



DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 21-02
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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 NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Update to Policy and Requirements Handbook (PRH), Chapter 5 with new Section 5.12 Naming Job Corps Centers and Facilities.

1. Purpose. To ensure a consistent and transparent policy for naming Job Corps centers.
2. Background. This policy was developed to provide guidance consistent with U.S. Department of Labor protocol when considering naming and renaming Job Corps centers and facilities.
3. Explanation of Changes. A new section, 5.12 Naming of Job Corps Centers and Facilities, is being added to the PRH.

Chapter 5, Management Services
Section 5.12 Naming of Job Corps Centers and Facilities

REQUIREMENTS

R1. Naming and Renaming of Job Corps Centers

- a. Job Corps centers may not be named or renamed by center operators or any other party.
- b. Interested parties may petition the U.S. Department of Labor to name or rename a Job Corps center by making a formal request to the Assistant Secretary for Employment and Training.

R2. Naming and Renaming of Job Corps Facilities and Property

- a. The naming or renaming of Job Corps facilities and real property, including signage, will be done in consultation with the Office of Job Corps.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
5. Effective Date. Immediately after issuance of this PRH Change Notice.
6. Inquiries. Direct inquiries to the Office of Job Corps at (202) 693-3000.
7. PRH Web site Access. This Change Notice and revisions to the PRH can be accessed within one business day at the PRH Website at <https://prh.jobcorps.gov>.