

October 21, 2014

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 14-06
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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: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: Changes to Policy and Requirements Handbook (PRH) Section 6.6,
Support Transportation, to Support the Office of the Inspector General's
(OIG) Final Recommendations for Job Corps', "Student Travel Funds"
Report No. 26-14-001-03-370

1. Purpose. To provide the Job Corps community with updated information pertaining to student travel oversight.
2. Background. The Assistant Secretary for the Employment and Training Administration requested in May 2012, that the OIG initiate an audit of Job Corps' student travel funds. The OIG issued its final report No. 26-14-001-03-370, "Job Corps Needs to Improve Controls Over Student Travel Funds," April 29, 2014.

This PRH Change Notice re-emphasizes that the entire Job Corps community, especially individuals responsible for the oversight of student travel funds, is to ensure continuous oversight by monitoring and reporting travel expenses that are not allowable, questionable, fraudulent, and misused. This notice also provides additional resources to assist in complying with applicable requirements for travel card usage.

While the previous version of the PRH implied monitoring and reporting requirements, this version includes written requirements per the OIG's recommendations. The version also includes the follow resources:

- 1) Department of Labor Manual Series – DLMS 7 – Travel Management, Chapter 1 – General Travel Regulations. This chapter complies with the Federal travel regulations as published by the General Services Administration. A copy of the DLMS 7, Chapter 1 can be found on the Job Corps Community Web site at <http://jcweb.jobcorps.org/Pages/MiscellaneousDocuments.aspx>.

- 2) For resources and hints on travel card usage, visit, [http://www.gsa.gov/graphics/fas/Helpful Hints for TravelCard Use.pdf](http://www.gsa.gov/graphics/fas/Helpful_Hints_for_TravelCard_Use.pdf). This booklet is intended as a quick reference of Dos and Don'ts for using the government travel cards.

Note: Please be mindful that not all requirements apply to student travel.

3. Explanation of Changes to PRH Section 6.6.
 - a. Updated the "Purpose" to include P2. It now reads: "To ensure that staff members responsible for the oversight and management of the student transportation systems monitor student travel statements for accuracy, and report misuse of student travel cards.
 - b. R.2 – Provides clarity on the distribution of meal allowance.
 - c. R.3 – Monitoring and Reporting is not a new requirement. The requirement was instructed via Job Corps directives related to student transportation. However, the requirement was never included in the PRH.
 - d. Added R.9 – "Resource." The Department of Labor Manual Series – DLMS 7 – Travel Management. The Department of Labor Manual Series (DLMS) contains Department-wide travel policies and procedures.
 - e. Added Quality Indicator Q3. Centers comply with Job Corps travel policy and all Federal travel guidelines
4. Program Assessment Guide (PAG). If necessary, changes to the PAG are forthcoming.
5. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
6. Effective Date. Immediately.
7. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachment

PRH Chapter 6