

July 1, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 13-01</b>
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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:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** Update/Revision to the Policy and Requirements Handbook (PRH)  
Chapter 5, Appendix 501: PY 2013 Performance Management System

1. Purpose. To transmit the PY 2013 PRH Chapter 5, Appendices 501 Introduction, 501a, 501b, 501c, and 501d. These appendices contain the policies governing Job Corps centers' performance management system for centers, Outreach and Admissions (OA) agencies, Career Transition Services (CTS) agencies, and Career Technical Training (CTT) programs. All PY 2013 performance goals, both national and model-based, are included in these policies.

2. Background. Job Corps has established a comprehensive performance management system to assess program effectiveness across multiple components of services and programs offered to Job Corps students. This detailed system evaluates the performance of OA agencies, Center Operators, CTS agencies, and CTT programs, based on the outcomes of program participants.

For PY 2013, a workgroup was convened comprised of National and Regional Office staff and subject-matter experts from centers, Center Operators, OA/CTS operators and National Training Contractors (NTC). The Outcome Measurement System (OMS) Workgroup recommended several changes to the performance goals on the four OMS Report Cards, as well as modifications to related policies. The Office of Job Corps also solicited input from the Job Corps community via a release of the proposed PY 2013 system prior to full implementation on July 1, 2013.

3. Explanation of Changes. In PY 2013, the performance measures for the four OMS Report Cards will remain intact, however, the following changes have been incorporated:

- a. An increase in performance goals for some measures to reflect improved performance systemwide over the past program year;

- b. A decrease in the performance goal for the Graduate Full-Time Placement Rate to reflect the difficulty in reaching the higher goal and to acknowledge this as a newly weighted measure;
  - c. Re-introduction of the 12-month average weekly earnings measure;
  - d. Slight changes in the weighting structure to allow weights for the new measure as well as a previously unweighted measure;
  - e. Updates to the Advanced Training (AT) Transfer Policy to clarify the order in which assignment to an AT program should be made;
  - f. Redesign of the Appendix 501 Introduction to include all attachments, previously attached to each of the report cards; and
  - g. Adjustments to the method for developing model-based goals in the absence of the OMS Factor Verification Survey this year.
4. Explanation of PAG Changes. There are no related PAG changes.
5. Effective. July 1, 2013.
6. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
7. Inquiries. Questions or comments concerning Appendix 501 Introduction and/or Appendices 501a through c should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to [zhang.shao@dol.gov](mailto:zhang.shao@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.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov).

#### Attachments

- A – PRH Cover Page
- B – PRH Table of Contents
- C – PRH Chapter 5 Table of Contents
- D – Appendix 501 Introduction
- E – Appendix 501a
- F – Appendix 501b
- G – Appendix 501c
- H – Appendix 501d