

November 24, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 14-13
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Fleet Reduction and Optimization, and Ordering Replacement General Services Administration (GSA)-Leased Vehicles for Fiscal Year (FY) 2015

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 2015.
2. Background. This directive applies to government vehicles used by contract centers and Outreach and Admissions/Career Transition Services (OA/CTS) contractors.

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.

The GSA FY 2015 acquisition process for leased vehicles is expected to open on or about **November 24, 2014**. 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 **December 5, 2014**, centers and OA/CTS contractors with government vehicles are to:

- Submit the GSA Annual Fleet Requirements Spreadsheet in Excel format to the appropriate Regional Project Manager or other designee. Requirements must be consistent with achieving a ratio of no more than 5 percent GSA vehicles to scheduled on-board strength, with variances justified.
- Request replacement vehicles in GSA Fleet Drive-thru, consistent with the GSA Requirements Spreadsheet.

By **January 2, 2015**, Regional Project Managers (or other staff designated by the Regional Directors) are asked to complete a review of each GSA Annual Fleet Requirements Spreadsheet, indicate approval on the spreadsheet, and e-mail fitzhugh.marsha@dol.gov. 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 your Regional Office Fleet Representative.

Attachment

A - Job Corps FY 2015 GSA-leased Vehicle Acquisition Process

B – Understanding Fleet Vehicle Recommendation Report