Email Lists and Contact Updates

Coming into the TAA Program or changing roles? Sometimes it is hard to know what various contacts lists to be on and updates need to happen. Let’s outline each of the lists we use, how we use it, and who to contact if you need to change something on it.

This table below contains an overview and the contact person. See details about each list below.

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* Your regional contact should always also be made aware of changes.

Petition Emails

There is an email address for each state that is used to receive copies of online-filed petitions filed for locations in your state (sent at time of filing). Additionally, when a new petition investigation is started (instituted) for a petition which references your state (i.e. the state of the worker group, the state of the parent company, or the state in which petitioner(s) reside), a copy of the petition with the assigned TAW number and investigator is sent to this same email address. Frequency depends on petition activity in your state.

Modification Notes: Because these emails are very difficult to configure in the automated petition system, states have generally set up a generic petition email to receive these notices. Within a SWA, the distribution of these emails is handled by their own email forwarding configuration. The DOL contact can help you to identify which email address is being used.

OTAA Notifications

This notification list is the primary source of emails related to petitions and determinations. This email list is used for:
- Providing contacts list for recently instituted petitions (weekly).
- Providing determination documents and contacts at the end of an investigation (three times a week).
- Providing “Option to File” notices on ITC determinations (as needed).
- Invitations to WorkforceGPS webinars of relevance to state and local staff (as needed).

This list typically receives between 4 and 6 emails a week as all notices are group notices. The contact list currently contains over 400 people.

**Modification Notes:** The DOL contact can add and remove individuals from this list. Removal can be done immediately. Adding a new person to the list requires the name, email, and the agency and typically takes approximately a week as the new person will need to be added to our IT system before being added to the list. This list is only open to DOL and SWA staff.

**Website Contacts**

The TAA website includes a list of state contacts for the TAA Program ([https://doleta.gov/tradeact/contact-us/state-office/](https://doleta.gov/tradeact/contact-us/state-office/)). This list provides contact information for members of the public looking for help or information about the TAA Program in their state. This list is restricted to one TAA coordinator and one TRA coordinator per state. However, it may also include information such as a link to the state program website.

**Modification Notes:** The DOL contact can collected the appropriate information and get the website changed. It typically takes about a week for a change to occur. Please note that due to the restrictions of one TAA and one TRA coordinator, updates may replace the individuals currently listed there. This list is also periodically updated by collecting new information through the regional TAA coordinators or the current state coordinators.

**Reporting Contacts**

The TAA Program maintains a list of TAA reporting contacts. This list is used for state-specific technical assistance issues such as problems with WIPS submissions, ad hoc identified reporting issues, and related problems. This list has a significant overlap with the TAA Reporting AMA mailing list where group discussions and reporting announcements are conducted.

**Modification Notes:** Updates can be made through the DOL contact. This list is also periodically updated through regional updates.

**Reporting AMA Mailing List**

This list was originally created from our list of TAA coordinators and the reporting contacts, but has changed as others wanted to keep involved in TAA reporting changes and announcements. At its core, this list receives invitations for our reporting AMAs (hosted twice per reporting period and twice per TAADI response period: 16 times a year). In addition to the invitation, this group received links to the
recording of the AMA, brief explanations of the content covered, and other reporting updates. Updates on TAA reporting-related resources (webinars, FAQ sheets, etc.), TAA-specific edit check issues, and discussions of broad TAA reporting technical assistance are sent out to this list.

*Modification Notes:* The DOL contact can add or remove people from this list.