

December 23, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 15-09
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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 Skills Training (CTST) Program Year (PY) 2016 Schedule and Documents

1. Purpose. To inform the Job Corps community of the schedule for submitting CTST Plans for the PY 2016 cycle, and to transmit the documentation necessary to support that process.

2. Background. In an effort to ensure that all PY 2016 CTST requests are received and reviewed by the Regional and National Offices, this Program Instruction Notice transmits the schedule and required documents related to the PY 2016 CTST approval process. No changes to the review and approval process have been implemented for PY 2016, which means the process will be the same as last year. As such, no new instructional Webinars have been scheduled for this cycle. There is, however, a copy of a CTST Webinar training posted on the Job Corps Community Web site for those new to the CTST approval process.

3. Implementation. The following documents attached are also available as resources in preparation for the PY 2016 CTST cycle:

- **Policy Requirements Handbook (PRH) Chapter 3, Appendix 303, Career Technical Skills Training**, available on the Job Corps Community Web site homepage by selecting “Career Technical Training” then “CTST Forms.”
- **PRH Chapter 3, Appendix 303a, Instructions**, available on the Job Corps Community Web site homepage by selecting “Career Technical Training” then “CTST Forms.”
- **PRH Chapter 3, Appendix 303b, CTST Sample Project Descriptions**, available on the Job Corps Community Web site homepage by selecting “Career Technical Training” then “CTST Forms.”
- **CTST-1 Master Form PY 2016, Annual Summary**, available on the Job Corps Community Web site under each region’s tab. To access the document, select “Shared

- Documents” then “PY 2016 CTST;” or from the Job Corps Community Web site homepage by selecting “Career Technical Training” then “CTST Forms.”
- **CTST-2 Master Form PY 2016, Project Description**, available on the Job Corps Community Web site under each region’s tab. To access the document, select “Shared Documents,” and “PY 2016 CTST;” or from the Job Corps Community Web site homepage by selecting “Career Technical Training” then “CTST Forms.”
 - **CTST 101**, a training guide developed by the National Office to assist in the execution of the above forms. The CTST 101 is available on the Job Corps Community Web site homepage by selecting “Career Technical Training” then “CTST Forms.”

The CTST-1 and CTST-2 forms have been created using Microsoft Excel and include dropdown menus, the auto-populating of cells, and automatic calculations. The design of each document focuses on ease of use in order to streamline the submittal, review, and approval processes. Reviewers and approvers at the Regional and National Offices will only accept the Microsoft Excel-based approval forms (CTST-1 Master Form PY 2016 and CTST-2 Master Form PY 2016) for CTST submittals. In addition, a CTST 101 training guide is available as an additional resource tool.

4. Action. Please note the following dates related to the PY 2016 CTST process.
- **Monday, February 1, 2016:** All CTST plans are due to be uploaded onto their respective Regional Shared Document sites.
 - **Thursday, March 31, 2016:** All regional reviews and approvals are due for PY 2016 CTST plans.
 - **Wednesday, June 1, 2016 through Friday, July 1, 2016:** Reviewers at the National Office will notify staff at Regional and Budget offices of the final status of CTST projects (Approved/Declined).
 - **Friday, July 1, 2016:** The staff at Regional Offices will notify staff at centers of the final status of CTST requests, and if appropriate, release approved CTST funding.

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

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000, or bradshaw-morris.tracy@dol.gov; or Kevin Culp at (202) 693-3679 or Culp.Kevin@dol.gov.

Attachments

- A – Appendix 303
- B – Appendix 303a, Instructions
- C – Appendix 303b, CTST Sample Project Descriptions
- D – CTST-1 Master Form PY 2016, Annual Summary
- E – CTST-2 Master Form PY 2016, Project Description
- F – CTST 101