

ATTACHMENT A

GENERAL INSTRUCTIONS



Trade Adjustment Assistance Quarterly Activities Report

General Instructions. Each report is quarterly and covers a three-month reporting period for all petition activity. The state aggregate totals reported should account for all trade program activity in the state, including any remaining activity under the NAFTA-TAA program.

Duration of the Report. A report must be submitted for each reporting period as long as there is activity related to the certified petitions. When no activity occurs during a reporting quarter, the state should not submit a report, but must notify the national office to that effect. If activity resumes after one or more quarters of inactivity, the state should resume reporting.

Reporting Methods. The report must be submitted in Microsoft Excel. The data fields in the spreadsheet should be presented horizontally across the spreadsheet as labeled in the record format presented in Attachment B of this TEGL.

Due Date. Reports are due in the Division of Trade Adjustment Assistance (DTAA) National Office 45 days following the end of the reporting period which the reports cover (e.g, February 15th, May 15th, August 15th, November 15th.) The Microsoft Excel file needs to be emailed to the following address:

TAA.reports@dol.gov

One file of the report should also be sent to the appropriate ETA Regional Office.

Item Coverage. When there is no activity to report for a particular report item, a zero needs to be entered. If the item does not apply, a zero must also be entered. The use of dashes or "N/A" is not allowed, nor should any items be left blank (except on amended reports; see below).

Amended Reports. Amended reports should be used to correct errors on previously submitted reports. Numbers on current reports must not be altered to adjust for previous reports; above all, negative numbers must never be entered. Amended reports should comprise a complete report; amended numbers should be supplied in the relevant fields, while the remaining fields should be populated with the previously submitted numbers.

Amended reports should be sent separately as an attachment in an e-mail with the word "amendment" and relevant quarter ending date(s) in the subject line. For example, if the amended report needs to be sent containing corrected participant data for the January 1st through March 31st, 2007 quarter, then the subject line should read "Amended Report 3/31/07").

Agent State - Liable State. In general, the state issuing payments for benefits should report those payments and the number of beneficiaries. In particular, all interstate trade readjustment allowance (TRA) data and job search and relocation data should be reported by the liable state.

Dollar Amounts. All dollar amounts reported on ETA 563 should be rounded to the nearest whole dollar.



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Burden. Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Public reporting burden for this collection is estimated to average 18 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below (Paperwork Reduction Project 1205-0016):

United States Department of Labor
Employment and Training Administration
Division of Trade Adjustment Assistance
Room C-5311
200 Constitution Avenue, N.W.
Washington, DC 20210