

TRAINING AND EMPLOYMENT NOTICE	NO. 15-08
	DATE October 31, 2008

TO: STATE WORKFORCE AGENCIES
FROM: CHERYL ATKINSON /s/
 Administrator
 Office of Workforce Security
SUBJECT: New Self-Paced Online Resource Justification Model (RJM)
 Training for State Workforce Agency (SWA) Staff

1. **Purpose.** To announce the availability of online RJM training.
2. **Background.** The RJM collects actual unemployment insurance (UI) expenditures for the most recently completed fiscal year (FY) as well as projected expenditures for the following two years. SWAs should be preparing the data necessary for the RJM submission due to the National and Regional Offices on January 30, 2009. The Office of Workforce Security (OWS) will use this information as data inputs to the FY 2010 allocation of state UI administrative resources. To maintain a cadre of state staff trained for the preparation of the annual RJM submissions, the National Office conducted training for state staff in each of the past seven years. Prior to last year, OWS had provided in-person training to SWA staff on how to prepare RJM submissions. Last year, training was provided via two, two-day webinar sessions. Delivering the training in webinar format allowed for greater participation as travel costs had prevented state staff from attending in-person training sessions in the past. Although the webinar format worked fairly well, it was difficult to adhere to a pace comfortable for everyone's learning needs. Hence, we have automated the webinar into a self-paced online training module.
3. **RJM Training.** The new online RJM training provides for self-paced training for state staff on preparation of the RJM data collection instrument, without losing any of the substance delivered from the webinar. The material covered is identical to that presented during last year's webinar sessions and includes voice over to read the content of each slide. The online RJM training module may be accessed via the ETA website (<http://www.ows.doleta.gov/rjm>).
4. **RJM Training Questions & Answers (Q&A).** As the RJM data collection submission due dates approach, we encourage all interested state staff to access and

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complete the online training. RJM training questions should be submitted to the appropriate Regional Office RJM contact for response. We welcome questions and will share questions and responses resulting from the training via the Frequently Asked Questions (FAQs) compilation that may be accessed from the training as well as directly from the RJM website.

5. **Logistics.** The RJM self-paced online training can be accessed at any time at <http://www.ows.doleta.gov/rjm>.
6. **Action Required.** State Administrators are requested to notify appropriate state staff of the RJM self-paced online training.
7. **Inquiries.** Inquiries should be directed to the appropriate Regional Office.