

November 4, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 09-15
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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: LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

SUBJECT: PRH Exhibit 5-2: Plan and Report Submission Requirements

1. Purpose. To clarify the frequency and due dates for Job Corps center environmental health inspections.
2. Background. Policy and Requirements Handbook (PRH) Exhibit 5-2, Plan and Report Submission Requirements, was recently reissued as part of PRH Change Notice 08-10. There has been some confusion regarding the frequency and due date of the environmental health inspections listed under the "Other" section. The requirements have not changed; this PRH Change Notice is to provide clarity regarding the environmental health inspection submission requirements.
3. Explanation of Changes. PRH Exhibit 5-2 has been revised as follows:
  - a. Environmental health inspection frequency has been clarified as: Quarterly (fiscal year).
  - b. The environmental health inspection due date has been clarified to reflect the dates by which the inspections must be completed: 3/31, 6/30, 9/30, and 12/31; reports must be submitted within 15 days following the end of the quarter.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. November 4, 2009.

6. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachment

PRH Exhibit 5-2