

September 17, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-11
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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: Job Corps Public E-Mail Groups

1. Purpose. To remind the Job Corps community of the need to provide updated e-mail account information to the Job Corps Technical Team so that e-mail accounts and public group memberships can be kept accurate and current.
2. Background. Job Corps uses public group e-mail accounts for the purpose of sending notices and other pertinent information to multiple recipients. These e-mail accounts include addresses for individuals identified as those who should be included in the group account. However, as individuals leave Job Corps, or take on new positions, or as new contracts come into place, these groups become outdated. It is the responsibility of the National and Regional Offices and contractors to monitor the list of staff members included in these groups and to provide updates to the Job Corps Data Center (JCDC) as needed.
3. Action. National and Regional Offices and contractors are required to provide JCDC with a list of names to be included in public group accounts, that should receive PRH Change Notices, Curriculum Change Notices, Program Instructions, Information Notices, Job Corps correspondence, messages from the National Director, and general information.

Attached is a form for providing new names for the public group accounts. To see the current membership of a public group:

- Log on to Job Corps Citrix and open Outlook.
- Open the "Address Book."
- Locate the group in question in the "Directory."
- Right click on the group name, and select "Properties."
- Once the properties window opens, users can view members of the group.

We have also attached a spreadsheet showing the current membership of public groups. Keep in mind this may change often as new users are added or staff members are deleted.

Public groups will be updated on a monthly basis. If you have additions/deletions, please send your updates by e-mail to pearson.janis@jobcorps.org by the end of each month. Those changes will be included in the next public group update. Note: You must have a Job Corps e-mail account to follow these steps.

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 Janis Pearson at pearson.janis@jobcorps.org or to Linda Estep at estep.linda@jobcorps.org.

Attachments

A – Job Corps E-mail Groups List 2012.xls

B – Form 2012.xls