

February 9, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-22
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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 Web Consolidation Project – Site Approval and Publication

1. Purpose. To notify the Job Corps community of the approval and deployment of the new Job Corps public Web sites.

2. Background. The Office of Job Corps has received the Department of Labor, Office of Public Affairs' (DOL/OPA) approval on the new design of Job Corps public facing Web site, which includes three main components:

- a. Job Corps official Web site – www.jobcorps.gov.
- b. Youth-oriented recruiting Web site – <http://recruiting.jobcorps.gov>.
- c. Individual center Web site – [http://\[centername\].jobcorps.gov](http://[centername].jobcorps.gov) for each of the 122 Job Corps centers.

The Job Corps Data Center (JCDC) has begun deployment of the new public sites and will complete deployment of all sites in a phased approach.

Phase 1, completed January 30, 2009, and included the following:

- Published www.jobcorps.gov as the new official Web site

- Published **recruiting.jobcorps.gov** as it is integrated with the main Web site. It includes the secure online form for prospects to request information. The data will be integrated with SCOUT and OASIS for process.
- Published **Clearfield.jobcorps.gov** as the new Web site for the Clearfield Job Corps Center and disabled the old center Web site.

On Friday, February 6, 2009, Job Corps requested DOL/OPA to redirect www.jobcorps.dol.gov URL to www.jobcorps.gov.

In subsequent phases, all 122 center sites will be published. Centers will be notified prior to their scheduled deployment date so that they can review and approve the site prior to going live. Content editors at each center must participate in content management training on how to update their sites prior to going live.

3. Action. Prior to center Web site deployment, the JCDC Technical Team will contact center staff to ensure readiness. Centers will be given the opportunity to review the site prior to its publication to verify that all content on the site is up-to-date.

Center Directors will provide written approval to JCDC prior to the site's initial release. All changes to the Web sites will follow a built-in workflow process so that any changes to the site are reviewed prior to publication.

All technical support issues will be handled by the JCDC Technical Assistance Center (TAC). Automated system monitoring tools and Web trend analysis tools will be used to continuously monitor the system and all traffic on the sites.

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

4. Expiration Date. Until superseded.

5. Inquiries. Questions or comments may be emailed to Janis Pearson at pearson.janis@jobcorps.org, or to Linda Estep at estep.linda@jobcorps.org. Telephone inquiries may be directed to TAC at (800) 598-5008.