

November 17, 2009

**DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-36**

**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:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** Updated Training Opportunities Directory

1. **Purpose.** To (1) enable the Job Corps community to identify the career technical training opportunities available for current and prospective students at each of the 123 Job Corps centers; and (2) inform the centers how to submit changes to the information for semi-annual updates.
2. **Background.** The Training Opportunities Directory (TOD) helps the Job Corps community keep abreast of changes in the career technical training offerings at each center. This information enables students to determine which Job Corps center would best support their training and career goals.

The TOD is a living document that will be updated twice a year and posted on the Job Corps Community Web site. Regional points of contact (POCs) will receive updated information from centers about changes to their career technical training offerings. The POCs will pass this information on to the National Office of Job Corps to be included in the next issue of the TOD.

3. **Regional POCs.** Following are the regional contacts who will receive updated information from centers on an ongoing basis for TOD updates:

Boston: Ellen Krivelow at [krivelow.ellen@dol.gov](mailto:krivelow.ellen@dol.gov) or (617) 788-0187  
Philadelphia: Cassandra Wilson at [wilson.cassandra@dol.gov](mailto:wilson.cassandra@dol.gov) or (215) 861-5503  
Atlanta: Charlene Demonvil at [demonvil.charlene@dol.gov](mailto:demonvil.charlene@dol.gov) or (404) 302-5392  
Dallas: Pete Vasquez at [vasquez.pete@dol.gov](mailto:vasquez.pete@dol.gov) or (972) 850-4103  
Chicago: John Rios at: [rios.john@dol.gov](mailto:rios.john@dol.gov) or (312) 596-5485  
San Francisco: Donna Bashaw at [bashaw.donna@dol.gov](mailto:bashaw.donna@dol.gov) or (415) 625-2624

4. Action.

- a. Addressees should review the attached, updated TOD.
- b. Centers should submit information about changes to their technical training offerings to their regional POC for inclusion in the TOD updates.
- c. Regional POCs should submit all such center changes in their regions to the National Office of Job Corps two times each year – by February 1 and August 1. Submit the changes to the contacts listed below.
- d. An updated TOD will be posted on the Job Corps Community Web site semi-annually, on March 1 and September 1.

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

5. Expiration Date. Until superseded.

6. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), or Marcus Smith at (202) 693-3117 or [smith.marcusv@dol.gov](mailto:smith.marcusv@dol.gov).

Attachment

Training Opportunities Directory