

Attachment A
Job Corps FY 2014 GSA-leased Vehicle Acquisition Process

The process for Job Corps is as follows:

1. Contractors review the Center-level Fleet Analysis (Attachment B). Requests must show progress toward meeting a 5 percent ratio of GSA vehicles to On-board Strength (OBS) by June 30, 2014. Those with a high ratio of vehicles to OBS should make special efforts to reduce their fleets. For example, if a center is seven vehicles over its 5 percent rate, it should order seven fewer vehicles or provide strong justification for exceeding that rate.
2. Contractors refer to the “Vehicle Order Recommendation” spreadsheet and follow its recommendations. This spreadsheet is located on the Job Corps Community Web site; select “Sustainability” under “Documents” on the left-hand side of the screen. The Office of the Assistant Secretary for Administration and Management (OASAM) has developed these recommendations based on GSA data for each GSA vehicle, for compliance with alternative-fuel requirements and utilization guidelines.
3. Contractors then use the decision flow below to determine vehicle need and type.
4. Once the vehicle type and fuel type is determined, contractor refers to spreadsheet titled “Low-GHG Vehicle Recommendations from DOL,” located on the Job Corps Community Web site, under “Sustainability”, in order to select a low-Greenhouse Gas (GHG) vehicle if possible. Recommended models are highlighted in green.
5. Each contractor completes and submits a GSA Annual Fleet Requirements Spreadsheet (which is equivalent to Appendix 508 of the Policy and Requirements Handbook). The purpose of this document is to obtain regional review and approval for number and types of vehicles, and to capture justifications.
 - Open the Vehicle Order Recommendation spreadsheet described above and delete unneeded rows.
 - Save in Excel format with the filename “[Centername] Fleet App 508 MM-DD-YYYY.”
 - Include in the “Justification” column a strong justification for the ongoing need for a replacement vehicle. If a sedan larger than “subcompact,” an SUV, a four-wheel drive, or unusual vehicle is requested, it must be justified in terms of the mission. Given OBS and program reductions, no increases in number or size of vehicles are allowed without a variance from the Office of Job Corps (OJC).
 - If the vehicle requested is not a low-GHG vehicle, then a description of the functional needs that cannot be met by a low-GHG vehicle from GSA is

required. OJC and OASAM are working on incorporating this requirement into existing documents/systems.

- Submit the file to the regional Project Manager or other designated regional contact. (Note that OJC and OASAM columns are not required, as GSA Fleet Drive-thru handles those functions.)
6. Concurrently, contractors take action to submit vehicle requests in GSA Fleet Drive-thru; visit “GSA Replacement Vehicles” at <http://drivethru.fas.gsa.gov/drivethru/drivethru/>.
 - First, contractor staff members involved in acquiring GSA-leased vehicles are encouraged to view the video about the GSA Fleet Drive-thru Customer Acquisition Module titled, “CAM FY14.” To view, visit GSA’s YouTube channel at <http://www.youtube.com/user/GSADesktopWorkshop>.
 - Next, follow the decision flow below to determine important factors such as low-GHG status and fuel type; this will avoid rejection by the OJC. Contractors should consult with their GSA Fleet Service Representative as needed.
 7. Regions review the GSA Annual Fleet Requirements Spreadsheet and work with their centers to ensure requests are cost-effective and consistent with goals for reduction. Regions indicate approval in the “Regional” column, and forward to David Wiley, at wiley.david@dol.gov.
 8. Contractors complete changes to Fleet Drive-thru as necessary.
 9. After receiving regional approval of the GSA Annual Fleet Requirements Spreadsheet, the OJC reviews and approves or rejects vehicle requests in Fleet Drive-thru. The National Office also reviews any requests for waivers to the requirement to order low-GHG vehicles.
 10. OASAM reviews and approves or rejects requests in Fleet Drive-thru.
 11. Upon OASAM approval, GSA orders vehicles.

Note that additional guidance may be distributed as new information is available.

Guidance from the Department of Labor’s Office of the Assistant Secretary for Administration and Management follows.

Energy Policy Act, 1992/2005 (EPAAct): Acquire 75 percent of light-duty vehicles (LDVs) as Alternative Fuel Vehicles (AFVs) in Metropolitan Statistical Areas (MSAs).

The definition for AFV has been expanded to include a low GHG-emitting petroleum vehicle if, and only if, it is acquired instead of a AFV vehicle that the agency has reasonably determined would qualify for a fuel waiver under EPAAct2005 § 701.

Energy Independence and Security Act (EISA): Acquire only low-GHG light duty or medium duty passenger vehicles (sedans, LD trucks, and medium duty passenger vehicles). Again, low GHG petroleum vehicles will also qualify as an AFV if alternative fuel is unavailable (see above).

Medium Duty Passenger Vehicles (MDPVs) are defined as:

- GVWR greater than 8,500 pounds but fewer than 10,000 pounds
- Designed to transport fewer than 12 passengers or fewer than nine passengers rearward of the driver's seat
- Not equipped with an open cargo area of 72 inches in interior length or more

The Department of Labor fleet decision flow should be as follows:

- 1) Determine if the vehicle needs to be retained or if a strategy such as short term rentals, car-share, optimizing the car pool, public transit, etc., will suffice.
 - To turn in agency vehicles, please try to do this first through the FSR. If you are finding that more support is required for this, please send the OJC the Technical Assistance Guide numbers on these vehicles so that GSA management can be engaged.
- 2) If the vehicle does need to be retained, select the smallest size vehicle possible to meet mission requirements. The vehicle selected should also have the lowest incremental cost.
 - It's not worth retaining an older model vehicle; the agency will end up paying the new cost on the old vehicle, not the previous year's cost.
- 3) By statute, 100 percent of light- and medium-duty passenger vehicles must be low-GHG vehicles unless you obtain an OJC exemption.
 - If vehicle is not low GHG, apply to OJC for an exemption.
- 4) By statute, 75 percent of new acquisitions must be Alternative Fuel Vehicle (AFV).

For E-85 AFVs, the decision flow should be as follows:

- a. If E-85 is available within 5 miles (or a bit further) of the vehicle, **AND** an E-85 vehicle is available in that class that is state compliant, then select the E-85 vehicle, and use 100 percent E-85 fuel to fill it.
- b. If E-85 is available within 5 miles (or even a little further) of the vehicle location, and E-85 vehicle is **NOT** available in that class, then select the smallest low-GHG vehicle possible that meets your mission needs, or request OJC approval to select a different AFV with high incremental costs (e.g., electric, electric hybrid, CNG vehicle, propane, etc.).
- c. If E-85 is **NOT** available within 5 miles of the vehicle location and an E-85

vehicle **IS** available in the class required, then:

- i. Select the E-85 vehicle **UNLESS** there is a low-GHG model available. OJC will apply to the Department of Energy for a waiver to exempt the E-85 vehicle from the requirement to only fuel with 100 percent E-85 fuel; or
- ii. Apply to OJC to select a different AFV with a high incremental cost (e.g., electric, electric hybrid, CNG vehicle, propane, etc.).