

National Office of Job Corps - ePolicy Transition

Project Director: Lester Coffey

Period of Performance: September 30, 2013 – September 29, 2016

Through this initial ePolicy project, Coffey Consulting provided technical assistance (TA) to Job Corps staff with policy guidance and with subject matter content knowledge needed to develop the plan for revising the current Job Corps Policies and Requirements Handbook and implementing the new program requirements through an ePolicy resource. The project involved: researching and assessing staff technical assistance needs for developing and implementing new program requirements; researching and recommending new program requirements; assisting and facilitating workgroups of federal staff as they develop and implement new program requirements; conducting listening sessions in order to gather field feedback; providing TA to regional and operator staff in learning how to access and apply federal requirements; and disseminating transition information to the field by websites, webinars, email blasts and targeted face-to-face training. Coffey also prepared a five-year strategy for expanding and managing the use of educational technology that ensures policies, equipment purchase and maintenance procedures reflect program goals.