

May 30, 2006

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 05-21</b>
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**TO:**               ALL JOB CORPS NATIONAL OFFICE 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:**           ESTHER R. JOHNSON  
                      National Director  
                      Office of Job Corps

**SUBJECT:**        Verification of Student Transportation Costs

1.     Purpose. To provide information to the field regarding the verification of student transportation costs.
  
2.     Background. The National Office of Job Corps has responsibility for ensuring that travel funds are used effectively and prudently, and that the overall system, particularly cost, is well-managed. In this regard, over the last few years the following two services were procured to identify areas where cost savings and management could be improved: an intensive transportation verification process, and a pilot review of student transportation procedures, records, and costs.

McNeil Technologies will now perform a comprehensive review of current travel service systems at all Job Corps centers. This extensive and detailed review is being conducted primarily in an effort to provide Job Corps officials with reliable answers to the following questions:

- a.     With regard to the current travel services providers, are their costs (fares, agency fees, penalties and other assessments) comparable to one another as well as to other companies providing the same travel-support services? In addition, are the centers receiving timely and accurate credits from these companies for unused student tickets?

- b. What other methods for procuring student tickets (e.g., on-line booking, a Job Corps travel services contractor) are more cost effective than the current providers. If the newly identified methods are cost-competitive with the firms currently used, do they offer a more efficient, reliable system/process that would be easier for the centers to administer?

Each Job Corps center uses a government-provided Citibank credit card to procure transportation services (e.g., bus tickets, train tickets, and airline tickets) for students. Citibank sends a detailed statement of all charges and credits to Job Corps centers on a monthly basis.

McNeil Technologies has conducted a thorough review and analysis of the Citibank credit card statements covering all Job Corps centers for the period June 1–July 31, 2005.

The next phase will involve collecting detailed student transportation records along with written documentation of student transportation policies and practices for the corresponding period. McNeil Technologies will reconcile this documentation to the Citibank statements for each Job Corps center. This process is intended to validate the information submitted by the travel agency with center records. **Therefore, only center records will be accepted as documentation. Documentation from travel agencies will not be accepted.**

3. Action. All Job Corps centers must provide documentation to support their student transportation expenses for the period June 1–July 31, 2005 to McNeil Technologies by **June 21, 2006**. The mailing/contact information is:

McNeil Technologies, Inc.  
1333 H Street, NW, Suite 400 West  
Washington, DC 20005  
Phone: (202) 289-4486  
Fax: (202) 289-0749

For centers located in the Boston, Atlanta, and Dallas regions, please send your documentation to the attention of Herbert Jefferson ([hjefferson@mcneiltech.com](mailto:hjefferson@mcneiltech.com)). For centers located in the Philadelphia, Chicago, and San Francisco regions, please send your documentation to the attention of Sabrina Lattimore ([slattimore@mcneiltech.com](mailto:slattimore@mcneiltech.com)).

Addressees are to ensure that a copy of this Notice is distributed to all appropriate staff.

4. Expiration Date. June 30, 2006.
5. Inquires. Questions should be directed to Rhonda Epps at (202) 693-3132 or e-mailed to [epps.rhonda@dol.gov](mailto:epps.rhonda@dol.gov) or Herbert Jefferson or Sabrina Lattimore.