

April 14, 2016

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 15-33
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Mandatory Reporting – Vehicle Allocation Methodology (VAM)
For All Tagged Job Corps Vehicles (Contract Operated Centers)

1. Purpose. To provide direction to contract-operated Job Corps centers regarding mandatory annual reporting for all tagged Job Corps vehicles under the General Services Administration's (GSA) Vehicle Allocation Methodology (VAM).
2. Background. The GSA asks Federal agencies to submit information regarding all tagged, government-owned vehicles, as part of its VAM. The purpose of this requirement is to help inform current and future targets of the Department of Labor's (DOL) use of alternative vehicles, to provide justification for vehicle services and costs, and to establish a baseline from which to measure Federal goals related to fleet utilization.

To implement this requirement, DOL has developed a survey sheet for each vehicle to which a government tag is assigned, whether it is leased from GSA or is owned by DOL. DOL has established a deadline for all VAM data to be submitted by **April 29, 2016**. This will require Job Corps centers to complete a survey form for each applicable vehicle by April 22, 2016.

Please note that VAM data is an annual requirement that has been implemented this year, and is expected to continue into the future. It is unrelated to the Job Corps Fleet Tracking Management System (FTMS), and captures different information. Therefore, completing the VAM survey in no way negates the requirement for monthly FTMS reporting.

Larger Job Corps centers with a high number of vehicles are encouraged to begin completing and submitting the surveys immediately.

3. Action. Center Fleet Managers should copy and paste the URL below to their local browsers (not inside Citrix). A separate survey should be completed **no later than**

April 22, 2016, for each tagged vehicle in the center's fleet, whether the vehicle is leased from GSA or whether it is owned by DOL. Please do not complete a VAM survey for any vehicle that has not been assigned a government tag.

The URL to access the survey is: <https://www.surveymonkey.com/r/QR7V9KH>

Users who encounter any issues in accessing or completing the survey may contact Janis Pearson at pearson.janis@jobcorps.org.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at fitzhugh.marsha@dol.gov.