

June 4, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 11-29</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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Correcting Safety and Health Concerns Regarding Funded-Not-Corrected (FNC) Items

1. Purpose. To ensure that Job Corps centers understand the importance of correcting and closing out funded deficiencies in the FNC website in a timely manner.

2. Background. Review of the FNC website and facility survey reports suggests that centers are not following through with their obligations to correct and close out funded deficiencies. Many of these items have a direct impact on the health and well-being of Job Corps center students and staff. Deficiencies such as inoperable fire alarms, leaking roofs, and buckled flooring pose serious concerns, and expose students and staff to potentially hazardous conditions and can be cited by the Occupational Safety and Health Administration (OSHA) under the general duty clause or other applicable standard.

A recent review of the FNC and facility survey reports indicated that several center systems and equipment deficiencies listed in FNC website are categorized as (1) funded but not corrected, actual status unknown; or (2) corrected but not closed out. Items considered “funded but not corrected, actual status unknown” are of the greatest concern. These items prolong students and staff exposure to potential hazards and leave offending centers vulnerable to OSHA complaints and citations.

3. Action. All Regional Office staff, Center Operators, and Center Directors are directed to:

- a. Correct and close out all FNC items within 30 days of completion; or
- b. Provide to the Regional Offices the reason an FNC item is not corrected and closed out within 30 days, and provide monthly updates on the FNC website until the deficiency is abated. This is effective immediately.

- c. Explain when and how the funding was used, and provide plan for having item corrected within 30 days of date of this directive, if an FNC item was funded more than a year ago but not completed.
- d. The National Office in coordination with the Engineering and Support Contractor will work directly with each region/center in verifying completed deficiencies. The National Office will coordinate a monthly meeting, effective the date of this directive, to start the process.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Arthur Grant at (202) 693-3120, or [grant.arthur@dol.gov](mailto:grant.arthur@dol.gov).