

PLAN AND REPORT SUBMISSION REQUIREMENTS

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

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
SF 294, Subcontracting Report	Semiannually	4/25, 10/25	Regional Office	Chapter 5	X		
Excess Property Report	Annually	10/15	National Office Division of Administrative Services	ETA Handbook 359	X		
Physical Inventory of Nonexpendable Property	Annually	Contract Anniversary	Contracting Officer		X	X	X
PERSONNEL REPORTS							
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	Chapter 5	X	X	X
Affirmative Action Plan	Annually	Contract Anniversary	Regional Office	Chapter 5	X	X	X
VETS-100 Report	Annually	9/30	Regional Office	Contract	X	X	X
HEALTH REPORTS							
Health Services Program Description	Annually	8/15	Regional Office National Office	Chapter 6	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
Health Services Time Distribution	Annually	8/15	Regional Office National Office	Chapter 6	X		
Health Care Guidelines	Annually	Contract Anniversary (contract centers); Program Year (CCCs)	Regional Office	Chapter 6	X		
Health Services Utilization Report	Monthly	15th	Remains on center for review	Chapter 6			
Alcohol Testing Summary	Quarterly	1/10, 4/10, 7/10, 10/10	Regional Office National Office	Chapter 6	X		
CAREER TECHNICAL TRAINING REPORTS							
VST-1/VST-2	Annually and as revised	2/1	Regional Office	Chapter 3	X		
VST-3	Semiannually	1/20, 7/20	Regional Office	Chapter 3	X		
ANNUAL PLANS							
Career Development Services System Plan (Outreach, CPP, CDP, and CTP)	Annually	Contract Anniversary	Regional Office	Chapter 3	X	X	X
Quality Assurance Plan	Annually	Contract Anniversary	Regional Office	Chapter 5	X	X	X

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
Bloodborne Pathogen Control Plan	Annually		Regional Office	Chapter 5	X		
VST Plan	Annually	2/1	Regional Office	Chapter 3, Appendix 303	X		
Occupational Safety and Health Plan	Within 90 days of acquiring center or when changes outlined in Section 5.14, R2.b occur	2/15	Regional Office (Maintain hard copies on-site)	Chapter 5	X		
OCCUPATIONAL SAFETY AND HEALTH REPORTS AND FORMS							
OSHA 301, Incident Report	As needed	Within 7 calendar days of supervisor notice	Safety and Health Information Management System (SHIMS)	Chapter 5	X		
OSHA 300, Log of Work-Related Injuries and Illnesses	As needed	Within 7 calendar days of supervisor notice	Safety and Health Information Management System (SHIMS)	Chapter 5	X		
OSHA 300A, Summary of Work-Related Injuries and Illnesses	Annually	2/1 through 4/30	Post On-Center	Chapter 5	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
CA-1, Employee Notice of Traumatic Injury	As needed	Within 7 calendar days of supervisor notice	Safety and Health Information Management System (SHIMS)	Chapter 5	X		
CA-2, Employee Notice of Occupational Disease	As needed	Within 7 calendar days of supervisor notice	Safety and Health Information Management System (SHIMS)	Chapter 5	X		
CA-6, Official Superior's Report of Employee's Death	As needed	Within 10 workdays after knowledge by supervisor of an employee's work-related death	Appropriate OWCP district office (Paper form)	Chapter 5	X		
CA-7, Claim for Compensation	As needed	Within 10 calendar days of medical separation	U.S. Department of Labor, DFEC Central Mailroom (Paper form)	Chapter 5	X		
CA-16, Authorization for Examination and/or Treatment	As needed	As promptly as possible after initial medical examination	U.S. Department of Labor, DFEC Central Mailroom (Paper form)	Chapter 5	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
OTHER							
Energy and Water Consumption Report	Quarterly	1/31, 4/30, 7/30, 10/31	Regional Office National Office	Chapter 5	X		
Environmental Health Inspections	Quarterly (fiscal year)	3/31, 6/30, 9/30, 12/31; reports must be submitted within 15 days following end of quarter	Regional Office National Office	Chapter 5	X		
OA/Contractor Application Data Report	Monthly	10th of each month	Regional Office	Chapter 1		X	
Monthly Fleet Report	Monthly	10th of each month	National Office	Chapter 5	X	X	X
Annual GSA Fleet Requirements	Monthly	8/15 9/1	Regional Office National Office	Chapter 5	X		
NON-RECURRING REPORTS							
Significant Incident Reports: • Initial • Supplemental • Final	As needed	• Within 24 hrs • Every 30 days • On resolution	Regional Office National Office	Chapter 5	X	X	X
HIV Notification	As needed		Regional Office National Office	Chapter 6	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
SF 91, Motor Vehicle Accident Report	As needed	Within 5 working days	Regional Office	Chapter 5	X	X	X