

February 12, 2010

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 09-19
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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: LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapter 5, Appendix 509:  
Transfer-of-Station Costs

1. Purpose. To transmit the updated Transfer-of-Station (TOS) policy regarding U.S. Department of Agriculture (USDA) costs, effective July 1, 2010.
2. Background. Due to the wide range of expenses reported for TOS, and the USDA's use of funding authority for non-center director TOS costs, the Department of Labor (DOL) has chosen to refine TOS policy.
3. Explanation of Changes.
  - a. Appendix 509 has been updated to reference the newly established TOS fund in Section C.1.a as a separate fund within the agency's program direction allocation, as follows:

*Transfer-of-Station Fund.* An allocation of program direction funds equivalent to 0.25% of all initial center operation (A) funding at the inception of each program year will be established for the agency to use in filling center director vacancies. This allocation will be transferred to the agency headquarters and expensed on the headquarters quarterly 2110F. TOS costs are not to be transferred to or expensed on individual center 2110Fs.

The 0.25% allocation of program direction funds will be for TOS only, and the agency is responsible for administering and managing this fund. Once these funds are expended, no additional

funding may be used for TOS, unless a supplemental request for funding is received and approved by DOL. Using the 3<sup>rd</sup> quarter 2110F as a guide, DOL and USDA will work together to determine if all TOS funding will be used by the end of the program year; and if excess funds remain, that amount of funding authority will be taken back/withheld in the final PY transfer.

- b. Additionally, Section C.5.a, Line 27 – Staff Travel and Training, has been updated to reflect allowable costs associated with center director TOS, as follows:

Transfer-of-Station Costs. Associated with filling the center director position at one of the 28 Job Corps centers operated by USDA’s Forest Service, including and limited to: one (1) pre-arrival trip to new duty station for house-hunting in accordance with GSA regulations, movement of household goods, transportation of employee and family to new duty station, allowance for temporary quarters (per diem) in accordance with GSA regulations, and incidental expenses associated with a transfer-of-station.

- 4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
- 5. Effective Date. July 1, 2010.
- 6. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or [hess-williams@dol.gov](mailto:hess-williams@dol.gov).

Attachment

PRH Appendix 509