

April 18, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS INFORMATION NOTICE NO. 07-26</b>
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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

**FROM:**           ESTHER R. JOHNSON, Ed.D.  
                      National Director  
                      Office of Job Corps

**SUBJECT:**        Operation Clean Sweep and the Electronic Property Management System  
                      MarketPlace

1.     Purpose. To reduce the amount of unneeded/excess movable durable property (known also as “personal property”) held or stored on Job Corps centers, and to introduce a system for the redistribution, donation, sale, or recycling of such property in conjunction with Job Corps’ annual upcoming Earth Day and Earth Week activities.

2.     Background. The Resource Conservation and Recovery Act, the Environmental Policy Act, Executive Orders 13101, 13221, 13134, 13148, and 13149, and the Secretary’s Order 5-94 help ensure federal resource conservation and stewardship. In addition, the President’s Management Agenda and OMB Circular No. A-11 outline federal agency requirements for “Getting to Green.” Job Corps Program Instruction No. 06-31 (June 2007) provided guidance on the Department of Labor’s Green Procurement Program (GPP). Federal Acquisition Regulations (FAR) Subpart 45.6 (June 2007) provides requirements for the timely disposition and disposal of government property and sets requirements for making surplus property a first source of supply. Collectively, these actions require federal agencies and their contractors to integrate environmental values into decision-making processes by considering the environmental and resource impacts of their planned actions.

Government-owned movable durable property (MDP) includes equipment and materials such as furniture, computers, tools, and other types of non-real estate items that are owned by the federal government. In Job Corps, such property is placed in the stewardship of Job Corps

center operators and other contractors. Contractors are responsible for the care, maintenance, and security of MDP and are accountable for reporting its acquisition, use, and disposition.

Currently, there is a substantial amount of excess MDP on many centers. Job Corps previously has not utilized a structured system to facilitate and encourage the re-use and reduction of these items within Job Corps, nor has it utilized a system to encourage and support external re-use, donation, or recycling. Excess property conditions have had environmental, safety, security, and financial impacts.

Operation Clean Sweep and the Electronic Property Management System (EPMS) MarketPlace will help to address these impacts by reducing excess MDP on Job Corps centers and by optimizing available channels for re-use. In addition, Operation Clean Sweep seeks to reduce the total amount of stored excess MDP among Job Corps centers by 20% in calendar year 2008, through the use of the EPMS MarketPlace and enhancements to property management policies and support systems. The MarketPlace is a new and developing resource that has been made a part of Job Corps' EPMS.

Operation Clean Sweep will officially launch on Earth Day 2008 (April 22, 2008). In its initial phase, beginning April 22 and ending June 1, 2008, the National Property Management Support Contractor, Global Commerce Solutions (GCS), will perform a **100% sighting of all Job Corps centers holding substantial stores of excess property**. During this period, all Job Corps contractors with substantial stores of unsighted excess property will be visited by a property specialist to complete the excess sighting activity and prepare contractors to participate in the EPMS MarketPlace and Operation Clean Sweep. Contract Center Directors (or contract project managers) will determine whether substantial stores of property exist at their facility and will initiate contact with GCS to arrange for sighting if a sighting visit has not already been scheduled.

Future phases of the Clean Sweep initiative will include a target period for entering all approved excess property into the EPMS; the creation of an EPMS/General Services Administration (GSA) interface to allow GSA to list and sell excess Job Corps property; and a widescale promotion period, technical assistance, and reduction goal achievement by Earth Day of next year, April 22, 2009.

3. Action. Effective immediately, contract Center Directors should determine whether excess property exists within their inventory. Contracts with substantial stores of excess property, or limited storage space, should coordinate with GCS to sight **100% of all approved excess property** between April 22, 2008, and July 1, 2008, and as appropriate thereafter.

**Non-expendable** property and **sensitive** property (as defined in Program Instruction No. 05-25, Supplemental Job Corps Property Management Policies, June 28, 2006) identified as excess should be preliminarily inspected by the contract's property officer, set aside from the master inventory, grouped by condition code (provisional), and documented to an SF-120 Report of Excess Personal Property form, following established procedures in ETA 359 (Property Management Handbook), Chapter VII, Disposition of Property. There are five excess condition codes defined in Chapter VII, 2e (18) (c).

In coordination with Job Corps contract staff, a representative from the JCPM contract will physically sight all excess property and confirm the provisional condition codes. Excellent (1), Usable (4), and Repairable (7) property should then be placed in the EPMS MarketPlace (under the “Redistribution” tab) for a minimum of 21 calendar days.

While in the MarketPlace, the property may be viewed by any Job Corps contractor with EPMS access. Contractors with an interest in obtaining MarketPlace-listed property may contact the property officer of record to ask additional questions or to arrange for a transfer. MarketPlace property is obtained on a first-come, first-served basis. Transfer charges are at the receiving contractor’s expense, using the most efficient and economical means possible. Currently, such transfers should use an SF-122 Transfer Order of Excess Personal Property, following the procedures outlined in ETA 359, Chapter V, Procedures for Procurement of Excess Property.

To further support Job Corps’ “Getting to Green” initiative, abandonment or destruction of government property should only be used as a last resort in the disposal process. When possible, Excellent (1) and Usable (4) property that is not redistributed via the MarketPlace should be documented on an SF-123 Transfer Order Surplus Personal Property, and coordinated through a State Surplus Property Agency for donation.

When donation or recycling options are not available, all remaining property, including Salvage (X) and Scrap (S), should be processed using established procedures, as outlined in ETA 359, Chapter VII, Disposition of Property. All disposal efforts should be verified using a Certificate of Abandonment or Destruction, to include **a witness signature by the receiving organization** (i.e., donee, state agency, or recycler).

In all cases, appropriate documentation must be maintained by the contractor to support transfers, donations, and disposals. Laws governing management and transport of any hazardous wastes should be observed.

Standard Forms SF-120 Report of Excess Personal Property, SF-1-22 Transfer Order Excess Personal Property, a sample SF-123 Transfer Order Surplus Personal Property, and the Certificate of Abandonment or Destruction are available for download/print from the EPMS and from GSA at <http://gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Preferred Organizations for Donations. All computers and peripherals that are approved, prepared, and documented for excess, must be **purged of their memory storage devices** prior to donation. Working computers and peripherals may be donated to Computers for Learning (see <http://computersforlearning.gov/>). Nonworking computers, peripherals, and other electronic equipment, or equipment not acquired by Computers for Learning, may be given to Unicolor or a similar entity for recycling (see <http://www.unicolor.gov/>).

When economically feasible, furniture and other household items should be transferred to, or coordinated through, a State Agency for Surplus Property (reference: the National Association of State Agencies for Surplus Property, <http://www.nasasp.org/v4/>). For a complete listing of organizations eligible to receive donations of federal surplus personal property through the State Agencies for Surplus Property, refer to GSA's Web site: <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%252Fep%252Fchannel%252FgsaOverview.jsp&channelId=-13016>.

Approved Organizations for Donations. Residual donations not covered in the preceding may be received by any nonprofit organization with a designated taxpayer ID number.

5. Technical Assistance. Technical assistance is available from GCS at (202) 289-8909.
6. Expiration Date. Until superseded.
7. Inquiries. Inquiries should be directed to Bill Harris at (202) 289-8909 or [billharris@globalcommercesolutions.biz](mailto:billharris@globalcommercesolutions.biz), or to Andrea Kyle at (202) 693-3396 or [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).