

January 13, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-11
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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 and Appendix 505a: Administration and Management of Job Corps Contractor-Held Government-Furnished Property

1. Purpose. To update Job Corps property management policy with regard to the treatment of Property Requirements List (PRL), annual property certifications, and exchange/sale of property.

2. Background. During FY 2011, requests for clarification have arisen pertaining to the above property-related subjects. Regional Directors and other stakeholders received proposed clarifications and updates, and the National Office of Job Corps received comments in November 2011.

This update incorporates those responses, and ensures that system-wide procedures are in place for PRLs, annual property certifications, and exchange/sale. At this time there are no corresponding impacts to the Job Corps Program Assessment Guide (PAG).

3. Reference. PRH Change Notice 10-02, “PRH Chapter 5, Appendix 505, Administration and Management of Job Corps Contractor-Held Government Furnished Property” (July 23, 2010).

4. Explanation of Change(s).

Appendix 505, Section 1. General Administration:

Added item “h” – This provision explicitly addresses exchange/sale.

Appendix 505, Section 6. Contractor Requirements:

- h. Inventory Requirements – removes the requirement for third-party validation of annual certifications; adds language to clarify requirement to submit annual certification.
- j. Procedures – clarifies internal versus external PRLs; re-establishes the \$200 threshold; and provides other clarifying and prescriptive language.

Appendix 505a, Section 1. Introduction

Clarifies language to explicitly prohibit exchange/sale.

- 5. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff, particularly to Property and Financial Managers.
- 6. Effective Date. January 10, 2012.
- 7. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.

Attachments

- A – PRH Appendix 505
- B – PRH Appendix 505a