

October 16, 1962

U. S. Department of Labor BUREAU OF APPRENTICESHIP AND TRAINING Washington 25, D. C.	DISTRIBUTION A-H A-F	SUBJECT CODE: 507.1 Policy on BAT Staff Conferences
---	---------------------------------------	---

Purpose: To transmit policy procedures and guidelines for planning, scheduling and holding BAT staff conferences. This circular cancels FO-11B, March 20, 1952.

Background: A restatement of Bureau policy on staff conferences is necessary (1) because of separate allocations and accounting of employee training funds and (2) the need to reduce non-productive staff time.

Policy: The planning, scheduling and holding of BAT staff conferences shall be preceded by administrative determination at the appropriate levels that such meetings afford the most efficient and effective means of obtaining progress.

1. Policy Guidelines.

a. Definitions.

(1) "Operational" conferences are those primarily concerned with work planning, work methods, work reporting, work appraisal, directing, administrative and housekeeping matters. The emphasis of operational conferences is upon planning and execution of functions necessary to carry out the Bureau's work. The majority of BAT conferences and all state supervisors conferences will be classified as operational.

(2) "Training" conferences are primarily directed toward the instruction of individuals. Illustrative of training conferences are those providing orientation for groups of new employees, lectures and instructions on the broad scope and substantive aspects of Bureau responsibilities, and instruction in technical subjects applicable to the individual's field of work and his career development.

b. Determining classification of conferences. Operational conferences are chargeable to travel allocations, training conferences are chargeable to training (employee development) allocations. It is recognized that most BAT staff conferences involve operations and training. Proration of cost will be made when an operational conference involves a significant amount of training or vice versa. Cost proration will be made at headquarters based on agenda and information supplied with request for approval to hold the conference.

c. Location of conferences. Conferences shall be held in cities or locations that will insure the most advantageous use of resources. Conferences shall normally be held in a city where the Bureau has an

established office, and the annual regional conference in regional cities. In requesting approval to hold a conference, the proposed location if other than the regional city shall be given with sufficient supporting information as to comparative costs, time factors, or other pertinent reasons for the particular location.

d. Planning, scheduling, approval. The following conferences require prior approval of the Director:

(1) Regional. This includes regular regional field technical staff conferences, a regional secretarial training conferences, and state supervisors conferences. It also includes regional training committee conferences and conferences of the staff of two or more states within a region.

(2) Joint conferences of BAT-SAC field representatives at the state-wide level and above. This includes conferences initiated by the Bureau or attendance by BAT state staff to conferences initiated by the SAC.

(3) State BAT conferences require approval of the Regional Director, who shall be responsible for notifying the Office of the Director of the scheduling, and the agenda for such state-wide meetings.

Scheduling. Request for approval to hold conferences must be received by the Director well in advance of the planned date (normally, no later than 30 days). Action on requests will be taken promptly.

Plans and request for approval of conferences shall provide complete information as to objectives of the conference, tentative agenda and scheduled participation if any, by other than BAT personnel, dates for the conference and proposed location.

In consultation with the Regional Directors, the principal annual regional conference will be scheduled by the Office of the Director.

Effective Date and Scope: This policy becomes effective immediately. It applies to conferences of BAT personnel. Instructions and clearance requirements for attendance at other types of meetings, conventions and conferences remains unchanged FO-10B and FO-10-3B cover non-BAT conferences. In brief the Director's approval is requested for attendance at all national meetings or conventions and attendance at any meeting requiring inter-regional travel. Regional Directors are responsible for insuring that requirements for attendance at multi-state conferences are met.

MSD:JPM

