

November 14, 2003

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 03-10

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL 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: Job Corps' Property Management Training

1. Purpose. To provide information on Job Corps' Property Management Training to be held on December 9-10, 2003.

2. Background. A draft release of the ETA 359 Property Handbook was issued in 1995, after which a property management committee was formed. The committee has revised the Handbook, establishing a clear user-friendly guide to property management. The final version of the ETA 359 Property Management Handbook, Fifth Edition, was released via Information Notice 03-04, dated August 28, 2003. All references to the previous version of the ETA 359 Property Management Handbook, dated 1995, will no longer be active.

3. Training. The National Office of Job Corps will conduct a second session of a one and a half day training in Atlanta, GA on December 9-10, 2003, for center property managers, operator staff, and regional project managers who are points of contact regarding center property. The training will focus on providing information and resources to assist centers in developing and improving property management on center. The training session will include:

- newly established PRH changes for property management;
- direction on how to facilitate the management of government property;
- reviewing and providing feedback on the changes that have been implemented into the revised Handbook;
- reviewing objectives of the support contractors' property specialists during a center property review;

- understanding priority setting criteria in acquisitions and dispositions;
- understanding the full report and information capabilities of the EPMS;
- clarifying government forms, formats, and criteria, as established by GSA or other federal sources; and,
- interacting with the EPMS contractor.

Conference check-in will be after 3:00 pm on Monday, December 8, 2003. Training sessions will run from 8:00 am to 5:00 pm on Tuesday, December 9, 2003, and from 8:00 am to 12:00 pm on Wednesday, December 10, 2003.

4. Accommodations. A block of rooms has been reserved at the Grand Hyatt Atlanta where the training will take place. Participants are responsible for making their own room arrangements by calling the reservations desk and giving the group name “Job Corps Property Management Training.” **All reservations must be made individually through the hotel’s reservations department by calling 800-233-1234.** The hotel information is as follows:

Grand Hyatt Atlanta
3300 Peachtree Road, NE
Atlanta, GA 30305
800-233-1234

5. Reimbursement. Travel and per diem are to be paid by the benefiting account.
6. Registration. Please complete the attached training registration form and forward to Tina Hess-Williams via fax to 202-693-3850. **The deadline for registration is November 28, 2003.** No registration fee is required.
7. Action. Center directors should send one property manager from each center to the training session, for centers with On-Board-Strength (OBS) of less than 600. If a center’s OBS is greater than 600, the center should send two property specialists.

Operators should send one staff person responsible for the property management of center property from the corporate office. Each region should send the project manager responsible for property management and safety.

8. Expiration Date. December 1, 2003.
9. Inquiries. Direct questions to Tina Hess-Williams at 202-693-3125, or email to hess-williams.Tina@dol.gov; or Kenneth Felker at 202-289-8909, or email to kfelker@rea-inc.com.

Attachment