

March 30, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-17 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: Added Instruction to 3.2 R8: Regional Career Technical Trade (CTT)
Change Requests, of the Policy and Requirements Handbook (PRH)

1. Purpose. To inform the Job Corps Community about a new section within PRH Chapter 3 that outlines parameters for CTT change requests initiated exclusively by Regional Offices.
2. Background. Previously, when a Regional Office needed to change the CTT slot or trade configuration for a particular center prior to the center procurement process (or within the parameters of a Memorandum of Agreement in the case of Civilian Conservation Centers [CCC]), there was no clear PRH guidance regarding the steps, or mention of preferred timing for when such changes and approvals should occur. In the absence of clear guidance, changes were made to center trade offerings and training slot counts that significantly compromised Center Information System (CIS) and National Office databases.
3. Explanation of Change(s). A new PRH section supports requests from Regional Offices to change centers' CTT trade mix or training slot total or configuration. Chapter 3 Section 3.2 R8, Regional Career Technical Trade Change Requests, requires Regional Offices to submit a formal change request, using the established PRH Appendix 307, to the National Office for approval prior to making any adjustments to a center's trade offerings or slot total.

Note: CCCs, contract centers, and center operators are also reminded that no trade change or training slot configuration (Advanced Training [AT], Advanced Career Training [ACT], Off Center Training [OCT], Career Technical Skills Training [CTST], or basic training slots) should occur outside of the formal CTT change process (PRH Appendix 307) – which **requires** Regional Office approval, and ultimately, documentation of National Office concurrence in the form of an official letter.

Explanation of PAG Changes. PAG Chapter 3 Section 3.2 R8. Changes and additions reflect the changes made in the PRH as outlined above.

Addition. The Abbreviated 307 – CTT Change Request/Program/TAR Code Request Form.

4. Action. Regional Directors, Regional Division Chiefs, Regional Project Managers and Regional Contracting Officers are to reference the new PRH specifications prohibiting unauthorized CTT-related changes to center contracts or CCC Memorandums of Agreement.

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

5. Effective Date. The new PRH requirement is effective immediately in accordance with the release of this notice.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov

Attachments

A – PRH Chapter 3 Section 3.2 R8

B – PAG Chapter 3 Section 3.2 R8

C – Abbreviated 307 – CTT Change Request/Program/TAR Code Request Form