March 10, 2013

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 13-42

ALL 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: Job Corps' Program Planning and Policy Modernization Initiative

1.   Purpose. To announce Job Corps' Program Planning and Policy Modernization
Initiative, and to provide guidance on registering for an upcoming informational Webinar.

2.   Background. As Job Corps nears its 50th anniversary, it is time to reflect on and celebrate
past accomplishments, and to renew strategic thinking about the program's future. The
environment in which the program currently operates has changed profoundly over 50 years.

        Today's economy is global, bringing unprecedented competition for entry-level jobs.
Technological advances have transformed the workplace, and how we learn and communicate.
Jobs now require higher skill levels and training programs to meet those skill needs. It is time to
examine the program's operations and practices to ensure it remains the best jobs-based
residential training solution for America's disadvantaged youth.

3.   Plan. We are initiating a process of program planning and policy modernization. The
goal is to ensure the program provides relevant, innovative, flexible, cost-effective and
sustainable jobs-based training for Job Corps students. This initiative will support the program's
goals and objectives by revising policy and systems to:

- Enhance jobs-based training content and delivery (from admissions to career
  transition);

- Identify the type of enrollee Job Corps can best serve, and take steps to recruit and
  retain these students;

- Increase cost effectiveness by aligning internal resources and leveraging external resources, partnerships, and products of other Employment and Training Administration investments;

- Improve efficiency by eliminating outmoded practices, by examining the breadth of services provided to youth, reducing program costs, and eliminating non-essential services;

- Streamline processes from program delivery to management and oversight through the use of technology;

- Start students on career paths, and strengthen the U.S. workforce by implementing professional development programs that expand staff capacity to design and deliver standards-based education and training programs;

- Promote operator innovation to allow for greater flexibility in implementing program solutions; and

- Target services to produce positive student outcomes and meet employers' needs for qualified workers.

To support more streamlined, cost-effective and sustainable program operations, policy and the policy management system will be reviewed and redefined. We will use technology to create an e-Policy management system that provides users with universal real-time access to program policy, links to performance standards and expectations, access to assessment strategies and tools, and direct connection to technical assistance and resources.

At the same time, we will address administrative processes and workload issues by seeking ways to streamline and strengthen oversight, monitoring, technical assistance, outcome measures, procurement and financial management systems.

3.   Process. Job Corps' Program Planning and Policy Modernization initiative will be a collaborative effort. It will build on the program's extensive research, development, and pilot testing of instructional content, methods, and operational practices to support President Obama's Skills Agenda. In addition, it will capitalize on the depth and breadth of knowledge within the Job Corps community. The following actions are scheduled for the next 3 months:

- Informational Webinars: To kick-off this initiative, the Office of Job Corps has scheduled a series of informational Webinars that will address the imperative for change, guiding principles for the process, expectations, timeline and methods, and opportunities for participants to provide input and feedback throughout the process. The Webinars will be available to all interested Regional Office staff and Job Corps community members, including contractors, Center Operators, OA/CTS providers and staff. (Schedule provided below.)

- Strategic Direction: Federal managers will be engaged in a series of discussions about key strategic directions for the program. (March 2014)

- Program Modernization Workgroup: Leaders from the Job Corps community will be invited to participate on a Program Modernization Workgroup to address strategies in the areas of policy, procurement and budget, as well as an implementation strategy and timeline. (April 2014 – ongoing)

- Listening Forums: A series of Listening Forums will be held to solicit input from the Job Corps community regarding program modernization and policy. Dates, times and procedures will be announced prior to the scheduled sessions. (April 2014)

- Implementation Plan: A 5-Year Implementation Plan for Job Corps will be developed and issued. The plan will announce significant actions, and will serve as a guide for program development and direction over the next 5-years. (May 2014)

Follow-up opportunities for the Job Corps community to participate include the following:

- Expert field practitioners will be invited to participate as workgroup members to review existing policy and new policy recommendations, and identify assessment strategies, implications, and consequences of policy changes; and

- A Job Corps Community of Practice will be established to ensure communication regarding the initiative, solicit review and feedback, and to promote the exchange of ideas.

An initiative of this magnitude will require the best thinking of the Job Corps community. The cooperation and thoughtful input from everyone will ensure that Job Corps remains the best residential training solution for America's disadvantaged youth.

4.   Next Steps. To introduce this initiative to the Job Corps community, two Webinars will be held in accordance with the schedule below. Because the same Webinar will be presented both days, there is no need to attend both sessions.

Date	Time
Thursday, March 13, 2014	1:00 p.m. Eastern
Tuesday, March 18, 2014	1:00 p.m. Eastern

To participate in a Webinar, participants must be a registered user of Workforce3One. To register, visit https://www.workforce3one.org, and click on the "Signup" icon in the upper right corner. Registration is easy and free. After completing the registration process, users can register for and participate in Webinars by selecting the "Webinars" link on the Workforce3One home page. Video tutorials on registering or signing up for a Webinar are available on the Workforce3One Web site at: https://www.workforce3one.org/view/1001132142513971405/info.

It is suggested that participants join the Webinar by logging directly into Workforce3One via their Internet browsers rather than join via Citrix or other remote user software.

Addressees are invited to submit questions in advance to John Chowning at chowning.john@dol.gov. To the extent possible, answers to submitted questions will be provided during the Webinars.

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

4.   Expiration. Until superseded.

5.   Inquiries. Inquiries should be directed to Marcus Gray at (202) 693-3967 or via e-mail at gray.marcus@dol.gov; or John Chowning at (202) 693-3102 or via e-mail at chowning.john@dol.gov.