

December 4, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-17
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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

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Revised Job Corps Program Assessment Guide

1. Purpose. To announce to the Job Corps community the release of a revised Job Corps Program Assessment Guide (PAG) that incorporates all Policy and Requirements Handbook (PRH) updates through August 2008.

2. Background. The PRH is the primary policy document that specifies the program components, standard requirements, outcome measures, and quality indicators for operation of the Job Corps program. Job Corps' PAG is designed as a companion to the PRH that provides a standardized method for reviewing and evaluating the extent to which program operators deliver services as specified in the PRH. Job Corps Regional Offices, which are responsible for providing federal oversight to the program operators, use the PAG as a tool during their on-site assessments of centers, Outreach and Admissions agencies, and Career Transition Services providers to ensure the compliance, quality, and integrity of program services.

The PAG was last officially issued in 2001; while the PAG was updated and expanded in 2006 to include assessment of *compliance* with PRH policy (in addition to the assessment of the *quality* of services), this version was never officially issued. Project managers, however, were trained on the 2006 version of the PAG, and most regions are currently using the 2006 version for their assessments. This 2006 version of the PAG has now been updated both to improve its usability and to incorporate all PRH revisions through August 2008. The 2008 version maintains the scope of the 2006 version in providing guidance on the assessment of both quality and compliance.

3. Overview of Major Changes. The 2008 PAG contains substantial revisions to the previous version. Specifically, the 2008 PAG:
 - a. is aligned with the most recent version of the PRH (dated August 31, 2008);
 - b. incorporates strategies from the 2006 version of the PAG;
 - c. contains a modified Appendix C: PRH Requirement/Integrity Items to include Appendix C-1: Procurement Review Guide and Appendix C-2: Data Integrity Audit Guide;
 - d. contains revised adjectival ratings definitions to align with the Contractor Past Effectiveness Rating (CPEER) system; and
 - e. incorporates hyperlinks in the table of contents for each chapter.

The PAG is available electronically on the Job Corps Community Web Site (in the Documents section) at <https://access.jobcorps.org>. NOTE: In order to access the Job Corps Community Web Site, users must have an active Citrix user name and password.

4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Dale Fischer at (202) 693-3131 or fischer.dale@dol.gov.