DATE: March 27, 1995

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

FROM: Robert A. Welke
    Deputy Director
    Bureau of Highways

Weekly Employment and O.J.T. Report, form 1199 (N12/94)

We are providing detailed instructions for completing the attached Weekly Employment and O.J.T. Report, form 1199 (N12/94), to facilitate all our Prequalified Contractors and Disadvantaged Business Enterprises.

Your timely submission of this report to Resident/Project Engineers on all required State and Federally funded projects will be appreciated. Please also refer to Construction Circular Letter 1994-4, dated December 13, 1994, on the subject matter.