

May 16, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 12-54</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:** ROBERT W. PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Save-the-Date for the First Quarterly Construction, Rehabilitation and Acquisition (CRA) Teleconference for Corporate Facility Coordinators

1. Purpose. To begin Quarterly Construction, Rehabilitation, and Acquisition (CRA) teleconferences for contractor-operated centers. The teleconferences will be hosted by the Office of Job Corps (OJC), Division of Facilities and Asset Management (DFAM).
2. Background. The Office of Job Corps' Quarterly CRA teleconference is designed to provide contractor-operated centers the opportunity to express ideas and concerns regarding Job Corps facilities. Members of DFAM and the Engineering Support Contractor (ESC) will be available to answer questions, and to provide feedback on various policy issues, recent regulatory changes, and future Job Corps CRA activities. The first teleconference will also introduce the new Engineering Support Contractor, Parsons, Inc.

Participants are encouraged to ask questions during the teleconference or e-mail them prior to the conference. Questions will be answered, to the extent possible, during the forum. Questions that require extended discussion will be posted on the Job Corps Community website.

Discussion topics for the July 17 teleconference include, but are not limited to:

- Current CRA activities
- Facilities management
- Safety concerns
- Funded-Not-Corrected deficiencies
- Operations and Maintenance (O&M) deficiencies
- Energy and water reduction
- Sustainability initiatives
- Other (furniture process, FNC/CRA websites, etc.)

3. Action. Center Operators and Center Directors are to ensure individuals responsible for facilities and asset management are given an opportunity to participate in this teleconference. Regional Office staff may also participate.

Because of the expected size of the audience, and to prevent the system from becoming overloaded, one phone line per center will be dedicated to the teleconference. Therefore, center participants should gather in groups in one location. Below are instructions for preregistration:

Preregistration is required by **Tuesday, July 16, 2013**.

To preregister: Go to <https://access.jobcorps.org>, and click on the Job Corps Community website icon. In the tool bar at the bottom left of the screen, select "Event Registration." Under "Event Listing," select **Quarterly CRA Teleconference, July 17, 2013 at 1 p.m.** Click the box "Register for This Event." Enter your registration information, and click "Submit Registration." Click "Confirm."

**Note:** The event time listed on the "Event Listing" is Central time. Please adjust for your time zone.

Once you have confirmed your registration, an e-mail confirmation will be sent with the teleconference dial-in number and pass code.

Participants should call in to the teleconference at least 5-10 minutes before the scheduled time in case of technical difficulties. Those who prefer to e-mail questions prior to the teleconference should send them to Mark Campbell, at [campbell.mark@dol.gov](mailto:campbell.mark@dol.gov), by **Friday, July 12, 2013**. "Quarterly CRA Teleconference" should appear in the subject line of the e-mail.

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

Subsequent Quarterly CRA teleconferences will be held every 3 months on the 3<sup>rd</sup> Wednesday. Registration details will be coordinated by DFAM.

4. Expiration Date. July 17, 2015.

5. Inquiries. Direct all inquiries to Justin Meeks at (202) 693-3826 or [meeks.justin.l@dol.gov](mailto:meeks.justin.l@dol.gov); Mark Campbell at (703) 516-2261 or [campbell.mark@dol.gov](mailto:campbell.mark@dol.gov); or Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).