

May 3, 2012

**DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 11-68**

**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  
ALL CTT INSTRUCTORS AND CTT MANAGERS  
ALL RECORDS MANAGERS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Job Training Match (JTM) Crosswalk Functionality Webinar

1. Purpose. To inform the Job Corps Community about a webinar that will provide technical assistance on upcoming changes in the use of the JTM Crosswalk.
2. Background. Starting July 1, 2012, the JTM Crosswalk and associated functionality of the Career Transition Services (CTS) application in the Career Development Services System (CDSS) suite of applications will be updated. The Office of Job Corps is hosting webinars for all staff associated with job placement, including Center Directors, Career Training Directors, Career Technical Training (CTT) Managers/Supervisors, CTT Instructors, Records Managers, as well as CTS Providers and Regional Staff. The webinars will cover how to use the JTM Crosswalk, and the changes in CTS that will become effective in the new program year.
3. Reference. See Job Corps Program Instruction Notice 10-16 and Attachment for the current JTM Crosswalk allowances.
4. Action. Webinars on the JTM Crosswalk will be held:
  - Tuesday, May 15, 2012 at 11:00 a.m. EDT, and at 2:00 p.m. EDT
  - Wednesday, May 16, 2012 at 11:00 a.m. EDT, and at 2:00 p.m. EDT

All appropriate staff should register for one of the four scheduled webinars by Friday, May 11, 2012. Registration is open on the Job Corps Community website, Event Registration page. If you encounter difficulties trying to register, please contact the Job Corps Data Center (JCDC) Help Desk at [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org) or at (800) 598-5008. Following the webinars, a copy of the presentation will be available on the Job Corps Community website, CTT Page.

Addressees are to ensure this Information Notice is distributed to Center Directors, Career Training Directors, CTT Managers/Supervisors, CTT Instructors, Records Managers, CTS Providers, NTC Coordinators, and all other appropriate staff.

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov).