



AUG 30 2019

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-06

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: DEBRA A. CARR  
Acting National Director  
Office of Job Corps

A handwritten signature in black ink, appearing to read "Debra A. Carr", written over the typed name and title.

SUBJECT: Policy and Requirements Handbook Revisions to Chapters 1 and 5 on Media Policy

1. Purpose. This notice describes revisions to Job Corps' media policy in Chapters 1 and 5.

2. Background. Office of Job Corps is revising and streamlining its policies on the handling of media inquiries, and situations and circumstances when it is reasonable to anticipate media interest or participation. These revisions not only streamline the existing media policy but support Job Corps' interest in being transparent about center operations while also ensuring student privacy, minimizing disruptions to normal center operations, and accommodating requests by public officials to tour or visit Job Corps centers whenever possible.

3. Explanation of Change(s).

Chapter 1 – Outreach and Admissions

Section 1.1 - Outreach

- Requirement R3.b was deleted that states that Job Corps centers will ensure that candidates for public office will not be permitted to film or take photographic images on center property within 60 days of an election, nor conduct any campaign activities. This requirement was deleted because it contains policy added at Section 5.1, R6.
- Language was deleted at R4.a that requires contractors to notify the regional office (RO) of newsworthy events, press, or media coverage, including all visits by elected officials. This requirement was deleted

because it is incorporated into the policy added at Section 5.1, R4, R5, and R6.

- Language was changed at R4.b by adding the word ‘contractor’ before ‘news releases’ for clarification of the requirement that reads that contractors must immediately notify and consult with the RO for guidance and approval of contractor news releases. This language “...regarding any adverse or negative information” was deleted because all contractor news releases require RO guidance and approval regardless of the content.

## Chapter 5 – Management

### Section 5.1 – Program Management

- Requirements were inserted at R4 through R6 that establish processes and assign responsibilities for handling media inquiries, and situations and circumstances when it is reasonable to anticipate media interest or participation. R4 addresses media inquiries; R5 addresses media related events, and the rights and protections provided to students related to the media; and R6 addresses center visits by elected officials.
- *R4. Reporting* is renumbered to *R7. Reporting* to accommodate the insertion of the new requirements at R4 through R6.
- *R5. Records and Reports Maintenance* is renumbered to *R8. Records and Reports Maintenance* to accommodate the insertion of the new requirements at R4 through R6.

### Section 5.5 – Management and Reporting of Significant Incidents

- Requirement R2.d.5 was deleted because it states that centers must immediately report to the appropriate RO any incident involving inquiries from or visits by elected officials or their offices. This requirement was deleted because it is contained in the policy added at Section 5.1, R6.
- Language was deleted at R2 that states “...with the exception of d.5, regarding inquiries and visits by elected officials or their offices...” when describing incidents that must be reported to a regional office. This segment of the requirement was deleted because the requirement at R2.d.5 was deleted; therefore, a reference to R2.d.5 is no longer necessary.

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

5. Effective Date. Immediately

6. Inquiries. Direct inquiries to Natalie Boan-Kapustin at (202) 693-3000 or [national\\_office@jobcorps.gov](mailto:national_office@jobcorps.gov).