

7A-2 Review and Recommend Approval/Denial of CDOT Form 1336 (RCRO)



Details

Responsible Parties

- Region Civil Rights Office

Revision Date of this Document

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Document Owner

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Procedural Objective

This document is intended to assist the Region Civil Rights Office on how to review the CDOT Form 1336, Waiver Request for OJT Training Hours, and recommend an approval or denial to the CDOT Project Engineer/Project Manager (PE/PM).

If the Prime Contractor has determined that a good faith effort request is required because the Contractor does not anticipate/did not meet the contract OJT goal, a CDOT Form 1336 shall be completed and submitted to CDOT.

For more information about the OJT program, contractors should consult the OJT specification located in their project specifications attached to their contract. The following OJT resources are located [here](#):



CDOT OJT Specification

CDOT OJT Manual

CDOT PAC-UP Program information

System Procedures

1. The PE/PM shall provide to the Region Civil Rights Office with the completed CDOT Form 1336 and all supporting documentation supplied by the Prime Contractor.
2. After review and analysis of the CDOT Form 1336 and supporting documentation, the Region Civil Rights Office shall complete Section E of the form.

Section E. Determination				
16. CDOT Representatives				
a. Title	b. First & Last Name	c. Signature	d. Date	e. Determination
CDOT Region Civil Rights Office:				Choose from Drop-Down ▾
Project Engineer/Manager:				Choose from Drop-Down ▾
17. Comments:				

Notes: Some common considerations for a good faith effort might include the following:

- The project duration or a specific scope of work that has OJT components, was decreased and therefore, employee hours to be worked (including OJT hours), were greatly reduced.
 - The contractor could not recruit more employees willing to participate in the OJT program.
 - What were the contractor’s recruiting efforts to hire and retain OJT participant trainees?
 - The project ended up having unforeseen challenges that could potentially pose a dangerous situation to a trainee performing on the contract.
 - The scope of work shifted resulting in reduced availability of training.
3. The Region Civil Rights Office shall email a copy of the CDOT Form 1336 that includes the recommendation for approval or denial to the PE/PM for final approval or denial.
 4. The Region Civil Rights Office has successfully completed the review and recommendation for approval or denial of the CDOT Form 1336.