



JUN 28 2017

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 16-17

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  
ALL CENTER USERS

FROM: FOR LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name.

SUBJECT: Electronic Policy and Requirements Handbook Revisions to Sections, Exhibits, and Appendices Related to Tool Inventory, Accountability, and Security

1. **Purpose.** To make changes in the Electronic Policy and Requirements Handbook (ePRH) to address the necessity for tool inventory, accountability, and security procedures.

2. **Background.** A recent concern regarding the security of tools on centers has resulted in the following changes to the ePRH in order to effectively account for tools, and to ensure safety and security of tools on center and on Work-Based Learning worksites.

3. **Explanation of Change(s).** The ePRH provisions identified below are revised in accordance with this Change Notice.

a. Section 3.2 – Administration and Management of Career Development Services

- Under R1, Managing the Learning Environment, an editorial change was made to correctly identify Exhibit 3-6.
- Also under R1, language was added that requires Career Technical Training (CTT) and academic instructors to maintain a comprehensive working knowledge of tool security and accountability.
- Under R4, Personal Tools, language was added that requires centers to ensure that all CTT tools are accounted for and secured after each class and at the end of the training day. Additionally, centers must assess inventory lists to ensure that all tools are accounted for, new tools are added, missing tools are reported and

located before class is dismissed and properly secured, and broken tools are disposed of properly.

- Also under R4, language was added to explain that when students graduate, tool kits will be shipped to the student's *home address on record*.
- b. Exhibit 3-4 – Work-Based Learning Program Agreement Template
- In Exhibit 3-4, language was added that requires Job Corps centers to ensure that tool inventory, accountability, and security procedures are being followed.
  - Also in Exhibit 3-4, language was added that requires Work-Based Learning employers to ensure full tool inventory, accountability, and security, ensuring that all tools are accounted for before the end of each class, or the end of each day if off-site, and ensuring that all tools that are unaccounted for are found and all tools are secured.
- c. Appendix 302 – Memorandum of Understanding Between the National Training Contractor (NTC) and Center Contractor, and Appendices 302 (a-h)
- In Appendix 302, language was added that requires NTC instructors to ensure full tool inventory, accountability, and security, ensuring that all tools are accounted for before the end of each class or the end of each day if off-site, and ensuring that all tools that are unaccounted for are found and all tools are secured.
  - In Appendices 302 (a-h), under *Safety*, language was added that NTC instructors are required to ensure full tool inventory, accountability, and security, ensuring that all tools are accounted for before the end of each class, or the end of each day if off-site, and ensuring that all tools that are unaccounted for are found and all tools are secured.
- d. Section 5.15 – Safety Inspections, Observations, and OSH Program Review
- Under R2, language was added that includes tool inventory, accountability, and security procedures under *Required Inspections and Observations* for CTT facilities and Career Technical Skills Training (CTST) projects.
  - Also under R2, language was added that includes tool inventory, accountability, and security procedures to *Daily Observations* required of the center Safety Officer, and CTT and academic managers/instructors for CTT facilities and CTST projects.
  - Also under R2, language was added that includes tool inventory, accountability, and security procedures to *Weekly Inspections* and *Monthly Inspections* required of the center Safety Officer for CTT facilities and CTST projects.

- Also under R2, language was added that describes that the appropriate instructor must ensure full tool inventory, accountability, and security, ensuring that all tools are accounted for before the end of each class, or the end of each day if off-site, and ensuring that all tools that are unaccounted for are found and all tools are secured.
- Also under R2, language was added that requires tool inventory lists be maintained on center indefinitely and made available upon request.

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

5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Natalie Boan-Kapustin at (202) 693-3154 or [BoanKapustin.Natalie@dol.gov](mailto:BoanKapustin.Natalie@dol.gov).

7. ePRH Website Access. This Change Notice and revisions to the ePRH can be accessed at the ePRH website address, <https://eprh.jobcorps.gov>.