

August 8, 2001

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 01- 01</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CDSS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** On-line Ordering System for Forms and Materials

1. Purpose. To announce the creation of an on-line ordering system for materials currently provided by the Forms Distribution Center in McKinney, Texas.

2. Background. At the North Texas Job Corps Center, Job Corps has maintained a Forms Distribution Center for a substantial number of years. Their responsibilities extended from printing and shipping to warehousing and maintaining a catalogue of nearly all printed materials.

With the implementation of the Career Development Services System (CDSS), and the need to ensure that printed materials could be accessed easily and expeditiously by system partners, the national office undertook a comprehensive study of the current system. In summary, the study concluded that the system is costly, and that many of the materials are obsolete and do not reflect the changes brought about by the implementation of CDSS.

With the available Web-based technology, and new hardware being installed by the Job Corps Data Center, it has been determined that those materials that are not obsolete and still in use can be offered via the Internet at a considerable cost savings to the program.

3. Action. Over the next 5 months, there will be a phase out of the Forms Distribution Center, which will be completed by December 31, 2001. During this transition period, the following procedures will be observed:

- All orders received by the Forms Distribution Center by August 1, 2001, will be filled.

- Orders for materials that are “in stock” will be filled through November 30, 2001. Examples of in stock materials include the Social Skills Training Kit for facilitators and student activity guides. If you are unsure whether an item you need is in stock, please check with the Forms Distribution Center.
- All orders for reprinting or photocopying of materials will cease upon receipt of this Notice.
- New orders (after August 1, 2001) for OA marketing materials will not be taken because current materials housed at the Forms Distribution Center do not include necessary CDSS language.

The Job Corps Forms Handbook has been updated by the national office and is now available online at the Job Corps Community Web Site at [www.jobcorps.org](http://www.jobcorps.org); click on “Documents/Publications” to display the Job Corps Forms Handbook selection. Job Corps related forms can be viewed and downloaded from this site in Adobe Acrobat Format. Forms referenced in outstanding procurements will be available through the Forms Distribution Center through November 30, 2001. After issuance of this Notice, RFPs will not include language for contacting the Forms Distribution Center.

Beginning October 1, 2001, many materials will be made available online, and all current materials will be available online by January 1, 2002. This will include all training guides, program guides, recruitment materials and other information formerly housed at the Forms Distribution Center. Some materials will be available for download, while others will be available for ordering online. A complete catalog of updated materials, as well as ordering information, will be located at [www.jccdc.org](http://www.jccdc.org) and [www.jobcorps.org](http://www.jobcorps.org).

Note: The current Policy and Requirements Handbook (PRH) and Program Assessment Guide (PAG) are currently available online at [www.jobcorps.org](http://www.jobcorps.org) by clicking on “Job Corps Community Web Site.”

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Doug Small at (202) 693-3095 or by email: [dsmall@doleta.gov](mailto:dsmall@doleta.gov).