

May 9, 2008

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 07-29
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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 SUPPORT CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Increase in GSA Fleet Charge; GSA Fleet Reporting; Vehicle Safety Notice

1. Purpose. To provide updated information on the Job Corps Fleet Management System and underscore existing requirements.
2. Background. The General Services Administration (GSA) recently announced that effective April 17, 2008, it will apply a per-vehicle fuel surcharge for all of its fleet vehicles. This surcharge is expected to continue through September 30, 2008. While the amount of the surcharge will vary by vehicle type, it is expected that vehicle operating cost will increase by about 5.5% per month during this period. Attachments A and B are communications from GSA explaining this action.

In order for Job Corps to effectively track the impact of the surcharge, and in order to comply with existing requirements, please ensure that monthly fleet data are reported. All contracts with GSA-leased vehicles are required to report usage data by the 10th of each month for the prior month. Data elements include vehicle description, mileage, fuel type, use, and costs. Instructions for accessing the fleet reporting tool were e-mailed to all centers and regions in July 2007 by the Job Corps Data Center (JCDC). Attachment C is a copy of that e-mail message.

Please note that enhancements currently are being made to the fleet reporting tool, and a new version will be available to users in July 2008.

Please visit the National Highway Transportation Safety Administration (NHTSA) Web site below regarding problems and recalls for the 2007 and 2004 Chevy Impala. If these vehicles are a part of your fleet, they must be checked and repaired by a licensed mechanic, and drivers must be notified of the potential problem. The recall notice and information about the recall defect are also available from the NHTSA Web site:

<http://www-odi.nhtsa.dot.gov/tsbs/tsbsearch.cfm>

3. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Andrea Kyle at kyle.andrea@dol.gov or (202) 693-3396.

Attachments

- A – GSA Fleet Customer Notice, April 16, 2008
- B – GSA Fleet Customer Notice, April 18, 2008 (Correction)
- C – JCDC Notice 07-010 Transition of Job Corps Fleet Management System