

March 30, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-63
-------------------	-----------------------------------------------

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: Abatement Tracking System Training Webinars

1. Purpose. To provide training and guidance on the use of the Department of Labor's Abatement Tracking System (ATS).
2. Background. In accordance with 29 CFR 1960.30, Abatement of Unsafe or Unhealthful Working Condition, Department of Labor Manual Series (DLMS) 4, Section 800, Paragraph 844; and PRH Chapter 5, Section 5.15, R6, Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Reviews, all federal agencies, including Job Corps centers, are required to transmit electronically the violation information discovered during Job Corps centers' OSH reviews and recorded on the DL1-2029 by the National Office of Job Corps' Safety and Health Manager.

To provide additional training for staff responsible for recording abatement cases in ATS, the National Office will conduct webinars for center and regional staff. Times are listed below. All participants must pre-register.

3. Action.
 - a. Regional and Center directors are to ensure individuals responsible for recording data into ATS participate in this webinar training.
 - b. Due to the expected size of the audience, and to prevent the system from being overloaded, we highly recommend that Center and Regional Office participants view the webinar in groups requiring only one Internet and telephone connection per location.

- c. Pre-registration is required no later than Friday, April 20, 2012.
- d. How to pre-register:
 - (1) Pre-register online at <https://access.jobcorps.org>.
 - (2) Click on the Job Corps Community website icon.
 - (3) In the tool bar at the bottom-left of the screen, select “Event Registration.”
 - (4) Under “Event Listing,” select the appropriate ATS webinar date and time in accordance with your ATS role and location. You may need to enter a date range and click “Search Events” to locate the session appropriate for your ATS role and location.

Center participants located in the Boston, Philadelphia, and Atlanta Regions select Thursday, April 26, 2012, at 10:00 a.m. Central Time (CT) (11:00 a.m. Eastern Time [ET]).

Center participants located in the Dallas, Chicago, and San Francisco regions select Thursday, April 26, 2012, at 2:00 p.m. CT (3:00 p.m. ET).

All Regional Office participants select Friday, April 27, 2012, at 2:00 p.m. CT (3:00 p.m. ET).

Note: All event times listed on the “Event Listing” are Central Time. Please adjust for your time zone.

- (5) Click “Search Events.”
 - (6) Choose the appropriate ATS webinar based on your role and location. Click the title “Abatement Tracking System (ATS) Webinar.”
 - (7) Click the box “Register for This Event.”
 - (8) Enter your registration information and click “Submit Registration.”
 - (9) Click “Confirm.”
 - (10) Once you have confirmed your registration, an e-mail confirmation will be sent providing webinar connection information.
- e. Participants should log in to the webinar at least 5-10 minutes before the scheduled time to remedy technical difficulties that may arise.

- f. The PowerPoint presentation and supporting documents will be uploaded to the meeting room File Share area for viewing during each webinar. For future reference, these documents are posted on the Job Corps Community website under “Safety Information→Safety Resources.”

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

4. Expiration Date. Friday, April 27, 2012.
5. Inquiries. For technical assistance on the day of the webinar, contact Janis Pearson at pearson.janis@jobcorps.org or (888) 886-1303, ext. 7274. All other inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.