U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	Distribution: A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	Subject: Program Guidance Memorandum: Goals and Objectives for Fiscal Year (FY) 2008 Code: 943
Symbols: DPAMS - JC/NB		Action: Immediate

Purpose: To provide staff with the FY 2008 OA's goals for their information and use in developing work plans that align with the following:

- Department of Labor's (the Department) strategic goals: *A Prepared Workforce* and *A Competitive Workforce*;
- Employment and Training Administration's (ETA) priorities: (1) Work in a regional economic context, (2) Provide higher levels of access to post-secondary education, as well as improved access to alternative pathways for at-risk youth; and (3) Utilize technology-based learning;
- ETA's specific priorities for OA(see below); and
- OA's Performance Agreement (see Attachment A).

Background: OA supports the Department's implementation of the Government Performance and Results Act (GPRA) and its related components in its FY 2008 plans, in conjunction with the President's Management Agenda, to improve the management of employment and training programs. OA continues to improve the Registered Apprenticeship System as it moves forward with the *Training and Employment Notice (TEN), Number 17-06* issued November 22, 2006; *and the Training and Employment Guidance Letter (TEGL) Number 2-07* issued July 12, 2007. Its purpose is to provide information and resources to support the use of Registered Apprenticeship by the workforce investment system as an effective approach to building a skilled and competitive workforce in regional economies.

In accordance with GPRA and the related Department's FY 2006-2011 *Strategic Plan* (at http://www.dol.gov/_sec/stratplan/main.htm), the OA performance goal is to improve the registered apprenticeship system to meet the training needs of business and workers in the 21st century. This performance goal is aligned with the Department's outcome goal to "Increase opportunities for new and re-emerging entrants to the workforce," which focuses on developing a pipeline of workers with the skills and credentials necessary to fill the jobs of the 21st century.

OA will support and implement ETA and specific Registered Apprenticeship System priority tasks to link performance with Departmental Goals:

ETA Priority Tasks:

1. Develop and implement succession management, professional development and recruitment plans.
2. Develop and implement a public information messaging plan including the updating of websites, publications, organizational charts, and communication tools.
3. Submit timely, accurate and quality responses to Congressionally- mandated and requested reports, OIG investigations, GAO audits, and correspondence.
4. Maintain Standard Operating Procedures when appropriate, particularly for mission critical functions.
5. Ensure managers who supervise employees have completed an OPM-approved supervisory management training course.
6. Communicate the role of "leader" through the conduct of regular staff meetings.
7. Ensure all staff have completed the Computer Security Awareness Training.
8. Update and maintain accountability rosters.
9. Revise performance plans.
10. Participate in transformational forums and transformation of the public workforce investment system.
11. Implement and manage CAA demonstrations (3-state; 5-state; military spouse; WIA evaluation).

Registered Apprenticeship Priority Tasks:

- Integrate apprenticeship with the public workforce investment system;
- Revise regulations and develop training on regulations;
- Assess staff/organization against the implementation of an electronic registration system (RAIS);
- Conduct Advisory Committee on Apprenticeship (ACA) meetings and carry out ACA recommendations regarding outreach; and
- Modernize apprenticeship for the 21st century.

Expansion of apprenticeship continues to be a major priority. In support of this objective, OA field staff will receive credit for all programs registered in FY 2008. While OA is not abandoning High Growth Job Training Initiative (HGJTI) industry expansion, OA wants to recognize efforts by field staff in registering programs in all industries. Each Regional Director will determine the mix of High Growth and other industries to be used for goals for their region based on their specific regional economic needs.

OA continues to re-engineer the *Registered Apprenticeship Partners Information Data System* (RAPIDS), formally known as Registered Apprenticeship Information System (RAIS), to bring apprenticeship data into the 21st century. OA will support and facilitate the activities and recommendations of the ACA. The Performance Agreement Goals (Attachment A) have been designed to contribute toward results-oriented accomplishments. As in the past, OA will continue to work with SACs/SAAs to improve the Registered Apprenticeship System.

Action: All staff should follow the guidance contained in this Bulletin to plan, undertake activities, and report results. FY 2008 Regional Plans should be sent via electronic mail to the national office by November 30, 2007.

NOTE: This bulletin is being sent via electronic mail.

Attachment A: FY 2008 OA Goals
Attachment B: FY 2008 Regional Federal Targets

OFFICE OF APPRENTICESHIP PERFORMANCE AGREEMENT GOALS FOR FY 2008

FY 2008 annual plans should describe and delineate the strategies to be used to achieve results for accomplishing program goals 1, 2, 3, and 4. The FY 2008 Performance Agreement consists of the following:

GOAL 1

In support of DOL strategic goals of a prepared and competitive workforce and ETA's strategic focus on workforce integration, develop a plan for integration of registered apprenticeship with the public workforce investment system in support of regional/national talent development

Goal: Integrate apprenticeship with the public workforce investment system. The goal is met when the activities pertaining to State WIBS and one of the three remaining activities are completed.

- In all states where OA is the registration agency, a presentation on Training and Employment Guidance Letter (TEGL) 2-07, "Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System," will be made to the State WIB and in support of the 70th Anniversary of the National Apprenticeship Act, the apprenticeship DVD will be shown. In states where an SAA is the registration agency, the OA State Director will advocate, facilitate, and where possible, make a presentation on the TEGL to the State WIB.

- Provide and discuss with local WIBs and One-Stops promotional materials, TEGL 2-07, Training and Employment Notice (TEN) 17-06 "Vision for a 21st Century Apprenticeship," and data sources on apprenticeship.

- Provide OA technical support services where appropriate for WIRED regions.

- Develop pathways for talent development through pre-apprenticeship, apprenticeship prep, related instruction with WIB support services and leveraged resources.

GOAL 2

Goal: Develop and implement an annual plan that supports the Agency's long-term plan to conduct Compliance Reviews of 90% of programs with five or more apprentices within a five-year cycle established in FY 2005. The FY 2008 goal, the fourth year of the five-year cycle, is to review 80% of programs of the original FY 2005 Beginning of Period (3,677 base year figure) with five or more apprentices.

- The goal is met when 635 Compliance Reviews are completed (see Attachment B for specific regional goals).

- Develop an annual plan within 30 days of the implementation of the Performance Standards which identifies the remaining programs to be reviewed for compliance for the next two years (FY 2008 and FY 2009). The plan should not include those programs which were reviewed in FY 2005, FY 2006, FY 2007, and include programs which have made selections since the last Compliance Review.

- Submit the plan including the list of programs scheduled by quarter for Compliance Reviews in FY 2008 for approval to the State Director.

- At least half of the Compliance Reviews will be completed by the end of the second quarter.

- The reviews shall be in conformance with the agency guidelines and submitted to the State Director by August 30, 2008, to allow adequate time to review and approve the Compliance Reviews.

- Integration with One-Stop Career Centers will be accomplished by connecting 25 percent of the apprenticeship sponsors with five or more apprentices that have apprenticeship opportunities in the coming fiscal year with the local One-Stop Centers so that these opportunities (openings) are promoted broadly within the local workforce investment system. Field staff will visit One-Stop Centers in the area where there is the highest concentration of apprenticeship opportunities.

GOAL 3

Goal: Develop and implement an annual plan that supports the Agency's long-term plan to conduct Quality Assessments Reviews on 90% of programs within a five-year cycle established in FY 2005. The FY 2008 goal, the fourth year of the five-year cycle, is to review 80% of the programs of the original FY 2005 Beginning of Period (7,353 base year figure) programs.

- The goal is met when 1,270 Quality Assessment Reviews are completed (see Attachment B for specific regional goals).

- Develop an annual plan within 30 days of the implementation of the Performance Standards which identifies (list) the remaining programs to be reviewed for Quality Assessment Reviews for the next two years (FY 2008 and FY 2009). The plan should not include those programs which were reviewed in FY 2005, FY 2006, and FY 2007. The plan must include programs which have made selections since the last Quality Assessment Review.

- Submit the plan including the list of programs scheduled by quarter for Quality Assessment Reviews in FY 2008 for approval to the State Director.

- At least half of the Reviews will be completed by the end of the second quarter.

- The reviews shall be conformance with the agency guidelines and submitted to the State Director by August 30, 2008, to allow adequate time to review and approve the Quality Assessment Reviews.

GOAL 4

In support of the DOL strategic goals of a prepared and competitive workforce, and ETA's strategic focus on regional economic development, the Office of Apprenticeship (OA) will target high growth industries.

Goal: Each region will register new apprenticeship programs during FY 2008 based on specific regional goals per Attachment B. HGJTI Industries will represent 60% of these new programs. The remainder of these new programs may represent other industries, which includes construction.

- Develop a plan that identifies the targeted industries based on regional economic talent development needs. The plan will incorporate WIRED regions, where they exist. Promotional efforts will be conducted with key strategies and processes based upon consultative sales solution training.

- Following is a list of the recognized fourteen HGJTI Industries: Health Care, Information Technology, Biotechnology, Geospatial Technology, Automotive Services, Retail, Advanced Manufacturing, Transportation, Hospitality, Financial Services, Energy, Homeland Security, Aerospace, and Nanotechnology.

- Goal: 70 percent of all OA newly registered apprentices in FY08 will be registered using the Apprentice Electronic Registration System (AERS). We will encourage all newly registered OA programs sponsors to register their apprentices using AERS.

OA FY 2008
Regional and National Federal Targets

Regions (Reg.)	EEO Compliance Reviews	Quality Assessment Reviews	New Programs	New Programs (HGJTI)
Reg. 1 Boston	41	82	69	41
Reg. 2 Philadelphia	85	170	166	100
Reg. 3 Atlanta	100	200	121	73
Reg. 4 Dallas	132	264	186	112
Reg. 5 Chicago	219	438	333	200
Reg. 6 San Francisco	53	106	88	53
National Office	5	10	-	-
National Total	635	1,270	963	579

FY 2008 REGIONAL ANNUAL PLAN

Region: # (Region Name)

Date:

Instructions – Provide brief narratives as requested below. Tables 1 – 13 are provided to help you complete the plan.

I.   **Regional Profile**:

  A.   **Jurisdiction -** Provide a brief narrative on the following: number and names of all states in region; number of OA States and number of offices. Include changes and/or challenges because of policy and/or activities by other workforce system entities, e.g., fee for services, the WIRED Initiative, and direct entry. Also, provide the number and names of State Apprenticeship Councils, their jurisdiction type, and the department location of State Apprenticeship Agencies (SAAs).

       Narrative -

Table 1 – OA Staff by Position and Registration/Servicing Agency

State	Registration Agency OA or SAA	Data Entry & Primary Service OA or SAA	Prog Spec	ATRS	Support Staff	Mgr.	Admin Staff	Total Staff	Projected Staff	
									1/31/08	9/30/08
Reg Ofc										
Grand Total	# OA States= # SAA States=	# OA States= # SAA States=								

  B.   **OA Regional & Field Staff - OA/SAA staffing; OA/SAA activities/relationships -** Provide brief narrative on the following: OA staff regional increases, attrition, promotions, and potential retirements (indicate states); Number of SAA positions, staff changes, and/or other workforce entity or contractors/consultants performing SAA duties, as appropriate; Status of SAA Reviews; and Plans to work with any changes indicated in this item.

       Narrative -

Table 2 – Regional Workloads by Registration and Servicing Agencies

SERVICING AND REGISTRATION BY OA & SAA	TOTAL APPRENTICES	TOTAL APPRENTICES PER ATR	TOTAL PROGRAMS	TOTAL PROGRAMS PER ATR	TOTAL 5+ PROGRAMS *	TOTAL 5+ PROGRAMS PER ATR *
SAA Registers						
OA Registers						
SAA Primary Servicing						
OA Primary Servicing						
Region X Grand Totals						

* Count is at regional discretion which is non-RAPIDS based.

C. **Economy -** Provide brief narrative on the following: Predominant industries/occupations, high-growth industries/occupations, including identification of potential apprenticeable occupations, projected economic downturn and impact on apprenticeship programs and apprentices; reference table when discussing unemployment rates (include national rate) and trends.

Narrative:

Table 3 – Economic Data for Region

STATE	Unemployment Rates			CIVILIAN LABOR FORCE (IN THOUSANDS) 9/2005	CIVILIAN LABOR FORCE (IN THOUSANDS) 9/2006	CIVILIAN LABOR FORCE (IN THOUSANDS) 9/2007
	SEP. 2005	SEP. 2006	SEP. 2007			
TOTAL						

Sources:

II. OA's Performance Goal and Government Performance and Results Act (GPRA) Performance Indicators

Regional Directors review/monitor Government Performance and Results Act (GPRA) performance indicators since these indicators will be used to measure OA's FY 2008 accomplishments. Bulletin 2008-01, Performance Guidance Memorandum, indicated the following:

- Field data input in the new Registered Apprenticeship Partners Information Data System (RAPIDS); related to the first two indicators, below, (Retention and Earnings) is mandatory and should be complete, current, and reliable. Field staff should also carefully review National Office reports regarding these indicators to assess and ensure that the information extracted from RAPIDS is reliable.

- Regional Directors need to explain in their mid- and end-of year reports e-mail transmittals that the data and information contained in the National Office reports related to the first two GPRA Performance Indicators, below, have been reviewed for accuracy and reliability.

ETA/OA Goal: "Improve the registered apprenticeship system to meet the training needs of business and workers in the 21st Century."

Performance Indicators for FY 2008: For additional information, see Bulletin 2008-01.

Retention:
Percent of those employed nine months after registration as an apprentice – 80 percent retention.

Earnings:
Average wage gain for tracked entrants employed in the first quarter after registration and still employed nine months later - $1.40 hourly wage gain.

Cost per participant:
Program appropriation level divided by total OA active apprentices - $ to be determined.

III. Performance Agreement Goals

FY 2008 annual plans should describe and delineate the strategies to be used to achieve results for accomplishing program goals 1, 2, 3 and 4. The FY 2008 Performance Agreement consists of the following:

Goal 1

In support of DOL's strategic goals of a prepared and competitive workforce and ETA's strategic focus on workforce integration, develop a plan for integration of registered apprenticeship with the public workforce investment system in support of regional/national talent development (refer to FY 2008 PGM for associated activities).

Table 4 – Integration Activities

ACTIVITY	Q1	Q2	Q3	Q4	TOTAL
TEGL PRESENTATIONS MADE TO STATE WIB					
PROVISION/DISCUSSION OF PROMOTIONAL MATERIALS					
PROVISION OF OA TECHNICAL SUPPORT					
DEVELOPMENT OF TALENT PATHWAYS					

Strategies and Key Processes -

Goal 2

Develop and implement an annual plan that supports the Agency's long-term plan to conduct Compliance Reviews of 90% of programs with five or more apprentices within a five-year cycle established in FY 2005.   The FY 2008 goal, the fourth year of the five-year cycle, is to review 80% of programs of the original FY 2005 Beginning of Period (3,677 base year figure) with five or more apprentices (refer to FY 2008 PGM for associated activities).

Strategies including audits:

Table 5 –Regional Five-Year EEO Compliance Review Cycle

STATE	TECH STAFF NO	BAT 5+ PROGS	90% OF 5+ PROGS	FY 2007 GOAL	FY 2008 GOAL	FY 2009 GOAL
TOTAL						

Table 6 – Coordination of Activities in Local One Stop Center

Regional Activities –#

	Hosted By				
	# Q1	# Q2	# Q3	# Q4	Total
ATR					
ATR In Conjunction with One Stop Center Staff					
ATR In Conjunction with Sponsor					
ATR In Conjunction with One Stop Center Staff and Sponsor					
Total					

Provide some brief examples of activities conducted related to the WIRED Initiative, dislocated workers, at-risk youth, or other state initiatives based on Table 6.

Table 7 – Inclusion & Partnership Efforts

Regional Inclusion/Partnership Efforts -#

	# Q1	# Q2	# Q3	# Q4	Total
High schools					
Community colleges					
Public training providers					
Private training providers					
State Workforce Investment Boards					
Local Workforce Investment Boards					
ETA Programs					
Other partners (councils, committees, federal or state agencies, etc.)					

Provide some examples by state of activities conducted related to the WIRED Initiative, dislocated workers, at-risk youth, or other state initiatives based on Table 7.

NOTE: Matrix and Validation of Outreach Activities

Previously, staff from Region 4 provided comments on the validation of outreach activities by program sponsors with five or more apprentices including using a matrix to incorporate various categories related to local One Stop Centers. This matrix was adapted for the regional response. Once again, field comments regarding the use of this matrix and/or other additional examples will be considered in the development of the mid-year and end-of-year report formats.

ATR Role	Program Sponsor Information				Method of Verification								
							During						
Mailed Current One Stop Contact List to Spons.	Prog. Spons.	Occups.	Local One Stop Notified	Local One Stop Activities	EEO Review	Quality Review	One Stop Visit	Mtg.	Workshop	On Line with Note To File	Teleconf. with One Stop Staff	Verifi-cation Date	ATR Signa-ture
#	#	#	#	#	#	#	#	#	#	#	#	#	#

Goal 3

> **Goal: Develop and implement an annual plan that supports the Agency's long-term plan to conduct Quality Assessments Reviews on 90% of programs within a five-year cycle established in FY 2005. The FY 2008 goal, the fourth year of the five-year cycle, is to review 80% of the programs of the original FY 2005 Beginning of Period (7,353 base year figure) programs (refer to FY 2008 PGM for associated activities).**

Strategies including audits:

Table 8 –Regional FY 2008 QA Reviews by Quarters

STATE	TECH STAFF NO.	FY 2008 GOAL	OA PROGS	90% OF PROGS	# Q1 REVIEWS	# Q2 REVIEWS	# Q3 REVIEWS	# Q4 REVIEWS
TOTAL								

Table 9 –Regional Five-Year QA Review Cycle

STATE	TECH STAFF NO	OA PROGS	90% OF PROGS	FY2007 GOAL	FY2008 GOAL	FY2009 GOAL

Continue to validate and complete identified RAPIDS data fields provided to staff.

FY 2008 Target: 85% of identified RAPIDS data fields.

Strategies:

Goal 4

In support of the DOL strategic goals of a prepared and competitive workforce, and ETA's strategic focus on regional economic development, the Office of Apprenticeship (OA) will target high growth industries.

Goal: Each region will register new apprenticeship programs during FY 2008 based on specific regional goals per the FY 2008 PGM, Attachment B. At the national level, HGJTI Industries will represent 60% of these new programs. The remainder of these new programs may represent other industries, which includes construction (refer to FY 2008 PGM for associated activities).

1. Identify HGJTI industries.

Table 10 - HGJTI Industries Identified

Regional HGJTI Industries Identified - #

INDUSTRIES	INDUSTRIES TARGETED Yes or No	STATE(S)	JUSTIFICATION
Advanced Mfg			
Aerospace			
Automotive			
Biotechnology			
Energy			
Financial Servs			
Geospatial Tech			
Health Care			
Homeland Security			
Hospitality			
Information Tech			
Nanotechnology			
Retail Trade			
Transportation			

1a.   Discuss previous endeavors of HGJTI industries which either have not been identified and targeted or that were targeted but which were not successful at the state level, if appropriate.

Narrative:

1b.   Discuss this year's strategies to succeed in the registration of programs and apprentices in the industries identified in 1a, above. Provide one regional example and one state example, if appropriate.

Narrative:

2.   Promotional events including key strategies and key processes.

Table 11 – Promotional Events

Regional Promotional Events = #

INDUSTRIES	TOTAL	Q1 (# & STATE)	Q2 (# & STATE)	Q3 (# & STATE)	Q4 (# & STATE)
Advanced Mfg					
Aerospace					
Automotive					
Biotechnology					
Energy					
Financial Servs					
Geospatial Tech					
Homeland Security					
Health Care					
Hospitality					
Information Tech					
Nanotechnology					
Retail Trade					
Transportation					

2a.   Provide brief narrative on key strategies and processes in the regional plan. Also, identify areas in the region with the WIRED Initiative; dislocated workers, e.g., base closings; employee reductions or closings of auto manufacturers and/or suppliers; and/or other state initiatives, if any, where there are apprenticeship opportunities.

Region:

Area 1 -

Area 2 -

2b.   Continue to register new apprenticeship programs in the 14 HGJTI industries in FY 2008.

Table 12 –New Program Registrations in HGJTI Industries by Quarters

Regional New HGJTI Industry Programs - #

INDUSTRY	FY 2008 # by State	# Q1 New Programs	# Q2 New Programs	# Q3 New Programs	# Q4 New Programs	Total #/%
Advanced Mfg						
Aerospace						
Automotive						
Biotechnology						
Energy						
Financial Servs						
Geospatial Tech						
Health Care						
Homeland Security						
Hospitality						
Information Tech						
Nanotechnology						
Retail Trade						
Transportation						
TOTAL						

2c.   NOTE: End of year report will request three examples that demonstrate the promotional events or other activities throughout the fiscal year that led to the registration of programs in high-growth industries.

Example 1:

Example 2:

Example 3:

Table 13 –New AERS Registrations by Quarters

Regional New AERS Registrations –#

States	# Q1	# Q2	# Q3	# Q4	Total