

March 28, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-61
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: New Fleet Reporting System and Mandatory Monthly Reporting by
All Contractors

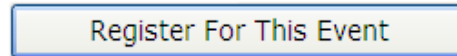
1. Purpose. To inform all Job Corps contractors of a new, web-based system for reporting fleet data, and to ensure that all O/A and CTS contractors are included in monthly reporting requirements for Job Corps fleet vehicles.

2. Background. All Job Corps contractors are required to report cost, use, and maintenance data for each fleet vehicle assigned to their contracts. Previously, centers reported this information in the fleet management module within the CIS application. The new Fleet Tracking Management System (FTMS) will be a new, separate application within the Career Development Services System Suite of Applications, replacing the current CIS Fleet Management module.

The new FTMS will support centers, OA/CTS agencies, and other support contractors. A new icon for accessing the FTMS application will be active in the Citrix application portal effective April 16, 2012. The old fleet management module that is housed in CIS will be deactivated April 13, 2012. All existing fleet data in CIS will automatically be migrated to the new system. Currently, all Job Corps centers are undergoing an annual fleet reporting exercise to ensure that all of their February 2012 fleet data is completely and accurately reported in the existing fleet module (to be entered no later than March 30, 2012).

The new FTMS will look and act much like the old system. Experienced users will see familiar screens and functions, but there will be some enhancements. It is important for all system users, experienced and new, to attend one of the training webinars offered by the Job Corps Data Center over a two-week period, from Monday, April 9 through Friday, April 20, 2012. **All fleet managers and Points of Contact (POC) responsible for entering fleet data are required to attend at least one of the scheduled training sessions.** Attendees must register on the Event Registration page of the Job Corps Community website to attend training sessions.

To register for an event on the Event Registrations page, click on the icon for JC Web on your Citrix applications window. If you are prompted for a password, use your Citrix credentials, then click the “Register For This Event” button (see image below). If there are still openings for the event, you will receive a confirmation e-mail. If there are no openings, you will receive a message indicating such; you can then select another event.



If you encounter difficulties trying to register for an event, please contact the JCDC Technical Assistance Center by e-mail helpdesk@jobcorps.org or by phone at (800) 598-5008.

FTMS users will be able to enter fleet data pertaining to the month of March 2012, and all subsequent months once they have completed the training. FTMS users must 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 into the mileage field for a vehicle that does 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 POC. (See Section 5 below.)
- Some Job Corps vehicles are equipped with 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 Technical Assistance Center. (See Section 5 below.)
- It is particularly important to save data in the system once it is entered. 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 Technical Assistance Center.
- Fleet data is required to be reported on a monthly basis. Fleet information must be entered and saved in the FTMS at least once a month, by the 25th of each month. (Most users enter data as the data becomes available.) Users must always keep in mind that they are reporting data for the prior month.
- Some information that must be reported in the FTMS will be taken from the GSA monthly statement. These statements are obtainable online. Any contractor currently not receiving monthly GSA-leased vehicle statements online at this time should access the following link to register for this access.

<http://www.gsa.gov/portal/content/246457>

3. Action. Federal Project Managers are to ensure that all contractors with fleet vehicles have registered for, and have attended at least one of the above training webinars, are familiar with reporting requirements for fleet vehicles, and are reporting such data monthly as required by the Job Corps policy (PRH Appendix 505).

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

4. Expiration Date. Until superseded.

5. Inquiries. Policy-related inquiries should be directed to Andrea Kyle at kyle.andrea@dol.gov or at (202) 693-3396. Technical assistance-related inquiries should be directed to JCDC Technical Assistance Center at helpdesk@jobcorps.org or (800) 598-5008.