

June 8, 2012

DIRECTIVE:	PROGRAM INSTRUCTION NOTICE NO. 11-33
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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, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Summer Break and Travel Information

1. Purpose. To provide additional information regarding the revised summer break and student travel.
2. References. Program Instruction notices 11-28 and 11-30; JCDC notices 11-218 and 11-219.
3. Background. The notices referenced above provide information regarding the revised summer break. This notice provides additional information to clarify outstanding issues, including summer travel.
4. Additional Information. Below is additional information regarding student travel and leave status.

Arranging Summer Break Travel. Per the Revised 2012 Summer Break Schedule (PI 11-30), students will begin summer break on July 2nd. Please note that the Citibank travel accounts have been frozen until July 1 and are not usable until that time. To the extent possible, centers may make travel arrangements and book reservations for the summer break, **though ticketing charges must not occur until July.**

As stated in JCDC Notice 11-219, the Data Center will change anticipated departure and return dates in CIS Leave Request records. The new anticipated return date is July 24 – the day normal classes are scheduled to resume.

Local Students on Weekend Pass. Local students on weekend pass for the weekend before summer break (June 29-July 1) may remain at home if they choose. Centers that encounter issues with any leave status categories should direct inquiries to the appropriate Regional Office.

Non-Summer Break Travel. All other travel, which may include travel home for students separating from the program, will be handled on a case-by-case basis.

- Local travel may be conducted in center-operated vehicles without additional approval.
- All non-local student travel will require centers to notify the appropriate Regional Office. Regional Offices will notify the Office of Job Corps' travel point of contact, Andrea Kyle, regarding the approved travel. Ms. Kyle will work to ensure that approved travel is ticketed.

New Arrivals. All new enrollments are suspended until the end of the summer break. The only exception is for those students who are identified as homeless, which requires notification to the appropriate Regional Office. Any other circumstances must be directed to the Contracting Officer and the Contracting Officer's representative.

Medical Separations with Reinstatement Rights (MSWR). Students who are MSWR must wait to be reinstated until the end of the summer break. The 180-day window to return may be extended for those MSWR students who want to return, but cannot due to the enrollment restriction. Regional Offices will be working with centers and the Job Corps Data Center to identify these students, and ensure the correct separation or MSWR-extension status.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to each center's Contracting Officer's representative or Contracting Officer; or in the case of the USDA Forest Service, the appropriate Project Manager.