

May 11, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-70
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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: GSA-Leased Vehicle Reductions

1. Purpose. To inform all Job Corps centers of mandatory reductions of GSA-leased vehicles.
2. Background. In 2011, Job Corps conducted an analysis of its fleet of leased vehicles at contract-operated centers. That analysis preliminarily identified vehicles that may be phased out or removed from Job Corps' leased-vehicle inventory. Job Corps center contractors reviewed and considered factors to determine mission criticality, vehicle utilization rate, use optimization, and other factors. These actions were taken to prepare the Job Corps system in responding to government-wide efforts to reduce spending and attain greater operational efficiency. Job Corps responded by closely scrutinizing its use of fleet vehicles, and identifying ways to cut the size of its fleet while continuing to deliver essential program services.
3. Action. Contract centers should refer to their completed 2011 Leased-Vehicle Analysis to help identify **a 10 percent reduction in the number of currently leased GSA vehicles.** On-site fleet and Center Operations Managers should work with their Center Directors and corporate staff to submit a list of vehicles proposed for surrender to GSA. The federal Project Manager should submit the list by May 20, 2012. Project Managers will review and approve lists of proposed vehicle reductions not later than May 30. Job Corps centers will contact their local GSA representatives immediately to inform them of vehicles' lease terminations, and to arrange for the surrender of the vehicles to GSA by June 30, 2012. Job Corps Center Directors will provide a confirmation e-mail that includes the date and location of the surrender of each vehicle to the appropriate federal Project Manager.

Key factors to consider while making determinations for vehicle reductions include:

- Vehicle type: A reduction of SUVs and sedans is encouraged wherever possible.

- Vehicle efficiency: Vehicles that are **not** alternative-fuel vehicles (AFV) should be reduced wherever possible.
- Factors included in Job Corps Program Instruction No. 11-05, “GSA-Leased Vehicle Analysis (Preliminary),” issued August 26, 2011.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Andrea Kyle at [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov), or at (202) 693-3396.