

June 1, 2007

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 06-31
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE 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, Ed.D
National Director
Office of Job Corps

SUBJECT: Department of Labor's Green Procurement Program

1. Purpose. To implement the Department of Labor's (DOL's) Green Procurement Program (GPP) within the Job Corps program.
2. Background. The Environmental Policy Act, Resource Conservation and Recovery Act, Executive Orders 13101, 13221, 13123, 13134, 13148, and 13149, and Secretary's Order 5-94, mandate the use of federal "green" procurement preference programs when purchasing environmentally preferable and energy efficient products and services. To implement these mandates, DOL established the GPP.

In addition, the Federal Acquisition Regulation (FAR) Parts 7, 10, 11, 12, 15, 23, 36, 42, and 52 were revised to provide guidance on how to process acquisitions that could have environmental considerations.

Resource Conservation and Recovery Act (RCRA) reporting requirements, and revisions to related chapters of the Job Corps Policy and Requirements Handbook to incorporate the GPP, will be forthcoming.

3. Action.
 - a. Center and Outreach and Admissions/Career Transition Services (OA/CTS) operators shall ensure procurement staff are knowledgeable about the GPP. To achieve this end, staff shall familiarize themselves with the following Web sites:

- (1) Recovered materials at www.epa.gov/cpg/
- (2) Environmentally preferable products and services at www.epa.gov/epp/
- (3) Energy efficient products at www.eere.energy.gov/femp/procurement/
- (4) Biobased products at www.biobased.oce.usda.gov/ and www.ofee.gov/gp/bioprod.html
- (5) Alternative fuels and fuel efficiency at www.eere.energy.gov/vehiclesandfuels/
- (6) Non-ozone-depleting substances at www.ofee.gov/gp/snap.html
- (7) Electronic Product Environmental Assessment Tool at www.epeat.net/
- (8) The ENERGY STAR Program at www.energystar.gov/purchasing
- (9) Environmental Protection Agency's Environmentally Preferable Purchasing training site at www.epa.gov/oppt/epp/tools/gentt/index.htm
- (10) FedCenter training site, which provides comprehensive environmental and compliance guidance at www.fedcenter.gov/
- (11) Department of Energy training site with links to environmental information at <http://epic.er.doe.gov/epic/>.

b. Consistent with the requirements of FAR, center and OA/CTS staff shall consider environmental issues along with traditional procurement factors, such as price, availability, performance specifications, and contract method, to determine best value in all acquisitions of "green" products and services listed below, including micro-purchases.

- (1) The categories of products and services that fall under the "green" program are as follows:
 - (a) Paper and paper products
 - (b) Vehicles
 - (c) Office products (including electronic equipment)
 - (d) Printing services
 - (e) Fleet maintenance products

- (f) Building construction, renovation, and maintenance (including janitorial and landscape)
- (g) Recreational products and services
- (h) Appliances
- (i) Lighting
- (j) Federal Energy Management Program (FEMP) designated products
- (k) Electronic Product Environmental Assessment Tool (EPEAT) registered IT equipment

- (2) Exceptions to buying a “green” product or service in the above categories will require completion of a Non-Green Purchase Justification form (see attachment). A completed copy of the form shall be placed in the procurement file.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Renee Evans at (202) 693-3091 or evans.renee@dol.gov.

Attachment

DOL Non-Green Purchase Justification