

August 26, 2011

DIRECTIVE:	JOB CORPS PROGRAM INFORMATION NOTICE NO. 11-09
------------	--

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: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: Comment Period for Change to the Policy and Requirements Handbook (PRH), Section 5.5: Management and Reporting of Significant Incidents

1. Purpose. To request feedback from the Job Corps Community regarding changes to the Significant Incident Reporting (SIR) policy, as outlined in the PRH, Section 5.5: Management and Reporting of Significant Incidents.
2. Background. Recent incidents have required the Office of Job Corps to review current policy pertaining to the reporting of significant events, and to revise policy to further clarify reporting requirements.
3. Explanation of Changes. In Chapter 5, section 5.5, a new sub-section, R2: Incidents Requiring Immediate Reporting, has been created. This section outlines specific types of incidents that must be communicated to the appropriate Regional Office immediately. Former Section R2 is now R3, and details the reporting of all significant incidents through the web-based SIR system. Subsequent requirements in this section have been renumbered accordingly.
4. Action. Addressees are to ensure that this draft policy change is distributed to all appropriate staff.
5. Expiration Date. September 2, 2011.
6. Inquiries. Feedback should be sent to Dennis Johnson at [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov) no later than Friday, September 2, 2011.

Attachment

PRH Section 5.5