

January 30, 2003

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| <b>DIRECTIVE:</b> | <b>PRH CHANGE NOTICE NO. 02-03</b> |
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** PRH Chapter 5: Appendix 502 (Center Financial Management)

1. Purpose. To revise PRH Appendix 502 in order to simplify the preparation and submittal of the Staff Compensation Supplement to the 2181 Center Operations Budget.
2. Background. Appendix 502 was reissued June 21, 2002 via PRH Change Notice 01-07. This re-issuance included new language in Section G which establishes a requirement for submittal of a Staff Compensation Supplement when a contractor submits the initial 2181 budget for a given contract year. The purpose of the 2181 supplement is to permit DOL officials to monitor the extent to which a contractor's budgeted salary and fringe benefit levels are competitive within the local labor market. Since the issuance of this new requirement, national office staff have undertaken to streamline and simplify the format. The primary change is deletion of the need to report data for two contract years. It now suffices to report data only for the current contract year. Section F, subsection 10 contains the updated instructions for completing the Staff Compensation Supplement Worksheet.
3. Action Required. Addressees are to ensure that a copy of this Change Notice is distributed to the appropriate staff.
4. Filing Instructions.

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| <b>REMOVE</b>                            | <b>REPLACE WITH</b>                             |
| Chapter 5, Appendix 502, dated June 2002 | Chapter 5, Appendix 502, dated February 3, 2003 |

5. Effective Date. February 3, 2003.

6. Inquiries. Questions, comments, and suggestions concerning these new guidelines may be referred to Tina Hess-Williams on (202) 693-3125, or email: [THess-Williams@doleta.gov](mailto:THess-Williams@doleta.gov).

#### Attachments

Appendix 502  
Staff Comp.wb3  
Staff Comp.xls