February 18, 2003

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│  DIRECTIVE:          JOB CORPS PROGRAM INSTRUCTION NO. 02-16          │
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ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
                      National Director
                      Office of Job Corps

SUBJECT: New **DRAFT** Version of the ETA Property Management Handbook
                      No. 359

1.   Purpose. During the past year, the Employment and Training Administration (ETA) established a committee to update the ETA Property Management Handbook No. 359. There has been no significant change to this Handbook since 1995. Utilizing the most current Federal Property Regulations, the committee worked together to modify and refine the new Handbook to provide a clear and user-friendly guide to property management.

        We are pleased to advise you that a **DRAFT** of the Handbook has been completed and is attached for your review and comment. We sincerely appreciate any and all comments and feedback you may have.

2.   Background.   A description of the major changes in the new Handbook has been provided. Federal Property Management Regulations are derived from the Code of Federal Regulations (CFR), Federal Management Regulations (FMR), and the Federal Acquisition Regulations (FAR). These Federal guidelines provide regulations, policies, procedures, and delegations of authority pertaining to the management of government property and other property programs.

        Government property regulations are prescribed by the General Services Administration (GSA) to govern and guide Federal agencies.   The new **DRAFT** Handbook follows the guidelines established by both GSA and current Federal/Agency regulations.   Handbook Amendments and/or Change Orders will be issued from the Job Corps National Office.

The new Handbook is designed to:

a.   Facilitate the management of government property.

b.   Provide a centralized source of information in regards to property management.

c.   Provide guidance using the most current Federal regulations.

d.   Promote uniformity.

3.   <u>Major Changes</u>.   The Handbook consists of nine chapters that cover the property management requirements of ETA. Several changes have been made throughout the Handbook, the most significant are as follows:

Chapter l - Basic Administrative Provisions

There is an increase in the threshold amount of non-expendable property that should be tracked on an approved Property Management System.

a.   Furniture acquisition cost has been changed from $00.00 to a new threshold amount of $100.00 or more.

b.   The threshold has been changed from $50.00 to $200.00 for any other property item, regardless of classification.

c.   All property items identified as Sensitive Items.

Chapter 2 - Key Personnel – Responsibilities

Contractors will no longer be required to submit a Property Needs List (PNL). This requirement has changed due to the discontinuance of the Department of Labor/ETA's Excess Program.

Chapter 5 - Procedures for Procurement of Excess

<u>Obtaining Excess</u>. Effective April 22, 2002, GSA issued new rules for obtaining excess property under Title, GSAXcessXpress. New guidance reduces the 42-day screening process to 21 days and eliminates the need for manual preparation of an SF-122. This new policy allows the Department of Defense the right to first review and acquire all available excess property. After the 14-day internal screening period allowed for the Department of Defense expires, all excess property becomes available for acquisition. Excess property can be screened online at the Defense Reutilization Marketing Services (DRMS) Web site. See Chapter 5, Part 4, for detailed instructions.

Chapter 6 - Property Management

    a.   Specific guidelines referring only to the Department of Labor Job Corps centers have been removed from this section. The instructions for this chapter refer to all ETA contractors and Department of Labor staff.

    b.   <u>Annual Certification Requirements</u>. The requirement to include a separate inventory list for non-expendable items under $100.00 has been eliminated. The property threshold has been raised, and there is no longer a separate tracking system for those property items unless they fall under the definition of Sensitive Items.

    c.   <u>Sensitive Items</u>. A Sensitive Items list was created to eliminate a second tracking system. Sensitive Items, as defined in Chapter 1, are those items of property, regardless of value, which are considered to be susceptible to being appropriated for personal use or that can be readily converted to cash. All trackable property items will be entered into the Property Management System Inventory Master List.

    d.   The Annual Certification Package must contain a clean and working copy of the Property Management System Inventory Master List.

Chapter 7 - Disposition of Property

    a.   There is no longer a requirement to prepare a separate form for each Federal Supply Classification group on the SF-120, SF-122, and SF-126.

    b.   Disposition of Federal property by abandonment or destruction is the least desired by the Department of Labor.

4.   <u>Action</u>. Comments should be forwarded to the Job Corps National Office (Attention: Edith Jones) by March 20, 2003. Addressees are to ensure that a copy of this Notice is provided to the appropriate staff.

5.   <u>Inquiries</u>. Questions regarding this Notice should be directed to Edith Jones at 202-693-3148, or email to <u>ejones@doleta.gov</u>.

Attachments

A-Cover Page and Table of Contents	G-Chapter 6
B-Chapter 1	H-Chapter 7
C-Chapter 2	I-Chapter 8
D-Chapter 3	J-Chapter 9
E-Chapter 4	K-Appendix
F-Chapter 5	