

March 12, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-58
------------	--

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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Mandatory Reporting – Annual Fleet Data Call

1. Purpose. To inform all Job Corps contractors utilizing GSA-leased vehicles or DOL/Job Corps-owned vehicles of mandatory reporting for fleet.
2. Background. Each year, Job Corps contractors are directed to ensure that all fleet data is reported in the Job Corps Fleet Tracking Management System (FTMS) in order to be included in Program Year (PY) funding considerations. For PY 2012, all FTMS data is required to be entered not later than March 30, 2012.

Information required for this data call pertains to the month of February 2012. The March 30, 2012 deadline allows ample time for contractors' receipt of GSA billing statements for February 2012.

FTMS users should adhere to the following guidelines:

- All tagged vehicles must be reported.
- All vehicles that are leased from GSA and those that are owned by DOL/Job Corps must be reported.
- All low-speed electric vehicles must be reported.
- An appropriate mileage estimate will be entered in the mileage field for vehicles that do not have an odometer.
- Vehicles that are considered training equipment in automotive technical training programs and do not have tags are not to be reported in the FTMS.
- If there is a question or uncertainty about the reporting status of any vehicle, please submit a prompt inquiry to the Point of Contact. (See Section 5 below.)

- Some Job Corps vehicles have special equipment for which there is a separate fee charged monthly by GSA. **FTMS users must include any special equipment charges in the monthly leasing cost when reporting those vehicles.**
- Personnel assigned to FTMS reporting who are not familiar with the FTMS or need a refresher on how to use the application may contact the JCDC Help Desk. (See Section 5 below.)
- It is particularly important to “save” all data once it is entered electronically. In the past, some FTMS users have not properly saved the data, resulting in the need to re-enter it. Users who are unsure of this function should obtain guidance from the JCDC Help Desk.
- Fleet information must be entered and saved in the FTMS every month, by the 25th of each month. Users must always keep in mind that they are reporting data for the prior month. (For example, data reported in March pertains to February; data reported in April pertains to March, etc.)

The Job Corps National Office will conduct reviews of reporting centers on Monday, April 2, 2012, and will contact a federal Project Manager where non-reporting centers or missing vehicles are identified.

3. Action. Contractors are to ensure this information is provided to the appropriate center staff, and all appropriate fleet data is entered and saved in FTMS not later than March 30, 2012.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Andrea Kyle at kyle.andrea@dol.gov at (202) 693-3396. Technical inquiries related to use of the FTMS should be directed to the Applications Team at the JCDC Help Desk at (800) 598-5008.