

August 30, 1985

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprentices- ship and Training Washington, D.C. 20213 Symbols: TDTD:MRM	<u>Distribution:</u> A-539 All Tech. Hdqtrs. A-544 All Field Techs.	<u>SUBJECT:</u> <u>CODE:</u> 503 Program Guidance and Planning - Fiscal Year 1986 ACTION: Due date: None
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SEP 09 1985

I. PURPOSE. To provide guidance to the BAT program and operating staff for their information and use in planning Fiscal Year 1986 activities and the preparation of Annual Work Plans (AWPs). This supersedes Circular 84-26 dated August 17, 1984, Program Guidance and Planning - Fiscal Year 1985; however, pages 7, 8, 9, 10, and 12 should be removed and retained for reference purposes in planning for Fiscal Year 1986 activities.

II. BACKGROUND. The BAT Long Term Plan, which was transmitted by Bulletin 84-45, has not been updated and remains in effect for your information and guidance. Other developments, such as the enactment of the Carl D. Perkins Act, during the past year will result in some redirection of staff activities. These and other program emphases are reflected in the Fiscal Year 1986 Goals and Objectives and other instructions contained in this Circular.

III. INTRODUCTION. The Bureau of Apprenticeship and Training issued Program Guidance and Planning Instructions for Fiscal Year 1985 under Circular 84-26, dated August 17, 1984, which was intended to provide information and guidance to the BAT Regional Directors and the operating program staff in planning their work activities to accomplish the established goals and objectives, and for reporting the accomplishments of the efforts in achieving those goals and standards. The guidance and planning information in this Circular has been revised and updated to reflect revised objectives and program requirements and is intended to serve a similar purpose for Fiscal Year 1986.

The Performance Standards System under the Merit Pay System (MPS) is a legal requirement and those standards will provide the overall means for measuring the regional and individual accomplishments of the BAT program emphases and established goals. The processes and instructions contained in this Circular incorporate a combination of MPS Performance Standards and AWPs. The annual plans take on an added significance in Fiscal Year 1986 since many of the performance standards are designed to provide for a broader evaluation of the quality of operations, thereby, leaving much of the quantified work load activities to be measured through the AWP process.

performance standards appraisal process.

VIII. ANNUAL WORK PLANS. Annual Work Plans (AWPs) provide a means for identifying specific tasks and activities along with time frames to assist in planning and managing the work of BAT. The purpose of the AWPs is to augment the MPS Performance Standards, to provide a tracking mechanism to monitor progress in achieving the established goals and plans, and in appraising performance against the established standards. The most obvious reason for planning is that it provides a systematic approach to getting the work done in the quickest and best way. There is another very valid reason for developing the habit of planning and that is the effect it will have on the attitude and general well being of the individual who learns to plan.

AWPs are not intended to be an inflexible procedure but rather an outline that will help us to reach our goals by the most direct and effective route. A sound, workable plan, plus specific actions on that plan is the only dependable means of reaching our objectives. This planning and guidance memorandum has identified the goals and program emphases for BAT for FY 86 and discussed some of the considerations related to meeting them. The AWP should be developed in terms of specific actions, work loads, and time tables related to each individual Region/State.

1. **AWP Content.** AWPs are not intended to be a means for allocating and controlling time usage on a detailed basis. They are intended to serve as a means for identifying specific goals and objectives and to meet performance standards. We are not providing a required form or format to be used in preparing AWPs. They should identify the activity that is to be done, where and when the activity is to be performed, work load to be accomplished, and, to the extent possible, how the task is to be done.

The AWP's should include supporting material such as statistical analyses data and information available or used in quantifying the planned activities for specific States or areas. The Regional Director may want to have each State Director complete individual State plans to enable him to prepare the regional work plan and for his use in monitoring the progress against plans for each State.

2. Submission of Plans. One copy of the regional work plans for FY 86, along with the pertinent supporting material and analyses should be submitted to the BAT National Office by October 15, 1985. The national office will review the regional work plans and approve or provide comments back to the Regional Director within 2 weeks of receipt of the plans.
3. Reporting on Plans. Reports on the progress achieved on the AWP's should be submitted with the second and fourth quarter reports (March and September). They will be used in evaluating the Regional Directors' performance at the mid-year and fiscal year appraisals.

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