



September 4, 2009

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 09-15</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:**                LYNN A. INTREPIDI  
                             Interim National Director  
                             Office of Job Corps

**SUBJECT:**            Reporting of ARRA-Funded Inventory for Personal Property and Fleet

1.     Purpose. To provide the Job Corps community with information regarding mandatory reporting of inventory funded by the American Rehabilitation and Recovery Act (Recovery Act, or ARRA).

2.     Background. Under the Recovery Act, federal agencies are responsible for tracking and reporting stimulus funds spending. Inventory items acquired with Job Corps stimulus funds must follow standing property procedures and **must be designated within property and fleet reporting systems as ARRA-funded.** Compliance with reporting requirements for inventory is included in ARRA monitoring surveys.

3.     Requirements. All non-expendable property, including all construction equipment, training tools and equipment, vehicles, and other non-expendable items will be identified and reported in the Job Corps Electronic Property Management System (EPMS) or the Job Corps Fleet Tracking Management System (FTMS), also known as the CIS Fleet Management module. Reporting, use, and disposition will follow the same regulations and guidelines in place for all non-ARRA funded property. Both the EPMS and FTMS provide a drop-down menu to select source of acquisition. For each ARRA-funded inventory item, the appropriate selection will be entered. Since this is a new requirement, screen shots are shown below depicting the EPMS and FTMS menu selection for ARRA-funded inventory.

**Acquisition Search**

Acquisition ID:

Acquisition Date:  Through

Document No:

Acquisition Type:

Source Agency: 

- Purchased (Regular)
- Donated
- Excessed
- Loaned or Consigned
- Unknown
- Purchased (ARRA Fund)

Ownership Type:

The above is a screen shot from the EPMS, Acquisition Type drop-down menu.

**Fleet Management Detail**

Tag Number:

VIII:

Year:

Make:

Model:

Ownership:

Vehicle Type: 

- ARRA GSA-supplied/DOL-owned
- ARRA-funded DOL-owned
- DOL-owned/non-GSA supplied
- GSA-leased/standard fleet vehicle

The above is a screen shot from the FTMS, Fleet Management Vehicle Ownership drop-down menu.

4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate parties, including procurement and acquisition managers, property and fleet managers, EPMS and FTMS users, and ARRA monitors and managers.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).