

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION TAA
	CORRESPONDENCE SYMBOL ONR
	DATE April 6, 2007

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 23-06

**TO:** ALL STATE WORKFORCE AGENCIES  
 ALL STATE WORKFORCE LIAISONS

**FROM:** EMILY STOVER DeROCCO /s/  
 Assistant Secretary

**SUBJECT:** Instructions for Implementing the revised ETA-563 Trade Adjustment Assistance (TAA) Quarterly Activities Report.

1. Purpose. To transmit instructions for implementing the revised ETA-563 Trade Adjustment Assistance (TAA) Quarterly Activities Report.
2. References. The Trade Act of 1974 (Pub. L. 93-619, as amended; the Workforce Investment Act of 1998; 20 CFR Part 617; 29 CFR Part 90; Training and Employment Guidance Letter (TEGL) No. 11-02; Unemployment Insurance Guidance Letter (UIPL) No. 24-03.
3. Background. Key workload data on TAA is needed to measure program performance and to allocate program and administrative funds to the State Agencies administering the Trade programs for the Secretary. These data can be derived from the ETA-563 (1205-0016 expires December 28, 2009) Trade Adjustment Assistance Quarterly Activities Report. TEGL 11-02, "Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002" stipulates that program data be collected through the ETA-563.
4. Approval. The reporting requirements for the ETA-563 are approved by the Office of Management and Budget (OMB) according to the Paperwork Reduction Act of 1995 (Pub. L 104-13), under OMB control number 1205-0016, expiration date December 28, 2009. Regulations published at 20 CFR Part 617.61 give the Secretary authority to require the states to report the data described in this advisory; therefore, the respondents' obligation to fulfill these requirements is mandatory.
5. Action Required. State Administrators are required to provide the above information to appropriate staff. State Trade Act Coordinators (or the individuals assigned responsibility for submitting reports) are required to prepare and submit quarterly reports according to the instructions attached to this advisory.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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States will submit a single report within 45 days after the end of the quarter, as provided in the attached instructions. The first report will be due May 15, 2007, for the two quarters that cover the reporting period from October 1 through December 31, 2006, and January 1 through March 31, 2007. Reports must be submitted to [TAA.reports@dol.gov](mailto:TAA.reports@dol.gov), with a copy to the relevant regional ETA contact(s).

6. Inquiries. Inquiries related to the implementation of the revised reporting system should be directed to the appropriate regional office or [TAA.reports@dol.gov](mailto:TAA.reports@dol.gov).
7. Attachments.

Attachment A: General Instructions

Attachment B: Record Layout