



AUG 4 - 2004

DIRECTOR'S MEMORANDUM: #19-05

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

FROM: 
GORDON J. BURKE, JR.
Director of Programs

SUBJECT: Reporting Transition Assistance Program (TAP)
Employment Workshop Participants in
VOPAR

I. **Purpose** To provide Veterans' Employment and Training Service (VETS) field staff with updated guidance for reporting TAP Employment Workshop Participant data on National Guard and Armed Forces Reserve personnel attending Transition Assistance Program (TAP) Employment Workshops.

II. **Background**: Significant numbers of National Guard and Armed Forces Reserve personnel have been ordered to active duty for time periods which qualify them for attendance at TAP Employment Workshops. Since data on the numbers of these people attending the TAP Employment Workshops will be of considerable interest to agency stakeholders and program managers, provisions will be made to report this data through the VOPAR system.

III. **Procedures**: Commencing with the first quarter (Oct-Dec 2005) of FY 2006, a new data cell will be added in the current TAP entry/edit data module after "Coast Guard" and before "less than 90 days". It will be given the title of NG/RES. When TAP Employment Workshops are conducted for members of the National Guard or Armed Forces Reserves, state/Federal staff responsible for entering data will do so for these workshops using the same format now in use. In the rollup report, an additional column with the heading "NG/RES" will be added, thus allowing the proper data tracking to be accomplished.

IV. Actions: Authorized State/Federal Users will enter TAP data for NG/RES TAP participants in the new data blocks titled "NG/RES" commencing with the first quarter (Oct-Dec 2005) of FY 2006. Notify Ron Benson (benson-ronald@dol.gov) when new NG/RES TAP site locations are activated for TAP workshops.

V. Expiration Date: Until superseded or rescinded.