

## Charter

### Occupational Information Development Advisory Panel

**A. Official Designation:** The Committee is entitled the Occupational Information Development Advisory Panel (hereinafter referred to as “the 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”), will report to the Commissioner of Social Security (“Commissioner”). 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 determination process. The Panel will advise the agency on creating an occupational information system tailored specifically for SSA’s disability programs and adjudicative needs. The Panel will provide advice and recommendations related to SSA’s disability programs in the following areas: medical and vocational analysis of disability claims; occupational analysis, including definitions, rating, and capture of physical and mental/cognitive demands of work, and other occupational information critical to SSA disability programs; data collection; use of occupational information in SSA’s disability programs; and any other area(s) that would enable SSA to develop an occupational information system suited to its disability programs and improve the medical-vocational adjudication policies and processes.

**C. Description of Duties:** While the Panel’s role is solely advisory, the duties of the Panel include, but are not limited to: attendance at meetings; review of relevant materials; and participation in presentations, discussions, and deliberations to prepare and deliver recommendations to the Commissioner.

**D. Panel Membership:** The Panel will be comprised of not more than 12 members, including: a) members of academia recognized as experts in relevant subject areas such as occupational analysis, vocational assessment, and physical and occupational rehabilitation; b) professional experts in relevant subject areas, such as vocational rehabilitation, forensic vocational assessment, and disability insurance programs; c) medical professionals with experience in relevant subject areas, such as occupational or physical rehabilitation medicine, psychiatry or psychology, and physical or occupational therapy; d) professional experts who represent or advocate on behalf of persons with disabilities; and e) an SSA representative with expertise in SSA’s disability program policies, processes, and systems.

The Commissioner will make Panel member appointments for a period of 2 years. Members who are not full-time Federal officers or employees will serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Members will receive compensation for time spent on the Panel’s behalf and reimbursement for travel expenses in accordance with the FACA and its implementing regulations.

**E. Panel Meetings:** SSA anticipates the Panel will meet a minimum of four times a year. The Panel can meet more frequently when called by the Chairperson, after consulting with the Designated Federal Official (“DFO”). The Commissioner will appoint the DFO, who will attend all meetings, as required by the FACA. A majority of the membership of the Panel will constitute a quorum; a lesser number may meet for information gathering and fact-finding purposes only.

Unless determined otherwise by SSA in accordance with the FACA and other applicable law, Panel meetings are open to the public. Due notice of all Panel meetings will be published in the Federal Register and meetings will be conducted as required by applicable regulations, guidelines, and laws. SSA will maintain a public web site of information about the Panel, scheduled meetings, publications, and activities. 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. Records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Meetings will occur in locations accessible to the public. SSA will provide reasonable accommodations to the known needs of members and the general needs of the public (e.g., interpreters for individuals with hearing impairments and large print copies of materials for individuals with visual impairments).

The Panel may establish subcommittees as necessary and consistent with its mission. These subcommittees will operate under the provisions of the FACA and appropriate Federal regulations. Such subcommittees will not work independently of the chartered Panel and will report their recommendations and advice to the Panel for full deliberation and discussion. Subcommittees 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 will provide support as it deems necessary for the performance of the Panel’s functions and will ensure compliance with the requirements of the FACA.

**G. Operating Costs:** The annual estimated operating costs are \$960,000 and three 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:** The Panel is continuing in nature. The charter is in effect for 2 years from the date it is filed with Congress and renewable in accordance with the terms of the FACA after this 2-year period.

Approved:

December 9, 2008

DATE



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Commissioner of Social Security

January 15, 2009

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)