



October 17, 2022

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-09

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Job Corps' GSA Leased Vehicle Replacement

1. **Purpose.** To provide guidance on replacing GSA-leased vehicles in the Job Corps Center fleet inventory that are eligible for replacement in FY23.
2. **Background.** Job Corps' GSA-leased vehicles and associated operating costs represent a large expense for DOL, and more than half of the vehicles in the fleet are underutilized (i.e., driven less than 800 miles per month for three consecutive months.) Each Fall the local GSA Fleet Service Representatives (FSR) load eligible vehicles into the GSA Fleet Drive Thru system and the "replacement season" begins giving Job Corps an opportunity to optimize its fleet. Each year DOL/ETA/OJC pursues a strategy of efficient and effective fleet reduction based on the types of vehicles needed for the mission, their purpose, and the average miles driven each month.
 - **Action.** Center operators must analyze their current fleet and identify underutilized vehicles.
 - Job Corps Center Fleet Managers & Fleet Point of Contacts (POCs) must register for:
 - i. The National Office of Job Corps (NOJC) Agency Fleet Manager's webinar on GSA Leased Vehicle Replacements for CAM23 FY23 on October 19, 2022; register using the JCDC Training Schedule being released this Friday.
 - ii. The Desktop Workshop FY23 Vehicle Offerings & Zero-Emission Vehicles (ZEVs) on October 20, 2022; register at <https://www.gsa.gov/gsa-fleet-training> to attend this session.
 - iii. Attend at least one NetDigital AUTOS training session. If the Center's Fleet Manager did not receive an invite, please contact: support@netdigitalsolutions.com.
 - During the GSA-leased vehicle "replacement season," which runs from October 20 through November 9, 2022, Center Fleet Managers & POCs will either select a

replacement or turn the vehicle in without replacing it (TI/DNR).

- NOTE: When selecting a replacement vehicle, Centers must select LGHG (Low Green House Gas) whenever possible and a Plug-In Hybrid whenever possible.
- Plug-In Hybrids can be charged with a normal, standard 120-volt/15-amp outlet.
- EV Charging Station installations will be forthcoming as funding allows.
- Notify Patricia Prior of any changes in JC Center Fleet Managers & Fleet POCs.

3. Expiration Date. Effective Immediately until Rescinded

4. Inquiries. Questions about this Instruction Notice should be addressed to Patricia Prior at prior.patricia.j@dol.gov.