February 19, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-28

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: Mandatory Reporting for Contractors – Vehicle Allocation Methodology
     (VAM) Update, and Returning General Services Administration (GSA)-
     leased Vehicles

1. Purpose. To provide instructions for the 2014 update to the VAM, and for returning GSA-leased vehicles identified for reduction.

2. Background. This Program Instruction Notice pertains to contractor-operated Job Corps centers, and to contractors assigned Job Corps vehicles.

The Department of Labor's (DOL) Office of the Assistant Secretary for Administration and Management (OASAM) has issued a data call in order to update DOL's VAM. The Office of Job Corps (OJC) is seeking responses from centers to complete the update. The VAM covers all GSA-leased and DOL-owned vehicles, except those low-speed electric vehicles that are not tagged for on-road usage. Note that much of the VAM data is different from that in the Job Corps Fleet Tracking Management System (FTMS). Completing the VAM update in no way negates the requirement for monthly FTMS reporting. Job Corps centers with a large number of vehicles are encouraged to begin completing the update immediately.

Regarding the return of GSA-leased vehicles that have been identified for reduction, contractors are instructed to turn in any such vehicles to GSA. Centers and contractors have recently made significant strides in reducing and optimizing the Job Corps fleet, which is greatly appreciated. During the recent acquisition cycle, more than 50 vehicles were identified for reduction. In order to realize the savings identified, contractors should continue turning in those vehicles. For those that are not yet due for replacement according to GSA's standards, GSA fleet service representatives may or may not be able to accept the turn-in. Contractors will report the status to the OJC, which will work with DOL and GSA to facilitate remaining turn-ins.

3.   Reference. The requirement for each Federal agency to determine the optimal fleet inventory using the VAM is found in the May 24, 2011, Presidential Memorandum – Federal Fleet Performance; see http://www.whitehouse.gov/the-press-office/2011/05/24/presidential-memorandum-federal-fleet-performance.

4.   Action. By March 5, 2014, contractor-operated Job Corps centers and contractors assigned government vehicles are to do the following:

      a. Complete the VAM update using the most recent version of the spreadsheet, "VAM Update and Turn-in Status 02-19-2014.xlsx," that is posted at the Job Corps Community Web Site in Citrix, under Documents, on the Sustainability page. A sample is attached, but users should remember to use the version from the Web site. Follow the instructions found on the Instructions tab of the spreadsheet.

      b. For all vehicles identified for turn-in to GSA without replacement, contact the local GSA Fleet Service Representative, and schedule a turn-in within 30 days. Complete the "Turn-In Status" tab of the spreadsheet described above.

      When complete, each contractor is to e-mail the spreadsheet to Ginger White-Pound at white-pound.ginger@dol.gov, with a copy to the Regional Project Manager, and to wiley.david@dol.gov. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

5.   Expiration Date. March 5, 2014.

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

Attachment

Sample "VAM Update and Turn-in Status 02-19-2014.xlsx" spreadsheet