

October 24, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-10

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 Web Consolidation

1. Purpose. To update the Job Corps community on the progress of the Web Consolidation project and what centers and agencies may expect in the coming months.
2. Background. Program Instruction No. 05-20 (May 17, 2006) informed the Job Corps community of the Department of Labor's (DOL) plan to consolidate all DOL Web sites, including Job Corps Web sites. A survey was sent to all site owners to help the National Office of Job Corps assess the level of effort needed to consolidate Job Corps Web sites, which will be hosted at the Job Corps Data Center (JCDC).

Funding for the consolidation project was awarded in fiscal year (FY) 2007, and the project is currently under way.

In the first phase of this project, JCDC will begin migrating center and agency sites to JCDC servers. Centers/agencies will provide a CD with the center's Web content once they receive notification of their migration date.

In subsequent phases, standard templates will be developed for all Job Corps public and intranet sites. A focus group will be formed whose mission will be to help define the standards and direct the design of a standard template. Once a standard template has been established, JCDC will rebuild existing center sites, and any new center sites, using the new template.

3. Action. Centers and agencies should prepare to move their sites to JCDC and should not plan any additional Web changes or projects. No additional funding or resources should be dedicated to Web projects. Site owners will receive notification of their migration date in a separate communication.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Janis Pearson at pearson.janis@jobcorps.org, or to Linda Estep at estep.linda@jobcorps.org. Telephone inquiries may be directed to the Technical Assistance Center (TAC) at (800) 598-5008.