

**Job Corps Center
Petroleum Fuel Consumption Reduction Plan Update
(insert date after signature)**

This form must 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 Latoya Jones at ljones@exceedcorporation.com no later than September 30, 2004. All inquires should be addressed to Linda Marshall at 202-693-3106, or emailed to marshall.linda@dol.gov. 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 Projected Fuel Usage
(No. of Gallons)	(No. of Gallons)	(No. of Gallons)	(No. of Gallons)	(No. of Gallons)

4. Plans to reduce fleet size:
 - FY 2004 actual accomplishments thus far:
 - FY 2004 remaining plans:
 - FY 2005 plans:
5. Plans to eliminate underutilized vehicles:
 - FY 2004 actual accomplishments thus far:
 - FY 2004 remaining plans:
 - FY 2005 plans:
6. Plans to acquire Alternative Fuel Vehicles (AFVs):
 - FY 2004 actual accomplishments thus far:
 - FY 2004 remaining plans:

- FY 2005 plans:

7. Plans to acquire higher petroleum fuel-efficient vehicles:

- FY 2004 actual accomplishments thus far:
- FY 2004 remaining plans:
- FY 2005 plans:

8. Plans to increase the use of bio diesel B20 fuel:

- FY 2004 actual accomplishments thus far:
- FY 2004 remaining plans:
- FY 2005 plans:

9. Plans for more efficient use of vehicles:

- FY 2004 actual accomplishments thus far:
- FY 2004 remaining plans:
- FY 2005 plans:

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

- FY 2004 actual accomplishments thus far:
- FY 2004 remaining plans:
- FY 2005 plans:

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Instructions

Item

1. Self-explanatory.
2. Self-explanatory.
3. Complete the following for FY 2004:

Insert the current projected petroleum fuel usage for FY 2004 (FY 2001, FY 2002, and FY 2003 actuals should have been already provided).

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.

FY 2001 Actual Fuel Used	FY 2002 Actual Fuel Used	FY 2003 Actual Fuel Used	FY 2004 Projected Fuel Usage	FY 2005 Projected 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 2004 actual and planned accomplishments, thus far, and FY 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 2004 actual and planned accomplishments, thus far, and FY 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 2004 actual and planned accomplishments, thus far, and FY 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 2004 actual and planned accomplishments, thus far, and FY 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 2004 actual and planned accomplishments, thus far, and FY 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 2004 actual and planned accomplishments, thus far, and FY 2005 plans.
10. Discuss fuel reduction plans/strategies that the center has that are not covered in Items 4 – 9 above. Address FY 2004 actual and planned accomplishments, thus far, and FY 2005 plans.

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