

U.S. Department of Labor

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



October 18, 2001

DIRECTOR'S MEMORANDUM NO. 01-02, Change 1

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"
Procedures for Reporting Briefings
and Group Presentations Attended by
More Than One VETS' Employee

REFERENCES: Director's Memorandum (DM) 01-02, dated October 4, 2001

PURPOSE: To provide procedures for compiling documentation related to USERRA Briefings (and Presentations to groups) attended by more than one VETS employee.

BACKGROUND: Director's Memorandum 01-02 issued a new USERRA Technical Assistance (TA) Log, for use by all VETS staff in recording non-case related USERRA TA contacts. Because more than one VETS' employee may participate in a single Briefing or Group Presentation, clarification is provided here on how to record such sessions so that the data recorded will be accurate and without duplication.

ACTION:

1. A USERRA Briefing, or Presentation to a group, that is attended by more than one VETS' employee should only be recorded on one employee's USERRA TA Log. The employee who will do the recording should be designated by the VETS' supervisor responsible for all the employees who attended the Briefing/Group Presentation.

- 2 -

2. The employee designated as recorder for the Briefing/Group Presentation should enter on his/her own USERRA TA Log all data requested by the Log's "Group TA Session" columns. In completing the "Briefings Only" columns for any Briefing attended by more than one VETS' employee, the designated recorder should show the combined expenses and staff time for all VETS employees involved. Also, in the "Comments" column for that Briefing/Group Presentation, the designated recorder should list the VETS employees who attended.

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.