

MANPOWER

BACKGROUND AND SCOPE

On May 26 the Joint Administrative Task Force established a Systems Improvement Team to study Federal Manpower programs. The Team was chaired by the Department of Labor, and included representatives of HEW, HUD, OEO, and Commerce. It initially selected a list of some thirty manpower programs covered by the Cooperative Area Manpower Planning System (CAMPS). Six were analyzed in detail. The remaining 24 were already being reviewed by the Model Cities or Neighborhood Centers Teams or involved no Federal application procedure or processing time.

RESULTS

When implemented, decisions made will reduce Federal processing time by an average of 47 per cent in five of the programs analyzed (Table III). The sixth program, Work Experience and Training for Welfare Clients, is shifting significantly because of statutory changes, and while the Team made tentative recommendations, new processing procedures for this program have not yet been established.

Decisions made for program improvement include:

Using the CAMPS Area Plan as a basic reference document in preparing and reviewing manpower program applications.

Increasing concurrent reviews at Regional level.

Delegating additional approval authority to Regional Offices.

Increasing assistance and guidance to applicants in the preparation of program plans and applications by Federal field personnel.

Involving agency representatives earlier in programs operated jointly by two or more agencies.

Installing internal administrative improvements such as:

Rescheduling during peak application periods.

Using the telephone, including conference calls, instead of time-consuming written communication.

Eliminating "back and forth" sequences in processing.

Expediting formal approval and notification for acceptable applications.

In addition to processing decisions, the Team recommended a coordinated approach to manpower programs. This proposal would expand the CAMPS system from a planning to an operational system, use the CAMPS Area Plan as a unified basis for Federal project development, and introduce simplified and uniform application forms and procedures.

THE JOB AHEAD

Next steps in the Manpower area involve:

Completing implementation of processing decisions and monitoring results.

Evaluating the proposal for a coordinated approach to manpower programs.

TABLE III.—SUMMARY OF PROCESSING TIME REDUCTIONS, MANPOWER^{1 2}

Program	Original processing times (workdays)	New processing times (workdays)	Time savings	
			Workdays	Percent
HEW:				
Vocational rehabilitation workshop project development.....	63	28	35	56
Vocational rehabilitation workshop improvement.....	42	20	22	52
EO: Vocational rehabilitation innovation.....	46	23	23	50
Migrant and seasonal farmworkers.....	92	55	37	40
Labor-Commerce-HEW: MDTA 241—EDA training institutional and on the job.....	64	38	26	41
Total.....	307	164	143	47

¹ Other manpower programs shown in model cities table.

² Status of manpower programs not included:

MDTA—Labor (with HEW): No significant Federal processing time.

Work experience-welfare clients—Labor-HEW: Legislative change—new processing being developed.

Testing, counseling, guidance, job-placement, and development—Labor: Financed by annual appropriations through Department of Labor.

National apprenticeship program—Labor: No application procedures required.