

June 29, 1981

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprentices- ship and Training Washington, D.C. 20213 Symbols: TTF/RH	<u>Distribution:</u> A-542 A-543 A-544	<u>SUBJECT:</u> Designation of Acting Directors in the Field	<u>CODE:</u> 906.31
<p><u>PURPOSE:</u> To redefine policy on the designation of acting directors in the field.</p> <p><u>BACKGROUND:</u> This Circular cancels Circular No. 69-39, issued February 28, 1969. Due to budgetary restraints and travel restrictions, it is necessary to make certain changes in the designation of acting directors in the field organization. Certain regularly occurring situations will continue to be used to provide supervisory on-the-job training within current restraints.</p> <p><u>POLICY:</u></p> <ol style="list-style-type: none"> (1) Additional supervisory responsibility may be assigned to any Merit Pay Manager. (2) ATRs with a current satisfactory performance rating and with at least three (3) years of experience other than in career-ladder positions, may be appointed acting director for training purposes. <p><u>ACTION:</u></p> <ol style="list-style-type: none"> (1) In the absence of a State Director, the Regional Director shall assume direct supervision of the State or assign to the Deputy Regional Director, or assign to an Area Director. (2) The State Director shall assume the Area Director's responsibilities during his/her absence. (3) When feasible, and within budgetary restraints ATRs may be assigned to a Director's position for up to 2 weeks, and will be selected from (a) the State in which the position is located and (b) the region. Length of service with BAT will be used to determine the order by which staff will be assigned, on a rotating basis. (4) In an absence of a Regional Director, the Deputy Director will assume his/her duties. If both the Regional Director and the Deputy Regional Director are expected to be absent from their jobs for a period beyond one work day, the Regional Director and or the Deputy Administrator of the Bureau, with the Administrator's approval, shall designate a person to act as Regional Director. 			