

July 19, 2003

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 02-30</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS

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

**SUBJECT:** Employer Linkage Survey

1. Purpose. To collect current information regarding the involvement of employers with the Job Corps program.
2. Background. The Workforce Investment Act (WIA) of 1998 placed a greater emphasis on the quality and quantity of employer involvement with the Job Corps program. As the WIA reauthorization process moves forward, it is important for the National Office of Job Corps to have specific information available regarding our current relationships with employers.
3. Survey Completion and Submission. A Web-based survey has been designed to aid and simplify the collection and assessment of this information. Center directors will receive an e-mail notice to their account as well as to the center's GroupWise account by June 25, 2003, including a direct link to the designated Website to complete the survey. Once completed, surveys can be returned by clicking on the "submit" key. If a copy of the completed survey is desired, please print prior to submission. Surveys must be submitted by close of business, Wednesday, July 23, 2003. Because the survey is being conducted and tabulated on-line, July 23, 2003 is the last day surveys will be accepted.
4. Action. Center directors are to ensure the employer linkage survey is completed on-line no later than July 23, 2003.
5. Expiration date. July 23, 2003
6. Inquiries. Questions concerning this Notice should be addressed to Maria Temiquel at (202) 693-3118; email: [temiquel.maria@dol.gov](mailto:temiquel.maria@dol.gov), or to Kelly Lombardi at the Leonard Resource Group, (703) 548-8535; email: [klombardi@lrginc.com](mailto:klombardi@lrginc.com).