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Circular 85-27

August 12, 1985

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION

Bureau of Apprenticeship and Training
Washington, D.C. 20213

Distribution:

A-542/RD

SUBJECT:

CODE: 300

Exhibit Policy

Symbols: TDT/MMW

ACTION: Due date:

PURPOSE: To transmit to the Regional Directors for their information and guidance a copy of David Demarest's memorandum concerning the Department's policy on agency exhibits.

BACKGROUND: Due to budget limitations the Department advocates the curtailing of both the production and use of new exhibits and the use of existing exhibits. The only exception to this policy will be where the exhibit is essential to meet equal employment opportunity or affirmative action requirements at which time free exhibit space should be obtained.

ACTION: Regional Directors should advise their staff of this exhibit policy so that adjustments can be made on any exhibit plans now under way.

Attachment

U.S. Department of Labor

Deputy Under Secretary for
Public and Intergovernmental Affairs
Washington, DC 20210

August 1, 1985

RECEIVED



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MEMORANDUM TO DOL AGENCY HEADS
PUBLIC AFFAIRS OFFICERS
ADMINISTRATIVE OFFICERS

ASST. SECRETARY FOR
DEPARTMENT & ADMIN.
ADM.

FROM : DAVID DEMAREST *AD*

SUBJECT: Exhibit Policy

Budget considerations require that the Department use its limited public affairs funds as effectively as possible. Exhibits are dubious as an effective method of communicating with the various audiences the Department must reach. For this reason, all Department agencies should curtail exhibits. This applies both to the production and use of new exhibits and the use of existing exhibits.

The only exception to this policy is in instances where use of an exhibit is deemed essential to comply with equal employment opportunity or affirmative action requirements due to Congressional mandate. In such instances, every effort should be made to obtain free exhibit space from the organization sponsoring the event where the exhibit is to be used. Use of exhibits to comply with EEO or affirmative action requirements must be coordinated with the OASAM Office of Equal Opportunity and Affirmative Action Programs. Following discussion with OASAM, the agency proposing to use the exhibit must obtain final approval from the Director of the Office of Information and Public Affairs (OIPA).