

December 12, 2002

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 02-10
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TO: **ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS**

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

SUBJECT: **Job Corps Policy Dialogue**

1. Purpose. To announce plans for a policy dialogue forum for national and regional office representatives, center operators, national training and support contractors.

2. Background. The Office of Job Corps is convening a 1-day policy dialogue forum in Washington, D.C. on Wednesday, January 29, 2003 from 9:00a.m. until 4:30p.m. at the Washington Court Hotel. Because of space limitations, we are only able to accommodate two representatives (key decision makers) from each center operator, national training and support contractors. The Federal Management Team will also be attending the forum. Simultaneously, Job Corps will be holding other meetings during this week such as the Vocational Performance Assessment Workgroup, a 40th Anniversary Brainstorming session and the quarterly Federal Management Team meeting. In addition, we will celebrate the retirement of longtime national office staff members Jan Gullede and Steve Puterbaugh.

3. Registration and Logistics. The following are registration and logistical arrangements:

Washington Court Hotel
525 New Jersey Avenue, N.W.
Washington D.C. 20001
(202) 628-2100
(800) 321-3010

Participants must reserve their sleeping room with the hotel by Friday, January 3, 2003 in order to guarantee the room rate of \$187.50, which is approved for reimbursement to participants. The rooms are being held under the group name "Department of Labor Policy

Dialogue”. Participants must also register for the meeting online at:
www.mpf.com/policydialogue/.

A continental breakfast will be provided. The forum will begin promptly at 9:00 a.m.

4. Action. Addressees are to ensure that a copy of the Instruction is provided to appropriate staff.

5. Expiration Date. January 29, 2003

6. Inquiries. McNeely, Pigott & Fox will be assisting the national office with registration and logistics coordination. Inquiries concerning problems with the online registration should contact Megan Moran at (615) 259-4000. Logistical inquiries should be addressed to Suzanne Nahay at (615) 259-4000.