

April 17, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 00-23
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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 CDSS CONTRACTORS

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

SUBJECT: Traveler Identifier Change

1. Purpose. To provide instructions for assigning student Traveler Identification (ID) numbers.

2. Background. Job Corps is reviewing current policies related to student transportation to ensure that student travel is handled in an appropriate and cost effective manner, and to ensure that Job Corps student travel policies are in accordance with applicable regulatory requirements. As a result of the review and discussions held with the Office of the Inspector General, Job Corps will terminate its practice of releasing students' social security numbers (SSNs) as a student identifier for travel purposes. Releasing students' SSNs violates the Privacy Act and the Social Security Act.

Job Corps is developing a permanent solution for this issue, which will be communicated to the field when it is operational. As an interim solution, Job Corps centers are directed to provide only the students' names and a Traveler Identification number (see "3. Action" below) to travel agencies.

3. Action. All centers must immediately stop providing social security numbers to travel agencies. The Job Corps Data Center will:
 - a. Create a unique Traveler ID for each student. (All new students will be enrolled through OASIS and the Traveler ID will be created the first time the student has travel requested through OASIS.)

 - b. Generate a Traveler ID for each student currently enrolled in Job Corps. Students will have the same Traveler ID number throughout his or her enrollment.

c. Create a query for centers to retrieve each student's Traveler ID number, which must be used in place of the social security number for all student travel.

d. Create an application to allow the Technical Assistance Center (TAC) to generate a Traveler ID, in the **rare instance that a student is not enrolled through OASIS**. The initial travel request will still be processed through OASIS, but this will allow for separate *special requests* to be faxed to the travel agency. The fax should indicate that it is a *special request* to prevent the travel agency from issuing a duplicate travel request when it is received through OASIS.

Regular travel procedures (i.e., winter/summer break, graduate travel home) will remain the same. Tickets will not be processed without a student Traveler ID number.

4. Expiration Date. Until superseded

5. Inquiries. Inquiries should be directed to Paul Milam at (202) 693-3119, Pmilam@doleta.gov or María Temiquel at (202) 693-3118, Mtemiquel@doleta.gov .