

April 10, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 07-25</b>
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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:** AFL-CIO Appalachian Council, Inc.

1. Purpose. To announce the Appalachian Council's support of career transition services (CTS) to Job Corps.
2. Background. A grant was awarded by the U.S. Department of Labor to the AFL-CIO Appalachian Council, Inc., for the purpose of significantly increasing the number of Job Corps graduate placements in registered apprenticeship programs in the Appalachian states of Alabama, Georgia, Kentucky, Maryland, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, and West Virginia. The Appalachian Council has a unique ability to maximize registered apprenticeship opportunities for Job Corps graduates. It is anticipated that the Council will greatly contribute to achieving the purpose of this grant based on: (a) their knowledge of and hands-on experience with registered apprenticeship programs within the organized labor community, particularly the operators and business managers of those programs; and (b) their ability to work with non-union entities that have registered apprenticeship programs.
3. Administrative Responsibilities. The Appalachian Council grant is intended to supplement and enhance, not supplant, career transition services provided to Job Corps graduates. Appalachian Council staff will work with Registered Apprenticeship Program sponsors, center officials/staff, and assigned students/graduates in the 13 Appalachian states.

4. Provision of Eligible Graduates. Job Corps is responsible for supplying the Appalachian Council with an adequate number of eligible graduates who are at least 18 years of age, have a General Educational Development (GED) certificate or high school diploma (HSD), are in possession of a valid driver's license, and have completed career technical training in an apprenticeable trade.

5. Assignment of Job Corps Students. The Appalachian Council will receive graduate assignments from the Center Director or designee of each center located within, or with graduates relocating to, the 13 Appalachian states specified in this grant.

The Appalachian Council will create apprenticeship opportunities and provide referral, placement, and significant support services activities to assigned graduates.

6. Action. Addressees are to ensure full cooperation with the Appalachian Council staff.

The Job Corps Data Center (JCDC) will modify the Center Information System (CIS) student separation screen to allow centers to flag students assigned to the Appalachian Council and will modify the CTS placement data entry screen to allow the CTS provider to indicate the placement was done by the Appalachian Council. The option will be added to the "Placed By" dropdown menu. The ETA-678 will not be modified, however.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Rachel Floyd-Nelson at (202) 693-3120 or [floyd-nelson.rachel@dol.gov](mailto:floyd-nelson.rachel@dol.gov).