

CIRCULAR 94-02

June 13, 1994

U.S.  
DEPARTMENT OF LABOR  
EMPLOYMENT  
AND TRAINING  
ADMINISTRATION  
Bureau  
of Apprenticeship and  
Training  
Washington D.C. 20210

Distribution

A-541 Hdqtrs. Staff  
A-546 All Field Staff

Subject: Code:  
505.1

BAT Semiannual Reporting  
Instructions -- FY 1994

Action: 9/94

Symbols: TWA:CL

PURPOSE: To transmit reporting instructions for FY 1994 goals established in an agreement between the BAT Director and the Assistant Secretary for ETA to:

Increase registered apprenticeship to 325,000.

Increase new registrations of youth, women, and minorities in apprenticeship by seven percentage points each.

Participate in a pro-active effort within ETA to assist the Department in the Administration's workforce investment strategies.

BACKGROUND: Through the BAT Staff Policy Team, it was recommended that a circular be issued to all staff listing all national office reporting requirements so staff can distinguish between national, regional, state and area requirements (Recommendation No. 15). This document covers reporting of apprenticeship data. Separate instructions will be issued regarding significant activities, travel and budget.

It is a national office requirement that apprenticeship data be put in AIMS. In terms of summary reports, this fiscal year we developed the attached format (Semiannual Progress Report) for gathering data from the regions and the national office to relate progress to the Assistant Secretary on our goals.

ACTION: In mid-September, an AIMS application will be available to permit Regional Directors to enter missing SAC data. The AIMS start-up screen will carry a message regarding the deadline for completing the semiannual report.

It will be necessary to include new/added data for Quarters 3 and 4 for SAC's which do not participate in AIMS.

Entries in these categories should not be modified: On Board Beginning of FY 1994, Total Added in FY 1993, and FY 1994 Targets.

The Difference and On Board (current) columns will be calculated automatically.

No action will be required by regions which have all data (BAT and SAC) in AIMS. Report will be provided for information.

Top priority and special attention should be given to preparation of these reports.

Attachment

BUREAU OF APPRENTICESHIP AND TRAINING

SEMIANNUAL PROGRESS REPORT FOR REGION \_\_\_\_  
 BAT/SAC WORK LOAD  
 QUARTERS 1 - 4, FY 1994

ALL REGISTERED APPRENTICES									
					TOTAL APPRENTICES TO DATE				
BAT GOAL	BAT OBJECTIVE	ON BOARD BEGIN. OF FY 1994	NEW APPRENT.	FY 94 TARGET	BOP+New	Difference Number	Difference Percent	COMPLETED APPRENT. TO DATE	ON BOARD (current)
Expansion	Increase Registered Apprentices								

YOUTH, MINORITY AND FEMALE APPRENTICES						
				ADDED APPRENTICES TO DATE		
BAT GOAL	BAT OBJECTIVE	TOTAL ADDED IN FY 1993	FY 94 TARGET	Actual	Difference Number	Difference Percent
Expansion	Increase No. of Youth					
Expansion	Increase No. of Females					
Expansion	Increase No. of Minorities					

ALL REGISTERED PROGRAMS						
				ADDED PROGRAMS TO DATE		
BAT GOAL	BAT OBJECTIVE	TOTAL ADDED IN FY 1993	FY 94 TARGET	Actual	Difference Number	Difference Percent
Expansion	Increase No. of Programs					

PROGRAM REVIEWS		
BAT GOAL	BAT OBJECTIVE	REVIEWS CONDUCTED TO DATE - FY 94
Quality	Conduct EEO Compliance Reviews	
Quality	Conduct Quality Reviews	