



U.S. Department
of Transportation

**Federal Highway
Administration**

Memorandum

Subject: **ACTION:** Fiscal Year 2018 (FY18)
On-the-Job Training Supportive Services
Statement of Work (SOW) Intent to
Approve Memorandum

Date: August 15, 2018

From: Name
Division Administrator
City, State

To: Michael J. Caliendo
OJT/SS National Program Manager
Office of Innovative Program Delivery,
Center for Transportation Workforce Development
Washington, DC

The FHWA << insert state >> Division Office posted a copy of the << insert state >> Department of Transportation's OJT/SS SOW for FY18 on the FHWA Office of Innovative Program Delivery, Center for Transportation Workforce Development (HIN) [SharePoint](#) site, in the << insert state >> Department of Transportation's folder.

Our office reviewed the OJT/SS SOW and we find it consistent with HIN program intent and guidance. Accordingly, we approved the << insert state >> DOT's OJT/SS program Statement of Work and request HIN concurrence. We trust that this program will be effective and deliver much needed skills training and supportive services.