

US DEPARTMENT OF LABOR

Employment and Training Administration
Office of Job Corps



Job Corps Resource Library OA & Center Deployment

Background

To date, the Job Corps Data Center (JCDC) utilized either electronic mail or applications such as SPAMIS (Student Pay, Allotment, and Management Information System), OASIS (Outreach & Admissions Student Input System) or PAIS (Placement Agency Information System) to distribute performance, statistical, payroll, and operational reports to the Job Corps Community. These reports are generated from data received from centers, Career Transition/Outreach and Admissions (CT/OA) contractors. The implementation of the CDSS Suite of Applications is phasing-out SPAMIS, OASIS, and PAIS applications, which include the reports download utilities. These utilities allow centers and CT contractors to download and print reports that are specific to their operation, while protecting student privacy. The Job Corps Resource Library (JCRL) will replace the reports download function in these applications, as well as eliminate e-mail distribution of the reports. Centers will print biweekly payroll reports directly from CIS. All other center and CT contractor weekly, monthly, quarterly, and annual report distributions will be carried out through the JCRL.

The JCRL is also available to Job Corps national and regional office staff, contractors, National Training Contractors (NTCs), and WICs & JACs who currently receive the JCDC production reports through GroupWise. Although E-Mail has served Job Corps well in the past as a vehicle for reports distribution, as communications within Job Corps becomes more sophisticated, the various entities requiring access to Job Corps data have moved from dependence on the Job Corps e-mail network and have adopted varied workstation standards such as Microsoft and Corel. This has created a need for a standard report distribution tool that will eliminate the need for a workstation to have a specific software application to print a report. It also eliminates the need for the JCDC to distribute reports in multiple formats in order to accommodate the various workstation standards.

Application Overview

JCRL is designed to provide JCDC production reports through Internet access and to eliminate the use of the SPAMIS, OASIS, or PAIS PC and/or electronic mail as a method for distributing reports. JCRL contains all the reports that are currently available on the JCDC Production Calendar. All CIS Points of Contact (POCs) and OASIS users with Contract Manager permission are set up to access JCRL. Other staff must complete the attached User ID Request Form. The completed form should be faxed to 512-393-7287 (Attn: Security). Users who already have a CIS or OASIS user ID will use the same user ID for logging on to the JCRL; however, the user ID will not be activated until the User ID Request Form is submitted and processed. The JCRL gives access to reports based on the User ID and the entity that they work for. Access to reports is broken down into two groups: public and private. A public report is one that everyone currently receives, such as the OMS-10 or WSSR. A private report is specific to either a center operator, or CT/OA contractor. Private reports usually are those detailed reports that display a student ID, such as the OMS 20, OAOMS 20, or POMS 20.

In addition to reports, the JCRL will also provide links to access: current national office PRH Change Notices, Curriculum Change Notices, Program Instructions, Information Notices, JCDC Notices, and, the Job Corps Forms Library.

JCRL Deployment

The deployment of the JCRL is being carried out in phases due to the magnitude of the project and the number of staff that are affected. The deployment involves six report distribution groups: (1) regional and national office, (2) OA contractors, (3) centers, (4) CT contractors, (5) National Training Contractors (NTCs), and (6) WICS & JACS.

National and Regional JCRL Deployment

National and regional staff are currently using the JCRL to access reports. E-mail distribution has continued while staff becomes accustomed to the new application. If you have lost or forgotten your user ID, please contact the JCDC TAC at 1-800-598-5008, option 2.

OA Contractors and Center JCRL Deployment

OA contractors and center staff may begin using the JCRL immediately upon receipt of this Notice. As the new OASIS and CIS are implemented, these staff will lose the ability to download and print reports through the old OASIS and SPAMIS.

All CIS POCs and OASIS users with Contract Manager permission are set up to access the JCRL. Other staff must complete the attached User ID Request Form. Please disregard this request if it has already been met.

CT, NTC, WICS, and JACS JCRL Deployment

The remaining report distribution groups, including CT Contractors, National Training Contractors (NTCs), and WICS & JACS, will begin using the JCRL later this year. Another Notice will be distributed that will provide instructions and a date on which e-mail distribution of all reports will cease.

User Access

The JCRL may be accessed through any computer that is able to run MS Internet Explorer version 5.0 or higher. A link to the JCRL has been provided in the Web Applications menu of the Job Corps Community Web site at <http://jcdcf55.jcdcnnet.org>. On February 15, 2002, this address was changed to <http://jweb.jobcorps.org> for OA, CT, support contractors, and national/regional offices or <http://jweb.jcdcnnet.org> from center networks. Alternatively, the JCRL can be accessed directly at <http://jcr1.jcdcnnet.org>. If you are “outside the firewall,” meaning that you are using your own internet service provider or state network, then you must access the JCRL at <http://jcr1.jobcorps.org>.

Contact Information

Questions concerning the Job Corps Resource Library should be referred to the JCDC Technical Assistance Center at 1-800-598-5008, option 2, or deployment@jcdc.jobcorps.org.