

Type your name in the next box: Last name first, then first initial, like  
this: Doe, J ... Bush, G ... Spurrier, S >>>

If National Office employee type NO here >>>  
If field employee type Region's number here: 1, 5, 10, etc. >>>

If field employee at a Regional headquarters site, type in your city here: Boston, Dallas, etc. >>> If field  
employee at a State office site, type in your State's abbreviation here: AL, AZ, NH, etc. >>>

When the three boxes above are completed, click on "Instructions" tab at bottom of screen

**USERRA Technical Assistance (TA) Log Instructions** - for non-case related telephone contacts, mail correspondence, in-person "PRESENTATIONS" (no travel costs) and "BRIEFINGS" (do have travel costs)

1. If an in-person discussion of USERRA takes place with one or more people, but with no travel costs incurred, record it on this TA Log as a "PRESENTATION (no travel costs)"

2. **HOWEVER,** if travel costs ARE incurred when delivering USERRA information, it is considered a "BRIEFING," in which case additional cost columns should be filled in here.

The VETS employee should enter each USERRA TA contact in one row on the TA Log, as it occurs, saving the TA Log file on his/her own computer whenever changes are made.

Each time a TA Log update is saved, the employee is encouraged to save the file also on VETS' "V:" drive - under the main folder V:\vets\USERRA\TA Logs - saving it there in the subfolder labeled with the employee's name.

5. The employee's V: drive subfolder is under his/her office site's folder (N.O., or Regional HQ, or State). An employee with no subfolder should so notify the URLC by email, and temporarily save his/her TA Log in his/her office site's V: drive folder.

6. When saving on the V: drive, the file name **MUST** start with TA, followed by employee's last name, first initial then .xls, such as: TABushG.xls The previous TA Log file stored there for the employee should be replaced with the updated file.

7. When saving to the V: drive, the employee's original TA Log file name should be used again, each time (this will "overwrite" the previous file).

8. Each employee's TA Log file on the V: drive should be updated there at least once a week, by COB Friday (unless no updates occurred that week), OR...

9. If the employee does not save his/her USERRA TA Log file updates to the V: drive, then he/she should forward the updated TA Log file to the URLC via email attachment, cc to his/her supervisor.

10. If forwarding an updated TA Log file to the URLC, this should be done by COB Friday each week (unless no updates occurred that week).

11. The USERRA Info Management System (UIMS) "Non-Case Related Data" section **SHOULD NOT BE USED**, effective 10/1/2005. Instead, the "USERRA TA LOG" file tab at the bottom of screen IS NOW THE ONLY REPORT NEEDED FOR USERRA TA CONTACTS.

12. The URLC will provide a summary USERRA TA Log to N.O. by the 15th of each month, posting it on the V: drive.

USERRA Technical Assistance (TA) Log – Column Headers

&lt;&gt;&gt;&gt;

Specific Instructions for Completing Each Row's Entries

VETS' Employee's Name

&lt;&gt;&gt;&gt;

You cannot enter, delete or change the name here. Instead, you must enter your Name (and your office site identifiers) in the "Opening Screen" spreadsheet – to do so, click on the "Opening Screen" tab at the bottom of this screen.

DATE of Contact (Mon./ Day/ Year) **DATE MUST BE ENTERED**

&lt;&gt;&gt;&gt;

A. Use this format: 10/01/05 A date must be entered for every TA contact recorded here.

B. If a "PRESENTATION (no travel costs)" is delivered, the date recorded should be the date delivered.

C. If a "BRIEFING (does have travel costs)" is delivered, which includes prep, then use day in preparation/ travel/ delivery, above the beginning and ending date.

AFFILIATION of Individual/Group requesting TA (Put the letter X in AT LEAST ONE of these 6 yellow columns)

&lt;&gt;&gt;&gt;

Mark with an X each box that describes who is requesting TA. Across these 6 yellow columns for every TA contact recorded here, at least one box in each row must be marked with an X.

NAME of Individual requesting TA (OPTIONAL)

&lt;&gt;&gt;&gt;

Name of individual making inquiry (not needed if no name given)

UNIT NAME of ReservGuard (or other organization) (OPTIONAL)

&lt;&gt;&gt;&gt;

Name of the organization making inquiry (not needed if not identified)

TYPE OF TA CONTACT (Put the letter X in AT LEAST ONE of these 4 blue columns)

&lt;&gt;&gt;&gt;

A. Mark with an X each box that describes the method(s) of TA delivery. Across these 4 blue columns for every TA contact recorded here, at least one box in each row must be marked with an X.

B. If an in-person discussion of USERRA takes place with one or more people, but with no travel costs incurred, record it on this TA Log as a "PRESENTATION (no travel costs)".

GROUP TA SESSION Details (PRESENTATIONS & BRIEFINGS)

&lt;&gt;&gt;&gt;

A. First 3 green columns are for both PRESENTATIONS & BRIEFINGS. Last 3 blue columns are just for BRIEFINGS.

B. Provide estimated costs for each BRIEFING in the "Estimated BRIEFING Travel Expenses" column.

C. When BRIEFING is completed, record the actual costs in the "Actual BRIEFING Travel Expenses" column. In the SAME row where the "Estimated BRIEFING Travel Expenses" are recorded. Do NOT delete the Estimated Expenses recorded in the previous column.

D. Staff Time for BRIEFING (in Days) should include days devoted to preparing for the BRIEFING, as well as days spent traveling and delivering the BRIEFING. Count any part of a day as a full day.

COMMENTS (OPTIONAL -- But if Individual/Group is "OTHER," explain here)

&lt;&gt;&gt;&gt;

Anything you want to record about the contact (not required)

(For data entry instructions, please cursor over each column heading to see pop up notes. To print full instructions, click on "File" in menu at top of screen, then click "Print.")

VETS' Employee's Name	AFFILIATION of Individual/Group requesting TA (Put the letter X in AT LEAST ONE of these 6 yellow columns)				(OPTIONAL) NAME of Individual requesting TA	TYPE OF TA CONTACT (Put the letter X in AT LEAST ONE of these 4 blue columns)	GROUP TA SESSION Details (PRESENTATIONS & BRIEFINGS)									
	DATE of Contact (Mon./ Day/ Year) <b>DATE MUST BE ENTERED</b>	EMPLOYER (Attorney, Representative, etc.)	NATIONAL GUARD RESERVES	ACTIVE MILITARY			MEDIA or DOL Public Affairs	TELEPHONE	MAIL Correspondence (including EMAIL)	PRESNTATION (no travel costs)	BRIEFING (does have travel costs)	NUMBER in Attendance	LOCATION of Session (City, State)	THEATER for call ups (Territory, Room, Classroom, etc.)	BRIEFING Only Estimated BRIEFING Travel Expenses	Actual BRIEFING Travel Expenses
Doe, J																
Doe, J																
Doe, J																

When familiar with these instructions, click on "USERRA TA LOG" tab at the bottom of this screen, to begin entering TA contacts.

TATemplateR.xls

Date Generated: 10/14/01

**USERRA Technical Assistance (TA) Log Instructions** - for non-case related telephone contacts, mail correspondence, in-person "PRESENTATIONS" (no travel costs) and "BRIEFINGS" (do have travel costs)

**IT- USEERRA Info. Management System (UIMS) "Non-Case Related Data" section SHOULD NOT BE USED, EFFECTIVE 10/1/2001. INSTEAD,  
THIS TA LOG IS NOW THE ONLY REPORT NEEDED FOR USEERRA TA CONTACTS.**

**You must complete the "Opening Screen" data blocks, and review the "Instructions" sheet (click tabs for both at bottom of this screen) before using this USERRA TA LOG. For data entry tips, pause cursor over each column heading to see pop-up notes.**

VETS Employee:		0	USERRA TECHNICAL ASSISTANCE (TA) LOG				VETS Region No. (or National Office) and State (or R.O. HQ):		0	0	
<b>AFFILIATION</b> of Individual/Group requesting TA (Put the letter X In AT LEAST ONE of these 6 yellow columns)						<b>TYPE OF TA CONTACT</b> (Put the letter X In AT LEAST ONE of these 4 blue columns)		<b>GROUP TA SESSION Details (PRESENTATIONS &amp; BRIEFINGS)</b>			
<b>EMPLOYER</b> (Attorney, Representative, etc.) <b>NATIONAL GUARD</b> <b>RESERVES</b> <b>ACTIVE MILITARY</b> <b>MEDIA or DOL Public Affairs</b> <b>OTHER</b> (explain in Comments)		<b>(OPTIONAL)</b> <b>NAME</b> of Individual requesting TA		<b>(OPTIONAL)</b> <b>UNIT NAME</b> of ReserveGuard (or other organization)		<b>TELEPHONE</b> <b>MAIL Correspondence</b> <b>(including EMAIL)</b> <b>PRESENTATION</b> <b>[no travel costs]</b> <b>BRIEFING</b> (does have travel costs)		<b>NUMBER</b> In Attendance		<b>BRIEFINGS Only</b>	
										<b>LOCATION</b> of Session (City, State)	
										<b>TREATER</b> (for call ups (Tangutin, Kasakov, Domashev, etc.))	
										<b>Estimated BRIEFING</b> Travel Expenses	<b>Actual BRIEFING</b> Travel Expenses
										<b>STAFF TIME</b> (or BRIEFING (in Days)	
<b>COMMENTS</b> (OPTIONAL -- But if Individual/Group is "OTHER," explain here)											

TATcompleteR.v2

Date Generated: 10/4/01