

May 13, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 09-46</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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Materials Update

1. Purpose. To advise the Job Corps community that specific Job Corps printed materials are being updated and reprinted. Existing supplies of the materials listed in Attachment A should be removed from circulation. New supplies of the revised materials will be distributed to the field as soon as possible.
2. Background. The National Office has determined that existing supplies of the printed materials listed in Attachment A of this notice should be removed from circulation and no longer used for outreach activities.
3. Reference. Please visit the Job Corps Community website (<https://access.jobcorps.org>) or the Materials Marketplace ([www.mpf.com/jcmaterials](http://www.mpf.com/jcmaterials)) for alternate materials that may be used during the interim period, while revised versions of the materials are printed.
4. Action. Effective immediately, all materials listed in Attachment A of this notice must be removed from circulation. Please dispose of these materials in an environmentally friendly manner by recycling them.

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

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Linda Marshall at [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov) or (202) 693-3106.

Attachment  
A-Materials to be Removed from Circulation