

June 19, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-24
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TO: **ALL JOB CORPS NATIONAL OFFICE 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: **ESTHER R. JOHNSON
National Director
Office of Job Corps**

SUBJECT: **Property Management Bar Code System Implementation**

1. Purpose. To inform the Job Corps community of the forthcoming property management bar code system (Electronic Procurement Management System [EPMS] Mobile) implementation to reduce paperwork, expedite information, and improve transcription accuracy and property accountability, thereby saving money.

2. Background. Bar codes, unlike (property) item codes, are unique and allow the end-user to access far more specific information, such as when an item was purchased, unit cost, transfer history and assigned location. The bar code system uses a hand-held Personal Digital Assistant (PDA) device with built-in infrared bar code reader, which interfaces with EPMS, thereby allowing property management staff to enter data without dual entry. Together, the EPMS property management system and bar code reader will:

- save money through improved accountability and time saved;
- be less labor intensive to property officers and custodians;
- interface with EPMS' software;
- simplify the property management system;
- improve compliance;
- eliminate transcriptions errors;
- reduce paperwork; and,
- improve data integrity.

3. Deployment Plan. The Job Corps Data Center (JCDC) has been tasked to deploy the EPMS Mobile bar code system, including purchasing and distributing the bar code scanners and other supplies. Working closely with the National Property Officer and the Property Management support contractor, the following deployment plan has been developed.

Starting the week of June 26, 2006, the EPMS Mobile solution will be deployed to all contract centers and support contractors, based on the following schedule:

Week of June 26, 2006

Arecibo Job Corps Center (JCC), Barranquitas JCC, Blue Ridge JCC, Brooklyn JCC, Edison JCC, Fred G. Acosta JCC, Guthrie JCC, Homestead JCC, Miami JCC, Northlands JCC, Old Dominion JCC, Phoenix JCC, Pittsburgh JCC, Ramey JCC, South Bronx JCC, Treasure Island JCC, Tulsa JCC, Global/McNeil, Job Corps Data Center

Week of July 17, 2006

Alaska JCC, Long Beach JCC, Oneonta JCC, Roswell JCC, Atlanta JCC, Brunswick JCC, Cascades JCC, Charleston JCC, Chicago JCC, Cincinnati JCC, Clearfield JCC, Dayton JCC, Denison JCC, Flint Hills JCC, Gary JCC, Hawaii JCC, Inland Empire JCC, Keystone JCC, Kittrell JCC, Philadelphia JCC, Red Rock JCC, Sierra Nevada JCC, Springdale JCC, Tongue Point JCC, Westover JCC, Potomac JCC

Week of August 14, 2006

Flint Genesee JCC, Cleveland JCC, Detroit JCC, Cassadaga JCC, Humphrey JCC, Laredo JCC, New Haven JCC, Penobscot JCC, Sacramento JCC, San Diego JCC, San Jose JCC, Earle C. Clements JCC, Albuquerque JCC, Gainesville JCC, Little Rock JCC, Mississippi JCC, Bamberg JCC, Delaware Valley JCC, Jacksonville JCC, Montgomery JCC, Carl Perkins JCC, Hartford JCC, Iroquois JCC, Turner JCC

Week of August 28, 2006

Atterbury JCC, Exeter JCC, Gadsden JCC, Glenmont JCC, Grafton JCC, Joliet JCC, Shriver JCC, Woodland JCC, Woodstock JCC, Talking Leaves JCC, Muhlenberg JCC, North Texas JCC, Whitney Young JCC, Batesville JCC, Burdick JCC, Carville JCC, Excelsior Springs JCC, Gerald R. Ford JCC, Memphis JCC, Shreveport JCC, St. Louis JCC, Loring JCC, David Carrasco JCC, Kicking Horse JCC, Los Angeles JCC

Each of the contract centers will receive a PDA with built-in bar code reader. Larger contracts will receive an additional PDA bar code reader, up to a maximum of three. Bar code labels can be generated from the EPMS system using regular LaserJet printer and Avery Weatherproof Laser Labels. Along with the PDA bar code reader, an initial supply of labels will be provided by JCDC.

Technical training on the new system will be available online through the JCDC. The training schedule will be announced in the JCDC News and forthcoming JCDC Notices. On-site technical assistance will be provided during annual visits from Job Corps' property management support staff. Additional assistance will also be available through the JCDC Technical Assistance Center (TAC), or by contacting your regional property management support contract

representative. A deployment plan for Outreach and Admissions/Career Transition Services (OA/CTS) contractors, National Training Contractors (NTCs) and National Support Contractors will be made available at later time.

4. Action. Upon receiving the bar code reader and labels, contract centers are required to perform a 100% inventory and re-label all assigned property of record, using the new bar code labels. Addressees are to ensure that a copy of this Instruction is distributed to all appropriate staff.

5. Inquiries. Questions should be directed to Rhonda Epps at (202) 693-3132 or e-mailed to epps.rhonda@dol.gov