

August 20, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 08-06</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:**                Reduction in Frequency of the Student Satisfaction Survey Administration

1.     Purpose. To notify the Job Corps community of a change in the frequency of administration of the Student Satisfaction Survey (SSS).
2.     Background. The Job Corps SSS, designed to measure Job Corps students' perceptions of program satisfaction and personal safety on center, has been continuously administered on a quarterly basis (March, June, September, and December) since its inception in 1995.
3.     Guidelines. As a cost-saving measure, the frequency of administration of the SSS will be reduced from a quarterly to a semiannual basis, with the survey being administered during the months of September and March. Other than the change in the frequency of administration, all other aspects of the SSS will remain the same. All personnel involved should adjust their schedules accordingly.
4.     Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
5.     Expiration Date. Until superseded.
6.     Inquiries. Inquiries should be directed to Lawrence Lyford at (202) 693-3121 or [lyford.lawrence@dol.gov](mailto:lyford.lawrence@dol.gov).