



DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 03- 33

TO: ALL JOB CORPS NATIONAL OFFICE 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: National Office of Job Corps 2004 Annual Alpha Leadership Conference

1. Purpose. To provide information on the National Office of Job Corps 2004 Alpha Leadership Conference, July 26-28, 2004.
2. Background. The Alpha Leadership Conference is an annual gathering of select members of Job Corps' national, regional, center, OA/CTS, and contractor staff, and students. The conference provides a valuable opportunity to convey national priorities and provide staff training.

The National Office of Job Corps has scheduled this year's conference for July 26-28, 2004, at the Hyatt Regency Washington on Capitol Hill, in Washington, D.C. The conference will begin at 9:00 a.m. on Monday, July 26th, and will conclude at 11:00 a.m. on Wednesday, July 28th.

The conference will involve workshops dedicated to leadership planning and technical assistance. It will focus on providing the system with training on key Job Corps initiatives and providing a forum for regional meetings.

This will be my final opportunity to thank Job Corps for the tremendous support I have been given as the National Director. I will address the Job Corps community on Tuesday, July 27, 2004, in a plenary session, and then on the morning of Wednesday,

July 28th, conference attendees will also have the opportunity to hear for the first time from the new National Director, Grace Kilbane.

Please note that the Job Corps Alpha Leadership Conference and the National Job Corps Association's (NJCA) Alpha Awards dinner and ceremony are two separate events and attendees must register for each event separately. Any NJCA-related questions about the Alpha Awards dinner, nominations, or ceremony should be directed to the NJCA at (703) 519-6430.

3. Conference Participants. The following members of the Job Corps community should plan to attend the conference:

- a. All Regional Directors, Regional Division Chiefs, and other key personnel;
- b. All Center Directors, two additional center staff representatives, and three student ambassadors;
- c. All OA/CTS key personnel;
- d. All operators, support contractors' corporate staff, and National Training Contractors may send a number of representatives as appropriate.

4. Job Corps National Student Leadership Conference. During the week of the Alpha Leadership Conference, the Job Corps National Student Leadership Conference will be held for student participants. A separate Information Notice with more details on the Job Corps National Student Leadership Conference will follow.

5. Conference Registration and Workshops. The Alpha Leadership Conference registration form and the program are available online at www.alphaconference.org. All conference registration confirmations will be sent via email. Please check the Web site periodically for conference program updates and announcements.

6. Hotel Information. Hotel accommodations must be made directly with the Hyatt Regency Washington. A block of rooms has been set aside at the government conference rate of \$187.00 plus tax per night. To secure this rate, participants must make reservations prior to the ***cut off date of June 21, 2004***. To reserve a room at the Hyatt, please call (202) 737-1234. Be sure to mention the hotel-assigned code for this conference: "2004 Job Corps Alpha Leadership Conference."

Hotel information is listed below:

Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, N.W.
Washington, D.C. 20001
Tel: (202) 737-1234
Fax: (202) 737-5773

7. Travel and Check-in. The conference will begin at 9:00 a.m. on Monday, July 26th. Attendees will need to secure their badge and conference materials prior to the start of the conference. Pre-conference check-in will be held on Sunday, July 25th, from 1:00 p.m. to 7:00 p.m. Registration will continue Monday, July 26th, from 8:00 a.m. to 5:00 p.m.
8. Attire. The attire for the conference is business casual. Participants are encouraged to show their Job Corps pride by wearing their corporate and/or center insignias.
9. Internet Access. The Job Corps Data Center will provide Internet access during the conference.
10. Action. Key staff are to ensure that this Information Notice is distributed to the appropriate personnel.
11. Expiration Date. July 28, 2004.
12. Inquiries. Conference-related questions should be directed to Brian Daher of the National Office at (202) 693-3086, or emailed to daher.brian@dol.gov; or emailed to info@alphaconference.org. Information regarding the conference may also be found online at www.alphaconference.org.