

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 18-19
	<b>DATE</b> March 22, 2020

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

**FROM:** JOHN PALLASCH   
Assistant Secretary

**SUBJECT:** Updated Signature Block for ETA Advisories during COVID-19 Pandemic

1. **Purpose.** To announce that during the COVID-19 Pandemic, ETA Advisories issued using the following signature block “JOHN PALLASCH /s/” constitute official guidance.
2. **Action Requested.** Please follow guidance issued using signature block. “JOHN PALLASCH /s/.”
3. **Summary and Background.**
  - a. Summary – As a result of the COVID 19 Pandemic, we are temporarily modifying the processing of ETA Advisories, to include TENs (Training and Employment Notices), TEGs (Training and Employment Guidance Letters, and UIPLs (Unemployment Insurance Program Letters). During this time, documents issued on the ETA Advisory website that have the signature block of “/s/” should be considered an official guidance.
  - b. Background – The “/s/” signature is currently used on the accessible version of guidance that is posted in ETA’s Advisory system and a scanned copy with a signature is currently used on the complete version of guidance that is posted on ETA’s Advisory website.
4. **ETA Advisories.** As the COVID-19 Pandemic evolves and social distancing efforts are implemented, we are temporarily modifying the way ETA Advisories are signed. ETA Advisories with the “/s/” signature are considered official guidance. Once social distancing efforts are lifted, we will post the signed versions on the ETA Advisory System website.
5. **Inquiries.** Please direct inquiries to the appropriate Regional Office.
6. **References.** N/A
7. **Attachment(s).** N/A