

February 27, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 07-29</b>
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**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 Public E-mail Groups

1. Purpose. To inform the Job Corps community of the need to provide updated e-mail account information to the Job Corps Technical Team.
2. Background. The Job Corps Technical Team maintains group e-mail accounts for the purpose of sending notices and other information to multiple recipients. These e-mail 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. National and Regional Offices and contractors need to monitor the list of staff included in these groups and provide updates on a regular basis.
3. Action. National and Regional Offices and 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. Significant Incident Report (SIR) distribution list updates will be compiled by the Job Corps Data Center (JCDC) and forwarded to the parties responsible for maintaining those lists.

The Attachment to this Program Instruction is a list of the Job Corps Public E-mail Group Accounts. 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 updated lists by e-mail to [pearson.janis@jobcorps.org](mailto:pearson.janis@jobcorps.org).

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 Until superseded.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](mailto:pearson.janis@jobcorps.org) or Linda Estep at [estep.linda@jobcorps.org](mailto:estep.linda@jobcorps.org).

Attachment

Job Corps Public E-mail Group Accounts