

TRAINING AND EMPLOYMENT
NOTICE

NO.

15-06

DATE

October 26, 2006

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON /s/
Administrator
Office of Workforce Security

SUBJECT: Training Seminars for State Workforce Agency Staff on the
Resource Justification Model (RJM)

1. **Purpose.** To announce details of two RJM training sessions for state staff.
2. **Background.** These seminars provide training for state staff on preparation of the RJM data collection instrument. The collected data reflect actual unemployment insurance (UI) expenditure activity for the most recently completed Fiscal Year (FY) as well as projected expenditures for the following three years. The Office of Workforce Security (OWS) is preparing to collect RJM data for the FY 2008 allocation of state UI administrative resources. While there have been no revisions to the data collection process, in response to state requests OWS will continue to offer in-person training to state staff on how to prepare RJM submissions. Online training may be accessed via the ETA web site (<http://www.ows.doleta.gov/rjm>).
3. **RJM Training Seminars.** The OWS has scheduled two basic in-person RJM training seminars in FY 2007 for state staff that will be responsible for compiling the cost data necessary to complete an RJM submission. Seminars will be limited to 25 participants per session to permit more individual attention to each participant. Therefore, it will be necessary to limit state participation to two staff members per state - preferably one accountant or budget analyst and one UI program specialist. Regional office staff training will be held separately in January 2007.

Staff who have previously attended RJM training may sign up; however, staff who have not previously attended RJM training will have priority in attending the sessions.

4. **Schedule.** Each of the two training seminars will be conducted over a day and a half period from 9:00 a.m. to 5:00 p.m. the first day and from 9:00 a.m. to 12:00 p.m. the subsequent day.

<u>Session Dates</u>	<u>Location</u>	<u>Deadline for Reservations</u>
November 15 - 16, 2006	St. Louis, Missouri	October 27, 2006
December 5 - 6, 2006	Denver, Colorado	November 13, 2006

5. **Costs.** The state agencies will be responsible for travel and per diem costs for state staff to attend the training sessions.
6. **Logistics.** The attachments provide information on location, hours, hotel arrangements, and ground transportation for the training seminars. Participants are responsible for making their own reservations and other travel arrangements.
7. **Action Required.** State Administrators are requested to notify appropriate state staff of the upcoming RJM training seminars and to provide the name, title, and preferred session of each nominee to the regional office RJM contact by the hotel reservation deadlines indicated above. The OWS will try to accommodate the session preference of each nominee; however, the size limit of each session may make this impossible for all. Each attendee is required to bring a laptop with Microsoft Office 2002© or a later version. Each laptop should also have a functioning CD drive, a mouse, and a numeric keyboard. Attendees should inform the National Office if they need special accommodation.
8. **Inquiries.** Direct any questions to the appropriate regional office.
9. **Attachments.**

RJM Training Seminar (St. Louis, Missouri) November 15 – 16, 2006

RJM Training Seminar (Denver, Colorado) December 5 – 6, 2006