

June 7, 2005

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 04-32

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS NATIONAL TRAINING AND SUPPORT
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Job Corps

SUBJECT: New Energy Reporting Procedure

1. Purpose. To modify the current energy reporting procedure.
2. Background. The spreadsheet based reporting is being replaced with a web-based system beginning with the 3rd Quarter Energy Report due August 1, 2005. The new system will be used to better manage utility usage and costs. Benefits to the center include a host of online tools to track energy usage and diagnose problems, as well as an enhanced ability to recognize utility bill errors. There are over 15 types of error checking that the website can perform automatically. Earlier this year a center received \$440,229 for overcharges that had occurred over the last 27 months.

The manual system was intended to be used monthly when the utility bills were received. Centers will be free of the manual system that was confining and cumbersome. It was time intensive, not only because of the bill entry, but also because of the required formats, manual checking of totals, and the necessary communications to several people in the organization. The new online system eliminates these drawbacks by having this information online, and in a standard format. The 3rd Quarter Energy Report (April through June 2005) **will only be accepted** using the online system. The spreadsheet method will not be acceptable.

3. Action. It is mandatory for individuals who normally prepare the quarterly report to attend the 1-hour training session scheduled for your region as indicated in below. It is recommended that regional project managers, facility managers and finance and administration directors attend a session. **NOTE:** If you cannot attend the session

arranged for your region, please notify energyreport@dol.gov to schedule an alternate session.

REGION		DATE	TIME
Boston	I	June 8	2:00PM EST
Philadelphia	II	June 15	2:00PM EST
Atlanta	III	June 22	2:00PM EST
Dallas	V	June 23	1:00PM EST
Chicago	IV	June 29	2:00PM EST
San Francisco	VI	June 30	1:00PM EST

To access the training session dial **1-800-588-3167**. The password is **3545#**. The web-cast link is available at <http://pro.energywatchdog.com>. A user name and password will be provided to start the session.

The 3rd quarter (April, May, June) energy report must be submitted via the Energy/Watchdog web site by August 1, 2005. The following instructions will give you access to the web site:

- a. Log onto the system (with the username and password that will be provided to each center) and begin entering the April 2005 utility information. Users can take a valuable look at historical data and how their center has performed over the past 3 years.
- b. Enter utility bills into the system each month on a regular basis (e.g., the last Friday in the month). This will allow users to realize the value of the system, bring attention to billing errors or abnormal consumption and save the centers significant resources.

Addressees are to ensure that staff who prepare the quarterly energy report and other appropriate staff receive a copy of this Notice.

4. Expiration Date. July 31, 2005

5. Inquiries. Questions should be addressed to Bill Dakshaw at (202) 693-2867 or email: dakshaw.bill@dol.gov or Joseph Bernatowicz at (703) 516-2293 or email: energyreport@dol.gov.