July 23, 2004

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 04-03

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: GRACE A. KILBANE
                 National Director
                 Office of Job Corps

SUBJECT: New Release of the Electronic Property Management System

1.   Purpose. To advise the Job Corps community of the deployment of the new release of the Electronic Property Management System (EPMS) which is scheduled to be deployed on July 26, 2004. The new EPMS will be part of the Career Development Services System (CDSS) suite of applications.

2.   Background. The National Office has requested that an updated version of the EPMS be developed to replace the current process for tracking Job Corps property.

        The new EPMS includes the following features:

        For Local Property Officers (Center/Agency Property Officers)

        •   Enter/Modify acquisition records

        •   Enter/Modify property items

        •   Assign property items to a specific location

        •   Request the transfer of property

        •   Request the correction of property records

        •   Request the disposition of property

- Acknowledge approved requests

- Maintain location and custodian data locally

- Generate real-time reports

For Regional Staff and/or National Property Support Contractors

- Approve/Reject request(s) for correction

- Approve/Reject request(s) for disposition

- Generate real-time reports

The new version of the EPMS will have the following improvements:

- Compatibility with Microsoft Internet Explorer 6.0 and higher, which is available on all Job Corps-provided workstations, and is freely available from Microsoft

- Integration with the rest of the CDSS suite. For staff already using the existing CDSS suite of applications, the new EPMS login/password will be the same. However, a new EPMS form must be completed. (See attached.)

- Improved usability (e.g., allows users to select multiple records to process at the same time)

- Improved system performance

- Added system security to meet Office of Inspector General (OIG) requirements

- Compliance with the Employment and Training Administration (ETA) Property Management Handbook #359

3. **System Requirements**. The new EPMS is designed to work with existing workstations that meet the following system requirements:

- Microsoft Windows operating system

- 133 MHz processor (or faster)

- 32 MB of RAM (or more)

- 100 MB free disk space (or more)

- Internet connection

- Microsoft Internet Explorer 6.0 (or higher)

4.   Deployment Schedule.   The new EPMS is currently in beta testing at several sites. The pilot deployment began the week of July 19, 2004, and full deployment will begin the week of July 26, 2004. At the time of deployment, all active property items for all centers currently using the EPMS will be converted to the new system, and access to the old EPMS system will be disabled.

All centers (except Civilian Conservation Centers [CCCs] at this time), OA/CTS contractors, NTCs, and other support contractors are required to use the EPMS system to track Job Corps properties.

Each EPMS user is required to complete a new EPMS Access Request Form in order to establish personal logins. The signed EPMS Access Request Form must be faxed to the Job Corps Data Center (JCDC) Technical Assistance Center at (512) 804-2012 by Friday, July 30, 2004.

5.   Training.   Training sessions have been scheduled for the new EPMS system began Friday, July 16, 2004. A schedule of training sessions can be found on the following Web sites:

- http://training.jcdcnet.org/calendar/calendar.htm (internal)

- http://training.jobcorps.org/calendar/calendar.htm (external)

If you wish to participate in a particular training session, send an email to deployment@jcdc.jobcorps.org stating which session you would like to attend, along with your contact information.

6.   Action. Recipients should share this Notice with all appropriate staff and prepare for the deployment of the new system. The JCDC will send out additional information, as appropriate, regarding training and deployment of the new EPMS.

7.   Expiration Date. Until superseded.

8.   Inquiries. Inquiries regarding property requirements should be directed to Tina Hess-Williams at HessWilliams.Tina@dol.gov, and EPMS application inquires should be directed to Linda Estep at estepl@jcdc.jobcorps.org.

Attachment