



August 5, 2022

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-02
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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: RACHEL TORRES  
National Director  
Office of Job Corps

SUBJECT: LifeLoc Breathalyzer Utilization

1. Purpose. To provide the Job Corps community with guidance on how to use the LifeLoc FC10Plus breathalyzer units when there are health or safety concerns regarding alcohol consumption on center.
2. Background. In 2019, all centers received one breathalyzer unit and associated peripherals from LifeLoc, Inc. This PIN is to provide guidance on staff training and how to use the LifeLoc breathalyzers.
3. Action.
  - a. Centers are to take the following actions before using the LifeLoc breathalyzer:
    - Locate and unpack the unit and check for functionality.
    - Ensure the LifeLoc breathalyzer is calibrated in accordance with the manufacturer's guidelines. The unit's manual is available here - <https://lifeloc.com/pub/media/pdf/userManualFC10Plus.pdf>. If the LifeLoc breathalyzer needs to be sent away for calibration, ensure there is an alternative method for assessing alcohol consumption, such as another functional breathalyzer or saliva screening tests while the unit is not available for use.
    - Ensure all applicable center staff receive training on how to use this brand of breathalyzer. Centers can obtain training via the manufacture's website (to request a training email LifeLoc University at [training@lifeloc.com](mailto:training@lifeloc.com) and visit

<https://lifeloc.server.tracorp.com/novusii/application/login/>), local law enforcement/first responders, or a qualified local trainer. At a minimum, any existing and new staff who may utilize the breathalyzer (e.g., center security, safety, residential, and health and wellness staff) must have training in the use of the equipment. The center must maintain training records for audit purposes.

- Centers will begin using the LifeLoc FC10Plus breathalyzers issued in 2019 by the Office of Job Corps. Per PRH Section 2.3 R5, “all testing must be documented, and the results submitted to the health and wellness center” to be filed in the student health record.

4. Effective Date. Effective immediately until rescinded or superseded.
5. Inquiries. Questions about the implementation of this policy guidance should be addressed to Lesley Nesmith at [Nesmith.Lesley@dol.gov](mailto:Nesmith.Lesley@dol.gov) and (202) 693-3904.