



OCT 22 2019

**DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-02**

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: DEBRA A. CARR  
Acting National Director  
Office of Job Corps

A handwritten signature in blue ink, appearing to read "D. Carr", is written over the typed name and title of the sender.

SUBJECT: Job Corps Contractor Travel and Training Requests

1. Purpose. This Program Instruction Notice incorporates and further clarifies a memorandum issued by the Office of Contracts Management (OCM) on August 16, 2019. The memorandum generally described the review and approval process for Job Corps contractor travel and training requests.

2. Background. On December 9, 2016, OCM established a review and approval process for proposed contractor travel and training expenditures (see attached memorandum). OCM also established and distributed a travel and training request form, titled "Request for Authorization Training and/or Travel," to all contractors. On August 16, 2019, OCM issued another memorandum informing contractors that it created a central email account for receiving travel and training requests. The memorandum further defined the process used by Job Corps when reviewing travel and training requests submitted by center operators, Outreach and Admissions, and Career Transition Services providers; and National Training Contractors. As stated in the December 2016 memorandum, long distance travel (i.e., travel greater than a 50 mile radius around the location of performance) must receive prior approval by a Contracting Officer. All training and conference requests, regardless of purpose or dollar value, must receive prior approval by the Office of Job Corps. Unless delegated, training and conference approval authority resides with Job Corp's National Director.

3. Action Required. Addressees should distribute this Change Notice to all appropriate personnel.

When preparing a request for training or training approval, the below measures must be taken.

- a. Use the approved travel and training request form.

- b. Provide a detailed budget of all travel or training expenses.
  - c. Describe how the conference, training and/or travel supports achieving Job Corps' mission, performance goals related to the Job Corps program, or other program related objective or goal.
  - d. Submit one comprehensive package that includes all involved centers and staff by name, all associated expenses, and other information that is relevant to reaching a final determination. A comprehensive package must be used when the conference, training, and/or travel request involves multiple centers and/or multiple staff. Individual staff and/or center submissions will be returned.
  - e. Submit all requests via the requester's corporate office.
  - f. Submit their request by email to [ETA.OCM.Travel.Training.Request@dol.gov](mailto:ETA.OCM.Travel.Training.Request@dol.gov).
4. Effective Date. Immediately.
5. Inquiries. Address questions or comments to this email address:  
[ETA.OCM.Travel.Training.Request@dol.gov](mailto:ETA.OCM.Travel.Training.Request@dol.gov).

#### Attachments



August 16, 2019

FOR: JOB CORPS CENTER OPERATORS, OUTREACH AND  
ADMISSIONS, AND CAREER TRANSITION SERVICE  
CONTRACTORS

FROM: **Jillian Matz**  
Acting Administrator  
Office of Contracts Management

SUBJECT: Travel and Training

Digitally signed by Jillian  
Matz  
Date: 2019.08.16  
19:49:08 -04'00'

The Office of Contracts Management (OCM) would like to inform you that it has created a central email account for the receipt of travel and training requests. Please send travel and training requests to [ETA.OCM.Travel.Training.Request@dol.gov](mailto:ETA.OCM.Travel.Training.Request@dol.gov).

Please continue to use the travel and training request form (see attached) and include a detailed cost estimate for your travel and/or training.

OCM will conduct an initial review of your request to check for completeness, and to make an initial determination as to whether or not the proposed costs are allowable, allocable and reasonable. Once OCM completes its initial review, it will then forward your request to the Job Corps' National Director or his/her designee for review.

The final outcome of your travel and training request will be sent to you by OCM via email, with a copy to your contracting officer. OCM will attempt to provide a decision on all requests within two weeks from the submission date.

Please note that with regards to contracts and task orders awarded under the new fixed price type (generally, contracts and task orders awarded after August 2019), training, and local travel are included in the contract's fixed price and therefore do not require review and approval. Local travel is defined as travel within the workforce development areas identified in Section C of the contract or task order. However, under fixed price type contracts and task orders, non-local travel shall be billed against Contract Line Item Number XX09 (cost reimbursement) and shall require review and approval.

Attachment

Date of Request \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contract (Location and Number): \_\_\_\_\_

Affected employees and positions: \_\_\_\_\_

Description of Training and/or Travel: [Please provide a full explanation of the nature, location, timing, cost and purpose of the training and/or travel]

1. FAR Part 31.201-2, Determining allowability:

A contractor is responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles in this subpart and agency supplements. **The contracting officer may disallow all or part of any claimed cost that is inadequately supported.**

All of the costs associated with this travel will be recorded by the contractor using standards promulgated by the CAS Board, if applicable; otherwise, by generally accepted accounting principles and practices appropriate to the circumstances?  Yes  No

If no, explain how these items will be recorded and how this should be deemed allowable.

2. FAR Part 31.201-4, Determining allocability:

A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable to a Government contract if it—

- (a) Is incurred specifically for the contract;
- (b) Benefits both the contract and other work, and can be distributed to them in reasonable proportion to the benefits received; or
- (c) Is necessary to the overall operation of the business, although a direct relationship to any particular cost objective cannot be shown.

**Briefly explain how this training is allocable to this contract:**

3. FAR Part 31.201.3, Determining reasonableness:

A travel estimate worksheet should be attached to include all estimated costs. If an initial review of the facts results in a challenge of a specific cost by the contracting officer or the contracting officer's representative, the burden of proof shall be upon the contractor to establish that such cost is reasonable.

**Briefly explain how the travel costs are reasonable and in the best interest of the Government:**

Printed name and signature of contractor representative making request:

Recommend Approval/Disapproval:

Printed name and Signature of Contracting Officer Representative:

Printed name and Signature of Contracting Officer:

Approved/Disapproved