

February 15, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 11-19
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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 OUTREACH AND ADMISSIONS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Geographic Assignment Plan Waiver Request Form

1. Purpose. To advise the Job Corps community that the National Office has created a Geographic Assignment Plan (GAP) Waiver Request Form.
2. Background. In order to ensure consistency, a GAP Waiver Request Form has been created for all Outreach and Admissions agencies to use. Regional Offices should only accept waiver requests transmitted using this form.
3. Reference. The new form can be found on the Job Corps Community website, and will soon be available in the Outreach and Admissions Student Input System (OASIS).
4. Action. Addressees are to ensure this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.

Attachment

Geographic Assignment Plan Waiver Request Form