

**Alabama Workforce Investment System**

**Office of Workforce Development  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690**

**September 3, 2004**

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2004-03,  
Change 6**

**SUBJECT:** Training and Employment Guidance Letter (TEGL)

**1. Purpose.** This transmits the following TEGL:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1-02, Change 2	8/31/2004	Labor Exchange Performance and Reporting: Correction to ET Handbook No. 406 (ETA 9002 and VETS 200 Reports); Data Validation; Customer Satisfaction; and Program Year (PY) 2003 GPRA Goals

**2. Discussion.** TEGL No. 1-02, Change 2 informs the workforce investment system of additional changes to the ET 406 Handbook not captured in Training and Employment Guidance Letter No. 1-02, Change 1.

Modifications to data reporting procedures are effected in compliance with applicable requirements of the Jobs for Veterans Act.

**3. Action.** Copies of TEGL No. 1-02, Change 2, are provided for informational and potential action purposes.

**4. Contact.** Please direct any questions regarding this information to the Regional Office, or to the Office of National Programs.



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Steve Walkley, Division Director  
Workforce Development Division

Attachment

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	CLASSIFICATION
	Labor Exchange
	CORRESPONDENCE SYMBOL
	OWI
	DATE
	August 31, 2004

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 1-02, Change 2**

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

**FROM: EMILY STOVER DeROCCO  
Assistant Secretary**



**SUBJECT: Labor Exchange Performance and Reporting: Corrections to ET Handbook No. 406 (ETA 9002 and VETS 200 Reports); Data Validation; Customer Satisfaction; and Program Year (PY) 2003 GPRA Goals**

1. **Purpose.** To inform the workforce investment system of additional changes to the ET 406 Handbook not captured in Training and Employment Guidance Letter No. 1-02, Change 1.
2. **Background.** The passage of the Jobs for Veterans Act (P.L. 107-288) in October 2002 introduced modifications in data report elements for the ETA 9002 and VETS 200 labor exchange reports. Training and Employment Guidance Letter No. 1-02, Change 1 introduced the changes which are being incorporated in the labor exchange reporting instructions contained in the ET Handbook No. 406 and the ES Report Validation Software. TEGl No. 1-02, Change 1 described the elimination of Vietnam Era Veterans as a report category in the ETA 9002 and VETS 200 reports effective PY 2003. This advisory further clarifies corrections to the ET Handbook No. 406 as a result of implementation of the Jobs for Veterans Act.
3. **Corrections to ET Handbook No. 406.** The following paragraphs contain the complete set of corrections. Please note that these changes do not increase the burden on states to collect and report data for the ETA 9002 and VETS 200 reports.

RESCISSIONS	EXPIRATION DATE Continuing
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- **Vietnam Era Veterans.** One of the modifications to the ETA 9002 and VETS 200 report forms pertains to the elimination of “Vietnam Era Veterans” as a report category in the ETA 9002 and VETS 200 reports effective PY 2003. With passage of the Jobs for Veterans Act of 2002 (P.L. 107-288), “Vietnam Era Veterans” was eliminated as a covered category for Federal contracts and subcontracts. The ES Report Validation Software (Version 1.7) contains this change. Effective PY 2003, states no longer needed to collect data and report Vietnam Era Veterans.
  - **Definition of “Newly Separated Veterans.”** Effective PY 2003, the definition of “newly separated veterans” was modified. The new definition extended the separation from active military service from 12 to 36 months prior to the beginning of the registration year. The new definition applies to the 9002 C and D and the VETS 200 reports.
  - **“Transitioning Service Members.”** In lieu of Vietnam Era Veterans, states will capture and report total counts of “Transitioning Service Members” in Column C of the ETA 9002 B and VETS 200 reports forms. The inclusion of Transitioning Service Members is effective PY 2004. Attachment 1 summarizes three criteria for accurate reporting on Transitioning Service Members. Attachment 2 contains the definition and report specification for “Transitioning Service Members,” as well as the complete set of changes to the ETA 9002 B and D and VETS 200 reports. The inclusion of “Transitioning Service Members” in the ETA 9002 and VETS 200 reports is effective July 1, 2004 (PY 2004).
4. **Action Required.** States shall distribute this guidance to all necessary staff.
  5. **Inquiries.** Please direct inquiries on this issuance to the appropriate regional office.
  6. **Attachments:**
    1. Implementing Criteria to Assure Accurate Reporting on Transitioning Service Members
    2. Definition of Changes to the ETA 9002 B and D and VETS 200 Reports

**Attachment 1**  
**Implementing Criteria to Assure Accurate Reporting on**  
**Transitioning Service Members**

Three specific criteria must be implemented regarding the reporting status assigned to Transitioning Service Members in order to assure that individuals in this category are accurately accounted for in the 9002 and VETS 200 Reports:

- All services provided to Transitioning Service Members are to be included in the 9002 and VETS 200 Reports. Since many Transitioning Service Members participate in Transition Assistance Program (TAP) workshops, receipt of this service is to be recorded in the Job Search Activities category, as indicated in the attached definition and report specification.
- Because an individual identified as a Transitioning Service Member is still on active military duty and within 24 months of retirement or 12 months of separation, he/she is **NOT CONSIDERED A REGISTRANT** for the 9002 and VETS performance accountability. States, therefore, should **NOT** include the count of individuals falling into the category of “Transitioning Service Members” in the denominator for Entered Employment and Retention outcomes.
- If an individual who already has been included for reporting purposes as a Transitioning Service Member subsequently registers or receives service **AFTER** separating or retiring from active duty, the date of that subsequent registration or delivery of service is to be considered the **REGISTRATION DATE** for 9002 and VETS performance accountability. The four quarters of active registrant status and the sequence of events for UI wage record matching are to be based upon that Registration Date **FOLLOWING** separation or retirement and **NOT** upon any prior date(s) of registration or service delivery recorded while the individual was considered to be a Transitioning Service Member.

**Attachment 2**

**DEFINITION CHANGES TO THE 9002 B**

COL.C	Transitioning Service Members	Count of those active duty service members seeking to transition into the civilian workforce. A Transitioning Service Member is defined as an individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of separation.	Column Heading
COL.C9	Transitioning Service Members 19-44	Count of individuals age 19-44 at date of registration (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes and DATE OF BIRTH is 19-44 years before REGISTRATION
COL.C10	Transitioning Service Members 45-54	Count of individuals age 45-54 at date of registration (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes and DATE OF BIRTH is 45-54 years before REGISTRATION
COL.C11	Transitioning Service Members 55+	Count of individuals age 55 or more at date of registration (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes and DATE OF BIRTH is 55 years or more before REGISTRATION
COL.C12	Transitioning Service Members Total	Count of all individuals in this category (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes.

## **DEFINITION CHANGES TO THE 9002 B (continued)**

ROW.6	Job Search Activities	<p>Count of all registered job seekers provided services which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, <b>including the Transition Assistance Program (TAP) workshops</b>, job finding clubs, provision of specific labor market information and development of a job search plan.</p> <p>“Resume Assistance” – Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.</p> <p>“Job Search Workshops” – An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.</p> <p>“Job Finding Clubs” – have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.</p> <p>“Provision of Specific Labor Market Information” – Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.</p> <p>“Job Search Planning” – Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.</p>	<p>Count of unique SOCIAL SECURITY NUMBERS where DATE RECEIVED JOB SEARCH ACTIVITIES is within the last four quarters.</p>
COL. F21	Newly Sep.Veterans	<p>Count of newly separated veterans. A newly separated veteran is a Title 38 eligible veteran whose date of separation from active U.S. military service is within the 36 months prior to the beginning of the registration year.</p>	<p>Count of unique SOCIAL SECURITY NUMBERS where DATE OF SEPARATION FROM ACTIVE U.S. MILITARY SERVICE is within the 36 months prior to the REGISTRATION DATE.</p>

## **CHANGES TO THE 9002 D**

COL.C	Transitioning Service Members	Count of those active duty service members seeking to transition into the civilian workforce. A Transitioning Service Member is defined as an individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months to separation.	Column Heading
COL.C9	Transitioning Service Members 19-44	Count of individuals age 19-44 at date of registration (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes and DATE OF BIRTH is 19-44 years before REGISTRATION
COL.C10	Transitioning Service Members 45-54	Count of individuals age 45-54 at date of registration (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes and DATE OF BIRTH is 45-54 years before REGISTRATION
COL.C11	Transitioning Service Members 55+	Count of individuals age 55 or more at date of registration (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBERS is Yes and DATE OF BIRTH is 55 years or more before REGISTRATION
COL.C12	Transitioning Service Members Total	Count of all individuals in this category (See definition for Transitioning Service Member)	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and TRANSITIONING SERVICE MEMBER is Yes.

**DEFINITION CHANGES TO THE 9002 D (continued)**

COL. F21

Newly Sep.Veterans

Count of newly separated veterans. A newly separated veteran is a Title 38 eligible veteran whose date of separation from active U.S. military service is within the 36 months prior to the beginning of the registration year.

Count of unique SOCIAL SECURITY NUMBERS where DATE OF SEPARATION FROM ACTIVE U.S. MILITARY SERVICE is within the 36 months prior to the REGISTRATION DATE.



## DEFINITION CHANGES TO THE VETS 200 A,B,C

COL.C	Transitioning Service Members	Count of those active duty service members seeking to transition into the civilian sector. A Transitioning Service Member is defined as an individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months to separation.	Column Heading
ROW.13	Received Job Search Activities	<p>Count of all registered veterans and eligible persons provided services which are designed to help the job seeker plan and carry out a successful job hunting strategy. Services include resume assistance, job search workshops, <b>including the Transition Assistance Program (TAP) workshops</b>, job finding clubs, provision of specific labor market information and development of a job search plan.</p> <p>“Resume Assistance” – Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.</p> <p>“Job Search Workshops” – An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.</p> <p>“Job Finding Clubs” – have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.</p> <p>“Provision of Specific Labor Market Information” – Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.</p> <p>“Job Search Planning” – Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.</p>	Count of unique SOCIAL SECURITY NUMBERS where DATE RECEIVED JOB SEARCH ACTIVITIES is within the last four quarters.

**DEFINITION CHANGES TO THE VETS 200 A,B,C (Continued)**

COL.G

Newly Sep. Veterans

Count of newly separated veterans. A newly separated veteran is a Title 38 eligible veteran whose date of separation from active U.S. military service is within the 36 months prior to the beginning of the registration year.

Count of unique SOCIAL SECURITY NUMBERS where DATE OF SEPARATION FROM ACTIVE U.S. MILITARY SERVICE is within the 36 months prior to the REGISTRATION DATE.