

# On-the-Job Training



## What is it?



### CONTACT INFORMATION

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The Civil Rights Office (CRO) certifies all Disadvantaged Business Enterprises (DBEs) for the Alaska Unified Certification Program. The CRO also ensures statewide compliance with the Alaska Department of Transportation and Public Facilities (ADOT&PF) federal non-discrimination and affirmative action obligations as a condition of continued federal funding for highway and airport construction. ADOT&PF promotes opportunities for socially and economically disadvantaged individuals to participate on federally funded highway and aviation projects through the DBE Program.

It is the policy of the ADOT&PF to ensure compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability, or national origin.

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## On the Job Training (OJT) Support Services

For ADOT&PF Highway  
Construction Project



**Alaska Department of  
Transportation and  
Public Facilities  
Civil Rights Office**

## WHAT IS OJT?

The Alaska Department of Transportation and Public Facilities (ADOT&PF) is responsible for implementing and monitoring the State's Affirmative Action Plan on federally funded highway construction projects. Federal funding is contingent upon compliance with these affirmative action obligations.

There are three major components to the Affirmative Action Plan:

- Equal Employment Opportunity (EEO)
- Disadvantaged Business Enterprise (DBE)
- On-the-Job Training (OJT)

## PROGRAM PURPOSE

The purpose of the OJT Program is to ensure increased participation by minorities and women in the highway construction industry.

This is accomplished by requiring contractors of selected federally funded highway construction projects to provide the training necessary to enable these individuals to perform the duties of a journey worker in selected job classification(s) upon completion of an approved training program.

## TRAINING PROGRAMS

Training programs must be approved by the ADOT&PF for use on a project before contract award.

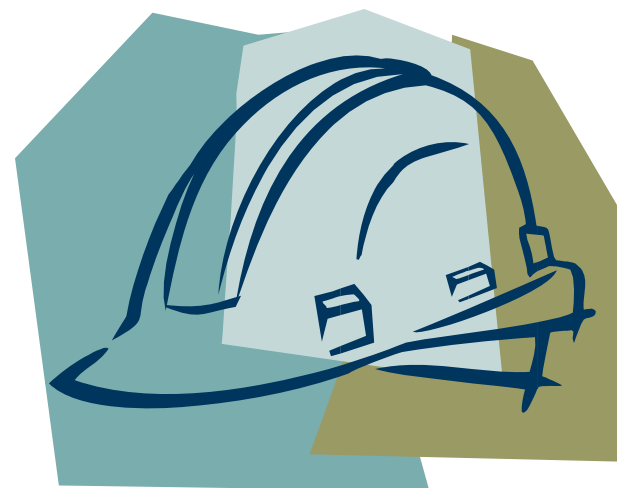
The U.S. Department of Labor, Employment & Training Administration—USDOL/ETA (previously known as Bureau of Apprenticeship and Training—USDOL/BAT) has training programs that are automatically accepted and approved for use under the OJT Program. Contractors who are not sponsors of a USDOL/ETA training program must develop a training program that meets the training specifications in the contract, and has ADOT&PF approval prior to contract award.

Contractors are encouraged to work with the ADOT&PF's Civil Rights Office, as soon as possible after contract award, to develop training programs which meet the federal guidelines for use on their selected project.

The specific requirements of the OJT Program are identified in the ADOT&PF Training Special Provision, Section 645, in the construction contract, if this requirement applies to the project.

## ASSISTANCE

In order to support the OJT program, ADOT&PF has designated the Civil Rights Office as a resource to assist with the development of training and outreach to help contractors with the program. While the program is implemented on a project by project basis, it is necessary for the Civil Rights Office to monitor activities to ensure overall program integrity on a statewide basis.



## COMPLIANCE

The OJT program is part of the contractor's affirmative action requirements and, therefore, reviewed during the federal contract compliance review process.