

May 20, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 10-80</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CONTRACT CENTER DIRECTORS  
ALL JOB CORPS CONTRACT CENTER OPERATORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Reporting of Fleet Vehicles by May 31, 2011 for PY 2011 Funding

1. Purpose. To remind Job Corps center operators of the requirement to report fleet vehicles on a monthly basis in the Job Corps Fleet Tracking Management System (FTMS), and to ensure that all vehicles are reported by May 31, 2011, in order to be included in program year (PY) 2011 budget calculations. Only contract center operators are required to report fleet vehicles at this time.
2. Background. The Department of Labor requires specific information to be reported on a monthly basis for Job Corps fleet vehicles. Job Corps Policy and Requirements Handbook (PRH) Appendix 505 (Administration and Management of Job Corps Contractor-Held Government Furnished Property) 6.j. (3), identifies the requirement and procedures for monthly reporting of fleet vehicles.

Fleet vehicles include all vehicles in the following categories:

- U.S. General Services Administration (GSA) leased vehicles; and
- U.S. Department of Labor (DOL)/Job Corps-owned vehicles (non-leased) with and without vehicle tags, including any small utility vehicles (electric or non-electric) used for center operations.

Please note that the only vehicles that are not reportable in the FTMS are those that are used as training equipment in Job Corps automotive training programs. Those vehicles are not considered part of centers' operational fleet. However, this category of vehicles is still considered government property, and must be reported in the Job Corps Electronic Property Management System (EPMS), and managed in the same manner as other Government Furnished Property, in accordance with PRH Appendix 505.

3. Action. Contract center operators are to ensure that all applicable data for Job Corps fleet vehicles are reported in the FTMS, as follows:

- a. not later than May 31, 2011 for month of April 2011; and
- b. every month thereafter, by the 25<sup>th</sup> of each month, for the prior month. For example, fleet vehicle information for May 2011 will be reported in the FTMS by June 25, 2011; information for June 2011 will be reported in the FTMS by July 25, 2011, etc.

Any additional costs for special equipment that is charged by GSA in the monthly leasing bill should be reported in the “Other Charges” section under the “Lease” tab in the FTMS. The amount reported under “Total Lease” should reflect the total monthly amount charged by GSA for (1) the standard monthly lease cost, (2) monthly charge(s) for special equipment (if applicable), and (3) monthly Mileage Surcharge amount (if applicable). Failure to include such charges may result in underfunding of vehicles.

Please note that all fleet vehicles must be reported, as stated above, by May 31, 2011, in order to be included in the annual budget calculations. **Fleet vehicles not reported in the FTMS by May 31, 2011 may not be funded in PY 2011.**

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov) for policy and requirements. Inquiries regarding access and use of the FTMS, and FTMS technical assistance, should be directed to the Job Corps Data Center help desk at (800) 598-5008, select option 3.