

CIRCULAR 2001 - 01

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U.S. Department Of Labor Employment And Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-546 All Field Staff A-547 SD+RD+SAC; Lab. Com.	<u>Subject:</u> Program Guidance Memorandum: Goals and Objectives for Fiscal Year (FY) 2001 <u>Code:</u> 503
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PURPOSE: To provide all OATELS/BAT staff with the goals and objectives established for FY 2001. These goals and objectives are to be used in developing work plans, performance standards and performance measures.

BACKGROUND: As the Employment and Training Administration (ETA) continues its reorganization as a result of the Workforce Investment Act of 1998, FY 2001 will see the Office of Apprenticeship Training, Employers and Labor Services (OATELS) more closely aligned with the traditional duties of ETA as well as remaining the country=s premier deliverer of high-quality apprenticeship programs and apprentices. The tracking and reporting capabilities, which have been improved over the past few years, will start producing more accurate and timely data on how this country delivers trained apprentices to our economy. As has been the practice in prior years, OATELS, working in collaboration with State Apprenticeship Councils/Agencies and other workforce development systems stakeholders, will continue to develop strategies during FY 2001 to constantly improve our service to the apprenticeship community.

Once again, OATELS will be using the Government Performance and Results Act (GPRA) of 1993 and its related components in the FY 2001 planning. This Act mandates the development of strategic plans which outline goals and the measures used to determine the **final** results of the agency's activities, the **A Outcome Goals@**. Therefore, while GPRA defines an **A Outcome Goal@** as a description of the intended results of the program as measured by the difference it makes for the participants, some strategies may not lead to immediate results. As mandated by GPRA, ETA developed Strategic Plans for FYs 1999 - 2004 that resulted in Apprenticeship services being more fully integrated with other work force development programs and initiatives. Cross-cutting activities will also be a major focus for tracking and reporting.

This fiscal year, ATELS/BAT program priorities and objectives will be focused on the following general areas nationally, by region, and by state:

- X Expand apprenticeship, including increasing the number of States with Child Care apprenticeship programs
- X Improve equal employment opportunities.
- X Improve program quality.
- X Provide employer and labor services.

Reporting: It is important that all Regional Offices report in a timely, consistent and accurate manner. At this time, all GPRA data items being tracked are available in the Apprenticeship Information Management System (AIMS) database. In preparation for the quarterly reports, all AIMS input should be entered into AIMS no later than the 5th day after the end of each quarter. OTIS has agreed to run the quarterly reports on the first weekend after the 5th day of the quarter. PGM/GPRA data and narrative reports should be electronically transmitted via E-Mail to the National Office by the 20th day after the end of each quarter.

OATELS is retaining the basic reporting format. However, this year's reporting format was streamlined. The result is a format scaled down from 24 to 11 pages. The managerial goals were removed. The ATRs have 3 program goals whereas the SDs and RDs have 4 goals. SDs and RDs please note that Goals III., and Goal IV., have been transposed in your reporting formats. Also, some objectives were moved from one goal to another and/or combined with others.

The attached reporting formats with accompanying instructions have been specifically prepared for a three-tier process corresponding to the ATR, SD and RD, respectively. Please review the reporting package carefully and use the appropriate format which applies to you that will facilitate the correct elaboration of the report. It is important that communications be maintained throughout the entire process. The ATR is to report all significant activities to the SD. The SD is to summarize that information for the State. The RD is to roll up all the SDs' information and report on significant outcomes. Therefore, the Regional reports should not contain information about day-to-day core activities or calendar of events for each State. The Regional reports should contain executive summaries that are results oriented.

Please be advised that there may be addenda to this reporting format during the year. Regions need to submit their Annual Plans by January 12, and their First Quarter Reports by January 19, 2001.

NOTE: GPRA literature defines an **A Outcome Goal** as a description of the intended results of the program as measured by the difference it makes for participants. Narratives should be clear, concise, and to the point and focus on the outcome of the related objectives/strategies. Remember, some strategies may not lead to immediate results. The focus of GPRA is on the final results of the strategies being pursued.

ACTION: OATELS/BAT staff at all levels are expected to become familiar with the goals and objectives provided in the attachment to this circular. In collaboration with local State Apprenticeship Agencies/Councils and other local workforce development system stakeholders, Regional/State Directors will continue to use the EOP November 18, 1999 AIMS Regional/State-by-State baseline data on the number of programs and apprentices, including women and minorities, registrations and other measures/indicators for FY 2001. The increases over the FY 1999 baselines are cumulative, e.g., for FY 2001, the percent increase for New Programs is 4% over the FY 1999 baseline. Regional and State FY 2001 Performance Standards should be based upon consideration of these goals and objectives and requirements in accordance with ETA's Strategic Plan for FYs 1999 - FY 2004. All State Directors are to share this document with their respective SAC and/or Labor Commissioner.

The ETA Strategic Plan has been provided to the Regional Directors and is available for staff review. Departmental, ETA and ATELS goals are listed in Attachments A., and B., respectively

**Attachments: DOL and ETA's Goals for FYs 1999 - 2004, Attachment A.
ATELS Goals for FY 2001, Attachment B.**

Attachment A.

**U.S. Department of Labor Strategic Goals
FYs 1999 - 2004**

The revised Strategic Plan supports the Secretary's vision, facilitates increased coordination, and fosters greater cohesion within ETA and the Department and greater alignment with the different program offices in ETA. The three strategic goals already included in ETA's 2001 Annual Performance Plan are:

- X A Prepared Workforce: Enhance Opportunities for America's Workforce.
- X A Secure Workforce: Promote the Economic Security of Workers and Families.
- X Quality Workplaces: Foster Quality Workplaces that Are Safe, Healthy, and Fair.

Each of these cross-cutting goals has associated outcome goals to track the Department's strategic goals. **ETA programs** are arrayed under these strategic goals and their respective outcome goals are:

A Prepared Workforce -

- < Outcome Goal 1.1 - Increase employment, earnings and assistance.
- < Outcome Goal 1.2 - Increase the number of youth making a successful transition to work.

A Secure Workforce -

- < Outcome Goal 2.2 - Protect worker benefits.
- < Outcome Goal 2.3 - Increase employment and earnings for retrained workers.

Quality Workplaces -

- < Outcome Goal 3.3 - Increase availability and effectiveness of programs that support a greater balance between work and family.

Attachment B.

**Office of Apprenticeship Training, Employer and Labor Services Goals
FY 2001**

Goals: In accordance with the ETA Strategic Plan, OATELS/BAT will focus on Outcome Goals 1.1, 1.2, and 3.3., which maximize employment opportunities and earnings for adults and youth, maximize employers and labor participation, and support a greater balance between work and family. The goals for FY 2001 include:

§ **Developing Annual Plans** that are consistent with the requirements of the ETA Strategic Plan for FYs 1999 - 2004.

§ **Goal I - Expand Apprenticeship:** Develop and track indicators that maximize employment opportunities by expanding new BAT program and apprentice registrations by 4 percent over the number of new programs and/or apprentices which were registered during FY 1999, using the FY 1999 AIMS baseline data. At a minimum every State should have a Child Care program. Any State that does not have a Child Care program will have at least one by the end of FY 2001. States with Child Care programs should continue to promote and expand the program within their States.

§ **Goal II - Improve Equal Employment Opportunity:** BAT will conduct an aggressive technical assistance campaign, utilizing all available information/products to expand the percentage of new women and minorities registered in FY 2001 by 6% each over the number of new women and minorities registered during FY 1999, utilizing FY 1999 AIMS baseline data. Field staff needs to ensure that the level of Total Active Minorities participation of 27% does not drop below the FY 1999 baseline.

§ **Goal III - Improve Program Quality:** Improve and report on the quality of training by identifying and targeting programs with work processes, related instruction, wage schedules and/or standards in need of revision, including those with a low rate of apprentice completions.

§ **Goal IV - Employer and Labor Services:** Establish a baseline of employer and labor organizations and cross cutting WIA services. **State Directors will work with regional Employer and Labor Services staff in pursuit of this goal.**