

Reissuance

May 21, 2009

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 08-49
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Announcement of New Integrated Fleet Tracking Management System

1. **Purpose.** To announce to the Job Corps community a new reporting system for Fleet Management and to provide related information on training and deployment.
2. **Background.** Information pertaining to vehicles in the Job Corps fleet is reported on a mandatory basis each month to the Department of Labor. Since 2005, Job Corps has utilized a Fleet Management Tool that in 2007 became available as a module on the Job Corps Citrix Web site. Previously it operated as an independent program outside of Job Corps' suite of applications. In 2008, the Job Corps Data Center began development of a new reporting application for fleet information, to improve functionality and to incorporate the requirement into the suite of Job Corps applications. The new application, known as the Integrated Fleet Tracking and Management System (FTMS), will be deployed the weekend of July 3, 2009. Mandatory training for system users will occur in June 2009.

Benefits of the new FTMS include more powerful reporting capability at the center, regional, and national levels; total integration with the Career Development Services System (CDSS) Suite of Applications; improved data quality; greater speed; and helpful features such as drop-down lists, improved usability, and no need for a separate user ID and password.

Implementation of the FTMS will occur in phases as described below. Phase 1 includes all fleet vehicles that currently are required to report into the current Fleet Management Tool (all GSA-leased vehicles). Data from the current system will be migrated to the new FTMS as completely as possible at the time of deployment. FTMS users will be required to review the migrated data for their centers after the deployment, in order to validate that all information is correct and to make any needed changes.

- a. Phase 1 – Begins in June 2009 with mandatory training for all fleet managers and system users. Phase 1 migrates existing data from the old to new system and establishes correct and complete information for all center-operated, GSA-leased vehicles.
- b. Phase 2 – Will incorporate fleet vehicles assigned to Outreach and Admissions/Career Transition Services (OA/CTS) contracts that are GSA-leased.
- c. Phase 3 - Will incorporate all other vehicles operated by Job Corps contractors that have Department of Labor license tags (“L tags”).
- d. Phase 4 – Will incorporate GSA-leased vehicles operated at the Job Corps Civilian Conservation Centers (CCCs).

Information pertaining to Phases 2 through 4 of the FTMS deployment will be released in sequence over the next 18 months until all four phases of implementation are complete. User documentation will be available on the Job Corps Community Web Site, which is accessed through the Citrix portal.

Spotlight training, which will include Web-based, step-by-step demonstration as part of a live teleconference, is scheduled Tuesday through Thursday beginning **June 2, 2009** and continuing through the month of June. Schedule times can be viewed in the Event Registration module of the Job Corps Community Web Site. Centers must ensure that on-site fleet/transportation managers and all other users of Job Corps fleet reporting systems attend one of these scheduled trainings. Registration for these training sessions is through the Event Registration module on the Job Corps Community Web Site. Log-on and dial-in information will be provided to participants automatically upon successful registration.

3. Action. **Centers are required to report June 2009 fleet data using the new FTMS application.** (See above for details regarding mandatory June training.)

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries may be directed to Andrea Kyle at kyle.andrea@dol.gov or (202) 693-3396.