

## Update to memo on the Katrina Recovery Job Connection web site

The United States Department of Labor (US-DOL) has changed the keyword used to identify Katrina-related job orders entered into America's Job Bank (AJB).

Now required is one of two (2) four-character codes that must appear as the first four characters entered into the "duties and responsibilities" field.

- "**KGJ**:" for general Katrina jobs
- "**KRJ**:" for Katrina recovery/reconstruction jobs

If you have any questions, contact Philip Anderson, DWD, Employment Connections, 608-261-6974, or [philip.anderson@dwd.state.wi.us](mailto:philip.anderson@dwd.state.wi.us). Or, call AJB directly at 1-800-833-3000.

Following is the original text from the US-DOL email.

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Thank you all for your quick response to our questions and assistance in posting to the new Katrina Recovery Jobs Connection website.

If you are currently submitting jobs to AJB, we are working with our developers to create a means to mark each Job Order as being destined for the Katrina site, one for general jobs and one for specific recovery/reconstruction jobs. This implementation is scheduled for Thursday, 9/15.

Katrina jobs that are processed in Thursday night's DX process will be automatically transferred to Katrina and available on the site Friday morning if they have been updated to reflect the following requirements.

- To identify a job on the Katrina site as a **general Katrina job** for those who have been affected by the hurricane, **KGJ**: (the colon must immediately follow the 3-character code to be recognized) will need to be entered as the first four characters in the job description field.
- To identify a job as a Katrina job and specifically as a **recovery/reconstruction job**, **KRJ**: (the colon must immediately follow the 3-character code to be recognized) will need to be entered as the first four characters in the job description field.

The implementation of these enhancements will take place Wednesday from 10:00 PM until Thursday morning at 8:00 AM. During that time the AJB and Katrina sites will be unavailable and the regular splash page will be displayed. Normal processing will be resumed as soon as the necessary resources are available.

If you need assistance, please call our help desk at 1-800-833-3000, option 0 and speak to a Help Desk agent.