

August 13, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 13-03</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:** Grace A. Kilbane  
National Director  
Office of Job Corps

**SUBJECT:** Outreach and Admissions National Staffing Strategy

1. Purpose. To provide guidance to Outreach and Admissions (OA) contractors and centers with OA functions on staffing strategies and facilitate alignment with national recruitment and On-Board Strength (OBS) goals.
2. Background. Effective April 11, 2013, the Department of Labor lifted the partial stop-work order issued to Job Corps contractors with OA functions that initiated the process for new student enrollments. Shortly after the stop-work order was lifted, the Acting National Director of Job Corps advised OA contractors to staff up to 75 percent level of contracted staffing levels.
3. Action. While Job Corps' priority is to continue to provide quality educational and career technical training to the young people, the program is also focused on increasing recruitment and meeting its newly established OBS goals for Program Year (PY) 2013 by the end of this calendar year. To this end, all OA contractors and centers with OA components are authorized to increase staff up to 100 percent of their existing contracted staffing levels through June 30, 2014, the end of PY 2013. Enhanced staffing plans should be in alignment with existing contract arrival goals at appropriate levels to enable the orderly and efficient processing of potential students.
4. Targeted Recruitment. OA contractors will work with Regional Offices and centers to ensure that centers requiring the most assistance with OBS shortfalls are prioritized. Also, please be aware that Job Corps' current non-residential student population is well below the 20 percent threshold with room for approximately 3,800 more non-residential students nationwide. Job Corps will consider on a case-by-case basis individual center requests to admit students that exceed their non-residential cap.

5. Contractual Implementation. All contracts currently reflect arrival goals that were in place before the reduction in OBS. Therefore, a modification to each contract is not needed to enable contractors to staff to 100 percent of their contracted staffing levels. Attached, please find updated OBS levels for all centers, including the Forest Service centers, which may have been adjusted over the past several months.

6. Effective. Immediately.

7. Expiration Date. June 30, 2014.

8. Inquiries. Contract inquiries should be directed to the appropriate Employment and Training Administration contracting officer. Program inquiries should be addressed to the Office of Job Corps, (202) 693-3000.

Attachment

Status of Job Corps OBS and Center Build Up Plan