

August 30, 2004

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-06

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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Job Corps' Initiative to Reduce Petroleum Fuel Consumption

1. Purpose. To request petroleum fuel reduction plan updates from the contractor operated centers, to include FY 2004 "actual" fuel consumption and accomplishments, thus far, and revised (if necessary) plans for the fuel reduction for FY 2005. Also, to request fleet inventory updates from contractor operated centers. This request does not require any action from Civilian Conservation Centers.

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 through the use of alternative fuel vehicles (AFVs) and alternative fuels (AFs). Job Corps Program Instruction 02-07, dated December 2, 2002, delineated Job Corps' strategy for accomplishing this objective. Strategy components included:

- Reducing fleet size, where appropriate;
- Reducing the number of underutilized vehicles and the mileage that they accumulate; and,
- Replacing high fuel consumption vehicles with fuel-efficient vehicles.

Since the issuance of Program Instruction 02-07, several steps have been initiated to collect fuel usage data and fleet management information from the field and to further refine Job Corps' petroleum fuel reduction strategy, (e.g., 81 center petroleum reduction plans were received, and a survey was conducted with 67 centers regarding their use of bio-diesel and alternative fuel vehicles).

3. Guidance. The National Office is requesting that each center prepare an update to their petroleum fuel reduction plan and submit the plan to the National Office by (insert date after signature). The following guidance is being provided as a reminder of specific strategies to be used:

- 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 (e.g., bio diesel, natural gas, ethanol, propane) 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
- Utilize each vehicle in Job Corps’ fleet efficiently, but not to the extent that center operations are negatively impacted
- 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

4. Action. Using Attachment A, centers are requested to update their petroleum fuel reduction plans to reduce fuel consumption by 20 percent by FY 2005, as

compared to FY 2001 consumption. Attachment A should be used as the framework from which the plan is updated and submitted to the National Office.

Centers are also requested to review and update their fleet inventory, including the "current monthly lease cost," using the GSA Vehicle Inventory Report (Attachment B), as follows:

- Verify the data for completeness and accuracy
- Note in the comments column vehicles that are no longer in your inventory
- Insert a new row into the spreadsheet to add new vehicle data that has been added to your fleet inventory thus far

Centers should be as clear and as detailed as possible, as the National Office reviews and analyzes each center's plan to ensure that the proper measures are being taken to meet the desired objectives.

Updated fuel consumption reduction plans and fleet inventory updates must be emailed to ljones@exceedcorporation.com by September 30, 2004.

5. Expiration Date. September 30, 2004

6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106, or emailed to marshall.linda@dol.gov.

Attachments:

A - Job Corps Center Petroleum Fuel Consumption Reduction Plan Update

B - GSA Vehicle Inventory Report