

October 31, 1983

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprenticeship and Training Washington, D.C. 20213 Symbols: TDTD/MMW	<u>Distribution:</u> A-539 All Tech. Hdqtrs. A-544 All Field Techs.	<u>SUBJECT:</u> <u>CODE:</u> 503 Significant Activities Report
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PURPOSE: To reemphasize to the BAT field staff the importance of their responsibilities to report significant activities to the National Office.

BACKGROUND: The National Office recently received a call from AGC regarding a problem of getting program registration in a BAT State. There was no information on this matter in the National Office. However, after some checking, it was learned that this issue had been submitted to a Regional SOL for opinion.

BAT Circular 83-25, Program Guidance and Planning (FY 84) August 26, 1983, on p. 15, Section X Reporting Instructions, item 4, Significant Activities Report provides the following instruction:

4. Significant Activities Report - The ETA uses the Significant Activities Report (SAR) as a means of advising management of unique or significant accomplishments and potential problems or concerns of a major nature. Input for these bi-weekly reports from BAT is needed from the regions and field. Items for this report should be brief and submitted bi-weekly or as they occur.

If there are concerns as to whether an item is of a significant enough nature to be included, exercise your own judgement. In case of potential issues or problems, a SAR should be submitted as soon as the situation is known so national office and ETA management can be alerted to the potential pending problem.

Items or activities reported for the SAR also serve as a means of keeping national office staff advised. Items of interest or information to other regional and field staff will be selected for inclusion in the bi-monthly BAT Information Exchange Newsletter.

ACTION: It is emphasized again that more attention be given to this reporting procedure. The National Office needs to be kept informed in a timely fashion of significant items. Requesting legal opinions on issues from the Regional SOL is significant.

