



DIRECTIVE: JOB CORPS PROGRAM CHANGE NOTICE NO. 25-02

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 CONTRACATORS
ALL CENTER USERS

FROM: ERIN MCGEE
Acting Administrator
Office of Job Corps

Erin McGee

Digitally signed by Erin
McGee
Date: 2025.12.02
13:50:46 -05'00'

SUBJECT: Revisions to the Policy and Requirements Handbook Appendix 602

1. Purpose. To inform the Job Corps community of revisions to Appendix 602 of the Policy and Requirements Handbook (PRH) consistent with Executive Orders 14151 and 14173. This Appendix no longer requires an Affirmative Action Plan but rather an Equal Opportunity (EO) Plan that contains requirements that are consistent with Job Corps centers' legal obligations. These changes clarify the roles and responsibilities for handling discrimination complaints, remove language referencing the Office of Federal Contract Compliance Programs (OFCCP) for certain claims of discrimination, and strengthen procedural guidance for centers' EO practices.
2. Background. Appendix 602 of the PRH governs the civil rights and nondiscrimination requirements for each Job Corps center. Job Corps conducted a review of this Appendix per Executive Orders 14151 and 14173 and made several updates consistent with these orders. Rather than submitting an Affirmative Action Plan, each center shall submit instead an Equal Opportunity Plan consistent with its legal obligations under Section 188 of the Workforce Innovation and Opportunity Act and its implementing regulations. These revisions also align the Office of Job Corps' policy with current Department of Labor (DOL) enforcement structures and clarify center responsibilities for nondiscrimination compliance and complaint processing.
3. Explanation of Changes
 1. Clarification of Filing Procedures:
 - o The updated chart on complaint filing procedures for complaints based on race, color, national origin, sex, and religion (filed with the Civil Rights Center (CRC))

or the Equal Employment Opportunity Commission), which removes reference to OFCCP for these complaints.

2. Annual Equal Opportunity Plan Submission:
 - Centers must submit an Equal Opportunity Plan to the Regional Office within 90 days of contract award and update the plan annually on the contract anniversary date.
 - Plans must include methods to:
 - Communicate EO policies to students, staff, and the community.
 - Foster community outreach and inclusive participation.
 - Identify and eliminate barriers to equal opportunity.
 - Develop staff skills at all levels.
 - Ensure prompt, fair, and impartial handling of complaints.
3. Policy and Requirements Handbook Language Updates:
 - Updated Exhibit 5-2, replacing Affirmative Action Plan with Equal Opportunity Plan.
 - Updated PRH chapter 5.1, R43 to replace Affirmative Action Plan with Equal Opportunity Plan.

Action Required. All center operators must:

- Review the revised Appendix 602.
- Within 60 calendar days, submit Equal Opportunity Plans, to replace Affirmative Action Plans, in accordance with the new requirements, and update it annually on the contract anniversary date.
- Remove references to OFCCP from internal complaint and grievance documentation for complaints no longer enforced by OFCCP.
- Ensure center staff are trained on the updated complaint filing responsibilities and center-level procedures.

4. Effective Date. Immediately

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

6. PRH Website Access. The Change Notice and revisions to the PRH can be accessed within one business day on the PRH Website at <https://prh.jobcorps.gov>.