

July 23, 2010

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-02 AND RELATED PAG CHANGES
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5, Appendix 505, Administration and Management of Job Corps Contractor-Held Government-Furnished Property

1. Purpose. To update and provide Job Corps-specific guidance for the administration and management of Government-Furnished Property held by Job Corps contractors.

2. Background. Appropriate management of Government-Furnished Property (GFP) is a contractual requirement of all Job Corps contractors. In the past, the ETA 359 – Property Management Handbook (August 2003), has been incorporated into Job Corps policy for the administration and management of GFP. Over time, a need for guidance and procedures that are common to Job Corps, and more specific to contractor-held property, has emerged. In addition, Federal regulations, along with support systems and technology, have also changed over time, necessitating additional updates.

The new Job Corps Policy and Requirements Handbook (PRH), Appendix 505, provides specific policy and procedural guidance for property actions that occur regularly in Job Corps. It will act as the primary reference for Job Corps operators to manage GFP, and for Contracting Officers' Technical Representatives (COTRs) and Federal officials to perform oversight functions.

With some variances as noted herein, Chapters VIII (Closeout Procedures) and IX (Motor Vehicles) of the ETA 359 shall be incorporated in whole into this policy, along with all example forms included in the ETA 359 Appendices. All related guidance documents and forms are available for download from the Job Corps Electronic Property Management System (EPMS).

Note that the national contract for property management support has expired. Contractors continue to hold many of the same requirements for management of property, and many procedures remain the same. However, in conjunction with new PRH Appendix 505, contractors will work directly with their Regional Project Managers/COTRs and Regional Property Officers for review and approval of property actions. Specific procedural guidance is contained in the attached Appendix.

3. Reference. The majority of Job Corps property requirements are addressed within this policy. For any items not addressed by this policy, please consult PRH Chapter 5, Administration and Management, and the ETA 359 Property Management Handbook (August 2003). Additional questions may be addressed to the Job Corps National Property Officer.

4. Explanation of PRH Changes. Highlights of Appendix 505 include:

- The establishment of an annual Contractor's Property Management Plan (CPMP);
- Step-by-step guidance for key property management elements, such as handling of excess property, processing of requests for relief of accountability, and reporting thresholds;
- Incorporation of fleet vehicles as a special category of property management;
- Emphasis on Federal approval and oversight of property activities; and
- Insertion of PRH Appendix 505, with attachments.

5. Explanation of Program Assessment Guide (PAG) Changes. PAG changes are in development for issuance by September 1, 2010.

6. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff. All contractors and Federal officials with responsibility for GFP are expected to become familiar with the contents of this new PRH Appendix. Routine property requests shall be held through the end of July 2010, in order to allow time to receive and incorporate new policies and procedures. Per instructions included in the new Appendix, routine property requests will be mailed monthly to the appropriate Job Corps Regional Office, attention Regional Property Officer. Any emergency property matters may be brought to the attention of the Project Manager/COTR at any time.

7. Effective Date. Until superseded.

8. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.

Attachments

A – PRH Cover Page

B – PRH Table of Contents

C – Chapter 5 Table of Contents
D – Appendix 505 Introduction
E - Appendix 505a
F - Appendix 505b