

November 25, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 14-27
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Abatement Tracking System (ATS) Training Webinars

1. Purpose. To provide training and guidance to center and regional staff on use of the Department of Labor's 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 Policy and Requirements Handbook 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 to record the information on the DL1-2029.

To provide additional training for staff members responsible for recording abatement cases in ATS, the Office of Job Corps will conduct Webinars for center and regional staff. Times are given in the Action section 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 so that only one Internet and telephone connection per location is needed.
 - c. Pre-register no later than **Monday, December 1, 2014.**

- d. How to pre-register:
- (1) Pre-register online at <https://access.jobcorps.org>.
 - (2) Click on the Job Corps Community Web site icon.
 - (3) In the tool bar on the bottom, left-hand side of screen, select “Event Registration.”
 - (4) Under “Event Listing,” select the appropriate ATS Webinar date and time in accordance with your ATS role. You may need to enter a date range and click “Search Events” to locate the session appropriate for your ATS role and location.

ATS Webinar Training for Center Staff:

All center participants select Tuesday, December 2, 2014, at 10:00 a.m., Central.

ATS Webinar Training for Regional Staff:

All Regional Office participants select Tuesday December 2, 2014, at 2:00 p.m., Central.

Note: All event times listed are Central. Please adjust the time for your time zone.

- (5) Click “Search Events.”
 - (6) Choose the appropriate ATS Webinar. Click the title “Abatement Tracking System Webinar.”
 - (7) Click the box “Register for this Event.”
 - (8) Enter your registration information, and click “Submit Registration.”
 - (9) Click “Confirm.”
 - (10) Once finished, a confirmation e-mail will be sent providing Webinar connection information.
- e. Participants should log on to the Webinar at least 5-10 minutes before the scheduled time to allow for technical difficulties.
- 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 will be posted on the Job Corps Community Web site under Safety Information→Safety Resources.

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

4. Expiration Date. Tuesday, December 2, 2014.
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 Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.