

## TABLE OF CONTENTS

<b>5.0</b>	<b>OBJECTIVES .....</b>	<b>5.0-1</b>
<b>5.1</b>	<b>PROGRAM MANAGEMENT .....</b>	<b>5.1-1</b>
	<b>Purpose.....</b>	<b>5.1-1</b>
	<b>Requirements.....</b>	<b>5.1-1</b>
	R1. Goal Achievement .....	5.1-1
	R2. Quality Assurance.....	5.1-1
	R3. Standard Operating Plans and Procedures .....	5.1-3
	R4. Reporting.....	5.1-4
	R5. Records and Reports Maintenance.....	5.1-4
	<b>Quality Indicators .....</b>	<b>5.1-4</b>
<b>5.2</b>	<b>PERSONNEL .....</b>	<b>5.2-1</b>
	<b>Purpose.....</b>	<b>5.2-1</b>
	<b>Requirements.....</b>	<b>5.2-1</b>
	R1. Organization and Staffing .....	5.2-1
	R2. Staffing Ratios .....	5.2-1
	R3. Personnel Policies .....	5.2-1
	R4. Staff Qualifications .....	5.2-2
	R5. Staff Coverage .....	5.2-2
	R6. Staff Performance Appraisal.....	5.2-2
	R7. Equal Opportunity/Civil Rights .....	5.2-2
	<b>Quality Indicators .....</b>	<b>5.2-3</b>
<b>5.3</b>	<b>STAFF TRAINING .....</b>	<b>5.3-1</b>
	<b>Purpose.....</b>	<b>5.3-1</b>
	<b>Requirements.....</b>	<b>5.3-1</b>
	R1. Staff Training Plan .....	5.3-1
	R2. Staff Training Content .....	5.3-1
	R3. Documentation .....	5.3-1
	<b>Quality Indicators .....</b>	<b>5.3-1</b>
<b>5.4</b>	<b>PERSONAL SAFETY AND SECURITY.....</b>	<b>5.4-1</b>
	<b>Purpose.....</b>	<b>5.4-1</b>
	<b>Requirements.....</b>	<b>5.4-1</b>
	R1. Campus .....	5.4-1
	R2. Cooperation with Local Agencies.....	5.4-1
	R3. Prohibition of Firearms .....	5.4-1

## TABLE OF CONTENTS (continued)

R4. Unauthorized Goods .....	5.4-1
R5. Student Notification .....	5.4-2
R6. Search and Seizure .....	5.4-2
R7. Disposal of Unauthorized Goods .....	5.4-2
R8. Use of Physical Restraint and Isolation .....	5.4-2
<b>Quality Indicators .....</b>	<b>5.4-3</b>
<b>5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS ..... 5.5-1</b>	
<b>Purpose.....</b>	<b>5.5-1</b>
<b>Requirements.....</b>	<b>5.5-1</b>
R1. Reportable Events .....	5.5-1
R2. Reporting Time Frames and Format .....	5.5-1
R3. Usernames and Passwords .....	5.5-2
R4. Display of Student Identifying Information.....	5.5-2
R5. Management.....	5.5-3
<b>Quality Indicators .....</b>	<b>5.5-3</b>
<b>5.6 PROCUREMENT AND PROPERTY MANAGEMENT ..... 5.6-1</b>	
<b>Purpose.....</b>	<b>5.6-1</b>
<b>Requirements.....</b>	<b>5.6-1</b>
R1. Procurement .....	5.6-1
R2. Internal Controls .....	5.6-1
R3. Reporting.....	5.6-1
R4. Receipt and Control of Property .....	5.6-1
R5. Motor Vehicles.....	5.6-2
<b>Quality Indicators .....</b>	<b>5.6-2</b>
<b>5.7 FINANCIAL MANAGEMENT..... 5.7-1</b>	
<b>Purpose.....</b>	<b>5.7-1</b>
<b>Requirements.....</b>	<b>5.7-1</b>
R1. Budgeting.....	5.7-1
R2. Financial Reporting.....	5.7-1
R3. Vouchering.....	5.7-1
R4. Internal Controls .....	5.7-1
R5. Student Benefit Fund .....	5.7-2
R6. Sale of Center-Produced Goods and Services .....	5.7-2
R7. Taxation of Job Corps Contractors by States or Localities.....	5.7-2
<b>Quality Indicators .....</b>	<b>5.7-3</b>

## **TABLE OF CONTENTS (continued)**

<b>5.8</b>	<b>ESTABLISHMENT OF JOB CORPS CENTERS .....</b>	<b>5.8-1</b>
	<b>Purpose.....</b>	<b>5.8-1</b>
	<b>Requirements.....</b>	<b>5.8-1</b>
	R1. Establishment of Job Corps Centers .....	5.8-1
	R2. Notifications.....	5.8-1
	<b>Quality Indicator.....</b>	<b>5.8-1</b>
<b>5.9</b>	<b>FACILITY STANDARDS .....</b>	<b>5.9-1</b>
	<b>Purpose.....</b>	<b>5.9-1</b>
	<b>Requirements.....</b>	<b>5.9-1</b>
	R1. Legally Mandated Standards.....	5.9-1
	R2. Job Corps Standards.....	5.9-1
	<b>Quality Indicators .....</b>	<b>5.9-2</b>
<b>5.10</b>	<b>FACILITY IMPROVEMENTS .....</b>	<b>5.10-1</b>
	<b>Purpose.....</b>	<b>5.10-1</b>
	<b>Requirements.....</b>	<b>5.10-1</b>
	R1. Facility Survey .....	5.10-1
	R2. Design Review .....	5.10-1
	R3. Construction Requests .....	5.10-1
	R4. Emergency Repairs of Replacement.....	5.10-2
	<b>Quality Indicators .....</b>	<b>5.10-2</b>
<b>5.11</b>	<b>FACILITY MAINTENANCE AND PROTECTION.....</b>	<b>5.11-1</b>
	<b>Purpose.....</b>	<b>5.11-1</b>
	<b>Requirements.....</b>	<b>5.11-1</b>
	R1. Center Maintenance Program .....	5.11-1
	R2. Limitation on Use of Maintenance Funds.....	5.11-1
	R3. Inactive Center Facilities .....	5.11-1
	<b>Quality Indicators .....</b>	<b>5.11-1</b>
<b>5.12</b>	<b>ENERGY AND WATER CONSERVATION .....</b>	<b>5.12-1</b>
	<b>Purpose.....</b>	<b>5.12-1</b>
	<b>Requirements.....</b>	<b>5.12-1</b>
	R1. Energy and Water Conservation .....	5.12-1
	R2. Reporting.....	5.12-1
	<b>Quality Indicators .....</b>	<b>5.12-1</b>

## TABLE OF CONTENTS (continued)

<b>5.13</b>	<b>ENVIRONMENTAL HEALTH.....</b>	<b>5.13-1</b>
	<b>Purpose.....</b>	<b>5.13-1</b>
	<b>Requirements.....</b>	<b>5.13-1</b>
	R1.    Governing Regulations .....	5.13-1
	R2.    Inspections .....	5.13-1
	R3.    Hazardous Materials Management .....	5.13-2
	R4.    Food Handling .....	5.13-4
	R5.    Pest Control.....	5.13-4
	R6.    Unsanitary Conditions .....	5.13-4
	R7.    Water Treatment .....	5.13-4
	R8.    Blood borne Pathogen Control Plan .....	5.13-5
	R9.    Food Storage .....	5.13-5
	<b>Quality Indicators .....</b>	<b>5.13-6</b>
<b>5.14</b>	<b>SAFETY AND OCCUPATIONAL HEALTH.....</b>	<b>5.14-1</b>
	<b>Purpose.....</b>	<b>5.14-1</b>
	<b>Requirements.....</b>	<b>5.14-1</b>
	R1.    Safety and Occupational Health Program.....	5.14-1
	R2.    Safety and Occupational Health Plan .....	5.14-1
	<b>Quality Indicators .....</b>	<b>5.14-2</b>
<b>5.15</b>	<b>FLEET MANAGEMENT .....</b>	<b>5.15-1</b>
	<b>Purpose.....</b>	<b>5.15-1</b>
	<b>Requirements.....</b>	<b>5.15-1</b>
	R1.    Goal Achievement .....	5.15-1
	R2.    Standard Operating Forms and Procedures.....	5.15-2
	R3.    Reporting.....	5.15-2
	<b>Quality Indicators .....</b>	<b>5.15-2</b>

**TABLE OF CONTENTS (continued)****EXHIBITS**

Exhibit 5-1	Standard Operating Procedures
Exhibit 5-2	Plan and Report Submission Requirements
Exhibit 5-3	Minimum Staff Qualifications
Exhibit 5-4	Required Staff Training
Exhibit 5-5	Minimum Requirements for Replacing Vehicles Leased from the General Services Administration Prior to the End of the Lease
Exhibit 5-6	Vehicle Log
Exhibit 5-7	Vehicle Maintenance Log

**APPENDICES**

Appendix 501	Introduction
Appendix 501a	Policies and Procedures for Job Corps PY 2007 – Center Report Card and Center Quality Assessment
Appendix 501b	Policies and Procedures for Job Corps PY 2007 – Outreach and Admissions (OA) Report Card
Appendix 501c	Policies and Procedures for Job Corps PY 2007 – Career Transition Services (CTS) Report Card
Appendix 501d	Policies and Procedures for Job Corps PY 2007 – Center Technical Training Reporting and Improvement System
Appendix 502	Financial Reporting
Appendix 503	Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements
Appendix 504	Taxation of Job Corps Contractors by States or Subdivisions Thereof
Appendix 505	Job Corps Safety and Occupational Health Program
Appendix 506	Alternative Fuel Information
Appendix 507	Request to Lease a GSA Vehicle
Appendix 508	GSA Annual Fleet Requirements Spreadsheet