

June 15, 2015

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 14-45
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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: LENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

SUBJECT: Notice of Proposed Changes and Comment Period for the Policy and Requirements Handbook (PRH) Chapter 5, Appendix 501: Program Year (PY) 2015 Performance Management System

1. Purpose. To update the content of PRH Appendix 501 (Job Corps' Performance Management System) for PY 2015, and to distribute the proposed revisions for field review and comment.
2. Background. Job Corps' Performance Management System, as outlined in the PRH Appendix 501, is an integral component of the way the Job Corps program is administered. It provides useful and relevant feedback on performance, and encourages continuous improvement in those areas that 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 2015, the Office of Job Corps assembled an Outcome Measurement System (OMS) Workgroup comprised of National and Regional Office staff and subject-matter experts from centers, Center Operators (including the USDA Forest Service), Outreach and Admissions and Career Transition Services (OA/CTS) providers, and National Training Contractors (NTCs). The workgroup reviewed the current system, assessed whether it accurately reflected performance trends and program priorities, and made changes where necessary. After five Webinars and conference calls, the workgroup recommended to the National Director changes to the PY 2015 Performance Management System. Most of the proposed changes are related to performance goals and weights to provide stability and consistency to the system, and have been approved.

3. Explanation of Major Proposed Changes.
 - A. For PY 2015, the OMS Workgroup continued its approved approach of increasing performance goals so as to achieve a more balanced performance distribution.

- B. Beginning July 1, 2015, Job Corps will implement a new Performance Improvement Plan System, as a major performance accountability and management tool to enhance all centers' ability to produce outcomes at or above the expected levels established by the program.
- C. Beginning in PY 2015, Job Corps will implement a more refined definition for the Industry-Recognized Credential (IRC) measure into the Center Report Card and the Career Technical Training Report Card. Job Corps' IRC attainment will be classified as either primary or secondary. Primary credentials are defined as those attainments that represent essential knowledge and skill levels of a particular job and are considered to be critical for qualification and placement into permanent employment with a sustainable wage. Secondary credentials, while important, represent attainments that are supportive in nature rather than critically essential to an occupation. During PY 2015, greater emphasis will be placed on the attainment of primary credentials across all trade offerings.

The attachment to this transmittal provides a summary of the changes to the system, and an opportunity for your feedback.

- 4. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff to carefully review the proposed revisions to Appendix 501 (attached), and provide comments and suggestions by the due date specified.
- 5. Due Date for Comments. Comments are due by 4:00 p.m. Eastern Friday, June 19, 2015.
- 6. Where to E-mail Comments. Comments or questions concerning the proposed changes to the PRH Appendix 501 for PY 2015 should be e-mailed to Shao Zhang at zhang.shao@dol.gov.

Attachment

Proposed Changes to PRH Appendix 501 for PY 2015