

June 28, 2002

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 01-31</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** Job Corps Financial Management System (FMS) Training

1. Purpose. To advise the Job Corps community of the FMS training scheduled for August 5-9, 2002 in San Antonio, Texas.

2. Background. The new FMS system will be activated in August 2002, and contractors will be expected to use this application for electronic submission of the July 2002 reports, which are due August 20, 2002. It is vitally important, therefore, that all center contractors and OA/CTS contractors send representatives to the San Antonio training in order to learn how to use this new system. It is equally important that regional offices also send appropriate staff members who can share the knowledge gained at the San Antonio training with their colleagues.

This new system will allow for online preparation and approval of "2181" budgets and online preparation and submission of the monthly "2110" expense reports, monthly staff vacancy-separation reports, and quarterly construction status reports. In addition, the new system has other important functions, including some OA and CTS performance measurement functions.

- Training. Training for the new Job Corps FMS has been scheduled for August 5-9, 2002, in San Antonio, TX. All invitees should plan on attending the entire program, Monday through Friday noon. The one exception is that representatives of OA/CTS stand-alone contractors may depart Wednesday afternoon, but are encouraged to stay for the remaining training sessions in order to acquire a broader view of the entire FMS process.
- The Friday morning session will include a Q & A and wrap-up, allowing time for review of any of the material previously covered, as well as suggestions for

enhancements to the FMS application. Questions are encouraged by participants at all times during the training.

3. Attendees. The following Job Corps staff should attend the FMS training.

Each contractor organization and “protégé” subcontractor may send two representatives to the San Antonio training. The following eight organizations, due to the large scale of their Job Corps operations, may send three representatives: Adams, CSDC, Del-Jen, DESI, Minact, MTC, Rescare, and Vinnell.

Regional offices should send two representatives to the San Antonio training and plan to attend the entire week. The national office will reimburse each region for one regional staff attendee.

*Note: Civilian Conservation Center (CCC) representatives will receive training at a later date.*

4. Accommodations. Arrangements have been made at the Plaza San Antonio Marriott Hotel. We have a block of reserved rooms for this event. Please contact the hotel directly at (800) 727-3239 or (210) 229-1000 to make your reservations by July 9, 2002. Government rates are honored (\$91.00 for a single and \$111.00 for a double occupancy). All guestrooms are subject to a 16.75% occupancy tax. Be sure to state that you will be attending the "Job Corps FMS Training" conference in order to receive the government rates and room reservations. Please also note that rooms facing the inner courtyard gardens and pool will be assigned on a first-come, first-serve basis.

*Note: the government rates are applicable if you would like to reserve your room over the preceding or the following weekend.*

For more information about the Plaza San Antonio Marriott Hotel, please logon to the following Web site at: [www.plazasa.com](http://www.plazasa.com).

5. Pastries and coffee will be provided for the morning sessions. Lunch is on your own (there are numerous restaurants in the vicinity).

6. Travel from Airport. Travel time from the airport is 15-20 minutes by shuttle for \$9.00 per person, or by taxi for \$16.00 for 1-4 people.

7. Action. Each organization and/or center must send an email to [fmstraining@jcdc.jobcorps.org](mailto:fmstraining@jcdc.jobcorps.org) with the following information to guarantee participation at the training. Please send information no later than July 15, 2002.

- Name of organization and location
- Number of participants (in case of substitute)

- Names and job titles of expected participants
- Which days of training each participant will attend
- Contact information for organization and participants
- Which nights participants expect to stay overnight in San Antonio

8. Expiration Date. August 9, 2002.

9. Inquiries. If you have questions and comments regarding the FMS Training Conference, please contact Linda Estep by email at [estep1@jcdc.jobcorps.org](mailto:estep1@jcdc.jobcorps.org). Please send inquiries by e-mail to [fmstraining@jcdc.jobcorps.org](mailto:fmstraining@jcdc.jobcorps.org). See the Job Corps Deployment Site for additional information and updates.

- From outside Job Corps network: <http://deployment.jobcorps.org>
- From inside Job Corps network: <http://deployment.jcdcnet.org>

Attachment: FMS Training Conference Draft