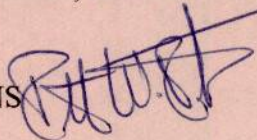




December 13, 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-15

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
ALL CENTER USERS

FROM: *FOL* LENITA JACOBS-SIMMONS 
National Director
Office of Job Corps

SUBJECT: Career Technical Skills Training Program Year 2018 Schedule and Form

1. Purpose. To inform the Job Corps community of the schedule for submitting Career Technical Skills Training (CTST) plans for the Program Year (PY) 2018 cycle; and to announce a series of training Webinars to assist staff in completing the PY 2018 CTST form.
2. Background. In an effort to ensure the National Office receives and reviews all PY 2018 CTST requests in a timely manner, this notice transmits the schedule for PY 2018 CTST approval. The National Office has developed the request and approval form for the PY 2018 CTST cycle, and it will be available on the Job Corps Construction, Rehabilitation, and Acquisition (CRA) Funded-not-Corrected (FNC) Web site not later than January 2, 2018. Instructional Webinars to assist staff in completing the new form are scheduled for January 2018. For more information, see No. 4 below.
3. Implementation. All completed forms shall be posted on the CRA/FNC Web site. Please note: Any previous versions of the CTST forms (including former CTST 1, CTST 2, and CTST 3; and the PY 2017 cycle version of the CTST form) **will not** be accepted for the PY 2018 cycle. The only form accepted for the PY 2018 cycle is the form posted on the CRA/FNC Web site. No forms, documents, or supporting information related to the PY 2018 CTST request and approval process shall be posted on the Job Corps Community Web site (JCRL) "shared documents" regional tabs by the centers or the National Office.

All staff members responsible for completing and submitting annual CTST requests should have appropriate access to and credentials for using the FNC Web site prior to the PY 2018 CTST submission deadline(s) below.

To access: From the Job Corps Desktop Viewer, navigate to the Microsoft "Start" menu, select "All Programs," "CDSS Applications," then "Funded-not-Corrected." Users will note that the PY 2018 CTST Submission Template is available under the "CTST Submission Template" heading; and the CTST Submissions login feature is available under the "FNC/CRA/CTST Login" heading. Further instruction for using the FNC Web site and PY 2018 CTST request form will be provided during via the Webinars listed below.

4. Action. Please note the following dates related to the PY 2018 CTST process. The listed Webinars will contain identical content, and staff will be permitted to participate in either session regardless of geographic location.

- **January 16, 2018, from 10:00 a.m. – 11:30 a.m. Eastern:** Instructional Webinar for all centers in the Boston, Philadelphia, and Atlanta regions.
- **January 18, 2018, from 3:00 p.m. – 4:30 p.m. Eastern:** Instructional Webinar for all centers in the Dallas, Chicago, and San Francisco regions.
- **March 2, 2018:** Deadline for all PY 2018 CTST plans to be uploaded to the CRA/FNC Web site. No extensions will be granted for this deadline.
- **May 25, 2018:** Deadline for National Office Career Technical Training (CTT) unit to determine center allocations.
- **June 8, 2018:** Deadline for NOJC CTT to transmit approval memos and center allocation amounts to regions.
- **June 29, 2018:** Deadline for Office of Financial Administration (Budget Office) to create FOPs.
- **July 2, 2018:** Deadline for Job Corps regional Project Managers to notify centers of the final status of CTST requests.
- **September 28, 2018:** Deadline for regions to obligate CTST funding to active center operations contracts.

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.