



AUG 25 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 17-07

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
 ALL CENTER USERS

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

A handwritten signature in blue ink, appearing to read "L. Jacobs-Simmons", written over the typed name.

SUBJECT: Mandatory Travel Module Webinar Training Sessions

1. **Purpose.** To inform all personnel responsible for administering student transportation about the scheduled mandatory Travel Module webinar training sessions that will be offered by the Job Corps Data Center (JCDC).
2. **Background.** Program Instruction Notice No. 17-01 Mandatory Use of the Job Corps Centralized Blanket Purchase Agreement (BPA) to Provide Student Transportation for the Job Corps Program, dated August 8, 2017, informed all staff responsible for administering student transportation that the National Office of Job Corps (NOJC) was working with the JCDC to arrange training webinar sessions on the Travel Module. Under the new Centralized Student Transportation BPA, centers will be required to use the Travel Module in the Outreach and Admission Student Information System (OASIS) and in the Center Information System (CIS) applications. The goal of the Travel Module is to ensure that government-furnished student transportation is handled in accordance with the Electronic Policy and Requirements Handbook (ePRH) requirements and procedures issued by the National Office of Job Corps (NOJC). The Travel Module contains functions for creating and approving travel requests and maintaining travel reports that may be retrieved from the system. The Travel Module should also help Job Corps' Outreach and Admissions (OA) and center contractors improve the student travel process and accountability system for transportation ticketing.

3. Action Required. All staff responsible for administering student transportation may use the OASIS and CIS Travel Modules immediately. However, OA and center contractors not familiar with the Travel Module are required to participate in one of the mandatory webinar training sessions.

4. Scheduled Webinars. The National Office of Job Corps (NOJC) has arranged the following nationwide webinar training sessions, on the Travel Module, for all staff responsible for administering student transportation. Provided below are the scheduled webinar training sessions.

- Tuesday, August 29, 2017 – 11:30 AM CST and 3:00 PM CST
- Wednesday, August 30, 2017 – 2:30 PM CST
- Thursday, August 31, 2017 – 10:00 AM CST and 2:00 PM CST
- Friday, September 1, 2017 – 11:00 AM CST and 2:00 PM CST

To register for a webinar training session, please go to the Job Corps Community website, then go to the Event Registration Session Page and select your webinar training session. Once registered, a confirmation email will be sent to you, providing access information.

5. Action. Addressees are to ensure that this Job Corps Information Notice is distributed to all appropriate staff.

6. Effective Date. Immediately.

7. Inquiries. Inquiries regarding the BPA should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov. For questions regarding the training webinar sessions, please contact JCDC Technical Assistance Center (TAC) at 800-598-5008, select Option #5.

Attachment

2017 Travel Module PowerPoint Overview