

February 17, 2006

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 05-10
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TO: ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING & SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Job Corps' National Property Management Conference

1. Purpose. To provide information regarding Job Corps' National Property Management Conference, which will be held in Orlando, Florida, April 10–14, 2006. Please see conference logistics below for information.

2. Background. The National Director of Job Corps has been delegated the authority and assigned responsibility for the administration of Government-furnished property within the Job Corps community. In this capacity, the National Director is responsible for:

- a. Implementing a comprehensive property management program.
- b. Ensuring compliance with contract provisions relating to property.
- c. Ensuring that contractors properly acquire, maintain, use, and dispose of Government property in accordance with Federal Acquisition Regulations (FAR), Federal Management Regulations (FMR), and the Employment and Training Administration (ETA) 369, Property Management Handbook.
- d. Provide contractors with guidance, procedures, policies, and standards for managing and controlling Government property in contractors' possession.

In keeping with Job Corps' ongoing efforts to promote standardization and improve property accountability, the U.S. Department of Labor (DOL), National Office of Job Corps announces a Property Management Conference.

3. Conference Logistics. The conference is scheduled for April 10–14, 2006. Conference participants are responsible for making their own travel and hotel reservations. Conference participants are reminded not to make travel arrangements that interrupt their full attendance and participation in the conference. Monday, April 10, and Friday, April 14, are designated as travel days. No participant should plan to leave before 5 p.m., Thursday, April 13.

Hotel reservations may be secured by contacting the hotel directly:

Radisson Barceló Hotel
8444 International Drive
Orlando, Florida 32819-9329
Phone: (407) 345-0505
Fax: (407) 581-2022

This meeting will cover the basics involving compliance to the Job Corps Property Management Handbook; the Procurement, Management, and Disposition of Government Property; an overview of Government Services Administration (GSA) Services; Electronic Procurement Management System (EPMS) Technical Support and Training; Bar Coding; and an explanation of individual Roles and Responsibilities within the Job Corps Property Management community.

4. Conference Participants. Regional property officers and **one representative from each Job Corps contractor** should plan to attend this conference. It is preferred that the corporate property officers attend this conference. Depending upon slot availability, contractors that operate more than 10 Job Corps contracts may send a second representative.

5. Registration: To reserve a slot for your company's representative, complete and fax the attached Registration Form by March 20, 2006, to Katherine Lee, Global Commerce Solutions & McNeil Technologies, at (202) 289-0749.

6. Expiration Date. April 15, 2006.

7. Inquires. Inquiries should be directed to Rhonda Epps, at (202) 693-3132, or e-mailed to Epps.Rhonda@dol.gov, or Katherine Lee, Global Commerce Solutions & McNeil Technologies, at (202) 289-8909.

Attachment

***U.S. Department of Labor, National Office of Job Corps
Property Management Conference***

***Radisson Barceló Hotel — Orlando, Florida
April 10–14, 2006***

REGISTRATION FORM

Please type or print your information as it should appear on each name badge. Duplicate this form if you have more than one person attending. The completed registration form should be faxed to Katherine Lee at (202) 289-0749. If you have questions, contact Mrs. Lee at (202) 289-8909.

PARTICIPANT INFORMATION

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

Special Needs: Accessibility/Disability Assistance _____

Dietary _____

Other _____

Registrations are due March 20, 2006

**PLEASE REMEMBER TO MAKE YOUR HOTEL RESERVATION
by March 20, 2006 – Radisson Barceló Hotel – (888) 380-9696 or (407) 345-0505**

Group Name — “Department of Labor Property Management Conference”

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY