



U.S. Department of Justice  
Federal Bureau of Prisons

Reentry Services Division

Washington, DC 20534

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MEMORANDUM FOR CHIEF EXECUTIVE OFFICERS

FROM:

*David Paul*  
David Paul, Assistant Director  
Reentry Services Division

SUBJECT:

Extension of National Waiver to Reentry Services  
Division Policies

The National Waiver to Reentry Services Division Policies dated April 16, 2020, will expire on October 1, 2020. The following policy waivers will continue.

P5300.22, Volunteer Services

**Initial Reentry Affairs Coordinator Training**

The time frame for new Reentry Affairs Coordinators to receive 20 hours of initial standardized training is extended to two years from assumption of positions.

**Annual Recognition Event**

The requirement to hold an annual recognition event for volunteers is waived for FY2020. Institutions should send letters or thank you cards expressing gratitude for providing volunteer services.

**Volunteer Training**

The requirement for volunteers to attend annual training no later than the quarter following the anniversary of their last training date is waived. Training should be scheduled by the end of the next full quarter following the return to normal operations.

The requirement for new Level II volunteers to attend initial training is waived if an individual was in the process of becoming a volunteer prior to COVID-19. Once the institutions return to normal operations, volunteers need to be scheduled to attend initial volunteer training. Training needs to be scheduled before the end of the next full quarter after normal operations resume.

P5350.28, Literacy Program (GED Standards)

**Program Monitoring Requirements**

The requirement to prepare the Do-Not-Promote Report is suspended.

P5351.01, Occupational Education Programs

**Live Work**

The requirement that live work is to comprise approximately 20 to 40 percent of each marketable level vocational training program curriculum as measured by training hours is waived.

The provision that Community Service Projects and Public Work may occur as the live work portion of an occupational education program is suspended.

**Apprenticeship Committee Meetings**

The requirement to conduct these meetings at least twice a year is suspended.

P5300.21, Education, Training, and Leisure Time Program Standards and P5351.01, Occupational Education Programs

**Trade Advisory Committee Meetings**

The requirement to conduct these meetings at least twice a year is waived.

P1542.06, Library Services, Inmates

**Required Operational Hours**

The daily and weekend hours of operation requirements for both leisure and law libraries are waived.

**Interlibrary Loan and Bookmobile Services**

The requirement to participate in these services is waived.

P5300.21, Education, Training, and Leisure Time Program Standards

**Staff Meetings**

The requirement for monthly education/recreation staff meetings is waived.

**Graduation Ceremonies**

The requirement to hold annual graduation ceremonies is suspended.

P5381.05, Inmate Organizations

**Organization Activities**

All in-person meetings, guest speakers, sports competitions, and other events sponsored by inmate organizations are suspended.

P7570.03, Residential Reentry Contract Staff Criminal History Checks

**Contract Staff Background Checks**

The requirements to conduct preliminary NCIC checks and to process fingerprint cards for final approval, are waived. In the interim, contractors are instructed to complete all employment and

credentials checks as outlined in Statement of Work requirements for hiring new staff. Additionally, contractors will have the requirement to have a fully cleared staff member maintain line-of-sight supervision of any temporary staff when working with or around federal offenders. Contractors shall provide documentation of all temporary and permanent hires along with associated reference and background checks.

P7300.09, Community Corrections Manual

**Pre-Site Inspections**

The requirement to conduct on-site pre-site inspections is waived. Remote inspections should be conducted to the extent practicable.

**Inspections for RRC Contracts**

The requirement to conduct on-site Full Monitoring, Interim, and Pre-occupancy inspections for incumbent contracts is waived. Remote inspections should be conducted to the extent practicable.

**Pre-Occupancy Inspections for New Contracts**

If the proposed location is a new location or substantial construction was required, an on-site inspection may be conducted if travel can be conducted in a manner which reduces the exposure to COVID. Consultation with the Branch Administrator required.

**Contractor Training**

All requirements related to formal training of contractor staff are waived. Remote training should be conducted to the extent practicable.