

May 25, 2005

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-25

TO: ALL JOB CORPS NATIONAL OFFICE 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: GRACE KILBANE
 National Director
 Office of Job Corps

SUBJECT: Contractor Public Email Groups

1. Purpose. To inform the Job Corps community of the need for providing updated email account information to the Job Corps Technical Team.

2. Background. The Job Corps Technical Team maintains group email accounts for the purpose of sending notices and other information to multiple recipients. These email accounts include addresses for specific individuals identified as persons who should be included in the group account. However, as individuals leave Job Corps, move to other agencies, or take on new positions, these groups are not being updated. Contractors need to monitor the list of staff included in these groups and provide updates on a regular basis.

The Job Corps Technical Team has been working with Regional and National Office staff to update group email accounts for them as well.

3. Action. Contractors are required to provide the Job Corps Technical Team a list of names to be included in public group accounts to receive messages from the National Director, PRH Change Notices, Curriculum Change Notices, Program Instructions, Information Notices, Job Corps correspondence and general information. Attachment A is the Email Public Group Form which has been created for gathering this information. Contractors should use this form for updating and providing email addresses to be added to specific group accounts. They should also identify from which groups these email addresses should be removed. Each recipient will be designated as a member of one or more of the following groups:

Group Name	Description	Comment
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 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

Public Groups will be updated on a monthly basis. Please send your updates by the end of each month. Those changes will be included in the next public group update. Return the completed form by email to helpdesk@jobcorps.org, or fax to 512-804-2046.

4. Expiration Date. Until superseded.

5. Inquiries. Questions or comments may be addressed to Janis Pearson (pearson.janis@jobcorps.org) or Linda Estep (estep.linda@jobcorps.org).

Attachments

- A: Contractors Email Group Account Update Form
- B: Job Corps Public Email Group Accounts