

June 21, 2012

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 11- 80
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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 Policy and Requirements Handbook (PRH) Chapter 5 Appendix 501: Program Year (PY) 2012 Performance Management System

1. Purpose. To update PRH Appendix 501 (Job Corps' Performance Management System), for PY 2012, and distribute the proposed revisions for review and comment.
2. Background. Job Corps' Performance Management System, as outlined in 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.

To update and refine the Performance Management System for PY 2012, the Office of Job Corps assembled a workgroup composed of Job Corps professionals representing centers, center operators and agencies, National Training Contractors (NTC), and the national and regional offices to review the current system, assess whether it accurately reflects performance trends and program priorities, and make changes where necessary. After four meetings (through webinars and conference calls), the workgroup recommended to the National Director a number of minimal changes for the PY 2012 Performance Management System. Most of the proposed changes are related to performance goals to provide stability and consistency to the system, based on PY 2011 performance, and the National Director has approved them.

3. Explanation of Proposed Changes. In PY 2012, the performance measures for the four OMS Report Cards will remain intact. The proposed changes are minimal and encompass the following: 1) an increase in performance goals in some measures to reflect improved performance systemwide over the past program year; 2) redesign of the Career Technical Training (CTT)

Evaluation Scale to align with the CTT Report Card's transition to a new rating system (relative to goals); and 3) reinstatement of the Minimum Productivity Rule (MPR) for informational purposes only.

To allow the opportunity for direct feedback from members of the Job Corps community on the proposed PY 2012 Appendix 501, a summary of the major changes to the system is attached for your review.

4. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff to carefully review the proposed revisions to Appendix 501, and provide comments and suggestions by the due date specified below.
5. Date Comments are Due. Close of business Friday, June 29, 2012.
6. Where to E-mail Comments. Comments or questions concerning the proposed changes to the PRH Appendix 501 should be e-mailed to Shao Zhang at zhang.shao@dol.gov.

Attachment

Proposed Changes to PRH, Appendix 501 for PY 2012