

December 8, 2004

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| DIRECTIVE:      JOB CORPS INFORMATION NOTICE NO. 04 -13 |
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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:            GRACE A. KILBANE  
                    National Director  
                    Office of Job Corps

SUBJECT:        Clarifying Approvals for Data Corrections

1.     Purpose. To provide clarification regarding the circumstances for which corrections to the Career Development Services System (CDSS) Suite of Applications data require National Office or Regional Office approval.
2.     Background. On occasion, it may be necessary to correct data that has been entered into the CDSS Suite of Applications by center staff or Outreach and Admissions (OA) and Career Transition Services (CTS) operators. Certain data cannot be changed directly by the individual or organization that originally entered the data. Rather, National Office or Regional Office approval is required, and the data change must then be made by the Job Corps Data Center (JCDC). Any exceptions to national Job Corps policy require National Office approval. Other situations can be approved at the Regional Office level. The Attachment lists these situations.
3.     Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.
4.     Expiration Date. Until superseded.
5.     Inquiries. Inquiries should be directed to Chris Conboy at (202) 693-3093, or emailed to [conboy.chris@dol.gov](mailto:conboy.chris@dol.gov).

Attachment