

June 13, 2011

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-45

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER RECORDS MANAGERS
 ALL JOB CORPS CENTER CTT MANAGERS
 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SUBJECT: Close Out of Outdated Occupational Codes and Outdated TARs

1. Purpose. To advise the Job Corps community of mandatory actions for closing out all old occupational codes and old Training Achievement Records (TARs).
2. Background. The Office of Job Corps has developed and implemented various new Training Achievement Records (TARs) in the past three years. All of these new TARs have been assigned with new occupational codes to differentiate them from the TARs that have been replaced. However, the National Office has identified issues with data entry into the Center Information System (CIS) upon student separation. Some centers are using the old TARs and entering old codes; and other centers are using the new TARs, but entering the old codes. These situations impact the accuracy of outcome measurements for some centers, and create issues regarding data integrity. This Program Instruction Notice serves to rectify those issues.
3. Reference. The July 1, 2010 through March 31, 2011 CTT-10 reports identify the continued use of old codes and old TARs at some centers. The approved TARs can be found in Citrix on the Job Corps Community website, Career Technical Training (CTT) page.
4. Actions. Center Directors, CTT Managers, Center Records Managers, and Regional Office Staff will follow the instructions on Attachment A for closing out outdated codes still in use on some centers. These same representatives will follow the instructions on Attachment B for closing out outdated TARs still in use on some centers. Additionally, addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov.

Attachments

A – Instructions for Closing Out Outdated Codes

B – Instructions for Closing Out Outdated TARs Still in Use