

December 20, 1963

U. S. Department of Labor BUREAU OF APPRENTICESHIP AND TRAINING Washington 25, D. C.	DISTRIBUTION H-1 H-2 F-1 F-2	SUBJECT CODE: 700 Working Relationships with the States
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Purpose: To clarify and bring up to date (1) procedures for informing States regarding information and instructions as contained in a memorandum to Regional Directors dated September 5, 1957, sent to our field staff and (2) instructions to BAT Regional Directors concerning matters for discussion or negotiation as between BAT and the States.

Background: In 1957 a group of Labor Commissioners met with the Secretary of Labor and requested that they be kept informed on decisions of the Bureau in which they might be concerned. It was agreed at that time as follows:

1. "Communications on all important programs or policy matters should, in the first instance, be with the Labor Commissioner so that he can determine:
 - a. Which matters should be brought to his attention.
 - b. Which matters the Bureau of Apprenticeship and Training State liaison representatives should handle with subordinates of the Labor Commissioner."
2. "Policy on lines of communication provide that:
 - a. Regional Directors should work directly with the Labor Commissioner in the first instance; and

Thereafter, state representatives of the Bureau of Apprenticeship and Training should work with state staffs along lines indicated by the Commissioner."

Essentially, the same procedure is to be followed within this Circular No. 64-39. But, whereas in the past the communications concerned BAT's instructions to its own staff, now in the case of OJT-MDTA programs, and nondiscrimination policies and procedures, assignments may involve persuasion of State officials to follow BAT or Labor Department policies and there may be some confusion as to the Regional Director's responsibility. The following guidelines have, therefore, been established:

C
64-3

Action Required:

Issuance
(1) ~~Bulletins or Circulars~~ providing miscellaneous information or instructions of a general nature, will be sent directly to State Apprenticeship Agencies. These will be mailed to the State Apprenticeship Agencies in accordance with the "staggered mailing arrangement" (two-week delay) that has been in effect during the past few years, so that, insofar as possible, the bulletins or circulars will reach BAT Regional and State Supervisors prior to being received by State Apprenticeship Agencies. In the case of bulk mailings to BAT Regional Offices, the two-week delay will be lengthened appropriately to insure that BAT Regional Offices receive the material prior to the State Apprenticeship Agencies.

To insure that BAT Regional Directors and BAT State Liaison Representatives are informed as to what material is being sent to the State Apprenticeship Agencies, copies of SAC transmittals notifying Regional Directors of distribution of bulletins and circulars of a general nature to the States will be sent to the Regional Directors for distribution to the BAT State Liaison Representatives prior to the direct distribution of these bulletins or circulars to the State Apprenticeship Agencies.

(2) Circulars on MDTA-OJT or nondiscrimination policy activities:

In addition to the copies of the circulars on MDTA or nondiscrimination which are provided for the Regional BAT staff, additional copies will be mailed to the Regional Offices for transmittal to and discussion with, State Labor Commissioners if necessary.

Circulars in these areas of activity will not be mailed direct to State Apprenticeship Agencies since BAT Regional Directors may be requested from time to time to discuss policies and procedures with State Officials on which the states will be asked to coordinate with BAT. For your guidance, these circulars will have the sample memorandum attached.

All informational releases concerning MDTA-OJT or nondiscrimination policies or procedures will be sent to Regional Directors to be delivered promptly to appropriate state officials.

This Circular is not being sent to the State Apprenticeship Agencies.

Attach.

OSA/WJM



U. S. DEPARTMENT OF LABOR
Bureau of Apprenticeship and Training
Washington, D. C.

(Attachment)

Date: _____

SAC _____

MEMORANDUM

TO: Regional Directors

FROM: *W. J. Moore*
Assistant Administrator For Special Activities

SUBJECT: Circular distribution to the State Apprenticeship
Agencies - (MDTA-OJT / Nondiscrimination)

Attached are sufficient copies of Circular _____, Code _____,
for distribution to the State Apprenticeship Councils in your
Region.

Please have the BAT State Liaison Representatives give these
to the appropriate officials of the State Apprenticeship Agen-
cies; or take such action yourself as the Circular may indicate.

Attach.

Region I (7) - Conn. - Mass. -
Me. - N. H. - R. I. - Vt.

Region VIII (3) - Minn. - Mont.

Region II (2) - N. Y.

Region IX (3) - Kan. - Iowa

Region III & IV (4) - N. C. -
Pa. - Va.

Region X (2) - La.

Region V (2) - Fla.

Region XI (4) - Colo. - N. Mex. -
Utah

Region VI (3) - Ky. - Ohio

Region XII (5) - Ariz. - Calif. -
Nev. - Hawaii

Region VII (2) - Wis.

Region XIII (3) - Oreg. - Wash.

Field Service (2) - D. C.

When checked, an extra copy is provided to each Regional Office
for every State Labor Commissioner in each SAC State.

