

October 12, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01-08
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TO: **ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF**
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: **RICHARD C. TRIGG**
National Director
Office of Job Corps

SUBJECT: **Job Corps Web Site: Policies and Guidelines**

1. Purpose. To provide the Job Corps community with polices and guidelines to be used for all Job Corps related websites.

2. Background. The national office, regional offices, Job Corps centers, center operators, outreach admission and career transition contractors, and support contractors are currently hosting and monitoring websites with a variety of designs. There is no consistency among the sites regarding their look and feel. Job Corps is required by ETA and the Department of Labor (DOL) to establish Job Corps web site policies and guidelines. These guidelines must also comply with ETA and DOL standards.

3. Action. Effective immediately, all Job Corps web site designers are to use the attached Job Corps website policies and guidelines for developing and maintaining Job Corps web sites. The issues that are addressed in the attachment include the use of Job Corps logos, accuracy of data, appropriateness of content, and use of the consent forms that a center must use if utilizing pictures of students.

Site design information and the web site policy and guidelines document can be located at <http://intranet.jcdcnnet.org/documents/sitedesign>. This document will have the policies and the consent forms that must be completed if the center has any images of students that they want to publish on the Web.

4. Expiration Date. Until superseded.

5. Inquiries. Questions or comments may be addressed to Linda Estep at EstepL@jcdc.jobcorps.org, or the Job Corps Data Center Technical Assistance Center at 800-598-5008.

Attachment

Job Corps Web Site: Policies and Guidelines