June 24, 2024

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 23-14

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: ERIN MCGEE
Acting National Director
Office of Job Corps

ERIN MCGEE

Digitally signed by ERIN MCGEE
Date: 2024.06.24
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SUBJECT: July 5, 2024, Non - Training Day

1. <u>Purpose</u>. To provide guidance to the field regarding Friday July 5, 2024, as a non- training day.

2. <u>Background</u>. The Office of Job Corps (OJC) allows breaks for students to visit home while others their age are also out of school. Additionally, centers use these designated break times for center staff training, and physical plant and equipment maintenance. Historically, the 4th of July occurred during summer break and therefore was a non-issue in determining non-training days. This year, however, the 4th of July holiday is on Thursday. As a result, OJC must notify centers whether the next calendar day will be a non-training day.

3. <u>Action</u>. Since the 2024 July 4th holiday is on Thursday, Job Corps center operators may designate July 5th as a non-training day.
   a. Centers must request the non -training day from their respective Regional Office and ensure there is adequate coverage for student supervision, and that students have a clear understanding that they are responsible for providing their own transportation.
   b. Centers should mark this day as non-training day in their Center Information System (CIS) calendars.
   c. Center Directors are to ensure this Program Instruction Notice (PIN) is distributed to all appropriate staff.

4. <u>Effective</u>. Immediately

5. <u>Expiration Date</u>. Until superseded.

6. <u>Inquiries</u>. Inquiries about this PIN should be directed to JobCorps-DPCP@dol.gov.