

REISSUANCE

June 23, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-44
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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: Center/Contractor Responsibility for Damaged Information Technology
 Property

1. Purpose. To remind the Job Corps community about the policy and responsibility for replacement and/or disposition of damaged information technology property.
2. Background. When property is transferred to Job Corps centers, it becomes the responsibility of the centers and/or contractors. Vendor information is provided for any property that is under warranty, so that centers/contractors may contact the vendor directly regarding any issues with the property during the warranty period.

In recent months, there have been several occasions when property has been returned to the Job Corps Data Center (JCDC) and is: (a) past the initial warranty period, or (b) damaged as a result of neglect or abuse. In such cases, JCDC cannot obtain a refund for the equipment and will not assume financial liability for it.

3. Action. If property that is damaged or defective is still under warranty, centers may contact JCDC and/or the vendor to determine how the property should be handled. If JCDC Technical Assistance Center (TAC) agents determine the item can be repaired or replaced and a Return Merchandise Authorization (RMA) has been issued, then the item can be returned to JCDC for repair or replacement. **Damaged/defective property received by JCDC without a valid RMA, will be returned at the center's/contractor's expense.** Information technology replacement equipment must be certified and authorized by the JCDC.

Damaged or defective property that is no longer under warranty should be handled in accordance with current Job Corps guidelines for property disposition. (Reference: Job Corps Information Notice No. 07-26, Operation Clean Sweep - EPMS Marketplace [April 18, 2008], and ETA Handbook 359, Property Management Handbook [August 2003]). Property set aside for disposition (unusable and/or damaged property) must be appropriately sighted by a Job Corps-certified representative. Damaged or missing property that has been reported on a Report of Survey, and for which a finding of contractor liability has been made by the Region and approved by the National Office, will be replaced at contractor expense.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed as follows: National Property Policy: Andrea Kyle at kyle.andrea@jobcorps.org, or (202) 693-3396; information technology property transactions: Janis Pearson at pearson.janis@jobcorps.org, or Linda Estep at estep.linda@jobcorps.org, or TAC at (800) 598-5008.