

July 7, 1994

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION
Bureau of Apprenticeship
and Training

Washington D. C. 20210

Distribution:

A-541
A-544

Subject: Code: 507.3

The Delegation of
Authority to BAT Regional
Directors to Approve and
Register Federal Appren-
ticeship Programs

Symbols: DNIP:BD

Action:

PURPOSE: To grant the delegation of authority to BAT Regional Directors to approve and register Federal apprenticeship programs as identified below.

BACKGROUND: Over the past few years the National Office, Division of National Industry Promotion (DNIP), formerly NPCTG, ~~has~~ 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 while at the same time expanding the regional BAT-ATR staff work loads. (See Circular 86-11)

The responsibility of the RD's is now being expanded to include their approval and registration of the Federal programs that they service.

ACTION: In response to a suggestion submitted through our associates on the Bureau's Staff Policy Team, Federally sponsored apprenticeship programs may now be approved and registered by BAT's Regional Directors. Such programs no longer should be submitted to the DNIP for review and registration. If the program in question crosses regional boundaries, the region in whose boundary the sponsor is headquartered, will assume responsibility for the approval and registration of the program.

The only exception to this policy is that the National Office's DNIP will continue to handle the following programs:

1. Federal programs located in Washington, D.C.;
2. Uniformed Military Programs;
3. The Army's Facilities Engineer Program (FEAP); and
4. The Navy's Civilian Apprenticeship Program.

Regional Directors approving Federal programs (including programs sponsored by Indian Reservations) for registration should assign the pseudo SIC-codes as directed and distributed under Circular 93-03. A copy of the pseudo-SIC codes is attached for your convenience. Also Regional Directors may use any pattern standards that he/she developed for use in their region as long as all regulatory requirements are met.

SIC - Standard Industrial Classification Code

In addition, Regional Directors should send to the BAT National Office the following information on each Federal program that they approve and register:

- One copy of the approved program.
- A completed form 2000 covering the program.
- A CFR 29-29 checklist of apprenticeship standards, (copy attached).
Note: This is the same checklist that is attached to Circular 92-01, dated December 20, 1991.

Circular 86-11 (referenced above) remains in effect. This Circular, which augments the role and responsibility of BAT field staff in approving many Federal programs, is effective immediately.

Attachments

NATIONAL PROGRAM SIC CODES	
PSEUDO SIC CODES	PROGRAM AREA OF CLASSIFICATION
9902	Department of Navy (Civilian)
9903	U. S. Army Material and Research Command (Civilian)
9904	FEAP Programs (Civilian)
9905	Department of the Air Force (Civilian)
9906	Federal Prisons
9907	Department of Veterans Affairs
9908	Bureau of Indian Affairs
9909	Indian Reservation Programs
9910	National Aeronautics Space Administration (NASA)
9911	Department of Commerce - National Institute of Standards and Technology - Bureau of the Census- National Oceanic & Atmospheric
9912	U. S. Postal Service
9913	Department of Defense
9914	General Services Administration (GSA)
9915	Government Printing Office (GPO)
9916	Department of the Interior/Reclamation
9917	National Institutes of Health
9918	Department of Labor
9919	National Security Agency
9920	U. S. Weather Service
9921	Department of Treasury/Bureau of Engraving & Printing

CHECKLIST OF APPRENTICESHIP STANDARDS
C F R 29 - 29

Each item should be checked to be eligible for registration.

1. The program is an organized, written plan embodying the terms and conditions of employment, training and supervision of one or more apprentices in an apprenticeable occupation. (page) _____

2. A statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR Part 30, as amended, or a State EEO in apprenticeship plan adopted pursuant to 29 CFR Part 30 and approved by the Department. (page) _____

3. The employment and training of the apprentice in a skilled trade. (trade) _____
4. A term of apprenticeship, not less than 2000 hours of work experience. (page) _____

5. An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process. (page) _____

6. Provision for organized, related and supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is recommended. (page) _____

7. A progressively increasing schedule of wages to be paid the apprentice. (page) _____

8. Periodic review and evaluation of the apprentice's progress in job performance and related instruction; and the maintenance of appropriate progress records. (page) _____

**Attachment 1 to Circular 92-01
December 20, 1991**

9. The numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment. (page) _____

10. A probationary period reasonable in relation to the full apprenticeship term with full credit given for this period. (page) _____

11. Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. (page) _____

12. The minimum qualifications required by a sponsor for persons entering the apprenticeship program, with a starting age of not less than 16 years. (page) _____

13. The placement of an apprentice under a written apprenticeship agreement as required by the federal apprenticeship law and regulation, and Standards incorporated as part of the agreement. (page) _____

14. The granting of advanced standing or credit for previously acquired experience, training or skills, with commensurate wages. (page) _____

15. Transfer of employer's training obligation when the employer is unable to fulfill obligations under the apprenticeship agreement to another employer under the same program with consent of all parties to the agreement. (page) _____

16. Assurance of qualified training personnel and adequate supervision on the job (page) _____

17. Recognition for successful completion of apprenticeship evidenced by an appropriate certificate. (page) _____

**Attachment 1 to Circular 92-01
December 20, 1991**

18. Identification of the registration agency. (page) _____

19. Provision for the registration, cancellation and deregistration of the program; and requirement for the prompt submission of any modification or amendment thereto. (page) _____

20. Provision for registration of apprenticeship agreements, modifications, amendments, cancellations, suspensions, and terminations, and causes therefor. (page) _____

21. Authority for the termination of an apprenticeship agreement during the probationary period by either party without stated cause. (page) _____

22. Name and address of the appropriate authority under the program to receive, process and make disposition of complaints. (page) _____

23. Recording and maintenance of all records concerning apprenticeship as may be required by the Bureau or recognized State Apprenticeship Agency and other applicable law, for a 5 year period. (page) _____

24. Affirmative Action Plan for 5 or + (page) _____

25. Selection Method for 5 or + (page) _____
