



MAR 09 2018

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 17-21

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: FOR LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Job Corps' Electronic Folder for Career Transition Service Records

1. Purpose. To notify the Job Corps community that Career Transition Service (CTS) Contractors must use the electronic Folder (e-Folder) system for scanning and storing all documents related to transitional and placement services.
2. Background. In 2012, all Job Corps centers and Outreach and Admissions/Career Transition Services (OA/CTS) Operators received scanners and participated in a pilot e-Folder system. In the past, many OA/CTS and Center Operators had not used the e-Folder system to its fullest capacity, and may require refresher training. Further training on the scanner and e-Folder applications is forthcoming.
3. Reference. The Federal government adopted an e-Government initiative to deliver quality services and reduce the costs of delivering those services. It is Job Corps' goal to support that effort by managing graduate and former-enrollee records through the e-Folder.
4. Action. CTS Contractors will use the e-Folder function to store all documents related to transitional and placement services no later than March 1, 2018.

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

5. Expiration Date. Until superseded

6. Inquiries. Questions on policy should be directed to Yolanda Tatnall at Tatnall.Yolanda@dol.gov. Technical questions should be addressed to Linda Estep at estep.linda@dol.gov.