

July 31, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-09
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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 Transition and Relocation Costs

1. Purpose. To reiterate the policy for reporting the funding and costs related to contract transition and relocation of centers.

2. Background. Phase-in/phase-out transition costs, as well as center relocation costs, are not included in base contract estimated costs and funding but are supplemental contract requirements added, as needed, during the life of a contract. Phase-in/phase-out and relocation contract adjustments are NOT segregated from the contract value or excluded from expense reporting requirements. They must be incorporated into all funding, budgeting, and expense reporting documents as they occur.

Contract value increases, as well as associated funding, for phase-in transition costs in contract awards (modification #0) but are added to the contract after award via contract modification.

Once a contract is modified for phase-in transition costs, the contractor is responsible for updating the contract year 2181 in the Financial Management System (FMS). This requirement for an updated budget submission also applies to phase-out transition and center relocations. Similarly, contractors are required to recognize phase-in/phase-out transition expenses and center relocation expenses on the 2110 for the period in which they were incurred or accrued.

3. Action. Contract operators will comply with the phase-in/phase-out procedures as written in the Policy and Requirements Handbook (PRH), Appendix 502, Section C.5.d. Job Corps Regional Offices and Office of the Assistant Secretary for Administration and Management (OASAM) Contracting Officers will ensure contractor compliance with established

Job Corps policy and will provide direction to Job Corps operators that is consistent with the established policy.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or hess-williams.tina@dol.gov.