

March 20, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-24
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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 Resource Library Implementation

1. Purpose. To inform the Job Corps community of the release and availability of the most recent system in the CDSS Suite of Applications, the Job Corps Resource Library (JCRL).

2. Background. Historically, Job Corps staff has obtained reports and other documents from various sources, including software applications to which they have access (such as SPAMIS, OASIS, and PAIS) and e-mail. Although these distribution methods have been adequate, the implementation of the new CDSS Suite of Applications has presented the opportunity to simplify this process. JCRL will consolidate multiple application and e-mail access to reports into one web-based application. This provides many benefits over the old system:

- Staff can access all reports from any computer equipped with Internet Explorer and an Internet connection (Job Corps-specific software is not required).
- Staff that do not depend on the Job Corps e-mail network have increased accessibility.
- Both Microsoft and Corel users will have equally easy access to reports, as all JCRL documents are in Adobe PDF format. Virtually all PCs have Adobe Reader installed; if not, it can be downloaded for free.

3. Action.

- All CIS Points of Contact (POCs) and OASIS users with Contract Manager permissions have already been 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 JCRL; however, the user ID will not be activated until the User ID Request Form is submitted and processed.
- Job Corps staff may begin using JCRL to access reports and other documents, according to the reports distribution group schedule described in the attached document. Most staff can begin using the application upon receipt of this Instruction.
- You can access JCRL either directly or through the “Web Applications” menu of the JC Community Web Site. **Note:** *The Community Web Site URL has been changed. The table below provides the various URLs used to access JCRL:*

	If using the internet (e.g., National/Regional Offices; OA, CT, and Support Contractors):	If using the Center Network (i.e., JC staff working on-center):
JCRL (direct access):	http://jcrl.jobcorps.org/	http://jcrl.jcdcnet.org/
JC Community Site (old):	http://jcdcf5.jobcorps.org:7102/	http://jcdcf5.jcdcnet.org/
JC Community Site (new):	http://jcweb.jobcorps.org/	http://jcweb.jcdcnet.org/

4. Expiration Date: Until superseded.

5. Inquiries. Questions and comments regarding JCRL should be directed to Linda Estep, at estep1@jcdc.jobcorps.org, or to the JCRL Deployment Team at deployment@jcdc.jobcorps.org. Operation questions and error reporting should be addressed to the JCDC Technical Assistance Center (TAC) at 1-800-598-5008, option 2, or by email, at helpdesk@jcdc.jobcorps.org. Also consult the Job Corps Deployment Web Site for additional information and updates:

If using the internet (e.g., national/regional offices): <http://deployment.jobcorps.org>

If using the center network: <http://deployment.jcdcnet.org>

Attachment