

August 23, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-08</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Protocol for All Job Corps Information Technology (IT) Purchases – Clarified

1. Purpose. To remind the Job Corps community of the process for all IT purchases.
2. Background. The Office of Job Corps (OJC) sometimes receives inquiries from centers regarding the purchase of additional IT equipment, beyond what OJC has provided. An example of such is the recent distribution of student computers for the Internet Café. OJC is also asked whether such purchases require approval, and the process for obtaining such approvals.
3. Action. All purchases must be handled through the Office of Job Corps. Requests for the purchases of additional equipment must be submitted to the National Office via the Regional Offices.

The protocol is as follows:

1. Centers should submit their request(s) to purchase equipment to the regions. The request will include a statement of work, three price quotes, any name brand justifications, market research, and an independent government cost estimate. Please be advised that purchases of PCs and laptops will be limited to predefined configurations purchased under pre-negotiated vehicles as described in Office of Management and Budget (OMB) Mandate M-16-02 dated 10/15/2015.
2. Regions review the first level of requests, and approve or disapprove them.
3. If approved, request is forwarded to Job Corps Data Center (JCDC) for technical review and approval.

4. JCDC then submits to National Office for IT Acquisitions Board review and final approval.
5. JCDC will procure all IT purchases through Department of Labor's procurement office. Requests for purchases less than \$3,500 will be returned to the regional procurement officer for submittal, and completed using the purchasing card.

Purchases exceeding \$3,500 will be submitted by JCDC quarterly. Requests needed by June 30 must be received by April 1; requests needed by September 30 must be received by July 1; requests needed by December 31 must be received by October 1; and requests needed by March 31 must be received by January 1.

This is the process for obtaining any equipment to be connected to the Job Corps network, or that will at any point contain Federal records. This includes flash drives, printers, etc.

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

5. Expiration. Until superseded.
6. Inquiries. Inquiries should be directed to Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).