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	DISTRIBUTION	SUBJECT CODE: 904
<p style="text-align: center;">U. S. Department of Labor BUREAU OF APPRENTICESHIP AND TRAINING Washington, D. C. 20210</p>	<p style="text-align: center;">BAT - 5 BAT - 12</p>	<p style="text-align: center;">Communications Above The Bureau Level</p>

Purpose: To establish a policy for routing communications by Bureau personnel to Labor Department officials above the Bureau level.

Background: Recently it has been called to the attention of the Administrator that letters, memoranda and phone calls are being made directly to Manpower Administration and other Labor Department officials above the Bureau level. The new Administration does not condone this practice and has asked that necessary steps be taken to have it discontinued.

Action Required: Any BAT employee wishing to officially communicate with a Department of Labor official above the Bureau level in reference to Bureau business either by letter, memorandum, telephone or personal interview shall submit his communication or request to his immediate supervisor who will transmit the communication or request through channels to the Administrator's Office for action.

National office personnel as part of their normal duties are not prohibited from communicating with their counterparts above the Bureau level provided the purpose is to exercise the mission and function required of the individual in his position. This policy is not intended to inhibit any employee from communicating on items permitted by the bargaining agreement or the Manual of Administration, U. S. Department of Labor.

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