

December 7, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-25
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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: Reminder to Complete the Mandatory Reporting of Fleet Vehicles

1. Purpose. To direct all contract-operated Job Corps centers to report 100% of fleet vehicles in the Fleet Tracking Management System (FTMS), no later than December 10, 2010, and to report fleet data on a monthly basis.

2. Background. All government vehicles furnished by the General Services Administration (GSA) and/or the Department of Labor (DOL) that are assigned to Job Corps contracts, and are approved for driving either on or off center, are considered part of Job Corps' operational fleet. Fleet-related data must be reported on a monthly basis to DOL. Specifically, PRH Chapter 5, Appendix 505, requires contractors to "enter all applicable fleet data in the FTMS by the 25th of each month for the prior month." Recently, incomplete inventories have been received in the Job Corps FTMS by various contractors. **Under-reporting of fleet vehicles presents the potential for insufficient funding, poses risks to center operations, and adversely impacts future planning.**

3. References.

- a. PRH Chapter 5, Management, Appendix 505, 6.j (3) (July 23, 2010)
- b. Job Corps Program Instruction No. 09-48 (May 26, 2010)
- c. Job Corps Information Notice No. 08-49 (May 21, 2009)

4. Action. Addressees are to ensure this Program Instruction is distributed to all appropriate parties, including property and fleet managers and FTMS users. **A complete inventory must be reported no later than December 10, 2010, for the month ending September 30, 2010.**

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.