



June 22, 2023

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 22-18

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: 2023.06.20 09:29:49 -04'00'

SUBJECT: Annual IT & Non-IT Property Inventory

1. Purpose. To provide instruction to the Job Corps community on the annual submission of Information Technology (IT) and Non-IT Property inventory documentation to meet Department of Labor Manual Series (DLMS) 3-400 Property Management requirements, 410 A.

2. Background. In accordance with the Policy and Requirements Handbook (PRH), Exhibit 5-2 and Appendix 505 6. h. Inventory Requirements, Job Corps centers are required to perform an annual, 100% physical inventory of all Government Furnished Equipment (GFE). This is tracked by the Job Corps' Electronic Property Management System (EPMS) to reconcile any missing property and certify the 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 ensure the National Office of Job Corps (OJC) submits a consolidated Agency Inventory Report, Job Corps center operators must:
 - a. Require that all Center Property Managers must attend the mandatory training conducted by OJC's Property Management Officer (PMO). Webinar dates: June 20 & June 29, 2 p.m. EST/1 p.m. CST.

- b. Ensure all pending transactions and dispositions of IT and non-IT property are completed in EPMS.
 - c. Run a master inventory report from EPMS in Excel format; conduct a 100% physical inventory; reconcile missing items; and complete a Report of Survey for property not found.
 - d. Submit quarterly inventories that **must be updated through July 14, 2023**.
 - e. Submit a clean, reconciled, active inventory report to their Regional Property Manager by **July 21, 2023**.
4. Effective Date. Effective immediately until superseded.
5. Inquiries. Questions about this PIN should be addressed to Patricia Prior at prior.patricia.j@dol.gov or (202) 693-3340.