



March 8, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09- 38
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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: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: American Recovery and Reinvestment Act GreenSnap.org Access

1. Purpose. To inform Job Corps staff about GreenSnap.org access at every center.
2. Background. As part of Job Corps' green initiatives and projects funded by the American Recovery and Reinvestment Act (ARRA), the National Office of Job Corps developed GreenSnap.org, a password-protected photo storage Web site that allows ARRA regional monitors to upload photographs of ARRA-funded construction projects, equipment, center events and green activities, and students working on ARRA-related projects.

Access to GreenSnap.org has been limited to ARRA regional monitors and National Office staff, but the National Office is now working to expand access to each Regional Office and to center directors so that centers can submit their own photographs of ARRA-funded projects and activities. Photographs are essential in helping to document Job Corps' use of ARRA funding and may be used in materials such as annual reports, brochures and presentations, and on Job Corps Web sites.

One username and password will be distributed to each center via ARRA regional monitors. The rollout will occur one region at a time, and centers will begin to receive login information during the next few months.

3. Action. Once center directors receive usernames and passwords, they should follow instructions provided on GreenSnap.org to upload photographs.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries about GreenSnap.org should be directed to ojc.arra@dol.gov.