



SOCIAL SECURITY

MEMORANDUM

Date: December 28, 2009 Refer To: 09-2139

To: Regional Management Officers

From: Susan Swansiger /s/
Director, Division of Field Procedures

Subject: Use of Electronic Occupational References for Administrative Law Judge and Senior Attorney Adjudicator Decisions - **UPDATE**

This memorandum is an update of the memorandum of the same name issued on October 10, 2008. It reflects the policy guidance revisions stated in the Office Disability Programs (ODP) Question and Answer (Q & A) Number 09-026, "What acceptable electronic occupational resources are currently available for use?" dated June 9, 2009. This memorandum supersedes all previous guidance regarding the use of electronic occupational references by ODAR adjudicators, and should be shared with all Administrative Law Judges (ALJs), Senior Attorney Adjudicators (SAAs), and Hearing Office Management Teams (HOMTs). These tools are not intended to replace reliance on the regulations, rulings and vocational expert testimony.

Consistent with Q&A 09-026 and the reminders listed below, four acceptable electronic versions of the Dictionary of Occupational Titles (DOT) are currently available at <http://ssahost.ba.ssa.gov/digitallibrary>:

- **OccuBrowse:** This program is searchable through a series of tabs along the top. The "Browse" tab allows users to search for occupations in multiple ways. Through the "Trait" button, users can search for occupations at any skill level that are within a claimant's residual functional capacity (RFC). On the "Browse" page, they can perform searches based on keywords within the job title, within the task description, or within both. This program also allows searches by a variety of other lists such as industry, Guide for Occupational Exploration (GOE), or occupational group, all of which can be useful when performing a transferability of skills analysis. After locating an occupation, users can find all DOT and Selected Characteristics of Occupations (SCO) information on the "Description," "Requirements," and "Codes" tabs. The "Requirements" tab also provides definitions of terms.

