

November 18, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-22</b>
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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 OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** **Mandatory Reporting** – Annual Fleet Data Call, and General Services Administration (GSA) Annual Fleet Requirements

1. **Purpose.** To inform all Job Corps contractors using GSA-leased vehicles, or Department of Labor- and Job Corps-owned vehicles of mandatory reporting in Job Corps' fleet management database.
2. **Background.** Each year, Job Corps contractors must ensure that all fleet data is reported in the Job Corps Fleet Tracking Management System (FTMS). Policy and Requirements Handbook Section 5.13, R3 requires contractors to enter vehicle information in FTMS by the tenth (10<sup>th</sup>) day of each month.

Accurate fleet data is necessary for effective budgeting, planning, and reporting. It also helps Job Corps comply with requirements to reduce petroleum usage by 2 percent per year, reduce emissions, use alternative fuels whenever feasible, and obtain waivers. For this data call, it is **mandatory** that all FTMS data is entered no later than **November 30, 2016**.

FTMS users should adhere to the following guidelines:

- All data changes must be made in FTMS.
- All tagged vehicles must be reported.
- All vehicles that are leased from GSA and those that are owned by DOL/Job Corps must be reported.
- All low-speed electric vehicles must be reported.
- Only vehicles that are considered training equipment in automotive technical training programs and do not have tags are not to be reported in FTMS.
- An appropriate mileage estimate must be entered in the mileage field for vehicles that do not have odometers.
- If there is a question or uncertainty about the reporting status of any vehicle, please submit a prompt inquiry to the point of contact (see the "Inquiries" section below).

- Personnel assigned to FTMS reporting, who are not familiar with FTMS or need a refresher on how to use the application, may contact the Job Corps Data Center (JCDC) Help Desk (see the “Inquiries” section below).
- It is particularly important to “save” all data once it is entered in FTMS. Some FTMS users have not properly saved their data, resulting in the need to re-enter it. Users who are unsure of this function should obtain guidance from the JCDC Help Desk.
- Users report data for the prior month. For example, data reported in September pertains to August.

The Office of Job Corps will review FTMS data by **Monday December 5, 2016**, and will contact a Federal Project Manager where missing or incorrect data is identified.

3. Reference. Guidance for using FTMS is in the FTMS Technical Guide. This guide is available in the Job Corps Community Web site in Citrix, under Training and Support, User Guides.

4. Action. All contractors are to ensure that all appropriate fleet data is entered and saved in FTMS by **November 30, 2016**. Please ensure all necessary changes are recorded in FTMS. For example, if you no longer have a specific vehicle, please update the FTMS system to reflect the disposition of the vehicle. Additionally, the Office of the Assistant Secretary (OASAM) has provided the National Office with a list of vehicles (see attached spreadsheet) received from GSA Excess in the last 5 years. These vehicles must be captured in FTMS. This list also contains vehicles used for training equipment in automotive technical training programs and do not have tags are not to be reported in FTMS.

Contractors must report to their Project Managers and Regional Property Officers when they have completed the updates in the FTMS.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries about programmatic requirements should be directed to Patricia Prior at [prior.patricia.j@dol.gov](mailto:prior.patricia.j@dol.gov), or Marsha Fitzhugh at [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov). Technical inquiries related to FTMS should be directed to the Applications Team at the JCDC Help Desk at (800) 598-5008.

Attachment

Job Corps Acquired Vehicles from GSA Excess