

Job Corps Public E-mail Groups

Group Name	Description	Comment
All Center Directors	Includes the generic Center Director e-mail account for all Job Corps centers. It doesn't Includes Center Director's personal e-mail account.	Maintained by JCDC automatically.
All Centers	Includes the generic JCC center e-mail account for all Job Corps centers.	Maintained by JCDC automatically
*All CCC HQ	Includes the designated CCC agency headquarter representatives.	Reviewed by National/Regional Offices
*All Center Contractor HQ	Includes the designated center operator corporate representatives.	Reviewed by National/Regional offices
All Center Operator HQ	Includes all members in the "All CCC HQ" and "All Center Contractor HQ" groups.	Maintained by JCDC automatically
*All NTC HQ	Includes the designated National Training Contractors headquarter representatives.	Reviewed by National Office
*All Support Contractor HQ	Includes the designated headquarter representatives for national support contractors such as JACS, WICS, Battelle, DIR, etc.	Reviewed by National Office
*All OA Contractor HQ	Includes the designated headquarter representatives for Outreach and Admission contractors	Reviewed by Regional Offices
*All CTS Contractor HQ	Includes the designated headquarter representatives for CTS contractors	Reviewed by Regional Offices
All National Office Senior Staff	Includes the designated National Office senior staff	Reviewed by National Office
All National Office Staff	Includes all staff at the National Office of Job Corps. It automatically includes members of "All National Office Senior Staff"	Reviewed by National Office
All Regional Director	Includes all Regional Directors	Reviewed by National Office
Specific Regional Office Staff Group(e.g. Philadelphia Regional Staff)	Includes all regional staff for that group	Reviewed by regions

Attachment B

Above groups are frequently used for distribution of National Office Memoranda, PRH Change Notices, Program Instruction Notices, Information Notices and other restricted distribution. **The six groups identified with an asterisk (*) need membership updated by contractors using the attached Excel form.**

Other e-mail groups

Group Name	Description	Comment
POC – CIS	Includes all center staff who are designated as CIS POC for the center	Approved by Center Director
POC – Center IT	Includes all center staff who are designated as IT POC (or Network POC) for the center	Approved by Center Director
POC – CTS	Includes staff who are designated as the CTS POC for the CTS agency (i.e. CTS Manager)	Approved by CTS Contractor
POC – OASIS	Includes staff who are designated as the OASIS POC for the OA Agency	Approved by OA Contractor
POC – FMS	Includes staff who are designated as the FMS POC for the organization	Approved by contractor
POC – EPMS	Includes staff who are designated as the EPMS POC for the organization	Approved by contractor