

January 31, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 07-19</b>
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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:** Providing Relief to Centers for PY 2007 Decline in Career Technical Training Completion Rates Due to Implementation of Revised National Training Achievement Records

1. Purpose. To describe the process by which the National Office of Job Corps will provide relief to center operators for the decline in Career Technical Training (CTT) completion rates on the program year (PY) 2007 Center Outcome Measurement System (OMS) Report Card due to implementation of the revised national Training Achievement Records (TARs).
2. Background. In response to the President's High Growth Initiative and the increased skill requirements for today's knowledge-based workforce, Job Corps has undertaken a National Certification Initiative, which aligns Job Corps' training programs with rigorous industry-based skill standards to successfully prepare students for certification and, ultimately, high-demand occupations. While full implementation of the revised training programs at all centers is required by July 1, 2008, centers have been encouraged to transition to the new TARs as they have been made available to the field.

The transition to the new TARs has, however, impacted centers' CTT completion rate, as the average length of time to complete the revised training program has increased, thereby temporarily affecting the number of students separating from Job Corps who have successfully completed their training. This effect on the CTT completion rate is anticipated to stabilize shortly when students begin graduating from the revised training programs, and highly positive short-term and long-term placement results are expected as the ultimate outcome.

In response to the short-term decline in CTT completion rates, the National Office will provide relief to center operators by adjusting centers' PY 2007 OMS overall performance ratings solely for the purpose of PBSC calculations. This adjustment to the OMS rating will not

be made within the Job Corps Data Center (JCDC) Center Information System (CIS), but will be done by the regions via the PBSC reconciliation spreadsheet.

A detailed analysis is currently being conducted to determine the effect that the declining CTT completions had on centers' overall OMS ratings and the appropriate percentage by which OMS performance ratings should be increased. Once this analysis is completed, and a final adjustment number is determined, a PBSC reconciliation spreadsheet will be designed and distributed to the regions which, along with the contracting office, will make the necessary adjustments for the purposes of calculating the new incentive fee. An Information Notice will be issued to the Job Corps community explaining the relief and the calculation of new PBSC numbers.

Example: The Hilltop Job Corps Center had a final PY 2007 OMS performance rating of 80%; the adjustment is determined to be 2 percentage points. The region would therefore use 82% in the calculation of that center's PBSC.

Please note that the Past Effectiveness reports will not be changed or adjusted.

3. Action. The relief described in this Information Notice will affect the calculation of PBSC for center operators whose contract period includes PY 2007 performance. In those instances where the PBSC has already been calculated for center operators whose contract period includes PY 2007, the Regional Office will adjust the PBSC retroactively.

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 Chris Conboy at (202) 693-3093 or [conboy.chris@dol.gov](mailto:conboy.chris@dol.gov).