

June 28, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-25

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: Supplemental Job Corps Property Management Policies

1. **Purpose.** To inform the Job Corps community of a series of supplemental policy requirements, clarifications and additions to the ETA Property Management Handbook No. 359.

2. **Background.** Since the ETA Property Management Handbook No. 359's last revision, in August 2003, various policy issues not previously addressed have surfaced and require either a new definition or additional clarification. This supplemental information further improves Job Corps' property management accountability by eliminating ambiguous definitions and/or setting minimum requirements for property management.

3. **Explanation of Changes.** Highlights of changes to Job Corps' Property Management (JCPM) policies as described in ETA Property Management Handbook No. 359.

a. **Definition of Non-expendable and Sensitive Property – reference ETA Property Management Handbook No. 359, Chapter I; 4.g (2) & (3)**

Old Definition:

(2) **Non-expendable property** (owned, rented, and/or loaned) includes the classes and types of property listed below. This property must be tracked using a Government approved property management system.

- (a) Furniture, which has a unit acquisition cost of \$100 or more.
- (b) Any other property item, regardless of classification, which has a unit acquisition cost of \$200 or more.
- (c) All power tools, regardless of cost.
- (d) Tool “sets” and “kits” (SKs) regardless of cost (e.g. Craftsman tool set).
- (e) All property identified as Sensitive Items.

(3) Sensitive Items. Those items of property, regardless of value, which can be appropriated for personal use or have the potential to be readily converted to cash. The following property items require special controls before and after issuance, regardless of acquisition cost:

Cameras, all (lenses, flashes, and related equipment [note: not disposable])
 Central Processing Units (CPUs)
 Communications Equipment (radios, base stations)
 External Modems, Disk Drives, and CD Burners
 Fax Machines
 Laptops
 Monitors
 Microwave Ovens
 Printers
 Radios/Cassette Recorders/Players/DVDs
 Televisions
 Tape Recorders
 Vacuums, Floor Polishers, Wet/Dry
 Video Cassette and DVD Recorders/Players

All items classified as sensitive, regardless of acquisition cost, will be entered on the Government approved property management system for tracking purposes.

Contractors must track all non-expendable personal property items with unit acquisition costs of \$200 or more, including any property under this amount listed on the Sensitive Items list. Contractors must also track furniture items with an acquisition cost of \$100 or less; utilizing the same Government approved property management system.

Government property not assigned to a property management system will continue to be protected with the appropriate level of safeguards against theft and misuse. Property items in this category should be appropriately marked as Government property, but will not be placed on a tracking system.

New Definition:

(2) Non-expendable property (owned, rented and/or loaned) includes the classes and types of property listed below. This property must be tracked using a Government approved property management system.

- (a) Any property item, regardless of classification, which has a unit acquisition cost of \$200 or more, including furniture.
- (b) All property identified as Sensitive items

(3) Sensitive Items: Property items, regardless of value, which can be appropriated for personal use or have the potential to be readily converted to cash. The following property items require special controls before and after issuance, regardless of acquisition cost:

Cameras, all (lenses, flashes, and related equipment [note: not disposable])
Central Processing Units (CPUs)
Communications Equipment (radios, base stations, cellular phones and network based telephones)
External Modems, Disk Drives, and CD Burners
Fax Machines
Laptops
Monitors
Microwave Ovens
Printers
Radios/Cassette Recorders/Players/DVDs
Televisions
Tape Recorders
Vacuums, Floor Polishers, Wet/Dry
Video Cassette and DVD Recorders/Players
Refrigerators
All power tools, regardless of cost

All items classified as sensitive, regardless of acquisition cost, will be entered on the Government approved property management system for tracking purposes.

Contractors must track all non-expendable personal property items, including furniture with unit acquisition costs of \$200 or more and any property under this amount listed on the Sensitive Items list.

Government property not assigned to a property management system will continue to be protected with the appropriate level of safeguards against theft and

misuse. Property items in this category should be appropriately marked as Government property, but will not be placed on a tracking system.

b. Sighting Excess Property – Reference ETA Property Management Handbook No. 359, Chapter VII; 1.a

Current Policy: Contractors must notify their respective Project Managers when property becomes unnecessary (either because of contract closeout/completion or changing requirements). Contractors must use a Report of Excess Personal Property (SF-120) to initiate such disposal actions. Excess Government property must be sighted by a designated Government official or by a property reviewer designated by the DOL National Office.

Clarification: Formally, some regions have allowed photographs of excess personal property as support documentation when a designated government official or property reviewer was not available. Photographs of excess personal property for disposition are no longer admissible as support documentation for approval of a SF-120, at the regional or national level. However, when sighting property, the following special considerations will be given:

- (1) Centers, OA, CTS and National Office contractors located in the following states and U.S. territories (where GSA representatives are not readily available): Alaska, Washington, Oregon, Montana, New Mexico, Hawaii and Puerto Rico are authorized to submit photographs of excess property reported on a SF-120. However, the report's value cannot exceed a total of \$25,000 or contain an individual item totaling \$5,000, or more.
- (2) Photographs must include one picture of the entire excess property item and a second photo of the item's manufacturer serial number tag.
- (3) Property Officers are to make excess property that requires sighting available during their annual property management review. However, sighting will not be conducted if excess property is stockpiled or commingled with useable property.
- (4) During annually scheduled property management reviews, JCPM staff will contact other operating contracts within a 200 mile radius of the scheduled contract review site to determine and provide, when possible, additional "sighting" services.

c. Property Requirements List (PRL) Submission – Reference ETA Property Management Handbook No. 359, Chapter III; 2

Background: Contractors are required to submit a Property Requirements List (PRL), ETA Form 3-41B, for approval of acquisitions of non-expendable property.

New Requirement: Provide copies of Property Requirements Lists* (PRL) for non-expendable items equal to, or greater than, \$200 (including furniture); all sensitive items, regardless of cost and non-expendable items with a unit cost of \$500 or more. Forward copies of purchase orders, invoices and/or receipts to the applicable Regional or National Office to verify the items were purchased and entered into the approved Electronic Property Management System (EPMS) within 10 days.

***PRLs below \$500, do not require regional or national approval**

- d. Hand Receipt Procedures – Reference ETA Property Management Handbook No. 359, Chapter VI; 5

Background: Contractors must establish either a manual or an automated system to generate hand receipts for the temporary transfers of Government property. The system is subject to the approval of the appropriate DOL Project Manager. A copy of the hand receipt must be filed with the losing custodian, gaining custodian and property officer for all transfers. In addition, copies of transfer receipts must be available to property review personnel upon request.

New Requirement: Contractors must establish either a manual or an automated system to generate hand receipt for the temporary transfer **or permanent movement** of Government property. The system is subject to the approval of the appropriate DOL Project Manager. A copy of the hand receipt must be **maintained by the losing custodian, gaining custodian and property officer for all transfers and distribution of property, as applicable.**

- e. Annual Certification Requirement – Reference ETA Property Management Handbook No. 359, Chapter VI, 8

Background: Annual Certification Requirement. All contractors are required to conduct, reconcile, and certify their inventory on an annual basis.

- a. Form ETA 3-94, Contractor's Inventory Certificate, must be used for the certification. A copy of a form ETA 3-94 can be found at Appendix B, Figure B-10.
- b. The certification form must contain the signature of an official within the contractor's organization with legal authority to contractually bind the contractor, such as the assigned Contract Manager or a Job Corps Center Director. A clean copy and a

working copy of the Property Management System Inventory Master List for the contract must accompany the form ETA 3-94.

- c. Submit all supporting documentation that is currently pending; i.e. ETA 3-96, SF-120, or SF-122, if applicable.

New Requirement: The Contractor/Grantee Inventory Certification (Form ETA 3-94) certification form must contain the signature of an official within the contractor's organization with legal authority to contractually bind the contractor; such as, the assigned contract manager or a Job Corps' Center Director. A clean (**reconciled**) copy and a working copy of the Property Management System Inventory Master List for the contract must accompany the form ETA 3-94.

- f. Installed Equipment – Reference ETA Property Management Handbook No. 359, Chapter I; 4.f

Old Definition: Installed Equipment is defined as property that is wired, plumbed or otherwise fixed to a structure for an extended period of use. This property cannot be easily removed. Property of this nature will be excluded from tracking in the approved property management system.

New Definition: Installed Equipment is defined as property that is wired plumbed or otherwise fixed to a structure **and is dependent upon that structure to function and/or operate.** Property of this nature **is to be listed on a contract's EPMS inventory until it is installed. After installation the item may be removed from the EPMS. When the installed item needs to be excessed, it should be listed on a Transfer Excess Personal Property (SF-120) and noted that the item was previously installed.**

- g. Board of Survey – Reference ETA Property Management Handbook No. 359, Chapter VII; 6.c (11, 12) and 6.d

Background: The Board of Survey must consist of a chairperson and two members. All members must be Federal employees. The DOL Regional Director must appoint the members of the Regional Job Corps Boards, and the DOL/ETA National Property Officer must appoint National Office board members. Neither the Regional Project Manager nor the Contracting Officer's Technical Representative may serve on the board for contracts under their purview.

New Requirement: DOL Contracting Officers are required to sign off on all decisions to grant relief of accountability; therefore, recommendations of the Board of Survey should be forwarded to the Job Corps' National Property Officer (NPO) for review. In turn, the NPO forwards the Report of Survey to the Contracting Officer for signature.

Copies of purchase orders and invoices are required for all replaced items. Contractors may not replace missing items with items found onsite and not previously listed on the EPMS.

h. Property Received from the Job Corps Data Center (JCDC)

New requirement: JCDC must provide written notification (Transfer Order Excess Personal Property [SF-122] or e-mail) to the gaining Center Property Officer (CPO) of the intent to transfer property prior to shipment. The written notification must include all pertinent information (i.e., make, model, serial number and description). The CPO must acknowledge the intent and ensure that all items received are in agreement with the notification.

Government property received from the JCDC should be listed on the gaining contractor's EPMS Master Inventory as owned; except for communication equipment that helps support the Job Corps Data Center's infrastructure, which should be listed as loaned property. The JCDC will not maintain duplicate listings of transferred property.

Note: Gaining contractors accepting loaner property are accountable to the JCDC for any damage or misuse of the property, outside of normal wear and tear.

i. Requests for Additional Information

New Requirement: Contractors must respond to requests (including pending actions) for additional information within 30-calendar days and maintain a signed copy of information submitted for review during annual contract property assessment. (Not previously a policy or reference item).

j. Approval of Transactions, Acquisitions, and Dispositions

New Requirement: Under the current configuration, confusion results when more than one person, or entity, has authority to approve transactions, acquisitions or dispositions within the Electronic Property Management System (EPMS). Therefore, to further strengthen Job Corps' property management accountability and eliminate reporting discrepancies, Regional Office staff and contractor representatives will only have "read-only" access to the EPMS. All approvals will be at the discretion of Job Corps' National Property Officer (NPO) and/or his or her designated Job Corps Property Management Support staff. To this end, regional staff will no longer execute approvals of intra-center property transfers. (Not previously a policy or reference item).

k. Maintenance of EPMS Master Inventory

Clarification: Henceforth, all property purchased by a National Training Contractor and used on Job Corps centers for training will be maintained on the National Training Contractor's EPMS Master Inventory.

4. Action. Addressees are to ensure that a copy of this Program Instruction is distributed to appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Questions should be directed to Rhonda Epps at (202) 693-3132 or e-mailed to epps.rhonda@dol.gov.