

June 6, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-58
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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: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Encourage Student Enrollment During Summer Break

1. Purpose. To encourage centers to enroll students during Summer Break 2014 in an effort to maintain scheduled On-board Strength (OBS).

2. Background. Job Corps Summer Break is scheduled for June 27 through July 14, 2014.

The National Office has conducted OBS-increase exercises.

3. Payroll. Students on center during Summer Break and in Career Preparation Period (CPP) will be placed under “Present for Duty – Paid” normal status, and will receive regular pay for these days. Existing students enrolled before June 16, 2014, who choose to stay on center for the Summer Break (i.e., homeless students), and not in training will be placed under “Administrative Leave without Pay (Stay on center for Summer/Winter Break)” status, and will not be paid. Existing students enrolled before June 14, 2014, who depart for Summer Break will be placed under “Summer Break – Unpaid” status, and will not be paid.

4. Action. Since full OBS remains the Job Corps program’s number one priority, it is inefficient to increase OBS and not enroll any students for 3 to 4 weeks. Therefore, the Office of Job Corps is strongly encouraging centers to schedule students to arrive during Summer Break.

Although this is a common time for staff training and vacations, it is presumed that there will be sufficient staff available to conduct CPP activities for new students.

Students who enroll the weeks of June 16, and June 23, 2014, shall be notified prior to enrollment that they will not be scheduled to leave for Summer Break as they will have been on center fewer than 2 weeks. Centers are encouraged to enroll students as usual throughout the break in order to reach their planned on-board strength. Centers that are at planned OBS and not scheduled for an increase need not heed this notice.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be made to your Regional Director.