

April 15, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-52
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Occupational Safety and Health (OSH), and Facilities Management
Survey

1. Purpose. To invite input from the Job Corps community on the occupational safety and health, facilities management and sustainability and resource management, technical support and compliance assistance provided by the Office of Job Corps.
2. Background. The Office of Job Corps, Division of Facilities and Asset Management is seeking information from centers regarding the support services and compliance assistance provided by Federal staff, the engineering support contractor, and the OSH support contractors and program reviewers. The goal of the survey is to determine if centers are receiving courteous, timely and cost-effective technical support and compliance assistance that meet their needs.
3. Action. Job Corp center staff responsible for occupational safety and health, facilities management and sustainability and resource conservation should complete and submit the survey form at <https://www.surveymonkey.com/s/5863JMR> by **Wednesday, April 30, 2014.**

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

4. Expiration Date. May 1, 2014.
5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.