

December 23, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 15-23
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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  
National Director  
Office of Job Corps

SUBJECT: Policies and Procedures Regarding Job Corps Web sites

1. Purpose. To remind the Job Corps community of online protocol, Web site hosting regulations, and approval process for Job Corps center Web site edits.
2. Background. Job Corps maintains several officially recognized public Web sites for the purpose of disseminating information about the program, recruiting participants, and providing links to centers. These sites are hosted by the Job Corps Data Center (JCDC), and they have been reviewed and approved by the National Office of Job Corps (OJC) and the Office of Public Affairs (OPA).
3. Policy. All Job Corps Web sites must operate according to U.S. Department of Labor OPA guidelines, and all public-facing Job Corps Web sites are subject to OJC and OPA approval. All Web sites that provide information about the Job Corps program or conduct any Job Corps business must be reviewed and approved by OJC and OPA, and are hosted by JCDC. Requests for changes to content on Job Corps center Web sites shall be sent to the National Office through the Federal regional Project Manager.

Each Center Director is responsible for conducting at least one review each year of information on the center's Web site.

4. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. All inquiries should be directed to Andrea Kyle Bobrik at [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).