

July 8, 2014

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 14-01
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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: LENITA JACOBS-SIMMONS
 Acting National Director
 Office of Job Corps

SUBJECT: Career Technical Training (CTT) Modernization Funds for Program Year
 (PY) 2014

1. Purpose. To inform the Job Corps community of available funds to support CTT modernization equipment upgrades based on 52 Training Achievement Record (TAR) revisions. A total of \$3 million will be distributed among the six regions. Funds are for purchasing, updating and replacing equipment needed to improve the training. Funds earmarked as “operational” are to be used toward the American Culinary Federation Education Foundation (ACFEF) “Quality Program” fee.

2. Background. Job Corps is committed to providing students with the most relevant and rigorous 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 affords students the necessary hands-on experience is an important aspect of their career technical training.

3. Guidelines for Using PY 2014 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 funds to support either:
 - a. Fifty-two revised TAR equipment needs; and/or
 - b. ACFEF Quality Program fee (operational funds) for Culinary Arts programs.

Note: Centers may use these funds to purchase equipment that may or may not currently be on their property inventory. For example: Advanced Manufacturing and Machining programs may use these funds to purchase 3D printers and Computer Numeric Control lathes/machines. Again, these purchases are permissible, and we encourage centers to look at the revised TARs, and ensure they are providing students with the expected skill sets and training on equipment currently required in their fields of work.

4. Timeline.

Beginning July 2014 Office of Job Corps will allocate modernization funds to regions.

August 31, 2014 Regions will ensure center contracts are modified to reflect additional funding.

June 30, 2015 By this date, all PY 2014 modernization funding must be spent.

September 30, 2015 Regions will submit CTT Equipment Fund Summary of Reconciliation to Share Point.

5. Action. Regional Offices must coordinate with Center Operators, National Training Contractors, 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. June 30, 2015.

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