

May 5, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-53
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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: Mandatory Sustainability Webinars; Sustainability Performance; and
Energy Action Month Contest Results

1. Purpose. To inform the Job Corps community of mandatory sustainability Webinars, to highlight Job Corps centers' sustainability performance, and to publicize the results of Job Corps' Energy Action Month contests.

2. Background. This Information Notice addresses multiple sustainability items. First, the Office of Job Corps (OJC) has planned a Webinar on sustainability. The purposes are to provide information on the benefits of integrating sustainable practices with operations, address existing and new requirements, and to highlight best practices.

Second, we are highlighting centers' performance on energy, water, and waste measures. See Attachments A, B, and C. Note that this information is also posted and updated at the Funded Not Corrected Web site, available through the "Funded Not Corrected" application in Job Corps Citrix. The waste charts reflect initial data from centers; these data are expected to change over time as centers improve their measurements.

Finally, we also are recognizing the winners of two contests held during Energy Action Month, last October. For the Sustainability Project Contest, the Pittsburgh, Glenmont, and Gary Job Corps Centers deserve special recognition. For the Oldest Refrigerator Contest, Keystone was the clear winner. There were many strong entries for these contests. The Office of Job Corps appreciates the efforts of all applicants and regions, and will work with the winners and their regions on funding additional projects and improvements. Please see Attachment D for details of the projects.

3. Action. All Job Corps centers and Regional Offices must attend the mandatory Sustainability Webinar. Facilities managers and at least one regional representative are required to attend one of the Webinars listed below. Finance and administration managers and other

personnel involved in the procurement of supplies and facilities maintenance should attend as well.

Dates for training:

May 19, 2014	10:00 a.m. Central
May 20, 2014	12:00 p.m. Central
May 21, 2014	2:00 p.m. Central

The Webinars are posted in the Event Registration area of Job Corps' Community Web site. To register, log on using your Citrix credentials. Click Event Registration from the navigation menu at left, and select the event you wish to attend by clicking on the event title.

Questions from center and region staff should be directed to David Wiley of OJC, at wiley.david@dol.gov, prior to the Webinar. Any comments on the Attachments and the related Web site posting are welcome as well.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to David Wiley at wiley.david@dol.gov or (202) 693-3396.

Attachments

- A – Energy Performance Charts
- B – Water Performance Charts
- C – Initially Reported Waste and Recycling Rates
- D – Energy Action Month Contest Results