

April 4, 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 16-32
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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
ALL CENTER USERS

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

SUBJECT: Third-Party Use of Job Corps Facilities

1. Purpose. To advise Center Operators of policies and procedures related to third-party use of Job Corps facilities.
2. Background. This Program Instruction Notice supersedes Program Notice 08-14, dated November 4, 2008, advising Center Operators that out-leasing Job Corps real property is prohibited.

It has come to the attention of the National Office that some centers are allowing third-party usage of Job Corps facilities without the express consent of the Department of Labor (DOL) and, in some instances, with no agreement documenting the use. These situations present safety and liability concerns, and raise questions about the adherence of federal laws and regulations.

All Job Corps centers are under the custody and control of the DOL. Job Corps Center Operators may not allow third parties – any person, organization, group, or other entity – to use any portion of a Job Corps center without the written approval of DOL.

Examples of third-party use of Job Corps facilities include, but are not limited to, use of parking lots, athletic fields, or gymnasiums on a temporary or permanent basis; retail or restaurant space; food-service facilities; office or training space; day/child-care facilities; auditorium/meeting space; residential units; and warehouse space.

The National Office of Job Corps is developing policies and procedures to standardize third-party use of facilities. In the interim and effective immediately, all Job Corps centers are instructed to forward to the National Office any all requests for third-party use of facilities. In

addition, centers are instructed to provide the National Office with a list of all existing third-party usages of Job Corps facilities, regardless of whether there is an agreement or not. Please provide the information in the following chart format no later than April 28, 2017.

[CENTER NAME and OPERATOR]

Third Party Name	Facilities Used	Activity	Dates of Use	Time(s) of Use	Type of Agreement
XYZ Soccer League*	Soccer Field	Youth Soccer League	April-mid June 2017	Saturdays from 12-5	MOU between Center and League
Billie's Knitting Club*	Gym	Elderly Knitting Group	Ongoing	Wednesdays 7-9	Ad hoc

*Example for reference only

3. Scope. This Program Instruction Notice applies to all federally owned and leased sites under the custody and control of the Department of Labor, Office of Job Corps.

Changes to the Job Corps Policy and Requirements Handbook and Program Assessment Guide are forthcoming.

4. Action. Ensure that all Center Operators are in compliance with this Program Instruction Notice. Addressees are to ensure it is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Direct all inquiries to Marsha Fitzhugh, National Office of Job Corps, at Fitzhugh.marsha@dol.gov.