

June 4, 2013

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 12-33</b>
---

**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 Job Corps Oral Examination Record Form and Instructions

1.     Purpose. To distribute the new Job Corps Oral Examination Record form and instructions.

2.     Background. Job Corps has used Standard Form (SF) 603, Health Record – Dental, and SF 603a, Health Record – Dental – Continuation, for oral examinations. These standard forms were not specifically tailored for Job Corps population.

The SF 603 and SF 603a were replaced with a user-friendly, Job Corps-specific form, the Job Corps Oral Examination Record. The purpose of this form is to provide Job Corps with a record of the student’s oral health status and treatment needs at the time of the oral examination. The new form contains the components of a contemporary oral examination, allowing for documentation of oral-health conditions most often seen with Job Corps students. The Job Corps Oral Examination Record now contains sections to document soft-tissue findings, periodontal status, and caries-risk category, as well as space to provide a brief treatment plan.

Directions for using the Job Corps Oral Examination Record can be found in Attachment A, Job Corps Oral Examination Record Instructions. The new form can be found in Attachment B, Job Corps Oral Examination Record.

3.     Action. Begin using the new Job Corps Oral Examination Record immediately.

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

4.     Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov), or Johnetta Davis at (202) 693-8010 or via e-mail at [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachments

A – Job Corps Oral Examination Record Instructions

B – Job Corps Oral Examination Record