November 5, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 02-05

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' New Career Transition System Application Hardware Survey

1.   Purpose. To advise the Job Corps community of the planned deployment of the Career Transition System (CTS) application and to survey Career Transition Services contractors for hardware and access requirements.

2.   Background. Since 1994, Job Corps Career Transition Services contractors have used the Placement Agency Information System (PAIS) as a tool for recording and tracking placement information. A second application, the Career Development Service Systems (CDSS), was developed 2 years ago as an interim application tool. CDSS is used to record case notes and assist in tracking students for up to 1 year after they are placed in a school, job, or military service.

      In response to changes in Job Corps policy and advancing technology, Job Corps has developed a new application, the Career Transition System (CTS). This application will replace both PAIS and CDSS. In addition to combining the functionality of PAIS and CDSS, CTS promotes and facilitates the team approach to providing transition services to Job Corps graduates and former enrollees by including access to the Career Transition portion of the Personal Career Development Plan (PCDP) application.

3.   Action. The attached hardware survey must be completed and returned to the Job Corps Data Center with regional approval by Friday, November 22, 2002. *(Note: The submission date has been extended from November 1, 2002.)* The survey form is provided in both MS Word and in Corel WordPerfect for your convenience.

4.   Expiration Date. Until superseded.

5.   Inquiries. If you have questions or comments regarding the Career Transition System hardware survey, please email Linda Estep at estepl@jcdc.jobcorps.org., or email to deployment@jcdc.jobcorps.org. Additional information and updates are also provided on the Job Corps Deployment Site, which can be accessed from the following website addresses:

- From outside the Job Corps network: http://deployment.jobcorps.org:7108/

- From inside the Job Corps network: http://deployment.jcdcnet.org

Attachment:

Career Transition System/Hardware Regional Request Form (Attachment is provided electronically in MS Word and Corel WordPerfect)