

May 12, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 14-42
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
OFFICE OF CONTRACTS MANAGEMENT
OFFICE OF FINANCIAL ADMINISTRATION

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: "Idea Mill" Discussions with the National Director

1. Purpose. To notify the Job Corps Regional Offices, the Office of Contracting Management, and the Office of Financial Administration of monthly video or telephone conference calls with the National Director to discuss significant topics.

2. Background. The recent federal conference in April 2015, was a resourceful means of providing information and communicating directly with the Contracting Officer Representatives (CORs) regarding significant regional issues. Per the suggestion of multiple staff members, the National Office of Job Corps has established a monthly discussion for suggested policy and procedural changes. The monthly conference/video calls will provide information and guidance for staff, and an opportunity to share feedback.

"Idea Mill" calls will be held the third Thursday of each month at 2:00 p.m., Eastern. The first "Idea Mill" discussion with the Director will be Thursday, June 18, 2015.

Please submit your discussion topics to JobCorps.IdeaMill@dol.gov by the **first Thursday of each month**. Topics will be incorporated in a monthly agenda, and distributed one week prior to the call. When possible, discussions will be provided by video conference.

All topics will be addressed as follows:

- Information distributed;
- Information shared to include discussion/feedback; and
- Items that need to be addressed-most significant and pressing issues.

3. Expiration. Until superseded.

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

5. Inquiries. All inquiries should be directed to Linda Marshall at marshall.linda@dol.gov.