

February 27, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-29
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
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: Department of Labor's Social Media Policy: Immediate Deactivation of
Unauthorized Web Pages, Including Facebook Pages

1. Purpose. To remind the Job Corps community of the Department of Labor's Social Media Policy, which requires agencies to obtain approval before using social media tools. Any Web pages including Facebook pages that are being used to conduct official Job Corps business outside of the Department of Labor (DOL) approved pages must be deactivated immediately, as they are currently in violation of DOL policy.
2. Background. The DOL requires that the official use of all social media tools (including, but not limited to, Facebook, Twitter and YouTube) must receive prior review and approval by the DOL's Office of Public Affairs (OPA). The OPA has been given the sole DOL-wide responsibility for approval/rejection of an agency's use of social media tools, and for approving and publishing all content using social media tools.

Job Corps continues to find unauthorized Facebook pages that appear to represent official Job Corps business. Some of these have already been shut down per the direction of the Job Corps Regional Offices.

To clarify the policy, please note that the only authorized Job Corps Facebook page is the national Facebook page, found here: <http://www.facebook.com/doljobcorps>.

3. Action. Any and all Facebook and other Web pages that have been set up to represent Job Corps in an official manner must be deactivated immediately. Non-compliance with this instructional notice could result in contractor/employee sanctions.

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

4. Expiration. Until superseded.

5. Inquiries. Inquiries should be directed to Linda Estep, 888-886-1303 x7212, or estep.linda@dol.gov.

Attachment

DLMS-5-600 Department of Labor's Social Media Policy