

January 18, 2013

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 12-26
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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

FROM: ROBERT W. PITULEJ
 Acting National Director
 Office of Job Corps

SUBJECT: Temporary Suspension of New Student Enrollments

1. Purpose. To notify the Job Corps Community that as a cost-savings measure, new student enrollments are temporarily suspended.
2. Background. Job Corps released Program Instruction 12-14 in October 2012 to notify the Job Corps Community that new student enrollments were suspended beginning the end of November through December 2012. As part of ongoing efforts to ensure that the Job Corps program operates within current appropriated funding levels, we are temporarily suspending student enrollment again. The length of the suspension is determined by the time it takes to achieve necessary savings, but no later than June 30, 2013.
3. Action. Effective January 28, 2013, new-student enrollments are suspended with exceptions for homeless, runaways, and students involved in the foster-care system.

Contractors with an Outreach/Admission (OA) component will receive a partial stop-work order from their Contracting Officers that will suspend the following activities outlined in the Policy and Requirements Handbook (PRH):

- Chapter 1 Section 1.1, R1. Outreach/Public Education Plan
- Chapter 1 Section 1.1, R6. Partnerships/Linkages
- Chapter 1 Section 1.3, R1. Pre-departure Activity
- Chapter 1 Section 1.3, R2. Departure Scheduling and Procedures
- Advanced Training (AT) transfers and Advanced Career Training (ACT)

In addition, OA contractors are instructed to notify pending recruits (i.e., individuals who are not yet physically at a center), in writing, that enrollments have been suspended and that their applications will be processed once enrollment resumes.

Enrollment suspension exceptions apply to priority enrollees who qualify for exemptions under PRH Chapter 1, Section 1.2, R.9 – applicants who are homeless, runaways, or in the foster-care system. During the suspension, exempted applicants will continue to be processed. Job Corps will continue using the current 800 number, although at a reduced staffing level, to accept inquiries. Inquiries from exempted applicants will be processed by designated OA counselors who will facilitate entry into the program according to standard admissions procedures.

OA-related travel should be limited to transactions directly associated with enrolling exempted applicants. Funds should not be used during this period for outreach and recruitment efforts. Consistent with the suspension strategy, before transmitting the exempted applicant folder to the center of assignment, OA staff must submit a written waiver request to the applicable Regional Office. The Office of Job Corps will have final approval on admission of exempted applicants.

Students who are in Medical Separation with Reinstatement Rights (MSWR) and Administrative Separation with Reinstatement Rights (ASWR) status retain their rights, but will not be readmitted until the suspension is lifted. Job Corps has suspended the MSWR/ASWR automatic close-out process to automatically extend the allowable reinstatement period.

The Office of Job Corps will take into account the impact of this measure on centers' overall On-board Strength (OBS) performance and OA contractors' performance results for PY 2012. The Office of Job Corps is working with the Employment and Training Administration's Office of Contracts Management to assess the impact on arrival goals relative to the Outcome Measurement System (OMS), Performance-Based Services Contracting (PBSC) and the OBS Take Back.

Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

4. Contractual Implementation. As mentioned above, all affected OA and center contractors will receive a partial stop-work order in the immediate future. The partial stop-work order will be the official contractual implementation of this cost-savings initiative. The partial stop-work order will also provide guidance on staffing levels and other requirements associated with the work stoppage. The order will reiterate the affected areas of the PRH to be stopped.

Contractors will be encouraged to minimize costs incurred as a result of the stop-work order. In addition, contractors will be required to adjust their staffing model during the period of stopped work in order to maximize cost savings. For example, contractors who currently task a staff member with handling both OA and CTS functions may be required to change this approach in order to maximize efficiency and cost savings.

ETA Contracting Officers will solicit feedback from contractors on how the partial stop-work order affects contract performance and staffing. Contractors' responses will then be reviewed to ensure that the contractor is implementing a cost-effective strategy. Upon release of the partial stop-work order, ETA Contracting Officers will direct each contractor to submit an estimate of the savings they expect the stop-work order to generate. ETA will then review the savings estimate and modify the contract to reflect a reduction in the contract estimated cost.

In addition, ETA recognizes that due to the suspension of enrollments, the arrival goals that are specified in sections C and F of contracts must be modified. ETA Contracting Officers will provide further guidance on this contract modification.

5. Effective Date. January 28, 2013.
6. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to ETA Contracting Officers.