

July 18, 2016

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 16-04</b>
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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:**                LENITA JACOBS-SIMMONS  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            Protocol for All Job Corps IT Purchases

1.     Purpose. To remind the Job Corps community of the process for all purchases of IT equipment.
2.     Background. The Office of Job Corps (OJC) sometimes receives inquiries from centers regarding the purchase of additional IT equipment, beyond what OJC has provided. An example of such is the recent distribution of student computers for the Internet Café. OJC also is asked whether such purchases require approval and the process for obtaining such approvals.
3.     Action. All purchases must be handled through the Office of Job Corps. Requests for the purchases of additional equipment must be submitted to OJC via the regional offices.

The protocol is as follows:

1. Centers should submit their request(s) to purchase equipment to the regions.
2. Regions review the first level of requests, and approve or disapprove them.
3. If approved, request is forwarded to Job Corps Data Center (JCDC) for technical review and approval.
4. JCDC then submits to National Office for review and final approval.
5. JCDC Federal staff will procure all IT purchases through Department of Labor's procurement office.

This process must be followed for any equipment that will be connected to the Job Corps network, or will at any point contain Federal records.

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

5. Expiration. Until superseded.
6. Inquiries. Inquiries should be directed to Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).