

November 20, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 08-16</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:**            Treatment of Excess Government Property: Sale of Property Pilot Program

1.     Purpose. To inform the Job Corps community about policy and responsibility related to reusable excess personal property: specifically, the Sale of Property (SOP) pilot program.
  
2.     Background. The federal government provides strict limitations on the disposition of property, while at the same time requiring reuse and reutilization of excess property to the maximum extent practicable. A program to pilot the sale of excess and scrap personal property is being undertaken effective November 24, 2008. The SOP pilot is a part of Job Corps' Clean Sweep Initiative, an initiative implemented in April 2008 to reduce the amount of stored excess property system-wide and to ensure that reutilization and recycling options for excess government property are maximized. The purpose of the SOP pilot is to make excess personal property and scrap available for re-use and recycling via external sales. Successful elements of the pilot will be integrated into Job Corps policy and activities that support property administration.
  
3.     Instruction. Reusable, scrap, and recyclable property will follow the pathways outlined below for disposition and/or sale:
  - a.     **Reusable property** must be listed on Job Corps' Electronic Property Management System (EPMS) Marketplace (Redistribution) for 21 days, to make it available to the larger Job Corps community as an internal transfer. Such property will only move from contract to contract once the property has been legitimately **sighted** as excess and coded as reusable, and sufficiently documented

(see JCDC Notice 08-014, New SIMON-Based Training for Property). Additionally, contractors will make regions (project managers or regional property officers) aware of excess reusable property that is of substantial volume or value, poses safety and health risks for disposal, or is particularly use-specific (for example, dental chairs). This is because there may be a need or interest in specific property within a given region, or regional guidance may be needed.

- b. **Computers and computer equipment** may be donated to Computers For Learning (CFL) (<http://computersforlearning.gov>), after the property has been listed on the Job Corps EPMS Marketplace and communication with the region has occurred. Contact should be made with CFL at the time property is listed on the Marketplace, in the interest of time. If CFL expresses no interest, then after 21 days on the Marketplace the equipment may be donated to a legal nonprofit entity other than CFL. Every effort should be made to donate first to CFL. Computer hard drives must be wiped cleaned/sanitized, and the process must be documented prior to donation to any source.
- c. If good faith efforts to donate reusable property are unsuccessful within a reasonable period of time (not less than 10 days), then the **property may be technically “abandoned,”** in accordance with all existing regulations (see ETA 359, Property Management Handbook, August 2003), **and sold for scrap where this option is available.** Scrap buyers must provide, in writing and in advance of any purchase transaction, the established price that is paid for various parts/materiel. That item will become a part of the SOP documentation (see below). A receipt will be provided by the center to the purchasing entity for all SOP transactions, reflecting what was purchased and what was paid (monies received by the center) on an item-by-item basis. The receipt will be signed by the contract Center Director/Project Manager, contract Property Officer, and purchasing entity, with the date of transaction shown. Monies received from SOP transactions will be forwarded to the Job Corps National Office, for inclusion in the SOP fund. Equipment funding consideration will be given to contractors that participate in the SOP program.
- d. **Documentation will be maintained to support all SOP efforts/transactions,** including the official sighting and coding of property, listing in the EPMS Marketplace, notices provided to regions (if any), internal transfers (if any), donation efforts and transactions, and abandonment, disposal, and sales actions. If final disposition results in sale of property, a copy of all support documentation will be sent to the national property support contractor (GCS), attention: Property Disposition Coordinator.
- e. **Excess scrap property** (property that is initially sighted and coded as scrap) will follow procedures in *c*, above.

Please note that Job Corps is working to establish an interface with the General Services Administration (GSA) for the transfer or sale of Job Corps' reusable excess property. Once this occurs, any item with an acquisition value over \$500 that is reusable will be mandatorily listed with GSA, and any funds received from such GSA external sales will be directed to either the Department of Labor-National Office of Job Corps (DOL-NOJC) or the U.S. Treasury. Contractors participating in the GSA program also will be given consideration with regard to equipment funding. Notice will be sent to the Job Corps community when the interface with GSA is established.

4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Andrea Kyle at [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov) or (202) 693-3396.