

November 21, 2013

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 13-14
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 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: Fleet Reduction and Optimization, and Ordering Replacement General Services Administration (GSA)-Leased Vehicles for Fiscal Year (FY) 2014

1. Purpose. To provide guidance to Job Corps contractors and regions on reducing and optimizing the Job Corps vehicle fleet, and on acquiring GSA-leased vehicles for FY 2014.
2. Background. This directive applies to government vehicles used by contract centers and Outreach and Admissions/Career Transition Services (OA/CTS) contractors. Note the deadlines have been compressed due to the government shutdown in October, and quick action is required.

The Department of Labor is calling on Job Corps to make further reductions in its vehicle fleet, particularly those leased from GSA. Job Corps has already made progress, and the start of the GSA-leased vehicle acquisition cycle in November offers a good chance of further reducing and optimizing Job Corps' fleet.

Job Corps is pursuing a strategy of making targeted reductions and changes – with regions playing a review and approval role – based on information about the fleet and centers' needs. An analysis of the Job Corps fleet indicates that targeted reductions and changes will be much more effective than a single-percentage, across-the-board cut.

GSA has opened its FY 2014 acquisition process for leased vehicles. In general, contractors should request significantly fewer replacement vehicles, as avoiding replacements is a cost-effective way to reduce fleets. Additional guidance may be provided as more information becomes available.

3. Action. By **November 26, 2013**, centers and OA/CTS contractors with government vehicles are to:

- Submit the GSA Annual Fleet Requirements Spreadsheet in Excel format to the Regional Project Manager or other designee, per Attachment B. Requirements must be consistent with achieving a ratio of no more than 5 percent GSA vehicles to scheduled On-board Strength, with variances justified. (Note that this instruction supersedes PRH Section 5.13 Requirement R1.e; the Project Manager will no longer forward the spreadsheet directly to GSA.)
- Request replacement vehicles in GSA Fleet Drive-thru, consistent with the GSA Requirements Spreadsheet.

By **December 11, 2013**, Regional Project Managers (or other staff designated by the Regional Director) are asked to complete a review of each GSA Annual Fleet Requirements Spreadsheet, indicate approval on the spreadsheet, and e-mail to David Wiley. By this same date, contractors are to complete any updates in GSA Fleet Drive-thru.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to David Wiley at (202) 693-3396 or wiley.david@dol.gov.

Attachments

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

B – Center-level Fleet Analysis