July 27, 2022

DIRECTIVES:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-01

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
ALL JOB CORPS CENTER STAFF
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH AND ADMISSIONS CONTRACTORS
ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: RACHEL TORRES
National Director
Office of Job Corps

Rachel Torres   Digitally signed by Rachel
Torres
Date: 2022.07.27
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SUBJECT: Annual DOL FY2022 IT & Non-IT Property Inventory

1.   Purpose. To provide guidance to Job Corps' Centers on the annual submission of IT & Non-IT Property inventory documentation to meet Department of Labor OASAM/BOC and the Department of Labor Manual Series (DLMS) 3-400 Property Management requirements.

2.   Background. Job Corps Centers are required to perform an annual, 100% physical inventory of all Government Furnished Equipment (GFE) tracked in accordance with the PRH in Job Corps' Electronic Property Management System (EPMS) to reconcile any missing property and certify a final active and current inventory.

3.   Action. In accordance with DLMS 3-400 Property Management, agencies are required to submit an annual "Agency Inventory Report". To comply, the Office of Job Corps (OJC) and Job Corps Centers must take the following actions:

    a. OJC's National Property Officer (NPO) releases this PIN as guidance.
    b. OJC's Agency Property Management Officer (PMO) provides training for the Job Corps community.
        i. Each Job Corps Center will run a Master Inventory Report from EPMS in Excel format.
        ii. Centers will conduct a 100% physical inventory and then conduct their internal reconciliation.
            1. Any property not found will need to be reconciled with a Report of Survey.

2. Centers must ensure that all dispositions are updated in EPMS.

    iii. Centers must submit a clean, reconciled, active inventory report to their assigned COR in the Region. Only the latest quarterly inventories conducted after April 1, 2022, will be accepted. The deadline for centers' submission of inventory reconciliation and certification to the assigned Regional COR is COB, August 15, 2022.

    iv. Regional Offices will ensure assigned centers submit reports by deadline. Regions must then submit an Annual JCC IT & Non-IT Property Inventory Certification Memo (see Attachment) no later than COB August 22, 2022, certifying that all their centers have completed their 100% physical inventory and have reconciled any lost, stolen, missing, damaged or transferred GFE. The submission should be emailed to OJC's Agency Property Management Officer, Patricia Prior, at prior.patricia.j@dol.gov.

c. By COB August 25, 2022, JCDC will run one consolidated inventory report in EPMS with all centers' information to be submitted to OASAM/BOC.

d. JCDC will also use EPMS to generate an inactive report using historical asset data. OASAM/BOC will use a combination of reported FY22 active and inactive assets to reconcile centers' inventory against its FY21 Inventory submission. Inactive assets are any assets that are no longer considered part of centers' current inventory.

4.   <u>Effective Date.</u> Effective immediately until superseded.

5.   <u>Inquiries</u>. Questions about this PIN should be addressed to Patricia Prior at prior.patricia.j@dol.gov or (202) 693-3340.

6.   <u>Attachments:</u>
- Annual JCC IT & Non-IT Property Inventory Certification Memo Template