

June 18, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-41

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: Changes in Coding for Automobile Technician Program

1. Purpose. To inform the Job Corps community of a modification to the coding system for the Automobile Technician program.

2. Background. Since the issuance of Job Corps Program Instruction No. 07-36, a coding issue has been identified that prevents transition to the newly combined Automobile Technician Training Achievement Records (TARs). In keeping with the integrity of the data, the program has been assigned a new occupational code: AY. Centers must use the new TARs assigned to AY effective between July 1, 2007 and July 1, 2008.

3. Action.

- a. Automobile Technician instructors should transfer all applicable line items from TARs with AB occupational code to the combined TARs for their active students by July 1, 2008. **Please see attachment for the corrected coding.**
- b. Please refer to the TAR Implementation FAQs posted on the JCCDRC/CTT Web site for instructions on conversion to new TARs.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff, especially center Records Office staff, so that the correct TARs, occupational, and O*NET codes are used for this program.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.t@dol.gov, or Lynn Fry at fry.lynne@dol.gov.

Attachment

Automobile Technician Program Code Structure