

**Attachment "C"**

**CIRCULAR 99 - 02**

**Date: June 23,1999**

<p><b>U.S. Department of Labor Employment and Training Administration Bureau of Apprenticeship and Training Washington, D.C. 20210</b></p>	<p><b>Distribution:</b> A-541 Hdqtrs A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com</p>	<p><b>Subject: Code: 400</b>  APPRENTICEABILITY REQUESTS</p>
<p><b>Symbols: DNIP/BLT</b></p>	<p><b>Action: Immediate</b></p>	
<p><b>PURPOSE:</b> To revise Circular 94-06 concerning the Bureau's procedure for submitting requests for apprenticeability determination. Circular 94-06 remains in effect, but one revision is shown below.</p> <p><b>BACKGROUND:</b> Previously, all Occupational Code Request forms were submitted to the nearest Occupational Analysis Center for issuance of a nine digit Occupational Code prior to submittal to DNIP.</p> <p><b>ACTION:</b> If the occupation is not listed in the Dictionary of Occupation Title (DOT), the <u>Occupational Code Request (OCR Form 741.doc)</u> form should be submitted to the <u>Division of (Standards and) National Industry Promotion</u> with your Apprenticeability Request Forms. The <u>Apprenticeability Request Form, and the Occupational Code Request Form (Occ-request-form.doc)</u> (if applicable), and the <u>Occupational Standards Form</u> should accompany all requests. <b>All forms submitted to DNIP should be complete. They will be returned if not properly completed.</b> If you are aware of any National Associations/Unions that utilize the occupation submitted, <u>please include name, address, and phone number with your request for possible inclusion in the mail out to industry for comment on apprenticeability.</u></p> <p>The Occupational Information Network system (O*Net) has replaced the Dictionary of Occupational Titles system (DOT). This will necessitate a change in our AIMS system prior to moving into full use of the O*Net System, as well as addressing other areas of the O*NET System that impact apprenticeship.</p> <p>The Division of National Industry Promotion is working with the O*NET Office to address moving from the nine digit code used under the DOT system to a four digit code under the O*NET System which clusters a number of like occupations.</p> <p>Attachments:   OCR Form 741.doc                       Occ-request-form.doc                       Occ-checklist.form.doc</p> <p>NOTE:   This Bulletin is being sent via Electronic-Mail(E-mail).</p>		