OCA process: 1. leads to code assignments for customers, 2. helps update the O\*NET lay titles database, and 3. is considered during the O\*NET-SOC occupational classification review and development.

Please complete the items on the Occupational Code Assignment (OCA) Form - Part A to the best of your ability. Items 1-6 collect contact information. For items 7-22, please provide the most accurate description of the job or occupation that you are attempting to locate in the O\*NET system. Once received, an occupational analyst at the National Center for O\*NET Development will review your answers to OCA Form - Part A. Upon analysis, the analyst will send you an OCA Form - Part B that will list and explain the code assignment.

**\*1. Contact Name(s) and Organization** (Include name(s) of individual(s) submitting request, as well as name of organization, agency, business, etc.):

Name:

Name:

Org:

**\*2. Contact Address** (Include city, state, and zip code.):

Address:

City:

State:

Zip:

**\*3. Check Appropriate Item:**

- Employer/Business
- Individual
- Office of Apprenticeship (OA)
- Foreign Labor Certification (FLC)
- Other

**\*4. E-mail Address(es):**

1.
2.

**\*5. Telephone Number(s)** (Include area code and 7 digit number, (xxx) xxx-xxxx):

1.
2.

**6. Date Submitted:**  
2/28/13

**\*7. Occupation** (Please enter the title of the job or occupation that you would like reviewed and assigned within the O\*NET-SOC classification system.):

**\*8. Overall Purpose or Summary of Occupation** (Summarize the overall objective or purpose of the occupation, such as "plan, direct, and coordinate training activities of an organization.):

**\*9. Tasks** (In order of importance, list the most important and/or regularly performed tasks for this occupation. Please use action verbs, such as "appraises and inventories real and personal property," to begin these task statements. Representative tasks are "direct safety occupations in emergencies" or "prepare daily reports of fuel, oil, and accessory sales.):

1.
2.
3.
4.



**\*10. Work Activities** (In order of importance, list the most important and/or regularly performed generalized work activities for this occupation. Representative generalized work activities are "analyzing data or information," "making decisions or solving problems," or "communicating with people outside the organization.");

1.	
2.	
3.	
4.	
5.	

Need to enter more **Work Activities**? How many? [1-5](#) [6-10](#) [11-15](#) [16-20](#)

**11. Interactions** (List the types of people that individuals within this occupation interact with during a typical workweek. Representative interactions are "customers," "supervisor," "accountants," "lawyers," "students," "co-workers," or "patients.");

1.	
2.	
3.	
4.	
5.	

Need to enter more **Interactions**? How many? [1-5](#) [6-10](#) [11-15](#) [16-20](#)

**12. Physical Activities** (List the primary physical activities performed within this occupation. Representative physical activities are "load boxes on an assembly line," "climb up and down poles to install electricity," or "walk between work stations in a small office.");

1.	
2.	
3.	
4.	
5.	

Need to enter more **Physical Activities**? How many? [1-5](#) [6-10](#) [11-15](#) [16-20](#)

**13. Skills** (In order of importance, list the skills required to perform the tasks and responsibilities of this occupation. Representative skills are "critical thinking," "persuasion," "complex problem solving," "management of financial resources," or "management of personnel resources.");

1.	
2.	
3.	
4.	
5.	

**14. Knowledge Areas** (In order of importance, list the knowledge areas required to perform the tasks and responsibilities of this occupation. Representative knowledge areas are "sales and marketing," "food production," "foreign language," or "telecommunications."): ▲

1.	
2.	
3.	
4.	
5.	

Need to enter more Knowledge Areas? How many? [1-5](#) [6-10](#) [11-15](#) [16-20](#)

**15. Education** (Please indicate the educational preparation typically requested or required to qualify for this occupation. The information you provide is subject to independent verification.):

**Formal education**

- Less than a High School Diploma
- High School Diploma (or GED or High School Equivalence Certificate)
- Post-Secondary Certificate - awarded for training completed after high school
- Some College Courses
- Associate's Degree (or other 2-year degree)
- Bachelor's Degree

**Graduate education**

- Post-Baccalaureate Certificate
- Master's Degree
- Post-Master's Certificate
- First Professional Degree
- Doctoral Degree
- Post Doctoral Training

**16. Training/Experience** (Please indicate the training/experience typically requested or required to qualify for this occupation. Please check all boxes that apply. The information you provide is subject to independent verification.):

- On-the-Job Training** (please indicate duration of time in months or years):
- Apprenticeship** (please indicate duration of time in number of years):
- On-Site or In-Plant Training** (please indicate duration of time in months or years):
- Prior Work Experience** (please indicate duration of time in months or years):
- Indicate Field of Study:**
- Specific Licensure/Certification Required:**
- Other:**

**17. Machines, Equipment, Tools, and Software (METS)** (In order of importance, list the machines, equipment, tools, and software used to perform the tasks and responsibilities of this occupation. Representative machines, equipment, tools, and software are "lathe," "hand tools," "environmental monitoring equipment," "personal protective equipment," or "software packages.):

1.
2.
3.
4.
5.

Need to enter more **Machines, Equipment, Tools, and Software (METS)**? How many?

**18. Product(s)/Service(s)** (List the product(s)/service(s) delivered by individuals performing the tasks and responsibilities of this occupation. Representative product(s)/service(s) are "bakery goods," "lumber," "printing," "musical instrument rental," "automobile repairs," or "food preparation.):

1.
2.
3.
4.
5.

Need to enter more **Product(s)/Service(s)**? How many?

**19. Industry** (In order of importance, list the primary industry or industries where this occupation is found. Representative industries are "construction," "educational services," "manufacturing," or "retail trade." Please include Standard Industrial Classification (SIC)/North American Industry Classification (NAICS) code(s) if known.):

1.
2.
3.
4.
5.

**20. Web Sites/Resources** (List web sites or other resources where information about the occupation can be found.):

1.
2.
3.
4.
5.





21. **Explanation of Submittal** (Optional: It may be helpful to indicate the reasons you are seeking this occupational code assignment.):

22. **Additional Information/Comments** (List any additional information or comments that may help in assigning this job or occupation to an O\*NET-SOC occupation. Additional information may include items, such as on-the-job training schedules or curriculum for relevant training programs.):

**Public Burden Statement:** The U.S. Department of Labor, Employment and Training Administration may not conduct or sponsor, and persons are not required to respond to, this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information, which is voluntary, is estimated to average 30 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. This is public information and there is no expectation of confidentiality. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Investment (OWI), Attn: O\*NET Project, Mail Stop S4231, 200 Constitution Ave. NW, Washington, DC 20210 (OMB Control Number 1205-0137).



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## Coding Assistance

### Submit OCA Form - Part A

A downloadable version of **OCA Form - Part A** is available below. Please answer the items on the form to the best of your ability and submit your form to the National Center for O\*NET Development, using the address information provided below. The form is provided in two formats: Microsoft Word and Adobe PDF. The latter format requires the freely available Adobe Reader software. (Download [Adobe Reader](#).)

The National Center for O\*NET Development will process your request within 14 business days. If we need additional information, we will contact you using the information you provide on the completed form. After completing our analysis of your request, we will send you an **OCA Form - Part B** that will identify and explain the code assignment.

#### Download:

[OCA Form - Part A](#) (DOC - 163 KB)

Note: Using the MS Word version, you may download and complete the form at your work station and both save and print the form. To take advantage of the built-in spell-check functionality, you must enable macros in MS Word. You can return the form to the O\*NET Center as an email attachment, by mail, or by fax.

[OCA Form - Part A](#) (PDF - 36 KB)

Note: Using the PDF version, you can print the form and manually complete it. Then, either mail or fax it back to the National Center for O\*NET Development.

#### Address:

Rod Smith  
National Center for O\*NET Development  
318 East Main Street  
Belleville, Illinois 62220  
Email: [O\\*NET Occupational Code Assignment](#)  
Fax: 919-715-0778