

May 7, 2013

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 12-29</b>
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                         ALL JOB CORPS REGIONAL DIRECTORS  
                         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:**            Processing MSWR Students Since Enrollment Suspension is Lifted

1.     Purpose. To inform centers how Job Corps will handle Medical Separations with Reinstatement Rights (MSWR) now that the enrollment suspension is lifted.
2.     Background. During the enrollment suspension, the Job Corps Data Center (JCDC) also suspended the automatic MSWR Final Closeout process. This action ensured that MSWR students who passed the 180 days during the suspension would still be eligible to return when the enrollment suspension is lifted.

Those students whose reinstatement rights expired during the enrollment suspension are allowed a 6-week grace period – from the date of this notice – to return to centers. JCDC will provide each Center Director with a spreadsheet that includes all MSWR students affected by the enrollment suspension. Centers should contact those MSWR students to determine if they plan to return to the Job Corps program, and report the information to JCDC.

JCDC technical team will work with centers to complete the reinstatement process. For students who do not plan to return, JCDC technical team will process the MSWR Final Closeout in the Center Information System.

MSWR students are not in the Outcome Measurement System (OMS) pools until the Final Closeout is processed. When the Final Closeout is processed, the system will determine the graduate status, placement status, student final pay and OMS status.

The automatic MSWR Final Closeout process will resume 6 weeks from the date of this notice.

3. Action. Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Questions or comments may be e-mailed to Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).