

May 15, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-19
--

DIRECTIVE TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON
 National Director
 Office of Job Corps

SUBJECT: New Procedures for Handling Unused Student Transportation Tickets

1. Purpose. To provide updated guidance and procedures to the field on handling unused student transportation tickets.
2. Background. In January 2002 Job Corps established a ticket verification unit (CAMMAY Group) to ensure that the government received the proper credit/refund for unused student transportation tickets. As of November 2005, the CAMMAY Group no longer provides this service to Job Corps resulting in this update.
3. Action. Addressees are to ensure that a copy of this Notice is distributed to all appropriate staff. All Job Corps centers and Outreach and Admissions (OA) agencies must facilitate the identification, retrieval, and refund of unused transportation tickets that have been charged to a Job Corps Citibank travel account. It is the responsibility of the center or OA office that originated the purchase of the unused ticket to contact the vender and process the refund. Centers and OA agencies are also expected to ensure that the refund is credited to the Citibank account.
4. Expiration Date. Until superseded.
5. Inquires. Questions should be directed to Rhonda Epps at (202) 693-3132 or e-mailed to epps.rhonda@dol.gov.