

U.S. Department of Labor

Office of the Assistant Secretary for
Veteran's Employment and Training
Washington, D.C. 20210



October 4, 2001

DIRECTOR'S MEMORANDUM NO. 1-02

MEMORANDUM FOR: REGIONAL ADMINISTRATORS AND DIRECTORS
FOR VETERANS' EMPLOYMENT AND TRAINING

FROM:

Stanley A. Seidel
STANLEY A. SEIDEL
Director, Operations and Programs

SUBJECT: New "USERRA Technical Assistance (TA) Log" and Procedures,
Replacing Both the USERRA Briefing Log and
the "Input Non-Case Related Data" Function on the
USERRA Information Management System (UIMS)

REFERENCES: Director's Memorandum (DM) 37-01, dated September 18, 2001,
and DM 37-01, Change 1 dated October 4, 2001

PURPOSE: To provide new procedures and reporting mechanisms for compiling all "non-case related" USERRA technical assistance contacts -- that is, TA contacts made outside the scope of case investigations.

BACKGROUND: A new USERRA Technical Assistance (TA) Log has been developed (see DM 37-01, Change 1, dated October 4, 2001) which should now be used instead of the USERRA Briefing Log distributed with DM 37-01. This new TA Log also replaces the "Input Non-Case Related Data" function on the UIMS.

ACTION:

1. The electronic Excel workbook (shown in a hard copy printout in the attachment to this DM) will be used by every VETS employee to maintain his/her own electronic USERRA TA Log, effective immediately. That workbook contains all the instructions and authorized procedures to be followed in using the TA Log. However, some general principles will also be highlighted in the remaining Action Items here, particularly involving password controls supporting this TA Log system.

"No expiration date"
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2. The Excel files to be used for USERRA TA Log data entry will be sent to all staff in each Region and the National Office (N.O.) via email from the USERRA Regional Lead Center (URLC). *(Accompanying the National Office's electronic email transmission of this DM will be a "view-only" version of the new USERRA TA Log Excel file; no data can be entered into that file.)* Each Excel file contains the identical, standardized USERRA TA Log and instructions, but each Region and the N.O. has its own unique set of two passwords for accessing the Log (one to open it for viewing, and the other one to be able to enter data into it), which were established by the URLC in consultation with each RAVET and the N.O. Director of Operations and Programs.
3. The first password that comes up -- the "view" level password -- must not be changed by any employee; it is only to be changed by a RAVET or the Director in consultation with the URLC.
4. The second level, or "modify" password, will initially be the same as the "view" level password. Once an employee starts using his/her TA Log, s/he has the option of changing this second level password to maintain personal control over data entry into his/her TA Log. All instructions on how to change passwords will be included in the URLC's email transmitting each Region's and National Office's TA Logs to all staff.
5. The starting or "template" versions of the Log being sent out for each Region and the National Office also will be available on the V: (O:) drive. Here are the 11 files, by office, and the V: drive address (or O: Drive for National Office) where these files are also saved:

OFFICE	File Name	V: (or O:) Drive Location
Region 1	TATemplate1.xls	V:\vets\USERRA\TA Logs\Reg. 1 TA\
Region 2	TATemplate2.xls	V:\vets\USERRA\TA Logs\Reg. 2 TA\
Region 3	TATemplate3.xls	V:\vets\USERRA\TA Logs\Reg. 3 TA\
Region 4	TATemplate4.xls	V:\vets\USERRA\TA Logs\Reg. 4 TA\
Region 5	TATemplate5.xls	V:\vets\USERRA\TA Logs\Reg. 5 TA\
Region 6	TATemplate6.xls	V:\vets\USERRA\TA Logs\Reg. 6 TA\
Region 7	TATemplate7.xls	V:\vets\USERRA\TA Logs\Reg. 7 TA\
Region 8	TATemplate8.xls	V:\vets\USERRA\TA Logs\Reg. 8 TA\
Region 9	TATemplate9.xls	V:\vets\USERRA\TA Logs\Reg. 9 TA\
Region 10	TATemplate0.xls	V:\vets\USERRA\TA Logs\Reg. 10 TA\
Nat. Office	TATemplateN.xls	V:\vets\USERRA\TA Logs\National Office TA\

6. As described in the TA Log's instructions, every VETS employee's TA Log will be saved and updated on an ongoing basis in a designated folder on VETS' V: (or O:) drive, with nationwide data to be rolled up by the URLC from the V: drive files. No other TA contact reporting should be necessary from staff, States, Regions, or the National Office.

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7. This new TA Log also replaces all functions previously required in the UIMS' "Input Non-Case Related Data" function. This UIMS function should no longer be used for new data entries.

8. **EFFECTIVE DATE:** Immediately.

INQUIRIES: Any questions regarding this DM should be directed to Bo Wroble or Lynn Steele at (404) 562-2368, or to Norm Lance at (202) 693-4731.

Attachment