



November 7, 2005

DIRECTOR'S MEMORANDUM: **#02-06**

FOR: ALL REGIONAL ADMINISTRATORS AND STATE  
DIRECTORS FOR VETERANS' EMPLOYMENT AND  
TRAINING

FROM: GORDON J. BURKE, JR[**Approved**]  
Director, Operations and Programs

SUBJECT: Operational Arrangements for the Chicago and Atlanta Regional  
Lead Centers

**I. Purpose:** To provide Veterans' Employment and Training Service (VETS) staff with guidance regarding the Lead Centers located in the Chicago and Atlanta Regions.

**II. Background:** The Assistant Secretary for Veterans' Employment and Training Service approved the Director of Operations to rate and supervise the Lead Center Coordinators with assistance from the Chicago and Atlanta Regional Administrators. The direct line supervision of Regional Administrators has been transferred from the Director of Operations and Programs to the Deputy Assistant Secretary of Veterans Employment and Training.

**III. Actions Required:**

1. Rating of Lead Center Coordinators will be done by the Director of Operations and Programs with written input from the Regional Administrator. Rating of Lead Center Program Analysts will continue to be done by the Lead Center Coordinators with review by Director of Operations.
2. The direction for the work of each Lead Center will come from the National Office through the Director of Operations and Programs, who may designate certain Lead Center tasks to be directed by either the Division Chief of Programs or the Division Chief of Compliance. The Lead Center Coordinators will supervise the Lead Center Program Analysts in planning and completing tasks assigned to the Lead Center. Day to day accountability for the Lead Center personnel will continue to be the Chicago and Atlanta Regional Administrators.

3. Recruitment and selection for Lead Center vacancies will be done by the Director of Operations in consultation with the Assistant Secretary, Deputy Assistant Secretary and the Regional Administrator.
4. Training, travel and leave requests for Lead Center Coordinators will be signed by the Chicago or Atlanta Regional Administrator after email approval by the National Office. The email will be a record of what leave has been approved. The Lead Center Coordinator will send an email to the Director of Operations and copy the Regional Administrator and the Chief of Compliance or the Chief of Programs in the National Office. The purpose for notifying Division Chiefs is for information and planning only and not approval. The Director of Operations will either approve or disapprove with copies to the appropriate parties and, if approved, the travel or leave request will be signed by the RAVET, and the leave will be checked against People Time and certified if correct.
5. Each Lead Center Coordinator will have leave approval authority for their staff but must notify Director of Operations, the RAVET, and respective Division Chief in the National Office.
6. Costs for communications/ telephones, FedEx, supplies, equipment will be built into the respective Region's budget. Official travel for Lead Center personnel will be added to the Region's budget and tracked by the National Office.
7. Awards and discipline will be the responsibility of the Director of Operations and Programs in collaboration with the Chicago and Atlanta Regional Administrators.