

October 15, 2003

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 03-11
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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: Availability of Social Skills Training Materials

1. Purpose. To inform the Job Corps community of the availability of current Social Skills Training (SST) materials online and on CD-ROM, and to provide instructions for ordering revised SST materials in hard copy.
2. Background. Approximately 2 years ago, the national office closed the Job Corps Distribution Center, which was responsible for warehousing and distributing the SST Facilitator's Manual, the SST Support on Skills Manual, and the SST Interlink Student Workbook. Prior to its closing, the Distribution Center shipped the remaining supply of SST materials to all Job Corps centers. Over the past several months, a number of Job Corps centers have informed the national office that their supply of SST materials has been exhausted or is near depletion. Therefore, the national office has arranged to make electronic and hard copy versions of the SST materials available.
3. Electronic Version of SST Interlink Student Workbook. An electronic version of the current SST Interlink Student Workbook may now be downloaded from the Job Corps Career Development Resource Center website (www.jccdr.org). A CD-ROM containing the workbook may also be ordered via the website.
4. Hard Copy of SST Materials. The national office is currently updating all SST materials. In order to determine the total number of revised SST materials that should be printed in hard copy, the national office is requesting each center submit an order for the supply of materials needed for Program Years 2004 and 2005 (July 2004 –June 2006). Centers should use the

attached Order Form (also available online at www.jccdr.org) to provide this information to the national office no later than November 14, 2003. Orders for SST materials received after November 14, 2003, are not guaranteed to be processed.

It is anticipated that the SST materials will be distributed to centers in one bulk shipment in the Spring of 2004. As centers will be responsible for storing their materials, they should ensure that adequate warehouse space is available.

5. Action. Center directors should share this Notice with center staff, and ensure that the attached Order Form is returned to the national office by November 14, 2003. This Notice supersedes the following documents:

Program Instructions		Information Notices
98-29	92-43	90-38
97-15	90-27	

6. Expiration Date. November 14, 2003.

7. Inquiries. Direct any inquiries to Curtis Massey, at 202-693-3096, or e-mail Massey.Curtis@dol.gov.

Attachment