Employment and Training Administration 200 Constitution Avenue, N.W. Washington, D.C. 20210



November 20, 2020

DIRECTIVES: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-13

TO:	ALL JOB CORPS NATIONAL OFFICE STAFF ALL JOB CORPS REGIONAL OFFICE STAFF ALL USDA FOREST SERVICE CENTER DIRECTORS ALL JOB CORPS CENTER DIRECTORS ALL JOB CORPS CENTER OPERATORS ALL JOB CORPS CENTER STAFF ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS ALL OUTREACH AND ADMISSIONS CONTRACTORS ALL CAREER TRANSITION SERVICES CONTRACTORS		
FROM:	DEBRA A. CARR Acting National Director Office of Job Corps	DEBRA CARR	Digitally signed by DEBRA CARR Date: 2020.11.20 12:42:05 -05'00'
SUBJECT:	Non-training Days for Winter 2020-2021		

- 1. <u>Purpose</u>. To provide the dates for Non-training Days for Winter 2020-2021.
- <u>Background.</u> In light of the ongoing COVID-19 pandemic, with the majority of centers in virtual operating status and a handful of centers that have resumed on-campus operations, Job Corps will not have a traditional winter break but will designate four days as nontraining days. Centers should use this time for staff training and professional development, physical plant and equipment maintenance, and strategic planning.
- 3. <u>Action.</u> Job Corps is designating four days during Winter 2020-2021 as non-training days: November 26, 2020, December 24-25, 2020, and January 1, 2021. Students who are residing on-campus will not be traveling off-center to their homes of record consistent with Job Corps' medical protocols. Centers should mark these days as non-training days in their Center Information System calendars.

Center Directors are to ensure this Program Instruction Notice is distributed to all appropriate staff.

- 4. Expiration Date. January 3, 2021.
- 5. <u>Inquiries</u>. Inquiries should be directed to the appropriate Job Corps Regional Director.