August 26, 2013

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-05

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: GRACE A. KILBANE
               National Director
               Office of Job Corps

SUBJECT: Revisions to Off-Center Training (OCT) Program Codes

1.   Purpose. To provide information and guidance on the new Off-Center Training
(OCT) codes required for documenting student completion and credential attainment in
OCT programs.

2.   Background. Job Corps' official Training Achievement Records (TARs) are
used to document student completion in Career Technical Training (CTT) for on-center
programs. Off-center programs currently use a variety of methods to document
completion of programs.

        Historically centers recorded student completions of OCT programs in Job Corps'
Center Information System (CIS) through a variety of codes that were center- and
program-specific. In many incidents OCT programs did not parallel Job Corps
programs, which caused data collection errors, confusion in the field, and a constant
maintenance issue that put an undo burden on the system.

3.   Action. The Office of Job Corps has developed 22 new Electronic Training
Achievement Record (e-TAR) codes, organized by industry area. These codes are
designed for OCT programs which are offered through external providers such as
community colleges and other accredited educational institutions.

        Centers that have approved OCT programs will need to close out the OCT
students from the current code, and re-enter them into the new industry e-TAR code. In
addition, centers that have approved OCT programs must input final student
accomplishments in CIS-3G using the new codes.

The following e-TAR codes replace OCT codes used in the past, and will provide consistency across all centers in all six regions. Two series of codes were developed for each of the 11 industries: One set of codes are for all <u>basic</u> OCT programs, and the other set of codes is for <u>advanced</u> OCT programs.

Industry	OCC Code	E-TAR Code Basic	E-TAR Code Advanced
Advanced Manufacturing	QP	INADM-100-OCT-13	INADM-500-OCT-13
Automotive & Machine Repair	QQ	INAMR-100-OCT-13	INAMR-500-OCT-13
Construction	QR	INCON-100-OCT-13	INCON-500-OCT-13
Finance & Business	QS	INFBZ-100-OCT-13	INFBZ-500-OCT-13
Health Care	QT	INHEA-100-OCT-13	INHEA-500-OCT-13
Homeland Security	QY	INSEC-100-OCT-13	INSEC-500-OCT-13
Hospitality	QU	INHOS-100-OCT-13	INHOS-500-OCT-13
Information Technology	QV	ININT-100-OCT-13	ININT-500-OCT-13
Renewable Resources & Energy	QW	INRRE-100-OCT-13	INRRE-500-OCT-13
Retail Sales	QX	INRSS-100-OCT-13	INRSS-500-OCT-13
Transportation	QZ	INTRA-100-OCT-13	INTRA-500-OCT-13

These changes correspond with the recent revisions to Chapters 3 and 6 in the Policy and Requirements Handbook (PRH), as referenced in PRH Change Notice 13-03.

- Centers will use the CIS-3G OCT e-TAR for coding purposes only.
- All current OCT students need to be transferred over within 30 days of this notice.
- New OCT students will be enrolled using new OCT e-TAR codes effective immediately.
- The center scheduling staff or designee will be responsible for entering students in the OCT e-TAR.
- The center CTT Manager or designee will be responsible for the close out of students in the OCT e-TAR.

To document OCT enrollment, completion, and credential attainment:

a) Use the approved OCT e-TAR code currently activated on center in CIS- 3G.
b) Respond to statement in Detail TAB: "The Student has met all the requirements for the Off-Center Training (OCT) program using rating of 2 or 3."
c) Enter credential(s) attained from OCT program in Credential TAB.
d) Include supporting documentation of OCT program completion and credential attainment in student record.

e) Attach a case note to the documentation transferring students from old OCT to new OCT in their personnel files. Enter a case note in CIS referencing this change is in accordance with IN 13-05, August 26, 2013.

Addressees are to ensure this Information Notice is distributed to all appropriate staff, especially to career technical instructors, managers and administrators, and records staff.

4.   Expiration Date. Until superseded.

5.   Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.tracy@dol.gov.