

May 17, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-20
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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: ESTHER R. JOHNSON
 National Director
 Office of Job Corps

SUBJECT: Consolidation of Job Corps Web Sites and Web Site Survey

1. Purpose. To inform the Job Corps community of the Department of Labor's (DOL) plan to consolidate all DOL Web sites, including Job Corps Web sites; and to provide instructions to National and Regional Office staff for completing the attached online Web site survey.
2. Background. Many Job Corps centers, Outreach and Admissions (OA) and Career Transition Service (CTS) agencies, Regional Offices, and National Training Contractors (NTCs) maintain Job Corps related Web sites using Job Corps resources. Most of these sites are developed and hosted either by the centers or agencies internally, or by third party companies. In order to standardize Web sites at the national level, the Office of Job Corps will be providing oversight for the consolidation of all Job Corps Web sites, which will be hosted at the Job Corps Data Center (JCDC).

In order to identify the resources needed to support this initiative, completion and submission of the attached survey is required by the National and Regional Office staff that are contractually responsible for these Web sites.

The attached survey should be completed for **each** Job Corps site. This Directive applies to **all** Job Corps Web sites, including those currently under development or review.

3. Action. Regional Directors and National Office Division Chiefs are responsible for ensuring that the surveys are completed for each Web site in their region or National Office Division. These surveys should be completed online, and saved to a file. The file should then be returned by e-mail to Linda Estep at estep.linda@jobcorps.org no later than June 9, 2006.

4. Expiration Date. June 9, 2006.

5. Inquiries. Questions should be directed to Linda Estep at (888) 886-1303, ext. 7212, or e-mailed to estep.linda@jobcorps.org.

Attachments

A – Job Corps Web Site Survey

B – List of Known Web Sites