



May 12, 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-38

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: LENITA JACOBS-SIMMONS
Administrator
National Office of Job Corps

A handwritten signature in blue ink, reading "Lenita Jacobs-Simmons", is written over the printed name and title of the sender.

SUBJECT: To Recruit Job Corps Centers to Participate in an Enhanced Job Corps Behavior Management System Student-Centered Design Pilot/Demonstration Initiative

1. **Purpose.** The Job Corps National Director requests that each center operator nominate one center it oversees to participate in an enhanced Behavior Management System (BMS) Pilot/Demonstration Initiative using the Student-Centered Design model.
2. **Background.** In September 2016, Job Corps announced the implementation of a Student-Centered Design Initiative to “formulate new ways to optimize the Job Corps model” through Information Notice No. 16-05. Since then, Job Corps has been working to reengineer the current BMS model at one center. It is the intent of the NOJC to expand the development of a new BMS model to additional centers.
3. **Action.** NOJC is asking that each corporate operator nominate one center to participate in developing a Student-Centered Design BMS model. Job Corps will then select a total of three (3) centers to participate. Corporate operators are asked to provide a one page narrative explaining the center selection, and forward the narrative to the e-mail in Part 6 below. The centers will be asked to work with the Student-Centered Design support contractor to learn about Student-Centered Design and develop a new BMS framework. Centers will provide feedback on the efficacy of the new model before this approach is considered for other centers.

NOJC intends to select the three centers so that a representative sample satisfies diversity of the following criteria:

- Location (regional diversity)
- On-Board Strength (large/small center size)
- Location (Urban/rural center location)
- Differing Operators (the three centers each be operated by different operators)
- Efficacy of Current Behavior Management Systems

After the three centers are identified by NOJC, the support contractor will be scheduling on-site training. The three centers will be asked to provide conference space sufficient for approximately 25 people to conduct training in June 2017 to identify best practices related to redesign of the BMS. The bulk of the training will be tailored to center staff that will be responsible for implementing the revised BMS model.

Center Operators, Regional Directors, and Center Directors shall ensure this notice is distributed to all appropriate staff.

4. Effective Date. Immediately.
5. Expiration Date. Nominations and narratives are due to NOJC not later than Noon EDT, May 19, 2017.
6. Inquiries. Inquiries should be directed to Kevin Culp at (202) 693-3679 or culp.kevin@dol.gov.