



AUG 29 2017

DIRECTIVE:	JOB CORPS ePRH CHANGE NOTICE NO. 17-07
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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
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink that reads "Lenita Jacobs-Simmons".

SUBJECT: Revision to Exhibit 6-1 Duty/Pay/Leave Status Chart in the Electronic Policy and Requirements Handbook (ePRH) and the Addition of "Job Corps Commonly Used Acronyms" Guide

1. Purpose. To clarify language regarding winter break in Exhibit 6-1 Duty/Pay/Leave Status Chart and to add "Job Corps Commonly Used Acronyms" guide to support the ePRH.
2. Background. The Office of Job Corps has revised Exhibit 6-1 Duty/Pay/Leave Status Chart to clarify language regarding winter break. In addition, as part of an effort to continually improve and provide support for using the ePRH, "Job Corps Commonly Used Acronyms" guide has been added to the ePRH website. This guide will prove useful to individuals not familiar with specific Job Corps terminology.
3. Explanation of Change(s). The ePRH provisions identified below are revised in accordance with this Change Notice. **Exhibit 6-1 Duty/Pay/Leave Status Chart**

Within the student leave category "Winter Break," authorized-use descriptions have been clarified for Alternative Winter Break, Winter Break Off-Center, and Winter Break On-Center.
4. Resource Addition. "Job Corps Commonly Used Acronyms" guide has been added to the right-hand side of the ePRH website homepage, under *More About Job Corps*.
5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
6. Effective Date. Immediately.

7. Inquiries. Inquiries should be directed to Natalie Boan-Kapustin at (202) 693-3154 or BoanKapustin.Natalie@dol.gov.

8. ePRH Website Access. This Change Notice and revisions to the ePRH can be accessed at the ePRH website address, <https://eprh.jobcorps.gov>.