

December 23, 2013

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| <b>DIRECTIVE:</b> | <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-17</b> |
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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:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** Training Achievement Record (TAR) updates  
for Program Year (PY) 2014

1. **Purpose.** To inform the Job Corps community of the TARs scheduled for review beginning January 2014.
2. **Background.** Annually, the Office of Job Corps, in close collaboration with industry and certification sponsors, monitors changes in the current industry standards and employment needs. This process ensures students are equipped with the most current knowledge and skills needed to meet labor demands.
3. **TAR Reviews.** To reflect these changes, the Office of Job Corps assembles TAR review teams consisting of Career Technical Training (CTT) instructors, National Training Contractors, credential sponsor and industry representatives, Regional Project Managers and subject-matter experts to review and recommend changes to existing TARs. This Program Instruction notice provides details regarding TAR reviews for PY 14 deployment. The Office of Job Corps will review and (where applicable) update the following 66 TARs based on new or amended national industry standards.

Program-specific Curriculum Change notices detailing deployment guidelines are forthcoming for all revised TARs. The TARs will be available through CITRIX (CIS-3G) by July 1, 2014, as electronic TARs (e-TARs).

| <b>INDUSTRY</b>        | <b>TPA</b> | <b>OLD E-TAR CODE</b> | <b>TRAINING PROGRAM</b> | <b>OCC. CODE</b> | <b>OPERATOR</b> |
|------------------------|------------|-----------------------|-------------------------|------------------|-----------------|
| Advanced Manufacturing | MACHI      | MACHI-100-OJC-09      | Machining               | MT               | Center          |
| Advanced               | MANUT      | MANUT-100-OJC-09      | Manufacturing           | MN               | Center          |

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|-------------------------------|------------|-----------------------|---|------------------|-----------------|
| Manufacturing                 |            |                       | Technology  |                  |                 |
| Advanced Manufacturing        | WELDG      | WELDG-100-OJC-09      | Welding   | WG               | Center          |
| Automotive and Machine Repair | AUTOT      | AUTOT-251-OJC-06      | Basic Collision - Non-Structural Analysis and Damage Repair           | AI               | Center          |
| Automotive and Machine Repair | AUTOT      | AUTOT-252-OJC-06      | Basic Collision Repair - Painting and Refinishing                     | AI               | Center          |
| Automotive and Machine Repair | AUTOT      | AUTOT-253-OJC-06      | Basic Collision Repair - Structural Analysis and Damage Repair        | AI               | Center          |
| Automotive and Machine Repair | AUTOT      | AUTOT-254-OJC-06      | Basic Collision - Mechanical and Electrical Components                | AI               | Center          |
| Automotive and Machine Repair | AUTOT      | AUTOT-533-UAW-09      | MHDT Advanced Suspension and Steering                                 | UA               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-535-UAW-09      | MHDT Advanced Gasoline Engine   | UA               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-537-UAW-09      | MHDT Advanced Drive Trains  | UA               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-545-UAW-09      | MHDT Advanced Diesel Engines  | UA               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-550-UAW-09      | Advanced Collision - Damage Analysis and Estimating                   | AI               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-551-UAW-09      | Advanced Collision - Non-Structural Analysis and Damage               | AI               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-552-UAW-09      | Advanced Collision - Painting and Refinishing                         | AI               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-553-UAW-09      | Advanced Collision - Structural Analysis and Damage Repair            | AI               | UAW             |
| Automotive and Machine Repair | AUTOT      | AUTOT-556-UAW-09      | Advanced Collision Repair and Refinish Technician (CRRT)              | UA               | UAW             |
| Construction                  | BRICK      | BRICK-100-IMI-09      | Bricklayer, Pre-Apprentice  | NB               | IMI             |
| Construction                  | BRICK      | BRICK-100-OJC-09      | Bricklaying   | BL               | Center          |
| Construction                  | CARPE      | CARPE-100-OJC-09      | Carpentry   | CY               | Center          |
| Construction                  | CMENT      | CMENT-100-OJC-09      | Cement Masonry  | MD               | Center          |
| Construction                  | CMENT      | ELECT-510-OJC-10      | Advanced Electrical - Overhead Line Construction                      | EC               | Center          |
| Construction                  | ELECT      | ELECT-100-OJC-09      | Electrical  | EC               | Center          |
| Construction                  | ELECT      | ELECT-510-OJC-10      | Advanced Electrical - Overhead Line Construction                      | EC               | Center          |
| Construction                  | ELECT      | ELECT-520-OJC-10      | Advanced Electrical - Underground Residential Distribution Technician | EC               | Center          |

| INDUSTRY                       | TPA   | OLD E-TAR CODE   | TRAINING PROGRAM                                     | OCC. CODE | OPERATOR |
|--------------------------------|-------|------------------|--|-----------|----------|
| Construction                   | ELECT | ELECT-530-OJC-10 | Advanced Electrical - Smart Meter Technician         | EC        | Center   |
| Construction                   | FACMA | FACMA-100-OJC-09 | Facilities Maintenance                               | BG        | Center   |
| Construction                   | HVACC | HVACC-100-OJC-09 | HVAC   | HV        | Center   |
| Construction                   | PAINT | PAINT-100-OJC-09 | Painting   | PT        | Center   |
| Construction                   | PLUMB | PLUMB-100-OJC-09 | Plumbing   | PU        | Center   |
| Construction                   | PLUMB | PLUMB-510-OJC-08 | Advanced Plumbing Sewer and Drain Tech (Roto Rooter) | XR        | Center   |
| Construction                   | PLUMB | PLUMB-511-OJC-08 | Advanced Light Plumbing Tech (Roto Rooter)           | XR        | Center   |
| Construction                   | PLUMB | PLUMB-512-OJC-08 | Advanced Plumbing (Roto Rooter)                      | XR        | Center   |
| Health Care                    | DENTA | DENTA-100-OJC-07 | Dental Assistant                                     | DT        | Center   |
| Health Care                    | HEHUC | LPLVN-100-OJC-07 | Licensed Practical/Vocational Nurse                  | PV        | Center   |
| Health Care                    | MEDOS | MEDOS-210-OJC-07 | Insurance Claims Processor                           | OS        | Center   |
| Health Care                    | NAHHA | NAHHA-100-OJC-10 | Patient Care Technician                              | XN        | Center   |
| Health Care                    | NAHHA | NAHHA-100-OJC-11 | Nurse Assistant/Home Health Aide                     | NA        | Center   |
| Health Care                    | REHAB | REHAB-100-OJC-09 | Rehabilitation Technician                            | XH        | Center   |
| Hospitality                    | CULIN | CULIN-100-OJC-11 | Culinary Arts  | UC        | Center   |
| Hospitality                    | CULIN | CULIN-500-OJC-07 | Advanced Culinary Arts                               | UC        | Center   |
| Hospitality                    | CULIN | CULIN-510-OJC-07 | Advanced Culinary Arts - Pastry                      | UC        | Center   |
| Information Technology         | CABLE | CABLE-100-OJC-07 | Network Cable Installation                           | NC        | Center   |
| Information Technology         | CABLE | CABLE-110-OJC-07 | Network Cable Installation                           | NC        | Center   |
| Information Technology         | CISCO | CISCO-100-OJC-11 | Computer Networking/CISCO                            | YA        | Center   |
| Information Technology         | CISCO | CISCO-110-OJC-09 | Computer Networking/CISCO                            | YA        | Center   |
| Information Technology         | CTECH | CTECH-100-OJC-12 | Computer Technician A+                               | XK        | Center   |
| Information Technology         | CTECH | CTECH-110-OJC-12 | Computer Technician Network +                        | XK        | Center   |
| Information Technology         | CTECH | CTECH-500-OJC-12 | Advanced Computer Systems Administrator              | XC        | Center   |
| Information Technology         | CTECH | CTECH-501-OJC-12 | Advanced Computer Systems Administrator              | XC        | Center   |
| Information Technology         | CTECH | CTECH-502-OJC-12 | Advanced Computer Systems Administrator              | XC        | Center   |
| Information Technology         | CTECH | CTECH-520-OJC-13 | Advanced A+ Microsoft MCSE                           | XE        | Center   |
| Renewable Resources and Energy | FORCF | FORCF-100-OJC-07 | Forestry Conservation and Firefighting               | LY        | Center   |

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|--------------------------------|------------|-----------------------|---|------------------|-----------------|
| Renewable Resources and Energy | FORCF      | FORCF-500-OJC-08      | Advanced Forestry Technician                        | QA               | Center          |
| Renewable Resources and Energy | FORCF      | FORCF-510-OJC-08      | Advanced Fire Management - Wildland Firefighting 1  | QB               | Center          |
| Renewable Resources and Energy | FORCF      | FORCF-520-OJC-08      | Advanced Fire Management - Wildland Firefighting 2  | QB               | Center          |
| Renewable Resources and Energy | LANDS      | LANDS-100-OJC-07      | Ornamental Landscaping                              | LT               | Center          |
| Renewable Resources and Energy | LANDS      | LANDS-110-OJC-07      | Exterior Landscaping                                | LT               | Center          |
| Renewable Resources and Energy | URFOR      | URFOR-100-OJC-07      | Urban Forestry                                      | LU               | Center          |
| Retail Sales and Services      | RESAD      | RESAD-500-OJC-09      | Advanced Human Services Worker, Residential Advisor | XJ               | Center          |
| Retail Sales and Services      | RESAD      | RESAD-500-OJC-09      | Advanced Human Services Worker, Residential Advisor | XW               | Center          |
| Retail Sales and Services      | RETAI      | RETAI-100-OJC-07      | Retail Sales  | RZ               | Center          |
| Transportation                 | HTDRI      | HTDRI-100-OJC-07      | Heavy Truck Driving Straight                        | HU               | Center          |
| Transportation                 | HTDRI      | HTDRI-120-OJC-07      | Heavy Truck Driving - Tractor-Trailer               | HU               | Center          |
| Transportation                 | HTDRI      | HTDRI-520-OJC-07      | Advanced Heavy Truck Driving                        | XI               | Center          |
| Transportation                 | MDIST      | MDIST-100-OJC-10      | Material Handling and Distribution Operations       | HJ               | Center          |
| Transportation                 | SEAMA      | SEAMA-120-IBU-07      | Seamanship - Able Seaman                            | NM               | Center          |

4. Action. Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff, including CTT Managers and instructors for all programs affected.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov); or Thomas Stroschein at (202) 693-3088, or [stroschein.thomas@dol.gov](mailto:stroschein.thomas@dol.gov).