May 26, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-48

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

FROM: EDNA PRIMROSE
                       National Director
                       Office of Job Corps

SUBJECT: Reporting of Fleet Vehicles and Processing of Documentation for
                       New Electric Vehicles funded under the American Recovery &
                       Reinvestment Act (ARRA)

1.   Purpose. To clarify procedures for reporting of fleet vehicles and processing of documentation for new ARRA-funded electric vehicles.

2.   Background. All Government vehicles assigned to, or used primarily by, Job Corps must be reported on a monthly basis to the Department of Labor (DOL). The recent introduction of new alternative fuel and electric vehicles require additional clarifications in terms of reporting and administrative processing.

3.   Requirements.

Reporting

All Government vehicles furnished by General Services Administration (GSA) and/or DOL, that are assigned to Job Corps contracts and are approved for driving either on or off center, are considered part of Job Corps' fleet of vehicles. All fleet vehicles are to be reported in the Job Corps Fleet Tracking Management System (FTMS). The types of vehicles that are reported in the FTMS include GSA-leased vehicles and DOL/Job Corps-owned vehicles (including the new ARRA-funded vehicles). The FTMS, known as the "Fleet" module within the

Center Information System (CIS), is the sole reporting module for fleet data and information. All Job Corps contractors that utilize Government-furnished vehicles are required to report fleet data each month into the FTMS.

Vehicles that were purchased with ARRA funds to be used exclusively in Automotive trades for student training are <u>not</u> considered part of Job Corps' operational fleet of vehicles. Those vehicles are considered training equipment, and as such, they are reported in the Electronic Property Management System (EPMS).

In the past, some centers have reported fleet vehicles in both the FTMS and the EPMS. This is not required. Fleet vehicles need only be reported monthly in the FTMS.

FTMS Adjustments

The Job Corps Data Center has adjusted several input fields within the FTMS to specifically accommodate the new electric vehicles. Centers should ensure that all such vehicles are appropriately entered and reported monthly in the FTMS. A User Guide is available for reference and download within the CIS application.

Insurance

All fleet vehicles will be included within the center's general insurance policy. This includes electric vehicles that are limited to on-campus use only, and does not include vehicles used strictly as training equipment in the automotive career technical training programs

Vehicle Documentation

Originating documentation accompanying all new vehicles will be forwarded by each Job Corps Center to the appropriate Job Corps Regional Office, along with proof of insurance. Copies of originating documentation will be maintained by the center. Regional offices will review originating documentation and confirm that vehicles delivered align with those that were approved. Regional offices will maintain copies of all documentation and will forward originals to the Job Corps National Office, to the attention of the Division of Facilities and Asset Management.

Tags

Requests for vehicle tags may be made by forwarding a copy of the original vehicle documentation, along with insurance information, to the Job Corps National Office, attention Division of Facilities & Asset Management. The Department of Labor/Office of Job Corps will issue tags only when <u>both</u> of the following apply:

- The vehicle has been approved for use on public roads by the local Department/Bureau of motor Vehicles and meets state requirements for speed and safety;

- The vehicle has been approved by the Regional office for off-campus driving in accordance with its established purpose

4.   Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate parties, including procurement and acquisition managers, property and fleet managers, FTMS and EPMS users, and ARRA monitors and managers.

5.   Expiration Date. Until superseded.

6.   Inquiries. Technical questions related to the FTMS may be directed to the Job Corps Data Center Help Desk at (800) 598-5008. All other questions may be directed to Andrea Kyle at kyle.andrea@dol.gov.