

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> State Planning
	<b>CORRESPONDENCE SYMBOL</b> OWI
	<b>DATE</b>

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 21-11, CHANGE 1

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS

**FROM:** JANE OATES  
Assistant Secretary

**SUBJECT:** Inclusion of the American Job Center Brand in 2012 State Workforce Plans

1. **Purpose.** The purpose of this Training and Employment Guidance Letter is to provide State Plan information to states that implement the American Job Center brand.

2. **References.**

- Training and Employment Guidance Letter (TEGL) No. 36-11, Announcement of American Job Center network;
- TEGL No. 21-11, Requirements for 2012 State Workforce Plans;
- *State Integrated Workforce Plan Requirements for Workforce Investment Act Title I/Wagner-Peyser Act and Department of Labor Workforce Programs* (OMB No. 1205-0398); and
- *Planning Guidance for State Unified Plans and Unified Plan Modifications Submitted under Section 501 of the Workforce Investment Act (WIA)* (OMB No. 1205-0398).

3. **Background.** The Department of Labor’s Employment and Training Administration (ETA) recently issued TEGL No. 36-11, *Announcement of American Job Center network*, to announce a unifying name and brand that identifies virtual and in-person publicly-funded workforce development services as part of a single network. In order to increase jobseeker and employer awareness of workforce development resources available across the country, ETA is encouraging the publicly-funded workforce system, in accordance with their State Workforce Plans, to implement the American Job Center brand.

State WIA grantees are strongly encouraged to adopt the use of the American Job Center brand for their physical One-Stop Career Centers and online tools. However, states also have the option to co-brand their virtual and in-person resources as “a proud partner of the

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Ongoing
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American Job Center network”. When exercising this co-branding option, states should feature the American Job Center brand as prominently as their own logos and branding. States have broad authority to determine where the American Job Center brand will be used to identify One-Stop Career Centers and related online resources and are permitted to set statewide policies that mandate the use of the brand throughout the state. This TEGL instructs participating states on what they must submit to ETA on their plans to implement the brand.

4. **State Options.** States need to indicate whether or not they intend to implement the American Job Center brand. States choosing to use the brand should describe how the brand will be used, including implementation plans, whether the State will require Local Workforce Investment Boards (LWIBs) to use the brand, and related budgets and schedules as part of their five-year State Workforce Plan (OMB Control No. 1205-0398), due September 17, 2012. States have the option to submit a State Plan modification if a branding plan is not available by September 17, 2012. State Plan requirements are discussed in TEGL 21-11, *Requirements for 2012 State Workforce Plans*.
5. **Action Requested.** States that choose to use the American Job Center brand must submit to ETA a narrative describing their branding plans as a part of their Program Year (PY) 2012 State Workforce Plan or as a subsequent modification to that plan. States should describe their branding plan within the following sections of their State Plan as appropriate. Likewise, states that choose not to use the American Job Center brand should indicate this within the following sections as well.

States submitting an Integrated State Workforce Plan per the requirements articulated in *State Integrated Workforce Plan Requirements for Workforce Investment Act Title I/Wagner-Peyser Act and Department of Labor Workforce Programs* (OMB No. 1205-0398) should include their branding plans within Section II State Operational Plan, under the following subsection:

“Operating Systems and Policies Supporting the State’s Strategies: The State Operational Plan must describe:

- State operating systems that support coordinated implementation of state strategies (e.g. labor market information systems, data systems, communication systems, etc.). (WIA Section 112(b)(8)(A).)
- State policies that support the coordinated implementation of the state’s strategies. (WIA Section 112(b)(8)(A).)
- How the delivery of services to jobseeker customers and employer customers, including Registered Apprenticeship sponsors, will be aligned across programs. (WIA Sections 111(d)(2), 112(b)(8).)”

States submitting a Unified Plan per the requirements of *Planning Guidance for State Unified Plans and Unified Plan Modifications Submitted under Section 501 of the Workforce Investment Act (WIA)* (OMB No. 1205-0398) should include their branding plans within Part II of the Unified Planning Instructions, Under Section B, One-Stop Delivery System, Item 2(b):

- “2. Describe the actions the state has taken to ensure an integrated One-Stop service delivery system statewide. (§§112(b)(14) and 121.)

- b. What policies or guidance has the state issued to support maximum integration of service delivery through the One-Stop delivery system for both business customers and individual customers? (§112(b)(14).)”

The state’s discussion of their American Job Center brand under these planning elements should include the following:

- A statement affirming the state’s intentions to implement the American Job Center Network brand or the state’s intentions to co-brand as “a proud partner of the American Job Center network”;
- A description of how the state will implement the American Job Center Network brand including immediate and longer-term steps to incorporate the brand. This may include the physical One-Stops and online tools and resources.
- A description of how the state will coordinate branding efforts across the state and expected participation by local workforce investment areas.
- The state’s timeline for implementation.
- Estimated costs of this branding effort for PY 2012 and PY 2013.

**6. Public Burden.** State Plan requirements are approved under OMB Control Number 1205-0398, and expire February 28, 2015. The Paperwork Reduction Act of 1995 provides that no person is required to respond to a collection of information unless it displays a valid OMB control number. Prior to this Change 1, total public reporting burden for plans covered by collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The additional burden per respondent for responding to the above is estimated at one hour. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the U.S. Department of Labor, Employment and Training Administration, 200 Constitution Avenue, N.W., Room S4209, Washington, DC 20210 and reference the OMB Control Number 1205-0398.

**7. Inquiries.** Please direct questions regarding this notice and instructions to the appropriate ETA Regional Office.

**8. Attachments.** The terms and conditions for the American Job Center logo as of June 22, 2012 are attached. These terms and conditions, which may be updated in the future, are available at [www.dol.gov/ajc](http://www.dol.gov/ajc).

### **Terms of Use for American Job Center Logo**

The U.S. Department of Labor Employment and Training Administration (ETA) has established the **American Job Center network**, a unifying name and brand that identifies online and in-person workforce development services as part of a single network. In connection with this activity, ETA has established trademark ownership of the following logos: 1) “American Job Center network”; and 2) “a proud partner of the American Job Center network” (“Logos”) for use in the public workforce system.

By clicking-on your assent below, your organization (You) agrees to the following Terms of Use for use of the Logos:

1. You represent and warrant that your organization is one of the following:
  - a) State Workforce Agency;
  - b) State Workforce Investment Board (SWIB) as defined in Workforce Investment Act of 1998 (WIA) Section 111; or
  - c) Local Workforce Investment Board (LWIBs) as defined in WIA Section 117.
  
2. Upon your written notification to ETA via e-mail to [amerjobctr@dol.gov](mailto:amerjobctr@dol.gov) with the words “Usage Notice” in the subject line of the message, ETA, as owner of the Logos, grants You a royalty-free, non-exclusive right to use (License) the Logos solely for ETA-funded workforce development activities specified in the grant agreement between you and ETA. Except as expressly provided for in these Terms of Use, use of the Logos for any other purpose, including but not limited to for-profit commercial activities, is prohibited.
  
3. LWIBs may sublicense use of the Logos only to other organizations that operate One-Stop Career Centers or American Job Centers, and only as consistent with these Terms of Use, upon written notification to ETA via e-mail to [amerjobctr@dol.gov](mailto:amerjobctr@dol.gov) with the words “Sublicense Notice” in the subject line of the message. Such sublicense shall terminate either upon expiration of the LWIB’s license or immediately if the sublicensee ceases to operate a One-Stop or American Job Center. In the notification LWIBs must describe the organization to which it intends to sublicense use of the Logos, and a description of the LWIB relationship to the organization. Upon notifying ETA, the LWIB may sublicense use of the Logos solely for the purpose stated in the notification.
  
4. SWIBs may sublicense use of the Logos to only other organizations that operate One-Stop Career Centers or American Job Centers, and only as consistent with these Terms of Use, upon written notification to ETA via e-mail to [amerjobctr@dol.gov](mailto:amerjobctr@dol.gov) with the words “Sublicense Notice” in the subject line of the message. Such sublicense shall terminate either upon expiration of the SWIB’s license or immediately if the sublicensee ceases to operate a One-Stop or American Job Center. In the notification SWIBs must describe the organization to which it intends to sublicense use of the Logos, and a description of the SWIB relationship to the organization. Upon notifying ETA, the SWIB may sublicense use of the Logos solely for the purpose stated in the notification.

5. ETA reserves the right to update these Terms of Use at anytime without notice to You. The most current version of the terms of use can be viewed on our Web site at [www.dol.gov/ajc](http://www.dol.gov/ajc).
6. This License is not assignable. Any attempt to assign or sublicense rights in the Logos, except as expressly provided by these Terms of Use or otherwise as expressly agreed upon by ETA, will be deemed a breach of this agreement and result in immediate termination of the License. Where the right to sublicense is authorized, You agree that You will not charge others a license or royalty fee for the right to use either Logo.
7. Except as otherwise provided for in an existing grant agreement between You and ETA (“Parties”), this License shall expire three years from the date of your acceptance of these Terms of Use, unless otherwise mutually agreed upon by the Parties during the term of the License. Either party may terminate the License upon ninety days written notice to the other party. Upon expiration of the License, the License may be renewed for successive five year periods upon mutual agreement of the Parties. Upon termination of the License, You agree to immediately cease all use of the Logos. In the event that ETA determines that You have breached these Terms of Use, You will be notified by ETA and given thirty days to cure such breach. In the event that You do not cure the breach within thirty days, ETA may immediately terminate the License and will notify You of such termination within five days of such termination.
8. You agree that You will not take any action to disparage, tarnish, or otherwise adversely affect ETA’s rights in and goodwill associated with the Logos.
9. You agree to indemnify and hold harmless ETA and the U.S. Department of Labor from any and all claims, damages, including attorneys’ fees, arising from your organization’s use of the Logos; except to the extent that any such claims, damages or attorneys’ fees arose in connection with any act or failure to act on the part of ETA and/or the U.S. Department of Labor.
10. These Terms of Use shall be governed by the federal laws of the United States.
11. Should any provision or part of a provision of these Terms of Use be determined invalid by a court of competent jurisdiction, such invalidation shall not invalidate the remaining portions thereof, and they shall remain in full force and effect.

### **Acceptance of the Terms**

By clicking-on your assent for the use of the Logos, You accept these Terms of Use established by the Employment and Training Administration, U.S. Department of Labor.