

June 22, 2011

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| DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 10-92 |
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Notice of Proposed Changes and Comment Period for PRH Chapter
 5, Appendix 501: Program Year 2011 Performance Management
 System

1. Purpose. To update the content of Policy and Requirements Handbook (PRH), Appendix 501 (Job Corps' Performance Management System), for Program Year (PY) 2011 and distribute the proposed revisions for review and comment.
2. Background. Job Corps' Performance Management System, as outlined in the PRH Appendix 501, is an integral component of how the Job Corps program is administered. It provides useful and relevant feedback on performance and encourages continuous improvement in those areas which have been identified as program priorities. Additionally, the Performance Management System serves as an instrument to meet federal and legislative accountability requirements, assess centers' and agencies' accomplishments, and serve students more effectively.

The customary process for updating and refining the Performance Management System is to annually assemble a team of Job Corps professionals (representatives from Job Corps centers, agencies, Regional Offices, National Training Contractors (NTCs), and Job Corps senior management) to review the current system, assess whether it accurately reflects performance and program priorities, and provide input to the National Director for the next program year. In PY 2010, a number of changes were made to the Report Cards with the inclusion of new measures. For PY 2011, fewer changes are proposed in order to provide stability and consistency to the system.

3. Explanation of Proposed Changes. For PY 2011, a workgroup composed of National Office staff, Regional Office staff, subject matter experts and center, Outreach and Admission (OA), Career Transition Service (CTS) and NTC operators was convened. This Outcome

Measurement System (OMS) Workgroup was tasked with making recommendations that consider recently implemented programmatic and policy changes and identifying areas for change and improvement in the OMS that can be implemented in PY 2011. Presentations were made regarding proposed changes to the OMS Report Cards and the National Director approved the changes.

In PY 2011, the performance measures for the four OMS Report Cards will remain intact. The proposed changes are minimal and encompass the following: 1) Increase in performance goals in several measures to reflect improved performance systemwide over the past program year; 2) Addition of a performance goal and weight to the Credential Attainment measure, as well as an adjustment in the denominator pool in the Career Technical Training (CTT) Report Card; and 3) Reduction in weight in the Graduate and CTT Completer Initial Placement measure to accommodate the new weight for credential attainment.

In order to allow the opportunity for direct feedback from members of the Job Corps community on the proposed PY 2011 Appendix 501, a summary of the major changes to the system is being provided for your review.

4. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff to carefully review the proposed revisions to Appendix 501 (the attached document listed below) and provide comments and suggestions by the due date specified below.
5. Date Comments Are Due. June 30, 2011.
6. Where to E-mail Comments. Comments concerning the proposed changes to the PRH, Appendix 501 for PY 2011 should be emailed to Cathy Keiter at keiter.cathy@dol.gov.

Attachment

A – Proposed Changes to PRH, Appendix 501 for PY 2011