



April 4, 2023

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-13

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

Digitally signed by Rachel
Torres
Date: 2023.04.04
15:12:05 -04'00'

Rachel Torres

SUBJECT: Enterprise Computerized Maintenance Management System
(CMMS) Deployment

1. Purpose. To provide the Job Corps community with the deployment schedule for the Enterprise Computerized Maintenance Management System (CMMS) by Brightly.
2. Background. Job Corps' Policy & Requirements Handbook (PRH) Chapter 5.8, R3.b requires center operators to implement a center maintenance program that includes: "a tracking system that documents scheduled maintenance, work orders, Operations and Maintenance (O&M) deficiencies, and the amount of time taken to complete work."

National Office of Job Corps has procured an enterprise-level CMMS to replace the individual CMMS subscriptions currently used by each Job Corps center. The system has been developed and completed User Acceptance Testing. The system is planned for deployment on March 30, 2023, and training for all users is scheduled for April 3-14, 2023. Users will be notified via email when the training has been scheduled.

3. Action. Center operators must ensure applicable staff attend CMMS training when scheduled and actively use the new enterprise-level CMMS to fulfill the requirement for a maintenance tracking system per PRH Chapter 5.8, Section R3.b.
4. Expiration Dates. Until superseded.

5. Inquiries. Inquiries should be addressed to Derrek Sanks, Chief, Division of Facilities and Asset Management at Sanks.Derrek.D@dol.gov.