

August 17, 2015

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-02</b>
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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:** Career Technical Training (CTT) – Equipment Needs Based on Training Achievement Record (TAR) Updates, and Modernization Funds for Program Year 2015

1. Purpose. To inform the Job Corps community of available funds to support: (1) Career Technical Training (CTT) equipment upgrades based on 17 TAR revisions, and (2) modernization funds for equipment needs and operational innovations. Funds are to be used to purchase equipment needed to enhance and improve the quality of training for 17 program areas impacted by TAR revisions, including new technology. A total of \$3.5 million will be distributed among the six regions.

2. Background. Job Corps is committed to providing students with the most relevant and rigorous career training possible to ensure they have the knowledge and skills employers require. The modernization funds support changes in industry skill and certification requirements, and CTT program accreditation. Providing state-of-the art equipment that allows students the necessary hands-on experience is an important aspect of their technical training.

3. Guidelines for Program Year (PY) 2015 Regional CTT Funds. The Office of Job Corps will provide Regional Offices with a summary and detailed worksheet of per-center allocations under separate notice. Regional Offices and Center Operators should use these funds to support items mentioned below.

- a. PY 15 Revised TARs (17) **equipment** needs; and/or
- b. PY 15 Revised TARs (17) **operational** curriculum and certification testing fees; and/or
- c. Modernization funds – new innovation or updated **equipment**; and/or
- d. Registered Apprenticeship program pilots – **operational**.

4. Timeline.

July 2015	The Office of Job Corps will allocate modernization funds to regions.
August 31, 2015	Regions will ensure center contracts are modified to reflect additional funding.
June 30, 2016	All PY 2015 Equipment and Modernization funding must be spent (goods and services ordered and received) by June 30, 2016.
September 30, 2016	Regions will submit CTT Equipment Fund Summary of Reconciliation to SharePoint.

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, 2016.

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