



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

October 29, 2007

CONSTRUCTION MEMORANDUM  
07-24

TO: District Deputy Commissioners  
District Highway Operation Directors  
District Construction Engineers  
District Testing Engineers  
District Area Engineers  
Project Engineers/Supervisors

FROM: Mark A. Miller, Director *Mac Miller*  
Division of Construction Management

SUBJECT: Revised On the Job Training Requirements for Construction Contracts

### **INDOT Federal-aid On-the-Job-Training Requirement**

To satisfy the Federal Highway training requirement, INDOT developed two on-the-job training (OJT) programs: the "Traditional" OJT and later, the "Pilot" OJT Program. In the Traditional Program, Contract Administration assigned trainee hours to each construction contract. The Districts were responsible for compliance. The Pilot OJT program allowed primes to use trainees throughout the season on multiple projects and even on non-INDOT jobs. Central Office's Economic Opportunity Division monitored contractor compliance.

The Pilot OJT Program has been exceedingly successful in achieving the primary goal of the Training Special Provisions: to provide the training opportunities necessary for minorities and women in the construction industry to achieve journeyman status and beyond. Therefore, beginning with the 2008 construction season, the Original program will cease, and the provisions of the Pilot program will constitute INDOT's OJT Program in its entirety.

### **Major Opportunities**

Governor Daniels' Major Opportunities initiative is a pre-apprenticeship program administered by the Indiana Department of Workforce Development (DWD). It is designed to provide Indiana's African American and Hispanic residents with high quality training to help remedy the under-representation of minorities in the construction industry. Because the aims of Major Opportunities coincide perfectly with those of the INDOT OJT Program, starting with the 2008 construction season, INDOT will require its Federal aid contractors to use graduates of Major Opportunities, if available, to assist in fulfilling their training requirements.

Details concerning INDOT's OJT program and Major Opportunities requirements will be forthcoming.

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