

May 25, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 15-38</b>
-------------------	---

**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, Including Center-Specific Web Pages

1. Purpose. To remind the Job Corps community of Web site operations and hosting protocols, approval process for changes to center-specific Web pages, and to clarify Information Notice 15-23, "Policies and Procedures Regarding Job Corps Web sites," dated December 23, 2015.
2. Background. Job Corps maintains several official Web sites and Web-based tools for purposes of providing public information, Job Corps community engagement, and enrollment services. The Job Corps Data Center (JCDC) hosts these sites, and the National Office of Job Corps (OJC) and the Office of Public Affairs (OPA) review and approve them.
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 Job Corps programs or services, including center operations, outreach, admissions, career transition services, Job Corps-related print or electronic materials, and/or conduct any Job Corps business, are hosted by JCDC, and must be reviewed and approved by OJC and OPA.  
  
Each Center Director is responsible for conducting at least one review each year of information on the center's Web site. Requests for changes to content on any Job Corps Web site shall be sent to the National Office through the Federal regional Project Manager. Once approved, content updates will be made solely by the OJC.
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 Until superseded.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).