

September 12, 2012

<b>DIRECTIVE:</b>	<b>PROGRAM INSTRUCTION NOTICE NO. 12-09</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 OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** UPDATE: Extending Submission Deadline for Administrative Cost-Saving Measures

1. Purpose. To provide additional information regarding an extension to submit Program Year 2012 administrative cost-saving measures.
2. Background. On Wednesday, September 5, 2012, the Office of Job Corps released Program Instruction (PI) No. 12-08: Program Year (PY) 2011 Budget – Submission of June 2012 Spending Plans.
3. Action. As noted in the September 5, 2012, Program Instruction No. 12-08, contractors may direct any inquiries to the cognizant Contracting Officer (CO) and the Contracting Officer's Representative (COR). It is standard contracting practice that such inquiries may include requests for extensions. COs routinely consider such extension requests on a case-by-case basis. This was also addressed in the August 22, 2012, Listening Session, which was first announced in the August 17, 2012, Job Corps Program Instruction Notice No. 12-05.
4. Expiration Date. Until superseded.
5. Inquiries. Contractors may direct inquiries to the cognizant CO and COR.