

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 27-21
	<b>DATE</b> June 7, 2022

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

**FROM:** BRENT PARTON /s/  
Acting Assistant Secretary

**SUBJECT:** Signature Block for the Employment and Training Administration (ETA)  
Advisories

1. **Purpose.** To remind the workforce community that ETA Advisories issued using a signature block with “/s/” constitute official guidance.
2. **Action Requested.** Please follow guidance issued using a signature block with “/s/.”
3. **Summary and Background.**
  - a. Summary – ETA publishes two versions of official guidance on the ETA Advisory System website: 1) a scanned version with the original wet signature; and 2) the 508 compliant version using “/s/” in the signature block to indicate that the document contains a signature. Advisories with a signature block of “/s/” may be published on the ETA Advisory website before the complete, scanned document containing a wet signature. The publishing of either version constitutes official issuance on the ETA Advisory website.
  - b. Background – The well-established ETA advisory system is used to disseminate the Department's interpretations of Federal law requirements; procedural, administrative, management, and program direction; and other information to the states, direct grant recipients, and other interested parties.
4. **ETA Advisories.** State workforce partners are reminded that ETA Advisories with the “/s/” signature block published on the ETA Advisory website are official guidance documents. ETA will publish a version containing the wet signature on the ETA Advisory System website when available.
5. **Inquiries.** Please direct inquiries to the appropriate Regional Office.
6. **References.**
  - Training and Employment Guidance Letter 6-01, [Changes to the Employment and Training Administration \(ETA\) Advisory System](#)
7. **Attachment(s).** N/A