

**Job Corps Center
Petroleum Fuel Consumption Reduction Plan Update
12/3/03**

This form should be used, by each Job Corps center, to update and document center petroleum fuel consumption reduction plans for GSA leased vehicles. Please email the completed form to Rossalynn Abbott at rabbott@exceedcorporation.com no later than February 9, 2004. All inquires should be addressed to Paul Milam at 202-693-3119. Instructions are provided on the following pages.

Item

1. Center name:
2. Date:
3. Petroleum Fuel Consumption (Gallons):

FY 2001 Actual Fuel Used	FY 2002 Actual Fuel Used	FY 2003 Actual Fuel Used	FY 2004 Projected Fuel Usage	FY 2005 Planned Fuel Usage
(No. of Gallons)	(No. of Gallons)	(No. of Gallons)	(No. of Gallons)	(No. of Gallons)

4. Plans to reduce fleet size:
 - FY 2003 actual accomplishments:
 - FY 2004-2005 plans:
5. Plans to eliminate underutilized vehicles:
 - FY 2003 actual accomplishments:
 - FY 2004-2005 plans:
6. Plans to acquire Alternative Fuel Vehicles (AFVs):
 - FY 2003 actual accomplishments:
 - FY 2004-2005 plans:
7. Plans to acquire higher petroleum fuel-efficient vehicles:
 - FY 2003 actual accomplishments:
 - FY 2004-2005 plans:
8. Plans to increase the use of bio diesel B20 fuel:
 - FY 2003 actual accomplishments:

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- FY 2004-2005 plans:

9. Plans for more efficient use of vehicles:

- FY 2003 actual accomplishments:
- FY 2004-2005 plans:

10. Petroleum fuel consumption reduction plans other than those identified above:

- FY 2003 actual accomplishments:
- FY 2004-2005 plans:

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Instructions

Item

1. Self-explanatory.
2. Self-explanatory.
3. Complete the following for FY 2003:

Insert actual petroleum fuel used in FY 2003 (FY 2001 and FY 2002 actuals were already provided, and unless estimates were used, should not have changed). If actual fuel usage for FY 2003 is unavailable, estimate the fuel usage. You may use a center specific method for estimating the fuel used for this year, or you may use the same method used by the national office, as follows.

- a. Group all GSA leased vehicles into one of the following five categories:
 - (1) Buses; (2) Vans; (3) Trucks; (4) SUVs; (5) Sedans
- b. Determine the total number of miles driven for each vehicle and category.
- c. Determine the total number of gallons used for each category by dividing the total number of miles driven for each category by the average miles per gallon (AMPG) for each specific category. The AMPG for each category are as follows:
 - (1) Buses – 9 AMPG
 - (2) Vans – 16 AMPG
 - (3) Trucks – 18 AMPG
 - (4) SUVs – 18 AMPG
 - (5) Sedans – 21 AMPG

Complete the following for FY 2004

Provide petroleum fuel consumption reduction goals for FY 2004.

Complete the following for FY 2005

Determine the 20 percent petroleum fuel consumption reduction goal for FY 2005, as compared to FY 2001. Multiply the fuel used in FY 2001 by 80 percent. This number becomes the center’s petroleum fuel consumption goal for FY 2005.

The following is an example of a completed Petroleum Fuel Consumption Plan. Note: Gallons used for FY 2001 and FY 2002 should remain the same.

FY 2001 Actual Fuel Used	FY 2002 Actual Fuel Used	FY 2003 Actual Fuel Used	FY 2004 Planned Fuel Usage	FY 2005 Planned Fuel Usage
100,000 gals	98,000 gals	92,000 gals	85,000 gals	80,000 gals

4. Document the center’s plans to eliminate vehicles from the fleet, including vehicles that will be replaced by other more fuel-efficient vehicles and AFVs. Identify each vehicle that will be eliminated and when. If there are no plans to reduce the size of the fleet, provide an explanation. Provide FY 2003 actual accomplishments and FY 2004-2005 plans.
5. GSA defines underutilized vehicles as vehicles that are driven an average of less than 800 miles per month. If the center has any of these vehicles, consideration should be given to possibly eliminating these vehicles from the fleet. Under no circumstances should an underutilized vehicle be eliminated from the fleet if there will be a negative impact on center operations. Also, an underutilized vehicle should not be eliminated if another, or other vehicles with lower miles per gallon ratings will be driven in its place. Identify each underutilized vehicle that will be eliminated and when. Provide FY 2003 actual accomplishments and FY 2004-2005 plans.
6. Document the center’s plan for acquiring Alternative Fuel Vehicles (AFVs). Identify the vehicle type(s), purpose(s), and when the vehicle(s) will be acquired. Address FY 2003 actual accomplishments and FY 2004-2005 plans.
7. Identify plans to acquire higher fuel-efficient vehicles. Identify the vehicle type(s), purpose(s), and when the vehicle(s) will be acquired. Address FY 2003 actual accomplishments and FY 2004-2005 plans.
8. If bio diesel fuel is available near the center, identify plans to utilize this fuel type in place of standard diesel fuel. Address FY 2003 actuals/accomplishments and FY 2004-2005 plans.
9. Discuss how the center plans to use the fleet more efficiently, and thus reduce the number of miles driven by the center fleet. Address FY 2003 actuals/accomplishments and FY 2004-2005 plans.
10. Discuss fuel reduction plans/strategies that the center has that are not covered in Items 4 – 9 above. Address FY 2003 actual accomplishments and FY 2004-2005 plans.

Please be as specific as possible, concise, and clear.