

January 14, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-25
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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: ROBERT PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Mandatory – Use of the New Construction Rehabilitation and Acquisition (CRA) Funding Request System

1. Purpose. To inform the Job Corps Community about the mandatory CRA Funding Request System.
2. Background. In order to service the Job Corps Community efficiently, the Office of Job Corps has developed and implemented a web-based system where Regional Office and center staff members must input emergency, supplemental, and redirect requests for facility deficiencies; address life, safety, and health concerns; and note completed emergency repairs to ensure student and staff safety.

The CRA Funding System performs a vital role in the management of CRA funding requests. The system provides the visibility and capability to track the funding request from:

- Center Submission→Regional Office Review→Engineering Support Contractor
- Recommendation→National Office Approval→National Office FOP or
- Certification→and Contract Modification

3. Action. All Job Corps center and Regional Office staff members are required to use the CRA Funding System to submit all requests. Center staff can access the system by logging in via the Citrix “Funded Not Corrected” desktop application and selecting the CRA Funding Request option. Regional Office staff can access the system by logging in via <http://eta-arl-apps> and selecting the CRA Funding Request option.

The Policy and Requirements Handbook (PRH) is being updated to add this new requirement.

Note: Reporting requirements – notifying regional points of contact, for example – are required in addition to submitting requests via the CRA Funding Request System.

Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Justin Meeks at (202) 693-3826 or meeks.justin@dol.gov. For specific details about the CRA Funding System or technical details, please contact (703) 516-2200.

Attachment

Frequently Asked Questions