

February 24, 2012

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 11-21

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: Standardized Procedures for Clearance of Conferences and Meetings

1. Purpose. To inform the Job Corps community that effective immediately, all conferences must be approved by the Department of Labor's Office of the Chief Financial Officer (OCFO), Office of the Solicitor (SOL), and Office of the Assistant Secretary for Administration and Management (OASAM).

2. Background. The Office of Management and Budget (OMB) issued a directive to all federal agencies to conduct a review of policies and management controls associated with conference spending. In response to this directive, the Department of Labor (DOL) has established a clearance process for all conferences.

3. Definition of a Conference. For the purposes of this policy, a "conference" is a meeting, retreat, seminar, symposium, training activity, or similar event held in either federal or non-federal space that:

- a. Involves any use of DOL resources or funds for expenses related to the meeting, including expenses for travel, food, refreshments, or giveaways; and
- b. Is hosted or co-hosted by:
 - i. DOL or any component, including events co-sponsored by DOL and an independent entity which charges registration fees to pay for the costs of the meeting; or
 - ii. An entity, such as a DOL contractor or grantee, using DOL funds to pay for any portion of the costs of the meeting.

4. Blanket Clearances. A provision of the policy allows an agency, in this case, the Employment and Training Administration (ETA), to submit a blanket clearance request for multiple conferences, in a 12-month period, that are substantially similar in purpose, agenda, and

audience. The Office of Job Corps will be pursuing a blanket clearance for two types of conferences:

- a. Student enrichment conferences, to include, but are not limited to, student leadership conferences, academic olympics, career technical training competitions, and arts expositions; and
- b. Staff training conferences.

5. **Action. All currently planned conferences must be cancelled or postponed.** The ETA Office of Contracts Management will be releasing guidance regarding the billing and recovery of fees related to cancellation and postponement.

By Wednesday, February 29, 2012, all Regional Offices, corporate and agency outreach and admissions, center, and Career Transition Services Operators, and national training and support contractors, must e-mail the following information to Dennis Johnson (e-mail address below), Office of Job Corps:

- a. A list of all student enrichment conferences that your entity will be planning or hosting over the next 12 months.
- b. A list of all staff training conferences that your entity will be planning or hosting over the next 12 months.

Note: Only corporate or agency offices should submit this information on behalf of their contracts. You do not need to list conferences you will be attending as a participant, only those you are responsible for planning or hosting. For example, a conference planned by a Job Corps Regional Office would be submitted only by the Regional Office, as a sponsor.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. **Expiration Date.** Until superseded.

6. **Inquiries.** Inquiries should be directed to Dennis Johnson at (202) 693-2876, or johnson.dennis@dol.gov.