

December 7, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-22
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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
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

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

SUBJECT: FY 2006 Safety and Health Information Management System
Version 4.0 Training Seminar

1. Purpose. To announce the new Safety and Health Information Management System (SHIMS) Version 4.0 training to be held at the Job Corps Data Center (JCDC) in Austin, Texas, during the week of January 24, 2006.
2. Background. Effective January 1, 2006, SHIMS Version 4.0 will replace the current SHIMS system.
3. Training Goals. The goal of the training is to give participants the information and tools they need to fully understand SHIMS Version 4.0 and to successfully record timely and accurate cases in compliance with the Presidential Safety, Health and Return-to-Employment (SHARE) goals.
4. Training Participants. The training is open primarily to designated center record-keepers.
5. Training Logistics. The training is mandatory and attendance by all centers is required. Individuals will not be permitted to attend the training if they have to leave early or need to arrive late during any one of the three training sessions. Centers not present for the full training requirement will receive a failing score in Section 1-A of the next safety review.

Please make travel arrangements in accordance with the following information:

Date (Select one day for registration):
January 24, 2006 (8 a.m.– 5 p.m.)
January 25, 2006 (8 a.m.– 5 p.m.)
January 26, 2006 (8 a.m.– 5 p.m.)

Location: National Job Corps Data Center
1627 Woodland Avenue
Austin, Texas 78741
(800) 598-5008; choose option 2

Airport Logistics: Austin-Bergstrom International Airport
3600 Presidential Blvd.
Austin, Texas 78719

Hotel information for training participants is as follows. Contact the hotel directly to make your reservation. Inform the reservation clerk that you are with the National Job Corps Data Center – SHIMS Conference. The cut-off date for the government rate of \$85.00 is January 1, 2006. The distance from the hotel to the JCDC is approximately 2.3 miles; taxis are available.

Room block: Omni Austin Hotel at Southpark
Address: 4140 Governor’s Row
Austin, Texas 78744
Phone: (800) 843-6664
Availability dates: January 22–27, 2006
Government rate: \$85/night
Transportation: Complimentary shuttle service to and from airport is available.

6. Training Registration. Please register at www.advancedsurvey.com. At the “Take A Survey” Box on the right-hand side of this page, enter the survey number **32958** and click “GO”. This will direct you to the Job Corps SHIMS/DOL Training application. Registrations will be processed in the order in which they are received.

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099, or e-mailed to Fitzhugh.Marsha@dol.gov.