

Alabama Workforce Investment System

**Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690**

December 15, 2003

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2003-06, Change 1

SUBJECT: Training and Employment Notice (TEN)

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

<u>Number</u>	<u>Date</u>	<u>Subject</u>
11-03	12/01/2003	Implementation of the Department of Defense and the Department of Labor Memorandum of Understanding

2. **Background.** TEN No. 11-03 informs the workforce investment system of the implementation of the Department of Defense (DOD) and the Department of Labor (DOL) Memorandum of Understanding.

This document defines in general terms the basis on which the Departments will collaborate on activities of mutual interest designed to enhance "recruitment, job search activities, training, placement, licensing, certification, and other services for military personnel and their families, and eliminate duplication in achieving these common goals.

3. **Information.** Copies of TEN No. 11-03 are provided for informational and potential action purposes.

4. **Contact.** Questions regarding this information may be directed to Ellie Baldwin at (202) 693-3746 or by e-mail at baldwin.elfie@dol.gov.



Steve Walkley, Division Director
Workforce Development Division

Attachment

TRAINING AND EMPLOYMENT NOTICE	NO. 11-03
	DATE December 1, 2003

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

/s/

FROM: GRACE A. KILBANE
Administrator
Office of Workforce
Investments

SUBJECT: Implementation of the Department of Defense and the
Department of Labor Memorandum of Understanding

1. **PURPOSE.** To inform the workforce investment system of the implementation of the Department of Defense (DOD) and the Department of Labor (DOL) Memorandum of Understanding.

2. **BACKGROUND.** On July 11, 2003, Secretary of Labor, Elaine Chao and Secretary of Defense, Donald Rumsfeld signed the DOD-DOL Memorandum of Understanding (MOU). The purpose of the MOU is to promote cooperative efforts to improve the quality of life for current and exiting service members and their families and to contribute to the quality of the American labor force. The overall goal of this partnership is to enhance recruitment and retention for the military services and to assist the transition and re-entry of military personnel into the 21st century workforce, as well as to ensure that opportunities for training, education, and employment are available to military spouses.

The MOU defines in general terms the basis on which the Departments will collaborate on activities of mutual interest designed to enhance "recruitment, job search activities, training, placement, licensing, certification, and other services for military personnel and their families, and eliminate duplication in achieving these common goals." DOD and DOL share a particular interest in expanding services to military personnel and their families in the following areas: recruitment, retention and re-entry.

To carry out the goals of the MOU, DOD and DOL are establishing a Working Group made up of DOD and DOL officials. This Working Group is tasked with preparing a preliminary report that will identify areas of potential collaboration, barriers that need to be addressed and recommended actions for implementation.

ETA has been designated as the Department's lead on this initiative. The Administrator of the Office of Workforce Investment has been selected by Emily Stover DeRocco, Assistant Secretary for the Employment & Training Administration, to serve as the Co-Chair of the DOD- DOL Working Group. DOL representation on the Working Group will come from various agencies within the Department. The Working Group will proceed with an inventory of existing collaborative programs, services and initiatives, including electronic tools and products, supporting the three areas of interest noted above. The Working Group will build on this inventory by exploring and identifying other opportunities for collaboration. In addition, the Working Group will coordinate publication of its work and all products to ensure that the workforce investment and defense communities are aware of and involved in this significant cooperative effort.

3. **Action Required.** States are requested to share this TEN with the One-Stop system and all officials within the state who need such information and to familiarize themselves with the subject matter discussed in the DOD-DOL MOU (attached). Continued technical assistance will be forthcoming regarding any potential program impact as we seek to collaborate with DOD to implement this MOU.

4. **Inquiries.** Questions on this TEN may be directed to Effie Baldwin at 202-693-3746 or by email at baldwin.effie@dol.gov.

5. **Attachment.** [DOD-DOL Memorandum of Understanding](#).

**EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
Washington, DC 20210**

MEMORANDUM OF UNDERSTANDING
between the
United States Department of Defense
and the
United States Department of Labor

This Memorandum of Understanding is entered into between the United States Department of Defense ("DOD") and the United States Department of Labor ("DOL") effective as of the last date of signature set forth below.

I. PURPOSE

The purpose of this Memorandum of Understanding is to promote cooperative efforts between the U.S. Department of Defense and the U.S. Department of Labor to improve the quality of life for current and exiting service members and their families and to contribute to the quality of the American labor force. The patriotic services provided by military members and their families around the world have made the global economy possible and America the leading nation in the world economy. The goal of this joint effort by DOD and DOL is to enhance recruitment and retention for the military services and to assist the transition and reentry of military personnel into the 21st Century workforce. In addition to enhancing retention of and services to military personnel, this cooperative effort seeks to ensure that opportunities for training, education and employment are available to military spouses.

DOD and DOL cooperative efforts hereunder will analyze public policy issues related to military quality of life and employment in America, and explore areas for collaboration. This Memorandum of Understanding defines in general terms the basis on which the Departments will cooperate to study potential activities of mutual interest that may expand recruitment, job search services, training, placement, licensing and certification, and other services for military personnel and their families, and eliminate duplication and waste in achieving these common goals.

II. BACKGROUND AND AUTHORITY

The Department of Defense provides for the common defense of the nation with the primary task to deter conflict, but should deterrence fail, to fight and win the nation's wars. The core of the force is comprised of individuals of exceptional dedication and ability – people of outstanding character committed to an ethic of selfless service. The DOD promotes policy and business practices to attract, retain, and motivate a high quality, diverse, and sufficiently sized force to meet mission requirements, and implement programs and services to enhance the quality of life for the Armed Forces, their families, and retirees across the full human resource life cycle.

In accordance with 29 U.S.C. §551 et. seq., the Department of Labor fosters, promotes and develops the welfare of job seekers, wage earners, and retirees of the United States by improving their working conditions, advancing their opportunities for

profitable employment, protecting their retirement and health care benefits, facilitating effective linkages between employers and workers, strengthening free collective bargaining, and tracking changes in employment, prices, and other national economic measurements. In carrying out this mission, the Department administers a variety of Federal labor laws including those that provide unemployment insurance, training and other reemployment activities, and those that guarantee workers' rights to safe and healthful working conditions, a minimum hourly wage and overtime pay, and freedom from employment discrimination.

DOD shares with DOL a particular interest in expanding services that relate to and support the following:

1. *Recruitment*
2. *Retention*
3. *Re-entry*

Recruitment and retention of military personnel are essential to military readiness and the security of the nation. Following their service, the *reentry* of members of the military into the 21st Century workforce involves a significant *transition*. All three areas of interest can benefit significantly by access to the types of education and training opportunities that DOL provides and promotes, including expanding DOL participation in Transition Assistance Program (TAP) workshops conducted at overseas locations.

DOD and DOL are currently collaborating in the following programs:

1. TAP, which provides valuable employment and training services to military personnel during their separation from military service.
2. America's One-Stop Career Centers, where about one million Armed Forces veterans register for reemployment services each year.
3. America's CareerOneStop, which includes a website called "Defense Job Service" with career advice for persons separating from military service.
4. The Spouse Tele-Work Employment Program, a partnership between DOD, DOL, the Departments of State and of Transportation, the U.S. Coast Guard and the General Services Administration, to increase portable career credentials and provide skilled workers to the private sector.
5. The Military Spouse Resource Center is a joint project between the DOL Women's Bureau, the Employment and Training Administration and the Office of Policy in cooperation with the Department of Defense. This online learning tool and resource guide will help military spouses access information, resources and opportunities related to education, training and employment.
6. Veterans' Certification and Licensing Projects, which disseminate details on civilian licensing and certification requirements to current and former military personnel.
7. The Federal Contractor Veterans' Employment Program, which requires federal contractors and subcontractors to report annually on veterans hired and to take affirmative action to hire and promote protected veterans.

8. The Advanced Distributed Learning Initiative in which DOL and DOD are key participants in designing, developing, prototyping, and implementing new learning strategies for the 21st Century.
9. Career Advance Centers (CAC) at locations with high military populations (San Diego, CA; Norfolk, VA; Fort Campbell, KY).

The Departments are entering into this Memorandum of Understanding to leverage the individual and combined resources of the Departments and ensure the actions necessary to meet common goals. This Memorandum of Understanding establishes the critical framework essential to meeting the challenges of today's changing economy and global workplace. Ensuring the smooth transition of our military into our nation's workforce, while at the same time facilitating the recruitment and retention necessary to meet our nation's security needs, is paramount. The Departments of Defense and Labor, therefore, will continue to strengthen the quality of life for members of the Armed Forces and their families, and to contribute to the quality of the American labor force.

Future DOD and DOL collaboration will include:

1. Enhanced coordination for DOD logistical support that will facilitate the provision of overseas TAP workshops by DOL;
2. Expanded military recruitment through One Stop Career Centers, through which DOL offers a full range of employment and training services;
3. Enhanced utilization of DOL's America's Job Bank for recruitment into the armed forces;
4. Establishment of systematic military recruitment activities through the DOL Job Corps Program;
5. Enhanced retention and reentry by identifying additional occupations for registered apprenticeship programs, which provide training and portable certifications recognized throughout an industry;
6. Establishment of a common cross-reference of occupational codes between DOL's O*NET and DOD's MOS taxonomies;
7. Establishment of an index to measure employment among military spouses; and
8. Consistent with the requirements of Veterans Preference, expanded employment services for military spouses, leveraging the resources of DOD's Armed Forces Family Centers and DOL's One Stop Career Centers.

III. RESPONSIBILITIES

1. The Department of Labor will:
 - a. Inform all DOL Offices and state workforce agencies of the purpose and intent of this Memorandum of Understanding.

- b. Encourage Directors and Administrators to identify and establish collaborative endeavors in meeting the stated purpose of this Memorandum of Understanding.
 - c. Assign staff on a collateral duty basis to participate in a Working Group tasked with coordinating the implementation of this Memorandum of Understanding.
2. The Department of Defense will:
 - a. Inform the Military Services of the purpose and intent of this Memorandum of Understanding.
 - b. Encourage the Military Services to identify and establish collaborative endeavors in meeting the stated purpose of this Memorandum of Understanding.
 - c. Assign staff on a collateral duty basis to participate in a Working Group tasked with coordinating the implementation of this Memorandum of Understanding.

IV. JOINT RESPONSIBILITIES

Both the Department of Labor and the Department of Defense will continue to implement their strong commitment to Veterans Preference in federal hiring, with the goal of increasing employment opportunities for separating service members and other veterans in the U.S. Government.

V. AGENCY AGREEMENTS

1. The Working Group identified in Section III above shall meet as necessary in order to accomplish the goals of this Memorandum of Understanding.
2. The Working Group shall submit, within 6 months of the execution of this Agreement, a preliminary progress report to both agency heads. The report shall identify areas of potential collaboration, barriers to be addressed, and recommend actions to implement each area of collaboration identified.
3. The parties recognize and agree that no new program, activity, or project may be initiated, nor an existing program, activity or project augmented or revised, without the approval of each agency head or his or her Designee.
4. This Memorandum of Understanding does not constitute a financial obligation or serve as a basis for expenditures. Each agency will utilize its own resources, including expending its own funds, pursuant to its statutory authority, to implement this Memorandum of Understanding. Any obligation of funds will be accomplished through other appropriate documents.
5. Releases to the press, public announcements, and communication with the Congress concerning joint programs conducted under this Memorandum

of Understanding may be made by either agency following coordination with the other agency.

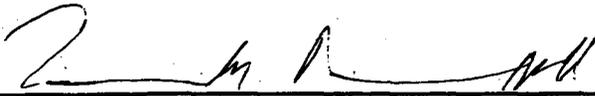
VI. EFFECTIVE DATE

This Memorandum of Understanding is effective as described in the first paragraph above and shall continue in force indefinitely. It may be terminated by either agency by giving 90-day written notice to the other agency.

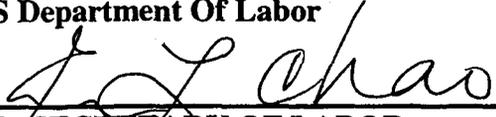
VI. EFFECT

1. Nothing in this Memorandum of Understanding shall be interpreted as limiting, superseding, or otherwise affecting either Department=s normal operations or decisions in carrying out its statutory or regulatory duties. This Memorandum of Understanding does not limit or restrict either agency from participating in similar activities or arrangements with other entities.
2. This Memorandum of Understanding is an internal governmental agreement designed to improve the efficiency of government and does not confer any rights on any other parties.

US Department of Defense


BY: SECRETARY OF DEFENSE July 11, 2003
Date

US Department Of Labor


BY: SECRETARY OF LABOR 7/11/03
Date