




OCT 16 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 17-14

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL CENTER USERS

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

A large, stylized handwritten signature in blue ink, likely belonging to Lenita Jacobs-Simmons.

SUBJECT: Mandatory Energy and Water Reporting and Energy Action Month

1. Purpose. A mandatory Webinar will provide Job Corps community with direction and information regarding energy, water and other environmental reporting. Energy Action Month will be observed through projects Job Corps centers produce. This Webinar is appropriate for Center Maintenance Managers, Finance and Administration Directors, and others interested.
2. Background. The Department of Labor must report on greenhouse gas emissions per Executive Order 13693. The Webinar will instruct Job Corps centers on submitting data for the greenhouse emission report otherwise.

October is Energy Action Month. Job Corps centers are doing great work to reduce energy and water usage. Projects that involve students are especially valuable. Our students can make a huge impact in energy and water savings. We want to hear what your center is doing to save energy and water. We'll collect from and distribute to the Job Corps community ideas on energy- and water- saving, and other environmentally friendly projects.

Centers may provide a one-page summary of their projects and actions taken, along with embedded photos. Project ideas include:

- Promoting weatherization, waste reduction, recycling or energy conservation;
- Installing energy-efficient equipment like lighting, caulking, or weather-stripping;
- Promoting alternative transportation bicycling, walking, and public transportation;
- Organizing a garden-work day or community-cleanup day.

3. Action. Job Corps centers will input greenhouse gas emissions data for the Engineering Support Contractor through the Construction, Rehabilitation and Acquisition system by **November 20, 2017.**

The dates of the Webinar are Tuesday October 24, 2017, at 11:00 a.m., Eastern; Wednesday October 25, 2017, at 4:00 p.m., Eastern; and Thursday October 26, 2017, at 3:00 p.m., Eastern. The link for the Webinar will be available on the Job Corps Community Web site.

The due date for Energy Action Month project information is November 20, 2017.

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

4. Effective Date. Immediately.
5. Expiration. Until superseded.
6. Inquiries. Submit any inquiries and project information to Patricia Prior, Job Corps' Sustainability Representative at prior.patricia.j@dol.gov, or 202-693-3340.

Attachment

Carbon Footprint Reporting Instructions and Form