

**PLAN AND REPORT SUBMISSION REQUIREMENTS**

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
<b>FINANCIAL MANAGEMENT, SUBCONTRACTING, PROCUREMENT REPORTS</b>							
SF-1034, Public Voucher (center) (OA/CTS)	Bi-monthly Monthly	Bi-Monthly Monthly	Regional Office Regional Office	PRH 5 PRH 5	X	X	X
ETA 2110, Financial Report	Monthly	20th	Regional Office National Office	PRH 5	X		
ETA 2110, OA/CTS, Financial Report	Monthly	20th	Regional Office National Office	PRH 5		X	X
ETA 2110S, Center Vacancy/ Separation Report	Monthly	20th	Regional Office National Office	PRH 5	X		
Student Pay Bank Reconciliation	Monthly	15th	Job Corps Data Center	SAAS Manual	X		
ETA 2181, Center Budget	Annually & as required by contract modifications		Regional Office National Office	PRH 5	X		
ETA 2181, OA and CTS Budget	Annually & as required by contract modifications		Regional Office National Office	PRH 5		X	X
Construction and Rehab Report	Quarterly	1/20, 4/20 7/20, 10/20	Regional Office National Office	PRH 5	X		
SF 294, Subcontracting Report	Semi-Annually	4/25, 10/25	Regional Office	PRH 5	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
Excess Property Report	Annually	10/15	National Office Division of Administrative Services	ETA Handbook 359	X		
Physical Inventory of Non- expendable Property	Annually	Contract Anniversary	Contracting Officer		X	X	X
<b>PERSONNEL REPORTS</b>							
Senior Staff Compensation Report	Annually	1/10	Regional Office	Contract	X		
Staff Incentive Plan	Annually	Contract Anniversary	Regional Office	Contract		X	X
Staff Training Plan	Annually	Contract Anniversary	Regional Office	PRH 5	X	X	X
Affirmative Action Plan	Annually	Contract Anniversary	Regional Office	PRH 5	X	X	X
VETS-100 Report	Annually	9/30	Regional Office	Contract	X	X	X
<b>HEALTH REPORTS</b>							
Health Services Program Description	Annually	8/15	Regional Office National Office	PRH 6	X		
Health Services Time Distribution	Annually	8/15	Regional Office National Office	PRH 6	X		
Health Care Guidelines	Annually	Contract Anniversary (contract centers); Program Year (CCCs)	Regional Office	PRH 6	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
Health Services Utilization Report	Monthly	15th	Remains on center for review	PRH 6			
Alcohol Testing Summary	Quarterly	1/10, 4/10, 7/10, 10/10	Regional Office National Office	PRH 6	X		
<b>VOCATIONAL REPORTS</b>							
VST-1/VST-2	Annually & as revised	2/1	Regional Office	PRH 3	X		
VST-3	Semi-Annually	1/20, 7/20	Regional Office	PRH 3	X		
<b>ANNUAL PLANS</b>							
Career Development Services System Plan (Outreach, CPP, CDP, and CTP)	Annually	Contract Anniversary	Regional Office	PRH 3	X	X	X
Fire Safety/Emergency, Evacuation and Risk Assessment Plan	Annually	2/15	Regional Office	PRH 5	X		
Bloodborne Pathogen Control Plan	Annually		Regional Office	PRH 5	X		
VST Plan	Annually	2/1	Regional Office	PRH 3, Appendix 304	X		
Safety & Occupational Health Plan	Annually	2/15	Maintain On-Site	PRH 5	X		
<b>OTHER</b>							
Energy and Water Consumption Report	Quarterly	1/31, 4/30, 7/30, 10/31	Regional Office National Office	PRH 5	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
Environmental Health Inspections	Quarterly	3/30, 6/30, 9/30, 12/30	Regional Office National Office	PRH 5	X		
Monthly Fleet Report	Monthly	10 <sup>th</sup> of each month	National Office	PRH 5	X	X	X
Annual GSA Fleet Requirements	Annually	8/15 9/1	Regional Office National Office	PRH 5	X		
<b>NON-RECURRING REPORTS</b>							
Significant Incident Reports: ▪ Initial ▪ Supplemental ▪ Final	As needed	▪ within 24 hrs ▪ every 30 days ▪ on resolution	Regional Office National Office	PRH 5	X	X	X
HIV Notification	As needed		Regional Office National Office	PRH 6	X		
SF 91, Motor Vehicle Accident Report	As Needed	within 5 working days	Regional Office	PRH 5, Appendix 505	X	X	X
CA-1, Employee Notice of Traumatic Injury	As Needed	within 6 working days	Regional Office	PRH 5, Appendix 505	X		
CA-2, Employee Notice of Occupational Disease	As Needed	within 6 working days	Regional Office	PRH 5, Appendix 505	X		