

April 24, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-18 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: Policy and Requirements Handbooks (PRH) Chapter 3, Section 3.4

1. Purpose. To clarify the information contained in the PRH about the appeal process for students.

2. Explanation of Changes.

PRH Chapter 3: Career Development Period

Revised Section 3.4, Student Standards of Conduct, R4 Appeals Process, to read:

“b. Students shall be notified in writing of their right to appeal a Center Director’s decision to the Regional Appeals Board (RAB). Student appeals must be filed within 30 calendar days of his/her separation.”

PAG Chapter 3: Career Development Period

PAG Chapter 3 has been updated to reflect the changes in the PRH Chapter 3, Section 3.4 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 Until superseded.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 Chapter 3, Section 3.4

B – PAG Chapter 3, Section 3.4