

**Supporting Statement
Occupational Code Assignment (OCA)
OMB Control No. 1205-0137**

A. Justification.

1. *Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.*

The collection of information by means of the Occupational Code Assignment (OCA) form is necessary to help occupational information users relate an occupational specialty or job title to an occupational code and title within the framework of the O*NET-SOC (Occupational Information Network-Standard Occupational Classification) based system. It helps provide occupational codes for jobs where duties have changed to the extent that the published information is no longer appropriate or the user is unable to classify the job on their own.

The Occupational Information Network (O*NET) classifies nearly all occupations in the United States economy. However, new specialties are constantly evolving and emerging. The use of the OCA form is voluntary and is provided (1) as a uniform format for the public and private sectors to submit information requesting an occupational code, (2) to provide input to a database of alternative (lay) titles to facilitate searches of O*NET information in O*NET OnLine, O*NET Code Connector, and America's Career Information Network, and (3) to assist the O*NET system in identifying potential occupations that may need to be included in future O*NET data collection efforts.

The O*NET-SOC system consists of a database that organizes the work done by individuals into approximately 1,000 occupational categories. O*NET occupations have associated data on the importance and level of a range of occupational characteristics and requirements, including Knowledge, Skills, Abilities, Tasks, and Work Activities. Since the O*NET-SOC system is based on the 2010 Standard Occupational Classification (SOC) system, receiving an O*NET-SOC code and title facilitates linkage to national, state, and local occupational employment and wage estimates.

The legislative authority for the Occupational Code Assignment is the Workforce Innovation and Opportunity Act, Section 308 Workforce and Labor Market Information System, which amends Sec. 15 of the Wagner-Peyser Act. This legislation authorizes the Secretary of Labor to maintain a nationwide workforce and labor market information system that includes in (D) "procedures to ensure compatibility and additivity of the data and the information described in subparagraphs (A) and (B) from national State and local levels;" and in (E) "procedures to support standardization and aggregation of data from administrative reporting systems described in subparagraph (A) of employment-related programs."

The Occupational Code Assignment helps users obtain an O*NET-SOC code which allows for compatibility and standardization in the area of occupational coding. A copy of the legislative authority for information collection is attached.

2. *Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.*

Occupational analysts use the information obtained on the OCA form to aid them in identifying the most appropriate occupational code and title to the job or specialty described in the information submitted. The information is also used to provide input to the O*NET alternative (lay) titles database which supports the search functions in O*NET OnLine (<http://online.onetcenter.org>), O*NET Code Connector (<http://www.onetcodeconnector.org>) and America's Career Information Network (<http://www.acinet.org>). Finally, it is used to assist the O*NET system in analyzing occupations that have potential for inclusion in future O*NET data collection efforts.

In the past, local and national office staff from One-Stop Career Centers, Office of Apprenticeship, Foreign Labor Certification, as well as the general public, have used the OCR form to submit requests for occupational titles, and codes for occupations that could not be found in the Dictionary of Occupational Titles. Since 2003 they have used the OCA form to assist with identifying codes for occupations in the O*NET system. It is expected that these constituents will continue to use the OCA form to help them locate occupational codes in the O*NET system.

3. *Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.*

In 2003, to comply with the Government Paperwork Elimination Act, the Department of Labor, Employment and Training Administration, tasked its grantee, the National Center for O*NET Development, to design an automated intake process in which respondents can complete an online version of the OCA form, or download a copy of an OCA form from the Internet. A "guidance page" outlining the OCA process is available on the O*NET Resource Center website at <http://www.onetcenter.org>, with links from both O*NET OnLine and the O*NET Code Connector websites. Users are able to save an electronic copy of OCA Form - Part A from the website, complete the questions without printing the form, then e-mail the saved form to the National Center for O*NET Development. When users access the online OCA, the information they enter is automatically transferred to an OCA database. With both methods, users are able to complete an OCA request electronically, without the need for any paper.

The use of improved technology for the OCA process will reduce the burden on users the OCA can be submitted either via e-mail or online. Thus users no longer have to request a paper copy of the form and wait for this paper copy to arrive via mail or fax to initiate the OCA request process. Instead, users are able to access the downloadable OCA Form - Part A or the online OCA process on the web and simultaneously complete an electronic version of the form. Returning the forms is also less burdensome for users. After downloading OCA Form – Part A, users are able to save the completed version of the form, then e-mail the saved copy to the National O*NET Center as an attachment. If users complete the online OCA process, the information is automatically transferred to a database maintained by the National O*NET Center. The use of technology enables users to submit information in the most efficient manner for them.

4. *Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.*

The OCA program was developed by ETA as a unique public service in order to assist government program offices and others who are unable to identify needed occupational codes using the O*NET Code Connector. The Code Connector provides users the ability to self-select an O*NET-SOC code related to a title not currently in the O*NET database. The OCA program gives users additional assistance, when necessary, only for those cases where the user is unable to identify an appropriate O*NET-SOC code. No duplication of effort exists between the two systems.

5. *If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.*

Small business firms are involved only if they submit an OCA form requesting a code assignment.

6. *Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.*

Information is received and processed as a public service. The frequency of data processing is determined by user need. Given the evolutionary nature of jobs and occupations in the United States, this effort is needed on an ongoing basis. Without this service, users have no alternatives when faced with the task of assigning an occupational code to a unique title.

7. *Explain any special circumstances that would cause an information collection to be conducted in a manner:*

Data collected is consistent with 5 CFR 1320.5.

8. *If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.*

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

As required by 5 CFR 1320.8(d), a Federal Register Notice regarding the extension with revisions of this information collection was published for sixty days' public comment on December 17, 2015 (80 FR 78769). No comments were received.

9. *Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.*

No payments or gifts are, or will be, offered to respondents.

10. *Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.*

It is the policy of the ETA, Office of Workforce Investment, to keep records secure and confidential. No information is released which contains identifying information about individuals or firms.

11. *Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.*

No information of a sensitive nature is requested on the OCA form.

12. Provide estimates of the hour burden of the collection of information.

Occupational analysts processed the following OCAs from 2013- 2015:

Year	Respondents
2013	14
2014	14
2015	14
Total 2013-15	42

The following table can be used as a guide to calculate the total burden of an information collection.

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
OCA - Part A	30	1	30	.5	15	\$54.88	\$823.20
Unduplicated Totals	30		30		15		\$823.20

¹ Estimate based on average for January 2013 through October 2015

² Estimates on OCA form - Part A = 30 minutes

³ Salary based on Occupational Employment Statistics data for Human Resource Manager, median wage as of May 2014 = \$54.88/hour at: <http://www.bls.gov/oes/current/oes113121.htm>

Estimated total burden hours = 15 hours

Estimated total annual cost for respondents = \$823.20

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

There is no cost burden for respondents.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

Direct Federal Costs associated with this effort are \$0.

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

There are minor revisions to the form. The question relating to “industry” was moved higher on the form, wording of some questions and descriptions was changed to increase clarity, the questions asking for “skills” and “Products/Services” were deleted, the font was changed to a san serif, and for OCA requests associated with registering an apprenticeship, the form asks to include the work process schedule if it is available.

The burden estimate for future years is being doubled based on internal consultation with the Office of Apprenticeship, which uses the OCA request form for the purpose of obtaining an occupational code for new Registered Apprenticeship programs and therefore is one of the major users of the form. This upward adjustment is to accommodate the anticipated impact of the American Apprenticeship grant competition, in which in the U.S. Department of Labor awarded \$175 million to 46 applicants in September 2015, intended to increase Registered Apprenticeship programs and participation nationwide. In addition, another \$90 million in apprenticeship grants will be awarded in 2016. Both of these initiatives could generate a higher number of future OCA requests than in previous years.

16. *For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.*

This information will not be published separately. The data will be included in the O*NET alternate (lay) titles database which supports all O*NET websites, including O*NET Code Connector and is available as a downloadable file from the O*NET Resource Center Web site.

17. *If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.*

ETA will display the OMB number and expiration date.

18. *Explain each exception to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submission,”*

There are no exceptions.

- B. This collection does not employ statistical methods.**

Attachment—legislative authorization

Wagner-Peyser Act (29 U.S.C.491(a) Sec. 15(a)(1)(D) as amended by Sec. 308 of the Workforce Innovation and Opportunity Act.

SEC. 15. WORKFORCE AND LABOR MARKET INFORMATION SYSTEM.

(a) SYSTEM CONTENT.--

(1) IN GENERAL.-- The Secretary, in accordance with the provisions of this section, shall oversee the development, maintenance, and continuous improvement of a nationwide workforce and labor market information system that includes --

(A) statistical data from cooperative statistical survey and projection programs and data from administrative reporting systems that, taken together, enumerate, estimate, and project employment opportunities and conditions at national, State, and local levels in a timely manner, including statistics on--

(i) employment and unemployment status of national, State, and local populations, including self-employed, part-time, and seasonal workers;

(ii) industrial distribution of occupations, as well as current and projected employment opportunities, wages, benefits (where data is available), and skill trends by occupation and industry, with particular attention paid to State and local conditions;

(iii) the incidence of, industrial and geographical location of, and number of workers displaced by, permanent layoffs and plant closings; and

(iv) employment and earnings information maintained in a longitudinal manner to be used for research and program evaluation;

(B) information on State and local employment opportunities, and other appropriate statistical data related to labor market dynamics, which --

(i) shall be current and comprehensive;

(ii) shall meet the needs identified through the consultations described in subparagraphs (A) and (B) of subsection (e)(2); and

(iii) shall meet the needs for the information identified in section 134(d);

(C) technical standards (which the Secretary shall publish annually) for data and information described in subparagraphs (A) and (B) that, at a minimum, meet the criteria of chapter 35 of title 44, United States Code;

(D) procedures to ensure compatibility and additivity of the data and information described in subparagraphs (A) and (B) from national, State, and local levels;

(E) procedures to support standardization and aggregation of data from administrative reporting systems described in subparagraph (A) of employment-related programs;