



September 12, 2022

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-07
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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
ALL CENTER USERS
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
FOREST SERVICE JOB CORPS NATIONAL OFFICE

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Amending Guidance on Scanning and Transferring Student Records in
PIN 22-03

1. Purpose. To amend the guidance set forth in Program Instruction Notice (PIN) 22-03 by allowing centers to transfer Calendar Year (CY) 2020 and CY 2021 student paper records, including health and disability records, directly to the Federal Records Centers (FRCs) by December 31, 2022, without scanning into Center Information System (CIS)-3G.
2. Background. PIN 22-03 requested that centers scan CY 2020 through CY 2022 year-to-date student records into the e-Folder and e-Health Folder in CIS 3G by December 31, 2022. Since the PIN's release on August 12, 2022, many centers have reported challenges in meeting the required deadline due to the volume of records and manpower restraints. To mitigate the issues raised by the centers, the National Office of Job Corps sought and received permission to waive the three-year on-center storage requirement for all student paper records. This waiver allows all centers to skip the scanning and transfer of all CY 2020 and CY 2021 paper records for separated students, including health and disability records, directly to the FRCs by December 31, 2022.
3. Action Required. Addressees are to ensure that this PIN is distributed to all center personnel in the Student Records Office and the Health and Wellness Departments. All center operators must do the following:

- No later than December 31,2022: Finalize, box, and transfer all paper records for students separated in ALL calendar years up to and including CY 2021 to the FRCs. There is no need to scan these records into CIS 3G.
- Scan all records for students separated during CY 2022 and future years into CIS 3G. The National Office will issue further guidance on e-records and e-health records in the coming months.

4. Effective Date. Immediately

5. Expiration Date. Until Superseded.

6. Inquiries. Inquiries should be directed to Robert Mhoon of the National Office at mhoon.robert@dol.gov.