

September 7, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-06
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TO: ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS

FROM: ESTHER R. JOHNSON, Ed. D.
 National Director
 Office of Job Corps

SUBJECT: Updating Center Information in the Center Information System

1. Purpose. To advise the Job Corps centers on the new process for updating center information in the Center Information System (CIS). This information will be used by the National Office to update the Job Corps Directory and Training Opportunities Directory.

2. Background. The Job Corps Directory and Training Opportunities Directory are updated quarterly and annually, respectively. In the past, the National Office of Job Corps has asked centers to provide the information directly. However, because the information is already captured in CIS, the National Office will use CIS as the source for maintaining directories.

Centers will be responsible for providing the following information in CIS:

- a. Center name, address, telephone and fax numbers, e-mail address, and Web site address

- b. Center capacity (to include the number of male residents and nonresidents as well as female residents and nonresidents)

- c. Center Director's name

- d. The operating contractor

The attached instructions provide guidance to centers concerning how to update this information in CIS.

3. Action. All addressees are to ensure that the information in CIS is updated and accurate. Only the information entered into CIS will be used. This information should be updated no later than September 28, 2006.

4. Expiration Date. September 28, 2006.

5. Inquiries. Inquiries should be directed to Sandra Darden at arden.sandra@dol.gov; or Linda Estep at estep.linda@jobcorps.org.

Attachment