

September 26, 2002

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 02-08</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 CTS CONTRACTORS

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

**SUBJECT:** CDSS Implementation Assessment Guide

1. Purpose. To introduce a guide designed to assist in the assessment of the implementation of the Career Development Services System (CDSS).
2. Background. In 2000, CDSS was introduced as Job Corps' strategy for delivering comprehensive, integrated, individualized services to students. In 2001, the Office of Job Corps provided national training on CDSS. Since then, the Job Corps system has implemented CDSS plans at the national, regional, and center levels, and has continued to enhance CDSS services.

While it is the responsibility of the regional offices to evaluate Job Corps CDSS operations, oversight of CDSS policy implementation is an important responsibility of the Job Corps National Office as well. Recently, a small workgroup composed of national office staff convened to develop a CDSS Implementation Assessment Guide. This guide can be used by both federal and center staff to determine the extent to which CDSS implementation has occurred on a Job Corps center. Input from project managers and center directors was sought in finalizing the guide. This simple instrument lists questions that can be directed to students and staff in order to efficiently gather data about CDSS operations during the Outreach/Admissions, Career Preparation, Career Development, and Career Transition periods. Project managers may utilize this guide during monitoring trips, and center management may use this guide as a self-assessment tool.

3. Action. Recipients of this Notice should distribute it to staff, as appropriate.
4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Douglas Small, at 202-693-3095, or email to [DSmall@doleta.gov](mailto:DSmall@doleta.gov).

Attachment