

March 20, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-16 AND RELATED PAG CHANGES
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 1, Section 1.2, R6, and Related PAG Changes

1. Purpose. To add guidance on how to safeguard Personally Identifiable Information gathered during the admissions process.
2. Explanation of Changes.
 - a. PRH Chapter 1, Section 1.2, R6, added Safeguarding Personally Identifiable Information. The requirements that follow this section were re-numbered.
 - b. PAG Chapter 1, Section 1.2, was updated to reflect the changes made in the PRH as outlined above.
3. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
4. Effective Date. Until superseded.
5. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633, or manning.wendy@dol.gov.

Attachments

A – PRH Section 1.2, R6
B – PAG Section 1.2, R6