



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450


ANANTH PRASAD, P.E.  
SECRETARY

December 5, 2014

**DCE MEMORANDUM NO. 24-14**  
*(FHWA Approved 12/4/2014)*

**This Memo has Expired**

**TO: DISTRICT CONSTRUCTION ENGINEERS  
DISTRICT CONTRACT COMPLIANCE MANAGERS**

**FROM:** David Sadler, P. E., Director, Office of Construction 

**COPIES:** Tom Byron, Nick Finch, Chad Thompson, Rafiq Darji, Carey Shepherd, Bob Burleson, Rudy Powell, Art Wright, Patty Vickers

**SUBJECT: MODIFICATION TO SPECIFICATION SECTION 7-25  
On-The-Job Training Requirements**

Standard Specification 7-25 addresses On-the-Job Training requirements for construction projects. A current requirement of that specification section is for the Contractor to issue a letter to the Department stating that the trainee has sufficiently progressed in the craft and is being promoted to journeyman status.

That language will be deleted in future specification revisions and the required **Form No. 275-020-08, Trainee Enrollment & Notice of Personnel Action**, will be revised to reflect that submission of the form is for graduation of the trainee candidate to Journeyman status.

These changes will be incorporated into future editions of the Standard Specification for Road and Bridge Construction.

For active contracts, this memorandum serves as a blanket approval to process a \$0.00 contract change and should be attached to the Supplemental Agreement.

If you have any questions please contact Patty Vickers at (850) 414-4688.

DAS/pv