

July 20, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11- 02
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TO: ALL JOB CORPS NATIONAL OFFICE 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: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: Revisions to the Policy and Requirements Handbook Chapter 5, Appendix 501: PY 2011 Performance Management System

1. Purpose. To transmit additions and revisions to the PY 2011 Policy and Requirements Handbook (PRH) Chapter 5, Appendix 501. On July 1, 2011, PRH Change Notice 11-01 released the PY 2011 Appendix 501 Introduction, 501a, 501b, 501c, and 501d. At that time, however, the PY 2011 Center Model-Based Goals (MBGs) and national worksheets were not yet available.
2. Background. In addition to providing the PY 2011 Center MBGs and national worksheets as Attachment 1 to Appendix 501a, a few minor edits have been made which do not substantively change any of the measures, goals, or weights of the PY 2011 Outcome Measurement System.
3. Explanation of Changes. The Center MBGs and national worksheets are provided as Attachment 1 to Appendix 501a. In addition, the term “Career Technical Training Report Card,” replaces the title “Career Technical Training Reporting and Improvement System” in the PRH Table of Contents and the Chapter 5 Table of Contents. A third change corrects the year (from 2010 to 2011) on page 12 of the Appendix 501 Introduction, regarding the Minimum Productivity Rule.
4. Explanation of PAG Changes. There are no related PAG changes.
5. Effective Date. July 1, 2011.
6. Action. Addressees must ensure this Change Notice is distributed to all appropriate staff.

7. Inquiries. Questions or comments concerning Appendix 501 Introduction and/or Appendices 501a–c should be addressed to Cathy Keiter at (202) 693-3142, or e-mailed to [keiter.cathy@dol.gov](mailto:keiter.cathy@dol.gov). Questions or comments concerning Appendix 501d should be addressed to Tracy Bradshaw-Morris at (202) 693-8000, or e-mailed to [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov).

#### Attachments

- A – PRH Cover Page
- B – PRH Table of Contents
- C – Chapter 5 Table of Contents
- D – Appendix 501 Introduction
- E – Appendix 501a