

July 29, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 15-01
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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
National Director
Office of Job Corps

SUBJECT: Job Corps Public E-mail Groups – Corporate Operators of Job Corps Centers, and Corporate Executives of OA/CTS Contracts

1. Purpose. To solicit from the Center Corporate Operators and OA/CTS Contractor Executives a list of names to be included in a new e-mail group for Corporate Operators of Job Corps centers, and Corporate Executives of OA/CTS contracts. From time to time, there is a need to communicate only with these specific groups, and the Job Corps Data Center (JCDC) does not currently have an accurate list of who should be in those groups.

Additionally, this notice serves to remind the Job Corps community of the need to provide updated e-mail account information to the Job Corps Technical Team for **all** e-mail public group accounts so that JCDC e-mail groups can be kept accurate and up-to-date.

2. Background. Job Corps uses public group e-mail accounts for the purpose of sending notices and other pertinent information to multiple recipients. These e-mail accounts include addresses for specific individuals identified as persons who should be included in the group account. However, as individuals leave Job Corps, move to other agencies, or take on new positions, or as new contracts come into place, these groups become outdated. It is the responsibility of the National and Regional offices and contractors to monitor the list of staff members included in these groups, and to provide updates to JCDC as needed.

3. Action. Center Corporate Operators and OA/CTS Executive staff members are required to provide a list of names to be included in a new e-mail group for Corporate Operators of Job Corps centers, and Corporate Executives of OA/CTS contracts. **Please note: Lists should ONLY include corporate/executive staff; they should NOT list center or OA/CTS staff.**

Additionally, National and Regional offices and contractors are required to provide updated information to JCDC regarding names for public group accounts to receive messages from the National Director, Policy and Requirements Handbook Change Notices, Curriculum

Change Notices, Program Instruction Notices, Information Notices, Job Corps correspondence, and general information.

Attached is a form for providing new names for the public group accounts. If you wish to view the current membership of a public group, do the following: (Note: You must have a Job Corps e-mail account to follow these steps.)

- Log on to Job Corps Citrix and open Outlook.
- Open the Address Book.
- Locate the group in question in the Directory.
- Right-click on the group name and select Properties.
- Once the Properties window opens, users can view (but not edit) members of the group.

Public groups are updated as new information becomes available. If you have additions/deletions, please e-mail the attached form with your updates to pearson.janis@jobcorps.org.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Janis Pearson at pearson.janis@jobcorps.org, or to Linda Estep at estep.linda@jobcorps.org.

Attachment

Form_2015