



**AUG 01 2018**

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 18-03

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: 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: Modified Electronic Policy and Requirements Handbook Section 5.1,  
Program Management.

1. Purpose. To modify Electronic Policy and Requirements Handbook (ePRH) Section 5.1, R2, (c), Program Management, to clarify that Regional Office Center Assessments (ROCAs) will occur twice during the life of a contract, ideally during year 2 and year 4, and the visits may be unannounced. Targeted assessments may also be unannounced as well.

2. Background. The ePRH Section 5.1, R2, (c) states, "Conduct annual comprehensive assessments of center or OA/CTS operations. Job Corps Regional Offices shall: Conduct assessments on a need-based and risk management schedule. Every center shall have two full assessments during the life of a contract, ideally during year 2 and year 5. Centers should be assessed annually if they are on a Performance Improvement Plan (PIP). Targeted assessments, which may also be unannounced, will focus on program areas that are found deficient in the initial or full assessment, or identified as potential causes of concern."

3. Explanation of change. ePRH Section 5.1, R2, (c)

- ROCAs will occur twice during the life of a contract, on a need-based and risk management schedule, instead of annually.
- Ideally, ROCAs will be conducted during contract year 2 and contract year 4.
- ROCAs and targeted assessments may be conducted unannounced.

4. Action Required. Addressees must ensure appropriate staff receive this Change Notice.

5. Effective Date. Immediately

6. Inquiries. Contact Erin McGee at [mcgee.erin@dol.gov](mailto:mcgee.erin@dol.gov).
7. ePRH Web site Access. This Change Notice and revisions to the ePRH Web site can be accessed at the ePRH Web site address, <https://eprh.jobcorps.gov>.