

August 8, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-05

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 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, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Job Corps Annual Leadership Summit 2007
 New Vision for Job Corps. For Students. For Staff. For the Future.

1. Purpose. To provide information on the Job Corps Annual Leadership Summit 2007, including instructions concerning registration and hotel reservations.

2. Background. The Annual Leadership Summit will be a working conference to inform the Job Corps community about the elements of Job Corps' New Vision. The summit will include plenary sessions and workshops based on implementation of the New Vision.

3. Conference Participants. The following staff are invited to participate in the conference:

OA Project Directors	National Training Contractors' Project Directors
Center Directors	Department of Interior Agency Staff
Center Academic Directors	Department of Agriculture Agency Staff
Center Vocational Directors	Department of Labor Agency Staff
CTS Project Directors	Contractor Corporate Staff

4. Conference Dates and Logistics. This year's Annual Leadership Summit is 3 days long.

Dates: Monday, October 15
 Tuesday, October 16
 Wednesday, October 17

Dates (cont.): The conference will open Monday morning and close late Wednesday afternoon. Participants are encouraged to arrive Sunday evening, October 14, and depart no earlier than Thursday morning, October 18.

(A block of sleeping rooms is available Thursday night, October 18, at the group rate in the event that contractors or agencies would like to hold additional meetings on Thursday and Friday at the hotel.)

Location: Hilton Washington
1919 Connecticut Avenue, NW
Washington, DC 20009
(202) 483-3000

Dining: The conference will have two scheduled refreshment breaks each day.

Attire: Attire for the conference will be business casual.

5. Conference Registration and Registration Fee. Each participant must register for the conference as follows:

To register: To complete the registration form, log on to the Web page <http://www.mpf.com/2007LeadershipSummit>.

Fee: For participants who register on or before September 1, 2007, the registration fee will be **\$149**. For participants who register after September 1, 2007, the registration fee will be **\$199**. Department of Labor federal staff members will not be charged a fee for this conference.

6. Hotel Reservations. After registering for the conference, reserve a sleeping room as follows:

To reserve: Visit the hotel's Web site at <http://www.washington.hilton.com> or call (202) 483-3000 or toll-free at (800) 445-8667 to reserve a sleeping room. Be sure to mention the group code for our conference, **JCA**, to guarantee the prevailing government per diem room rate.

Deadline: All room reservations should be made by September 15, 2007, to guarantee the space at the prevailing government per diem rate.

7. Conference Agenda and Updates. Once finalized, the conference agenda will be available online at the registration Web page <http://www.mpf.com/2007LeadershipSummit>. Please check the Web page periodically for updates.
8. Meeting Requests. Attached to this Program Instruction is the Workshop Information Form and a meeting request form for corporations or agencies requesting meeting space during and after the conference. We will submit these forms as requests to the hotel, but the requestor will be responsible for arranging the meeting with the hotel. The requestor will be responsible for all meeting costs.

Please complete the attached form and submit it electronically to Wendy Manning at manning.wendy@dol.gov by **September 15, 2007**.

9. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
10. Expiration Date. Until superseded.
11. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3104 or manning.wendy@dol.gov.

Attachment

Workshop Information Form