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## DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

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Category: Veterans
Subject: Transition Assistance Program (TAP)
Source: United State Department of Labor Veterans Employment and Training Service (U.S. DOL/VETS)
Revise/Replace: N/A
Contact: Brian Gault
Distribution: All Workforce Centers, Program and Administrative Staff
Colorado One-Stop System Policy Guidance Letter: 08-19-V
Date: December 29, 2008

### I. REFERENCE(S):

38 U.S.C. 4107 (b) and (c), and with 38 U.S.C. 4112(c) Public Law 107-288 (Jobs for Veterans Act). Wagner-Peyser Act, (29 U.S.C. 49), ET Handbook No 406 (OMB Approval No. 1205-0240, Expiration Date 2/28/09).

### II. PURPOSE:

To notify Staff DVOPs and LVERs responsible for the facilitation of TAP workshops of the requirement to report the Recipients of Transition Assistance Program Workshops (TAP) to USDOL/VETS and the state JobLink/Connecting Colorado database system.

### III. BACKGROUND:

The requirement to report Recipient of TAP Employment Workshop has been part of the Federal reporting instructions since the implementation of Common Measures in PY 2005. States are required to submit quarterly reports to the Employment and Training Administration(ETA) to comply with the Wagner-Peyser Act, (29 U.S.C. 49), with 38 U.S.C. 4107 (b) and (c),and with 38 U.S.C. 4112(c). The ET Handbook No. 406 (ETA 9002 and VETS 200 Data Preparation Handbook) is the official source for reporting requirements on the ETA 9002 and the VETS 200 reports.

### IV: POLICY/ACTION:

- A. Staff DVOPs and LVERs responsible for the facilitation of TAP workshops will ensure the following actions are completed in order to ensure compliance with regulatory guidance:
  1. No later than five days after completion of the TAP workshop, the Transition Assistance Program Report must be provided to USDOL/VETS and the State Veterans Program Coordinator. At a minimum, the report will contain the following information:

- Military Installation/Site Location
  - Fiscal Year
  - Region/State
  - TAP manuals on hand, manuals used this class, manuals remaining
  - Number of manuals ordered, date manuals order, who order the manuals
  - Total number of workshops conducted month to date
  - Date of workshop
  - Facilitator(s) Name(s)
  - Total number of participants: Retirees, Separatees, Spouses, DTAP, Other
  - Comments
  - Demographics of participants/Branch of Service: Army, Navy, Air Force, USMC, Coast Guard, National Guard/Reserve
  - Separation/Retirement Dates: participants within 90 Days of separation beyond 90 days of separation
2. No later than five days after completion of the TAP workshop, workshop recipients must be registered in the state JobLink/Connecting Colorado database system. At a minimum, the following must occur:
- Full Registration of Workshop Recipients staying in Colorado after Separation
  - Partial Registration of Workshop Recipients leaving Colorado after Separation
3. At a Minimum, the Following JobLink/Connecting Colorado Service Codes will be used in either case as indicated above:
- TV (Transition Assistance)
  - RP (Resume Preparation)
  - JW (Job Search Workshop)
  - VG (Vocational Guidance)
  - JS (Job Search Assistance)

B. These reporting requirements will remain in effect until this PGL is suspended or superseded.

**V. IMPLEMENTATION DATE:**

Immediately

**VI. INQUIRIES:**

Please direct inquiries to Brian Gault at 303-318-8821.

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