

March 4, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 09-72</b>
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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:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** Universal Safety Day Contests

1. Purpose. To provide information regarding Job Corps' inaugural Universal Safety Day contests.

2. Background. Information Notice 09-49 titled "Job Corps' Inaugural Universal Safety Day" was distributed to the Job Corps community on January 4, 2010. This notice announced June 2, 2010 as the day Job Corps will observe its inaugural Universal Safety Day, to coincide with the National Safety Council's National Safety Month. In accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.14, R2.g.3(f), centers are required to develop and implement a safety awards and recognition program. Henceforth, we encourage center directors to award students and staff that demonstrate knowledge and innovation in contributing to the center's safety program.

As part of Universal Safety Day, the National Office of Job Corps will sponsor three contests: a poster contest, an essay contest, and a slogan contest. The winning slogan will be displayed at the Job Corps Occupational Safety and Health Conference in August 2010. All entries will be judged based on the criteria noted in the attachment to this Information Notice.

Winners of each competition will receive the following:

- a. a Certificate of Recognition signed by the National Director;
- b. public display of the winning entries during the agency's 2010 Safety Day, in Washington, D.C. in June 2010, and at the Job Corps Occupational Safety and Health Conference in August 2010; and

- c. picture and a bio of winners printed in the July edition of Job Corps' *Safety Circle* newsletter.

3. Action. Job Corps regional directors and center directors are encouraged to participate in these Universal Safety Day activities. Contest responsibilities of centers, Regional Offices, and the National Office – in addition to abiding by contest criteria listed in the attachment – are as follows:

a. Centers

- (1) Each center should conduct a center-wide poster, essay, and slogan contest and select one poster, one essay, and one slogan to be submitted to your Regional Office for the next level of judging.
- (2) Centers should submit their winning poster, essay, and slogan to their respective Regional Office **no later than Friday, April 23, 2010**.

b. Regional Offices

- (1) Each Regional Office should select one winning poster, one winning essay, and one winning slogan from the entries submitted by the centers, for National Office judging.
- (2) Regional Offices should submit their winning poster, essay, and slogan to the National Office **no later than Friday, May 14, 2010**. Send to:

U.S. Department of Labor  
Office of Job Corps  
200 Constitution Avenue NW, Room N4507  
Washington, DC 20210  
Attn: Curtis Massey

c. National Office

- (1) The National Office will review entries from the Regional Offices only. The National Office will not accept any entries received directly from centers.
- (2) A team consisting of members from the Occupational Safety and Health Administration (OSHA) and Job Corps National Office will select one winner in each category.
- (3) The winner of each category will be announced prior to June 1, 2010.

**Note: Entries received after the due dates will not be considered.**

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. June 2, 2010.

5. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov), or Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).