

June 23, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-62
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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: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: SafetyNet Contacts in Center Information System (CIS) – Mandatory Updates

1. Purpose. To ensure that the SafetyNet contact information, located in the CIS, is updated and current prior to increased student travel during the upcoming summer break.
2. Background. In February 2014, the Job Corps Data Center released Notice No. 13-131 (Attachment A) reminding centers of the importance of updating and maintaining SafetyNet information. Instructions and screen shots for how updates can be completed within CIS were attached to that notice, and are attached to this Information Notice (Attachment B).

Summer break will begin Friday, June 27 and end Monday, July 14, 2014. Most students will be in travel status sometime during this period. With increased numbers of students traveling, it is important to ensure that SafetyNet information is current in the event of emergencies.

3. Action. Job Corps centers will ensure that SafetyNet information is updated **by Wednesday, June 25, 2014.**
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at (202) 693-3008 or kyle.andrea@dol.gov.

Attachments

- A – Job Corps Data Center Notice No. 13-131 “Updating SafetyNet Contacts in CIS”
- B – SafetyNet Contacts