

November 7, 2005

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 05 -15

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

FROM: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Online Facilities Operations and Maintenance Course

1. Purpose. To provide Energy, Building Systems, and Facilities Operations and Maintenance training to Job Corps Facility Managers. This training and education complies with Executive Order (EO) 13123 in reference to Section 406d, which states that agencies shall ensure that all appropriate personnel receive training for implementing this order.

2. Background. The Department of Labor has established a partnership with the International Facility Management Association (IFMA) to provide an online certification program. This program is divided into four parts:

- a. Facilities Operations and Maintenance
- b. Building Systems
- c. Grounds and Exterior
- d. Other Services (including Energy Management, Fire and Life Safety, Security, and Preparedness)

Job Corps Facility Managers will receive a certificate upon completion of the course. The course will be online and self-paced. All course material must be completed within 8 months of the date of this Notice.

The goal of the course is to increase the knowledge and skills of those with the responsibility for operating and maintaining Job Corps facilities. Participants will be given the guidelines for developing their own operations and maintenance plans that will meet and improve operational standards and procedures.

Equipment and buildings that are optimally maintained and serviced will extend the life of facilities, reduce the center’s operating costs, and reduce the workload of the facility management staff. Some of the other benefits of the program are: safer and higher quality work environments, improved equipment life, and an awareness of factors that will improve operations and maintenance of the center’s equipment.

The 4-part course and a brief orientation session are mandatory for All Facility Managers or the person designated by their Center Director. Due to the available resources, only one person from each center will be allowed to register and attend at this time.

The Engineering Support Contractor (ESC) has prepared a list of facility managers from each Job Corps center for training. Each Regional Office will review and make any necessary changes to the nominated list by November 15, 2005.

3. Action. Course attendees must call into the orientation session arranged for their region as shown below. Each session will take approximately 20-30 minutes. To access the training session, attendees should use the information below.

- a. Access Phone Number: (800) -588-3167, Access Code: 4534 #.
- b. The orientation presentation is available at www.pbdewberry.com/ifma.

NOTE: Please RSVP to energyreport@dol.gov before the day of your region’s session to inform us of your attendance. If you cannot attend the session arranged for your region, send an e-mail to energyreport@dol.gov to schedule an alternate session. One session must be attended.

REGION		DATE	TIME
Boston	I	November 8, 2005	10 a.m. EST
Philadelphia	II	November 10, 2005	10 a.m. EST
Atlanta	III	November 15, 2005	10 a.m. EST
Dallas	IV	November 17, 2005	11 a.m. EST
Chicago	V	November 29, 2005	11 a.m. EST
San Francisco	VI	December 1, 2005	4 p.m. EST

Each Facility Manager will receive a username and password for taking the IFMA course. Each Facility Manager should take the time to become familiar with the online course and its procedures immediately after receiving this log-in information.

The examples, illustrations, notes, and instructions will assist in completing the course material. Please view all of the online presentation materials in sequence in

order to progress to the next part. Short quizzes and a test at the end of each course section must be passed in order to obtain the IFMA certificate.

The complete 4-part course must be completed within 8 months of the date of this directive.

4. Expiration Date. Regional Directors will ensure that the orientation training will be completed by December 31, 2005.

5. Inquiries. Questions should be addressed to Bill Dakshaw at (202) 693-2867 or email at Daksahw.Bill@dol.gov or Shawn O'Neill, at (703) 516-2229, or Joseph Bernatowicz, at (703) 516-2293, or via e-mail at: energyreport@dol.gov.