



AUG 02 2018

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 18-04

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, reading "Lenita Jacobs-Simmons".

SUBJECT: Modified Electronic Policy and Requirements Handbook Section 6.4,  
Student Enrollments, Separations and Transfers.

1. Purpose. To modify Electronic Policy and Requirements Handbook (ePRH) Section 6.4(c)(3), Student Enrollments, Separations and Transfers, Separations, to allow students to resign via telephone.
2. Background. The ePRH Section 6.4,R4,(c)(3) states, "Resignations must be accepted at any time a student requests unless he or she is pursuing it as a means of avoiding a disciplinary discharge. Students in AWOL (Absent Without Leave) status may not resign unless they return to center, or the student's duty status is changed from AWOL to another leave status in accordance with criteria enumerated in Exhibit 6-1."
3. Explanation of change. ePRH Section 6.4,R4,(c)(3)
  - Students may resign over the telephone with their counselor or center director with the instruction that written and/or email confirmation must follow the verbal resignation.
4. Action Required. Addressees must ensure appropriate staff receive this Change Notice.
5. Effective Date. Immediately
6. Inquiries. Contact Brian Daher at [daher.brian@dol.gov](mailto:daher.brian@dol.gov).
7. ePRH Web site Access. This Change Notice and revisions to the ePRH Web site can be accessed at the ePRH Web site address, <https://epmh.jobcorps.gov>.