

REVISED

May 31, 2005

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 04-28
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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: Job Corps' Fuel Reduction Initiative

1. Purpose. To inform the Job Corps community of the two new processes being implemented to meet the goals of the Fuel Reduction Initiative and to provide helpful information on the Initiative.
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. E.O. 13149 mandates that the reduction in fuel consumption be 20 percent of the consumption amounts for FY 2000. To date, Job Corps has reduced its fuel consumption by 15 percent.
3. Job Corps Fleet Management System. In the past, the National Office has collected fleet data from centers bi-annually. The Assistant Secretary of Administration and Management (OASAM) is requiring that fleet data be collected on a monthly basis. To facilitate this monthly reporting process, the Job Corps Fleet Management System has been developed using a Web-based database, which is located at <http://jcfleet.exceedcorporation.com>. The first reporting period specifically should be used as an opportunity for each center to validate the fleet information that is in the system to ensure that it is accurate. The first monthly report (for **June** 2005) is due on **July 20, 2005** with all subsequent reports due on the 10th day of the next month. For example, the monthly report for **July** 2005 will be due on **August 10, 2005**.

Each center has a unique username and password for entrance into the Web site. To obtain a username and password, each Center Director must send an email to the system administrator, Latoya Jones at ljones@exceedcorporation.com providing contact information for the center's fleet point of contact (POC). Upon receipt of that email the administrator will send both the Center Director and the fleet POC the username and password required to enter the Web site.

The Job Corps Fleet Management User Guide has been created to facilitate use of this system. A copy of the Guide is provided as Attachment A. It is also located at <http://jcfleet.exceedcorporation.com>.

4. New Vehicle Acquisition Clearance Process. The acquisition of alternative fuel vehicles (AFVs) is vital to meeting the petroleum fuel reduction goals established in E.O. 13149. A recent review of the Department of Labor's (DOL) fleet indicates that, while progress is being made, the acquisition of AFVs remains insufficient to meet established goals. OASAM has instituted a new clearance process for new vehicle acquisitions and lease renewals requiring all agencies acquire AFVs where possible.

The acquisition of any non-AFVs must be approved by OASAM. Job Corps centers wishing to acquire a non-AFV vehicle must submit, in writing to the Regional Director, a justification for the acquisition. The Regional Director will then forward the request to the National Office of Job Corps, Attention: Sandra Darden. Upon approval or disapproval by OASAM, the Regional Director will be sent an email notification advising them of the decision by OASAM. OASAM Fleet Manager will facilitate the acquisition. When acquiring any new vehicles or renewing any existing leases, the agency code "1680" should be used to complete all necessary paperwork.

To view information on AFVs that can be leased directly from the General Services Administration (GSA), visit the GSA Web site at www.gsa.gov and use the 2005 Product Guide for Alternative Fuel Vehicles (AFV). The product guide can be found by following the directions below.

- a. Navigate to www.gsa.gov
- b. Click Services on the top menu bar
- c. Click Vehicle Leasing on the left menu bar
- d. Click Alternative Fuel Vehicles on the left menu bar
- e. Click AFV Guides and Manuals on the left menu bar
- f. Click FY05 Product Guide for Alternative Fuel Vehicles (AFV) to open the guide

5. Fuel Initiative Briefing Package. The Fuel Initiative Briefing Package has been developed to provide background on the Fuel Reduction Initiative. The package includes information on alternative fuels, the rationale for efficient fuel usage, best practices, additional information resources, and technical assistance. It is provided as Attachment B.

6. Action. Addressees are to ensure that a copy of this Notice is distributed to staff who are directly responsible for fleet and fuel maintenance as well as other staff as appropriate.

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Sandra Darden at (202) 693-3130, or emailed to arden.Sandra@dol.gov; or to Latoya Jones at (301) 731-3790, or emailed to ljones@exceedcorporation.com.

Attachments

A – Fleet Management System User Guide

B – Fuel Initiative Briefing Package