

March 18, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-45
------------	--

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: Update on E-Folder Deployment

1. Purpose. To advise the Job Corps community of the progress and status of the e-Folder deployment plan.
2. Background. As noted in Information Notice 13-41, e-Folder deployment is scheduled to begin May 2014.

In preparation for this deployment, Job Corps is taking a number of steps to insure a successful transition. Job Corps teams are working on the following:

- Evaluating scanners with Quality Control/Quality Assurance Staff and Job Corps centers
- Evaluating storage requirements for documents, including retention times
- Testing scanners and developing FAQs and documentation
- Developing role-based training for Webinars
- JCDC Technical Staff to meet with OA and Records Staff to get a better understanding of the workflow

We will continue to advise the Job Corps community of all progress and of any changes to the deployment schedule.

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 Until superseded.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](mailto:estep.linda@dol.gov).