

January 27, 1970

U.S. DEPARTMENT OF LABOR BUREAU OF APPRENTICESHIP AND TRAINING Washington, D. C. 20210	DISTRIBUTION	SUBJECT	CODE: 505
	BAT - 3 BAT - 8	Apprenticeship Account Servicing	

Purpose - To state operating policy and issue instructions for planning and scheduling of service to apprenticeship accounts.

Background - As a step toward more effective use of resources for all bureau activities, Circular 70-17, Code 505, January 26, 1970 was issued. As Circular 70-17 is executed, registration of apprenticeship accounts without apprentices in training will be terminated and the promotion of accounts without a meaningful potential apprentice employment will not be undertaken. The man-days expended, however nominal, for servicing or promoting such accounts and the associated administrative costs of reporting, file and record maintenance, will be recovered. This Circular, 70-18, is a second step in planning and directing the work activity of apprenticeship account servicing for use of bureau resources where program outputs of apprentice completions or new journeymen are higher, new apprenticeship registrations more numerous, and drop-outs lower.

Action - Registered apprenticeship account servicing are those work activities identified as Code 4 in the Work Planning-Accomplishment Reporting Handbook. The target service frequency schedules given below concern servicing where direct on-location contact with the sponsor is required and not to assistance that may be routinely provided by mail or telephone. The target schedules are not inflexible restrictions; they represent goals to be systematically sought. Demonstrated needs at variance with the servicing goals are to be accommodated.

1. On-site service of all accounts having an average annual number of apprentices in training of fewer than five apprentices shall be discontinued, except:

- a. where specifically requested by the program sponsor; or
- b. where performed in conjunction with efforts to establish a multi-employer account; or
- c. where performed in conjunction with servicing the sponsor's skill improvement or other training program including MDTA-OJT and JOBS.



d. where performed in conjunction with efforts to obtain the sponsor's participation in OUTREACH, Project Transition, or Job Corp, Prison and Indian program placements.

2. Individual establishment type accounts (INJ and IJ) having an average of 5 to 10 apprentices in training during the year will be provided three service contacts annually. Area wide group type accounts (GJ and GNJ) of the same average size, four service contacts a year.

3. Individual establishment type accounts (INJ and IJ) having an average of 11 to 20 apprentices in training during the year, four service contacts annually. Group type accounts of the same average size, 8 service contacts annually.

4. Accounts with an average of above 20 apprentices in training during the year to be serviced as needed.

The directed servicing schedules given are target maximums and accounts are to be serviced less frequently as the operation of the program warrants.

Applicability in SAC States

The instructions given by this Circular apply to BAT representatives stationed in SAC states. Where policies of the State Agency on servicing differ, the BAT State Supervisor and Regional Director shall seek an amicable work arrangement and/or workload reassignments to permit Federal personnel to adhere to this BAT directive. Where such resolution must be sought, the effective date of this Circular may be deferred not more than 30 days and the Administrator notified by the Regional Director.

Effective Date

This Circular is effective immediately.

MTOP:JM