October 3, 2014

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 14-18

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
                   ALL JOB CORPS REGIONAL OFFICE STAFF
                   ALL JOB CORPS CENTER DIRECTORS
                   ALL JOB CORPS CENTER OPERATORS

FROM: LENITA JACOBS-SIMMONS
                   Acting National Director
                   Office of Job Corps

SUBJECT: Mandatory Training: Carbon Footprint Reduction – Data Collection and
                   Reporting

1.   <u>Purpose</u>. To provide the Job Corps community with direction and information regarding the use of the General Services Administration's (GSA) Web-based Carbon Footprint Tool for the purpose of reporting Federal Greenhouse Gas (GHG) data.

2.   <u>Background</u>. Across the Federal government, efforts to help ensure a sustainable future are being implemented. **GHG reporting is mandatory for Federal agencies.** This year marks the sixth year Federal agencies report GHG emissions data, and set targets for reductions in accordance with Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance." This is the fourth year the U.S. Department of Labor (DOL) will use the GSA Carbon Footprint Tool to assist in these efforts. Job Corps will use this tool to assist in capturing and reporting carbon emissions for all centers.

     By November 24, 2014, centers must enter applicable information from FY 2014 on solid waste disposal, wastewater treatment, and refrigerant purchases into the GSA Carbon Footprint Tool, and centers must update energy and water input into Energy Watchdog.

3.   <u>Action</u>. Each Center Operator is to have the appropriate personnel participate in one of the GSA Carbon Footprint Tool trainings at one of the times listed below. Training will be delivered via Webinar. Please include your center's name when you sign in to the Webinar.

     Because of the nature of the data being reported, the center personnel assigned to enter data into the GSA Carbon Footprint Tool must be the same personnel currently assigned to reporting energy and utility data into the Energy Watchdog application. In most instances, these are Center Maintenance Managers. The Office of Job Corps requests that each Center Operator assign one additional staff person to attend the training as a backup.

          Training dates: October 14, 12:30 p.m., Central
                              October 15, 4:00 p.m., Central
                              October 16, 2:00 p.m., Central

All users, including Center Maintenance Managers and appropriate National and Regional Office staff members are required to register for a training Webinar by going to the Job Corps Community Web site.

The Webinars are posted in the Event Registration area of Job Corps' Community Web site. To register, log on using your Citrix credentials. Click Event Registration from the navigation menu at left, and select the event you wish to attend by clicking on the event title. The attached questions and answers provide additional information. Data collection will begin following the training. The deadline for data entry is **November 24, 2014**.

Questions from center and region staff should be directed to Marsha Fitzhugh in the National Office, at fitzhugh.marsha@dol.gov, prior to the Webinar. Any comments on the Attachment are welcome also.

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

4.   Expiration. Until superseded.

5.   Inquiries. If you encounter difficulties trying to register for this event, please contact the Job Corps Data Center Help Desk by e-mail (helpdesk@jobcorps.org) or by phone at (800) 598-5008.

Attachment

GSA's Carbon Footprint Tool Reporting – Questions and Answers, October 2014