

August 26, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 11-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER OPERATORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: GSA-Leased Vehicle Analysis (Preliminary)

1. Purpose. To initiate an analysis of GSA-leased vehicles aimed at reducing costs and improving efficiency.
2. Background. In response to government wide efforts to reduce spending and attain greater operational efficiency, Job Corps is conducting an analysis of its fleet of leased vehicles at contract-operated centers. This analysis is designed to preliminarily identify vehicles that may be phased out or removed from Job Corps' leased vehicle inventory.
3. Action. Job Corps center contractors are required to review and consider factors listed in Part I of the attachment. Based on that review, contractors are required to draft a summary analysis as described in Part II of the attachment.

Note: The summary analysis is due to the appropriate Project Manager by e-mail no later than September 15, 2011.

Contract-operated Job Corps centers also are reminded that all fleet vehicles must be reported monthly by the contractor's fleet manager in the Job Corps Fleet Tracking Management System (FTMS), and in accordance with PRH Appendix 505, Section 6.j.3. Fleet vehicles considered in the contractor's analysis described above must align with leased vehicles that are reported in the center's current FTMS inventory. OA and CTS contractors will be required to report monthly into the FTMS effective October 1, 2011. Requirements and training for OA and CTS contractors will be announced in an upcoming Instruction Notice. OA and CTS contractors are required to complete this preliminary leased-vehicle analysis, and to submit the analysis and recommendations to the appropriate Project Manager by the specified due date.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.

Attachment

GSA-Leased Vehicle Analysis Instructions