



June 16, 2023

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-20
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TO: ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: Rachel Torres
National Director
Office of Job Corps

SUBJECT: Government-furnished property and equipment Updates to the PRH –
Interim Guidance.

1. Purpose. To provide the Job Corps community with interim revisions and guidance for managing Government-furnished property and equipment.
2. Background. The National Office of Job Corps intends to revise sections of the Policy and Requirements Handbook (PRH) regarding Government-furnished property and equipment. In the interim, OJC is issuing this Program Instruction Notice to provide guidance to support Job Corps' compliance with the changes and requirements.
3. Action. Distribute to all appropriate staff to implement below interim revisions.

a. **Chapter 5, Appendix 505/506:**

- The dollar threshold for reporting of contractor-held Government Furnished Equipment (GFE) in Job Corps Electronic Property Management System is \$1,000, except for sensitive property which must be reported regardless of value. Ch. 5 Appendix 505 Section 9(a).
- All references to FTMS now refer to AUTOS, VAM Survey, GSA Fleet Drive Thru, and WEX Gas Card.
- Centers with DOL Agency Owned Vehicles, will now report L-tags through CRA/FNC portal after the 20th of each month.
- GSAXcess AACs (Activity Address Code) are center-specific, not contract specific. GSAXcess Users must log in to GSAXcess every 3 months to prevent from losing access. Ch. 5 Appendix 505 Section J(15).

b. Chapter 5, Appendix 505/505a - New property forms in effect.

- Form DL1-55, Personal Property Transaction replaced Form 5-06 and SF-123.
- Form DL1-55A, Electronic Media Disposal Sanitation Certificate is a new form to be used when digital memory needs to be deleted.
- Form DL1-55B, Report of Survey replaced ETA 3-96.
- Form DL1-7033, GSAXcess User ID Request was revised.

c. Chapter 5, Appendix 505a – Donations.

- All donations to Job Corps must be pre-approved by filling out the Job Corps Donation form (See PRH Website Forms Page) and submitting it to the assigned Regional Office COR and the Job Corps National Office Property manager.
- In forthcoming PRH changes and guidance, Government Furnished Property (GFP) throughout will be referred to as Government Furnished Equipment (GFE).

d. Chapter 5, Appendix 505a.

- Funds received from recycling companies as a result of scrap sales for government furnished equipment must be directed to the U.S. Treasury. Ch. 5 Appendix 505a Section i(11).

e. Exhibit 5-2 Reporting.

- Centers are required to submit GSA Bulletin FMR B-51 Non-Federal Recipient Transactions and Exchanged/Sale report to their regional office on a quarterly basis.
- The Vehicle Allocation Methodology (VAM) Survey now replaces GSA Fleet Requirements to submit Annual GSA Fleet requirements.

f. Chapter 6 – Updated Forms.

- Form 6-05 – Replaced with form DL1-7074 VAM Tool (available on LaborNet) and for any additional vehicle whether acquired through purchasing, donation, GSA or GSAXcess.
- Form 6-06 - Replaced with the VAM Survey available on LaborNet.

4. Effective Date. Immediately.

5. Expiration Date. Until superseded by forthcoming changes to PRH Chapter 5 and 6.

6. Inquiries. Direct all inquiries to Patricia Prior at Prior.Patricia.J@dol.gov, (202) 693-3340.