

February 25, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-41
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Electronic Folder (e-Folder) Deployment

1. Purpose. To provide information to the Job Corps community regarding the e-Folder deployment.
2. Background. The Electronic Records Management Initiative is one of 24 initiatives under e-Government. As stated in Job Corps Program Instruction Notice 12-15, Job Corps has developed an integrated e-Folder module within the Career Development Services System Suite of Applications, to replace the current paper-based student records management. With document scanners integrated with the Outreach and Admissions Student Input System (OASIS), Center Information System (CIS), and Career Transition System (CTS) applications, Job Corps staff can scan the required student documents directly into the centralized secure database, thus eliminating the need to maintain the hard-copy student personnel folder. This project is an important initiative for Job Corps to deliver better services to our students, while reducing costs.

Since November 2012, 18 Job Corps centers and 14 Outreach and Admissions agencies have participated in the e-Folder pilot. Two-hundred twenty thousand documents have been captured and stored into the e-Folder system.

Job Corps has received funding approval to purchase document scanners, and to start the e-Folder deployment.

Equipment Allocation and Distribution

Job Corps will survey the OA/CTS contractors to determine each agency's staffing level and equipment needs. Centers will receive document scanners based on a calculation using the planned On-board Strength. A separate, detailed notice will be issued once the equipment procurement is awarded.

Training

“E-Folder Overview” Webinar training is scheduled for late February. The deployment-specific training will be offered to each center 2 weeks prior to the scheduled deployment. Detailed training schedules will be included in JCDC’s weekly training schedule notices.

Tentative Deployment Schedule

Tentatively, the deployment will start May 12, 2014, with full deployment completed by June 30, 2014.

Week of 5/12: San Francisco region
Week of 5/19: Boston region
Week of 5/26: Atlanta region
Week of 6/2: Dallas region
Week of 6/9: Philadelphia region
Week of 6/16: Chicago region

A separate notice with detailed information is forthcoming.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. All inquiries should be directed to Linda Estep at estep.linda@dol.gov.