

October 31, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-15
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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' E-Government Electronic Records Management Initiative
Electronic Folder (e-Folder) Project

1. Purpose. To provide information to the Job Corps Community on one of Job Corps' e-Government Electronic Records Management Initiatives, the e-Folder Project, and to outline general guidance regarding e-Folder pilot deployment.
2. Background. E-Government is part of President Obama's management agenda aimed at making it simpler for citizens to receive high-quality service from the federal government, while reducing the cost of delivering those services. The Electronic Records Management Initiative is one of 24 initiatives under e-Government.

To support the Electronic Records Management Initiative, Job Corps is deploying two important applications. Per Program Instruction No. 12-06 issued August 28, 2012, Electronic Training Achievement Record (e-TAR) deployment has been underway since August 2012, with a target completion date of December 30, 2012.

The e-TAR application converts career technical training programs' TARs from paper to electronic, which will reduce costs for copying, paper, folders, and staff time. The cost savings are estimated based on Program Year 2011 costs for the supplies and staff hours associated with paper records. For instance, for the e-TAR project, there are approximately 25 pages per paper TAR, five copies of the TAR produced per student, and TARs are issued for approximately 50,000 students per year.

3. E-Folder Pilot. The Job Corps Data Center (JCDC) is working with Job Corps Regional Offices, selected centers, and Outreach and Admissions (OA) agencies on an e-Folder pilot. E-Folder is a new application developed by the JCDC Technical Team as an integrated module within the CDSS Suite of Applications, to replace the current paper-based student records management. With document scanners integrated with Outreach and

Admission Student Input System (OASIS) and Center Information System (CIS) applications, OA Counselors and center staff can scan the required student documents directly into the centralized secure database, thus eliminating the need to maintain the hard-copy student personnel folder. This project is an important initiative for Job Corps to deliver better services to our students while reducing costs.

The JCDC Technical Team has been working with the Office of Job Corps and Regional Directors to select centers and OA agencies for the pilot. The JCDC will work with the pilot centers/agencies directly with training and technical assistance, and will provide detailed procedures regarding the pilot deployment. It is anticipated the pilot deployment will be completed by end of 2012, with systemwide deployment starting in January 2013 – introducing one region per month from January to June 2013. Full deployment is slated to be completed by June 30, 2013.

Note: During the pilot deployment, the overall policy requirement for student records management remains in place as currently defined in the Policy and Requirements Handbook (PRH), with the exception of those records that are managed in e-Folder.

This Program Instruction notice will serve as interim guidance regarding e-Folder implementation until such time as PRH changes are formally adopted.

4. Action. Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.
5. Implementation Date. Immediately.
6. Expiration Date. Until superseded.
7. Inquiries. Inquires should be directed to Wenomia Person at person.wenomia@dol.gov or Linda Estep at estep.linda@dol.gov.