




APR 06 2020

DIRECTIVE:           JOB CORPS PRH CHANGE NOTICE NO. 19-13

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 CARR   
                          Acting National Director  
                          Office of Job Corps

SUBJECT:             Policy and Requirements Handbook Design Change from Linear to  
                          Functional

1.     Purpose. This notice describes the new Policy and Requirements Handbook (PRH) design change. The change is from the original linear PRH that reflected the path of a student moving through the phases of the Job Corps program to a modern and functionally organized PRH.
  
2.     Background. Job Corps implemented a modern PRH design that changed linear chapters and sections to functionally driven chapters and sections. This modernization by Job Corps also consolidated requirements, consolidated and deleted information that is duplicative, and deleted requirements and general information considered discretionary matters for contractors. Finally, this modernization executed editorial and minor policy changes as described in this Change Notice.

Traditionally, Job Corps titled and organized the chapters in the PRH to reflect how a student entered and moved through the program. Consequently, the chapters were as described below.

- Outreach and Admissions
- Career Preparation Period
- Career Development Period
- Career Transition Period
- Management
- Administrative Support

The below list of the six new functional chapters reflects an emphasis on functional areas. As such, Job Corps, contractors and other stakeholders should find that the PRH is clearer and easier to use.

- Enrollment Services
- Student Support Services
- Student Training Services
- Placement Services
- Management Services
- Administrative Support Services

Job Corps reviewed and evaluated each requirement in the traditional PRH and mapped them to the new chapters and sections. This Change Notice provides the new chapter and section structure. Detailed PRH Maps illustrate where each requirement was in the original PRH and where that requirement resides in the new functional PRH. Those maps are located in a folder titled 'PRH Maps' on the left side of the PRH Homepage: <https://prh.jobcorps.gov>.

3. Explanation of Changes. The new version of the PRH is 459 pages shorter than the version it replaced. Job Corps has implemented procedures to ensure ongoing review and maintenance of the content of the PRH. Going forward, the PRH will focus on establishing and clarifying policy, and identify obligations without being overly prescriptive about how those responsible execute their obligations.

#### A. Chapter Structure

The below chart is of the new chapter structure and their sections.

<b>ENROLLMENT SERVICES</b>	4.3 Former Enrollee Services
1.1 Outreach and Recruitment	4.4 Transition Services
1.2 Eligibility	<b>MANAGEMENT SERVICES</b>
1.3 Career Guidance & Assessment	5.1 Program Management
1.4 Enrollee Selection	5.2 Personnel
1.5 Center Applicant File Review	5.3 Safety & Security
1.6 Assignment and Departure	5.4 Significant Incidents
<b>STUDENT SUPPORT SERVICES</b>	5.5 Procurement
2.1 Counseling	5.6 Property
2.2 Community Living (Residential)	5.7 Financial Management
2.3 Health Services	5.8 Facility Operations & Maintenance
2.4 Disabilities	5.9 Environment & OSH
2.5 Student Conduct	5.10 Food Services
2.6 Evaluation of Student Progress	5.11 Media
<b>STUDENT TRAINING SERVICES</b>	<b>ADMINISTRATIVE SUPPORT SERVICES</b>
3.1 Training Management	6.1 Leave & Absences
3.2 Academics	6.2 Enrollments, Transfers, & Separations
3.3 Career Technical Training	6.3 Allowances & Allotments
3.4 Career Success/Workplace Skills	6.4 Records Management
<b>PLACEMENT SERVICES</b>	6.5 Rights
4.1 Eligibility for Services	6.6 Clothing
4.2 Graduate Services	6.7 Transportation

## B. Non-Policy Related Updates and Clarifications

The new functional PRH includes the editorial and non-substantive changes that are described below.

1. 'Electronic' and 'e' before Policy and Requirements Handbook and PRH, respectively, have been deleted throughout because the online PRH is the official version of the PRH, is no longer novel, and therefore does not need differentiation from the historical paper version.
2. 'Objectives' at the beginning of each chapter has been deleted and is replaced with an 'Introduction.'
3. 'Purpose' at the beginning of each section has been deleted - each section begins with requirements.
4. Original PRH sections and requirements have been evaluated and mapped to new chapters and sections, which can be found on the PRH Homepage in the PRH Maps folder located in the lower left corner.
5. Section titles have changed to better describe the requirements contained therein.
6. Appendices and exhibits have been renumbered to reflect the changes.
7. A new category 'forms' has been added to move forms, sample forms, and form instructions from appendices and exhibits to a more appropriate category.
8. All references and citations have been updated, as needed.
9. Select requirement titles were changed throughout to more accurately reflect the requirement content.
10. Similar requirements from multiple original sections have been moved to one section and under one requirement.
11. Non-policy, minor editorial changes have been made for clarification, including language describing where information can be found that was previously contained in the PRH narrative and is now located in the PRH appendices, exhibits, forms, or outside the PRH.
12. Hyperlinks were inserted to replace lengthy documents, as appropriate.
13. Departmental, national, and regional office processes were deleted if they were not needed by contractors to understand contractor requirements.
14. Personal names were replaced by official titles throughout.
15. Language was deleted that described general expectations of contractors and precise descriptions of content to give contractors discretion over how to deliver services.
16. The terms 'will' and 'shall' were changed to 'must,' as appropriate.
17. Language was deleted, in part, when it was merged with similar content or when it was covered in another more appropriate area of the PRH (e.g. appendices, exhibits).
18. Language was deleted that was covered in other Job Corps sources (e.g. instructions in the Significant Incident Report Technical Guide, Job Corps Data Center (JCDC) Suite of Applications).

19. Appendices and exhibits were deleted that reside in the JCDC Suite of Applications or are obsolete (e.g. Exhibit 3-5 infraction crosswalk that maps previous infractions to current infractions is no longer needed because the current infractions have been in place for several years).
20. Non-policy sections, requirements, appendices, and exhibits were moved under the 'Resources' link on the PRH Homepage.
21. Language was deleted that was already part of a mandated plan.
22. References to Executive Orders that have been revoked have been removed from the PRH.

### C. Policy Related Updates and Clarifications

1. Section 1.2, R1.a (new location Section 1.2, R1.a as well) stating that "Admissions Counselors must communicate by telephone, e-mail, or mail with each applicant referred by the National Call Center within 3 business days of receipt of either the prospect list, constituent issues, or voice-mail message" has been changed from 3 business days to 24 hours.
2. Section 3.17, R4.a (new location Section 5.1, R31.c) was added to clarify that Department of Labor (DOL) authorization must be obtained prior to releasing personal student information to outside entities. Further, center operators must ensure that these releases comply with the Privacy Act and other federal and state information privacy laws. This includes obtaining any necessary waivers and releases from students.
3. Section 5.5, R1.m (new location Section 5.4, R2) was deleted because an incident potentially attracting negative media attention no longer requires an SIR.
4. Language was added to Section 5.5, R2.a (new location Section 5.4, R3.a) stating that upon the death of an active student centers must not only contact the appropriate Regional Office and the Office of Workers' Compensation (OWCP) programs but also "...send the entire student personnel record (including the sealed health record) to the Office of Job Corps by signature-required mail or delivery within 10 days. The sealed health record must include OWCP forms and written notification of death, plus the death certificate and autopsy and toxicology reports if available."
5. Section 5.5, R3 (new Section 5.4, R4) was changed from the requirement that centers must contact OSHA within 6 hours if one of the listed events occurs to requiring centers to report incidents within 8 hours. Additionally, centers must contact Job Corps' Division of Facilities, Acquisitions, and Maintenance (DFAM) and OSHA within 6 hours if one of the listed events occurs. Lastly, the phrase "as a result of a work-related incident" was added to events a. and b., that is, death of an active student or staff member on duty, respectively.

6. Section 5.9, R1.b (new Section 5.8, R1.b) was edited from “centers must adhere to the most recent applicable codes adopted by the state or local jurisdiction that has the authority over the center” to “centers in federal buildings should make efforts to adhere to the most recent applicable building codes adopted by the state or local jurisdiction in which the center is located.” Additionally, language was added that states that “unless the lease states otherwise, centers located in leased buildings must adhere to the most recent applicable building codes adopted by the state or local jurisdiction in which the center is located.”
4. Maps. Detailed PRH maps that illustrate where each requirement will be relocated is provided in a folder entitled ‘PRH Maps’ on the left side of the PRH Homepage: <https://prh.jobcorps.gov>
5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
6. Effective Date. Immediately.
7. Inquiries. Direct inquiries to the Office of Job Corps at 202-693-3000.
8. PRH Web site Access. This Change Notice and revisions to the PRH are available on the PRH Web site at <https://prh.jobcorps.gov>, which has replaced <https://eprh.jobcorps.gov>.