

Retain

Circular 58-18

April 25, 1958

	<u>Distribution</u>	<u>Subject</u>	<u>Code:908</u>
U. S. Department of Labor BUREAU OF APPRENTICESHIP AND TRAINING Washington 25, D.C.	A-F A-H	Installation of Communications System	

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Purpose. This circular cancels Circular 57-1 (Exhibits A and D are to be retained) and places into operation on a continuing basis the Communication System which has been on trial since May 1957. Some improvements have been made and are included in the explanation given below.

Scope of System. Multi-copy written communications sent across divisional lines to all units of a level of organization, such as Regional Directors, or Field Representatives, are to be issued within the system. Two types of communications are used:

- (1) Circulars--which announce a policy, an organization change, a required method or procedure, or an instruction;
- (2) Bulletins--which provide information.

Purpose of System. To provide an orderly means of issuing program and administrative instructions and information, so that--

- (1) Different material on the same subject will be grouped by code number.
- (2) Check lists will reveal missing bulletins or circulars.
- (3) Conflicting or duplicating instructions will be avoided.

Subject Classification. Exhibit A of Circular 57-1 will be used to assign subject code numbers of Circulars and Bulletins. They may be filed, placed in loose-leaf binders, or maintained in any other manner. It is suggested, however, that whatever method is used should permit easy reference to issuances by both their subject codes and serial numbers. The subject classification will shortly be revised, primarily to add new subjects.

Distribution. Exhibit D of Circular 57-1 sets forth distribution codes and their meanings. Please add the following note to the first page of Exhibit D.

"All Bulletins and Circulars distributed to field offices will be routed through the Regional Offices."

Communications Check Lists will be issued monthly to each employee, so that distribution can be examined, obsolete items cancelled, and an up-to-date set of material maintained by each office.

Relation to Bureau Manuals

The Field Operations Manual will be discontinued as soon as all current F.O.'s can be reissued as bulletins or circulars.

Circulars will be used to transmit revision of, and additions to, the Policy Manual and the Procedures Manual.

Bulletins will be used to transmit all materials that are issued by the Training Services in accordance with the plan outlined in Training Service Release S-1, May 10, 1957.

FCA releases will no longer be issued; FCA's still in effect will be reissued within the communications system.

Correspondence. Bulletins and Circulars are to be issued from the National Office rather than from individuals or divisions. To expedite follow-up correspondence, wherever possible the issuance will indicate the National Office organizational unit to which replies should be addressed.

Requests for additional information or replies regarding this Circular may be addressed to the Division of Management Services.