

January 9, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-21
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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: Job Corps 50th Anniversary Subcommittee Nominations

1. Purpose. To announce the nomination process for the Job Corps 50th Anniversary subcommittees.
2. Background. Job Corps has much to celebrate in its 50-year history, and it's time to start planning the program that will honor it. The National Office of Job Corps will lead a committee with representation from the Job Corps community to develop official activities. The planning committee will set goals and priorities to accomplish throughout the anniversary year. Subcommittees will plan various aspects of the celebration.

The following are subcommittees with examples of activities under each category:

Communications/IT

- Speaker series posted on YouTube
- Series of articles shared in Department of Labor newsletter monthly, and on Facebook

Historical data/documents

- Research the history of Job Corps: What other programs were started in 1964 in an effort to create President Lyndon Johnson's Great Society?
- Obtain related records that would feature the establishment of the Job Corps program.

Student involvement, center/community events

- National Birthday Party – have a birthday party on centers August 20, 2014, the date the Economic Opportunity Act of 1964 took effect.
- Plan center and community celebration activities.

Alumni

- Alumni recognition (including former Job Corps regional staff)
- Alumni Hall-of-Fame winners

Conference/nationally focused events

- DC Gala and Youth Leadership Summit
- Build a house through Habitat for Humanity – donate to a homeless family using DC/Maryland local centers' Career Technical Training programs.

3. Workgroup Interest Survey. The workgroup survey consists of an online submission form specifying a participant's interest in working on subcommittees, and the skills and knowledge an individual would contribute to the workgroup. All surveys must be received by **January 31, 2014.**

The interest survey is available online at: <https://www.surveymonkey.com/s/3XTTDPN>

4. Selection Process. Workgroup subcommittee members will be selected through the following process:

- a. Online survey
- b. The National Office of Job Corps will forward surveys to Job Corps 50th Anniversary Committee chairs for review of interests and contributions to workgroup.
- c. Subcommittee's membership will be announced through an Information Notice. (Note: Prior to final selection, subcommittee nominees must have their respective supervisors' approval.)

5. Action. Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

6. Expiration Date. January 31, 2014.

7. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.