

December 20, 2004

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 04-08
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: PRH Chapter 6: Administration of Present for Duty – Off-Center Status

1. Purpose. To implement criteria and limitations for the use of Present for Duty – Off-Center (PDOF) status for students who are on job search or home-based work experience status.
2. Background. The federal management team has determined that Job Corps policy regarding PDOF pay status should be amended to outline specific parameters for the use of this status. Authorized uses of PDOF status are currently described in the Policy and Requirements Handbook (PRH) Chapter 6, Exhibit 6-1. This pay status was not intended to cover lengthy periods of time when students are off-center in unsupervised or unscheduled activities.
3. Explanation of Changes. Exhibit 6.1 has been significantly expanded to cite specific instances of how PDOF is to be administered.
4. Action Required. Addressees are to ensure that a copy of this PRH Change Notice is distributed to the appropriate staff.
5. Filing Instructions.

REMOVE FROM PRH	INSERT
Exhibit 6-1, dated June 2, 2003	Exhibit 6-1, dated December 20, 2004

6. Effective Date. December 20, 2004

7. Inquiries. Questions and comments should be directed to Maria Temiquel at (202) 693-3118, or emailed to [temiquel.maria@dol.gov](mailto:temiquel.maria@dol.gov).

Attachment