



Overview: The Federal Highway Administration (FHWA) On-the-Job Training (OJT) Program is a part of FHWA's Equal Employment Opportunity (EEO) policies and procedures as set forth in FHWA regulations at [23 CFR Part 230, Subpart A](#). The OJT Program is an essential element of the Federal-Aid Highway Program. The successful implementation of OJT Program by a State Department of Transportation helps develop a competent and diverse workforce to meet current and future hiring needs for highway construction.

In addition, the successful implementation of the FHWA OJT Program supports the Alaska DOT&PF focus on workforce development, particularly with respect to the OJT Program's primary objective of recruiting, hiring, and advancing traditionally underrepresented individuals in the highway construction workforce.

Who qualifies: Current On-the-Job Training (OJT) Apprentices or Trainees. These include women and minority males working on FHWA funded projects in the State of Alaska.

Reimbursement Period for FFY2024: The reimbursement period spans from October 1, 2023, to September 30, 2024. Reimbursement submissions after the Federal Fiscal Year period closure (unless otherwise approved) will not be accepted.

Reimbursement Limit: Each apprentice or trainee is eligible for reimbursement up to a maximum of \$1,000.00 for the federal fiscal year.

Why 50% Reimbursement? According to the Federal Highway Administration (FHWA), all apprentices or trainees are eligible to submit expenses for reimbursement of up to 50%. The State of Alaska will reimburse apprentices or trainees for 50% of each item they submit. To maximize the reimbursement, apprentices or trainees are encouraged to submit expenses up to \$2,000.00.

Items eligible for reimbursement: To support apprentices and trainees engaged in projects funded by the FHWA, financial aid will be extended to cover various expenses essential for their development. This assistance encompasses reimbursement for expenses such as:

- Academic fees directly associated with trade training.
- Procurement of tools and safety gear (steel-toe boots, gloves, jackets, pants etc.).
- Transportation cost (fuel).
- Licensed day care services.

Directions: OJT Apprentice or Trainee must do the following to receive reimbursement:

1. Complete the State of Alaska Department of Administration [Substitute Form W-9](#).
 - a. This form will establish a State of Alaska Vendor Number through the Alaska IRIS Vendor Self Service.
 - b. Access the Alaska Vendor Self Service here: <https://iris-vss.alaska.gov/PRDVSS1X1/Advantage4>
 - c. Once profile has been established, save your User ID and Password for future reference.
2. Fill out the 50% OJT Reimbursement Form.

3. Submit your receipts, invoices and corresponding bank statements.
4. After setting up your Alaska Vendor profile and submitting your application, you will be reimbursed. Please allow approximately three weeks for processing.

How to Fill Out the 50% OJT Reimbursement Form: Follow these steps to complete the reimbursement form and ensure all required attachments are provided.

1. **Expense Information:** Specify where the expense was purchased.
 - a. Provide the name of the vendor and any relevant details identifying the source of the expense.
2. **Unit Price:** Indicate the unit price, specifying whether it is a monthly or yearly cost.
 - a. Clearly state the pricing structure associated with the reimbursable expense.
3. **Total Paid:** Sum up the total amount paid for the expense.
 - a. For recurring or monthly expenses, add up the payments made within the specified period.
4. **Date Paid or Months Covered:** Specify the date the payment was made or the months for which the service is covered.
5. **Supplemental Attachments:**
 - a. Attach both an official invoice and bank information as required. Ensure that the invoice includes the necessary details mentioned earlier (vendor information, address, date of service, DBE's information, etc.).
 - b. Attach a copy of the bank statement or relevant information from the check, including the name of the bank, mailing address, bank statement months, DBE's information, and a copy of the specific transaction.

Example:

Examples on How to Fill Out Expenses				
Expense/Vendor:	Unit Price:	Total Paid:	Date Paid or Months:	Attachment(s) Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>
AIH: Steel Toe Boots	\$150.00	\$150.00	10/1/23	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>
Chevron: Fuel Cost	\$75.00	\$300.00	10/1/23-12/1/23	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>
Childcare Expense from Thread	\$500	\$1,000.00	11/1/23-12/30/23	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>

State of Alaska IRIS Vendor Self Service (VSS) Portal: The online Vendor Self Service (VSS) application allows you, as a payee/vendor, to view your payments, respond to solicitations online, submit invoices electronically, view tax information, and manage some of your own account information.

- Access the Alaska Vendor Self Service here: <https://iris-vss.alaska.gov/PRDVSS1X1/Advantage4>
- For assistance, contact the Alaska Vendor Help Desk: <https://doa.alaska.gov/dof/vendor.html>
 - The Vendor Help Desk is available Monday through Friday from 8:00 am to 4:30 pm (Alaska time). Phone number is (907) 465-5555 or email: doa.dof.vendor.helpdesk@alaska.gov.

Submit Completed Form: OJT Apprentice or Trainee can submit their completed 50% OJT Reimbursement form one of the following ways:

1. Email: DOT.CRO.ProjectsDocs@alaska.gov
2. Want a secure option or file too large? Use State of [Alaska ZendTo/Drop Box](#):

- a. OJT Apprentice or Trainee don't need a username or password. Simply click "Drop-Off," enter Name and Email Address. The OJT Apprentice or Trainee will get a link sent to their email with instructions on how to drop off files to desired email address.
3. Fax: 907-269-0847

Learn more about the Alaska DOT&PF, Civil Rights Office and On-the-Job Training (OJT) Program:

- Alaska DOT&PF, Civil Rights Office website: <https://dot.alaska.gov/cvlrts/index.shtml>
- OJT Website: <https://dot.alaska.gov/cvlrts/ojt.shtml>
- OJT Brochure: <https://dot.alaska.gov/cvlrts/forms/OJT-Brochure.pdf>