

November 26, 2008

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 08-24
-------------------	---

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: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Ensuring That Job Corps Centers Receive Occupational Safety and Health Program Review Reports in a Timely Manner

1. Purpose. To inform the Job Corps community that final Occupational Safety and Health (OSH) Program Review reports received from the National Office of Job Corps must be forwarded to appropriate Center Directors in a timely manner.
2. Background. Each year, a National Office contractor (no longer affiliated with OASAM) conducts OSH Program Reviews of Job Corps centers to ensure that all center operators implement the safety and health program outlined in the Policy and Requirements Handbook (PRH). The review is conducted using the most current version of the OSH Program Review Guide, which is designed to measure the overall effectiveness of a center's safety program.
3. Action. The National Office receives all final reports from Mabbett & Associates, Inc. Thereafter, the National Office reviews the final report and forwards it to the appropriate Regional Office to be disseminated to designated center staff (Center Director or safety officer) within 30 days of receipt. In addition, centers and Regional Office project managers are advised of the following:
 - a. OSH findings identified in the report will be uploaded to the Abatement Tracking System (ATS) by the National Office support contractor.

- b. The Regional project manager must forward the ATS case to the center. There is no e-mail notification for ATS; therefore, it is important to check the system regularly in an effort to meet required deadlines.
- c. Centers must respond to an ATS case related to the review within 30 days following receipt of the report. Centers should check ATS within 30 days of receiving the OSH Program Review report, as there is no e-mail notification.
- d. Centers that disagree with the overall score or findings included in the report may submit a rebuttal in writing to Marsha Fitzhugh at fitzhugh.marsha@dol.gov and the Regional project manager. The National Office will consider disputed scores and/or findings but makes no guarantee to revise the report.
- e. Centers that have not received the report within 30 days of the review date should contact the Regional project manager for a copy of the report. Centers should not contact the National Office for the report.

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

6. Expiration Date. Until superseded.

7. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.