

December 7, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-10
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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: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: Policy and Requirements Handbook Exhibit 5-3 and Appendix 105

1. Purpose. To clarify the information contained in the Policy and Requirements Handbook (PRH) Exhibit 5-3 “Minimum Staff Qualifications” about position requirements for Outreach and Admissions (OA), and Career Transition Specialist (CTS) Project Directors; and to add to Appendix 105, “Job Corps Applicant Eligibility Folder Inventory.”
2. Explanation of Changes. Exhibit 5-3 adds the position of OA/CTS Project Director, along with the position’s primary duties and minimum qualifications, in order to achieve parity between the PRH and Requests for Proposals (RFP). Appendix 105 adds “Single Parent Program Contract” line in “Child Care” column.
3. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
4. Effective Date. Until superseded.
5. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or [manning.wendy@dol.gov](mailto:manning.wendy@dol.gov).

Attachments

- A – Exhibit 5-3 Minimum Staff Qualifications
- B – Appendix 105 Job Corps Applicant Eligibility Folder Inventory