

December 20, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-16
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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: Accountability for New Enrollments During the Winter Break

1. Purpose. To provide the Job Corps community guidance on accountability for new enrollments during the 2013 Winter Break.

2. Background. Job Corps Program Instruction notice 13-10 dated October 1, 2013, stated the Job Corps 2013 Winter Break will begin Friday December 20, 2013, and continues through Monday, January 6, 2014. As previously instructed, students who leave the centers for Winter Break should be placed on "Winter Break" status, which is unpaid status. Students who stay on center during the Winter Break should be placed on "Administrative Leave without Pay" status, with leave reason as "on center during Winter Break."

Some Job Corps centers are authorized to take new enrollments during the break period. New students who enrolled after December 20, 2013, and are engaged in center scheduled Career Preparation Period (CPP) activities, should be put on normal "Present for Duty" status which is a paid status. Normal procedure should be followed regarding AWOL, Overnight Pass and other type of leaves. If the new students are leaving centers for the Winter Break, not engaged in center-scheduled CPP activities, they should be put on Winter-Break status.

This does not apply to students enrolled prior to December 20, 2013, who stay on center during the Winter Break. They should be placed on the "Administrative Leave without Pay," with leave reason as "on-center during Winter Break."

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be sent to estep.linda@jobcorps.org.