



**Representative State
Partners**

Colorado

Idaho

Illinois

Nevada

North Carolina

Ohio

Texas

Wisconsin

Federal Partners

**United States
Department of Labor:**

*Employment and Training
Administration*

*Bureau of Labor
Statistics*

Private Partners

**National Association
of State Workforce
Agencies:**

*Center for Employment
Security Education and
Research*

June 16, 2010

TO: State LMI Directors
Projections Analysts

Dear LMI Director/Projections Analyst:

As part of the ETA Workforce Information Core Products and Services grant for Program Year 2009, states are required to develop statewide long-term (2008-2018) and short-term (2009-2011) occupational projections and submit the data for public dissemination following procedures established by the Projections Consortium. This correspondence provides instructions on how to produce the ETA deliverable extracts, who to contact for questions, and where to send the files.

The MicroMatrix program includes a module designed to produce the ETA deliverable projection files for PY 2009. The reason for using the extract is to ensure that data for all states are consistent with the BLS occupational schema so that customers may compare data across states. Attachment A of this memo provides instructions on how to produce the extracts. The same information is also available in the MicroMatrix Help topics.

Please send your State's ETA occupational projections deliverables, in electronic format, to Jacqueline Keener, North Carolina Employment Security Commission, Labor Market Information Division at Jacqueline.Keener@ncesc.gov by **June 30, 2010**. The long-term information will be formatted by the Bureau of Labor Statistics (BLS) and the short-term information by the Projections Consortium for presentation on the State Occupational Projections website (<http://www.projectionscentral.com>) and ETA for America's Career InfoNet (<http://www.acinet.org/acinet/default.asp>). Please contact Jacqueline Keener by e-mail or at (919) 733-2936 if you have any questions.

As in past years, BLS will review the state long-term projections for consistency and identify projected growth rates for occupations that differ significantly from other states. The Projections Consortium will conduct a similar review of state short-term projections.

Any comments from either BLS or the Consortium will be provided to the state LMI Directors and projections analysts. Data for specific occupations can be changed or deleted from the website after the review or at any time thereafter.

The Projections Consortium and the Projections Managing Partnership thanks you in advance for your cooperation.

Sincerely,

Alexandra E. Hall
Chair, Projections Managing Partnership

Cc: Projections Managing Partnership

Attachment A

The following instructions are provided for developing the data:

1. Analysts will need to use the suite version of the MicroMatrix program (current version 5.00, January 14 2010). A copy of the software can be obtained from the Projections Suite website: <http://dev.projectionscentral.com/projsuite.asp>.
2. After reviewing and finalizing your state's occupational projections, extract the file by choosing Output - ETA Deliverable Extract to prepare the Long-term 2008-2018 and Short-term 2009-2011 occupational projections. The Extract will create a .dbf and Excel file. States can choose which file they format and send to North Carolina.
3. Be advised that the data produced by the extract module are not rounded and that BLS or the Projections Consortium will round to the nearest 10 the respective data prior to publishing it on the web.
4. Do not delete records in the file, should you have a need to suppress any cells please fill with nulls or zeros. A suppress column has also been added to the Extract. The possible values are 1, suppress, or 0, don't suppress.
5. Send files as available, but **by June 30, 2010**, to Jacqueline Keener (Jacqueline.Keener@ncesc.gov) at the North Carolina Employment Security Commission, Labor Market Information Division as instructed above.