

June 7, 2007

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 06-34
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Updating the Job Corps Directory

1. Purpose. To ensure that the National Office is provided with accurate updates to the Job Corps Directory in a timely manner.
2. Background. In previous years, the National Office has attempted to collect and publish an accurate Directory that would serve as a reliable reference for the Job Corps community. Various methods have been utilized to collect National Office, Regional Office, center, and contractor information in an effort to produce an error-free resource.

Effective immediately, each region will be responsible for providing the National Office with updated Regional Office, center, and Outreach and Admissions/Career Transition Services (OA/CTS) contractor information on a quarterly basis. The following Points of Contact (POCs) have been selected by each region to spearhead this initiative:

- a. Boston Region – Evelyn Krivelow
- b. Philadelphia Region – Cassandra Wilson
- c. Atlanta Region – Wenomia Person
- d. Dallas Region – Pete Vasquez
- e. Chicago Region – Wanda Gordon
- f. San Francisco Region – Donna Bradshaw

3. Action.

- a. **POCs.** Each region's POC will be responsible for the collection and transmittal of all updated Regional Office, center, and OA/CTS contractor information:
- (1) This updated information will be due at the beginning of the last month of each quarter starting September 2007; i.e., information will be due—and POCs should transmit it—at the beginning of September, December, March, and June. All POCs will receive a reminder notification prior to each due date.
 - (2) POCs should hold all updates until the time of quarterly submission.
 - (3) POCs should enter all updates in red in each of the attached sections of the directory and, prior to each quarterly due date, e-mail all attached sections of the updated directory to Sandra Darden at darden.sandra@dol.gov.
- (b) **Regional Offices.** The POCs' Regional Offices are to:
- (1) notify centers and OA/CTS contractors of the procedural change in the collection of updated directory information; and
 - (2) develop a plan to obtain these updates.
- (c) **Addressees.** Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Sandra Darden at darden.sandra@dol.gov.

Attachments

A – Regional Offices Directory

B – Job Corps Centers Directory

C – OA/CTS Contractors Directory