



OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS

www.dol.gov/ocia

Key Personnel

Acting Assistant Secretary — Adri Jayaratne
Deputy Assistant Secretary — Nikki McKinney
Chief of Staff — Kate Garza
Director of Intergovernmental Affairs — Carrianna Suiter
Deputy Director of Intergovernmental Affairs – Roberto Soberanis
Associate Assistant Secretary for Budget and Appropriations — Julie Aaronson
Senior Legislative Officer — Margaret Cantrell
Senior Legislative Officer — Andria Oliver
Senior Legislative Officer — Michelle Rose
Senior Legislative Officer — Tony Zaffirini
Senior Legislative Officer — Dan Zeitlin
Legislative Officer — Elva Linares
Senior Legislative Assistant — Jeremy Bishop
Senior Legislative Assistant — Claudia Montelongo
Senior Legislative Assistant — Carmen Torres
Senior Legislative Assistant — Jenny Waits

Secretary's Regional Representatives

New York — Robert Angelo
Chicago — Jen Mason
Denver — Dusti Gurule
Seattle — John Lund
San Francisco — Elmy Bermejo

Mission Statement

The Office of Congressional and Intergovernmental Affairs (OCIA) serves to advance the Secretary's mission promoting the Department of Labor as the Department of Opportunity to policymakers both in Washington and throughout state and local governments. OCIA assists the Secretary, Deputy Secretary, agency heads, and departmental staff to develop effective programs and strategies to achieve the Department's legislative goals and objectives. OCIA also coordinates with Departmental leadership to educate policymakers about the Department's programs and federal labor issues.

OCIA Functions

OCIA is the Department's liaison to Congress and other governmental entities. In this capacity OCIA's main responsibility is communicating the Department's priorities and policies. This effort is accomplished by:

1. **Congressional and Intergovernmental Communications:** OCIA coordinates all Department matters related to Congress as well as state and local officials
 - Reviews pending and proposed legislation and its impact on the Department
 - Schedules and coordinates Congressional hearings and briefings

- Prepares senior-level staff for briefings and hearings before Congress
 - Develops and implements the Department's legislative agenda, which includes legislative initiatives and proposals
 - Coordinates the Department's response to technical assistance requests
 - Responds to Congressional requests for information
 - Monitors all Department-related legislative actions
2. Agency Grants: Grant award notifications are sent to Members of Congress who have a successful applicant in their district
- Provides Congressional notification of all grants awarded by the Department
 - Responds to Congressional inquiries regarding grant award solicitations
 - Provides information on the status of grant solicitations
3. Departmental Inquiries/Casework: OCIA provides assistance on any issue related to the Department
- Assists congressional staff with a variety of constituent-related inquiries

Note: Please refer to the attached 'OCIA Issue Assignments' to help you determine which agency is responsible for your inquiry.

Office of Congressional and Intergovernmental Affairs (OCIA) Issue Assignments

If you are unable to determine which agency within the Department your casework falls under, please refer your inquiry to OCIA at (202) 693-4600. If your inquiry is not related to the Department, staff will direct you to the appropriate federal agency.

In an effort to assist Members and their staff submit inquiries to the Department on behalf of their constituents, OCIA has provided an electronic Online Casework Form which can be found on OCIA's website at: <http://www.dol.gov/ocia/casework.htm>

OCIA has also provided reference guide which provides descriptions on the Department's programs and offices. Congressional staff should refer to this guide *prior to* submitting constituent requests.

All written inquiries and correspondence should be addressed to:

Adri Jayaratne
Acting Assistant Secretary
Congressional and Intergovernmental Affairs
U.S. Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210

OCIA Agency/Issue Assignments

Agency/Issue	Senior Staff	Casework/Support/Backup
Appropriations/Budget	Julie Aaronson	Dan Zeitlin Andria Oliver
BLS	Andria Oliver	Jeremy Bishop
Center for Faith Based & Neighborhood Partnerships	Jeremy Bishop	Roberto Soberanis
Confirmation of DOL Nominees	Nikki McKinney	Andria Oliver
EBSA/PBGC - Pensions/COBRA/ERISA Conflict of Interest	Michelle Rose	Jenny Waits
ETA - WIA/UI/TAA Apprenticeship/Skills H-1B Grants/Workforce System	Dan Zeitlin Carrianna Suiter (IGA)	Elva Linares
ETA - Job Corps	Claudia Montelongo	Dan Zeitlin
ETA - OFLC (PERM/H-1B H-2B/H-2A/Prevailing Wage)	Tony Zaffirini	Andria Oliver
ETA - TAA Notifications	Elva Linares	N/A
ETA - TAACCCT/YouthBuild SCSEP/RExO/Youth Programs Summer Jobs/INA/DEI/WANTO NEGs/MSFW/Other Grants	Carmen Torres Carrianna Suiter (IGA)	Dan Zeitlin
ILAB/Child Labor	Carmen Torres	Claudia Montelongo
ILAB/Trade & Labor Affairs	Claudia Montelongo	Dan Zeitlin
IGA - States/Cities/Territories	Carrianna Suiter Roberto Soberanis Eduardo	N/A
Minimum Wage	Carmen Torres	Tony Zaffirini
MSHA	Tony Zaffirini	Julie Aaronson
Native American Affairs	Jeremy Bishop	Carrianna Suiter Roberto Soberanis
OASAM	Andria Oliver	Nikki McKinney
ODEP	Andria Oliver	Jeremy Bishop
OFCCP	Claudia Montelongo	Jeremy Bishop
OLMS	Margaret Cantrell *Currently out on maternity leave	Elva Linares
OSHA	Margaret Cantrell *Currently out on maternity leave	Elva Linares

Agency/Issue	Senior Staff	Casework/Support/Backup
Oversight/Investigations	Kate Garza	Elva Linares
OWCP - FECA/Black Lung EEOICPA/DBA	Tony Zaffirini	Carmen Torres (Senate) Jaunae Young (House)
Secretarial Calls/Travel	Claudia Montelongo Roberto Soberanis (IGA)	Nikki McKinney
VETS	Jenny Waits	Jeremy Bishop
WHD - FLSA/FMLA/Overtime Farm Labor/Immigration	Andria Oliver	Andria Oliver
WHD - Service Contract Act Davis Bacon	Carmen Torres	Carmen Torres
Women's Bureau	Elva Linares	Jeremy Bishop

DEPARTMENT OF LABOR
OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS
Online Casework Form
Program/Office Reference Guide

PROGRAM/OFFICE	DESCRIPTION
Bureau of International Labor Affairs (ILAB)	ILAB works to improve global working conditions, raise living standards, protect workers' ability to exercise their rights, and address the workplace exploitation of children and other vulnerable populations.
Bureau of Labor Statistics (BLS)	BLS is the principal Federal agency responsible for measuring labor market activity, working conditions, and price changes in the economy.
Employee Benefits Security Administration (EBSA)	EBSA educates and assists workers, retirees and their families covered by private retirement plans, health plans, and other welfare benefit plans; as well as plan sponsors and members of the employee benefits community.
Employment and Training Administration (ETA)	ETA administers federal government job training and worker dislocation programs, federal grants to states for public employment service programs, and unemployment insurance benefits.
Apprenticeship	Apprenticeship provides America's workforce with structured, on-the-job training in traditional industries such as construction and manufacturing, as well as new high-growth industries such as health care, information technology, energy, telecommunications, advanced manufacturing and more.
Job Corps	Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job.
National Emergency Grants (NEGs)	NEGs provide resources to states and local workforce investment boards to quickly reemploy laid-off workers by offering training to increase occupational skills.
Office of Foreign Labor Certification (OFLC)	OFLC administers certain employment-based immigration programs that require a labor certification, such as: the immigrant Permanent Labor Certification Program (PERM) or the "Green Card"; the nonimmigrant H-1B and H-1B1 Specialty Occupations Programs; E-3 Specialty Worker Program; H-2A Temporary Agricultural Program; H-2B Temporary Non-agricultural Program; and the D-1 Crewmember Program.
Trade Adjustment Assistance (TAA)	TAA provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

PROGRAM/OFFICE	DESCRIPTION
Unemployment Insurance	Unemployment insurance provides temporary financial assistance to unemployed workers who are unemployed through no fault of their own.
Workforce Innovation and Opportunity Act (WIOA)	WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
Workforce System	The Workforce System is a network of federal, state, and local offices that function to support economic expansion and develop the talent of our nation's workforce.
Youth Employment	Youth Employment coordinates all youth-related workforce activities, providing leadership, policy direction, program administration, technical assistance and guidance, and support activities for youth programs.
Mine Safety and Health Administration (MSHA)	MSHA prevents death, disease, and injury from mining and promotes safe and healthful workplaces for the Nation's miners.
Occupational Safety and Health Administration (OSHA)	OSHA assures safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
Office of Disability Employment Policy (ODEP)	ODEP develops and influences policies and practices that increase the number and quality of employment opportunities for people with disabilities.
Office of Federal Contract Compliance Programs (OFCCP)	OFCCP enforces, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government.
VEVRAA	The Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) requires covered federal government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibit discrimination against such veterans.
Section 503	Sec. 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals.
Office of Labor-Management Standards (OLMS)	OLMS administers and enforces most provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). The LMRDA primarily promotes union democracy and financial integrity in private sector labor unions through standards for union officer elections and union trusteeships and safeguards for union assets.

PROGRAM/OFFICE	DESCRIPTION
Office of the Assistant Secretary for Administration and Management (OASAM)	OASAM provides leadership and policy guidance to the Secretary of Labor in the areas of budget, human resources, information technology, safety and health, facilities management, and administration.
Office of Workers' Compensation Programs (OWCP)	OWCP administers four major disability compensation programs which provide wage replacement benefits, medical treatment, vocational rehabilitation and other benefits to certain workers or their dependents that experience work-related injury or occupational disease.
Black Lung/Coal Mine Workers' Compensation	Black Lung administers claims filed under the Black Lung Benefits Act.
Federal Employees' Compensation (FECA)	FECA provides workers' compensation coverage to three million federal and postal workers around the world for employment-related injuries and occupational diseases.
Energy Employees Occupational Illness Compensation (EEOICPA)	EEOICPA provides lump-sum compensation and health benefits to eligible Department of Energy nuclear weapons workers (including employees, former employees, contractors and subcontractors) and lump-sum compensation to certain survivors if the worker is deceased.
Longshore and Harbor Workers' Compensation (LHWC)	LHWC minimizes the impact of employment injuries and deaths on waterfront workers and their families.
Pension Benefit Guaranty Corporation (PBGC)	PBGC protects the retirement incomes of American workers in private-sector defined benefit pension plans.
Veterans' Employment and Training Service (VETS)	VETS serves America's veterans and separating service members by preparing them for careers, providing employment resources and expertise, and protecting their employment rights.
Transition Assistance Program (TAP)	TAP was established to meet the needs of separating service members during their period of transition into civilian life by offering job-search assistance and related services.
Uniformed Services Employment and Reemployment Rights Act (USERRA)	USERRA ensures the prompt reemployment of returning service-members in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.
Wage and Hour Division (WHD)	WHD enforces Federal minimum wage, overtime pay, recordkeeping, and child labor requirements of the Fair Labor Standards Act; administers and enforces the prevailing wage requirements; and a number of employment standards and worker protections as provided in several immigration related statutes.

PROGRAM/OFFICE	DESCRIPTION
Davis Bacon Act	The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates.
Fair Labor Standards Act (FLSA)	FLSA prescribes standards for the basic minimum wage and overtime pay, affects most private and public employment.
Family Medical Leave Act (FMLA)	FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
Migrant and Seasonal Agricultural Worker Protection Act (MSPA)	MSPA protects migrant and seasonal agricultural workers by establishing employment standards related to wages, housing, transportation, disclosures and recordkeeping.
Service Contract Act (SCA)	SCA equires contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor contractor's collective bargaining agreement. The Department of Labor issues
Women's Bureau (WB)	WB identifies researches and analyzes the topics working women care about most; establishes policies and programs to address them; and enhances public education and outreach efforts to raise awareness on key issues and developments affecting women in the workforce.

U.S. Department of Labor

Organizational Chart

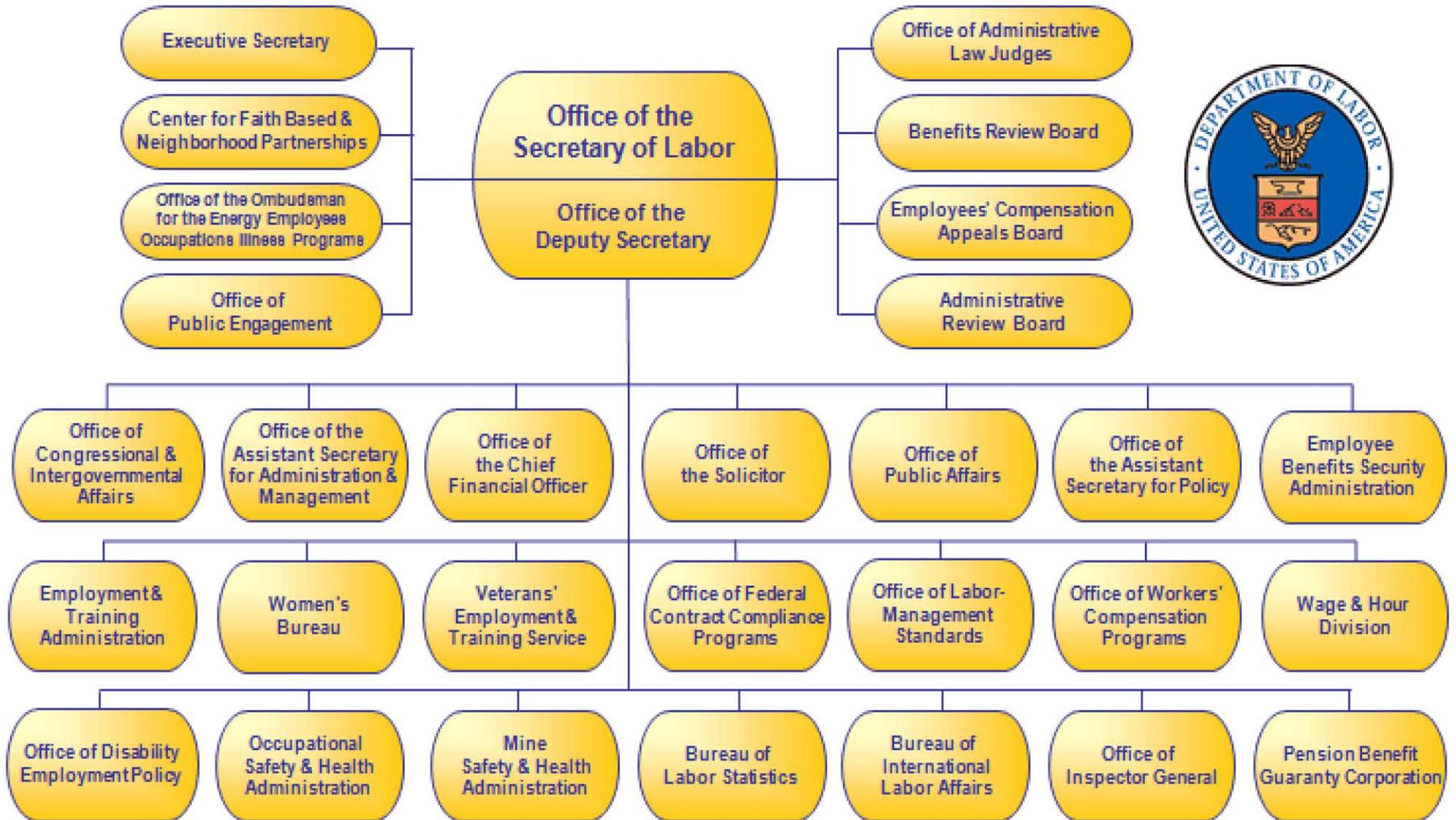


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BUREAU OF INTERNATIONAL LABOR AFFAIRS

United States Department of Labor

Who We Are...

The Bureau of International Labor Affairs (ILAB) leads the U.S. Department of Labor's efforts to ensure that workers around the world are treated fairly and are able to share in the benefits of the global economy. ILAB's mission is to improve global working conditions, raise living standards, protect workers' ability to exercise their rights, and address the workplace exploitation of children and other vulnerable populations. Our efforts help to ensure a fair playing field for American workers and contribute to stronger export markets for goods made in the United States.



What We Do...

Office of Child Labor, Forced Labor, and Human Trafficking

- We are the world's leading funder of innovative technical assistance programs to eliminate the worst forms of child labor. Our programs provide increased access to education, improve enforcement of child labor laws, and support sustainable livelihoods for parents.
- We develop and implement U.S. government policies and engage strategically with governments, business, labor, and civil society to reduce child labor, forced labor, and human trafficking.
- We conduct research under Congressional mandates and Presidential directives that provides reliable and timely information to policymakers; consumers; and business, labor, and advocacy groups.

Since 1995...

1.7 million children
rescued from
exploitive child labor

278 projects
on child labor
implemented
in

94 countries

Office of Trade and Labor Affairs

- We help shape and implement policies on international trade and investment that represent the interests and welfare of U.S. workers.
- We help enforce labor provisions of U.S. trade agreements and trade preference programs and prevent the exploitation of workers as an unfair means of attracting trade and investment.
- We provide services, information, expertise, and technical cooperation programs that effectively support U.S. foreign labor policy objectives, especially in the context of trade.

Office of International Relations

- We lead U.S. engagement with the International Labor Organization and represent the U.S. government on employment and labor-related issues in other multilateral fora, including the Organization for Economic Cooperation and Development, the Organization of American States, Asia Pacific Economic Cooperation, and the G20 Labor and Employment Ministerial process.
- We conduct bilateral dialogues on critical labor and employment issues with a number of strategic countries.
- We develop, coordinate, and advance Department of Labor positions on key global social and economic issues such as worker rights, social protection, sustainable development, youth employment, and job creation.

Highlights...

G20 Labor and Employment Ministers' Meeting

The G20 Labor and Employment Ministerial process, launched at DOL in 2010, continues to be a vital forum for coordinating and addressing pressing labor issues among the world's major economies.



Reducing Child Labor and Forced Labor: A Toolkit for Responsible Businesses

In 2012, ILAB premiered an innovative online guide to help businesses combat child labor and forced labor in their global supply chains, the first such resource developed by the U.S. government.

Projects Across the Globe to Strengthen Worker Rights

ILAB funds technical cooperation projects to promote the effective enforcement of labor laws, strengthen labor inspections systems, improve occupational safety and health, promote productive labor-management relations, and strengthen social safety nets for vulnerable workers.



Bureau of Labor Statistics

U.S. Department of Labor



Who we are... The Bureau of Labor Statistics (BLS) is one of the principal sources of information on the U.S. labor market, economy, and society. BLS collects, analyzes, and provides essential information to support public and private decisions. Our data support free enterprise and help inform policies and laws that affect nearly all Americans.

We provide information on...



LABOR MARKET

- BLS employment statistics show the industries, states, and metro areas that gain or lose jobs each month.
- BLS provides statistics each month on the unemployed—the number of people who have actively looked for work but can't find it. We also have statistics on people who have given up looking for work and people who have part-time jobs but would prefer full-time work.
- We provide detailed career information including pay and projected job growth, helping people plan their career paths.



PRICES

- The Federal Reserve System uses BLS statistics on prices, employment, and unemployment to gauge whether the System meets its legal mandate “to promote effectively the goals of maximum employment, stable prices and moderate long-term interest rates.”
- BLS produces the Consumer Price Index, which other agencies use to adjust Social Security benefits and income-tax brackets for inflation each year.
- BLS price statistics provide insight on the competitiveness of U.S. exports and the economic health of the states where those exports are made.



PAY AND BENEFITS

- We provide data on pay and benefits. For example, BLS measures the cost to employers of providing benefits, such as health insurance, paid leave, and retirement benefits. The President's Pay Agent uses BLS data to recommend federal pay adjustments.



WORKPLACE SAFETY

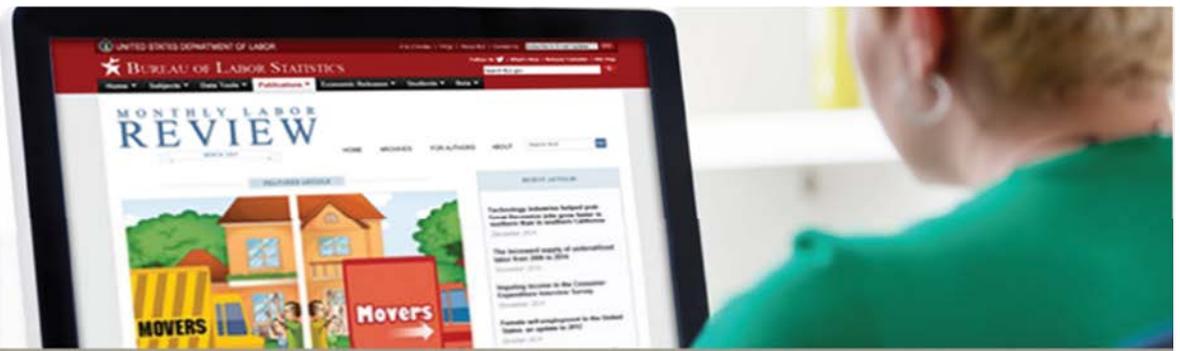
- We publish rates of workplace injury, illness, and fatality by industry and occupation. This information helps in evaluating workplace safety regulations and guiding new policy.



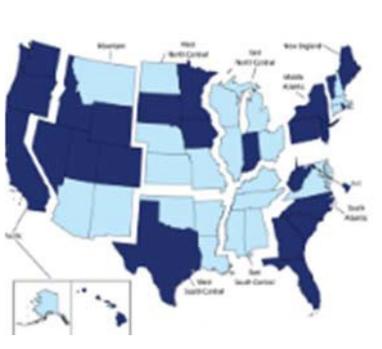
WORKPLACE EFFICIENCY

- BLS productivity statistics show trends in business efficiency. These measures are used to compare trends in production costs, examine the effects of technological change, and understand the drivers of economic growth.





We publish data by...



GEOGRAPHIC AREA

BLS publishes data for the nation, states, counties, and more than 200 metropolitan areas. We also publish data on prices of imports from key trading partners.



INDUSTRY

BLS publishes employment and pay data for more than 300 industries. We also publish data on the prices that producers receive for the goods and services that they sell.



OCCUPATION

BLS publishes data on employment, pay, and workplace safety for hundreds of occupations.



DEMOGRAPHY

BLS publishes data by gender, age group, race and ethnicity, education level, and marital and family characteristics.

Our Publications

News Releases

BLS publishes about 130 national news releases each year. Our regional offices publish more than 700 releases annually on specific regions, states, and metro areas.

Career information

The *Occupational Outlook Handbook* is our most popular publication. Widely used by career counselors, students, and jobseekers, it lets you explore career information on wages, projected employment, job duties, and education and training requirements for more than 300 occupations. *Career Outlook* provides tips on how to prepare for interviews, save for college, or explore more careers.

Monthly Labor Review

For 100 years and counting, the *Monthly Labor Review* provides in-depth analysis of BLS data.

The Economics Daily

Each business day, TED features data visualizations that illustrate the most interesting and important developments in the labor market and economy.

Beyond the Numbers

Published several times each month, Beyond the Numbers articles are short, easy-to-read analytical pieces about the labor market and economy.

Spotlight on Statistics

Spotlights present charts and maps in a slideshow format to explain interesting and important developments in the labor market and economy.



“Providing timely, accurate, and relevant information for our Nation’s data dollar.”

Erica L. Groshen
Commissioner
Bureau of Labor Statistics

EMPLOYEE BENEFITS SECURITY ADMINISTRATION

www.dol.gov/ebsa

The mission of the Employee Benefits Security Administration (EBSA) is to assure the security of the retirement, health and other workplace related benefits of America's workers and their families. We will accomplish this mission by developing effective regulations; assisting and educating workers, plan sponsors, fiduciaries and service providers; and vigorously enforcing the law.

Our Customer Service Commitment

EBSA is committed to educating and assisting the 141 million Americans covered by more than 707,000 private retirement plans, 2.3 million health plans, and similar numbers of other welfare benefit plans holding over \$6.7 trillion in assets; as well as plan sponsors and members of the employee benefits community. EBSA balances proactive enforcement with compliance assistance and works diligently to provide quality assistance to plan participants and beneficiaries. It is the policy of EBSA to provide the highest quality of service to its customers.

Direct Assistance to the Public

EBSA's goal in providing direct assistance is to raise the knowledge level of plan participants and beneficiaries, plan sponsors, service providers and other interested parties and to ensure that they have access to available plan documents filed with the Department of Labor (DOL).

Individual Participant Assistance

Individualized participant assistance is offered by Benefits Advisors in our national and field offices. When you write, call, communicate with us electronically, or visit our offices in search of assistance, you will receive information that will inform you of your rights and responsibilities and help you in obtaining benefits to which you are entitled. We are available to explain how the relevant statutes EBSA enforces apply to you and, in appropriate cases, the Agency will make inquiries on your behalf and seek resolution of disputes. Such resolution will be informal and generally will not include litigation on your behalf or provision of legal advice. We will be vigilant in identifying and acting upon patterns of complaints.

Consumer Complaints

Complaints involving alleged violations of ERISA are handled by Benefit Advisors in our national and field offices. Those who file complaints with us can expect a prompt and courteous response from our staff. Every complaint received will be pursued and, if determined to be valid, resolution will be sought through informal dispute resolution. You can expect to receive a status report from the assigned benefits advisor every 30 days. If your valid complaint cannot be resolved informally, it may be referred for further review by our enforcement staff. While we cannot ensure that every complaint will result in an investigation, at the conclusion of enforcement activity, if requested, we will furnish an understandable explanation of the outcome of our review and investigation.

When you write, call or communicate with us electronically for assistance or with a complaint, we need certain information to help you. It would be helpful to have this information available when you telephone. If you write us, you should include this information in your correspondence or email:

- Your name and daytime telephone number
- A brief explanation of your problem
- Evidence that you have filed a claim for benefits
- Name, address and telephone number of your employer or plan official to be contacted
- Your permission to inquire on your behalf, if necessary
- Employment dates, birth date, social security number, policy number or other identification numbers

For technical assistance and complaints, you should call EBSA's toll free number at 866-444-3272. You may contact us electronically at www.askebsa.dol.gov. Please note: The law is not all-encompassing and you may not always be pleased with the remedy or with the explanation you receive. Also, some actions of employers may not always seem fair or honorable yet may be legal. We will be sensitive to your situation but may not always be able to provide you with a solution.

Requesting Documents from EBSA

Requests for plan documents on file with DOL are handled by the EBSA Public Disclosure staff. Our employees are available during regular office hours to process your requests. You should expect your request to be handled in a timely, courteous and efficient manner. Our policy is to fill all requests for:

- Form 5500s within 5 days
- Other documents on hand in the Public Disclosure Room within 10 days

The Taxpayer Relief Act of 1997 eliminates the requirement of plans to file Summary Plan Descriptions (SPDs) and Summary of Material Modifications (SMMs) with EBSA. SPDs and SMMs filed with the agency before that date may be on file and are available upon request if they are maintained. If a plan participant or beneficiary wishes a more recent copy of the SPD or SMM, the agency will request a copy from the plan administrator.

EBSA does maintain an extensive library of SPDs filed prior to 1997. Requests for those documents will be filled within 10 days, provided that EBSA has the document in its library. Requests for documents related to more than five plans may take more time to process. SPD requests that require contact with the plan to obtain a copy may take 30 to 60 days.

Rulings and Opinions

EBSA's goal in responding to requests for interpretations and other rulings is to facilitate compliance with ERISA, and the department's regulations through useful and timely interpretive guidance to plan participants, plan sponsors and other members of the employee benefits community. Requests for interpretations and other rulings will be acknowledged within 2 weeks of receipt. Each acknowledgment letter will identify the employee benefits law specialist to

whom the request has been assigned and a telephone number for directing questions concerning the request. EBSA's goal is to provide a response or assessment of the request within 180 days of receipt. Applicants will be kept informed of the status of their request on a periodic basis. Applicants will be treated courteously and with respect. Send requests for interpretations and other rulings to either ORI or OHPSCA as described below at the following addresses:

U.S. Department of Labor
Employee Benefits Security Administration
Office of Regulations and Interpretations
200 Constitution Avenue, NW, Suite N-5655
Washington, DC 20210
Tel 202.693.8500

U.S. Department of Labor
Employee Benefits Security Administration
Office of Health Plan Standards and Compliance Assistance
200 Constitution Avenue, NW, Suite N-5653
Washington, DC 20210
Tel 202.693.8335

Exemption Determinations

Applications for exemptions under Title I of ERISA are handled by EBSA's Office of Exemption Determinations (OED). OED staff will advance the protections of ERISA by timely processing of exemption requests under Title I of ERISA, ensuring the establishment of effective conditions and safeguards to protect plans, participants and beneficiaries, and facilitating meritorious transactions that would otherwise be prohibited. In processing exemptions, we will minimize regulatory and administrative burdens to the extent feasible, while protecting the rights of plan participants and beneficiaries.

All applicants for exemptions will be acknowledged and assigned to an analyst within 2 weeks of receipt. The analyst will provide a preliminary reaction to the application within 30 days. The name and telephone number of the analyst will also be provided as the contact person for information concerning the status of the application.

Applicants will be kept informed of any significant developments in the processing of the request and any change to the estimated completion date. Applicants will be treated courteously and with respect. Send applications for exemptions to:

U.S. Department of Labor
Employee Benefits Security Administration
Office of Exemption Determinations
200 Constitution Avenue, NW, Suite N-5700
Washington, DC 20210
Tel 202.693.8540



The Employment and Training Administration

www.doleta.gov

The Employment and Training Administration (ETA) of the U.S. Department of Labor administers Federal government job training and worker dislocation programs, Federal grants to states for public employment service programs, and unemployment insurance benefits. These services are primarily provided through state and local workforce development systems. ETA operates six regional offices located in Atlanta, Boston, Chicago, Dallas, Philadelphia, and San Francisco.

Mission

The mission of the ETA is to contribute to more efficient functioning of the United States labor market by providing high quality job training, employment, labor market information, and income maintenance services primarily through state and local workforce development systems.

Vision

ETA's vision is to promote pathways to economic liberty for individuals and families working to achieve the American Dream. On behalf of American taxpayers, ETA administers effective programs that have at their core the goals of enhanced employment opportunities and business prosperity.

Programs and Initiatives

- **Workforce Innovation and Opportunity Act (WIOA) Programs** – Provides the framework for many of the nation's Federally-funded workforce programs, including those incorporated at American Job Centers (formerly known as One-Stop career centers). Specifically, the workforce services provided under the Adult, Dislocated Worker, and Youth formula programs help workers secure good jobs while businesses find skilled workers to help them remain competitive.
- **Wagner-Peyser Employment Services** – Focuses on providing universal access to a variety of employment-related labor exchange services through American Job Centers, including but not limited to, job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings.
- **Unemployment Insurance** – The Federal-State Unemployment Insurance program, authorized by Title III of the Social Security Act, provides temporary, partial wage replacement to unemployed workers who are temporarily or permanently laid off from their jobs. It also serves to stabilize the economy in times of recession. Almost all wage and salary workers are covered by the UI program.
- **Trade Adjustment Assistance** – A Federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become re-employed.
- **Job Corps** – A skills training program that helps young people, ages 16 to 24, learn a career and earn high school credentials, at no cost to participants. Eligible economically disadvantaged youth receive hands-on training in high-growth employment sectors, academic education, opportunities for community service-learning and leadership, and supportive services within a residential campus environment. Job Corps graduates step successfully into career pathways and independent living.

- **YouthBuild** – A nonresidential, community-based alternative education program that provides academic and occupational skills training and leadership development to at-risk youth ages 16-24. The YouthBuild model balances in-school learning that leads to the achievement of a high-skill diploma or high school equivalence with occupational skills training.
- **Reintegration of Ex-Offenders (RExO)** – The RExO program provides the opportunity to fund pilot and demonstration projects. These projects are designed to test the effectiveness of successful models and practices found in community and faith-based environments and other government systems. Eligible program participants include: youth ages 14 to 24 who have been involved in the juvenile justice system and have never been convicted in the adult criminal system; and adults age 18 and older who have been convicted in the adult criminal system.
- **Registered Apprenticeship**– A flexible training strategy that can be customized to meet the needs of every business. It is an employer-driven model that combines on-the-job training with related classroom instruction to increase an apprentice’s skill level and wages; and is a proven solution for businesses to recruit, train, and retain highly skilled workers.
- **Veterans Employment** – ETA is fully committed to serving transitioning service members, veterans, and their families through employment and training programs, as well as new initiatives, such as the VOW to Hire Heroes Act of 2011 (VOW Act), signed by the President in November 2011. Veterans receive priority of service for all programs funded by the Department of Labor.
- **National Dislocated Worker Grants** – As authorized under WIOA, ETA provides resources to states and other entities to respond to major economic dislocations due to mass layoffs, plant closures, disasters, and other events.
- **Rapid Response** – A proactive, business-focused, and flexible strategy designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers.
- **Strategic Investments** – ETA administers key grants programs that provide opportunities for job seekers and assist employers with their needs for a skilled workforce. Examples include the Workforce Innovation Fund, Trade Adjustment Assistance Community College and Career Training Grants, H-1B Technical Skills Training Grants, Ready to Work Grants, and the Jobs and Innovation Accelerator Challenges and Make it in America Grants.
- **Foreign Labor Certification** – Employers seeking a permanent or temporary labor certification are required by law to first apply to the Secretary of Labor for certification. ETA’s Office of Foreign Labor Certification receives and processes these applications and, for those applications satisfying all program requirements, issues a certification. This decision certifies that there are no able, willing, and qualified U.S. workers for a position for which certification is requested, and there would be no any adverse impact on similarly employed U.S. workers with the admission of the foreign worker.



Employment and Training Administration's Foreign Labor Certification Programs

Office of Foreign Labor Certification Highlights

In FY 2014, the Office of Foreign Labor Certification (OFLC) processed 602,713 employer applications requesting 1,298,807 positions for permanent and temporary foreign labor certifications.

OFLC experienced an overall 14.8 percent increase in the number of employer filings for permanent and temporary workers from the previous fiscal year.

OFLC launched a new Web-based Labor Certification Registry through its iCERT System (icert.doleta.gov) in an effort to increase the public's access to copies of labor certification documents and case level program data.

OFLC also implemented electronic filing in both the H-2A and H-2B temporary visa programs through its iCERT System to more efficiently serve small employers, farmers, and ranchers. For FY 2014, more than 72 percent of employers successfully utilized electronic filing to meet their workforce needs.

Employment-Based Immigration Visas

Certain types of employment-based immigration visas require a labor certification as a pre-requisite to the admission of a foreign worker into the U.S. For those employment-based visas (both immigrant and nonimmigrant) requiring labor certification, the process generally involves the U.S. Departments of Labor, Homeland Security (DHS), and State (DOS).

Employers seeking a labor certification are required by law to first apply to the Secretary of Labor (Secretary) for certification. The Employment and Training Administration's Office of Foreign Labor Certification (OFLC) must receive and process these applications. For applications satisfying all program requirements, OFLC issues a certification. This decision certifies that with the admission of the foreign worker into the U.S., there are no able, willing, and qualified U.S. workers for a position for which certification is requested, and there would be no adverse impact on similarly employed U.S. workers.

ETA issues labor certifications for permanent and temporary employment under the following programs:

- **PERM** Permanent Labor Certification (the "Green Card")
- **H-1B** Specialty (Professional) Occupation Workers
- **H-2A** Temporary Agricultural
- **H-2B** Temporary Non-Agricultural
- **D-1** Crewmembers Certification

All employer-filed applications are adjudicated by OFLC and may be certified or denied. Certification of a position, however, is not a guarantee of a foreign worker's admission, since many visa categories have numerical limitations or caps set by legislation and each individual worker must meet admission standards and requirements of DHS and DOS.

A labor certification may be granted in cases where the employer has met all program requirements and the obligations of the Secretary have been satisfied.



Employment and Training Administration's Job Corps

Serving America's Youth for the 21st Century Workplace



Dr. Mary Ann Gamble's remarkable journey as a renaissance woman began when she saw a television commercial promoting the virtues of Job Corps. Because college was too expensive and she "needed to get real job skills," Gamble enrolled in the Gary Job Corps Center in Texas, where she learned to be an electrician and joined in community building projects. She later followed in her parents' footsteps by enlisting in the Air Force, where she became a linguist in Korean. A bachelor's degree in microbiology at Southern Illinois University and four years of medical school at the University of Texas followed. She now practices family medicine in Texas. Gamble said some of her drive to succeed comes from her mother, a high school dropout and migrant farm worker who had a successful military career, and from her own varied life experiences, which allows her to have something in common with everyone she meets. Gamble said Job Corps gives students "a little extra time to grow up, get stability in their lives, and walk out with job skills and common sense."

* Story originally published in the DOL Online Newsletter.

Job Corps, authorized by the Workforce Innovation and Opportunity Act of 2014, assists at-risk youth in meeting their education and employment goals and helps businesses meet demands for a skilled workforce. Job Corps is an intensive education and vocational training program that helps eligible at-risk youth, ages 16-24, with academic and career technical training to prepare them for opportunities to enter the workforce, the military, or enroll in postsecondary education.

For 50 years, Job Corps has helped prepare more than two million at-risk youth for participation in the U.S. workforce. Job Corps provides social, academic, career and technical education, and service-learning opportunities, primarily in a residential setting, for low income young people. In addition to making youth more responsible, employable, and productive citizens, Job Corps is tasked with assisting youth in obtaining a secondary school diploma or recognized postsecondary credentials that lead to successful careers or occupations that will lead to economic self-sufficiency and opportunities for advancement, or enrollment in postsecondary education, including an apprenticeship program.

Job Corps' highest priority is to provide quality training in high-growth, high-demand industries to help Job Corps graduates become more competitive. After graduation, approximately 81.6 percent of Job Corps students enter employment, enroll in continuing education, or enlist in the military.

Currently, Job Corps provides training and support services to approximately 60,000 young people each year at 125 centers in 48 States, Puerto Rico, and the District of Columbia. Job Corps centers are managed and operated by the U.S. Department of Agriculture's Forest Service for the Civilian Conservation Centers and also by large and small corporations, both for-profit and nonprofit, under competitively bid contractual agreements.



Employment and Training Administration's YouthBuild

Serving America's Youth for the 21st Century Workplace



Single teen mother Sara Little learned a construction trade and gained valuable life lessons thanks to the YouthBuild program at the Ogden-Weber Applied Technology College in Utah. Little received training in basic construction skills and took classes in leadership, health, and communication to help prepare her for life as an adult. After remodeling apartments for homeless veterans and victims of domestic violence, Little recently graduated from the YouthBuild construction program and plans to enroll in a college nursing program where she can continue to help others. Little said "the program taught me leadership and maturity." Sean Mathias, her YouthBuild program coordinator, said graduates leave the program "more confident and prepared for the world."

*Story originally published in the DOL Online Newsletter.

The Employment and Training Administration (ETA) administers programs that serve low-income and disconnected youth in accessing the skills and opportunities necessary to be successful in the workforce. YouthBuild, as authorized under the Workforce Innovation and Opportunity Act (WIOA) of 2014, helps eligible at-risk youth to meet their education and employment goals, and meet business demands for a skilled workforce.

YouthBuild

The YouthBuild program is a nonresidential, community-based alternative education program that provides academic and occupational skills training and leadership development to at-risk youth ages 16-24. YouthBuild helps young Americans transform their lives and their roles in society by contributing to better outcomes for their communities. The YouthBuild model balances in-school learning that leads to the achievement of a high-school diploma or successful completion of a high school equivalency with occupational skills training.

Construction skills training is central to the overall philosophy of the YouthBuild program and often provides a visible transformational experience for young people who have rarely had opportunities to see the tangible positive results of their efforts. As part of the YouthBuild program, participants receive academic instruction as well as occupational skills training in areas of construction, resulting in increased supplies of affordable housing in their communities. Although traditionally focused on construction skills training, the ETA expanded its criteria for grants in 2012 to include other in-demand occupations, including health care, information technology, and heating and air conditioning maintenance.

ETA awards grants to qualified organizations through a competitive process, which funds programs in approximately 75 communities across the country and serves about 7,000 youth per year. These YouthBuild grantees will oversee the provision of education, occupational skills training, and employment services to youth, while participants simultaneously perform meaningful work and service in their communities.



Employment and Training Administration's Registered Apprenticeship

Registered Apprenticeship



Prior to leaving the U.S. Marine Corps, Dan Healy researched and found a company with a Machinist apprenticeship program with Sebewaing Tool and Engineering Co. in the Michigan area, using the U.S. Dept. of Labor and Veterans Affairs websites.

Dan successfully transferred his military skills as a machinist into a manufacturing career at Sebewaing. Dan strongly believes that a Machinist Apprenticeship Certificate of Completion from the Department of Labor offers a promising future for him and his family.

Eligible veteran apprentices like Dan can earn a monthly stipend by using their GI Bill benefits that can help them meet their family's expenses and graduate with increased opportunities to advance within a company. Typically, apprentices see their training as a stepping stone to both honing their skills and financial security.

For more information, visit www.dol.gov/apprenticeship

The Employment and Training Administration's (ETA) Office of Apprenticeship provides direction, oversight, and leadership for the National Apprenticeship System and facilitates participation in the system by companies and labor, as well as registered apprentices.

Registered Apprenticeship is an employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice's skill level and wages. It is a proven solution for businesses to recruit, train, and retain highly skilled workers. Apprenticeship is not just for the private sector – many federal government agencies, including the U.S. military, have apprenticeship programs.

Apprenticeship is a flexible training strategy that can be customized to meet the needs of every business. It can be integrated into current training and human resource development strategies. Apprentices can be new hires – or businesses can select current employees to join the apprenticeship program. Apprenticeships are a good way to reward high-performing entry-level employees and move them up the career ladder within the business.

Apprenticeship is also an "earn and learn" model – apprentices receive a paycheck from day one, so they earn wages while they learn on the job. About 400,000 apprentices participate every year in about 20,000 Registered Apprenticeship programs across the country.

How is a Registered Apprenticeship funded?

Staff from the ETA's Office of Apprenticeship and State Apprenticeship Agencies provides information, technical assistance, and support to companies and organizations interested in developing apprenticeship programs. Registered Apprenticeship programs leverage the private sector funding, and are an industry-driven system – where employers voluntarily create programs and train apprentices as needed. Paying for

apprentices' training varies among Apprenticeship Sponsors; however, employers pay most of the training costs. Still, a variety of Federal resources are available for employers to support apprentices: www.doleta.gov/oa/federalresources/playbook.pdf.

American Apprenticeship Grants

In 2014, the Department of Labor invited public-private partnerships to apply for grants to develop and implement innovative, high-quality registered apprenticeship programs. Up to \$100 million in grants will be financed by employer-paid fees from hiring foreign workers into the United States under the H-1B nonimmigrant visa program. This grant competition will help more job seekers become apprentices, and more companies train the skilled workers they need to compete in the global marketplace.

Benefits to Business	Benefits to Workers
<ul style="list-style-type: none">• Highly Skilled Employees• Reduced Turnover• Higher Productivity• Positive ROI	<ul style="list-style-type: none">• Increased Skills• Higher Wages• National Credential• Career Advancement

It's an Immediate Job with Good Wages

Apprenticeships are also a path to the middle class – 87 percent of apprentices are employed after completing their programs and the average starting wage for apprenticeship graduates is over \$50,000. **Those completing Registered Apprenticeship programs earned \$300,000 more in compensation than their peers who did not apprentice.** Apprentices start working from day one with incremental wage increases provided by the employer as they become more proficient on the job. Apprenticeships range from one to six years, but the majority are four years in length. In 2013, more than 164,000 individuals nationwide became apprentices.

Earn and Learn

“Earn and learn” is a training model that provides workers with advanced skill sets that meet the specific needs of employers. It is a proven model that allows employers to set the benchmark and the structure that can determine their Return on Investment for training their workers. Upon completion of a Registered Apprenticeship program, participants receive a Certificate of Completion, a nationally-recognized credential that certifies occupational proficiency.

In many cases, these programs provide apprentices with the opportunity to simultaneously obtain post-secondary degrees. See the **Registered Apprenticeship College Consortium** that is offering greater opportunities in higher education for apprentices at: www.doleta.gov/oa/racc.cfm



The Employment and Training Administration's Trade Adjustment Assistance Program



After 18 years of working for a thermostat manufacturer, Rick Williams was laid off and has described the experience as "emotionally hard and traumatic." But the Arkansas native found hope in the Trade Adjustment Assistance program. Williams used the program to further his education, learn new skills, and find work in a new career. TAA allowed him to enter a local community college to take courses not only in welding and basic electronics, but also in math, history, and English, giving him "a more well-rounded education," he said. He has completed a degree in industrial equipment maintenance and now has a full-time job with the local water department, reading meters and fixing leaks. Williams admitted the coursework was hard but said the schooling gave him the experience he needed.

*Story originally published in the DOL Online Newsletter.

The Employment and Training Administration (ETA) administers the Trade Adjustment Assistance (TAA) program to provide assistance to workers who have been adversely affected by foreign trade. The TAA program is authorized under the Trade Act of 1974, as amended.

The TAA program is a vital tool for helping workers who have lost their jobs as a direct result of increased imports and competitive trade to upgrade their skills in their existing field or train for a new career that leads to a good job. TAA seeks to provide these workers with opportunities to obtain the skills and industry-recognized credentials, resources, and support they need to become re-employed. The program's benefits and services available to individual workers are administered at the state level through agreements between the U.S. Secretary of Labor and each governor.

How TAA Works

A petition must be filed with ETA by or on behalf of a group of workers who have lost or may lose their jobs or those who have experienced a reduction in wages as a result of foreign trade. After ETA investigates the facts behind the petition, it applies statutory criteria to determine whether foreign trade was an important cause of the threatened or actual job loss or wage reduction. If ETA determines that the workers meet the statutory criteria, it issues a certification of eligibility for the workers in the group. During Fiscal Year (FY) 2013, 1,480 petitions were filed, resulting in 1,025 certifications impacting 104,158 workers.

Once covered by a certification, individual workers apply for benefits and services through the American Job Center network. This includes job training, job search and relocation allowances, and income support. Each benefit and service has specific individual eligibility criteria that must be met based on previous work history, unemployment insurance eligibility, and individual skill levels, among other criteria.

TAA participants come from a variety of backgrounds and industries and, as a result, many enter the program with a wide array of skills and experience. However, the majority of TAA participants who enter the program face similar challenges in obtaining re-employment, which can include no post-secondary degree, job skills solely acquired in the manufacturing sector, and an average age of 48 with over 14 years of experience in a specific job that may no longer exist.

In FY 2013, nearly two-thirds of TAA participants found jobs and nearly 90 percent retained those jobs after six months.

Alternative Trade Adjustment Assistance

For TAA certified workers age 50 and older who find employment of less than \$50,000 per year, the TAA program offers Alternative Trade Adjustment Assistance, a wage subsidy payable over two years for up to \$10,000. This benefit is wage insurance and serves as transitional support to help families remain in the middle class.



Employment and Training Administration Unemployment Insurance Program

Unemployment Insurance Makes a Difference

\$41 billion in UI benefits was paid to 7.4 million workers in FY2014, providing a critical safety net and helping to stabilize the economy.

Payment of UI benefits has a multiplier effect that has been estimated to provide \$1.80 to \$2.50 of economic activity for every dollar of benefits paid during high unemployment periods.

An IMPAQ International study on Nevada claimants completed in 2012 showed the Reemployment and Eligibility Assessment (REA) program to be highly successful. Compared to non-participants, REA participants: collected 3.13 fewer weeks of unemployment compensation; had a lower benefit cost by \$873 (\$536 savings after program costs included); were less likely to exhaust; and were 20 percent more likely to obtain employment in first two quarters after program entry, resulting in higher earnings.

Federal-State Unemployment Insurance Program

The Federal-State Unemployment Insurance (UI) program, authorized by Title III of the Social Security Act (SSA), provides temporary, partial wage replacement to unemployed workers who are temporarily or permanently laid off from their jobs. It also serves to stabilize the economy in times of recession. Almost all wage and salary workers are covered by the UI program.

The federal role of the Employment and Training Administration (ETA) in this federal-state cooperative relationship includes setting broad policy for the program, establishing performance measures and standards, providing technical assistance to states, monitoring state performance, ensuring conformity and compliance of state laws and operations with federal law, and funding the cost of administering state and federal UI laws.

To be eligible for UI benefits, unemployed workers must have worked within a recent one-year period, must have been involuntarily unemployed through no fault of their own, and must be available for and able to work. The UI program is a major entry point for unemployed workers to the public workforce system's American Job Centers, which provide services that speed their return to work.

Regular UI benefits and administration are funded by state and federal payroll taxes, respectively. States administer the UI program directly and are responsible for determining benefit entitlement, paying benefits, and collecting state UI taxes from employers. States also administer federal programs for benefits to former federal military and civilian personnel, claimants who qualify for extended or special federal unemployment benefits, workers certified under the Trade Adjustment Assistance program, and individuals unemployed due to disasters.

States may pass state laws to implement Self-Employment Assistance programs, which provide for a self-employment allowance, instead of regular UI benefits for those workers

establishing a business. States may also pass laws to implement Short-Time Compensation (STC) programs, also known as work sharing, that help save jobs; help employers maintain a skilled workforce; and provide benefits to individuals experiencing reduced work hours. Under STC, states can enter into agreements with employers to provide supplemental unemployment benefits while workers whose hours are reduced, maintain their employment in lieu of a full lay-off. As a result of the Middle Class Tax Relief and Job Creation Act of 2012, states meeting certain conditions may receive grants to support implementation of these programs.

Reemployment is crucial to maintaining workers' long-term economic security. ETA provides funding to states for Reemployment and Eligibility Assessments, which are in-person interviews with selected UI beneficiaries to promote quicker reemployment through services at American Job Centers and to ensure that continuing eligibility requirements are met.

Under the Disaster Unemployment Assistance (DUA) program, which ETA oversees in coordination with the Federal Emergency Management Agency, the state UI agencies are provided funds for payment of DUA benefits and state administration costs under agreements with the Secretary of Labor. DUA benefits provide assistance to individuals who are unemployed as a direct result of a Presidentially-declared major disaster. The number of eligible DUA claims, the number of weeks claimed, and the level of disbursements have declined over the last three years. The total amounts are detailed by year in the table below.

Number of DUA Benefits Claimed and Disbursed from 2012 to 2014			
Year	# of Eligible Claims	Total Weeks Claimed	Total Benefits Paid
2012	5,650	32,332	\$5,794,970
2013	4,944	56,429	\$12,328,253
2014	143	2,022	\$360,550



The Employment and Training Administration & the Public Workforce Investment System

The Public Workforce Investment System



Jeffrey Price overcame the misfortune of being laid off after 20 years as a machinist to begin a new career as a nurse, thanks to the public workforce system. Price said he was continually “frustrated looking for a factory job” and was working part-time as an emergency medical technician when he decided to make helping people his new career objective. With guidance from his local American Job Center, Price enrolled in health care training paid for by the Workforce Investment Act’s Dislocated Worker Program. He successfully studied to become a Licensed Practical Nurse and passed his state board exam. Price now works for a Tennessee medical management company.

* Story originally published in the DOL Online Newsletter.

The public workforce investment system is the nation’s primary vehicle for ensuring a well-functioning labor market that supports stable economic growth and employment for America’s workers and businesses. This encompasses services that are cost-effective, fully integrated, data-driven, and grounded in evidence-based practice. Training services for workers are focused on the attainment of industry-recognized credentials aligned with regional labor market conditions while employer services meet critical skills shortages in vital industry and economic development sectors of the American economy.

Each year, the United States invests approximately \$11 billion into its public workforce system. The Employment and Training Administration (ETA) guides the public workforce system to strategically meet the critical workforce challenges facing states and local communities across the nation as it helps put Americans back to work.

Funding flows from the Department to employer-led State Workforce Development Boards and then to Local Workforce Development Boards that oversee the service delivery system.



The State Workforce Development Board sets forth a strategic vision for workforce development based on the labor market and employer skills needs of the state. This state-level vision and leadership informs local board policymaking and employment and training priorities. The local boards, in turn, set local and regional priorities while directly overseeing the operations of a network of nearly 2,500 American Job Centers, formerly known as One-Stop career centers. ETA provides support and leadership to state and local boards as they craft strategic solutions to workforce challenges and remain focused on the goals of helping Americans find good jobs and employers remain competitive in the global economic marketplace.

Workforce Innovation and Opportunity Act Programs

The Workforce Innovation and Opportunity Act (WIOA) was enacted on July 22, 2014, and supersedes the Workforce Investment Act (WIA) of 1998. The legislation provides the framework for many of the nation's federally funded workforce programs, including those incorporated at American Job Centers. In particular, the workforce services provided under the WIOA Adult, Dislocated Worker, and Youth formula programs help workers secure good jobs and employers find workers that will help them remain competitive. Generally, WIOA provisions related to Department of Labor programs will take effect of July 1, 2015. All programs funded in whole or in part by the Department of Labor must provide priority of service for veterans.

The WIOA Adult program prepares workers – particularly disadvantaged, low-skilled, and underemployed adults – for good jobs. The WIOA Adult program funds provide career and training services through locally operated American Job Centers. The program includes a priority of service for low-income job seekers and individuals who are basic skills deficient when funding is limited:

- **Career Services** include a range of services available to all participants, such as job search, placement assistance, and labor market information to help workers who have marketable skills and work experience but who need information to target their job search. Individuals in need of additional services may also receive comprehensive skills assessments, development of an Individual Employment Plan (IEP), counseling, and career planning.
- **Training services** are available to those individuals who need additional occupational and/or basic skills to find or retain jobs in their communities and can include on-the-job training and customized training.
- **Supportive Services**, such as needs-related payments for transportation and other costs, are also available to assist low-income unemployed workers entering into and remaining in training and continuing education necessary to pursue middle-class jobs.

The WIOA Dislocated Worker program serves workers who have lost their jobs as a result of layoffs by preparing them for good jobs in several ways:

- It helps dislocated workers remain in the middle class by providing career services such as job placement and career counseling that accelerate re-employment in sectors that are projected to grow.
- For dislocated workers needing new or upgraded skills, this program helps eligible dislocated workers access the training they need to obtain employment in new and emerging industry sectors.
- The program also provides services to separating veterans and the long-term unemployed.

The WIOA Youth Formula program serves youth ages 14-21 who are in-school and ages 16-24 who are out-of-school youth. The program supports youth with a variety of services that prepare them for post-secondary educational and employment opportunities, attain educational and/or skills training credentials, and secure employment along a career pathway.

- WIOA focuses resources on out-of-school youth to be spent with a 75 percent expenditure requirement.
- WIOA includes a major focus on providing youth with work experience opportunities and requires that local areas spend a minimum of 20 percent of their funds.
- WIOA also introduces five new program elements: financial literacy; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas; activities that help youth prepare for and transition to post-

secondary education and training; and education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

- Finally, WIOA encourages youth programs across the Department of Labor, including Job Corps and Youth Build, to coordinate service delivery for youth.

Wagner-Peyser Employment Services

The Employment Service focuses on providing a variety of employment-related labor exchange services through American Job Centers, including but not limited to job search assistance, job referral, and placement assistance for job seekers, assistance and re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services, and staff-assisted service delivery approaches. The Employment Service funds are also used to support state job banks and other state-level activities that ensure the smooth function of state and regional labor markets. The Employment Service provides services to employers, including the referral of job seekers to job openings, matching employer requirements with job seeker experience, recruitment services, assisting employers with hard-to-fill job orders, and assisting with job restructuring, and helping employers deal with layoffs.



The Employment and Training Administration's Strategic Investments



Power of Partnerships on Display for College Grantees

Community college leaders from across the country gathered in Northern Virginia Nov. 3-5, 2014, to learn from education experts, their peers and a few special guests about the best ways to design programs to take advantage of the administration's unprecedented investment in the community college system. The 350 attendees represented winners of rounds two and three of the Trade Adjustment Assistance Community College Career Training initiative, which has invested nearly \$2 billion since 2011. U.S. Secretary of Labor Thomas E. Perez opened the event, saying, "These grants aren't about tinkering around the edges; your programs are transforming skills training and changing people's lives. Together, we're building a skills infrastructure with on and off ramps, knowing that life is full of ups and downs... but the destination for everyone involved is a stronger middle class." Throughout the event, attendees participated in breakout sessions to learn what has worked well for previous grantees and their employer partners, hear from outside evaluators about the best way to scale and sustain programs, and get helpful hints from grant officers about what to expect as federal grantees. In closing the event, Dr. Jill Biden, a champion of educators and full-time community college professor, told the grantees, "There is tremendous opportunity in what you are all doing and it extends well beyond the classroom. We all succeed when our students and workers succeed and we all reap the benefits when our citizens are well-educated and well-trained. It means that our economies are more vibrant and that our future is brighter."

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http://www.dol.gov/sec/newsletter/2014/2014_1106.htm#.VHZAd4Qo672

Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants

The TAACCCT grant program provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less. Such grants are suited for workers who are eligible for training under the Trade Adjustment Assistance for Workers program and prepare program participants for employment in high-wage, high-skill occupations. The grants promote skills development and employment opportunities in such fields as advanced manufacturing, transportation, and health care, as well as science, technology, engineering, and math careers through partnerships between training providers and local employers. Through these multi-year grants, the Department is helping to ensure that our nation's institutions of higher education are helping adults succeed in acquiring the skills, degrees, and industry-recognized credentials needed for high-wage, high-skill employment while also meeting the needs of employers for skilled workers. The Employment and Training Administration (ETA) is implementing the TAACCCT program in partnership with the U.S. Department of Education.

This strategic investment of nearly \$2 billion is enhancing ties among community colleges, universities, employers, the workforce system, and other local partners while ensuring that students have access to the skills and resources they need to compete for high-wage, high-skill careers.

Workforce Innovation Fund

The Workforce Innovation Fund (WIF), also administered by ETA, cultivates and tests innovative approaches to workforce training and encourages the replication of evidence-based practices in the workforce development field. Funding assists in developing and expanding innovative strategies to help Americans return to work by delivering services more efficiently, facilitating cooperation across programs, and funding streams in the delivery of client-centered services to

jobseekers, youth, and employers, such as integrated case management and data systems. Grants focus on partnerships with specific employers or industry sectors to develop programs that reflect current and future skill needs; test innovative financing strategies for workforce development, including Pay for Success; emphasize building knowledge about effective practices through rigorous evaluation; and translate “lessons learned” into improved labor market outcomes, including the ability to bring such practices to scale in other geographic locations.

In three rounds of funding, nearly \$221 million has been awarded to 39 grantees, including almost \$24 million for two Pay for Success* grants. The grants range from \$1 million to \$12 million each and were awarded to a combination of state workforce agencies and local workforce investment boards, as well as one Workforce Investment Act grantee serving Indian and Native American communities.

These funds support innovative approaches to the design and delivery of employment and training services that generate long-term improvements in the performance of the public workforce system, both in terms of outcomes for job seeker and employer customers and cost-effectiveness.

**The "Pay for Success" model represents a new way of financing workforce investment projects through which the government only pays for services that achieve measurable results.*

Other Strategic Investments

Jobs and Innovation Accelerator Challenges

The Jobs and Innovation Accelerator Challenge (Jobs Accelerator) is designed to help regions achieve the demonstrated benefits of collaborative, cluster-based regional development. This initiative represents the implementation of Administration policy priorities to accelerate bottom-up innovation in urban and rural regions, as opposed to imposing “one-size-fits-all” solutions. The Jobs Accelerator also meets Administration goals for smarter use of government resources through reduction of Federal silos and promotion of more coordinated Federal funding opportunities that offer more efficient access to Federal resources. Investments from Federal agencies and technical assistance from 13 additional agencies will promote development in areas such as advanced manufacturing, information technology, aerospace and clean technology in rural and urban regions.

Jobs and Innovation Accelerator Challenge (JIAC) grants (round one) were awarded in 2011, funding 20 grants for a total of approximately \$37 million in direct Federal support approximately \$1.5 million to \$2.2 million per cluster, with the Department of Labor providing approximately \$20 million. Additional funding agencies include the Department of Commerce’s, Economic Development Administration (DOC EDA), and the Small Business Administration (SBA).

Advanced Manufacturing Jobs and Innovation Accelerator Challenge (AMJIAC) grants (round two) was announced in 2012 and provided a combination of \$20 million, of which the Department of Labor provided \$4 million, for 10 public-private partnerships consisting of small and large businesses, colleges, nonprofits, and other local stakeholders that “cluster” in a particular area. The awards support local efforts to spur job creation through a variety of projects, including initiatives that connect innovative small suppliers with large companies, link research with the start-ups that can commercialize new ideas, and train workers with skills that firms need to capitalize on business opportunities. Funding agencies for this Jobs Accelerator includes: Department of

Labor Employment and Training Administration (DOL ETA); Department of Commerce Economic Development Administration (DOC EDA) and the National Institute of Standards and Technology's Hollings Manufacturing Extension Partnership (NIST MEP); Small Business Administration (SBA); and the Department of Energy Advanced Manufacturing Office (DOE AMO).

The Make it in America Challenge (MIIA) is designed to encourage foreign and domestic businesses to build and/or expand their operations in the United States and: 1) encourage insourcing of productive activity by U.S. firms; 2) foster increased foreign direct investment; 3) encourage U.S. companies to keep their businesses and jobs here at home; and/or, 4) build a highly-skilled and diverse American workforce through targeted training and employment activities. Ten MIIA grants representing nine states were awarded approximately \$12.8 million in DOL/ETA funds on October 22, 2013, totaling \$20 million in combined Federal funding. Federal funding partners include DOL-ETA, DOC-EDA NIST-MEP, and the Delta Regional Authority (DRA).

DOL-ETA will provide grantees with H-1B Technical Skills Training Grant funds for training and training-related employment activities to develop a skilled workforce for the target industry. DOC-EDA and NIST-MEP will help distressed regions build on existing assets and create a competitive environment for foreign-owned and domestic firms to establish and grow their U.S. operations, and create jobs. The DRA will also support the winner from the agency's congressionally designated area.

Grantees will leverage federal funding from funding agencies to include:

- Public works projects that revitalize, expand, and upgrade physical infrastructure that will attract new industry or encourage business retention or expansion;
- Technical assistance in developing new strategies and tools to make their economies more attractive to insourcing or retention and expansion;
- Technical assistance to companies looking to invest in innovative technologies, new products or services, or enhanced processes that will grow sales and jobs; and
- Targeted training and employment activities that support the local workforce needs of employers, move new and current workers up and along a career pathway, and strengthen America's highly-skilled and diverse workforce.

H-1B Technical Skills Training Grants

The H-1B Technical Skills Training grant program is intended to raise the technical skill levels of American workers so they can obtain or upgrade employment in high-growth industries and occupations. These grants are designed to provide education, training, and job placement assistance in the occupations and industries for which employers are currently using H-1B visas to hire temporary foreign workers, and related activities necessary to support such training. The Technical Skills Training Grants were authorized under Section 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (ACWIA), as amended (29 USC 2916a).

The Department made awards to two types of training grants: those that provide work-based learning opportunities such as On-the-Job Training (OJT) to all participants and those that use other training strategies. Of the awards granted through this Solicitation, at least \$163 million was awarded to grantees that provide OJT to all participants. OJT is a specific earn and learn training strategy that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of the training

provided. Between the two types of grants awarded (OJT and other training strategies), DOL funded more than \$200 million to applicants that serve long-term unemployed individuals.

- H-1B TST Round 1: Thirty-six (36) awards announced on October 4, 2011, totaling \$159,266,650.
- H-1B TST Round 2: Forty-three (43) awards announced on February 22, 2012, totaling \$183,339,241.

Grants were awarded to partnerships of private and public sector entities, which may include: business-related nonprofit organizations, such as trade associations; education and training providers, including community colleges and community-based organizations; and entities involved in administering the workforce investment system established under Title I of the Workforce Investment Act of 1998 (WIA) and economic development agencies. Additional partners that reflect the character and resources of the local or regional economy were strongly encouraged.

Ready to Work Grants

The Ready to Work Partnership (Ready To Work) initiative supports and scales innovative collaborations between employers, nonprofit organizations, and federal job training programs to help connect ready-to-work Americans with ready-to-be-filled jobs in response to the President's call to action to support and expand public-private partnerships that are helping long-term unemployed individuals get back to work.

This grant initiative will provide those experiencing long-term unemployment with a range of training and supportive and specialized services leading to rapid employment in middle and high-skilled jobs. Ready To Work projects are built around a comprehensive, up-front assessment of long-term unemployed individuals' needs and skills, resulting in customized interventions across three tracks: 1) intensive coaching and other short-term, specialized services culminating in direct job placement into middle and high-skilled jobs; 2) short-term interventions leading to employment into middle and high-skilled jobs; and 3) accelerated skills training along a career pathway to middle and high skilled jobs.

Projects incorporate work-based training models, such as OJT, paid work experience, paid internships, and Registered Apprenticeships. These programs also include tangible commitments from employers and other partners to provide employment opportunities, technical skills training, and other paid work experience for H-1B occupations, while also addressing the barriers, income needs, and supportive service needs unique to long-term unemployed workers.

Youth CareerConnect

The Youth CareerConnect (YCC) grant program provides high school students with education and training that combines rigorous academic and technical curricula focused on specific in-demand occupations and industries, as well as the related activities necessary to support such training to increase participants' employability in H-1B in-demand industries and occupations. YCC programs include small learning communities, integrated academic and career-focused curricula around one or more industry themes, and partnerships with employers, including work experience opportunities with employers in their industry-focus. In April 2014, ETA awarded four-year grants to 24 communities ranging from \$2.2 to \$7 million. All grants include partnerships consisting of local education agencies, the local workforce investment system, employers, and institutions of higher education.

National Guard Youth Challenge Job Challenge Program (NGYCJC)

The DOL Job ChalleNGe builds on the existing evidence-based National Guard Youth ChalleNGe program in which program participants receive military-based training, engage in supervised work experience, and complete eight core program components during a six-month residential phase. The National Guard Youth ChalleNGe Job Challenge project will: 1) test the effectiveness of expanding the National Guard Youth ChalleNGe Program for court-involved youth, and 2) add and test an additional job training component (DOL Job ChalleNGe). The Department will award up to \$4,000,000 each to three (3) grantees with a period of performance of 42 months.



The Employment and Training Administration's Workforce Services for Targeted Populations

Serving America's Job Seekers for the 21st Century Workplace



When Manuel Ortiz lived in Puerto Rico, farm work was his sole source of income. After moving to the mainland and picking vegetables and fruits in New Jersey for only \$7.45 per hour on a seasonal basis, he decided to move to Reading, PA, to seek a better paying job. After seeing their flyer, Manuel enrolled with a NFJP grantee that advised him truck driving was a high-growth industry in Berks County. Manuel commuted all the way to Philadelphia for trucking school and passed the final test after the four-week training. Manuel was soon offered a job delivering ship containers with A.B. Bros. Trucking, making about \$700 per week.

Targeted Populations

The Employment and Training Administration (ETA) administers several programs and initiatives targeting individuals from vulnerable, historically under-served populations (Native Americans, agricultural workers, older workers, persons with disabilities, and ex-offenders) who have more barriers to employment and more difficulty accessing services from the public workforce system. These programs work to ensure that jobseekers from underserved populations receive the full range of assistance they need in helping them to achieve their career goals while meeting business demands for a skilled workforce.

Indian and Native American Program (INAP)

INAP supports employment and training activities for American Indians, Alaska Natives, and Native Hawaiians, as authorized under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Its purposes are to develop individuals' academic, occupational, and literacy skills and make them more competitive in the workforce, and to promote Indian and Native communities' economic and social development in accordance with their goals and values. For many Indian and Native Americans living on remote reservations or Alaskan villages, the program is the sole employment and training provider.

Farmworker Programs

The National Farmworker Jobs Program (NFJP) and Monitor Advocate system provide workforce services for agricultural workers.

NFJP provides employment assistance and job training, housing assistance, literacy instruction, and pesticide and worker safety training to migrant and seasonal farmworkers (MSFWs) and their dependents with the goal of stable employment and economic security, as authorized under WIOA. NFJP serves



An illness forced Jessica Sanderson of Vermont to leave her job and live off her retirement savings for almost two years. When well enough to return to the workforce, she had difficulty finding employment, even after sending out almost 200 resumes. Acknowledging that she “had reached rock bottom,” Sanderson turned for help to Vermont Associates for Training and Development, a SCSEP grantee. The grantee helped her update her resume, sharpen her interview techniques, and learn new computer skills, and placed her in a paid position with a nonprofit organization. This experience eventually led her to a full-time position, she said, “in a real job that I love” as an administrative assistant at a local culinary college.

*Story originally published in the DOL Online Newsletter.

over 20,000 participants each year through competitively awarded grants.

The Monitor Advocate system operates at the national, regional and state levels to ensure that workforce agency services to MSFWs are “qualitatively equivalent and quantitatively proportionate” to those provided to other jobseekers, as authorized by the Wagner-Peyser Act. Monitor advocates inform the public workforce system about the characteristics, needs and concerns of farmworkers to ensure that farmworkers receive all applicable legal protections, and that their complaints are promptly resolved. State monitor advocates conduct ongoing reviews of state workforce agencies and local employment service offices to verify delivery of services and protections afforded by employment service regulation to migrant and seasonal farmworkers.

Senior Community Service Employment Program (SCSEP)

SCSEP is the only federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. This community service and work-based training program provides subsidized, part-time, community service training at minimum wage for unemployed, low-income persons 55 or older who have poor employment prospects. Enrollment priority is given to individuals who are veterans, age 65 or older, who have a disability, have limited English proficiency or low literacy skills, reside in a rural area, have low employment prospects, or are homeless or at risk for homelessness. SCSEP’s dual purposes, as authorized by the Older Americans Act, are to promote useful opportunities in community service and to move SCSEP participants into unsubsidized employment, where appropriate.

Disability Initiative (DEI)

ETA develops and implements workforce disability policy and program initiatives and provides technical assistance to address structural, programmatic, and systemic employment challenges of persons with disabilities, and to expand the public workforce system’s capacity to serve them. ETA administers the DEI, jointly funded with the Office of Disability Employment Policy, to improve the education, training, and employment opportunities and outcomes of youth and adults with disabilities who are unemployed, underemployed, and/or receiving Social

Security disability benefits. Participating states use DEI funds to implement exemplary public workforce system services for these individuals by hiring staff with relevant expertise and by collaborating across multiple workforce and disability service systems.

Reintegration of Ex-Offenders (RExO)

RExO competitive grants support an array of services to increase the employment and reduce the recidivism of individuals who have been involved in the criminal justice system. RExO Youth programs support various multi-site demonstrations, some for juvenile offenders, others for young adult offenders, and others for high-risk youth. RExO Adult program seeks to strengthen urban communities with large numbers of returning prisoners through employment-centered programs incorporating mentoring, job training, and other comprehensive transitional services.



The Employment and Training Administration's Veterans' Initiatives

*Serving Transitioning Service Members,
Veterans and their Families*



Air Force veteran Angel Mendez was always looking to get ahead and learn new skills. He held a series of jobs as a truck driver, a factory worker and even ran a relative's grocery store. "I am a high-energy guy, but I needed help with my resume and finding secure work," he said. The single parent's search for a well-paying job with benefits brought him to Impact Services Corp. of Pennsylvania for help. Impact Services, which receives Department of Labor grants, improved Mendez's resume and interviewing skills, gave him career guidance and matched his skills to a number of employers seeking help. Mendez landed full-time employment in the shipbuilding and welding industry.

*Story originally published in the DOL Online Newsletter.

The Employment and Training Administration (ETA) is fully committed to serving transitioning service members and veterans and their families through its current programs, as well as new initiatives, such as the Veterans Opportunity to Work to Hire Heroes Act (VOW Act), signed by the President in November 2011.

Veterans offer a unique set of skills, experiences, and leadership abilities developed and honed during their years in the military and during combat. While the veteran unemployment rate continues to improve, many individuals still face challenges as they transition to civilian employment. The difficulties of finding good jobs for all veterans require a focused national effort that our mission and initiatives directly support.

Services for Vets at American Job Centers

During the time period of July 1, 2012 to June 30, 2013, the Department of Labor (Department) served nearly 1.4 million veterans in various employment and training programs. During the most recent year of data available, over 510,000 veterans who were unemployed at the time of their (Department-funded) program participation found employment within 90 days of program completion. The vast majority of these services were provided by the approximately 2,500 American Job Centers that serve as the cornerstone for the United States' public workforce system and leverage strong partnerships at the Federal, state, and local levels.

The public workforce system provides priority of service for veterans in all Department-funded employment and training programs. To provide better outcomes for veterans through intensive services, the Department launched *the Gold Card Initiative* to assist post-9/11 era veterans to transition to the civilian labor market. From July 1, 2012, through June 30, 2013 the Department served over 460,000 post-9/11 era veterans with over 330,000 receiving staff-assisted services. During this time period over 170,000 previously unemployed post-9/11 era veterans had entered employment.

Electronic Tools

ETA has incorporated new special features in two of its national electronic tools to serve the needs of veterans making the transition to civilian careers through the *My Next Move for Veterans* <http://www.mynextmove.org/vets/> – which provides the tasks, skills, salary information, job listings, and more for over 900 different careers. Veterans can find careers through a simple keyword search, by browsing industries that employ different types of workers, or by entering their military occupation code or title.

The Department has worked closely with the Department of Veterans Affairs to establish the Veterans Employment Center within eBenefits. The Veterans Employment Center is a government-wide website that provides transitioning service members, Reserve Component service members, veterans and their families with the tools to translate military skills into plain language and build a profile that can be shared with employers who have made a public commitment to hire veterans. Job seekers can also search jobs from the private sector and includes jobs in federal, state and local governments. The Veterans Employment Center also incorporates features and information from Department of Labor sponsored online tools, including *My Next Move for Veterans* and *mySkills myFuture*, to provide information on civilian careers related to military occupations, and the training and credentials that can help they qualify for employment.

Additionally, veterans can search for jobs quickly and directly via the Veterans ReEmployment Portal on CareerOneStop at <http://www.careeronestop.org/reemployment/veterans/>
It also links to resources to assist them in:

- Matching military experience to civilian occupations;
- Finding credentials, certifications or licenses for specific occupations;
- Searching for a job;
- Getting local resources for disabled/injured veterans; and
- Locating information on transitioning to civilian life

VOW to Hire Heroes Act

The Department is working with the U.S. Department of Veterans Affairs (VA), the U.S. Department of Defense, and other Federal agencies to implement the VOW Act. The VOW Act is an important part of the Administration's efforts to ensure that America fulfills its obligations to our returning service members, veterans, and their families. The VOW Act contains several provisions designed to improve and smooth the transition of veterans to civilian employment.

Veterans Retraining Assistance Program (VRAP):

The VOW Act established the VRAP to provide eligible, unemployed veterans ages 35 to 60 with up to 12 months of VA-funded retraining assistance to pursue an associate degree or certificate in a high-demand occupation. The program, which was a partnership between the VA and DOL, was designed to provide eligible veterans with up to one year of retraining assistance for jobs in high-demand sectors, from trucking to technology. The authority for the VA to make payments ended on March 31, 2014. From July 1, 2012, until then, 76,494 veterans participated in the program.



The U.S. Department of Labor's National Dislocated Worker Grants and Rapid Response



With East Coast communities still reeling from the devastation caused by Super Storm Sandy, former Secretary of Labor Hilda L. Solis met with State and local officials in New York and visited multiple sites to learn firsthand about the Super Storm's impact from disaster victims, including business owners and residents of Brooklyn and Queens.

The Department of Labor (Department), meanwhile, continues to provide assistance and outreach to residents of New York, New Jersey, and coastal States hit by Sandy. Following President Obama's call for Federal agencies to act as quickly as possible in the wake of Sandy, the Department mobilized to provide National Emergency Grants (NEGs) to support cleanup and recovery efforts.

For example, New Jersey's recent NEG will enable the State to hire about 1,000 workers to assist with cleanup, demolition, repair, renovation and reconstruction.

*Story originally published in the DOL Online Newsletter.

National Dislocated Worker Grants

National Dislocated Worker Grants (NDWG), as authorized under the Workforce Innovation and Opportunity Act (WIOA) of 2014, provide resources to states and other entities to respond to major economic dislocations due to mass layoffs, plant closures, disasters, and other events. NDWGs temporarily expand the capacity of state, local, and tribal governments to provide dislocated worker services in response to large layoff events which exceed the capacity of their Dislocated Worker program formula funds.

NDWGs have provided support to workers who have lost jobs in manufacturing, including those impacted by layoffs at automotive companies and in the aerospace manufacturing industries, by providing employment and training opportunities for eligible dislocated workers to help them move to other in-growth industries. Provisions in WIOA, which take effect July 1, 2015, also provide for eligibility to areas that have higher than average demand for services from dislocated members of the Armed Forces and military spouses.

NDWG funds provide disaster relief employment for affected workers in areas declared eligible for Public Assistance by the Federal Emergency Management Agency (FEMA). States and local workforce investment areas use NDWG funds to quickly employ dislocated workers to assist with the cleanup and rebuilding process. WIOA specifically makes assistance available for eligible areas where an emergency or disaster situation of national significance results in a large loss of employment, and situations where a substantial number of workers from an area where an emergency or disaster has occurred relocate to another area.

NDWG funds have supported recovery of many communities, such as cleanup, recovery efforts, and temporary jobs from the devastating tornado that impacted Joplin, Missouri, in 2011; to New York, New Jersey, Connecticut, and Rhode Island, which were devastated by Super Storm Sandy; and to northern Colorado from the severe storms, flooding, and mudslides.



Rapid Response worked with Jabil Circuit, a multi-billion dollar electronics manufacturing company faced with the unpleasant business decision of having to lay off 3,000 of its 85,000 employees worldwide. Domestically, this included closing down a plant in Billerica, Massachusetts, and laying off the 315 employees working there.

Rapid Response services were administered prior to the layoff and, in coordination with the Career Center of Lowell, an on-site career center satellite office was established at Jabil that assisted employees with transition services, including job placement. A job fair introduced Jabil's affected workers to area businesses, where the skill sets of Jabil's transitioning workers were matched to open positions available in the area.

As a result, many of the affected workers were able to seamlessly transition to new employment with another well-established manufacturing company before collecting a single unemployment check.

*Story originally published in the DOL Online Newsletter.

Rapid Response

Rapid Response is a proactive, business-focused, and flexible strategy designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers. Rapid Response, as authorized under WIOA, collaborates with local American Job Centers, formerly known as One-Stop career centers, and other public and private partners, such as economic development and education agencies, to establish Rapid Response teams.

These teams work with employers and employee representatives to quickly maximize public and private resources to prevent a layoff, where possible, or minimize the duration of unemployment by connecting workers with employment and training programs that will help them return to work as soon as possible. Rapid Response can provide customized services on-site at an affected company, and assist companies and workers through difficult transitions associated with job loss.

Benefits for Employees:

- Saves existing jobs, or helps transition employees to new employment with little or no duration of unemployment
- Connects workers with an array of workforce programs to upgrade their skills to help rebuild their careers after a layoff
- Ensures workers' financial concerns are addressed by helping them apply for Unemployment Insurance, if necessary
- Shares important information on access to health, pensions, and other benefits

Benefits for Employers:

- Helps growing companies access an available pool of skilled workers from other companies that are downsizing or access to those who have been trained in the skills companies need to be competitive
- Results in higher productivity and worker morale and lower absenteeism during a layoff event due to reduced stress
- Lowers Unemployment Insurance costs
- Improves public relations for employers, as workers are re-employed more quickly when services begin prior to layoff



Protecting Miners' Safety and Health Since 1978

www.msha.gov

Mission:

The purpose of the Mine Safety and Health Administration (MSHA) is to prevent death, disease, and injury from mining and to promote safe and healthful workplaces for the Nation's miners through the enactment and enforcement of mandatory safety and health standards, mandated inspections which require four complete inspections annually at active underground mines and two complete inspections annually at active surface mines, and miner training and compliance assistance to operators. MSHA's enabling legislation is the Federal Mine Safety and Health Act of 1977 (Mine Act) as amended by the Mine Improvement and New Emergency Response Act of 2006 (MINER Act), and it enforces and administers Title 30 CFR, Mineral Resources Parts 1 through 199.

MSHA is headquartered in Arlington, Virginia, and is under the direction of the Assistant Secretary of Labor for Mine Safety and Health. Ninety percent of its employees work at approximately 104 locations throughout the United States, with about 250 employees at headquarters. MSHA operates the National Mine Health and Safety Academy in Beckley, West Virginia, one of seven federally chartered training academies. MSHA also operates the Pittsburgh Safety and Health Technology Center (PSHTC), the Approval and Certification Center (A&CC) in Triadelphia, WV, and the National Air and Dust Laboratory (NADL) in Mt. Hope, WV.

Safety Initiatives:

One of MSHA's signature efforts to improve the safety and health of America's miners is the "Rules to Live By" initiative, which focuses on frequently cited standards that cause or contribute to fatal accidents in mines throughout the country. MSHA has also focused attention on respiratory diseases in miners through its "End Black Lung – Act Now!" program to reduce miners' exposure to respirable dust in coal mines. To ensure that miners, miners' representatives, supervisors and operators understand miners' rights and responsibilities, MSHA has also embarked on an outreach effort to ensure miners understand their right to work in a workplace free of uncorrected hazards and to report hazards without fear of reprisal.

More information on these initiatives can be found at the following links:

End Black Lung – Act Now: <http://www.msha.gov/endblacklung/>

Rules to Live By: <http://www.msha.gov/focuson/rulestoliveby.asp>

Impact Inspections:

MSHA has begun several special enforcement strategies, including the impact inspection program, targeting mines meriting increased attention and enforcement, and a revised pattern of violation program, in which a mine operator that has a potential pattern of recurrent significant and substantial violations at a mine will receive written notification from MSHA. A monitoring tool for pattern of violations is available on the MSHA website at: <http://www.msha.gov/POV/POVsinglesource.asp>.

Industry Outreach/Educational Field and Small Mine Services:

MSHA reaches out to mine operators to help them understand the laws, rules and regulations MSHA enforces and administers. In particular, Educational Field and Small Mine Services (EFSMS) provides assistance to mine operators and contractors with development or improvement of the health and safety programs. For more information please visit: <http://www.msha.gov/epd/efsms/>.

MSHA Statistics:

Safety and health in America's mining industry made significant strides during the 20th century and over the last 25 years in particular. Statistics on improvement in mine safety and health can be found on MSHA's website on MSHA's statistics single source page at <http://www.msha.gov/stats/statinfo.htm>.

Grants:

MSHA also reaches out to states and academic institutions to tap their expertise in developing mine safety and health training products for the mining community through its State Grants Program and Brookwood-Sago Grants Program. More information on these grants can be found on the MSHA's website at the following links:

Brookwood Sago Grants: <http://www.msha.gov/Training/BrookwoodSago/BrookwoodSago.asp>

State Grant Program: <http://www.msha.gov/PROGRAMS/EPD4.HTM>



The *Occupational Safety and Health Act of 1970* (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. This law created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training, and assistance to employers and workers.

Under the OSH Act, employers have the responsibility to provide a safe workplace.

RIGHTS AND RESPONSIBILITIES

Employers must:

- Follow all relevant OSHA safety and health standards.
- Find and correct safety and health hazards.
- Inform employees about chemical hazards through training, labels, alarms, color-coded systems, chemical information sheets and other methods.
- As of January 1, 2015, notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation or loss of an eye (1-800-321-OSHA [6742]); www.osha.gov/report_online).
- Provide required personal protective equipment at no cost to workers.*
- Keep accurate records of work-related injuries and illnesses.
- Post OSHA citations, injury and illness summary data, and the OSHA *Job Safety and Health - It's The Law* poster in the workplace where workers will see them.
- Not retaliate against any worker for using

their rights under the law.

Employees have the right to:

- Working conditions that do not pose a risk of serious harm.
- Receive information and training (in a language workers can understand) about chemical and other hazards, methods to prevent harm, and OSHA standards that apply to their workplace.
- Review records of work-related injuries and illnesses.
- Get copies of test results done to find and measure hazards in the workplace.
- File a complaint asking OSHA to inspect their workplace if they believe there is a serious hazard or that their employer is not following OSHA rules. When requested, OSHA will keep all identities confidential.
- Use their rights under the law without retaliation. If an employee is fired, demoted, transferred or retaliated against in any way for using their rights under the law, they can file a complaint with OSHA. This complaint must be filed within 30 days of the alleged retaliation.

* Employers must pay for most types of required personal protective equipment.

OSHA STANDARDS

OSHA standards are rules that describe the methods employers are legally required to follow to protect their workers from hazards. Before OSHA can issue a standard, it must go through a very extensive and lengthy process that includes substantial public engagement, notice and comment. The agency must show that a significant risk to workers exists and that there are feasible measures employers can take to protect their workers.

Construction, General Industry, Maritime, and Agriculture standards protect workers from a wide range of serious hazards. These standards limit the amount of hazardous chemicals workers can be exposed to, require the use of certain safe practices and equipment, and require employers to monitor certain workplace hazards.

Examples of OSHA standards include requirements to provide fall protection, prevent trenching cave-ins, prevent exposure to some infectious diseases, ensure the safety of workers who enter confined spaces, prevent exposure to such harmful substances as asbestos and lead, put guards on machines, provide respirators or other safety equipment, and provide training for certain dangerous jobs.

Employers must also comply with the General Duty Clause of the OSH Act. This clause requires employers to keep their workplaces free of serious recognized hazards and is generally cited when no specific OSHA standard applies to the hazard.

INSPECTIONS

Inspections are initiated without advance notice, conducted using on-site or telephone and facsimile investigations, performed by highly trained compliance officers, and based on the following priorities:

- Imminent danger.
- Catastrophes – fatalities or hospitalizations.
- Worker complaints and referrals.
- Targeted inspections – particular hazards, high injury rates.
- Follow-up inspections.

On-site inspections can be triggered by a complaint from a current worker or their representative if they believe there is a serious hazard or that their

employer is not following OSHA standards or rules. Often the best and fastest way to get a hazard corrected is to notify your supervisor or employer. When an inspector finds violations of OSHA standards or serious hazards, OSHA may issue citations and fines. A citation includes methods an employer may use to fix a problem and the date by when the corrective actions must be completed.

Employers have the right to contest any part of the citation, including whether a violation actually exists. Workers only have the right to challenge the deadline for when a problem must be resolved. Appeals of citations are heard by the independent Occupational Safety and Health Review Commission.

HELP FOR EMPLOYERS

OSHA offers free confidential advice. Several programs and services help employers identify and correct job hazards as well as improve their injury and illness prevention programs.

Free On-Site Consultation

OSHA provides a free service, On-Site Consultation, for small businesses with fewer than 250 workers at a site (and no more than 500 employees nationwide). On-site Consultation services are separate from enforcement and do not result in penalties or citations. Each year, OSHA makes more than 29,000 consultation visits to small businesses to provide free compliance assistance. By working with the OSHA Consultation Program, certain exemplary employers may request participation in OSHA's Safety and Health Recognition Program, SHARP. To locate the OSHA Consultation Office nearest you, visit www.osha.gov/consultation or call 1-800-321-OSHA (6742).

Compliance Assistance

OSHA has compliance assistance specialists throughout the nation who can provide general information about OSHA standards and compliance assistance resources. Contact your local OSHA office for more information or visit www.osha.gov/dcsp/compliance_assistance/cas.html.

Cooperative Programs

OSHA offers cooperative programs to help prevent fatalities, injuries, and illnesses in the workplace. *Alliance Program* – OSHA works with groups committed to worker safety and health to develop

compliance assistance resources and educate workers and employers. *OSHA Strategic Partnerships (OSP)* – Partnerships are formalized through tailored agreements designed to encourage, assist, and recognize partner efforts to eliminate serious hazards and achieve model workplace safety and health practices. *Voluntary Protection Programs (VPP)* – The VPP recognize employers and workers in private industry and federal agencies who have implemented effective safety and health management programs and maintain injury and illness rates below the national average for their respective industries. In VPP, management, labor, and OSHA work cooperatively and proactively to prevent fatalities, injuries, and illnesses.

INFORMATION AND EDUCATION

OSHA Training Institute

The OSHA Training Institute (OTI) Education Centers are a national network of nonprofit organizations authorized by OSHA to deliver occupational safety and health training to private sector workers, supervisors, and employers.

Educational Materials

OSHA has a variety of educational materials and electronic tools available on its website at These include utilities such as expert advisors, electronic compliance assistance, videos and other information for employers and workers. OSHA's software programs and eTools walk you through safety and health issues and common problems to find the best solutions for your workplace.

OSHA's extensive publications help explain OSHA standards, job hazards, and mitigation strategies and provide assistance in developing effective safety and health programs.

Visit www.osha.gov/publications or call 1-800-321-OSHA (6742).

QuickTakes

OSHA's free, twice-monthly online newsletter, *QuickTakes*, offers the latest news about OSHA initiatives and products to assist employers and workers in finding and preventing workplace hazards. To sign up for *QuickTakes*, visit www.osha.gov/quicktakes.

WHO DOES OSHA COVER

Private Sector Workers

OSHA covers most private sector employers and workers in all 50 states, the District of Columbia, and

other U.S. jurisdictions either directly through Federal OSHA or through an OSHA-approved state program. State-run safety and health programs must be at least as effective as the Federal OSHA program.

State and Local Government Workers

State and local government workers are not covered by Federal OSHA, but they do have protections in states that operate their own programs. The following states have approved state programs: AK, AZ, CA, CT, HI, IA, IL, IN, KY, MD, MI, MN, NC, NJ, NM, NV, NY, OR, SC, TN, UT, VA, VT, WA, WY, Puerto Rico and the *Virgin Islands*.

Connecticut, Illinois, New Jersey, New York and the Virgin Islands programs cover public sector (state and local government) workers only. Federal OSHA covers private sector workers in these jurisdictions.

Federal Government Workers

OSHA's protection applies to all federal agencies. Although OSHA does not fine federal agencies, it does monitor federal agencies and responds to workers' complaints.

Not Covered by the OSH Act:

Self-employed workers; and workplace hazards regulated by another federal agency (for example, the Mine Safety and Health Administration, the Department of Energy, or Coast Guard).

CONTACT OSHA

For questions or to get information or advice, to report an emergency, report a fatality or catastrophe, order publications, sign up for OSHA's e-newsletter *QuickTakes*, or to file a confidential complaint, contact your nearest OSHA office, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.

For assistance, contact us. We are OSHA. We can help. It's confidential.

U.S. Department of Labor
www.osha.gov
OSHA 3439-B-12R 2014



OFFICE OF DISABILITY EMPLOYMENT POLICY

www.dol.gov/odep

Overview

The Office of Disability Employment Policy (ODEP) was established by Congress in 2001 to bring permanent focus to disability employment within the U.S. Department of Labor (DOL) and across the Federal government more broadly. ODEP provides national leadership by developing and influencing disability employment-related policies and practices to increase the number and quality of employment opportunities for people with disabilities. Bureau of Labor Statistics (BLS) data confirm that significant disparities exist between the labor force participation and unemployment rates of people with and those without disabilities. ODEP conducts research to develop, evaluate, and validate promising policy strategies and effective practices that promote the increased labor market participation of people with disabilities. Technical assistance and outreach are used to promote the adoption and implementation of these evidence-based policies and practices.

ODEP focuses its efforts across four priority areas: 1) Training, education, and transition services; 2) Employment supports and accommodations; 3) Fostering high expectations and positive perceptions about employing people with disabilities; and 4) Ensuring the availability and use of disability data and statistics.

Priority Initiatives

1. Training, education, and transition services. Through the following efforts, ODEP builds the capacity of multiple systems, both general and disability specific, that provide employment training and related services to people with disabilities:

- National Technical Assistance and Demonstration Center on Preparing Youth with Disabilities for Employment - Provides technical assistance focused on helping youth and young adults with disabilities successfully transition from secondary education to careers or higher education.
- National Center on Leadership for Employment and Advancement of People with Disabilities - Provides technical assistance and knowledge translation to improve employment outcomes and economic self-sufficiency of individuals across the spectrum of disability.
- Disability Employment Initiative - Joint effort with the DOL's Employment and Training Administration, which provides grant funding to 23 states to increase the capacity of American Job Centers to effectively serve youth and adults who are unemployed, underemployed, and/or receiving Social Security disability benefits.
- Pathways to Careers Community College Demonstration Project - Creates models to increase the capacity of community colleges to provide inclusive integrated education, career development and training services to youth and young adults with disabilities, including those with significant disabilities.

- The Federal Partners in Transition - A partnership between the Departments of Labor, Education, Health and Human Services, and the Social Security Administration to coordinate policies and programs to improve outcomes for youth with disabilities.
- Employment First State Mentorship Leadership Program - Helps states align their policies and priorities to advance community-based, integrated employment -- in typical settings where most people do not have disabilities, and where people with disabilities earn at least minimum wage.

2. *Employment Supports and Accommodations.* For many Americans, including those with disabilities, the difference between working productively and being unemployed or underemployed is a matter of whether they can get to the job and whether they can access all of the tools and equipment they need to perform the job. ODEP works to increase the accessibility of critical employment supports in assistive technology, transportation, health care, housing, personal assistance, and job accommodations through the following initiatives:

- Partnership for Employment and Accessible Technology (PEAT) - PEAT provides tools and information to counter barriers that prevent employers and Information Technology professionals from promoting and utilizing accessible technology.
- Job Accommodation Network - Provides technical assistance, training, research, and educational materials on workplace accommodations.
- Return-to-Work (RTW) - Through its partnership with DOL's Office of Workers Compensation Programs and other RTW professionals, ODEP develops new tools and share resources through a community of practice that facilitate the successful return-to-work of employees with disabilities. In coordination with agencies such as the Social Security Administration, ODEP develops policies that increase opportunities for work and reduce the reliance on public benefits.

3. *Expectations and Perceptions.* ODEP encourages and assists public and private sector employers - large and small - to adopt proven policies and practices that increase the inclusion of persons with disabilities within their workforces through the following initiatives:

- National Employer Technical Assistance, Policy and Research Center and Employer Assistance and Resource Network - Provides demand-side focused technical assistance.
- Workforce Recruitment Program - Connects federal and private sector employers with highly motivated college students and recent graduates.
- Campaign for Disability Employment - A collaborative effort with several disability and business organizations that uses media to promote positive employment outcomes for people with disabilities by encouraging employers and others to recognize the value and talent they bring to the workplace.
- National Disability Employment Awareness Month - An annual national campaign that raises awareness about disability employment issues and celebrates the many and varied contributions of America's workers with disabilities.
- Disability.gov - The federal government's website for comprehensive information on disability programs and services in communities nationwide.

4. *Data and Statistics.* Working collaboratively with Federal agency partners with specific data missions, such as DOL's Bureau of Labor Statistics (BLS) and the U.S. Census Bureau, ODEP

promotes the availability and use of disability data and statistics to further education, research, and policy initiatives to improve employment opportunities for people with disabilities.

- ODEP worked with the US Census Bureau to release the first Disability Employment Tabulation, the Bureau of Labor Statistics to release the first Current Population Survey Disability Supplement, and the White House Council of Economic Advisers to release an Economic Picture of the Disability Community, which are used by policymakers, researchers, and advocates to improve disability employment.
- ODEP serves on the Equal Employment Opportunity (EEO) Consortium currently planning the next EEO data tabulation. A part of the planning includes determining whether to incorporate disability into the main tabulation or to have separate disability tabulation.
- ODEP is providing input to EEOC and the Office of Personnel Management concerning the SF-256 form for self-identification of disability, which informs performance under Executive Order 13548 on Improving the Federal Employment of Individuals with Disabilities, as well as the input toward the development and implementation of new regulations under Section 501 of the Rehabilitation Act.



If you are a worker in the United States who is employed by— or who applies for work with— a federal contractor or subcontractor, you are entitled to **equal opportunity** under the law. **Discrimination**— in hiring, job assignments, treatment on-the-job, promotion, pay and firing— is against the law.

We Protect Workers

The Office of Federal Contract Compliance Programs protects workers by enforcing the legal requirements that federal contractors and subcontractors take affirmative action and provide equal opportunity in the workplace. We investigate those contractors who receive taxpayer dollars to ensure they meet their affirmative action obligations under the law and have nondiscriminatory hiring and employment practices. We also work with other civil rights agencies to investigate and resolve complaints filed by job applicants and employees of federal contractors and subcontractors. If a business violates its contractual promises, we will negotiate a fair remedy on behalf of the affected workers. This may include getting back wages, interest and benefits as well as potential job offers. For those employers who still refuse to comply with the law, we take legal action to end their valuable government contracts.

We Promote Diversity

Since 1965, we have been committed to opening doors of opportunity for all of America's workers in the federal contracting workplace. Companies that do business with the federal government—from selling supplies to the military to building roads paid for with federal funds—are **federal contractors**. A federal **subcontractor** is a company that helps a federal contractor perform its federal contract, such as a company that sells a truck used by a road construction company to build a federally funded road.

We Enforce the Law

Being a federal contractor or subcontractor is not a right, it's a privilege. And with that privilege comes a responsibility to comply with the law and make equal opportunity a reality for everyone. OFCCP administers and enforces three important civil rights laws:

Executive Order 11246 prohibits discrimination and requires affirmative action to ensure equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

Section 503 of the Rehabilitation Act of 1973 prohibits discrimination and requires affirmative action in all employment practices for qualified individuals with disabilities.

Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination and requires affirmative action in all employment practices regarding protected veterans, including veterans of the Vietnam era, veterans with disabilities, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans.



OFFICE OF LABOR-MANAGEMENT STANDARDS

www.dol.gov/olms

Mission

The Office of Labor-Management Standards (OLMS) is responsible for administering and enforcing most provisions of the Labor-Management Reporting and Disclosure Act (LMRDA). The LMRDA directly affects millions of people throughout the United States. The law was enacted by Congress primarily to ensure basic standards of democracy and fiscal responsibility in labor organizations representing employees in private industry.

The major provisions of the LMRDA include requirements for reporting and disclosure of financial information and administrative practices by labor unions, as well as other requirements for reporting and disclosure by employers, labor relations consultants, union officers and employees, and surety companies; rules for establishing and maintaining trusteeships; standards for conducting fair elections of union officers; and safeguards for protecting union funds and assets. OLMS also administers provisions of the Civil Service Reform Act of 1978 and the Foreign Service Act of 1980, which extend comparable protections to Federal labor unions. OLMS does not have jurisdiction over unions representing solely state, county, or municipal employees.

In addition, OLMS' Division of Statutory Programs (DSP) administers responsibilities under the Federal Transit Act by ensuring that fair and equitable arrangements protecting mass transit employees are in place before the release of Federal transit grant funds.

Key Functions

Union Democracy

The LMRDA establishes democratic standards for conducting union officer elections, including:

- frequency and method of election
- right of members in good standing to be candidates
- rights of candidates
- voting rights of members

An investigation will be conducted if OLMS receives a timely complaint. If the investigation determines that the election provisions have been violated, OLMS may negotiate a voluntary agreement to have the union rerun the election under OLMS supervision. Failing that, OLMS will take legal action seeking a new election. OLMS also conducts investigations to determine the validity of trusteeships imposed by national unions on subordinate bodies. Trusteeship investigations are conducted upon receipt of a complaint.

Union Financial Integrity

Labor union officials occupy positions of trust and, therefore, must ensure that the union's funds and other assets are used solely for the benefit of the union and its members. It is a Federal crime for a labor union officer or employee to embezzle funds of the union. To protect labor organizations and their members, OLMS conducts compliance audits and criminal investigations.

To audit local unions, OLMS uses a streamlined audit approach called the Compliance Audit Program. These audits use specialized records review and investigative techniques to identify fraud and embezzlement and ensure LMRDA compliance.

Labor-Management Transparency

The LMRDA is premised on the understanding that union members, officers, and the public in general would benefit by having access to certain information about labor unions, their officers and employees, employers, labor relations consultants, and surety companies.

To this end, OLMS administers a comprehensive reporting and disclosure program. Each union subject to the LMRDA is required to file an initial information report (Form LM-1) and copies of their constitution and bylaws. Unions must also file annual financial reports (Forms LM-2, LM-3, or LM-4) with OLMS each year. Additionally, other entities and individuals—employers, labor relations consultants, union officers and employees, and surety companies—are required to file reports under specified circumstances, such as for agreements made by employers with labor relations consultants to persuade employees as to their collective bargaining rights.

Reports are public information. They are available for disclosure at OLMS offices and, increasingly, on the OLMS Internet reporting page, www.unionreports.gov.

Employee Protections

The DSP administers DOL responsibilities under Federal transit law by ensuring that fair and equitable arrangements protecting mass transit employees are in place before the release of Federal transit grant funds.

When Federal funds are used to acquire, improve, or operate a transit system, Federal law requires arrangements to protect the rights of affected mass transit employees. These arrangements must be approved by DOL before the U.S. Department of Transportation's Federal Transit Administration (FTA) can release funds to mass transit employers. The terms and conditions of the protective arrangements are included in the employer's contract with FTA.



OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION AND MANAGEMENT

www.dol.gov/oasam

Mission Statement

OASAM provides the infrastructure and support that enables the Department of Labor to perform its mission. OASAM provides leadership and support for Departmental business operations and procurement; budget and finance; information technology; human resources and civil rights; security and emergency management; and strategic planning.

Offices / Functions

The *Departmental Budget Center* provides the Department with leadership, direction, policy advice, and technical assistance concerning budget formulation, justification, and apportionment of funds.

The *Performance Management Center* provides central planning and direction of the Department's strategic and performance planning and reporting activities.

The *Business Operations Center* provides a wide-range of administrative services in support of Department programs, including procurement oversight and management, small and disadvantaged business utilization, records management, employee safety and health, mail management, building services and real property management, personal property management, and fleet management.

The *Office of Small and Disadvantaged Business Utilization* implements and executes the functions and duties that are the responsibility of the DOL under the Small Business Act, as amended. The OSDBU works to ensure a fair share of DOL procurement opportunities are available to small, small disadvantaged, women-owned, HUBZone, and service-disabled veteran-owned small businesses; and participates in local and national outreach to raise awareness of the growing opportunities and services available to the small business and minority serving institutions communities.

The *Civil Rights Center* is responsible for ensuring nondiscrimination and equal opportunity for two primary populations: employees of, and applicants for employment with, DOL; and the more than 39 million individuals served by the nation's American Job Center's service delivery system (including the Job Corps program).

The *Human Resources Center* provides leadership, guidance, and technical expertise in all areas related to the management of human capital and the Department's human resources. The Center provides information on policies and procedures, assesses competence and compliance with policies and procedures, and provides training, technical assistance and direct assistance to client agencies and their personnel. The five core activities performed by HRC include: employee

hiring, payment of employees, employee retirement, employee and labor relations, and performance management.

The *Office of the Chief Information Officer* manages and supports an operating environment to deliver IT services to users and customer agencies. Component offices include Customer Advocacy, Information Assurance, Enterprise Services, Governance, and Program Management.

The *Emergency Management Center* is responsible for implementing the Department's emergency management programs. The EMC ensures the safety and security of DOL personnel and the integrity of the DOL's National, Agency, and regional office continuity plans; establishes the National Office operational framework and the infrastructure necessary for the Department to manage and fulfill its interagency responsibilities under the National Response Framework; and manages and staffs the DOL Emergency Operations Center.

The *Security Center* provides leadership on all matters relating to physical and classified information security for the Department of Labor. Specifically, SC staff work to ensure a safe and secure workplace and are responsible for the protection of life and property at the national office, regional and field offices, and all DOL owned facilities.

OASAM Regional Offices provide a broad range of management and administrative services that support DOL agencies to successfully perform their missions. Approximately 200 OASAM regional staff in six regions (i.e., Boston/New York, Philadelphia, Atlanta, Chicago, Dallas, and San Francisco) provide the following services to approximately 11,500 DOL field employees working in over 900 offices nationwide: Administrative services; Emergency management; Financial services; Human Resources services; IT operations and support services; and, Safety and health services.

OFFICE OF WORKERS' COMPENSATION PROGRAMS

www.dol.gov/owcp

OWCP's Mission

The Office of Workers' Compensation Programs (OWCP) protects the interests of workers who are injured or become ill on the job, their families and their employers by making timely, appropriate, and accurate decisions on claims, providing prompt payment of benefits and helping injured workers return to gainful work as early as is feasible.

OWCP Programs

OWCP administers four federal workers' compensation statutes providing benefits for work-related injuries and illnesses for federal employees and certain other designated employee groups and responsibly manages the benefit funds authorized for these purposes. As a result of job-related injury or illness, workers covered by OWCP are faced with potentially devastating economic, health and other personal costs that arise from:

- Interruption of income while out of work;
- Loss of income if permanently disabled and unable to work or, for survivors, due to death of the employee;
- Temporary or permanent reduced capacity to return to work;
- Temporary or permanent dislocation from prior employment;
- Reduced capacity to find new employment; and,
- Need for ongoing medical care.

1) The Federal Employees' Compensation Act (FECA) Program provides wage-loss compensation, medical treatment, return-to-work assistance and vocational rehabilitation to civilian employees of the Federal Government injured at work and to certain other designated groups. On an annual basis, FECA processes nearly 120,000 new claims and services approximately 50,000 cases receiving compensation benefits for longer term or permanent disabilities. In FY 2013, FECA paid over \$2.9 billion in benefit claims.

2) The Longshore and Harbor Workers' Compensation Act Program provides oversight to private insurance carriers and self-insured employers that pay similar benefits to injured private sector workers engaged in certain maritime and related employment. This includes the Defense Base Act (DBA) which addresses domestic and foreign contract personnel who support the United States Government overseas. An average of 30,000 new lost-time injury claims is reported each year, including over 11,000 DBA cases. Compensation and medical benefits paid in Calendar Year 2013 by private insurers and employers totaled \$1.35 billion.

3) The Black Lung Benefits Program provides or ensures the delivery of monetary compensation and medical benefits to totally disabled miners suffering from coal mine pneumoconiosis stemming from mine employment, and monetary benefits to their dependent survivors. In FY 2013, over 6,000 claims were filed for Black Lung benefits. Monthly compensation and ongoing medical treatment benefits totaling \$199 million annually were provided to over 28,000 recipients under Part C. The Program also monitors cash and medical treatment benefits disbursed by coal mine operators to over 4,200 recipients under Part C. Monthly compensation

benefits were also provided to over 18,000 recipients under Part B for an annual total of \$139 million.

4) The Energy Employees Occupational Illness Compensation Program Act (EEOICPA) provides compensation and medical benefits to employees or survivors of employees of the Department of Energy (DOE), contractors or subcontractors with DOE, who have been diagnosed with cancer and other occupational illnesses due to exposure to radiation or toxic substances. Under Part B, over 146,000 nuclear energy workers and their survivors have submitted claims. Part B compensation benefit payments totaling more than \$5.5 billion have been paid in over 70,000 claims. Under Part E, over 118,000 claims have been received. Part E compensation benefit payments totaling more than \$3.3 billion have been paid in over 31,000 claims. Under Part B and E, over \$2 billion in medical benefits has been paid.

PENSION BENEFIT GUARANTY CORPORATION

www.pbgc.gov

The Pension Benefit Guaranty Corporation (PBGC) is a government corporation that protects the retirement incomes of more than 40 million American workers in more than 26,000 private-sector defined benefit pension plans. PBGC administers two insurance programs. The Single-employer program covers plans sponsored by an individual company for the benefit of its workers. The Multiemployer program insures plans covering unionized workers of non-related employers in the same industry, such as trucking or construction.

PBGC was created by the Employee Retirement Income Security Act of 1974 to encourage the continuation and maintenance of private-sector pension plans, provide timely and uninterrupted payment of pension benefits, and keep pension insurance premiums at a minimum. PBGC is not taxpayer financed. Its funding comes from insurance premiums paid by plan sponsors, investments, assets of pension plans that PBGC takes over as trustee, and from recoveries from the companies formerly responsible for the plans.

For congressional and legislative affairs matters, please refer to our [website](#) under [News & Policy](#) or call (202) 326-4343.



Veterans' Employment and Training Service

www.dol.gov/vets

Introduction

The Veterans' Employment and Training Service (VETS) is the focal point for meeting veterans' employment, training, and job security needs. Within the Department of Labor (DOL), VETS is the sole agency dedicated to serving veterans' employment needs, but it is directly supported by the Employment and Training Administration (ETA), the Women's Bureau (WB), the Office of the Solicitor (SOL), the Office of the Chief Economist (CHECO), the Chief Evaluation Officer (CEO), and the Office of Disability Employment Policy (ODEP). VETS utilizes an integrated approach to serving veterans that requires extensive coordination across all DOL agencies and partnering with other Federal agencies and veterans' service organizations that support veterans' employment programs.

Mission

The "P3 Campaign: Prepare, Provide, Protect" is how VETS executes its mission. VETS prepares separating service-members and their spouses to transition from the military to the civilian workforce through the DOL Employment Workshop component of the Transition Assistance Program (TAP); VETS provides veterans with the critical resources, expertise, and training to assist them in locating and obtaining meaningful careers; and VETS protects the employment rights of service members and veterans by investigating allegations of wrongdoing under the Uniform Services Employment and Reemployment Rights Act (USERRA).

Programs

TAP Employment Workshop: The TAP was established to meet the needs of separating service-members during their period of transition into civilian life by offering job-search assistance and related services. The TAP helps service-members and their spouses make the initial transition from military service to the civilian workplace with less difficulty and less overall cost to the government. The TAP includes a comprehensive three-day DOL Employment Workshop given at military installations nationwide. Professionally-trained workshop facilitators present material associated with job searches, career decisions, current occupational and labor-market conditions, résumé preparation, and interviewing techniques.

Jobs for Veterans' Service Grants (JVSG): The JVSG is a formula grant awarded to each state and territory of the United States. Under this grant program, funds are allocated to State Workforce Agencies in direct proportion to the number of veterans seeking employment in the particular state. The grants support two principal staff positions in the American Job Centers network: Disabled Veterans' Outreach Program specialists (DVOPs) and Local Veterans' Employment Representatives (LVERs). DVOPs provide intensive services to meet the employment needs of disabled veterans and other veterans with significant barriers to employment. LVERs conduct outreach to employers and engage in advocacy efforts with hiring executives to increase employment opportunities for all veterans, with special emphasis on disabled veterans. The JVSG funds nearly 2,000 DVOP and LVER positions.

Homeless Veterans' Reintegration Program (HVRP): HVRP is the only federally funded program that targets employment and training for homeless veterans. The purpose of the HVRP is to provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force. Homeless female veterans and veterans with families are special populations funded by the HVRP, which awards grants to applicants that have clear strategies and obtainable goals for training, employment, and retention of employment. Another subcategory of the HVRP is the Incarcerated Veterans' Transition Program, which seeks to identify and provide services to veterans who were formerly incarcerated for more than one day or are within 18-months of transitioning out of incarceration and are considered "at risk" of homelessness.

USERRA: VETS' staff investigate all complaints filed by individuals who believe that their employment or reemployment rights have been violated by public or private-sector employers. USERRA provides protection of civilian job rights and benefits for veterans and service-members of the Reserve and National Guard. USERRA ensures that returning service-members are reemployed in the same position that they would have attained had they not been absent for military service.

Veterans Employment Opportunity Act (VEOA): The VEOA provides protection to those who are eligible for preference when applying for Federal jobs and during a Federal reduction-in-force. The VEOA also allows veterans who served in the military for three years or more under honorable conditions and other preference-eligible persons to compete for Federal job openings under merit promotion procedures. The VEOA provides that anyone who believes that his or her preference rights have been violated may file a written complaint with VETS.

Federal Contractor Program: VETS administers the filing requirements and collects the reports of all Federal contractors and subcontractors with contracts exceeding specific thresholds. These contractors must take affirmative-action to hire and promote qualified targeted veterans, and they are required to file a report annually with VETS that shows the number of targeted veterans in their workforce by job category, hiring location, and number of new hires. The reports are filed with VETS and DOL's Office of Federal Contract Compliance Programs (OFCCP). OFCCP enforces the affirmative-action requirements.



<http://www.dol.gov/whd>

Mission

The Wage and Hour mission is to promote and achieve compliance with labor standards to protect and enhance the welfare of the Nation's workforce.

Major Laws Administered/Enforced

The **Fair Labor Standards Act (FLSA)** is the federal law commonly known for minimum wage, overtime pay, child labor, recordkeeping, and special minimum wage standards applicable to most private and public employees. FLSA provides the agency with civil and criminal remedies, and also includes provisions for individual employees to file private lawsuits. The 1989 Amendments to FLSA added a provision for civil money penalties (CMP) for repeated or willful minimum wage or overtime violations. (Since 1974, FLSA has contained a similar CMP provision for child labor violations.)

The Government Contracts statutes set labor standards for wages and hours of work for employees who work on contracts with the Federal government. The **Davis-Bacon and Related Acts** cover workers on Federal construction contracts, and on construction contracts with State and local governments that are Federally financed or assisted, in whole or in part. The **McNamara-O'Hara Service Contract Act** applies to workers on Federal service contracts, and the **Walsh-Healey Public Contracts Act** applies to workers on Federal supply contracts.

The **Migrant and Seasonal Agricultural Worker Protection Act (MSPA)** sets standards for migrant and seasonal agricultural workers regarding wages, housing, and transportation. MSPA requires that contractors of migrant agricultural workers register with the Federal government, and notify prospective workers of the wages and working conditions before they are hired. MSPA also requires that providers of housing to such workers comply with certain minimum standards for health and safety, and that transportation providers have vehicles that meet certain standards for safety.

Wage and Hour has certain responsibilities under the **Immigration and Nationality Act**. These include: (1) enforcement of the labor standards protections for certain temporary nonimmigrant workers admitted to the U.S. under several programs (D-1, Crewmembers; H-1B, Professional and Specialty Occupation Workers; H-1C, Nurses; H-2A Agricultural Workers); and (2) inspection for compliance with the employment eligibility verification recordkeeping requirements (I-9 reviews).

The **Employee Polygraph Protection Act** prohibits most private employers (Federal, State, and local government employers are exempted from the Act) from using any lie detector tests either for pre-employment screening or during the course of employment. Polygraph tests, but no other types of lie detector tests, are permitted under limited circumstances subject to certain restrictions.

The **Family and Medical Leave Act (FMLA)** entitles eligible employees to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The employee may be required to provide advance leave notice and medical certification. For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The wage garnishment provisions of the **Consumer Credit Protection Act (CCPA)** protect employees from discharge by their employers because their wages have been garnished for any one debt, and it limits the amount of an employee's earnings that may be garnished in any one week. CCPA also applies to all employers and individuals who receive earnings for personal services (including wages, salaries, commissions, bonuses and income from a pension or retirement program, but ordinarily not including tips).

How to File a Complaint

Individuals who have questions, concerns, or would like to file a complaint with the WHD can call 1-866-487-9243 or visit www.wagehour.dol.gov. They will be directed to the nearest WHD office for assistance. There are over 200 WHD offices throughout the country with trained professionals to help.

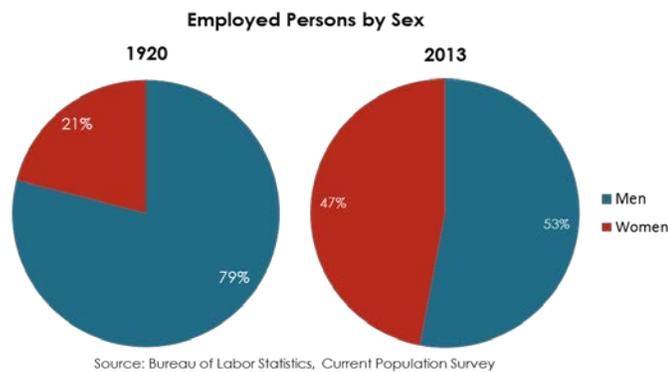


OVERVIEW

WORKING WOMEN TODAY

Today, women make up nearly half of our workforce, and many women are the primary breadwinners for their families. In fact, more than 75 percent of single mothers are the sole provider for their family.

The increased number of women in the labor force has both reflected and contributed to a major social transformation over the past several decades.



Women's notable progress over the years is reflected in their increased educational attainment, higher earnings, greater occupational diversity, and a larger presence in leadership positions and entrepreneurial fields.

THE WOMEN'S BUREAU'S GOALS

- Reduce barriers that inhibit or prevent women's access to – and retention in – better jobs
- Ensure women's fair treatment in the workplace

WHAT WE DO

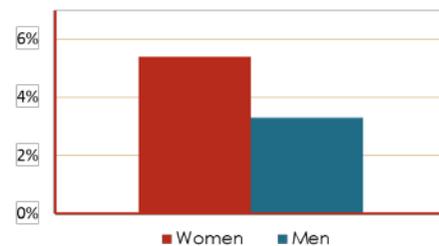
For more than 90 years, the Women's Bureau has been meeting its mandate by: identifying, researching and analyzing the topics working women care about most; pioneering innovative policies and programs to address them; and enhancing public education and outreach efforts to raise awareness on key issues and developments affecting women in the workforce.

We work to level the playing field for all women in the labor force, recognizing that true equal opportunity would have a positive impact not only on women's own financial stability, but also on the broader economic security of their families and on the wellbeing of our nation.

CHALLENGES AND BARRIERS

Millions of women in the United States are more likely to live in poverty than men and still face significant barriers to economic security and stability, including: occupational segregation; barriers to moving into higher-level positions; low wages and unequal pay; inadequate workplace flexibility; and pregnancy and sex discrimination.

Percentage of Workers Earning Minimum Wage or Less, 2012



Source: Bureau of Labor Statistics, Current Population Survey

Women continue to earn less than men, and almost twice as many women as men earn minimum wage or less each year. In 2013, women earned about 77 cents for every dollar a man earned. The wage gap results in significant lost wages that continue to add up over a woman's lifetime.



OUR STRATEGIES

- IMPROVE WORKPLACE PRACTICES AND SUPPORTS
- PROMOTE GREATER ACCESS TO AND PREPARATION FOR BETTER JOBS FOR WOMEN
- PROMOTE FAIR COMPENSATION AND EQUAL PAY

Improving Workplace Practices and Supports:

The Women's Bureau identifies, fosters, and promotes policies and efforts that enable women to succeed in their work and personal lives. Today's labor force comprises an increasing number of working mothers and women who care for disabled or elderly family members. Many low-paying occupations that tend to employ large shares of women lack adequate flexibility, benefits, and supports.

Promoting Greater Access to and Preparation for Better Jobs for Women:

The Women's Bureau aims to help women prepare for, participate and advance in, and retain non-traditional, high-growth, and higher-paying jobs. Female-dominated occupations have been found to pay less than male-dominated occupations with the same skill levels, and women have relatively low shares of employment in high-paying jobs such as those in transportation, construction, and science, technology, engineering, and math (STEM) fields.

Promoting Fair Compensation and Equal Pay:

The Women's Bureau seeks to educate workers on their rights and employers on their legal obligations to ensure fair compensation. Although women earn less than men for reasons such as the lower-paying jobs they traditionally perform, around 40% of the difference in wages remains unexplained. The Bureau conducts research to identify additional factors that contribute to the wage gap and how to overcome them, as well as look for ways to improve compensation for lower-wage jobs that employ large numbers of women.

CONTACT US

By E-mail: WomensBureau@dol.gov

By Mail:

Women's Bureau
U.S. Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210

By Phone:

1-800-827-5335 or (202) 693-6710

Website: www.dol.gov/wb/

For information on our regional office locations, please call or visit:
www.dol.gov/wb/regions

For more information you may also contact the U.S. Department of Labor:
1-866-4-USA-DOL (1-866-487-2365)
www.dol.gov

WOMEN'S BUREAU ACROSS THE U.S.

Since 1920, the Women's Bureau has worked out of its national office at the Department of Labor in Washington, D.C. We recognize that women's labor issues can be unique from one place to the next, so we also operate through our 10 regional offices around the country to engage local stakeholders and collaborators, and to make sure that women's rights are being upheld across the country.

The Women's Bureau works with other offices and agencies within the Department of Labor to foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.

Latifa Lyles
Director
Women's Bureau
U.S. Department of Labor



All data in this document are from the Bureau of Labor Statistics, Current Population Survey
Updated November 2014