

February 26, 2025

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 24-09
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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

FROM: JOHN E. HALL
Administrator
Office of Job Corps

SUBJECT: Amending Nursing and Trainee Employee Assistance Program
Specialist Hours

- Purpose. To provide the Job Corps community with information regarding the forthcoming Program Requirements Handbook (PRH) Change Notice amending staff nurse hours (and including within those nurse hours a Health and Wellness Manager), eliminating the Health and Wellness Director position at all centers excluding centers with a planned On-Board Strength (OBS) of 600 or greater, and amending the Trainee Employee Assistance Program (TEAP) Specialist hours, **effective February 26, 2025.**
- Background. [PRH Change Notice 20-05](#) increased staff nursing hours in order to adequately respond to COVID-19. Given the National COVID-19 Emergency Period has ended, Nursing hours have been reduced to meet current center health needs. The Nursing hours and TEAP Specialist hours have also been restructured based on full-time equivalent (FTE) by planned OBS to improve hiring and fill needed health vacancies.

The Office of Job Corps will issue a PRH Change Notice regarding these upcoming changes in the near future.

- Action. Centers must:
 - Amend Staff Nursing as follows:
 - Set staffing hours according to the table below based on the contracted, planned OBS (unless reduced via contract modification due to facility issues). In instances where a center exceeds the planned OBS such that an increase in staffing is required per the chart below, the operator must seek guidance from the Regional Office before increasing staffing hours.

Staff Nurse Weekly Hours by Planned OBS and FTE		
OBS of 249 or below	80 hours registered nurse	2.0 FTE

OBS of 250 to 299	100 hours (at least 80 must be registered nurse)	2.5 FTE
OBS of 300 to 349	120 hours (at least 80 must be registered nurse)	3.0 FTE
OBS of 350 to 399	140 hours (at least 80 must be registered nurse)	3.5 FTE
OBS of 400 to 449	160 hours (at least 80 must be registered nurse)	4.0 FTE
OBS of 450 to 499	180 hours (at least 80 must be registered nurse)	4.5 FTE
OBS of 500 to 549	200 hours (at least 80 must be registered nurse)	5.0 FTE
OBS of 550 to 599	220 hours (at least 80 must be registered nurse)	5.5 FTE
OBS of 600 to 649	240 hours (at least 120 must be registered nurse)	6.0 FTE
OBS of 650 to 699	260 hours (at least 120 must be registered nurse)	6.5 FTE
OBS of 700 to 749	280 hours (at least 120 must be registered nurse)	7.0 FTE
OBS of 750 to 799	300 hours (at least 120 must be registered nurse)	7.5 FTE
OBS of 800 to 849	320 hours (at least 120 must be registered nurse)	8.0 FTE
OBS of 850 to 899	340 hours (at least 120 must be registered nurse)	8.5 FTE
OBS of 900 to 949	360 hours (at least 120 must be registered nurse)	9.0 FTE
OBS of 950 to 999	380 hours (at least 120 must be registered nurse)	9.5 FTE
OBS of 1000 to 1049	400 hours (at least 160 must be registered nurse)	10.0 FTE
OBS of 1050 to 1099	420 hours (at least 160 must be registered nurse)	10.5 FTE
OBS of 1100 to 1149	440 hours (at least 160 must be registered nurse)	11.0 FTE
OBS of 1150 to 1199	460 hours (at least 160 must be registered nurse)	11.5 FTE
OBS of 1200 to 1249	480 hours (at least 160 must be registered nurse)	12.0 FTE
OBS of 1250 to 1299	500 hours (at least 160 must be registered nurse)	12.5 FTE
OBS of 1300 to 1349	520 hours (at least 160 must be registered nurse)	13.0 FTE
OBS of 1350 to 1399	560 hours (at least 160 must be registered nurse)	13.5 FTE
OBS of 1400 to 1449	580 hours (at least 160 must be registered nurse)	14.0 FTE
OBS of 1450 to 1499	600 hours (at least 160 must be registered nurse)	14.5 FTE
OBS of 1500 or greater	620 hours (at least 200 must be registered nurse)	15.0 FTE

Registered nurse minimums in the table above are set to ensure supervision requirements in Nurse Practice Acts are met. Other nursing positions may be filled by licensed practical/vocational nurses; however, nurse staffing must comply with scope of practice duty and supervision requirements outlined in the respective state's Practice Act.

- ii. Staff non-residential satellite centers with an OBS of 100 or lower with an RN at 1.0 FTE. Residential satellite centers must follow the table above.
- iii. Eliminate the Health and Wellness Director (HWD) position at all centers excluding centers with an OBS of 600 or greater, which are still required to have an HWD. The duties of the HWD required by the PRH will instead be performed by the Health and Wellness Manager (HWM) for centers with an OBS below 600. Please note that centers with an OBS of 600 or greater may have an HWM in addition to an HWD if they choose.
- iv. An HWM will supervise nursing staff and is included in Staff Nurse hours rather than a single dedicated position. The HWM must be a registered nurse and may not also serve as the subcontracted Nurse Practitioner/Physician Assistant, Certified Nursing Assistant instructor, or in another paid capacity on center. The primary duties include: provide daily management of the

Health and Wellness Center, provide nursing services, and provide supervision of licensed practical nurse in accordance with state-specific nurse practice act. The minimum qualifications are: registered nurse to ensure Practice Acts are met, minimum of an Associate’s Degree in nursing, and an active, unrestricted license to practice in state where center is located. For Civilian Conservation Centers, all federal positions shall follow Office of Personnel Management requirements per Title 5 Chapter 51 of the U.S. Code.

- b. Set the TEAP Specialist hours as follows:

TEAP Specialist Weekly Hours by Planned OBS and FTE		
OBS of 100 (or below) to 199	20 hours	0.5 FTE
OBS of 200 to 349	40 hours	1.0 FTE
OBS of 350 to 499	60 hours	1.5 FTE
OBS of 500 to 649	80 hours	2.0 FTE
OBS of 650 to 899	100 hours	2.5 FTE
OBS of 900 to 1049	120 hours	3.0 FTE
OBS of 1050 to 1199	140 hours	3.5 FTE
OBS of 1200 to 1349	160 hours	4.0 FTE
OBS of 1350 to 1499	180 hours	4.5 FTE
OBS of 1500 or greater	200 hours	5.0 FTE

- c. Ensure this notice is distributed to all center personnel in Administration, Procurement, and the Health and Wellness Departments.
4. Effective Date. Effective February 26, 2025.
 5. Expiration Date. Until superseded.
 6. Inquiries. Inquiries should be directed to Johnetta Davis at davis.johnetta@dol.gov.