

## Attachment B

### Instructions for Closing Out Outdated TARs Still in Use

Center directors, CTT managers, records managers, and regional staff will use the following steps to ensure that all CTT programs are using the most current TARs approved by the National Office.

**CTT manager Actions:** Effective immediately, CTT managers will review the Citrix Job Corps Community website for the most current TARs approved for use by the National Office, and then follow these steps for each training program at their centers.

- Follow this link to access the Job Corps Community website, <http://jcweb.jobcorps.org/Pages/default.aspx>.
- Using the left navigation bar, look under Career Development and click on the “Career Technical Training” page. Next, click on the appropriate industry area. Then click on the appropriate training program to access the TAR library.
- The latest version of the TAR should include:
  - The TAR code (example: 12345JA)
  - The TAR Occupation Code (example: MN, WG, AY)
  - The TAR effective date (footer at bottom of TAR page)
- If the TAR that is posted on the website is the same as the TAR currently in use by the centers’ training program, no further action is required.
- If the TAR posted on the website is different from the TAR that is in use by the centers’ training program, download and use (and print if hard copy is preferred) the web version.
- The appropriate CTT instructor(s) will transfer all ratings and signatures recorded on the outdated TAR to the current TAR for all currently enrolled students in the program.
- The CTT instructor will keep the outdated TAR attached to the current TAR and upon the student’s completion or exit from the training program, both TARs are to be sent to the Records Manager.
- This process is to be repeated for all affected training programs and for all students who have been entered on an outdated TAR.
- The CTT manager will document the results of this process and forward the information to the Records Manager.
- For all outdated TAR closeout actions, the records manager will follow the steps outlined in Attachment A to enter the correct the code(s) in the system.

**Center director Action:** After all outdated TARs are closed, the center director will submit a letter of completion to the regional project manager confirming that the center is in full compliance, no later than June 24, 2011.

**Region Action:** After all letters are received from centers, the regional director will confirm the Region's full compliance via e-mail to Marcus Gray, National Office, Division of Education Services, [Gray.Marcus@dol.gov](mailto:Gray.Marcus@dol.gov).