

October 27, 2003

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 03-12

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 Regional Reorganization

1. Purpose. To announce Job Corps Regional Office Restructuring.
2. Background. The Assistant Secretary for the Employment and Training Administration (ETA) has reorganized ETA's Field Offices into six geographic locations for all programs to further improve mission performance and results. These six locations are: Boston, Philadelphia, Atlanta, Chicago, Dallas and San Francisco. As part of the ETA regional reorganization, Job Corps will consolidate its regional operations from 10 locations to ETA's 6 designated regional office locations. Over time, the consolidation and realignment of regional resources will increase Job Corps' capacity to provide effective oversight and accountability, improve consistency in regional operations, and enhance the efficiency of administrative and financial management processes.

Consolidation into six regions will result in the ultimate closure of four regional offices located in New York, Kansas City, Denver and Seattle. As a result of the reorganization, regional directors will no longer have management responsibilities associated with Youth Services operations and the Job Corps Regional Directors will now report only to the National Director of the Office of Job Corps. The consolidated regions will maintain the same level of staffing. Staff from closing offices are required to relocate no later than January 2006.

Under the reorganization, the Job Corps organizational structure and positions are now standard nationwide. There are now two divisions within the regional office, the Division of Program Operations and Division of Program Support to carry out the consolidated functions.

3. Effective Dates.

a. Philadelphia, Atlanta and Chicago/Kansas City will implement the new organizational structure immediately.

b. Boston/New York, Dallas/Denver, and San Francisco/Seattle will begin implementation of the new organizational structure starting in February 2004 at which time, Joseph Semansky from Boston, José de Olivares from Dallas and Jacqueline Roberts from San Francisco will become the regional director and contracting officer for those consolidating regions. During the interim, the closing office regional director and the joining office regional director will begin transitioning as joint regions until February 2004 or until otherwise determined.

4. Action.

A.

a. Regional directors will work closely with regional directors of closing offices to ensure there is a smooth transition. During the transition, regional directors in closing regions may continue to exercise certain authorities and managerial responsibilities in concert with the regional director.

b. Regional directors will work with closing offices to ensure there is an effective working relationship between staff of both offices; that staff are working jointly on the work of the consolidated region; and that staff in closing regions are fully utilized and supervised until they relocate to the consolidated regional office.

c. Contractors should begin to direct all communications to the appropriate regional director beginning February 2004 unless instructed otherwise.

d. Each regional director through meetings, written communications and conference calls will keep the Job Corps community in their respective region abreast of pertinent changes.

Addressees are to ensure that a copy of this Notice is distributed to all staff.

5. Expiration Date. Until superceded.

6. Inquiries. Inquiries should be directed to Richard Trigg via email: Trigg.Richard@dol.gov.