

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 14-07
	<b>DATE</b> October 5, 2007

**TO:** STATE WORKFORCE AGENCIES

**FROM:** CHERYL ATKINSON *Cheryl Atkinson*  
Administrator  
Office of Workforce Security

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

1. **Purpose.** To invite state staff participation in two RJM training webinar sessions scheduled to be held November 14 - 15, 2007, and December 5-6, 2007.
2. **Background.** The RJM training webinar is designed to 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 two years. The Office of Workforce Security (OWS) is preparing to collect RJM data on which the FY 2009 allocation of state UI administrative resources will be based. The RJM data collection instrument has undergone some structural changes to improve automation, and the RJM Handbook 410 has been revised to provide clearer instructions. In past years, OWS has provided in-person training to state staff on how to prepare RJM submissions. This year, training will be provided via two two-day webinar sessions. Delivering the training in this format will allow for greater participation as travel costs have prevented state staff from attending in-person training sessions in the past. In addition, a self-paced online training module may be accessed via the ETA website (<http://www.ows.doleta.gov/rjm>). The online tool currently available is being revised in order to reflect the structural changes to the RJM data collection instrument mentioned above.
3. **RJM Training Seminars.** The OWS has scheduled two basic RJM training webinars in FY 2008 for state staff that will be responsible for compiling the cost data necessary to complete an RJM submission. Webinars will be limited to 30 participants per session to allow for a more controlled training environment. Therefore, it will be necessary to limit 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 2008.

**EMPLOYMENT AND TRAINING ADMINISTRATION  
U.S. DEPARTMENT OF LABOR  
WASHINGTON, D.C. 20210**

Staff who have attended RJM training previously may sign up; however, staff who have not attended RJM training will have priority in attending the sessions. By October 22, 2007, nominees accepted for the training will be notified via email of the session to attend and how to access webinar materials.

4. **Schedule.** Each of the two training webinars will be conducted over a two day period from 1:00 p.m. to 2:30 p.m. (ET) each day.
5. **Costs.** There are no costs associated with the training sessions.
6. **Logistics.** Webinar materials will be available online. The website address where the materials are located will be distributed to nominees accepted for the training.
7. **Action Required.** State Administrators are requested to notify appropriate state staff of the upcoming RJM training webinars and to provide the name, title, contact information (e-mail address, etc.), and preferred session of each nominee to the regional office RJM contact by October 15, 2007. 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 must have access to a telephone and PC in order to participate in the webinar. Attendees should inform the National Office if they need special accommodation.
8. **Inquiries.** Inquiries should be directed to the appropriate Regional Office.