



December 9, 2020

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 20-03
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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 JOB CORPS FOREST SERVICE CENTER DIRECTORS
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

**DEBRA
CARR**

Digitally signed by
DEBRA CARR
Date: 2020.12.09
11:04:13 -05'00'

SUBJECT: Policy and Requirements Handbook (PRH) Update on Authorized Off-Center Training Activities and Programs

1. Purpose. To update the requirements for all authorized off-center training activities such as Work-Based Learning and to include provisions for the Public Lands Corps (PLC) Program, exclusive to USDA Forest Service Centers.
2. Background. As part of Job Corps' initiative to modernize policy and adhere to the development of workplace skills, Job Corps is updating authorized off-center training sections of the PRH, including Work-Based Learning (WBL) standards in Section 3.3 R6.a and Exhibit 6-1, "Duty/Pay/Leave Status." Job Corps has continued to add programs and models (PLC, for example) that incorporate authorized career-related, off-center training activities to prepare students for workplace success. As a result, policy language needed to be broadened to capture this expanded focus.
3. Explanation of Changes. This change notice transmits the following changes to the Policy and Requirements Handbook (PRH) modifying the Work-Based Learning Program standards, and the Student Leave policy.

Chapter 3, Section 3.3 R6.a Work-Based Learning Program and Chapter 6, Exhibit 6-1, Duty/Pay/Leave Status Chart

- Language was added to increase the opportunity to participate in WBL for an additional 10 weeks for a total of 16 weeks with regional approval. **This provision is authorized to support the USDA Forest Service PLC Program exclusively.**

- Language was added at the Present for Duty Off-Center sections of the chart that is reflective of all authorized career-related training activity.
- “Criteria/Limitations” were added to the Present for Duty Off-Center sections to allow for expanded periods of off-center and overnight stays for WBL and Fire-Fighting authorized training activities

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

5. Effective Date. Immediately.

6. Inquiries. Direct inquiries to the appropriate Regional Director.

7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within one business day at the PRH website address: <https://prh.jobcorps.gov>.