

MEMORANDUM FOR PATRICIA PRIOR

Office of Job Corps Property Management Officer
Division of Facilities and Asset Management

FROM:

SUBJECT: Inventory Certification

I certify that _____ has completed and reconciled the FY22
IT and Non-IT Personal Property Inventory for the following Job Corps Centers in accordance
with DLMS-3-400 Section 110 and the Departmental Guidance on Annual Non-Information
Technology Personal Property Inventory.

JCCs Inventoried:

Enter other comments about inventory here:

I can be reached at _____

with any questions.

Regional Property Management Officer

Regional Administrative Officer