

April 17, 2015

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-30</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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Encourage Student Enrollment During Summer Break

1. Purpose. To encourage centers to enroll students during Summer Break 2015, in an effort to achieve and maintain scheduled On-board Strength (OBS).
2. Background. Job Corps Summer Break is scheduled for June 26, 2015, through July 13, 2015. Please reference Program Instruction Notice 14-26.
3. Payroll. Students on center during Summer Break and in their Career Preparation Period (CPP) will be placed under “Present for Duty – Paid” normal status, and will receive regular pay for these days. Students who choose to stay on center for the Summer Break and who are not in CPP will be placed under “Administrative Leave without Pay (Stay on center for Summer/Winter Break)” status, and will not be paid. Students who depart for Summer Break will be placed under “Summer Break – Unpaid” status, and will not be paid.
4. Action Required. The Office of Job Corps strongly encourages centers to schedule students to arrive during Summer Break. Since full OBS remains one of Job Corps’ top priorities, it is unproductive to send students home while still in CPP. While this historically has been a common time for staff training and vacations, with this advance notice, centers should have sufficient time to plan for necessary staff to be available to conduct CPP activities for new students.

Students who enroll after June 1, 2015, shall be notified prior to enrollment that they will not be scheduled to leave for Summer Break as they will have been on center for just a few weeks preceding the Break. Centers that are not near their planned OBS are especially encouraged to enroll students as usual throughout the break.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. Effective Date. Until superseded
6. Inquiries. Inquiries should be made to your Regional Director.