February 9, 2021

Ms. Megan Montgomery
Executive Vice President
National Customs Brokers & Forwarders Association of America, Inc.
1200 18th Street, N.W., #901
Washington, DC 20036

Dear Ms. Montgomery,

The U.S. Department of Labor requests your assistance with a program that is important to the nation – the Occupational Information Network (O*NET®). The O*NET Program serves employers, human resource professionals, job counselors, and labor market analysts across the country who depend on occupational information to perform their daily work. Individuals who are exploring and planning careers also use O*NET information. We would like your help to keep this information current.

As a representative of NCBFAA your assistance is requested in identifying occupational experts (OEs) for the occupation of Customs Brokers. For O*NET data collection purposes, OEs usually have five or more years of experience with an occupation. They may also have experience as a supervisor or trainer as well as the expertise to rate the occupation on tasks, knowledge areas, work context factors, and work activities. Occupational experts will be asked to complete O*NET questionnaires to provide information on their field of expertise. Their contribution to this program will ensure that the occupational information provided in the O*NET database is current and accurate.

Your organization's participation in this effort is voluntary. Yet, participation by you and other occupation experts is vital to the success of this important program. An O*NET Business Liaison has already contacted you and will call you in a few days to provide additional details and to answer any questions you may have. Dr. Laurie Cluff of RTI, International is leading this program of data collection from occupation experts. If you have questions or concerns, she may be reached by phone, at (919) 541-6514, or by e-mail, at lcluff@rti.org. Thank you for your time and consideration.

Sincerely,

Pamela L. Frugoli

O*NET/Skill Assessment Team Lead
Office of Workforce Investment
Employment and Training Administration

Network

A Proud Member of America's Workforce