



August 24, 2022

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-05

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL USDA FOREST SERVICE CENTER DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL CAREER TECHNICAL TRAINING MANAGERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: PY22 Career Technical Training (CTT) Priorities and Change Request Process

1. **Purpose.** To inform the Job Corps Community of Career Technical Training (CTT) priorities and provide guidance on creating and submitting PY22 Trade Change Requests.

Background. The CTT Change Request Process is a foundational process through which the Office of Job Corps (OJC) center operators formally request changes to CTT program offerings. Center operators must periodically review and adjust program offerings to drive program growth and positive student outcomes more effectively, and to reflect both the demands of industry and the interests of the student population. The CTT Change Request Process has been closed since July 1, 2021, to allow the program to conduct a thorough quality and industry-demand assessment of the trades presently offered.

This Program Instruction Notice (PIN):

- a. Outlines the industry/occupational areas prioritized for CTT Change Requests for PY22, and
 - b. Outlines the operational guidance for how center operators will access, complete, and submit proposed CTT Trade Changes in PY22.
2. **Areas for Consideration.** Following an assessment of CTT trades, Job Corps' National Office seeks to offer new or expanded training opportunities in the fastest growing sectors, including those critical to economic expansion. Based on their alignment with Administration priorities and workforce needs, high overall performance, and limited presence within current program offerings, the National Office is prioritizing CTT Change Requests in PY22 that result in the

creation or expansion of programs and occupations in:

- Advanced healthcare
- Information technology
- Infrastructure, including construction, transportation, telecommunications and manufacturing
- Clean Energy, including renewable energy manufacturing

In addition to the overall industry priorities listed above, the National Office has identified several existing, highly rated programs that align to strong national demand, provide clear pathways to higher wage careers, and are not widely available at Job Corps. As such, the National Office strongly encourages centers to expand the following programs:

- Adv A+ MCSE
- Cisco Computer Networking
- Computer science programs (Low-code programming, Front-end development, Cybersecurity)
- Advanced Welding
- Certified technician/Mechanic partnerships
- Heavy Truck Driving
- Seamanship
- Heavy Equipment Operator
- Advanced Transportation (e.g., Transport Maintenance, Long Shoreman)
- Heavy Equipment Mechanic
- Installers
- Aircraft Mechanic
- Vocational Nursing (LPN)

Job Corps center operators should note that while the above industries and programs reflect national trends, all change requests must be based on demonstrated local demand, economic conditions, and employer partnership opportunities and hiring needs that support sustained economic mobility for all Job Corps students.¹ Centers should consider CTT offerings that are strongly aligned to the Administration's Good Jobs Principles, which provide a framework for advancing the goal of good jobs, high-quality wages, strong worker protections and benefits, and the free and fair choice to join a union for all workers. Centers are required to engage with industry partners and the workforce system—including state and local workforce development boards, Registered apprenticeship program sponsors, American Job Centers, and other entities—to inform each center's overall strategy for program offerings, including trade changes, that reflect community needs and offer the potential to match Job Corps graduates with local employers. Centers shall submit a data-driven request for new and/or expanded programs and reference Labor Market Information (LMI) and local economic trends.

3. **Updates to the CTT Change Request Form and Supporting Artifacts.** Centers shall utilize the PY22 CTT Change Request Worksheet (found on the JC Community website Career Technical Training/CTT Resources page) to submit Change Requests for review and approval. The worksheet has been updated to support more efficient and accurate completion. These updates include:
 - a. Detailed instructions to assist with filling out the form.
 - b. Direct links to required LMI and other information necessary to complete the form.
 - c. Data pre-population and automated business rules that streamline form completion and reduce the risk of inaccurate data entry.

¹ Office of Job Corps. *Policy and Requirements Handbook, Chapter 3.1 R15*, available at [PRH \(Chapters 1-6\) - 07.01.22.pdf \(jobcorps.gov\)](#)

Previous forms, including the CTT Change Request Form 3-02 (old Appendix 307), Abbreviated CTT Change Request/Program/TAR Code Request Form 3-02a (old Appendix 307a) paper forms, and previous versions of the electronic form will not be accepted for review in PY22. The PRH will be updated to reflect these changes. In addition, the worksheet will be updated periodically and may be accessed via the Job Corps Community Website at <http://jcweb.jobcorps.org/CareerTechnicalTraining/Pages/CTTResources.aspx>.

Further, the National Office reminds centers that requests for pre-apprenticeship program designation must be submitted through this process. Per Job Corps PIN 21-10, Pre-Apprenticeship CTT Change Requests shall utilize the form and process outlined in this PIN.

In addition to the updated form, the Job Corps Community website has been updated with other materials to support accurate form completion. The Master Profile, Master Program List, Credential List, Equipment Lists, and a copy of the new Change Request form have all been added to the **CTT Resources** tab. Updated versions of these documents will be posted throughout the year to support the centers' ability to complete and submit Change Requests accurately.

4. **Updates to the CTT Change Request Process.** The PY22 CTT Change Request submittal process will differ from previous years, as outlined below:
 - To support effective processing, centers shall engage directly with Job Corps' National Office Division of Educational Services' Career Technical Training Unit for proactive technical assistance before formally submitting a CTT Change Request to the Region. This will ensure accurate completion of the CTT Change Request form and reduce processing delays and rework. Center staff should utilize the PY22 CTT Change Request Worksheet and submit a draft Change Request to CTTsubmissions@dol.gov for preliminary review and technical assistance. ***NOTE: To streamline processing, the email address has recently changed from CTTsubmissions@jobcorps.org to CTTsubmissions@dol.gov.***
 - After the CTT Unit provides technical assistance as part of the preliminary review process, Center Directors shall submit CTT Change Requests to the appropriate Regional Director (RD) and Contracting Officer's Representative (COR)/Project Manager (PM) for initial review. In the email submittal to CTTsubmissions@dol.gov the center shall copy (cc) the Contracting Officer (CO) and the National Training Contractor (NTC), where applicable.
 - The COR/PM and RD shall review the submission for accuracy and quality. The COR/PM shall attest that the Contracting Officer has reviewed the CTT Change Request and identify any possible contract implications or issues with the Change Request. The RD shall review and ensure that any other feedback is addressed before submission to the National Office.
 - After reviewing the submission and ensuring signature by the COR/PM and the RD, the RD shall submit the CTT Change Request Form to CTTsubmissions@dol.gov for National Office review. The CTT Unit will then complete its review, coordinating with the Region and the center, as needed, to support a final recommendation.
 - The National Director reviews the final recommendation and provides approval or

denial. Once a final decision is made, the CTT Unit Lead will distribute the decision to the Regional Director, Regional COR/PM, Center Director, and USDA FS as appropriate. When the changes impact National Training Contract (NTC) trades, the National Office NTC COR will also receive a notification.

5. **Timeline.** The CTT Change Request submission period opens on August 29, 2022, and will remain open throughout the remainder of PY22. Submissions will be reviewed based on the submission date. From the time of formal submission from the Regional Director to the National Office, the Office of Job Corps aims to communicate a final decision within 30 calendar days.
6. **Action.** Centers submitting a PY22 CTT Change Request must use the new CTT Change Request process and forms, following the requirements and strategic priorities outlined in this PIN.
7. **Effective Date.** Effective immediately until rescinded or superseded.
8. **Inquiries.** Questions about this PIN should be addressed to CTTsubmissions@dol.gov.