

January 7, 2005

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 04-09
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 3: Appendix 302 – Memorandum of Understanding

1. Purpose. To reissue Appendix 302, the Memorandum of Understanding (MOU), with updates that reflect changes in the number of student slots, trades, entry requirements for students, and National Training Center (NTC) staff responsibilities.
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. It is required that each NTC and center operator sign the MOU where NTC vocational programs are offered. The MOU is updated approximately every 2 years.
3. Explanation of Changes. Appendix 302 has been updated to reflect changes in the number of student slots, trades, entry requirements for students, and NTC staff responsibilities.
4. Action Required. Addressees are to ensure that a copy of this PRH Change Notice is distributed to the appropriate staff.
5. Filing Instructions.

REMOVE	INSERT
Chapter 3, Appendix 302, dated May 6, 2002	Chapter 3, Appendix 302, dated January 10, 2005

6. Effective Date. January 10, 2005

7. Inquiries. Questions and comments should be directed to Ralph DiBattista at (202) 693-3098, or emailed to dibattista.ralph@dol.gov.

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Attachment