

February 10, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-26
-------------------	---

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

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Career Technical Training (CTT) Funds for Program Year (PY) 2013

1. Purpose. To inform the Job Corps community of available funds to support: CTT modernization equipment upgrades based on revisions to Training Achievement Records (TARs); and to replace worn, outdated equipment that has exceeded its performance and/or safety limitations. A total of \$3 million will be distributed among the six regions.
2. Background. Job Corps is committed to providing students the most rigorous and relevant career technical training possible to ensure they have the knowledge and skills employers require. Job Corps' goal is to reflect and address changes in industry skill and certification requirements, and CTT program accreditation. Providing equipment that allows students the necessary hands-on experience is an important aspect of the career technical training.
3. Guidelines for Use of PY 2013 Regional CTT Funds: The Office of Job Corps will provide Regional Offices with a summary and detailed worksheet of per-center allocations. This will provide the details on which centers will receive funds and how much each receives. The summary and worksheets will provide the information needed to modify Center contracts for:
 - a. Program Modernization Funds/TAR revisions – to purchase equipment, curriculum, and material upgrades.
 - b. Replacing worn and outdated equipment – per regional approval.
4. Timeline.

February 2014

The Office of Job Corps will allocate modernization funds to regions. In addition, center contracts will be modified to reflect additional funding.

June 30, 2014

All PY 2013 modernization funding must be obligated on center contracts.

5. Action. Regional Offices must coordinate with Center Operators, NTCs, and Center Directors to ensure compliance with the guidelines and schedules specified in this Program Instruction notice.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff, including CTT Managers and Instructors.

6. Expiration Date. July 1, 2014.

7. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov.