

May 1, 2002

DIRECTIVE:	PRH CHANGE NOTICE NO. 01-06
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR 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: RICHARD C. TRIGG  
National Director  
Office of Job Corps

SUBJECT: PRH Chapter 3: Appendix 302 - Memorandum of Understanding (MOU)

1. Purpose. To revise and reissue Appendix 302, the MOU, which is signed by each National Training Contractor (NTC) and Center Operator where NTC vocational programs are offered.

2. Background. The MOU defines and explains the administrative and operational relationships between NTCs and center operators/directors, at each center where NTC vocational training is conducted, including agency-operated centers. Updating the MOU was necessary, in response to the many program changes that resulted from implementation of the Career Development Services System (CDSS). These changes have had a profound impact on center operations and especially post-center services and responsibilities.

3. Major Changes to the MOU. The following are summaries of just a few of the changes that were made to the MOU. It is strongly recommended that the document be read in its entirety to understand the complete meaning of the various changes, and the impact that the total document will have on NTC-center relations.

a. Placement and Career Transition Support Services

NTCs are responsible for placement services to completers of their program, and those academic graduates and former enrollees that have been assigned to the NTC for placement because the student has acquired sufficient trade skills while enrolled in the NTC vocational training program.

NTCs will also arrange for necessary support services (e.g., housing and transportation), where they have the ability to make such arrangements.

b. Selection of Students

Although limited in number, depending on class size and concerns for safety, NTCs may be assigned 16 year old students. Further, unless the center physician determines that participation in a particular trade would be a direct threat to the student, or other students, the condition of a student's health will not be a factor regarding his/her participation in a NTC trade.

c. Vocational Training

- In accordance with the PRH 3.2, R2.c, centers shall develop a schedule which ensures that prior to graduation, students receive substantial practice and experience in working an 8-hour day or working hours and conditions consistent with the anticipated workplace.
- In an effort to limit the number of NTC students who face early separation, due primarily to violations of Zero Tolerance (ZT) policy and AWOL, NTC instructors will work closely with other center staff serving NTC students to identify and assist, early on, those having behavioral or related problems.
- NTC field coordinators/managers shall strengthen and broaden their efforts to ensure that NTC instructor performance is satisfactory, that they are working as a team with all other appropriate entities at the center, and that the quality of their work is resulting in long-term labor market attachment for students at livable wages.

d. Performance

- NTC performance shall be evaluated on the basis of: Vocational Evaluation System (VES) results; utilization of contracted slots; Corrective Action Plans (CAPs) and CAP Status Reports; the Monthly National Contract Report which is submitted directly to the Government Authorized (GAR), and valid performance-related information provided to the GAR by regional directors, project managers, NTC officials and agency directors.
- NTCs shall ensure that for basic vocational training programs at least 50% of contracted slots for each program are placed in accordance with the placement definition in the PRH, Exhibit 4-1. For NTC Advanced Training Programs, at least 65% of total contracted slots for each program shall be placed.

4. Filing Instructions.

<b>Remove from Chapter 3</b>	<b>Replaced with Attached</b>
Appendix 302, dated July 1, 2001	Appendix 302, dated May 6, 2002

5. Effective Date. May 6, 2002

6. Action Required. Addressees are to ensure that a copy of this PRH Change Notice is distributed to appropriate staff.

7. Inquiries. Questions and comments shall be directed to Alan Lafferman at (202) 693-3107, or email to [alafferman@doleta.gov](mailto:alafferman@doleta.gov), or Ralph DiBattista at (202) 693-3098 or email to [rdibattista@doleta.gov](mailto:rdibattista@doleta.gov).

Attachment