

November 3, 2005

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 05-05
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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
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

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

SUBJECT: Chapter 5: Section 5.15, Fleet Management Policy

1. Purpose. To transmit the fleet management policy that is being added to the Policy and Requirements Handbook (PRH). The fleet management policy will provide contractor-operated Job Corps centers with the new fleet requirements and reporting mandates that must be adhered to.

2. Background. On April 20, 2000, Executive Order (E.O.) 13149 was issued to direct federal agencies to reduce petroleum fuel consumption by 20 percent by FY 2005 through improvements in fuel efficiency and the use of alternative fuel vehicles (AFVs) and alternative fuels. Additionally, on August 8, 2005, the Energy Policy Act of 2005 (EPACT 2005) was signed into law. EPACT 2005 mandates that all federal agencies:

- a. ensure that 75 percent of their light-duty fleet in Metropolitan Statistical Areas (MSAs) are AFVs;
- b. ensure that dual-fuel use vehicles use alternative fuels unless a waiver is obtained from the Secretary of the Department of Energy (DOE); and,
- c. ensure that at least one light- or heavy-duty vehicle is a fuel-cell vehicle or uses hydrogen energy systems by 2010.

3. Explanation of Changes. PRH Chapter 5, Section 5.15 introduces the following new fleet requirements:

- R1. Goal Achievement – outlines the measures mandated in order to reduce petroleum fuel consumption. These measures include:
 - a. increasing the number of AFVs by replacing existing fleet with AFVs, as well as acquiring AFVs when acquiring newly leased vehicles;
 - b. maintaining oversight of all new vehicle acquisitions, replacements, and returns;
 - c. reducing the consumption of petroleum fuel through efficient fleet policies;
 - d. establishing fleet standards which will lead to more efficient operations;
 - e. replacing high fuel consumption vehicles with fuel-efficient vehicles; and,
 - f. providing the General Services Administration (GSA) with annual AFV requirements.
- R2. Standard Operating Forms and Procedures – requires that Job Corps centers shall have standard forms and procedures in place to document the vehicle information that must be reported to the National Office of Job Corps on a monthly basis.
- R3. Reporting – outlines the fleet reporting requirements that Job Corps centers must adhere to. This section states that fleet managers must enter vehicle data into the Job Corps Fleet Management System monthly by the 10th day of the current month for the previous month.
- Add New Exhibits and Appendices – The following exhibits and appendices are being added to the PRH.
 - Exhibit 5-5 – Minimum Requirements for Replacing Vehicles Leased from the General Services Administration Prior to the End of the Lease
 - Exhibit 5-6 – Vehicle Log
 - Exhibit 5-7 – Vehicle Maintenance Log

- Appendix 506 – Alternative Fuels Information
- Appendix 507 – Request to Lease a GSA Vehicle
- Appendix 508 – GSA Annual Fleet Requirements Spreadsheet

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Table of Contents, Chapter 5, dated July 1, 2005	Table of Contents, Chapter 5, dated November 7, 2005
Chapter 5, dated June 2, 2003	Chapter 5, dated November 7, 2005
	Exhibit 5-5, dated November 7, 2005
	Exhibit 5-6, dated November 7, 2005
	Exhibit 5-7, dated November 7, 2005
	Appendix 506, dated November 7, 2005
	Appendix 507, dated November 7, 2005
	Appendix 508, dated November 7, 2005

5. Effective Date. November 7, 2005

6. Action Required. Addressees must ensure that this Notice is distributed to the appropriate staff; specifically this should include all fleet point of contacts (POCs).

7. Inquiries. Questions should be addressed to Maria Temiquel at (202) 693-3118, or e-mailed to Temiquel.Maria@dol.gov; or Sandra Darden at (202) 693-3130, or e-mailed to Darden.Sandra@dol.gov.

Attachments

- A – Chapter 5, Table of Contents
- B – Exhibit 5-5
- C – Exhibit 5-6
- D – Exhibit 5-7
- E – Appendix 506
- F – Appendix 507
- G – Appendix 508