

## Attachment

### GSA-Leased Vehicle Analysis Instructions

- I. In order to conduct this analysis, Job Corps center contractors will be required to review and consider the following factors:
  1. How essential is each leased vehicle to the Job Corps mission?
  2. What is the leased vehicle utilization rate for the center? (Multiply the contracted On-Board Strength [OBS] by 4 percent [.04].)<sup>1</sup> This equation serves as a barometer to indicate whether a center is operating within efficiency range. For example, a center with a contracted OBS of 500, operating with approximately 20 leased vehicles, would be within efficiency range. If the product of the equation exceeds that of the calculated 4 percent rate, a closer look at the overall leased-fleet operation is needed at that location by center managers.
  3. Is each vehicle being fully utilized with limited down time? (Check vehicle utilization and mileage records.)
  4. For each vehicle, is there a way to combine its use with that of another vehicle in order to optimize utilization and efficiency?
  5. Is the vehicle an Alternative Fueled Vehicle (AFV)? AFVs are preferred over non-AFVs. Therefore, an AFV is less likely to be removed from the leased vehicle inventory, other factors being generally equal.
  6. Is this vehicle a sedan? Justification for continued leasing of sedan vehicles outside of OA and CTS functions will be strongly scrutinized during a comprehensive review of leased vehicles.
  7. Is this vehicle an SUV? Justification for continued leasing of SUVs will be strongly scrutinized during a comprehensive review of leased vehicles.
- II. Following a review of the leased fleet in consideration of the above factors, each Job Corps center contractor will send to the Project Manager a summary analysis that answer the following questions:
  1. What is the current number of leased vehicles?
  2. How many leased vehicles, if any, exceed a 4 percent rate as described in Factor 2 above?

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<sup>1</sup> This rate is based on historic Job Corps levels.

3. How many sedans, if any, are leased? What is the purpose of each, and the extent of utilization for that purpose?
4. How many SUVs, if any, are leased? What is the purpose of each, and the extent of utilization for that purpose?
5. List ideas and strategies the center may employ to reduce fleet size and increase fleet efficiency.