

January 13, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-24
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Office of the Assistant Secretary for Administration and Management (OASAM), Office of Safety and Health Awards Job Corps Safety Review Contract

1. Purpose. To announce the award of a new safety review contract to Link Technologies, Inc. The effective date of the contract was November 1, 2003.
2. Background. In support of the OASAM Office of Safety and Health, National Office, the contractor shall conduct on site yearly safety reviews and related services for the assigned 71 Job Corps centers. This number may increase depending on new centers that are opened or assigned in following years. Specific regions where Job Corps reviews will be conducted by the contractor are Boston, Dallas, Philadelphia and selected Job Corps centers in the San Francisco.. Centers that are not included within the 71 to be reviewed by the contractor will continue to be reviewed by their current OASAM Regional Safety and Health Manager. The contractor may be asked by the OASAM Office of Safety and Health to conduct investigations of serious accidents as they relate to Job Corps enrollees and also may be asked to conduct pre-occupancy reviews. Attached you will find a list of centers with projected dates for center reviews by the new OASAM contractor.
3. Action. The OASAM contractor and regional offices will coordinate their schedule of center safety reviews so that they are scheduled as near as possible to the Job Corps annual program review conducted by the region.. Centers in the affected regions will no longer work with their regional OASAM Safety Manager, but rather forward all center questions and concerns to Barry C. Noll, P.E. OASAM National Office Contracting Officer Technical Representative for the contract.

Addressees are to ensure that a copy of this Notice is distributed to appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Notice should be addressed to Marsha Fitzhugh at (202) 693-3099; email: Fitzhugh.Marsha@dol.gov or Barry C. Noll, P.E. at 202-693-6670; email: Noll.Barry.C@dol.gov.

Attachment