

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	10th	Regional Office National Office	Chapter 5	X		
ETA 2110, OA/CTS, Financial Report	Monthly	10 th	Regional Office National Office	Chapter 5		X	X
ETA 2110S, Center Vacancy/ Separation Report	Monthly	10 th	Regional Office National Office	Chapter 5	X		
Student Pay Bank Reconciliation	Monthly	15 th	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 (and with each CRA Funding request)	1/20, 4/20, 7/20, 10/20	Regional Office National Office (via CRA Web site)	Chapter 5	X		
SF 294, Subcontracting Report	Semiannually	4/25, 10/25	Regional Office	Chapter 5	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
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		
Health Services Time Distribution	Annually	8/15	Regional Office National Office	Chapter 6	X		
Health Care Guidelines	Annually	Contract Anniversary (contract centers; Program Year (CCC))	Regional Office	Chapter 6	X		
Health Services Utilization Report	Monthly	15 th	Remains on enter for review	Chapter 6			
Alcohol Testing Summary	Quarterly	1/10, 4/10, 7/10, 10/10	Regional Office National Office	Chapter 6	X		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ADMISSIONS	CTS
CAREER TECHNICAL TRAINING REPORTS							
CTS-1/CTS-2	Annually and as revised	2/1	Regional Office	Chapter 3	X		
CTS-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
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 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		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
OSHA 300A, Summary of Work-Related Injuries and Illnesses	Annually	2/1 through 4/30	Post On-Center	Chapter 5	X		
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 5 calendar days of student signature	National Office (Paper form) by e-mail or fax	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	Monthly	30 th of each month	Regional Office National Office (via Energy Watchdog website)	Chapter 5	X		
Waste Disposal Report	Quarterly	1/31, 4/30, 7/30, 10/31	National Office (via CRA Website)	Chapter 5	X		
GSA Carbon Footprint	Annually	12/1	National Office (via GSA Carbon Footprint Website)	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	10 th of each month	Regional Office	Chapter 1		X	
Monthly Fleet Report	Monthly	10 th 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		

REPORT TITLE	FREQUENCY	DUE DATE	DESTINATION	PRH REFERENCE	CENTERS	OUTREACH/ ADMISSIONS	CTS
NON-RECURRING REPORTS							
Significant Incident Reports: <input type="checkbox"/> Initial <input type="checkbox"/> Supplemental <input type="checkbox"/> Final	As needed	<input type="checkbox"/> Initial <input type="checkbox"/> Supplemental <input type="checkbox"/> Final	Regional Office National Office	Chapter 5	X	X	X
HIV Notification	As needed		Regional Office National Office	Chapter 6	X		
SF 91, Motor Vehicle Accident Report	As needed	Within 5 working days	Regional Office	Chapter 5	X	X	X