

November 10, 2016

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| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-19 |
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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) 2017

1. Purpose. With the exception of those at Forest Service centers, this directive is 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 2017.
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 2017 acquisition process for leased vehicles is expected to open on or about **November 30, 2016**. 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. Below are the GSA's acquisition deadlines:

November 30, 2016 - Customer Acquisition Module (CAM) opens and becomes operational.

December 14, 2016 – Fleet Service Representative (FSR) selections are due to the Local Customer.

January 18, 2017 - Local Customer selections are due to the Agency Fleet Manager (for mid-level review and approval).

February 15, 2017 - Mid-level approvals due to headquarters.

Note: All requests will be considered via CAMs. Please do not contact the Regional Offices or the Department of Labor unless otherwise instructed. This is an electronic process.

When planning CAMs, individuals who oversee GSA-lease fleets consider:

- 1) Which vehicles might be eliminated from the fleet due to low utilization?
- 2) What is the smallest size vehicle needed to fulfill mission requirements?
- 3) What low-greenhouse-gas-vehicle model might replace a vehicle that GSA has identified as replacement eligible?
- 4) What type of fuel must each vehicle use to meet federal mandates?

3. Resources. GSA Fleet Desktop Workshop: CAM FY17 GSA CAM training link YouTube recording: <https://youtu.be/sLqIsUDYQbQ>. If you are unable to access YouTube, you can view the General Services Administration (GSA), Federal Acquisition Services, Customer Acquisition Module (CAM) training presentation on the Job Corps Community Website at [http://jweb.jobcorps.org/Sustainability%20Resources/Custom CAM FY17.pptx](http://jweb.jobcorps.org/Sustainability%20Resources/Custom%20CAM%20FY17.pptx).

4. Action. The GSA Drive Thru System was recently updated and requires that everyone who is a vehicle contact or agency Fleet Manager must enroll in the system for access.

Important note: In order to participate in the FY 2017 **GSA CAM**, it is mandatory **that all** individuals who oversee GSA-lease vehicles register by **November 16, 2016**, for the GSA Drive Thru or they will **NOT** be able to access the **GSA CAM** during the acquisition season.

If you have not registered for Drive Thru, please do so at:
<https://drivethru.gsa.gov/fmdtsys/dthome>.

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

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to your Regional Office Fleet Representative or Patricia Prior at prior.patricia.j@dol.gov.

Attachment

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

B – Understanding Fleet-Vehicle Recommendation Report