



Facilitator's Guide

FY 2011

Federal Fleet Management 101

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Program #1

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For additional information please contact:
EERE Information Center
1-877-EERE-INF (1-877-337-3463)
www.eere.energy.gov/informationcenter



www.femp.energy.gov/training

Course 1: Federal Fleet Management 101

The purpose of these seminars is to educate energy management and environmental professionals in the Federal sector on current topics within their scope of responsibilities. On the first Thursday of each month from February through August 2011, a seminar will be broadcast from 1:30pm to 3:00 pm EST/EDT. For more detailed information on these seminars, please visit <http://www.femp.energy.gov/firstthursday>.

Your Role as Facilitator

We greatly appreciate your help in serving as a site facilitator for the Department of Energy, Federal Energy Management Program (FEMP) First Thursday Seminars. You are very important to the success of these satellite broadcasts, and your commitment to the following roles is critical to the success of these training initiatives.

Prior to the Seminar

- Post appropriate signs to notify potential attendees of the location, date, times and registration process for the first training session. Appendix A of this document is a course announcement that you can print. Promotional flyers and other materials for each seminar can be downloaded from http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_materials.cfm. Utilize your local process to “book” the facility where the broadcast will be viewed.
- Ensure that the viewing room is equipped to accommodate the registered participants as well as a few unregistered attendees.
- You will need a computer with Internet access to handle last minute registrations online.
- Print the sign-in Roster that can be accessed at http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_troubleshooting.cfm#satellite and have each attendee sign in. Fax the Roster to 865-381-0554
- Print copies of the Learner Guide available at http://apps1.eere.energy.gov/femp/training/course_detail_live.cfm/CourseDatId=209/. Provide copies of the Learner Guide to attendees who have not printed their own materials.
- Manage the technical aspects of the Broadcast. Technical contact numbers and emails may be printed as part of the facilitator information found at http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_troubleshooting.cfm.

During the Seminar

- If possible have a printed registration list. If unregistered participants attend, ask them to register online immediately. To register new participants, access <http://fempcentral.com/awards/training/eventregistration/workshopregistration.aspx>.
- Very important - have each attendee sign the Roster. Fax the Roster to 865-381-0554.

- Remind attendees that in order to receive a Course Completion Certificate for the training, they must be registered, and they must complete an online quiz and evaluation after attending the training (link will be provided immediately after the live broadcast). Registration is critical. With thousands of federal facilities potentially offering this broadcast, you are the only way for us to ensure that we have an accurate number of participants in the training.
- Greet program participants and provide them with a Learner Guide if they do not bring one with them.
- Make the participants feel comfortable. Indicate where restrooms can be found, help participants find seating, and handle any requirements for special accommodations.
- Encourage questions. During the live broadcast, handle questions by either dialing the toll free number 800-775-3728, faxing questions to 865-381-0554, or by sending an email to FTS@energyworkshops.org.
- For technical issues during the workshop, call 865-974-5069 for uplink trouble, 865-974-7561 for Video-conferencing/webcast trouble, 877 820 0305 or 888-820-4898 for Federal networks trouble, or you may email ruleb@tds.net.

After the Seminar

- After the live broadcast, a link will be provided to a seminar evaluation and open-book quiz and an e-mail containing the link will be sent to all registered participants. Upon completion of the evaluation and the open book quiz, the participant will be able to print a course completion certificate for his/her records.
- Either scan the Roster with participant signatures and email it to FTS@energyworkshops.org, or fax it to 865-381-0554 if you prefer.
- Following the viewing of the satellite broadcast, you are asked to conduct a 10 to 15 minute conversation with the participants about their learning. Your role will be to ask questions to stimulate thinking and discussion. The specific questions you will ask are included as Appendix B.

Appendix A

Course Announcement

Title: Federal Fleet Management 101

Length of Course: 90 Minutes

Date: Live on Thursday, February 3, 2011
Archived for later viewing on demand

Format: Live via satellite or streaming video on your desktop
Discussion format will allow opportunities to ask questions of the Instructor and the Federal Energy Management Program (FEMP) expert.

Course Description

Meet E.O. 13514 and other Federal fleet requirements through best practices that reduce greenhouse gas emissions and petroleum consumption while increasing alternative fuel use and fleet fuel efficiency.

Audience

Federal Fleet Management 101 is designed for headquarters and location fleet managers as well as energy managers and other energy and environmental professionals who want an overall introduction to Federal fleet management.

Learner Objectives

After completing this seminar, the learner will:

1. Explain the 3 driving principles of petroleum reduction.
2. Explain the responsibilities of the Headquarters Fleet Manager and the Fleet Location Manager for the Implementation of EO 13514.
3. Explain the purpose of a Vehicle Allocation Methodology (VAM).
4. List 5 strategies for reducing vehicle miles traveled.
5. List 5 strategies for increasing fuel economy.
6. List 3 strategies related to use of alternative fuels and biodiesel blends.
7. List 3 strategies for Electric Vehicle Acquisition.
8. Discuss annual reporting requirements related to Federal Fleet.
9. Name 3 Federal Fleet resources available through FEMP.



Instructor

Amanda Sahl serves as program lead for the Federal Fleet Management Program at FEMP where she is responsible for overseeing Federal fleet reporting and drafting of Federal fleet management guidance. Prior to joining FEMP in 2007, Amanda received her Masters of Environmental Science from Yale University and held positions with the Global Environment Facility and the Environmental Protection Agency.



FEMP Expert

Brad Gustafson serves as FEMP's Supervisor for Applied Technology Services. In 1995, he began supporting Federal energy initiatives as an employee of Lawrence Berkeley National Laboratory. While at FEMP, he has acted as Project Facilitator for Energy Saving Performance Contracts (ESPC), Program Manager for Technology Transfer, Utility Program Manager, and Federal Fleet Program Manager. In 2002, he served as Legislative Advisor for Senator Lincoln Chafee. Before joining FEMP, Mr. Gustafson was Program Manager for the Pacific Gas (PG&E) HVAC program at the PG&E Energy Center.

Course Preparation

In order to prepare for this training, spend 20 minutes familiarizing yourself with Federal Fleet resources available on FEMP's web site at:

http://www1.eere.energy.gov/femp/program/fedfleet_resources.html.

Appendix B

Questions to initiate discussion following the seminar on Federal Fleet Management 101

1. What are some of the “low hanging fruit” or quick wins that you can consider when looking at the three driving principles of petroleum reduction?
2. Explain your experience in collecting data regarding Federal Fleet. Have you learned anything through the data collection that caused you to change your practices?
3. What are the biggest obstacles in terms of right-sizing your fleet to meet its mission, and how are you addressing those obstacles?
4. What are the alternative fuel options available in your location? Any plans for increasing alternative fuel “refueling” stations?