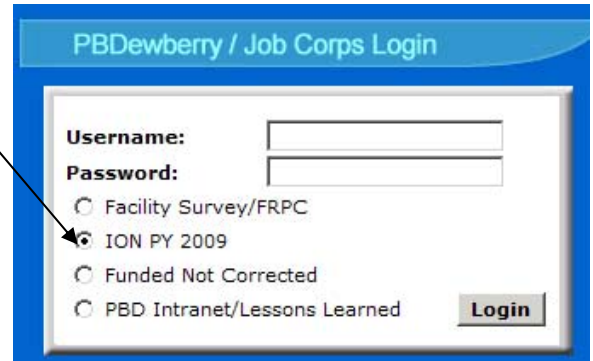# Attachment A
Instructions for PY 2009 Inventory of Needs Website

Access to the Inventory of Needs Website
1. Login to your Job Corps Citrix account
2. Click the FNC/ION Desktop Application
3. Enter your username and password *(see below)
4. Select "Inventory of Needs PY 2009"
5. Click Login

Note: The Inventory of Needs website is
only available from the JCDC network
or the DOL network.

PBDewberry / Job Corps Login

Username: [   ]
Password: [   ]
○ Facility Survey/FRPC
⦿ ION PY 2009
○ Funded Not Corrected
○ PBD Intranet/Lessons Learned   **Login**

Instructions
Once you have logged into the Inventory of Needs website, selecting and submitting your
proposed regional projects is a four-step process
1. Selecting and ranking deficiencies (limit 10 for centers, limit to $$$ limit for regions)
2. Selecting and ranking building demolitions (no limit)
3. (Region only) selecting and ranking national office projects (limit 3)
4. Providing justification comments
5. Reviewing
6. Submitting

Deadlines
Centers: Friday, **February 27, 2009**
Regions: Friday, **March 20, 2009**

*Usernames and Passwords
Usernames and passwords are assigned that are unique for each
center and region. These will provide you access to the Inventory of
Needs website for your specific center or region.
Note: they are the same as your FNC usernames and passwords

If you have ION website questions, please
contact Mark Campbell at 703 516-2261