

May 22, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 13-33</b>
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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:** Grace A. Kilbane  
National Director  
Office of Job Corps

**SUBJECT:** Solicitation of Comments on the Revised Policy and Requirements Handbook (PRH) Section 5.9

1. Purpose. To solicit comments on the revised Job Corps PRH Section 5.9 as it relates to Facility Standards, Maintenance and Improvements, and Sustainability requirements.
2. Background. Revisions to the Facilities Standards, Maintenance and Improvements were initiated due to the overwhelming request from the Job Corps community to provide transparency and guidance as it relates to facility standards. The most significant recommendation was to emphasize Funded-Not-Corrected (FNC) Reporting and Timeframes for Classification Code Deficiencies.

In addition, revisions to sustainability requirements are needed to implement recent Federal mandates. The changes reflect Federal statutes and two Executive Orders (EO) – EO 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” and EO 13514, “Federal Leadership in Environmental, Energy, and Economic Performance.” The proposed changes also would consolidate progress reports.

The Office of Job Corps received recommendations from the Job Corps community to develop criteria that would:

- Streamline the emergency funding process by providing funding needed to affect facility improvements;
- Ensure centers provide adequate facilities to meet student needs, and to help them achieve program goals;
- Provide a place of employment which is free from recognized hazards;
- Maintain safe and attractive condition center facilities;

- Assess facility conditions and prioritize facility rehabilitation, construction, and maintenance needs, and ensure they are addressed in a timely manner; and
- Meet requirements for sustainability, integrate sustainability considerations with operations, and efficiently track progress.

The current Sections 5.9, 5.10, 5.11, and 5.12 were combined to make proposed Section 5.9.

3. Action. Due to the changes, the Office of Job Corps is soliciting comments from the Job Corps community prior to releasing this update. When final edits are made, the National Office will release the policy through a PRH Change Notice. The necessary policy changes and applicable Program Assessment Guide changes will go into effect 60 days from the date of release.

Instruction for submitting comments:

- Centers should forward comments via e-mail to their designated Regional Office Project Managers.
- Regional Project Managers should consolidate all responses and forward them to the Regional Directors.
- Regional Directors should review the comments and provide one comprehensive response via e-mail to the Office of Job Corps, attention: [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov). “Comments on Revised PRH Chapter 5” should be in the subject line.

All comments must be submitted by **Friday, June 13, 2014**. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachments

Draft Attachment A – PRH Section 5.9

Draft Attachment B – Appendix 5-11