

February 25, 2011

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-65
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: 2011 Safety Conference Questionnaire

1. Purpose. To inform the Job Corps community about a possible change in the structure of the 2011 Job Corps National Safety Conference, and to request feedback to assist in developing a high-value agenda.

2. Background. Each year, the National Office of Job Corps holds an annual safety conference for center Safety Officers, Health and Wellness Managers, Career Technical Training (CTT) Managers, and other center staff with collateral safety duties. In previous years, the conference consisted of plenary and breakout sessions covering a variety of safety-related topics of interest.

3. Proposed Change to Conference Structure. After reviewing feedback from last year's conference, and given the range of safety training requirements mandated for center staff by the Job Corps Policy and Requirements Handbook (PRH), the National Office is interested in dedicating time and resources to assisting center staff in meeting training requirements.

This year's proposed conference would include one-day, two-day, and/or five-day training courses. The majority of this training would be conducted by certified instructors and enable participants to complete portions of required training per PRH Chapter 5, Exhibit 5-4.

4. Action.

- a. Job Corps center staff interested in participating in the Job Corps annual safety conference are strongly encouraged to complete the attached safety conference questionnaire. **Your input will help make the 2011 Safety Conference as useful and productive as possible for attendees.**

Based on your feedback, the National Office will determine the extent of interest in conference safety trainings, and will identify potential course offerings.

- b. Please return the attached questionnaire **by March 11, 2011**, to Curtis Massey at massey.curtis@dol.gov.
- c. In the coming weeks, the Job Corps community will be notified of the results of the questionnaire and other conference details.

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

- 5. Expiration Date. March 11, 2011.
- 6. Inquiries. Inquiries should be directed to Dennis Johnson at johnson.dennis@dol.gov or (202) 693-2876.

Attachment

Safety Training Questionnaire for 2011 Annual Safety Conference