

May 3, 1979

Circular 79-14

U.S. DEPARTMENT OF LABOR	:	Distribution:	:	SUBJECT:	CODE: 308
EMPLOYMENT AND TRAINING ADMINISTRATION	:	BAT-1	:	Collection of Promotional	
	:	BAT-6	:	Aids	
Bureau of Apprenticeship and Training	:	BAT-9	:		
Washington, D.C. 20213	:		:		
	:		:		
Symbols: TTOP/NAK01b	:		:		

PURPOSE: To initiate central collection and provide for national coordination of promotional aids developed and utilized by local BAT technical staff.

BACKGROUND: No doubt a considerable volume of quality materials of proven value such as slides, pamphlets, articles, posters, public service announcements, etc., is being currently used by local staff as aids in the promotion of apprenticeship. It is important to fully and effectively utilize such materials on a national basis and to take advantage of what has proven useful and successful in a local situation. The National Office will, as resources permit, act as a clearinghouse for such materials by collecting copies, maintaining files, and transmitting examples to the technical staff for use as appropriate.

ACTION: Bureau staff is asked to submit on a continuing basis through normal channels to the Administrator, BAT, attention: TTOP, copies of promotional materials appropriate for a National Office collection and dissemination to the technical staff nationwide.