



June 25, 2021

**DIRECTIVES:      JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-22**

**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                              ALL JOB CORPS REGIONAL OFFICE STAFF  
                              ALL USDA FOREST SERVICE CENTER DIRECTORS  
                              ALL JOB CORPS CENTER DIRECTORS  
                              ALL JOB CORPS CENTER OPERATORS

**FROM:**                RACHEL TORRES  
                              National Director  
                              Office of Job Corps

**SUBJECT:**            Government Furnished Equipment Inventory

1. Purpose. To provide guidance to Job Corps Centers on how to submit inventory documentation, to comply with Department of Labor Manual Series (DLMS) 3 Property Management requirements.
2. Background. Property funded, leased, or owned by U.S. Department of Labor (DOL) and furnished to Job Corps contractors is contractor-held government-furnished property. Government-furnished equipment (GFE) is administered by the Job Corps National Office (Division of Facilities and Asset Management/DFAM), with assistance from the Job Corps Regional Offices, and is managed on location by Job Corps contractors. Appropriate stewardship of government property is a contractual requirement. A National Property Officer for Job Corps is assigned by the Job Corps Administrator to direct the Job Corps Property Management Program in accordance with all applicable rules, regulations, and policies.

Job Corps' Electronic Property Management System (EPMS) is managed by the Job Corps Data Center (JCDC), and help to support the Job Corps Property Management Program.

DFAM is responsible for providing information to DOL for inclusion in accounting and reporting systems as required.

Job Corps contractors will establish an internal accountability system for all expendable and non-expendable property. Reportable property, as established by Job Corps in the PRH, must be reported in Job Corps' EPMS. In accordance with the PRH, contractors are required to perform (a) a 100 percent- inventory certification of all reportable property on an annual basis, and (b) three 100 percent quarterly inventories of all non-expendable property assigned to the contract.

3. Action. In accordance with DLMS-3 Property Management, agencies are required to submit an annual “Agency inventory report” by August 31. In order to comply, Job Corps will take the following actions:
  - a. Job Corps’ National Property Officer will release guidance.
  - b. National Office of Job Corps Property & Fleet Manager (NPFM) will receive reports from Job Corps Centers.
  - c. Regional Offices will ensure assigned centers submit reports by deadline.
  - d. Job Corps Centers:
    - i. Provide an EXCEL document, available from the EPMS, of the latest quarterly inventory report. This inventory should have been conducted no earlier than April 1, 2021.
    - ii. Provide the following information with the report: Name of custodian, email address, phone number, and date inventory was conducted, name of team members who conducted inventory.
    - iii. Provide the above information to [DFAM.NOJC@dol.gov](mailto:DFAM.NOJC@dol.gov)
    - iv. Deadline for submission is 5 PM (Eastern) Friday July 30, 2021.
4. Effective Date. Effective immediately until superseded.
5. Inquiries. National Office of Job Corps Property & Fleet Manager. If you have questions about the Property Management Inventory, please contact Patricia Prior 202-693-3340, [prior.patricia.j@dol.gov](mailto:prior.patricia.j@dol.gov)