

November 4, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 08-14</b>
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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:**           Outleasing of Job Corps Facilities

1.     Purpose. To advise center operators that the outleasing of Job Corps real property is prohibited.
2.     Background. It has come to the attention of the National Office of Job Corps that some centers are entering into real property lease agreements with third parties for a variety of reasons. Such arrangements may benefit the students, but they unintentionally violate government regulations. Job Corps supports authorized methods for developing the Student Benefit Fund. However, such support does not include engagement in any practice that is not in conformance with government rules and regulations.

Only the Office of Job Corps has the authority to permit use of federal property under the custody and control of the Department of Labor for the operation of the Job Corps program. While the Workforce Investment Act gives the Secretary the authority to lease property for the purpose of operating the Job Corps program, the Office of the Solicitor does not interpret that to mean that the Secretary has “outleasing” authority, which would allow Job Corps to lease property to others.

3.     Scope. This Program Instruction applies to all federally owned and leased sites under the custody and control of the Department of Labor, Office of Job Corps. Examples of prohibited activities include, but are not limited to: rental of parking spaces, rental of building space for stores or events, rental of space for car washes, rental of sports fields, and rental of stadiums for events. Additionally, center operators charging other contractors rent for space at Job Corps centers is not permitted. Leasing for cell phone towers may be permitted under federal

regulations, but should only be done through the Office of Job Corps (National Office, Division of Budget and Facilities Support).

In this Program Instruction, the words “lease” and “rent” are used interchangeably and should also be construed to include any other method of acquiring funds for the temporary use of federally controlled real property.

4. Action. Ensure that all center operators are in compliance with this Program Instruction. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Direct all inquiries to Margaret Carson at [carson.margaret@dol.gov](mailto:carson.margaret@dol.gov) or (202) 693-2741.