

June 12, 2012

DIRECTIVE:	PROGRAM INSTRUCTION NOTICE NO. 11-34
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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 OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: June Expense Tracking

1. Purpose. To provide instruction to Outreach and Admissions (OA), Center Operations, and Career Transition Services (CTS) operators on tracking expenses through June 2012.
2. Background. Given the cost-saving measures undertaken in June 2012 to ensure the program meets its operational needs, OA, Center and CTS operators are required to submit additional expense-tracking reports through the end of the program year, June 30, 2012.
3. Action. OA, Center, and CTS operators shall complete the attached expense-tracking report and submit it to their Contracting Officer's Representative (COR) twice weekly. All reports are due at the close of business per the schedule below.
 - Friday, June 15
 - Tuesday, June 19
 - Friday, June 22
 - Tuesday, June 26
 - Friday, June 29

Please note that all contracts will be held to contract clause 52.232-22, "Limitation of Funds," – which states, "the government is not obligated to reimburse the contractor for costs incurred in excess of the total amount (obligated) by the government..." While contractors are permitted some latitude among June spending plan line items, contractors must not incur expenses beyond the total amount obligated to their contracts.

Thus, it is imperative that contractors, CORs, and COs monitor expenses closely to avoid cost overruns.

Contractors should report any needs or events that may result in a potential overrun to the COR and CO immediately. The COR must then inform the Regional Director, and a decision will be made on the necessity of incurring the additional cost. The CO will then inform the contractor of the Employment and Training Administration's decision, and will obligate additional funding onto the contract in the event that the cost is deemed necessary.

5. Expiration Date. July 1, 2012.

6. Inquiries. Operators should work directly with each contract's COR and Contracting Officer on this effort.

Attachment

June Expense Tracking Tool