



AUG - 8 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-01

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: *HJC* LENITA JACOBS-SIMMONS *[Signature]*
 National Director
 Office of Job Corps

SUBJECT: Mandatory Use of the Job Corps Centralized Blanket Purchase Agreement
 to Provide Student Transportation for the Job Corps Program

1. **Purpose.** To provide the Job Corps system with notification of the Centralized Student Transportation Centralized Blanket Purchase Agreement (BPA) to provide all modes of government-furnished transportation to Job Corps students. This is in accordance with the electronic Policy and Requirements Handbook (ePRH), Chapter 6, Section 6.6, Student Transportation, and Exhibit 6-3, Student Transportation.

2. **Background.** The National Office of Job Corps has established a centralized student transportation services system in order to improve internal controls and to ensure that center student travel expenses are allowable, necessary, prudent, and have been competitively bid. Job Corps' centralized student transportation services system is in compliance with the Federal Travel Regulation (FTR), Office of Management and Budget (OMB), Department of Labor Manual Series (DLMS 7) Travel Management, and the Federal Acquisition Regulation (FAR); and in accordance with the ePRH Chapter 6, Section 6.6, Student Transportation, and Exhibit 6-3, Student Transportation.

In addition, the National Office of Job Corps directs all Job Corps operators and USDA Forest Service Civilian Conservation Centers (CCCs) to use this BPA in making travel arrangements for students, in order to eliminate waste, fraud and abuse of student travel funds as well as in response to the Office of Inspector General (OIG) *Audit Report Number 26-14-001-03-370*, dated April 29, 2014, *Job Corps Needs to Improve Controls Over Student Travel Funds*.

The Centralized Student Transportation BPA was awarded December 3, 2016, to TransCor, Inc., which has more than 30 years of experience in providing all modes of transportation for the Job Corps program. This Centralized Student Transportation BPA will provide student transportation services for all modes of transportation to every Job Corps center located in the 50 states, the District of Columbia, (CONUS) and Puerto Rico (OCONUS), at all

times, 24 hours a day, 365 days a year. Prior to this Centralized Student Transportation BPA, centers worked with various vendors to obtain transportation services for Job Corps students. However, the mandatory use of this Centralized Student Transportation BPA will allow for improved oversight of the student transportation services system and quality student transportation services.

All centers are required to use the BPA to: (1) ensure all student transportation expenses are allowable, necessary, prudent, and have been competitively bid upon in compliance with the Federal, state and local regulations listed below; (2) adhere to the competitive sourcing requirements provided in the FAR; and (3) maintain adequate supporting evidence (e.g., invoices, receipts, bid documentation), and ensure these items are available for examination.

All applicable Federal, state, and local regulations include:

- Federal Travel Regulation: <http://www.gsa.gov/portal/content/104790>
Job Corps ePRH Chapter 6, Section 6.6, Student Transportation and Exhibit 6-3
Student Transportation:
<https://eprh.jobcorps.gov/Administrative%20Support/6.6%20Student%20Transportation/Pages/default.aspx>
- Job Corps Program Assessment Guide (PAG)
- GSA Federal Flight Rates: <http://www.fedtravel.com/flight-search.html>
- GSA Per Diem Rates: <http://www.gsa.gov/portal/category/100120>
- GSA City Pair Program: <http://gsa.gov/portal/category/27075>
- FTR, OMB, DLMS, and Job Corps' requirements

3. Monitoring and Reporting. Unless otherwise stated, centers are required to follow the instructions outlined in ePRH Chapter 6, Section 6.6 (R3) Monitoring and Reporting, and in JCDC Notice 16-209, Important Information Regarding the Job Corps Centralized Blanket Purchase Agreement (BPA) to Provide Student Transportation for the Job Corps program.

It is important to note that under this new requirement, travel logs maintained by Transcor, Inc., will not be used to conduct reconciliation. The official documents for reconciliation include the official monthly Citibank Bank Statement which includes the student's name associated with the mode of transportation and the center's official monthly travel log maintained at the center.

4. Travel module. Under the new Centralized Student Transportation BPA, centers will be required to use the Travel Module in the Center Information System (CIS) and Outreach and Admission Student Information System (OASIS) applications. The goal of the Travel Module is to ensure that government-furnished student transportation is handled in accordance with ePRH requirements and procedures issued by the National Office. The Travel Module contains functions for creating and approving travel requests and maintaining travel reports that may be retrieved from the system. This module should also help Job Corps centers and contractors improve the student travel process and accountability for transportation tickets.

5. **Manage Credit Card Accounts.** Each Job Corps center, including CCCs, is assigned a separate Citibank Central Bill Card Account for Student Transportation. Centers are not authorized to share accounts, and Regional Office-card holders are responsible for Federal oversight and management of these cards. If centers experience problems with their individual accounts, please contact your designated Regional Office-card holder listed below. The Regional Office-card holder will contact the National Office of Job Corps' authorized agency/point of contact (AA/POC) for issues related to these accounts including card activation. Centers are not authorized to contact Citibank directly for any reason.

Regional Office Card Holders			
Region	Card Holder	Email	Contact
Boston	Ellen Krivelow	Krivelow.Ellen@dol.gov	617-788-0185
Philadelphia	Cassandra Wilson	Wilson.Cassandra2@dol.gov	215-861-5503
Atlanta	Kwame Ingram	Ingram.Kwame@dol.gov	404-302-5400
Dallas	Vickie Hicks-Butler	Hicks-Butler.Vickie@dol.gov	972-850-4130
Chicago	April Hall	Hall.April@dol.gov	312-596-5489
San Francisco	Karl Kindberg	kindberg.karl@dol.gov	415-625-2625

6. **Transportation Fees.** Centers are no longer required to track fees via the Citibank Bank Statement. Fees incurred via Transcor, Inc., will be submitted directly to the National Office for review and payment under the BPA.

7. **Pre-paid Luggage.** The National Office is aware that several airlines used by the vendor do not accept pre-paid luggage (American, Frontier, Pacific Wings, Penair, Seaborne, Silver Airlines). We requested the vendor use airlines that accept pre-paid luggage, but in situations where this is inaccessible, the Office of Financial Administration is in the process of getting multiple Memorandas of Understanding executed with these airlines to ensure the National Office will be able to process fees related to luggage for new enrollees and current students.

8. **Action.** Regional and Center Directors must ensure all center travel programs are conducted in accordance with the ePRH Chapter 6, Section 6.6 and Federal Travel Regulations.

Records Managers are required to maintain a record of arriving and departing students. All student transportation records must be maintained at the center and be available for audit for at least 6 years after separation, in accordance with the General Records Schedule 1.1, Financial Management and Report Records; Transmittal No. 24, dated August 2015 – Records Description – Transportation and Travel Requests, Authorization, and Vouchers.

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

9. **Training and Next Steps.** All staff responsible for administering student transportation may use the Center Information System (CIS) Travel Module immediately. However, the National Office is working with the Job Corps Data Center (JCDC) to arrange training sessions on the Travel Module.

10. ePRH Forthcoming Changes. The ePRH will be updated to reflect this guidance.
11. Effective Date. Immediately.
12. Inquiries. Inquiries regarding the BPA should be directed to Bill Dakshaw at (202) 693-2867 or dakshaw.bill@dol.gov; or Marsha Fitzhugh at 202-693-3099 or fitzhugh.marsha@dol.gov. Inquiries regarding the purchase of student transportation should be directed to your Regional Office card holder.

Attachment

Frequently Asked Questions