

Attached is Job Corps Program Instruction No. 02-07, dated December 2, 2002, "Job Corps Initiative to Reduce Petroleum Fuel Consumption."
Please note that responses are due directly to Paul Milam, National Office, by December 30, 2002.

The attached ZIP file is compressed to reduce the file size from 5 MB to less than 1 MB. It contains the Fleet inventory spreadsheet in both Quattro Pro v6, and Microsoft Excel v97. Instructions for use are in the first page of the spreadsheet.

All Job Corps provided computers have Winzip installed.

To extract the spreadsheet file:

- 1) Save the ZIP file to your local hard drive or network share.
- 2) Right-click on the Fleet.zip file to get the pop-up selection menu.
- 3) Select "Unzip to folder..." The spreadsheet files will appear in the same folder as the zip file.
- 4) Open your preferred format as usual: MS Excel or Corel Quattro Pro.

If you have any questions concerning this notice or need assistance, contact the Job Corps TAC at helpdesk@jcdc.jobcorps.org.

December 2, 2002

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 02-07
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To: ALL JOB CORPS NATIONAL OFFICE SENIOR 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: RICHARD C. TRIGG
 National Director
 Office of Job Corps

Subject: Job Corps' Initiative to Reduce Petroleum Fuel Consumption

1. Purpose. To provide an update to the community on Job Corps' initiative to reduce petroleum-based fuel consumption (per Executive Order 13149); provide guidance on fuel reduction strategies; request additional information from the centers; and to outline plans to monitor results.

2. Background. Executive Order 13149 directs federal agencies to reduce petroleum fuel consumption by 20 percent by FY 2005 through improvements in fleet fuel efficiency, and the use of alternative fuel vehicles (AFVs) and alternative fuels (AFs). Job Corps Program Instruction 01-29, dated May 3, 2002, delineated Job Corps' strategy for accomplishing this objective. Strategy components included:

- Reducing the number of underutilized vehicles and the mileage that they accumulate;
- Replacing high fuel consumption vehicles with fuel efficient vehicles; and
- Reducing the number of leased vehicles utilized by OA/CTS providers.

Since the issuance of Program Instruction 01-29, several steps have been initiated to collect fuel usage and fleet management information from the field and to further refine Job Corps' petroleum fuel reduction strategy. This directive documents progress, provides guidance

to the field, requests additional information from the field, and informs the community of future plans to monitor results to ensure that petroleum fuel consumption is reduced by 20 percent by FY 2005.

3. Significant Accomplishments. Subsequent to the issuance of Program Instruction 01-29, the following has occurred:

- Updated the General Services Administration's (GSA's) Vehicle Inventory Report, dated March 5, 2002, based on feedback from the centers' fleet management staff;
- Established points of contact with the U.S. Department of Interior and U.S. Department of Agriculture fleet management staff to coordinate Job Corps Civilian Conservation Center petroleum fuel reduction strategies;
- Canvassed Job Corps' fleet management community to identify underutilized vehicles, AFVs, and the number of cylinders in non-compact vehicle engines;
- Prepared Job Corps' response to the U.S. Department of Energy's comments on ETA's/Job Corps' fuel reduction compliance plan; and
- Further refined Job Corps' strategy and plan of action for reducing petroleum fuel consumption.

4. Guidance. Job Corps' fleet management personnel at the centers have updated their portion of GSA's Vehicle Inventory Report and this information has been submitted to the national office. Each center's fleet and petroleum fuel consumption profile is unique and therefore each center will require a unique strategy for reducing fuel consumption by 20 percent by FY 2005.

The national office is requesting that each center prepare a petroleum fuel reduction plan and submit the plan to the national office by December 30, 2002. The following guidance should be incorporated in each center plan, as appropriate:

- Reduce the fleet size, as appropriate;
- Underutilized vehicles (vehicles with an average monthly mileage of less than 800 miles) should be eliminated when it has been determined that elimination will not impact center operations, and that the mileage associated with these vehicles will not be transferred to other "less fuel-efficient" vehicles;
- AFVs should be acquired to replace petroleum fuel vehicles when possible, and where alternative fuels are available and convenient to obtain;
- Higher petroleum fuel-efficient vehicles should be acquired to replace less fuel-efficient vehicles where alternative fuels are not available;

- Increase the use of bio diesel B20 fuel;
- Utilize each vehicle in Job Corps' fleet efficiently, but not to the extent that center operations are impacted; and
- The minimum fuel efficiency levels for "newly acquired" petroleum fuel vehicles are as follows:

Vehicle Type/Category	City MPG	Highway MPG
Subcompact Cars	24	30
Compact Cars	22	28
Midsize Cars	21	28
Large Cars	20	28
Small Station wagon	22	27
Midsize Station Wagons	20	27
Small Pickup Trucks (2WD)	19	25
Standard Pickup Trucks (2WD)	16	20
Standard Pickup Trucks (4WD)	15	18
Vans, Cargo Type	16	18
Vans, Passenger Type	15	18
Mini Vans (2WD)	18	24
Mini Vans (4WD)	18	23
SUVs (2WD)	17	22
SUVs (4WD)	16	20

5. Center Plans. Each center is required to prepare a petroleum fuel reduction plan, demonstrating how petroleum fuel will be reduced by 20 percent by FY 2005, as compared to FY 2001 consumption. The updated GSA Vehicle Inventory Report should be used as a baseline for the plan. Attachment A should be used as the framework from which the plan is developed and for submitting plans to the national office. Center plans must be submitted to the national office by December 30, 2002.

6. Action. Centers are requested to prepare a petroleum fuel reduction plan to reduce fuel consumption by 20 percent by FY 2005, as compared to FY 2001 consumption, using Attachment A. The plan must be submitted by December 30, 2002 to the Job Corps National Office, 200 Constitution Avenue, NW, Washington, DC 20210, Attn: Mr. Paul Milam; or email to Pmilam@doleta.gov.

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Paul Milam at (202) 693-3119, Pmilam@doleta.gov, or Marsha Fitzhugh at (202) 693-3099, Mfitzhugh@doleta.gov.

Attachment