

December 2, 1985

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprentices- ship and Training Washington, D.C. 20213	<u>Distribution:</u> A-543 (RD&SD) A-539 All Tech. Hdqtrs.	<u>SUBJECT:</u> <u>CODE:</u> 530 Division of Reporting Responsibility for National Apprenticeship Programs and Apprentices into the Appren- ticeship Management System (AMS)
Symbols: NPCTG:PHV		ACTION: Due date:

PURPOSE: To inform the BAT Regional Directors and State Directors of the division of responsibility between the National Program Coordination and Training Group (NPCTG) and the Regional staffs for the reporting of National Apprenticeship Programs and apprentices into the Apprenticeship Management System (AMS).

BACKGROUND: Over the past few years the National Office, NPCTG, has transferred numerous nationally registered apprenticeship programs and apprentices to the Regional Directors for assignment to local BAT-ATR field staff. The purpose of these program transfers was to provide local Bureau services and assistance to Federal agency local program administrators, to expand the regional BAT-ATR staff work loads.

With the expansion of RARES, recently designated to be known as the "Apprenticeship Management System" (AMS), to all ten (10) BAT Regions and the National Office, there is apparent confusion over the division of responsibility between the National Office and BAT Regional ATR staff in entering apprentice information into AMS resulting in numerous duplicate entries.

ACTION: To eliminate any further confusion relative to the division of National Office (NPCTG), BAT Region program and apprentice AMS entry responsibility, Attachment No. 1 is a listing by Program Name, AMS Program Code, and AMS State Code for national programs and apprentices to be retained in the National Office (NPCTG). All BAT Region AMS entries of these programs and apprentices are to be deleted by the entering BAT Region.

Attachment No. 2 is a listing by program name, AMS Program Code and AMS State Code for National Programs and apprentices transferred to the BAT Regions for service, assistance, AMS entry and reporting. All duplicate entries of these programs and apprentices will be deleted from AMS by the National Office.

Attachment No. 1

Attachment No. 2