

September 12, 2014

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 14-04
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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: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: Changes to Policy and Requirements Handbook (PRH) Sections 5.9 through 5.12; Exhibit 5-2; and New Appendices 511, Center Sustainability Measures Update; 512, Quarterly Construction Report; and 513, Parts 1 and 2 of the Demolition Package

1. Purpose. To revise current PRH specifications to reflect revised Facility Standards, Maintenance and Improvements, and Sustainability requirements.
2. Background. Revisions to the Facilities Standards, Maintenance and Improvements are to provide transparency and guidance. The most significant change is to emphasize Funded-Not-Corrected (FNC) reporting, and timeframes for Classification Code Deficiencies.

In addition, revisions to sustainability requirements are included to implement recent Federal mandates. The changes reflect Federal statutes and two Executive Orders (EO) – EO 13423, “Strengthening Federal Environmental, Energy, and Transportation Management;” and EO 13514, “Federal Leadership in Environmental, Energy, and Economic Performance.”

The Office of Job Corps received comments and recommendations from the Job Corps community that are included in this revision that would assist in:

- Streamlining the emergency funding process by providing funds needed to affect facility improvements;
- Ensuring centers provide adequate facilities to meet student needs, and to help them achieve program goals;
- Providing a place of employment which is free from recognized hazards;
- Maintaining safe and attractive condition center facilities;

- Assessing facility conditions and prioritizing facility rehabilitation, construction, and maintenance needs, and ensuring they are addressed in a timely manner; and
 - Meeting requirements for sustainability, integrating sustainability considerations with operations, and efficiently tracking progress.
3. Explanation of Changes.
 - a. Section 5.9 Facility Standards – changes to this section are minor.
 - b. Section 5.10 Facility Maintenance Program – changed to emphasize Emergency Repairs, CRA Funding Request, CRA Funds, Funded-Not-Correct (FNC) Funding, CRA Furniture, Furnishings and Equipment, timeframes for completing FNC Deficiencies, and Pre-Occupancy Survey for Center Projects.
 - c. Section 5.11 Facility Maintenance and Protection – changes to this section are minor.
 - d. Section 5.12 Center Sustainability – This is a new section that emphasizes requirements for sustainability.
 4. Program Assessment Guide (PAG): Changes to the PAG are forthcoming.
 5. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
 6. Effective Date. Immediately.
 7. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachments

- A – PRH Chapter 5
- B – Exhibit 5-2, Plan and Report Submission Requirements
- C – Exhibit 5-19, Job Corps Quarterly Construction/Rehabilitation Report
- D – Appendix 511, Center Sustainability Measures Update
- E – Appendix 512a, Demolition Package Part 1: Historic and Real Estate Checklist
- F – Appendix 512b, Demolition Package Part 2: Environmental Checklist for the Demolition of Buildings
- G – PRH Table of Contents