

November 10, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-18
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Job Corps Annual Safety and Health Reviews

1. Purpose. To inform the Job Corps safety and health community that Job Corps' current health and safety contractor, Link Technologies, Inc., will begin conducting all Job Corps annual center health and safety reviews beginning October 1, 2005.

2. Background. Due to attrition and relocation of the Regional Office of the Assistant Secretary for Administration and Management (OASAM), Safety and Health Managers will no longer conduct annual center health and safety health reviews for Job Corps. The National Office of Job Corps health and safety staff will manage all previous OASAM responsibilities. Link Technologies' responsibilities are limited to the annual center reviews.

3. Action. All Regional Office staff, Center Directors, Safety Officers, and Health and Wellness Managers are advised of the following:

- a. During FY 2006, Link Technologies, Inc. will perform 90 center reviews and associated pre-occupancy inspections. Centers that scored 8.6 or higher may be exempt by the National Office of Job Corps from review during FY 2006. Exempt centers will be notified.
- b. Pre-occupancy inspections will be scheduled and approved through the National Office of Job Corps.

- c. Link Technologies, Inc. will contact centers directly to schedule center reviews. Rescheduling of reviews will also be coordinated with Link Technologies. The National Office of Job Corps will provide Regional Offices with the review schedule.
 - d. All safety and health plans should be forwarded to the National Office of Job Corps (Attention: Marsha Fitzhugh).
 - e. All center violations will be recorded in the Abatement Tracking System. A courtesy e-mail will be forwarded to regional project managers when violations have been entered into the system.
 - f. All technical questions and concerns should be directed to the National Office of Job Corps (Attention: Marsha Fitzhugh).
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Marsha Fitzhugh, at (202) 693-3099, or e-mailed to Marsha.Fitzhugh@dol.gov.