

July 15, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 09-02
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 1, Section 1.1, R2 and Section 1.6, R4.d; and Chapter 6,
Appendix 601, 4.a: Use of Student Photos or Moving Images

1. Purpose. To inform the Job Corps community of (1) changes in Policy and Requirements Handbook (PRH) language to require a signed release form from a student, or legal guardian if the student is a minor, before taking or using moving images (as well as still photos) of the student; and (2) the addition of two revised release forms as new PRH exhibits.

2. Background. All contractors and centers currently must ensure that photos of Job Corps students are not taken, used on printed materials, or posted on the Internet except when proper releases have been obtained, as specified in Appendix 601 (Student Rights to Privacy and Disclosure of Information). Today's photographic technology has expanded beyond the use of cameras to take "still" photos and now includes the use of video cameras and other means to capture moving images. Current PRH language does not include the term "moving images" in relevant sections. This Change Notice updates the language to ensure that these sections and required release forms cover both still and moving images.

3. Explanation of Changes.

- a. The title of Chapter 1, Section 1.1, R2 has been changed from "Use of Student Photos" to "Use of Student Photos or Moving Images."
- b. The phrase "or moving images" has been added to Section 1.1, R2, which now reads as follows:

“All contractors and centers shall ensure that photos or moving images of Job Corps students are not taken, used on printed materials, or posted on the Internet except when proper releases have been obtained, as specified in Appendix 601 (Student Rights to Privacy and Disclosure of Information).”

- c. The phrase “or moving images” and a reference to Exhibits 6-13 and 6-14 have been added to Section 1.6, R4.d, which now reads as follows:

“Request that the applicant, or legal guardian if the applicant is a minor, sign a Right to Use Photographic Likeness or Moving Images release form and forward it to the center of assignment (see Chapter 6, Appendix 601, Student Rights to Privacy and Disclosure of Information; also see Exhibits 6-13 and 6-14, the release forms for adult and minor students, respectively).”

- d. The title of Appendix 601, Section 4 has been changed from “Use of Student Photos” to “Use of Student Photos or Moving Images.”

- e. The phrase “or moving images” has been added to the first sentence of Appendix 601, 4.a, which now reads as follows:

“OA/CTS contractors and centers shall ensure that photos or moving images of Job Corps students are taken, used on printed materials, or posted on the Internet only when the student, or legal guardian in the case of minors, has:”

- f. Appendix 601, Section 4.a.2 has been revised to include the phrase “or moving images” and refer to the new PRH exhibits, as follows:

“Has signed a Right to Use Photographic Likeness or Moving Images release (as shown in Exhibit 6-13 for adult students and Exhibit 6-14 for minors).”

- g. The following two exhibits have been added to the PRH, with “or moving images” added to each where appropriate:

- a. Exhibit 6-13: Right to Use Photographic Likeness or Moving Images – Release Form for Adult Students (see Attachment F); and
- b. Exhibit 6-14: Right to Use Photographic Likeness or Moving Images – Release Form for Minors (see Attachment G).

4. Action Required.

- a. **All** current Job Corps students and future Job Corps enrollees, or their legal guardian in the case of minors, should sign the new Right to Use Photographic Likeness or Moving Images release form (see Attachments F and G).

- b. Centers should update their PRH with the current policies by inserting the attachments to this Change Notice where appropriate.

Addressees are to ensure that this Change Notice is distributed to all appropriate staff.

6. Effective Date. July 15, 2009.

7. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.

Attachments

A – PRH Cover Page

B – PRH Table of Contents

C – PRH Chapter 1

D – PRH Chapter 6 Table of Contents

E – PRH Appendix 601

F – PRH Exhibit 6-13

G – PRH Exhibit 6-14