

April 6, 2009

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 08-36
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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:**                ESTHER R. JOHNSON, Ed.D.  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            Health and Wellness Manager Desk Reference Manual

1.     Purpose. To announce the development and release of the first component in the Health and Wellness Desk Reference Manual Suite for the Job Corps Health and Wellness program. This release is designed for the health and wellness manager (HWM).

2.     Background. A desk reference manual was developed for center HWMs to have access to concise, readily available information and documents specific to their job. This manual provides information and strategies to meet and exceed health-related Policy and Requirements Handbook (PRH) requirements, and contains all health and wellness program-related documents and forms. It will help new HWMs learn the foundations of the position, and experienced HWMs will find the central location of forms and information useful. Often, new HWMs find it difficult to function because of the limited resources immediately available to assist them in their new role. This manual is intended as an interim guide until other staff or technical assistance training is available. This manual should always be accessible to health and wellness staff and must remain on center at all times, including in the event of a change of center operator.

An online version of the Desk Reference Manual Suite can be found on the Job Corps Health and Wellness Web site at <https://access.jobcorps.org>. You must enter your Citrix user name and password; then click on *Health and Wellness*, then *Documents*, then *Health and Wellness Desk Reference Manual*. Within the next month, the National Office of Job Corps will send a hole-punched print version of the manual to each center through the mail. The mailing will include a cover page and spine for a binder and tabs for the other discipline-specific references that are being developed as part of this suite. The manual will be updated as necessary; centers will be notified of updates via e-mail.

3. Action. This Information Notice should be distributed to all Job Corps HWMs. Hard copies of the manual should be directed to the HWM upon receipt.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).