

January 30, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-31
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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: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Job Corps Center Safety Officer Contact List

1. Purpose. To ensure that the National Office of Job Corps has a current contact list of all Job Corps center safety officers.
2. Background. Due to the time-sensitive nature of some safety-related issues, the National Office may need to contact a Job Corps center's safety officer directly at any given moment. In order to facilitate this communication, the National Office is compiling a list of all current center safety officers and their contact information.
3. Action. Regional Office project managers shall provide the National Office with a current list of center safety officers, including e-mail address and telephone number, for the centers which they manage. Lists should be sent via e-mail to the attention of Marsha Fitzhugh at safety@jobcorps.org no later than March 1, 2009. Subsequent updates shall be sent via e-mail when personnel change.

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

4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.