



June 26, 2024

DIRECTIVES: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-15
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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: ERIN MCGEE
 Acting National Director
 Office of Job Corps

SUBJECT: Annual DOL FY 2024 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 Policy & Requirements Handbook (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 ensure OJC submits a consolidated Inventory Report, Job Corps Centers must take the following actions:
 - a. The Center Property Manager must attend mandatory training conducted by OJC's Property Management Officer. Webinar dates forthcoming.
 - b. Ensure all pending transactions and dispositions are completed in EPMS and Centers contact their Regional Office of Job Corps to complete any pending transactions prior to running a master inventory report.
 - 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. Quarterly inventories conducted after April 1, 2024, will be accepted but must be updated to reflect any property acquired through August 16, 2024.
 - e. Submit a clean, reconciled, active inventory report to their Regional Property Manager by **August 23, 2024**.
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 Effective immediately until superseded.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.