

April 22, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 12-28</b>
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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:** New-Student Enrollments: Lifting of Suspension

1. Purpose. To resume new-student enrollments at Job Corps centers.
2. Background. Program Instruction notice 12-26 suspended new enrollments effective January 28, 2013.
3. Action. Effective April 11, 2013, the Department of Labor released the partial stop-work order issued to Job Corps contractors with Outreach and Admissions (OA) functions that will initiate the process for new student enrollments.

Before any centers with available spots may resume accepting students, the center contractor or operator at that particular center must provide the Office of Job Corps (OJC) with an Enrollment (build-up) Plan reflecting orderly processing consistent with a center's Program Year 2011 average weekly arrival rate. Please be advised that the OJC is taking a controlled approach to resuming enrollment for several reasons, including the safety of the students.

Further, center contractors or operators will be contractually obligated to refrain from exceeding overall enrollments as specified and approved in their build-up plans. Contractors or operators who enroll students at a rate that exceeds 100 percent of the build-up plan may receive an overall negative past performance rating, and the costs associated with the enrollments in excess of the build-up plan may be deemed unallowable.

In addition, center contractors or operators shall not initiate a request with any of their OA providers to schedule new students to arrive on center until the Onboard Strength (OBS) for that particular center is below 103 percent on the day of the request. Any costs associated with arriving new students that exceed 103 percent of the contractual-level OBS number may be deemed unallowable.

Contractors with an OA component shall not assign new students to a center until they have verified with their Contracting Officer's Representative (COR) or Contracting Officer (CO) the OBS for that particular center is below 103 percent of the new Program Year 2013 OBS level on the day of the request.

See Paragraph 4 below, "Contractual Implementation," for further information referencing OBS levels. Job Corps will provide all OA contractors with the OBS levels for the particular centers that it services once the contract modifications are completed.

OA providers and contractors with an OA component have authorization to resume work in the following areas 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

In addition, contractors or operators, in collaboration with OA contractors, are instructed to begin developing Enrollment (build-up) Plans reflecting their historic weekly inputs based on Program Year 2011. Centers can start submitting plans to the center's respective Regional Directors for approval immediately. However, no plan shall be approved for the particular center until the contract modification for that center has been finalized.

We understand that the suspension affected a number of students who had already been enrolled or had already applied to Job Corps. Those students' enrollments will be handled in the following order: Medical Separation with Reinstatement Rights (MSWR) and Administrative Separation with Reinstatement Rights (ASWR) returns; Advanced Training (AT) transfers; disciplinary overturns; and applications that were not processed during the enrollment suspension period. All pending applications that were received prior to the suspension will be processed according to standard procedures and in alignment with center's enrollment plan.

To assist with the enrollment of students for the remainder of Program Year 2012 and the outset of Program Year 2013 there will be no summer break in either June or July of 2013. Students will remain on center, and training will continue uninterrupted. Students should be notified of this change as soon as is practicable. We anticipate the summer break practice will resume in 2014.

**Enrollment Plan (build-up) Specifications:**

- The Enrollment (build-up) Plan spreadsheet has been distributed systemwide and is to be used to project when the center will reach contracted OBS.
- Enrollment (build-up) Plans will be developed in accordance with each center's new Program Year 2013 OBS level as designated by the Employment and

Training Administration (ETA) Office of Financial Administration.

- Center and OA contractors or operators will work in collaboration to develop the build-up plan for submission by the respective Center Director to the COR for approval by the respective Regional Director as early as April 22, 2013.
- The execution of Enrollment (build-up) Plans will follow standard intake procedures where all student arrivals will occur on **Tuesday** of each week with Wednesday arrivals being permitted to accommodate travel delays and non-residential student start dates. Exceptions to the Tuesday arrival date will be permitted for single parents, homeless, foster children, and runaways, but they will require approval by the respective Regional Director.
- In accordance with the OJC enrollment strategy, Regional Offices will monitor arrivals in Center Information System (CIS) on a weekly basis. All center arrivals should be recorded in CIS the day the student arrives and signs the arrival registry.

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

4. Contractual Implementation. On April 11, 2013, the Office of Contracts Management released a notice that informs contractors that the partial stop-work order that was effective January 28, 2013 is lifted.

This Program Instruction notice informs contractors that they can resume enrollments once the COR and appropriate Regional Director has approved your submitted Enrollment (build-up) Plan. As mentioned above, contractors cannot request any students to the extent the request for the additional student exceeds either 100 percent of the build-up plan or 103 percent of the contractual level OBS. Any contractor who fails to comply with this requirement may receive a negative past performance rating.

In addition, costs associated with the enrollments in excess of either the build-up plan or the contractual level OBS may be deemed unallowable. In addition, any build-up plan that involves the contractor exceeding 103 percent of the revised OBS will not be approved. Contractors' build-up plans will be in accordance with each center's newly revised OBS, which was established in a contract modification. Any OA contractor who assigns students to centers whose actual OBS is not below 103 percent of the contracted OBS level may receive a negative past performance rating and have those costs treated as unallowable costs.

Similarly, any OA contractor who assigns students to centers in a manner inconsistent with the build-up plan or that results in a center exceeding 100 percent of the build-up plan may receive a negative past performance rating and have the costs associated with such assignments treated as unallowable costs.

5. Effective Date. April 22, 2013.

6. Expiration Date. Until superseded.

7. Inquiries. Contract inquiries should be directed to ETA contracting officers. Program inquiries should be addressed to the Office of Job Corps.