

Agency Response to Draft Report

U.S. Department of Labor

Office of Job Corps
Washington, D.C. 20210



SEP 28 2007

MEMORANDUM FOR: ELLIOT P. LEWIS
Assistant Inspector General
Office of Audit

FROM: ESTHER R. JOHNSON, Ed.D. *Esther R. Johnson*
Administrator

SUBJECT: Response to Performance Audit of the
Laredo Job Corps Center
Report No. 09-07-002-01-370

The Office of Inspector General's (OIG) performance audit of Laredo Job Corps Center resulted in four recommendations. Presented below are the OIG's recommendations along with the Office of Job Corps' (OJC) final response.

OIG Recommendation 1

We recommend that the National Director of Job Corps require Laredo to reconcile bed check reports and rosters to CIS input data.

OJC Response

The Dallas Regional Office of Job Corps has requested the Laredo Job Corps Center Director and Center Operator to reconcile the bed checks reports and rosters. The email message is attached as evidence.

OIG Recommendation 2

We recommend that the National Director of Job Corps require Laredo to approve UPAL for only PRH allowable reasons.

OJC Response

The Dallas Regional Office of Job Corps will instruct the Laredo Job Corps Center to provide training on the leave policy as presented in the Policy and Requirements Handbook (PRH). The Regional Office will also perform monthly desktop monitoring on the use of leave categories to ensure their appropriate use.

OIG Recommendation 3

We recommend that the National Director of Job Corps require Laredo to pay \$96,962 in liquidated damages.

OJC Response

The National Office of Job Corps has requested the Dallas Regional Office to begin the administrative process of securing the necessary information that relates to the recovery of

liquidated damages of \$96,962. Specifically, in order to assess liquidated damages, the National Office has asked the Regional Office to begin communicating with the OIG, CSDC (the center operator), and Laredo Job Corps Center officials in order to better ascertain the OIG's rationale for assessing \$96,962 in liquidated damages. Per the Job Corps Procurement Compendium, the Dallas Regional office will conduct a detailed review of the results and provide its recommendations to the Contracting Officer of OASAM who will assess liquidated damages.

OIG Recommendation 4

We recommend that the National Director of Job Corps require Laredo officials to obtain background checks on all incoming students.

OJC Response

On April 4, 2007, A PRH Change Notice was released to the field to provide additional guidance to Admissions Counselors on conducting and documenting background checks. The Change Notice and the policy are attached as evidence. The National Office of Job Corps will instruct the Dallas Regional Director to ensure the Laredo Job Corps Center staff conduct background checks on all Job Corps applicants as instructed in the PRH Chapter 1.

Thank you again for the time and commitment given by you and your staff to improving the Job Corps program.