

July 7, 2009

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 09-01</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:**            Quarterly Center Volunteer Speaker, Tutor, and Mentor Survey

1.        Purpose. To provide instructions to all Job Corps centers for the completion of the quarterly Center Volunteer Speaker, Tutor, and Mentor (CVSTM) survey to obtain data on an ongoing basis on the use of volunteers to support students in the program.
2.        Background. Program Instruction No. 08-25 (Instructions for Quarterly Center Volunteer Speaker, Tutor, and Mentor Survey) was issued in April 2009 to inform the Job Corps community about required data collection on the use of volunteers. In that Program Instruction, centers were informed they will be required to complete a survey providing data on volunteer mentors, tutors, and speakers on a quarterly basis.

Beginning April 2009, all Job Corps centers, including federal agencies, were required to respond to the CVSTM survey, via the Internet, to submit data on volunteer activity for each calendar quarter. Centers are advised that the online survey is available for the 2009 second quarter input. Instructions for accessing the survey are below.

3.        Action.
  - a.        The survey will be available for input based on the following schedule. Centers must complete the survey by the closing date indicated below for each quarter:

REPORTING QUARTER	SURVEY ACCESSIBLE FOR INPUT	SURVEY CLOSES
April, May, June	July 1	July 31
July, August, September	October 1	October 31
October, November, December	January 2	January 31
January, February, March	April 1	April 30

- b. To access the survey, users will open a Web browser and navigate to the following URL: <http://www.zoomerang.com/Survey/?p=WEB228FZTRHKXT>.
- c. Users **must** connect to the Internet from outside the Job Corps Citrix environment. This means opening up your local browser (e.g., Internet Explorer from your C:\ drive or your local desktop) and pasting the URL for the survey into your browser's address bar. If you have difficulty accessing or submitting the survey, contact Janis Pearson at [pearson.janis@jobcorps.org](mailto:pearson.janis@jobcorps.org).

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

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Elizabeth Destreza at (202) 693-8008 or [destreza.elizabeth@dol.gov](mailto:destreza.elizabeth@dol.gov).