

CIRCULAR: 93-04

Date: November 20, 1992

U.S. DOL ETA, Bureau of Apprenticeship and Training Washington, D.C. 20210	Distribution: A-541 All Hdqtrs. Staff A-544 All Field Techs	Subject: Code: 908.1 BAT Communication System – Distribution Code, Amended
Symbols: TWA:MMW		Action:

PURPOSE: To advise the field staff of an amended Distribution Code for
BAT Bulletins and Circulars.

BACKGROUND: The current Distribution Code shown below allows for specific
distribution of BAT Bulletins and Circulars to all BAT staff and SAC officials:

- A-541 Hdqtrs. Staff
- A-542 Regional Directors
- A-543 State Directors and Regional Directors (Includes A-542)
- A-544 All Field Technicals (Includes A-542 and A-543)
- A-545 All Clericals (Through Regional Office)
- A-546 All Field Staff (Includes A-542, A-543, A-544, A-545)
- A-547 SD + RD + SAC; Lab. Com. (Includes A-542; State Directors'
distribution for SACs and Labor Commissioners in their respective States)

The Distribution Code (A-547) for SACs provided for copies in sufficient number for each
Regional Director's remaining to SAC customers via the respective BAT State Directors.

With the introduction of the new Mail System - (E-Mail) it is now possible to send BAT
Bulletins and Circulars through the computer system direct to the BAT staff. This procedure
eliminates the paper process of reproduction, assembling and manual mailing required in the
past, and speeds delivery to the recipient. However, with regard to extending the new hi-tech
service to the SACs, all of the SACs do not have AIMS LOGIN procedures required.

ACTION: In those BAT Regions where there are SAC States, hard copies of the concerned
publications will need to be made and sent to the BAT State Directors for forwarding to their
SAC customers.