

March 25, 2004

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 03-29

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

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

SUBJECT: Safety and Health Information Management Systems (SHIMS) New Point
 of Contact

1. Purpose. To inform all Job Corps Worker's Compensation Coordinators (WCCs) that utilize the Department of Labor's (DOL) website SHIMS.DOL.GOV that Marsha Fitzhugh is the Job Corps National Office point of contact (POC) for reporting problems, requesting usernames and passwords, and requesting changes to the names/email addresses of designated WCCs.

2. Background. In September 2002, DOL developed an automated system that allows for more effective management of DOL employees' – including Job Corps students' – injury/illness claims. This web-based system for electronic filing replaces the paper filing system that WCCs used in the past. The electronic system allows WCCs to submit claims more rapidly. Therefore, it should assist Job Corps centers in filing claims in a timely manner. The automated system also serves as a valuable tool for collecting and analyzing injury/illness information, and for developing plans to reduce injuries/illnesses.

 A copy of the SHIMS User's Guide (Attachment A) and the SHIMS Report User's Guide (Attachment B) incorporates the POC change.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at 202-693-3099, or email to

Fitzhugh.Marsha@dol.gov; or Shannon Cardwell at 202-693-3089, or email to Cardwell.Shannon@dol.gov.

Attachments:

A – SHIMS User’s Guide

B – SHIMS Report User’s Guide