

May 13, 2009

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 08-47
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Technical Assistance for Centers Preparing for the Occupational Safety and Health Program Review

1. Purpose. To inform Job Corps centers that the National Office of Job Corps is providing technical assistance to centers that fail to meet minimum safety program requirements on two consecutive Occupational Safety and Health (OSH) program reviews.
2. Background. In an effort to reach out to the Job Corps community, the National Office Safety Team is offering one-on-one technical assistance to centers that could benefit from help in meeting minimum safety program requirements.
3. Action. Centers that fail to achieve a minimum final score of 5.0 on two consecutive OSH program reviews are being asked to contact the National Office to arrange for technical assistance. The goal of the one-on-one technical assistance is to ensure that our students and staff have a safe living and learning environment.
4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.