



OFFICE MEMORANDUM

DATE: January 9, 2002

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Resident/Project Engineers/TSC Managers
Region Traffic Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 2002-02
MDOT's Monthly On-the-Job Training Pilot Program Report
and Training Log (Form 0125) Procedures

Your attention is directed to the Monthly On-the-Job Training (OJT) Pilot Program Report and Training Log reporting procedures:

- ! The resident/project engineer will discuss the pilot OJT program and the reporting procedures with the contractor during the pre-construction meeting. If the contractor has trainees on the project, the contractor will be given a copy of the Monthly OJT Pilot Program Report and Training Log (attached), MDOT Form 0125, which is also available on MDOT's website.
- ! The contractor shall complete both sides of the form on a monthly basis for each trainee and indicate the month being reported at the top of the report.
- ! Changes in either the training program or trainee work status must be mailed to the Office of Equal Opportunity. The Office of Equal Opportunity will in turn submit it to the OJT Review Committee for approval.
- ! **Please Note:** The Weekly Employment Report, MDOT form 1199, must be completed by the contractor/subcontractor on all federally funded projects and state funded projects of \$10,000 or more, employing three or more people. It must be submitted to the resident/project engineer on a weekly basis. Resident/project engineer must forward a copy to the Office of Equal Opportunity. (This form differs from the MDOT 0125 OJT Form.)

! The resident/project and delivery engineers can get the list of contractors who are participating in the OJT pilot program by calling the Office of Equal Opportunity at 517-241-4421.

Please share this information with all local government project engineers under your jurisdiction.

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C/T:GCT:kab

Subject Index: EEO/OJT Program

Attachment

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