

March 9, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-23
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS

FROM: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Fuel Reduction Initiative Monthly Fleet Report

1. Purpose. The purpose of this Notice is to inform the Job Corps community that the monthly fleet reporting requirement to the Department of Labor's (DOL) Office of the Assistant Secretary for Administration and Management (OASAM) is temporarily on hold.
2. Background. In a National Office memo entitled "Fuel Reduction Initiative" dated December 3, 2004, OASAM's monthly fleet reporting mandate was announced. This mandate would require each Job Corps center to submit a monthly update to the National Office highlighting changes in fleet acquisition, disposal, costs, mileage and fuel usage. At the time of that memo, it was expected the monthly reporting would commence on February 1, 2005. Because of technical difficulties with the reporting system, the monthly reporting mandate will be on hold until further notice. The National Office will continue to keep you apprised of the situation as information becomes available.
3. Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Questions should be directed to Sandra Darden at (202) 693-3130 or emailed to [arden.sandra@dol.gov](mailto:arden.sandra@dol.gov).