

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION
	Labor Exchange
	CORRESPONDENCE SYMBOL
	OWI
	DATE
	August 31, 2004

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 1-02, Change 2

**TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS**

**FROM: EMILY STOVER DeROCCO
Assistant Secretary**



SUBJECT: Labor Exchange Performance and Reporting: Corrections to ET Handbook No. 406 (ETA 9002 and VETS 200 Reports); Data Validation; Customer Satisfaction; and Program Year (PY) 2003 GPRA Goals

1. **Purpose.** To inform the workforce investment system of additional changes to the ET 406 Handbook not captured in Training and Employment Guidance Letter No. 1-02, Change 1.
2. **Background.** The passage of the Jobs for Veterans Act (P.L. 107-288) in October 2002 introduced modifications in data report elements for the ETA 9002 and VETS 200 labor exchange reports. Training and Employment Guidance Letter No. 1-02, Change 1 introduced the changes which are being incorporated in the labor exchange reporting instructions contained in the ET Handbook No. 406 and the ES Report Validation Software. TEGP No. 1-02, Change 1 described the elimination of Vietnam Era Veterans as a report category in the ETA 9002 and VETS 200 reports effective PY 2003. This advisory further clarifies corrections to the ET Handbook No. 406 as a result of implementation of the Jobs for Veterans Act.
3. **Corrections to ET Handbook No. 406.** The following paragraphs contain the complete set of corrections. Please note that these changes do not increase the burden on states to collect and report data for the ETA 9002 and VETS 200 reports.

RESCISSIONS	EXPIRATION DATE Continuing
-------------	-------------------------------

- **Vietnam Era Veterans.** One of the modifications to the ETA 9002 and VETS 200 report forms pertains to the elimination of “Vietnam Era Veterans” as a report category in the ETA 9002 and VETS 200 reports effective PY 2003. With passage of the Jobs for Veterans Act of 2002 (P.L. 107-288), “Vietnam Era Veterans” was eliminated as a covered category for Federal contracts and subcontracts. The ES Report Validation Software (Version 1.7) contains this change. Effective PY 2003, states no longer needed to collect data and report Vietnam Era Veterans.
 - **Definition of “Newly Separated Veterans.”** Effective PY 2003, the definition of “newly separated veterans” was modified. The new definition extended the separation from active military service from 12 to 36 months prior to the beginning of the registration year. The new definition applies to the 9002 C and D and the VETS 200 reports.
 - **“Transitioning Service Members.”** In lieu of Vietnam Era Veterans, states will capture and report total counts of “Transitioning Service Members” in Column C of the ETA 9002 B and VETS 200 reports forms. The inclusion of Transitioning Service Members is effective PY 2004. Attachment 1 summarizes three criteria for accurate reporting on Transitioning Service Members. Attachment 2 contains the definition and report specification for “Transitioning Service Members,” as well as the complete set of changes to the ETA 9002 B and D and VETS 200 reports. The inclusion of “Transitioning Service Members” in the ETA 9002 and VETS 200 reports is effective July 1, 2004 (PY 2004).
4. **Action Required.** States shall distribute this guidance to all necessary staff.
 5. **Inquiries.** Please direct inquiries on this issuance to the appropriate regional office.
 6. **Attachments:**
 1. Implementing Criteria to Assure Accurate Reporting on Transitioning Service Members
 2. Definition of Changes to the ETA 9002 B and D and VETS 200 Reports