

September 30, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-19
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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: Clarification of Job Corps Program Instruction No. 09-16

1. Purpose. To clarify instructions given in Program Instruction No. 09-16 regarding replacement of old personal computers (PCs) in use on Job Corps centers, by providing information required for disposition of old computers.
2. Background. The National Office of Job Corps issued Program Instruction No. 09-16 to provide guidance to the Job Corps community regarding deployment of new PCs funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act, or ARRA). With the funding allocated, Job Corps was able to procure 11,028 PCs to begin replacing old staff PCs. Program Instruction No. 09-16 specified that old (replaced) computers may not be kept and reused on centers and should be “excessed.” The instructions in the attachment provide further guidance for excess and disposition of old computers, and is part of updated Job Corps policy for property management.
3. Action. 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 Until superseded.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 Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.

Attachment

Donation and/or Disposition of Computerized Equipment in Job Corps – Guidance Update, September 2009