MEMORANDUM

DATE: May 20, 2010

TO: Regional Workforce Board Executive Directors

FROM: Kevin R. Neal, Workforce Services Director

SUBJECT: Deep Horizon Oil-Spill Clean-up Procedures

The purpose of this memorandum is to advise you of the steps the Agency has taken to ensure that you can fully report all activities related to the Deep Horizon Oil-Spill. Documenting these activities is important in order to track the disaster relief effort, estimate the number of jobs created, estimate the number of affected individuals, as well as provide the documentation needed to request potential reimbursement for the costs associated with any reimbursable activities. You should have already received the AWI information regarding the tracking of financial expenditures relating to the oil-spill activities. The following information should help with tracking and documenting the activities the region is performing.

In order to track jobs related to the oil spill, a special category has been created within the Employ Florida Marketplace (EFM) System. It is important that all oil-spill related jobs are tagged with the “Deep Horizon Oil Spill” designation and entered into the EFM system for documentation purposes.

A special service code “641 – Deepwater Horizon Oil Spill Affected Individual” has been created to track job seekers who have been affected by the oil spill. Please be sure that all job seekers whose employment has been affected by the oil spill are coded with the 641 activity code. Additional information on this new designation is included in the attachment to this memo.

In order to avoid confusion over the actual companies that are designated by British Petroleum (BP) to hire personnel for the clean-up work, a list of authorized BP contractors and subcontractors has been provided to you and a regularly updated version will be made available online.

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.
In many cases, workers who are selected for employment will receive pay for upfront processing/training (including OSHA/Hazmat type training). Workers will be assigned additional work activities beyond the two-day processing/training based on need. Job orders should specify this information.

All referrals should be entered into EFM on a timely basis so that we can report accurate up to date information. Hires should be reported on the job order at the point the job seeker is selected for the position. The agency realizes that these reporting procedures may affect some performance measures; however, for many reasons, including the documentation of reimbursable activities, it is important that we timely report all oil-spill related activity.

Please share this memorandum with all staff who will be involved in the activities surrounding the oil-spill clean-up. If you have any questions regarding the information in this memorandum, please contact Cliff tin Atkinson at (850) 921-3338 or via e-mail at Clifftin.Atkinson@flaawi.com.

KRN/ojl

Attachment

cc: Barbara Griffin
    Richard Meik
    Larry McIntyre
Identifying Job Orders and Individuals who have been affected by the Deepwater Horizon Oil Spill

Identifying Deepwater Horizon Oil Spill Related Job Orders:

All jobs that relate to the oil spill clean-up efforts should be identified in EFM by selecting Deepwater Horizon Oil Spill from the Job Special Category in the Job Details section of the job order.

**Job Details**

- **Job Title:**
- **Number of open positions for this job order:** 1
- **Earliest date to display this job order on the system:** 01/02/2008
- **Last date this job order will be displayed on this system:** 01/07/2008
  - Anticipated Hire Date: 04/01/2008
- **Type of Job:** Regular
- **Full-Time or Part-Time:** None Selected
- **Anticipated Job Duration:** Over 150 Days
- **Does this Job fall within any of the following Special Categories:** Deepwater Horizon Oil Spill
- **Maximum Number of applicants you would like to consider at this time:** 25

Identifying Individuals Affected by the Deepwater Horizon Oil Spill:

Individuals who have been affected by the Deepwater Horizon Oil Spill should be identified in EFM as well. This identification can be made by simply recording the code, “641 – Deepwater Horizon Oil Spill Affected Individual,” on the individual’s service plan.

**Service Plan**

- **Service/Activity Code:** 641 - Deepwater Horizon Oil Spill Affected Individual