

April 18, 2014

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 13-08
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Revised Policy and Requirements Handbook (PRH) Section 3.2 R4.,
Personal Tools, and Appendices 302a-h

1. Purpose. To inform the Job Corps community of new Memorandums of Understanding (MOUs) that align with National Training Contracts (NTCs), Appendices 302a-h; and of the change to PRH Section 3.2 R4, Personal Tools, which details the requirements of providing tool kits to Job Corps graduates.

2. Background. New contracts awarded in June, 2013:

- Home Builder's Institute
- International Masonry Institute
- International Union of Operating Engineers Job Corps Training Fund
- International Union of Painters and Allied Trades
- National Plastering Industry's Joint Apprenticeship Trust Fund
- Transportation Communications Union-International Association of Machinists and Aerospace Workers
- United Automobile Workers-Labor Employment and Training Corporation
- United Brotherhood of Carpenters National Job Corps Training Fund

The above-listed contracts differ significantly from the previous eight contracts and, require revisions to the MOU templates in the PRH. The changes are a result of cost-saving measures implemented within the NTCs, as well as programmatic changes like advancements in standards-based education and training.

3. Explanation of Changes. Job Corps has revised and updated language in Chapter 3, Section 3.2 R4 to provide a template for Center/NTC MOUs, and redefine the expectation of providing tool kits to NTC and non-NTC graduates.

Chapter 3, Career Development Period, Section 3.2:

R4. Personal Tools

- a. For the career fields in which the personal ownership of tools enhances the employability of the student, centers shall provide tool kits to students who graduate from a contract or USDA Forest Service-operated center's CTT program, and earn a job-training match upon initial placement. The tool kits will be provided and shipped at no cost to the student. National Training Contractors (NTC) are also responsible for providing and shipping tools at no cost to students of their programs who successfully complete career technical training and obtain a job training match upon initial placement.
4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
 5. Effective Date. Immediately.
 6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or via e-mail at bradshaw-morris.tracy@dol.gov.

Attachments

- A – PRH Chapter 3
- B – Appendix 302a: Memorandum of Understanding, Home Builders Institute
- C – Appendix 302b: Memorandum of Understanding, International Masonry Institute
- D – Appendix 302c: Memorandum of Understanding, International Union of Operating Engineers National Training Fund
- E – Appendix 302d: Memorandum of Understanding, International Union of Painters and Allied Trades
- F – Appendix 302e: Memorandum of Understanding, National Plastering Industry's Joint Apprenticeship Trust Fund
- G – Appendix 302f: Memorandum of Understanding, United Brotherhood of Carpenters National Job Corps Training Fund
- H – Appendix 302g: Memorandum of Understanding, Transportation Communications International Union – International Association of Machinists and Aerospace Workers Job Training Fund, Inc.
- I – Appendix 302h: Memorandum of Understanding, United Automobile Workers – Labor Employment and Training Corporation