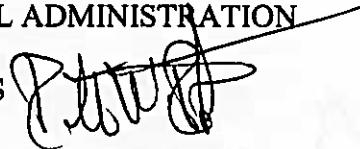August 15, 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-02

TO: ALL JOB CORPS CENTER OPERATORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL NATIONAL TRAINING CONTRACTORS
ALL JOB CORPS REGIONAL OFFICES
ALL REGIONAL OCM CONTRACTING OFFICERS
ALL CENTER USERS
ETA OFFICE OF FINANCIAL ADMINISTRATION

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

SUBJECT: Using UPS for Expedited Mail Services at Government-Negotiated Rates

1.   Purpose. To restate and further define contractor requirements for using UPS expedited mail services.

2.   Background. Early in 2017, the Office of Contracts Management issued a memorandum to Job Corps contractors directing a switch from FEDEX to UPS as a means to control express-service mail costs.

3.   Action. To ensure prompt payment of UPS invoices, contractors were required to establish a consolidated bill-pay relationship between company financial department/office and UPS. This payment relationship needs to re-establish or be reconfirmed because there are 465 unpaid invoices that need to be settled.

Each contractor's financial department's complete address, a point of contact name and phone number, the UPS account number for each Job Corps location and the location's complete address must be included in the attached Excel worksheet.

Forward via e-mail the completed worksheets to Mark Risch (Risch.Mark@ups.com) and Tina Hess-Williams (hess-williams.tina@dol.gov) **no later than August 24, 2017.** All invoices that are received by the individual locations should be forwarded to their company financial office for payment.

4.   Expiration Date. Until superseded.

5.   Inquiries. Inquiries should be directed to Tina Hess-Williams at hess-williams.tina@dol.gov. Company financial officers can contact Tangie Scott (tangiescott@ups.com) at 559-651-7690 ext. 7673 regarding any UPS billing concerns or bringing accounts forward.