

September 8, 2010

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| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NO. 10-11 |
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Mandatory Training: PRH Chapter 5, Appendix 505, Administration and Management of Job Corps Contractor-Held Government-Furnished Property

1. Purpose. To inform the Job Corps community about mandatory training for Property and Fleet Managers.
2. Background. On July 23, 2010, PRH Chapter 5, Appendix 505, Administration and Management of Job Corps Contractor-Held Government-Furnished Property, was released to the Job Corps system. The appendix provides specific policy and procedural guidance for property actions that occur regularly in Job Corps. It acts as the primary reference for Job Corps operators to manage Government-Furnished Property (GFP), and for Contracting Officer's Technical Representatives (COTRs) and Federal officials to perform oversight functions. An overview of the new appendix is provided as introductory training for Contractor Property Managers (CPMs) and Contractor Fleet Managers (CFMs), property custodians, and other key personnel who hold responsibilities for property management. Details for how to complete the training are provided below, under "Action Required."

Note that the national contract for property management support has expired. Contractors continue to hold many of the same requirements for management of property, and many procedures remain the same. However, in conjunction with new policy and procedures, contractors will work directly with their Regional Project Managers/COTRs and Regional Property Officers for review and approval of property actions.

3. Reference. Job Corps PRH Change Notice No. 10-02, PRH Chapter 5, Appendix 505, Administration and Management of Job Corps Contractor-Held Government-Furnished Property.

4. Action Required. Addressees are to ensure this Notice is distributed to all appropriate staff. All contractors are expected to become familiar with the contents of this new PRH Appendix. On-site property and fleet managers are required to take the overview training that is accessible on the Job Corps CITRIX website, via the SIMON on-demand training application, and report completion to their contract supervisors. Property custodians and administrative and operations managers with property-related duties also are strongly encouraged to review the training.

To complete the training:

- Access SIMON
- On left menu, click “Learning Center”
- Choose Course Information and Enrollment
- Conduct Search using keywords “Property Management Overview for Job Corps Contractors”

Training records must be forwarded to the appropriate Job Corps Regional Office by September 24, 2010. This will consist of an email to the COTR, and will include, for each trainee: name, position title, and date of training completion. Thereafter, records for new staff training will be forwarded to the Job Corps Regional Office as part of regular quarterly submittals, or as requested by the COTR.

7. Effective Date. Until superseded.

8. Inquiries. Inquiries should be directed to Andrea Kyle at kyle.andrea@dol.gov or (202) 693-3396.