U.S. Department of Labor Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-12

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 CONTRACATORS
          ALL CENTER USERS

FROM: RACHEL TORRES
          National Director
          Office of Job Corps

SUBJECT: Instructions on Required Distribution and Immediate Deployment of
          Chromebooks for Student Learning.

1. <u>Purpose.</u> To ensure that students are equipped with the learning tools necessary to succeed in Job Corps, the National Office of Job Corps is mandating the distribution of Chromebooks to all students.

2. <u>Background.</u> Job Corps 2.0 focuses on implementing a student-centered program model at all centers. The National Office of Job Corps received feedback from the Job Corps community and students regarding access to laptops. In order to support students in furthering their education during the pandemic, Job Corps allowed distance learning and provided Chromebooks to students on a temporary basis during their career preparation period. The program benefitted greatly as the transition to the use of Chromebooks allowed students increased flexibilities in meeting educational goals. The National Office of Job Corps is issuing this directive to expand the use of Chromebooks, not just for distance learning.

3. <u>Action.</u> Center operators are required to adhere to the following guidance. The following guidelines were previously published with the original deployment of Chromebooks used for distance learning and now applies for general education and student learning:

   1. Each center operator will manage the receipt, distribution, use, accounting, and return of equipment to be furnished by the Government for the use of students for distance learning and on Job Corps campuses.

2. The Student Loaner Equipment is Government-furnished property to be used exclusively by students. [1]
3. Students must agree to accept financial responsibility if any Student Loaner Equipment is lost, stolen, or damaged while it is assigned to them, or simply not returned to the center, up to $500. [2]
4. The center operator staff will enter any student debt into the Center Information System (CIS) as "Student Loaner Equipment Damaged or not Returned" and the student will repay any debt through pay period deductions. [3]
5. Before the Chromebooks can be distributed, center staff need to ensure that each student completes the *Job Corps Student Loaner Device Program Equipment and Usage Agreement* form. [4]
6. Loss or damage to the equipment when center fails to assign student debt will be the responsibility of the contractor as provided by the terms of the contract, including FAR 52.245-1, and the Policy and Requirements Handbook (PRH). [5]
7. If a device is disabled by request, it will display a message to the user to ship it back to the center where it was last enrolled. [6]
8. Only students will be able to login to Chromebook devices (@live.jobcorps.org addresses). [7]
9. Students are not required to return Chromebooks once they return to campus. Students should keep their Chromebooks until they separate or terminate from the program. [8]

The following additional guidelines are reminders of good policy and management of your center's Chromebooks:
- Promptly assign and unassign a Chromebook in EPMS when assignment changes occur, including for transfer students. Transferring equipment to another center is covered in the EPMS technical guide, p.34 (Working with Property Item Transfers)
- Promptly send in a request to disable a Chromebook that is lost/stolen/damaged to helpdesk@jobcorps.org.
- Promptly assign student debt in CIS (especially before separation/termination) when a student's negligence causes a Chromebook to be lost/stolen/damaged.
- Promptly start the process to dispose of Chromebooks in EPMS that are lost/stolen/damaged.

4. Effective Date. Immediately.
5. Expiration Date. Until superseded.
6. Inquiries. Direct inquiries regarding this directive to Job Corps Data Center at helpdesk@jobcorps.org.

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[1] Program Instruction Notice (PIN) 20-06 "Student Loaner Device Program"
[2] Program Instruction Notice (PIN) 20-06 "Student Loaner Device Program"
[3] Program Instruction Notice (PIN) 20-06 "Student Loaner Device Program"
[4] Program Instruction Notice (PIN) 20-06 "Student Loaner Device Program"
[5] Program Instruction Notice (PIN) 20-06 "Student Loaner Device Program"
[6] JCDC Notice 20-031 "Student Chromebook Settings"
[7] JCDC Notice 20-031 "Student Chromebook Settings"
[8] JCDC Notice 20-139 "New Chromebook Distribution to Students Survey"