

TABLE OF CONTENTS

5.0	OBJECTIVES	5.0-1
5.1	PROGRAM MANAGEMENT	5.1-1
	Purpose.....	5.1-1
	Requirements.....	5.1-1
	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
	Quality Indicators	5.1-4
5.2	PERSONNEL	5.2-1
	Purpose.....	5.2-1
	Requirements.....	5.2-1
	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.....	5.2-3
	R7. Equal Opportunity/Civil Rights	5.2-3
	Quality Indicators	5.2-3
5.3	STAFF TRAINING	5.3-1
	Purpose.....	5.3-1
	Requirements.....	5.3-1
	R1. Staff Training Plan.....	5.3-1
	R2. Staff Training Content	5.3-1
	R3. Documentation.....	5.3-1
	Quality Indicators	5.3-1
5.4	PERSONAL SAFETY AND SECURITY.....	5.4-1
	Purpose.....	5.4-1
	Requirements.....	5.4-1
	R1. Campus Access	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
Quality Indicators 5.4-3

5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS 5.5-1

Purpose..... 5.5-1
Requirements..... 5.5-1
 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
Quality Indicators 5.5-3

5.6 PROCUREMENT AND PROPERTY MANAGEMENT 5.6-1

Purpose..... 5.6-1
Requirements..... 5.6-1
 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
Quality Indicators 5.6-2

5.7 FINANCIAL MANAGEMENT..... 5.7-1

Purpose..... 5.7-1
Requirements..... 5.7-1
 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
Quality Indicators 5.7-3

TABLE OF CONTENTS (continued)

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

TABLE OF CONTENTS (continued)

5.13	FLEET MANAGEMENT	5.13-1
	Purpose.....	5.13-1
	Requirements.....	5.13-1
	R1. Goal Achievement	5.13-1
	R2. Standard Operating Forms and Procedures.....	5.13-2
	R3. Reporting.....	5.13-2
	Quality Indicators	5.13-2
5.14	INTRODUCTION TO ENVIRONMENTAL SAFETY AND OCCUPATIONAL HEALTH FOR JOB CORPS CENTERS.....	5.14-1
	Purpose.....	5.14-1
	Requirements.....	5.14-1
	R1. Governing Regulations and Policy	5.14-1
	R2. Occupational Safety and Health Plan	5.14-1
	R3. Occupational Safety and Health Program.....	5.14-4
	R4. Center Occupational Safety and Health Responsibilities and Duties .	5.14-5
	R5. Center Occupational Safety and Health Orientation and Training	5.14-8
	Quality Indicators	5.14-10
5.15	SAFETY INSPECTIONS, OBSERVATIONS, AND OSH PROGRAM REVIEW	5.15-1
	Purpose.....	5.15-1
	Requirements.....	5.15-1
	R1. Imminent Danger	5.15-1
	R2. Required Inspections and Observations.....	5.15-1
	R3. Annual Occupational Safety and Health (OSH) Program Reviews....	5.15-3
	R4. Occupational Safety and Health Facility Survey (Pre-Occupancy)....	5.15-5
	R5. Monitoring of Work-Based Learning Sites.....	5.15-6
	R6. Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Review	5.15-6
	Quality Indicators	5.15-7
5.16	ENVIRONMENTAL HAZARDS.....	5.16-1
	Purpose.....	5.16-1
	Requirements.....	5.16-1
	R1. Hazardous Materials Management	5.16-1
	R2. Polychlorinated Biphenyls (PCBs)	5.16-1
	R3. Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs).....	5.16-2

TABLE OF CONTENTS (continued)

R4. Lead..... 5.16-2
 R5. Asbestos Operations and Maintenance 5.16-2
 R6. Hazard Communication 5.16-4
 R7. Mercury..... 5.16-5
 R8. Freon 113 and Other Ozone-Depleting Chemicals..... 5.16-5
 R9. Hexavalent Chromium 5.16-5
Quality Indicator..... 5.16-6

5.17 FOOD HANDLING AND STORAGE, PEST CONTROL, UNSANITARY CONDITIONS, AND WATER TREATMENT 5.17-1

Purpose..... 5.17-1
Requirements..... 5.17-1
 R1. Food Handling 5.17-1
 R2. Food Storage 5.17-1
 R3. Pest Control..... 5.17-1
 R4. Unsanitary Conditions 5.17-2
 R5. Water Treatment 5.17-2
Quality Indicators 5.17-3

5.18 STUDENT AND STAFF INJURY REPORTS AND RECORDKEEPING 5.18-1

Purpose..... 5.18-1
Requirements..... 5.18-1
 R1. Student Injury, Occupational Illness/Disease, and Death
 Recordkeeping 5.18-1
 R2. Definitions and Procedures for Handling Job Corps Student
 Injuries 5.18-4
 R3. Staff Injury, Occupational Illness/Disease, and Death
 Recordkeeping 5.18-6
 R4. OSHA Form 300A, Summary of Work-Related Injuries and
 Illnesses..... 5.18-7
Quality Indicators 5.18-7

5.19 VEHICLE SAFETY AND ACCIDENT RECORDKEEPING..... 5.19-1

Purpose..... 5.19-1
Requirements..... 5.19-1
 R1. Overview of Center Director Responsibilities 5.19-1
 R2. Overview of Requirements 5.19-1
 R3. Vehicle Accident Recordkeeping 5.19-3
Quality Indicator..... 5.19-3

TABLE OF CONTENTS (continued)

5.20 OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM AND WRITTEN PLANS 5.20-1

Purpose..... 5.20-1

Requirements..... 5.20-1

- R1. Personal Protective Equipment (PPE) Plan 5.20-1
- R2. Fire Safety and Prevention Plan..... 5.20-2
- R3. Emergency Action Plan 5.20-4
- R4. Hazard Communication Plan 5.20-6
- R5. Recreational Safety Plan 5.20-6
- R6. Asbestos Operations and Maintenance Plan 5.20-8
- R7. Confined Space Entry Plan 5.20-8
- R8. Bloodborne Pathogens Plan 5.20-9
- R9. Respiratory Protection Plan 5.20-10
- R10. Hearing Conservation Plan 5.20-12
- R11. Lead Exposure Plan 5.20-14
- R12. Hexavalent Chromium Exposure Plan..... 5.20-14
- R13. Lockout/Tagout Plan..... 5.20-14
- R14. Powered Industrial Vehicle Plan..... 5.20-15

Quality Indicator..... 5.20-16

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
Exhibit 5-8	2110 Report for Center Contracts
Exhibit 5-9	2181 Budget for Center Contracts
Exhibit 5-10	SF1034 Public Invoice, Center Contract Example
Exhibit 5-11	Voucher Backup Sheet for Center Contracts and Example
Exhibit 5-12	2110 Report for Outreach/Admissions and Career Transition Services
Exhibit 5-13	2110S Report for Staff Vacancy
Exhibit 5-14	2181 Budget for OA/CTS Contracts
Exhibit 5-15	F1034 Public Invoice, OA/CTS Contract Example
Exhibit 5-16	Voucher Backup Sheet for OA/CTS Contracts and Example
Exhibit 5-17	2110F Job Corps CCC Financial Report
Exhibit 5-18	2110HQ Job Corps CCC National Roll-Up Financial Report

APPENDICES

Appendix 501	Introduction
Appendix 501a	Policies and Procedures for PY 2011 Center Outcome Measurement System and Center Quality Assessment
Appendix 501b	Policies and Procedures for PY 2011 Outreach and Admissions Outcome Measurement System
Appendix 501c	Policies and Procedures for PY 2011 Career Transition Services Outcome Measurement System
Appendix 501d	Policies and Procedures for PY 2011 Career Technical Training Reporting and Improvement System

Appendix 502	Financial Management for Contract Centers
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	Administration and Management of Job Corps Contractor-Held Government-Furnished Property
Appendix 506	Alternative Fuel Information
Appendix 507	Request to Lease a GSA Vehicle
Appendix 508	GSA Annual Fleet Requirements
Appendix 509	Financial Management for CCCs
Appendix 510	Monthly Staffing Reports