

June 27, 2006

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-33
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL, TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON
National Director
Office of Job Corps

SUBJECT: Property Management Performance Measurement Pilot

1. Purpose. To inform the Job Corps community of a 1-year pilot to measure Job Corps property management compliance as determined during annual assessment reviews.
2. Background. Annually, all Job Corps contracts are evaluated for compliance with established property management policies. During these reviews Job Corps Property Management (JCPM) staff review expendable and non-expendable property, labeling, the use and care of capitalized property, property suspense files as well as historical property records, quarterly and annual inventory certifications, Activity Address Codes (AAC) and Billing Office Activity Codes (BOAC), the use of hand receipts, off-center repair logs, excess property, motor vehicle use and care, Inventory Adjustment Reports, and the use of Property Requirements Lists and Purchase Orders.
3. The 1-Year Pilot. To further promote JCPM compliance, a 1-year pilot is being established to rate how well contract centers perform on their assessments using this performance metrics system.

Attached is a copy of the annual assessment report that will be used over the next year when conducting annual property management assessments. Using a 100-point scale, each area reviewed has been given a point-value, based upon its overall monetary value. Over the next year, each contract center's property management and accountability system will be rated using this assessment report and given a final compliance score based on this point-value system. Results will then be ranked and posted on the Electronic Property Management System (EPMS) for comparison.

Through the use of this rating system we can more easily identify training and technical assistance needs and improve accountability for government property.

4. Action. Addressees are to ensure that this Information Notice is distributed to all property management staff and other staff as appropriate.
5. Expiration Date. June 30, 2007.
6. Inquiries. Questions should be directed to Rhonda Epps at (202) 693-3132 or e-mailed to epps.rhonda@dol.gov.

Attachment

Property Management Report