OFFICE MEMORANDUM

DATE: December 13, 1994

TO: District Engineers
    District Field Engineers
    District Construction Engineers
    Resident/Project Engineers

FROM: Robert A. Welke
      Deputy Director
      Bureau of Highways

SUBJECT: Construction Circular Letter 1994-4
         Revision of Equal Employment Opportunity and On-The-Job
         Training Forms and Reports

The Michigan Department of Transportation, in partnership with the Michigan Road Builders
Association and Federal Highway Administration, has revised the Equal Employment
Opportunity and On-The-Job Training forms and reports. This will result in a reduction of
paperwork and time, as well as money savings for the Department and the contractors.

The instructions on how to use the new Weekly Employment and On-The-Job-Training Report
(Form 1199) contained in the attached letter have been sent to all prequalified contractors and
Disadvantaged Business Enterprises.

attachment
BH:CD:GDD:GCT:srh
cc: L. Kinney C. Arnold L. Hawkins MCPA
    G. Taylor B. Hayes C. Roberts MMRC
    P. Isom P. Miller MRBA M A P A
    J. O'Doherty J. Brown FHWA MCA

Subject Index: EEO/OJT Program
                Cross Reference Forms