October 10, 2001

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 01-09

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 CTS CONTRACTORS

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

SUBJECT: Job Corps Resource Library

1.   Purpose. To provide the Job Corps community with information on the new web-based Job Corps Resource Library (JCRL).

2.   Background. Presently, Job Corps transmits information such as the PRH, PRH Change Notices, Program Instructions, Information Notices, Curriculum Change Notices, forms, reports, and other documents to various members of the Job Corps community. This is done through a variety of sources, including email, fax, electronic files, and printed copy. There have been concerns that information does not always reach the specific individuals who need it.

In order to address these concerns, the Job Corps Data Center (JCDC) has developed the JCRL to improve distribution of information and materials. The JCRL is a new web-based application designed to provide Job Corps employees with access to information via the Internet. Initially, the PRH, PRH Change Notices, Program Instructions, Information Notices, Curriculum Change Notices, and some reports, will be available through the JCRL, with more resources being added as they are developed. Eventually, all official information and materials will be available through the JCRL, which will improve efficiency and availability. JCRL will serve as the primary source for retrieving important information on a timely basis.

3.   JCRL Training. Training for the new JCRL application will be available online. Also, there are currently several Computer-Based Training (CBT) resources available through the Job Corps Community

Web Site to assist individuals in becoming familiar with the Windows 98/Internet environment. The Web-Based Learning Center includes courses in Windows 98, GroupWise Web-Access, Using the Internet, and interim CDSS Web Application. The Web-Based Learning Center can be found in the Web Applications of the Job Corps Community Web Site.

4.   JCRL Hardware. The JCRL can be accessed by any computer with Internet connectivity, as long as it meets the following requirements:

Minimum Configuration	Recommended Configuration
Windows 95, 98, NT, or 2000	Windows 98, NT, or 2000
Pentium 133	Pentium 350
32 MB RAM	128 MB RAM
100 MB free disk space	400 MB free disk space
Internet Explorer 5.0	Internet Explorer 5.0

5.   JCRL Deployment. The JCRL will be deployed in phases. The first phase, which will be completed by mid-October, will allow users to access summary reports and notices through the JCRL. The second phase will add the Forms Handbook, the PRH, and most center-specific reports, and will be completed by the end of the year. Further phases will be determined by the needs of the Job Corps community.

Data and reports will be accessible only after logging into the system with your Job Corps standard WAN Novell login and password. Your role in Job Corps will determine your access level in the JCRL. If you do not have a user ID and password, one will be issued by the Data Center helpdesk.

6.   Sequence of Deployment. All users are responsible for ensuring that they have the hardware and software shown above to use the JCRL. The JCRL will be available for Web access through the Job Corps Community Web Site. The JCDC will assign a user ID and password to allow access to restricted areas based on the user's authority.

7.   JCRL User Access. JCRL is a Web-Based application. Users will be required to use Internet Explorer, Version 5.0, to open it. Access by regional, national, and center users will be through the Job Corps WAN. The JCRL is also accessible from any Internet connection with an authorized user ID and password.

The JCDC will create and maintain user IDs and passwords for Job Corps community users based on the current Report Distribution Matrix. Users will not need to request a user ID. A Program Instruction will be provided with further information once the user IDs and passwords have been completed.

8.	Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.

9.	Expiration Date. Until superseded.

10.	Inquiries.	Direct any inquiries regarding JCRL deployment to Linda Estep at estepl@jcdc.jobcorps.org, Amy Marquez at MarqueA@jcdc.jobcorps.org, or send inquiries to deployment@jcdc.jobcorps.org. Also, information and updates will be available on the Job Corps Community Web Site at one of the following locations:

- From outside the Job Corps network:	http://deployment.jobcorps.org
- From inside the Job Corps network:	http://deployment.jcdcnet.org