

January 9, 2003

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 02-17</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:** Automated Field Testing Interface System (AFTIS)

1. Purpose. To provide information regarding the new online laboratory system for requesting tests and receiving test results.

2. Background. The Center for Disease Detection (CDD), the nationally contracted lab that performs drug testing, HIV testing, and Chlamydia testing for the Job Corps program, with the cooperation of the Job Corps Data Center (JCDC), has been piloting a new online system and is in the process of expanding the system to all sites. The AFTIS will allow centers to submit requests for laboratory testing online, and allow the CDD to transmit the test results to the centers online. The system saves time on handwriting requests for lab work, assuring that pertinent data fields are completed, and that the test results are submitted to the centers in a timely manner. The system can be monitored to determine if test results were received by the center and downloaded, thus virtually eliminating the issues about receiving reports in a timely manner.

The equipment needed for the system is a computer with internet capabilities, and a computer operating system of Windows 98 or later. The CDD will be contacting centers to bring them online, provide training, technical support, and a label printer to facilitate the start-up of the AFTIS.

3. Action. The nationally contracted lab will be contacting centers, providing them with training, technical support, and a label printer; however, centers must provide their own PC and Web connection. They will also bring them online to use the AFTIS. Centers that are not able to use the online system will continue to submit and receive test results as they currently do. Addressees are to ensure that a copy of this Information Notice is provided to the appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Direct inquires to Barbara Grove at (202) 693-3116, or email to BGrove@doleta.gov.