



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.

Deputy Director

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