POLICY AND REQUIREMENTS HANDBOOK

CHAPTER 5: MANAGEMENT SERVICES

FEBRUARY 26, 2026

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5.0 INTRODUCTION

Chapter 5, Management Services, provides a framework of requirements for center, Outreach and Admissions (OA), and Career Transition Services (CTS) contractors in all areas of managing Job Corps center, OA, and CTS functions. Requirements are detailed in the following sections within the chapter: Program Management; Personnel; Safety and Security; Significant Incidents; Procurement; Property; Financial Management; Facility Operations and Maintenance; Environment and Occupational Safety and Health; Food Services; and Media. Job Corps enrollees must be provided services consistent with the Workforce Innovation and Opportunity Act and Job Corps requirements contained herein. Contractor management activities include, but are not limited to, implementing procedures, communicating to staff and students, holding staff accountable, developing staff, implementing quality assurance audits and self-evaluations, taking corrective actions proactively, establishing standard operating procedures and plans, ensuring facilities are safe, clean, well-maintained and are adequately furnished and equipped to meet students' needs, maintaining records, developing mutually beneficial business and community relationships, establishing a Workforce Council, providing safe and secure centers, investigating significant incidents and initiating appropriate action, complying with occupational safety and health requirements, following applicable procurement regulations, adhering to applicable facility standards, complying with media policies, and providing services with integrity and in a cost-effective, financially responsible manner.

5.1 PROGRAM MANAGEMENT

REQUIREMENTS

R1. Goal Achievement

Centers operated by contractors and federal agencies, and Outreach and Admissions/Career Transition Services (OA/CTS) contractors, must establish:

a. Procedures to develop and clearly communicate goals to staff and students

b. Procedures to hold staff responsible for achieving communicated goals

R2. Quality Assurance

Centers operated by contractors and federal agencies, and OA/CTS contractors, must:

a. Establish procedures and conduct periodic self-evaluations and audits to ensure integrity, accountability, and prevention of fraud and program abuse. The Quality Assurance Plans and Procedures must be submitted annually to the Regional Office for approval, as outlined in Exhibit 5-2. Approval of the Quality Assurance Plan shall be based upon:

   1. The extent to which the oversight, monitoring, and assessment plan will provide a reasonable assurance of contractor/agency compliance and quality.

   2. The extent to which the contractor's/agency's data validation system ensures the accuracy and integrity of student outcomes and financial data.

   3. The extent to which the contractor's/agency's quality assurance activities track and ensure that corrective action is taken to maintain outcomes and quality standards.

   4. The degree to which the contractors/agencies document the results of inspections, tests, audits, and assessments.

b. Establish systems to ensure performance is accurately tracked and reported, and necessary corrective actions are taken to achieve the performance outcome goals and quality standards established by the National Director, Job Corps, and contained in Appendices 501a through 501e.

   1. High school diploma/equivalency programs that are subject to a Regional Office Targeted Assessment (ROTA) due to suspected integrity violations or investigated during a Regional Office Center Assessment (ROCA) will be put on an Academic Continuous Improvement Plan (A-CIP) if the violations are confirmed. Key components of an A-CIP are as follows:
      (a) Root-cause analysis,

(b) An annual specific, measurable, achievable, realistic, and time-based (SMART) goal for the program created through collaboration between the center and the Regional Office, and
(c) Quarterly benchmarks are identified by the center and monitored by the Regional and National offices.

c. Conduct annual comprehensive assessments.

Job Corps Regional Offices shall:

a. Perform unannounced assessments on a risk management-based schedule. Regional Office Center Assessments (ROCAs) will occur twice during the life of a contract, ideally during Year 2 and Year 4. ROCAs for Forest Service centers will occur every 2 years. Assessments of centers on a Performance Improvement Plan (PIP) will occur annually. Targeted assessments, which may also be unannounced, will focus on program areas that are deficient in the initial or full assessment, or identified as potential causes of concern based on a risk analysis.

   Triggers that could initiate a targeted or full assessment:

   1. Unfavorable results of performance, operational and/or financial audits
   2. Issues with student safety, security, and culture
   3. Constituent complaints (includes e-mails, telephone calls, and hotline report)
   4. Unsatisfactory center progress in response to a PIP
   5. Category of performance that is significantly below standard
   6. Failure to address initially cited Regional Office Center Assessment (ROCA) weaknesses
   7. Significant Incident Reports (either a very serious single incident or a negative trend)
   8. Sharp decline in Student Satisfaction Survey results
   9. Significant facility and/or preventive maintenance issues
   10. Significant findings and concerns on operator annual assessments
   11. An excessive amount of students with high school diplomas or high school equivalency certificates were flagged for integrity issues

b. Conduct audits of approximately 10 percent (contracted On-board Strength (OBS) or

average CTS caseload) of all student records associated with performance measurements during center and CTS program assessments, using targeted samples generated by the National Office of Job Corps.

c. Document the results of program assessments and audits, and provide a copy of the completed report to the National Office and the contractor or federal agency. If excessive reporting problems are present, the extent of misreporting shall be brought to the immediate attention of the Office of Job Corps.

d. Assess liquidated damages from contractor's base/incentive fee for instances of misreporting data based on the following schedule:

Description	Liquidated Damages
Invalid HSD/HSE Credits	$200 each
Claiming credit for an HSD or HSE in OMS where cheating occurred, and the appropriate actions were not taken (see Chapter 3, Section 3.2, R9.b)	$200 each
Invalid CTT Completion Credits	$500 each
Artificially Extending Enrollment and/or Invalid Leave Days	15% of the budgeted cost per day, per student
	The cost per day, per student is calculated as follows: (approved center operations budget that is in place for the contract year in which the misreporting occurs) / (duration of contract year in days) / (contracted student slots for the contract year)
Invalid Placement Credit	$750 each

e. Require the operator to post the liquidated damages to the fee line applicable in the ETA 2110 form. The region will request an Annual Advanced Procurement Plan/Financial Operating Plan (AAPP/FOP) change to document the assessment or damages and recover the funds through a contract modification. Misreporting data by agency-operated centers shall be reported to the Office of Job Corps and the respective federal agency for corrective action.

Notify the Office of Job Corps and the Job Corps Data Center (JCDC) to remove invalid (High School Diploma/High School Equivalency (HSD/HSE), career technical training (CTT) completion, and Placement) credits from the Outcome Management System(s) (OMS).

Note: Invalid credits will be removed from each measure that is affected regardless of the report card (OMS, Outreach and Admissions Outcome Measurement System (OAOMS), Placement Outcome Measurement System (POMS), CTT Report Card (CTTRC)) or contractor responsible for the error (OA, Center, or CTS). For example, where verification of a HSD/HSE has been invalidated, credit would be removed for the HSD/HSE Attainment measure. In this instance, if the HSD/HSE was the sole determinant of his/her graduate status, the student would also be removed from the pool for any placement-related measure(s) in the OMS, POMS, and CTTRC report cards. Similarly, a credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the

CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are separate, or one and the same.

f. Contracting Officers may exercise discretion when assessing liquidated damages in cases where an error or omission occurred, or when the action was determined to be careless or was the result of an innocent mistake.

g. When a Contracting Officer becomes aware of apparent fraud, the matter should be thoroughly investigated. If the investigation leads the Contracting Officer to conclude there is a likelihood of fraud, it should be referred to the Regional Office of the Office of Inspector General (OIG) by filing an incident report.

In addition to filing the report, the Contracting Officer will inform the OIG of the actions intended to address the incident. The Contracting Officer will make it clear that he/she intend to take these actions, unless the OIG specifically instructs the Contracting Officer not to do so. The Contracting Officer will then proceed with contract enforcement, unless otherwise directed.

R3. Standard Operating Procedures and Plans

Center contractors, agencies, and OA/CTS contractors must:

a. Establish Standard Operating Procedures (SOPs), as shown in Exhibit 5-1 (Standard Operating Procedures), and submit them to the Regional Office for approval within 90 days of contract award. Updates and revisions must be submitted as changes occur.

b. For agency-operated centers, provide up-to-date SOPs, as shown in Exhibit 5-1, with annual plans and amendments to SOPs submitted to the Department of Labor (DOL) Regional Office for approval by June 1 for the upcoming program year.

c. Career Development Services System Plan

Each Job Corps Center and each OA/CTS contractor must:

1. Develop a Career Development Services System (CDSS) Plan. The Plan must include:
   (a) An overview of the contractor's/federal agency's role in each phase of CDSS, as appropriate for each contractor/agency.
   (b) A description of how services will be delivered and coordinated with other partners for Outreach/Admissions, Career Preparation, Career Development, and Career Transition Periods.
   (c) The requirements shown in Chapter 5, Section 5.1, R5 – R8 and R10, as applicable.

2. The CDSS Plan must be submitted to the Regional Office for approval within 90 days of contract award. Agency centers must submit the plan for approval when

required by the DOL Regional Office. Approval shall be based on a determination that all required parts of the plan are in place, and that the plan is consistent with the overall Regional CDSS Plan.

3. The CDSS Plan must be kept current. Revisions must be submitted to the Regional Office for approval prior to implementation.

R4. Reporting

Center operators, federal agencies, and OA/CTS contractors must submit reports in accordance with Exhibit 5-2 (Plan and Report Submission Requirements).

R5. Outreach/Public Education Plan

Contractors providing enrollment and placement services must develop and implement outreach/public education plans. The plan must demonstrate collaboration and consultation between contractors and centers, and must comply with the outreach requirements of the Workforce Innovation and Opportunity Act (WIOA), Section 188 https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf, nondiscrimination, and nondiscrimination requirements at 29 CFR 38.41. The plan must be submitted to the Regional Office for review and approval, in accordance with Chapter 5, Section 5.1, R3.c, Career Development Services System Plan, and must include, as applicable:

a. Outreach strategies to achieve and maintain overall design and capacity

b. Strategies to ensure coordination of efforts between contractors and centers, including the establishment and maintenance of relationships with community organizations that serve specific targeted groups referred to in c.4 below

c. A description of the public education and outreach methods, activities, events, and linkages that will be developed to:

   1. Foster referrals of eligible youth from various targeted groups referred to in R5.c.4 below.

   2. Promote positive public awareness of student and center achievements.

   3. Respond to media and public inquiries with consistent and factual information.

   4. Reach potential applicants who represent the diversity of the community in which the Job Corps center is located in terms of the following characteristics:
      (a) Gender
      (b) Race and ethnicity, including status as Limited English Proficient (LEP)
      (c) Disability status

   5. Publicize the Job Corps program and the center in media that specifically target

various populations referred to in Chapter 5, Section 5.1, R5.c.4, such as newspapers, television and radio programs, and websites with streaming audio and video. Ensure that the selected outreach tools include media in languages appropriate to the population served by the center.

d. A description of outreach methods and materials to be distributed to, and maintained at, One-Stop Career Centers/American Job Centers; youth standing committees, if established; schools; social service agencies including those that serve youth, foster care, and homeless youth; youth programs; organizations; communities; the general public; employers; other employment and training programs; vocational rehabilitation agencies; and other organizations or entities that serve specific targeted populations referred to in Chapter 5, Section 5.1, R5.c.4, such as members of both sexes, individuals with disabilities, or various racial or ethnic groups. Such materials must:

   1. Include center-specific information including available career technical training, certification, credentialing, and licensure opportunities.

   2. Be designed to reach a diverse audience. Selected materials should be translated into languages appropriate to the population served by the center.

   3. Be available in alternate formats for persons with disabilities (e.g., large print, audio tape, open captioning, Braille).

   4. Include the exact language of the following tag lines, as required by 29 CFR 38.38: "Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities."

   5. Provide phone numbers for Text Telephone (TTY)/Telecommunication Device for the Deaf (TDD) or relay service contact for people whose disabilities prevent them from using voice telephones, where voice telephone numbers are provided for telephone contact.

   6. Be distributed to schools; social service agencies, including those that serve foster care and homeless youth; youth programs; and other employment and training programs.

e. Be a direct referral system that provides unions, business/industry organizations, and individual employers a mechanism for referring youth who may be qualified to participate in Job Corps. Applicants recruited through direct referrals must meet all Job Corps eligibility and other requirements for enrollment, and fully participate in all career preparation activities. Direct referral applicants do not have priority over those waiting to enter Job Corps, nor do they have priority over those who are on a waiting list for a specific training program.

f. Provide a system to ensure timely follow-up on all referrals.

g. Have a system to document and monitor the effectiveness of outreach efforts, including efforts to collaborate with One-Stop Career Centers/American Job Centers.

R6. Limited English Proficiency (LEP) Plan

Outreach and Admissions contractors must have a LEP Readiness Plan that outlines the steps that will be taken to meet the needs of LEP applicants. This plan should comply with the U.S. Department of Labor Policy Guidance entitled "Policy Guidance to Federal Financial Assistance Recipients Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 68 Federal Register 32289 (May 29, 2003) (available at http://www.dol.gov/oasam/regs/fedreg/notices/2003013125.htm).

R7. Career Preparation Period Plan

a. Centers must prepare and implement a center Career Preparation Period (CPP) Plan as part of the overall Career Development Services System (CDSS) Plan. The plan must be submitted for Regional Office approval in accordance with Chapter 5, Section 5.1, R3.c, Career Development Services System Plan.

b. Career preparation services reflected in the plan must be tailored to the individual needs of each student.

c. At a minimum, the CPP Plan must address:

1. The rationale for the center's CPP design and how it will motivate student success and ensure the provision of individualized services to assist each student in preparing for full program participation, credential attainment, placement, and ongoing career progress and success

2. The organizational structure of CPP and detailed descriptions of how:
   (a) CPP will be staffed to deliver a full array of services to meet each student's needs.
   (b) Staff will communicate across various departments to deliver the services.
   (c) Staff will coordinate with Outreach and Admissions (OA) staff to ensure that school records are obtained before or during the CPP.
   (d) Services and activities will be scheduled, paced, and delivered to ensure personalized learning opportunities are tailored to each student's needs during the first 60 days of enrollment and are aligned with the student's My Pathway to Achieving Career Excellence (MyPACE) Career Plan.
   (e) Student input and feedback will be encouraged and used.
   (f) The center will create an environment where students regard staff as supportive, caring, and dependable.
   (g) Career Preparation staff and an interdepartmental Career Management Team (CMT) will continuously monitor each student's performance and progress in

all areas including career planning efforts, and provide multiple levels of support that will assist the student to successfully create an individualized, viable career plan using the MyPACE system.

(h) Career transitional staff will be involved in the student's career planning phase and interact with the student, interdepartmental CMT, and other staff during the Career Preparation Period. All interactions will be documented in Case Notes.

3. Examples of methods and materials to be used to teach each of the required content areas (The MyPACE career planning curriculum is provided to centers. Centers will not need to provide examples for these lesson plans or activities.)

4. How MyPACE is scheduled and staffed

5. Methods to foster contact between students and employers to demonstrate the relevance of Job Corps career preparation and development activities to the workplace

6. The use of practical experiences to ensure students learn and practice skills

7. Methods and strategies to create student commitment to and ownership of his/her MyPACE Career Plan and Pathway Achievement Record (PAR)

8. A system to identify and address students' personal needs and issues that may present barriers to full participation in the CPP

9. Approaches to involve Admissions Counselors in each students' successful adjustment to Center Life

10. Methods to assist students in developing the confidence and motivation to achieve their career goals

11. Approaches that customize CPP to meet the needs of Limited English Proficiency (LEP), as needed

12. Approaches that are aligned with MyPACE career planning results and progress to evaluate student readiness to participate in career development activities

13. Strategies to ensure a smooth transition from career preparation to career development for each student as he or she is determined to be ready

14. How centers will ensure MyPACE instructors have planning periods. Planning periods must be:
    (a) one block of time daily, i.e., between the beginning of the day and first break, between first break and lunch, etc.;
    (b) during the training day, not before classes have started or after classes have finished; and

(c) at a time when the instructor is not responsible for any students and not expected to fulfill any other duties

R8. Career Development Period Plan

a. Centers must prepare and implement a Career Development Period (CDP) Plan as part of the overall Career Development Services System (CDSS) Plan. The plan must be submitted for Regional Office approval in accordance with Chapter 5, Section 5.1, R3.c, Career Development Services System Plan.

b. Career development services reflected in the plan must be tailored to the individual needs of each student, provided throughout enrollment, and coordinated with career preparation and career transition services (CTS) to ensure continuity of services to students.

c. At a minimum, the CDP Plan must address:

1. The rationale for the design of career development services and how that design will ensure provision of individualized services to assist each student in meeting his or her career goals.

2. The organizational structure of CDP and a detailed description of how:
   (a) Each component will be staffed.
   (b) Center staff (instructional and other) will collaborate to ensure that training and services are effectively delivered in partnership with all staff involved.
   (c) The center will ensure that Tests of Adult Basic Education (TABE®) is administered in a designated testing facility, following procedures outlined in TABE® Test Administration Manual and Job Corps' TABE® Student Testing System Administrator's Guide for securing test materials, scheduling tests, and administering the tests. The Manual and the Guide are posted on the Job Corps Community website.
   (d) Center-based and work-based learning (WBL) will be scheduled and what interruptions to the schedule will be permitted.
   (e) Individualized services will assist each student in meeting all eight Career Success Standards (see Chapter 3, Section 3.4 R11).
   (f) The center will ensure the delivery of programs and services to students with Limited English Proficiency (LEP) and those with disabilities and ensure continuous progress monitoring.
   (g) An interdepartmental Career Management Team (CMT) will case manage and continuously monitor performance and progress in all areas (including career pathway preparation activities) and provide multiple levels of intervention and support to assist the student in completing CDP requirements.

3. Methods, materials, and activities to:
   (a) Teach each of the competencies required by Chapter 3:
      (1) Centers may use either materials and methods as outlined in Job Corps'

course guides or other materials and methods selected by centers to teach the required competencies. Centers must define specific requirements for student completion of coursework and competencies. Centers must also describe how students' progress in training and career pathway preparation will be documented in case notes, through the Evaluation of Student Progress (ESP), and the Pathway Achievement Record (PAR).

(2) If a center elects to use Job Corps materials and methods to teach a set of required skills, the plan need only reference the relevant course guide.

(3) Regional Offices may direct centers to use specified Job Corps materials and methods for given subject areas if training outcomes do not meet targeted levels.

(b) Integrate academic, career technical, and career success skills development, and practice to impart knowledge and to help students develop appropriate attitudes and behaviors in the context of the workplace.

(c) Integrate the use of technology in teaching and learning.

(d) Prepare students to attain industry-recognized academic, career technical and/or postsecondary credentials.

(e) Use center and employer work sites to teach required skills and competencies.

(f) Instruct students in workplace safety measures.

(g) Provide individual students with experiences and practices to help them meet each of the eight Career Success Standards (see Chapter 3, Section 3.4 R11).

(h) Promote a healthy center culture that cultivates respectful behavior, fairness, equity, inclusion, understanding of diversity, and develop competencies in responding to unconscious bias.

(i) Utilize My Pathway to Achieving Career Excellence (MyPACE) Career Plan, PAR, and student evaluation process to guide each student's career progress toward achieving his/her mid-term career pathway goal and provide feedback on student achievements and goal planning.

(j) Evaluate student readiness for career transition services (CTS) and ensure a smooth transition from center to post-center services and mid-term career pathway goal.

(k) Provide students with options to achieve a high school diploma (HSD) or high school equivalency (HSE).

4. A description of the center's student conduct system including incentives, rules and sanctions; procedures for adjudication of infractions; appeal procedures; student rights; and how behavioral expectations are related to the workplace.

5. Documentation of all center high school diploma (HSD) programs and center partnerships with local high schools (including charter schools) or school districts that serve Job Corps students. This written documentation must include:

(a) Names of all high school programs and school districts

(b) The following documents for various school types (see Appendix 302):

(1) For public schools, which includes charter and magnet schools: A hyperlink to the state accountability system as documentation of ongoing quality monitoring.

(2) For private schools who receive funding through Every Student Succeeds Act (ESSA) and participate in the state accountability system: A hyperlink to the state accountability system as documentation of ongoing quality monitoring.
(3) For all other private schools, which includes center-run, brick-and-mortar, and online programs: letters or certificates from a regional accrediting body (see Appendix 302).
(4) Other specialty schools, such as home schools, are not allowed.

(c) Verification of initial HSD program of study quality requirements as outlined in Appendix 306.

For private schools:
(1) Proof of compliance with coursework requirements; and
(2) Provider's alignment study of coursework content to the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS); or
(3) Evidence of alignment of coursework standards with CCSS/NGSS, if provider claims use of equivalent standards

For public schools, including charter schools:
(1) If state coursework requirements meet or exceed 22 total credits, provide a link to the state's Department of Education website showing graduation requirements, or
(2) If state coursework requirements specify a minimum set of courses to graduate, or Local Education Agencies are given the authority to supplement the program of study, center must provide documentation from the head of the LEA administrator.

(d) The Memorandum of Understanding or contract with the partner high school, per the requirements in PRH Sections 3.2 R7 or 3.2 R8, and Appendix 305, with the following supporting information:
(1) Assurances that both programs will not be paying for the same services
(2) An explanation of how the partnership will serve Job Corps students
(3) Proof that the diploma is accepted throughout the region by the following:
A. All branches of the military,
B. Colleges and universities,
C. Employers,
D. Apprenticeships, and
E. Technical training programs

(e) Operator or center Standard Operating Procedures (SOP) outlining requirements for students to obtain a high school diploma per the requirements in PRH Sections 3.2 R7, 3.2 R8, and Appendix 305.
(f) Operator or center Standard Operating Procedures (SOP) establishing basic preventive controls to inhibit cheating in high school diploma and equivalency programs (see Exhibit 5-1.c and t).
(g) Sample diplomas and transcripts

6. Documentation of the process for assessing students for disabilities, and programs for providing services for students with disabilities, if the center is subject to the requirements of the Individuals with Disabilities Education Improvement Act of

2004 (IDEA) or Section 504 of the Rehabilitation Act of 1973 (see Chapter 3, Section 3.2, R5.f).

7. Center-specific criteria and procedures for student participation in WBL and assigned staff to support the center's WBL activities.

R9. Performance Assessment

Centers must:

a. Assess and monitor the delivery of the career development services to assure that it conforms with the approved center plan.

b. Monitor outcomes and take corrective action when career development outcomes fall below set goals. The National Office of Job Corps (NOJC), in collaboration with Regional Offices (ROs), must monitor and take corrective action when National Training Contractor (NTC) outcomes fall below set goals.

R10. Career Transition Period (CTP) Plan

a. Centers and Career Transition Services (CTS) providers must prepare and implement a Career Transition Plan (CTP), as part of the overall Career Development Services System (CDSS) Plan. The Plan must be submitted for Regional Office approval in accordance with Chapter 5, Section 5.1, R3.c, Career Development Services System (CDSS) Plan.

b. Career transition services reflected in the Plan must be customized to the individual needs of each graduate and former enrollee.

c. At a minimum, the Career Transition Period (CTP) Plan must include:

1. The rationale for the Career Transition Period (CTP) design and how it will ensure the provision of individualized services to assist each graduate and former enrollee.

2. The organizational structure of CTP and a detailed description of:
   (a) How the career transition services function will be staffed
   (b) Where staff will be deployed to provide center-based placement services
   (c) How career transition services staff will coordinate and collaborate with center career development staff to ensure the continuity of services to graduates and former enrollees, including assistance with post-center certification testing or work experience requirements to attain industry credentials
   (d) How career transition services staff will interact with students and other staff during the Career Preparation and Career Development Periods
   (e) How career transition services staff will coordinate efforts with One-Stop Career Centers/American Job Centers, National Training Contractors (NTCs), and other post-center support providers to meet the post-center needs of

graduates and former enrollees, including tracking and documenting student certification attainment

(f) How the My Pathway to Achieving Career Excellence (MyPACE) Career Plan and the Pathway Achievement Records (PAR) will be used to continue the development of a transition plan (including support services) for one of the following career pathways, based on students' demonstrated skills attainment, and when applicable, students' industry-recognized certification(s) and/or licensing:
- Direct job placement
- Apprenticeship
- Advanced training
- Military careers
- Postsecondary education

(g) How career transition services staff will inform graduates that transition payments will be forfeited if they do not cash received checks within 12 months of the date of separation, fail to report non-receipt of checks, or fail to update contact information to ensure proper delivery of transition payments

(h) How career transition services staff will make and document reasonable efforts to locate graduates when mailed checks are returned or undeliverable

3. Methods, resources, and tools to accomplish the following:
   (a) Contacting graduates and former enrollees throughout CTP
   (b) Assessing placement and transition needs utilizing MyPACE Career Plan and PAR, including assessment and counseling to determine competencies, capabilities, and readiness for career transition services
   (c) Developing personalized job search skills and strategies
   (d) Assisting graduates in improving skills in resume preparation, interviewing techniques and job search strategies
   (e) Identifying and referring students to transition support services
   (f) Identifying job leads or education and training opportunities through coordination with partners of local Workforce Development Boards; Center Workforce Councils; Youth Standing Committees, where established; One-Stop Career Centers/American Job Centers and community stakeholders such as, employers, apprenticeship programs, unions, and industry organizations
   (g) Counseling to support job retention
   (h) Distributing and safeguarding payments, to include locating graduates when checks are returned and/or unclaimed to ensure that students receive payments
   (i) Informing graduates that failure to report non-receipt of transition payments or failure to cash a received transition payment check within 12 months of separation will result in forfeiture of the payment, and that graduates have the obligation to update their contact information with their CTS provider
   (j) Identification of and referral to postsecondary educational opportunities and federal funding options, as appropriate

R11. Recreation Program Plan

Centers operators must:

a. Submit for approval to the Regional Office an annual Recreation Program Plan.

b. Include, in the Annual Recreation Program Plan, at a minimum, the Recreational Planning and Activity requirements specified in Section 2.2 Community Living, R3 - R5.

R12. Staff Training Plan

Centers and Outreach and Admission (OA)/Career Transition Services (CTS) contractors must:

a. Submit for approval to the Regional Office an Annual Staff-Training Plan.

b. Include, at a minimum, the topics and frequencies specified in Exhibit 5-4 (Required Staff Training).

c. Submit a professional development plan for all staff on waivers.

R13. Facility Maintenance Program

a. Center Operators must develop a comprehensive facility maintenance program consistent with the requirements identified in Chapter 5, Section 5.8, Facility Operations and Maintenance to achieve the following:

1. Provide safe, functional systems and facilities that meet student needs

2. Extend equipment and facility life (reduce capital and life cycle costs)

3. Reduce and/or eliminate unscheduled shutdowns and repairs

4. Reduce energy costs

b. A written Center Preventive and Corrective Maintenance Plan must be submitted to the Regional Office for approval within 90 days of contract award, and subsequently annually in accordance with Exhibits 5-1
Standard Operating Procedures and 5-2 Plan and Report Submission Requirements. Additionally, a report on the status of accomplishing preventive and corrective maintenance must be submitted annually to the Regional Office. These reports must be submitted for Regional and National Office review using the Construction, Rehabilitation, and Acquisition (CRA) website.

R14. Annual Occupational Safety and Health (OSH) Program Reviews

a. The annual Occupational Safety and Health (OSH) Program Review is conducted in accordance with Executive Order 12196 (29 CFR Part 1960, Subpart D), Department of Labor Manual Series (DLMS) 4, Chapter 800, and the Job Corps Policy and Requirements Handbook (PRH). The review verifies whether each center has implemented the Occupational Safety and Health program outlined in the PRH and identifies any outstanding occupational health and safety deficiencies. The review consists of an on-site visit including opening and closing conferences, walk-through of facilities, document verification, and student/staff interviews.

b. Documentation of Deficiencies and Abatement Activities

Job Corps centers are required to document and post deficiencies manually on the DOL Form DL1-2029. Blank forms can be obtained from the Job Corps Community website. Center abatement activities must be documented in Asset Essentials. The Asset Essentials website can be accessed at: https://assetessentials.dudesolutions.com/DOLJobCorps.

R15. Occupational Safety and Health Plan

a. Center operators must develop, implement, and maintain a center-specific Occupational Safety and Health Plan, which must be signed by the Center Director. Corporate plans or templates cannot be used. Plans must be tailored to each center. Center plans must include the following, if applicable (see referenced section below for plan details):

1. Personal Protective Equipment (PPE) Plan (see Chapter 5, Section 5.1, R16)
2. Fire Safety and Prevention Plan (see Chapter 5, Section 5.1, R17)
3. Emergency Action Plan (see Chapter 5, Section 5.1, R18)
4. Hazard Communication Plan (see Chapter 5, Section 5.9, R10)
5. Recreational Safety Plan (see Chapter 5, Section 5.1, R20)
6. Asbestos Operations and Maintenance Plan (see Chapter 5, Section 5.9, R9)
7. Confined Space Entry Plan (see Chapter 5, Section 5.1, R22)
8. Bloodborne Pathogens Plan (see Chapter 5, Section 5.1, R23)
9. Respiratory Protection Plan (see Chapter 5, Section 5.1, R24)
10. Hearing Conservation Plan (see Chapter 5, Section 5.1, R25)

11. Lead Exposure Plan (see Chapter 5, Section 5.9, R8)

12. Hexavalent Chromium Exposure Plan (see Chapter 5, Section 5.9, R11)

13. Lockout/Tagout Plan (see Chapter 5, Section 5.1, R28)

14. Powered Industrial Vehicle Plan (see Chapter 5, Section 5.1, R29)

15. Crystalline Silica Exposure Control Plan (See PRH Chapter 5 Section 5.9 R12)

b. Plans must be evaluated annually by the center and revised when one of the following occurs:

    1. A new or revised PRH or regulatory standard necessitates revision of a specific plan.

    2. The center introduces a new trade presenting new hazards.

    3. New hazards exist due to changes in equipment or materials.

c. Plans must contain a revision tracking sheet that lists each component of the Plan and documents changes made to the Plan (i.e., specific change and date of revision).

d. Plans must remain at the center when there is a change in the center operator. Center operator policies and procedures regarding safety that are considered proprietary should not be part of center safety program plans. This information should be maintained separate from the PRH Occupational Safety and Health program requirements.

e. Each Occupational Safety and Health Plan must consist of the following components at a minimum, where applicable:

    1. Center Safety Orientation

    2. Staff Training

    3. Basic Equipment for Safety Officers

f. All center Safety Officers must possess the following equipment, at a minimum, to effectively perform their responsibilities:

    1. A quality camera

    2. Safety shoes

    3. Safety helmet/hardhat

4. Safety goggles/glasses

5. Reflective vest

6. Gloves

7. Use of computer with word processing, e-mail and Internet capability

8. Flashlight

9. Electrical circuit tester and Ground Fault Circuit Interrupter tester (GFCI)

Additional equipment may be required depending on the center's hazard analysis.

g. The following items should be available when appropriate and necessary to identify and control hazards:

1. Lockout/tagout kits

2. Air flow meter

3. Hearing protection

4. Swimming pool water test kits

5. Low-volume air sampling pumps

6. High-volume air sampling pumps

7. Sound level meter with octave band analyzer

8. Noise Dosimeters

h. Standards, Regulations, and Policies

All center operators, Center Directors, and Safety Officers must follow and refer to the following policy and regulatory information in performing their safety and health program review activities:

1. National Fire Protection Association (NFPA) 101, Life Safety Code® and Handbook

2. Current OSHA Standards and Regulations (29 CFR 1904 (recordkeeping), 1910 (general industry), 1926 (construction), 1928 (agriculture), and 1960 (federal agency requirements), to the extent applicable to the center)

3. Current applicable EPA Standards (including but not limited to 40 CFR 61, 112,

164, 165, 260-268, 280)

4. Department of Labor Manual Series (DLMS) 3, Chapter 1400, DOL Safety and Health Program (August 2020)

5. Job Corps Policy and Requirements Handbook (PRH)

6. NFPA 70, National Electrical Code® (NEC)

i. Occupational Safety and Health Committee

1. Overview

Each center must establish an Occupational Safety and Health Committee in accordance with 29 CFR 1960.58 to:
(a) Review reported accidents, injuries, and illnesses.
(b) Consider the adequacy of action taken to prevent recurrence of such accidents, injuries, or illnesses.
(c) Plan, promote, and implement DOL and Job Corps occupational safety and health programs.

2. Committee Membership

The Center Director must actively participate on the Occupational Safety and Health Committee and attend at least 70 percent of the committee meetings. In addition to the Center Director, committee membership must include:
(a) The center Safety Officer (facilitator)
(b) Manager of Residential Living
(c) A Maintenance Unit Supervisor
(d) A Health Services Supervisor
(e) A Career Technical Training (CTT) Supervisor
(f) A Recreation Supervisor
(g) A Food Service Supervisor
(h) A minimum of two students, selected by their peers
(i) Representatives from other organizational units, as appropriate

3. Duties of Committee Members

Committee member duties must include, but not be limited to, the following:
(a) Assist in safety inspections when requested by the Safety Officer. Student committee members must participate in safety inspections at least monthly.
(b) Observe and report infractions of safety rules and regulations.
(c) Review accident reports to determine if corrective action is necessary or if harmful trends exist.
(d) Review inspection reports prepared by the center Safety Officer identifying unsafe/unhealthful conditions, and suggest techniques or strategies for

correction/abatement.
(e) Review all suggestions and concerns submitted by students and staff, and make recommendations for implementation to the Center Director.
(f) Develop and implement a safety awards and recognition program.

4. Training for Committee Members

In accordance with 29 CFR 1960.58, safety committee members must complete training commensurate with the scope of their assigned responsibilities within six months of appointment. Such training must include:
(a) The center's Occupational Safety and Health program (recommend training within 30 days of appointment)
(b) Section 19 of the OSH Act of 1970
(c) Executive Order 12196 – Occupational Safety and Health programs for federal employees
(d) General content contained in 29 CFR 1904, 1910, 1926, 1928, and 1960 (see h.2 above for explanation), to the extent applicable to the center
(e) Center procedures for the reporting, evaluation, and abatement of hazards
(f) Center procedures for reporting and investigating allegations of reprisal, and the recognition of hazardous conditions and environments
(g) Identification and use of occupational safety and health standards, and other appropriate rules and regulations

5. Occupational Safety and Health Committee Meetings

Meetings must be held monthly and/or when called by the Center Director or Safety Officer. Copies of minutes must be maintained at the center for three years and made available upon request.

R16. Personal Protective Equipment (PPE) Plan

In accordance with 29 CFR 1910.132, centers are required to develop, implement, and maintain a written PPE plan and program that includes at least the following:

a. Perform hazard assessments for all trades and/or work areas to assess the need for PPE. Maintain hazard assessment records that identify hazards and risks, and document the type of PPE required. Develop procedures to notify the center Safety Officer when new processes are introduced or when existing processes change.

If a new career technical training (CTT) program is introduced, a hazard assessment must be performed to determine PPE needs according to training activities. Hazard assessment based upon other trades and activities cannot be the basis of the PPE requirements for a new trade.

b. Select PPE based on hazard assessments by the trade supervisor in conjunction with the center Safety Officer. Methods for selecting PPE are well-documented, appropriate, and

properly implemented.

c. Develop a PPE training program that will address student and staff needs. The written training program includes:

   1. When PPE use is necessary

   2. What PPE is necessary

   3. How to properly don (put on), doff (remove), adjust, and wear PPE

   4. The proper care, maintenance, useful life, and disposal of PPE

d. Maintain PPE training records for students and staff for three years. Additional retention requirements are as follows:

   1. Retain student training records for one year following completion of training or termination of enrollment.

   2. Retain staff training records for one year following resignation or termination of employment.

e. Establish procedures to inspect, clean, and maintain PPE. Ensure that supervisors, staff, and students are trained in these procedures and follow the established criteria.

f. Establish procedures to remove damaged equipment from service.

g. Exceptions: The requirements for hazard assessment, equipment selection, and training only apply to eye and face protection, head protection, foot protection, hand protection, and personal fall protection systems. See 29 CFR 1910.132(g). These requirements are covered for respirators under 29 CFR 1910.134 and for electrical protective equipment under 29 CFR 1910.137.

R17. Fire Safety and Prevention Plan

All centers must develop and implement a Fire Safety and Prevention Plan that addresses the National Fire Protection Association (NFPA) Life Safety Code 101 requirements.

Centers will establish a policy, based upon the proximity to emergency response personnel (i.e., fire and/or hazardous materials response teams), that specifies full evacuation or incipient stage fire suppression by staff in response to a fire alarm.

a. Fire Prevention Plan

   The center Safety Officer must perform the following activities to ensure that students and staff are familiar with all center fire alarms and evacuation procedures:

1. Center Safety Officers and/or Facilities Maintenance Manager must perform and log monthly inspections of:
   (a) Fire alarm systems
   (b) Sprinkler systems
   (c) Illuminated exit signs
   (d) Emergency lighting
   (e) Fire extinguishers

   Scheduling and completion of these inspections should be documented in the center's Computerized Maintenance Management System (CMMS)

2. Centers must conduct monthly fire drills during high student/staff activity levels and when students are in the dormitories. Center Safety Officers will document the accountability and timeliness of fire drills.

3. Centers must conduct annual inspections on fire alarm system, fire suppression systems and emergency lights (90-minute test) and maintain documentation.

4. Centers must establish and implement a Fire Watch Plan, included as part of the Fire Prevention Plan, to be implemented when there is a nonfunctional alarm system. The Fire Watch Plan will include the following:
   (a) Establishment of fire warden and security staff duties and responsibilities
   (b) Establishment of minimum required equipment for security staff
   (c) Establishment of a process for reporting fires and notifying building occupants

b. Fire Safety Plan Elements

   The center Safety Officer must ensure that at least the following elements are included in the Fire Safety Plan:

   1. List of major fire hazards and proper handling and storage procedures for hazardous materials

   2. List of all potential ignition sources, control procedures, and the type of fire protection equipment or suppression system used to control a fire

   3. List of staff responsible for maintaining fire protection equipment or systems to prevent or control ignition fires

   4. List of staff responsible for control of fuel source hazards

   5. List of staff responsible for sounding alarms and contacting local fire department or other appropriate officials

   6. Evacuation and accountability procedures, including the posting of evacuation maps, assembly areas, and maintaining safe distance from affected buildings until

areas are cleared for occupancy

7. Emergency notification telephone numbers

8. List of temporary shelters and contacts

9. List of staff responsible for assessing damage to center and coordinating re-entry to center or affected buildings

10. List of staff responsible for communications with local media, Regional Office, and National Office of Job Corps

c. Training

All centers must provide ongoing fire prevention and fire extinguisher training for staff and students according to their roles and responsibilities within the Fire Prevention Plan. Training resources include state or local fire marshals, insurance companies, universities, and the Occupational Safety and Health Administration (OSHA). Training programs must be customized to center location, offerings, and programs, and must include the following elements, as appropriate:

1. Training for fire wardens and security staff
   (a) Fire classes and the appropriate extinguishing agent
   (b) Proper maintenance and use of fire extinguishers
   (c) Evacuation and accountability procedures, as defined by NFPA Life Safety Code
   (d) Proper use of warning equipment/alarm systems
   (e) Fire watch system and alternative warning systems
   (f) Fire warden responsibilities
   (g) Fire safety inspections, including housekeeping practices, flammable and combustible waste materials accumulation, and inspection and maintenance of fire equipment or systems

2. Training for students
   (a) Assigned evacuation routes and assembly areas
   (b) Procedures for reporting a fire or potential for fire
   (c) Procedures for disposal of combustible and flammable materials
   (d) Location of smoking areas and receptacles

3. Training for staff
   (a) Proper use of fire extinguishers
   (b) Assigned evacuation routes and assembly areas
   (c) Procedures for reporting a fire or potential for fire
   (d) Procedures for disposal of combustible and flammable materials
   (e) Location of smoking areas and receptacles

d. Required Documentation

Documentation of fire safety training, drills, and inspections must be maintained on center for three years and made available for review upon request.

e. Incipient Fire Suppression and Portable Fire Extinguishers

1. OSHA defines incipient stage fire as a fire in the initial or beginning stage that can be controlled or extinguished using a portable fire extinguisher, Class II standpipe, or small hose system without the need for protective clothing or equipment (e.g., breathing apparatus). 29 CFR 1910.155(b). OSHA requires centers to provide fire extinguishing equipment for an incipient fire only if another OSHA standard in part 1910 requires it. OSHA allows centers to address incipient fires and building evacuation in one of the following two ways:
   (a) Evacuation of all of the building's occupants to a safe area without attempting to fight the fire
   (b) Evacuation of all building occupants except those who are properly trained and designated to use portable fire extinguishers

2. Portable fire extinguishers must comply with 29 CFR 1910.157.

3. Incipient firefighting should be based upon a thorough hazard assessment, and proximity and response time of local fire department or emergency response team.

R18. Emergency Action Plan

Centers are required to develop an Emergency Action Plan (EAP) in accordance with 29 CFR 1910.38 if students and staff are required to evacuate the building in the event of a fire or perform actions specific for other emergencies.

a. Emergency Action Plan (EAP) Elements

1. Procedures to handle hazards and threats including:
   (a) Natural disasters typical for the geographic area in which the center is located; e.g., earthquakes, hurricanes, tornadoes, severe/extreme weather, blackouts, utility failures, and weather-related conditions
   (b) Criminal activity including arson/fire, bomb threats, suspicious packages, vandalism, civil disturbance, and weapons on center
   (c) Terrorist threats including radioactive, biological, or cyber attacks
   (d) Medical emergencies, such as pandemic influenza or food poisoning (*E. coli* or *Salmonella*) outbreaks
   (e) Other hazards specific to the surrounding area, such as hazardous materials spills or explosion
   (f) Opioid overdose

2. A list of emergency personnel and contact information (The Center Director or his

or her designee must act as the responsible official during the emergency.)

3. The Center Director or his or her designee must ensure that an Emergency Coordinator and Area/Floor Monitors are identified, and ensure that assistance is available for the physically challenged

4. Procedures for emergency situations that require centers to shelter-in-place, evacuate, and provide for mass care of students and staff

5. Identification of assembly areas on and off center for students and staff to relocate depending upon the nature of the emergency

6. Evacuation route maps indicating emergency exits, primary and secondary evacuation routes, location of fire extinguishers and fire alarm pull stations, and assembly points must be posted in all center buildings, including but not limited to:
   (a) Residential facilities
   (b) Child development centers, if applicable
   (c) Academic facilities
   (d) Food service facilities
   (e) CTT facilities and classrooms
   (f) Recreation areas
   (g) Warehouse(s)
   (h) Center maintenance
   (i) Administration facilities

7. Procedures for staff required to remain on center after an evacuation to perform critical activities (e.g., shut down utilities) and secure the center

8. Procedures to account for students and staff after evacuation to assembly areas on and off center, including students training or working off center at the time of the emergency

9. Procedures for transporting students and staff to off-center assembly areas, including students training or working off center

10. Procedures for staff and students responsible for providing medical assistance (The plan should also provide for instances when individuals responsible for providing medical assistance are not available.)

11. An alarm system must be implemented that provides a distinctive sound or tone for each purpose (type of emergency and procedure) in accordance with 29 CFR 1910.165

12. Procedures for returning the center to normal operations following an emergency (Procedures should be emergency specific.)

b. Emergency Response Drills

1. Centers must perform fire drills monthly. The drills should be performed during normal business hours and after hours.

2. Centers must participate in federal, state, and local emergency preparedness drills, including terrorist attack and pandemic outbreak response, when possible.

3. Centers must establish and maintain contact with federal, state, and local emergency response coordinators to ensure that current information regarding emergency response procedures is maintained.

4. All drill and post-drill activities designed to improve student and staff performance during drills must be documented and kept on file in the Safety Officer's office and made available upon request.

5. Copies of drill performance and improvement reports must be maintained on the center for three years and made available for review upon request.

6. Centers must coordinate with the local emergency management authority, local health department, and local fire department to participate in federal, state, or local emergency response drills.

R19. Hazard Communication Plan

(See Chapter 5, Section 5.9, R10.)

R20. Recreational Safety Plan

a. Water Safety (See Chapter 2, Section 2.2, R7.)

1. Job Corps centers operating swimming pools must incorporate the Centers for Disease Control and Prevention (CDC) chlorine disinfection timetable for killing common germs.

2. Cleaning and disinfecting procedures must also include the area surrounding the pool, including chairs, towels, floors, etc., to prevent the onset of recreational water-related illnesses.

3. Provide staff and students with awareness training on the prevention of recreational water-related illnesses.

4. Ensure that swimming pool areas are secured after hours to prohibit unauthorized access.

5. Post proper warning signs, safety rules, and emergency response procedures.

6. Ensure that necessary rescue equipment is maintained in good working order and easily accessible.

b. General Recreational Safety

The Center Director must:

1. Ensure that students receive adequate training prior to engaging in recreational activities such as weight lifting, basketball, arts and crafts, etc.

2. Provide supervision during recreational activities to ensure that students follow proper techniques and are fit for the activity, thereby not placing the participant's safety at above-normal risk and reducing the risk of injury at all times.

3. Advise students that "horseplay" is not tolerated during recreational activities.

4. Ensure that all recreational facilities and equipment are of safe design and free of known hazards.

5. Ensure that recreational and athletic equipment purchases meet safety guidelines established by agencies nationally recognized by the Consumer Product Safety Commission (CPSC).

c. Gymnasium and Recreational Equipment

1. Gym equipment must be positioned to allow for an unrestricted route of egress from the area during an emergency.

2. Personal protective equipment (PPE) such as helmets, padding, wrap-around eye protection, and gloves must be provided for students involved in recreational activities such as:
   (a) Bicycling
   (b) Skate boarding
   (c) Rollerblading
   (d) Racquet ball

3. Recreational facilities and equipment must be inspected daily. Damaged equipment must be immediately removed from use and repaired or replaced as soon as fiscally possible.

d. Competitive Sports

To ensure student and staff safety and security during on-center and off-center events, centers are encouraged to prepare plans that contain the following elements, at minimum:

1. Consider limiting participants and spectators to current Job Corps students and staff.

2. Ensure that there is sufficient supervision for off-center games and events. The recommended ratio is one staff member for every five students.

3. Coordinate security arrangements between visiting and host centers in advance of each activity. Visiting centers must provide a list of team members, Job Corps spectators, and player family members at least one week prior to the event. Limit entry into events to pre-approved spectators with proper identification.

4. Host centers are encouraged to arrange for additional security through local law enforcement when there is a history of past serious incidents.

5. Communicate safety and security procedures to athletes, staff, and spectators prior to the event.

R21. Asbestos Operations and Maintenance Plan

(See Chapter 5, Section 5.9, R9.)

R22. Confined Space Entry Plan

a. Overview

The following deals with confined spaces in general industry, which are dealt with by 29 CFR 1910.146. In construction the confined space standard is 29 CFR Part 1926, subpart AA, 1926.1201-1213.

A confined space is defined as a space which meets all of the following criteria:
- Is large enough for an employee to fully enter and perform assigned work
- Is not designed for continuous occupancy by the employee
- Has a limited or restricted means of entry or exit

b. Confined Space Inventory

1. Centers must conduct a survey to identify all confined spaces located on center. Each space must be identified as “non-permit required” or “permit required.”
   (a) A permit-required confined space is one that contains one or more of the following characteristics:
      (1) Contains or has the potential to contain a hazardous atmosphere
      (2) Contains a material that has the potential for engulfment
      (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other serious safety hazard

(b) Non-permit-required confined space does not contain or have the potential to contain a hazardous atmosphere or any other hazard capable of causing death or serious physical harm.
(c) Re-evaluate all confined spaces annually and maintain documentation.
(d) Permit-required confined spaces must be marked as such with appropriate signage.
(e) Ensure that permit-required confined spaces are locked or blocked to deter access (if possible).
(f) Evaluate all work activities within non-permit required confined spaces to determine if the work or material being used in the space may create a hazard and make the space a permit required confined space.

2. Centers that require students, staff, or contractors to perform work in permit required confined spaces must develop, implement, and maintain a Confined Space Entry program in accordance with 29 CFR 1910.146. The Plan must include at a minimum the following elements:
   (a) Designated confined space entry coordinator
   (b) Entrant and supervisor responsibilities
   (c) Location-specific, permit-required confined space entry procedures
   (d) List of hazards within the space and hazard control procedures
   (e) List of center departments and/or career technical training (CTT) programs that require confined space entry
   (f) Emergency procedures
   (g) Training and documentation of training

3. Maintain permit-required confined-space-entry training records for students and staff for three years. Additional retention requirements are as follows:
   (a) Retain student training records for one year following completion of training or termination of enrollment.
   (b) Retain staff training records for one year following resignation or termination of employment.

4. Maintain cancelled entry permits for one year.

R23. Bloodborne Pathogens Plan

a. Centers must develop, implement, and maintain a Bloodborne Pathogens Exposure Control Plan that is in compliance with the OSHA bloodborne pathogens (29 CFR 1910.1030). The Plan, which is submitted to the Regional Office, must be reviewed and approved by the Regional Health Specialist.

b. “Occupational exposure” is reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

c. Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;[(2) and (3) are not relevant to Job Corps centers]

d. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

The Bloodborne Pathogens Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure. The review and update of such plans shall also:

(A) Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
(B) Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

An employer who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan.

e. The plan must contain the following minimum requirements:

1. Identification of job classifications where there is high, medium, or low risk of exposure to blood or other potentially infectious materials

2. Schedule and method of implementation for administering Hepatitis B vaccination and conducting post-exposure evaluation and follow-up. The vaccine must be offered to all employees who have occupational exposure, such as physicians, dentist, nurses, nurse practitioners, physician assistants, and first aiders. The vaccine provisions are in paragraph (f)(2)-(5) of the standard.

3. Schedule and method of implementation for communicating hazards to employees

4. Schedule and method of implementation for recordkeeping

5. Procedures for evaluating the circumstances of an exposure incident

R24. Respiratory Protection Plan

a. Centers must develop and implement a Respiratory Protection program, including a written plan in accordance with 29 CFR 1910.134, if any of the following conditions exist:

   1. Center offers trades that could potentially expose students or staff to airborne contaminants that meet or exceed the OSHA eight-hour Permissible Exposure Limits (PELs) or action levels for known respiratory hazards.

   2. Asbestos-containing building materials (ACBMs) are present and may be disturbed during routine maintenance, housekeeping, renovation, or demolition activities.

   3. Lead-based paint or other materials are present and may be disturbed during renovation and demolition activities.

   4. Students and staff are exposed or may be potentially exposed to airborne contaminants or disease through contact with individual(s) engaged in providing student and staff health services or engaged in allied health training.

b. If centers determine that voluntary respirator use is permissible the center must provide the information on 29 CFR 1910.134 Appendix D to each voluntary user and maintain documentation. For voluntary respirator use the center must establish and implement the elements of a written respiratory protection program necessary to ensure that any staff member or student using a respirator voluntarily is medically able to use the respirator and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user. Written respiratory program elements are not required if voluntary use of a respirator is limited to filtering face piece respirators (i.e., dust masks).

c. Centers must identify and evaluate respiratory hazards in the workplace through:

   1. A reasonable estimate of employee exposure to respiratory hazards through air sampling and exposure monitoring;

   2. Identification of the contaminant's chemical state and physical form.

d. The Respiratory Protection program must contain worksite-specific procedures and elements for required respirator use.

e. Center Director or his or her designee must select a Respiratory Protection Program Coordinator who is qualified by appropriate training or experience to manage the center's Respiratory Protection program.

f. The written Respiratory Protection Plan must contain the following elements:

   1. Respirator selection procedures to ensure that respirators meeting the criteria of the standard are chosen.

2. Medical evaluations for staff and students required to wear respirators. Medical evaluations must be conducted by a licensed health care professional in accordance with 29 CFR 1910.134(e)(1) through (e)(7)(iv).

3. Fit-testing procedures for tight-fitting respirators

4. Procedures for the proper use of respirators in routine and emergency situations

5. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and general maintenance of respirators

6. Procedures for ensuring adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators

7. Student and staff initial and annual refresher training that includes:
   (a) Potential respiratory hazards during routine or emergency situations
   (b) Proper use, donning, removal of respirators
   (c) Limitations of respirator use
   (d) Regular maintenance and storage of respirators

8. Procedures for evaluating the effectiveness of the program

9. Respiratory protection training records must be retained for students and staff for three years. Additional retention requirements are as follows:
   (a) Retain student training records for three years following completion of training or termination of enrollment.
   (b) Retain staff training records for three years following resignation or termination of employment.

g. Centers must establish a cartridge change-out schedule in accordance with OSHA and manufacturers' recommendations to ensure cartridge effectiveness.

h. Qualitative and quantitative fit-testing of tight-fitting respirators must be done in accordance with 29 CFR 1910.134 Appendix A, Fit Testing Procedures (Mandatory). Fit-testing of respirators used to protect against asbestos or lead exposure must be done in accordance with the appropriate OSHA standards.

R25. Hearing Conservation Plan

a. Centers must conduct noise monitoring at least every other year to identify potential sources of hazardous noise or whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

   1. Additional employees may be exposed at or above the action level; or

2. The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of the standard

b. Centers must identify hazardous noise areas with warning signs or markings to ensure that hearing protection is used in those areas.

c. Centers must develop and implement a Hearing Conservation program in accordance with 29 CFR 1910.95 if the following conditions exist:

1. Results of noise measurements have identified hazardous noise sources that may result in staff or student exposures that equal or exceed an 8-hour time-weighted average (TWA) of 85dB (decibels) measured on the A-scale or

2. Exposure monitoring indicates that student and staff noise exposures equal or exceed a 50 percent dose.

d. The Hearing Conservation Program (HCP) must consist of the following elements:

1. Monitoring program that identifies students and/or staff for inclusion in the HCP and to facilitate selection of appropriate hearing protectors.

2. Audiometric testing to monitor staff and students whose exposures equal or exceed an eight-hour TWA of 85dB, including:
   (a) Baseline audiogram to be administered within six months of the initial exposure equal to or in excess of 85dB to be compared against subsequent audiograms.
   (b) Audiograms administered at least annually following the baseline audiogram.
   (c) Audiogram evaluation.
   (d) Purchase of audiometric testing equipment is not required. However, if the center conducts audiometric testing, equipment and the testing environment must meet the requirements set forth in 29 CFR 1910.95, Appendices C and D. If the center does not conduct audiometric testing, the center must ensure that individuals included in the Hearing Conservation program are administered audiograms in accordance with the OSHA standard.
   (e) Audiometric testing must be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper function of the audiometers being used.
   A technician who performs audiometric tests using a microprocessor audiometer does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist, or physician.
   (f) Centers located in rural areas that are not equipped to conduct audiometric testing on center or find it difficult to locate audiometric testing centers must contact the Job Corps Regional Office Project Manager who will contact the National Office of Job Corps safety representative.

3. Hearing protector evaluation for specific hazardous noise environments to ensure attenuation to below 85dB. Evaluation methods must be done in accordance with 29 CFR 1910.95 Appendix B, "Methods for Estimating the Adequacy of Hearing Protection Attenuation."

4. Selection and distribution of hearing protectors:
   (a) Hearing protectors must be provided at no cost to staff or students. The hearing protectors selected must be appropriate for the task and provide the required noise attenuation. The center must ensure the use of hearing protectors by each student or staff member who is required by paragraph (b)(1) of the standard to wear personal protective equipment.
   (b) The center must ensure the use of hearing protectors by students and staff who are exposed to an 8–hour time-weighted average of 85 decibels or greater, and have not yet had a baseline audiogram.
   (c) The center must ensure the use of hearing protectors by students and staff who are exposed to an 8–hour time-weighted average of 85 decibels or greater and have experienced a standard threshold shift.

5. Training will be administered annually. It includes, but is not limited to, the following:
   (a) Effects of noise on hearing
   (b) Purpose of hearing protectors
   (c) Disadvantages, advantages, and attenuation of various types of hearing protectors
   (d) Instructions on selection, fitting, use, and care of hearing protectors
   (e) Purpose of audiometric testing and an explanation of the test procedures

6. Staff, students, their representatives designated by the individuals, and OSHA, must have access to monitoring results, audiometric test results, and training materials in accordance with 29 CFR 1910.95.

7. Centers must maintain records as follows:
   (a) Exposure monitoring results are maintained for two years.
   (b) Audiometric testing results are maintained for the duration of the student's and staff time at the center.

8. A center must transfer any records related to the hearing conservation program to any new operator, who shall retain them for the amount of time remaining in the original retention period.

R26. Lead Exposure Plan

(See Chapter 5, Section 5.9, R8.)

R27. Hexavalent Chromium Exposure Plan

(See Chapter 5, Section 5.9, R11.)

R28. Lockout/Tagout Plan

a. Centers must develop written procedures for the control of hazardous energy in accordance with 29 CFR 1910.147 if students and staff are responsible for servicing or performing maintenance of machines or equipment.

b. Lockout/Tagout is not required when one of the following scenarios exists:

   1. Servicing equipment that is powered by plugging into an electrical outlet and is under complete control of the individual performing the work

   2. Making normal adjustments, including minor tool changes and other minor servicing activities that take place during normal production operations which are routine, repetitive, and integral to the use of that production equipment, as long as workers are effectively protected by alternative measures that provide effective machine safeguarding protection.

c. When a written Lockout/Tagout Plan is required, the program must include the following minimum elements:

   1. Name of the machines or equipment and its purpose

   2. Compliance requirements (policy)

   3. Type of compliance enforcement for violation of policy

   4. Name of students or staff affected and method of communication

   5. Name of students or staff authorized to perform lockout/tagout

   6. Type and magnitude of energy, its hazards, and the methods to control the energy

   7. Type and location of machine or equipment operating controls

   8. Type and location of energy isolating devices; lockout/tagout devices are sufficient in number, uniform, legible, understandable, and durable

   9. Types of stored energy—methods to dissipate or restrain

   10. Methods of verifying the isolation of the equipment

   11. Training for affected and authorized students and staff

   12. Method for evaluating lockout/tagout procedures at least annually and documenting

results

13. Procedures for removing locks/tags when the owner of the lock or tag is not available

14. Plan is updated when changes in process, equipment, procedures, or audit warrants revision

R29. Powered Industrial Vehicle Plan

a. Centers that own or provide access to gas-powered or electric-powered fork trucks, tractors, platform lift trucks, motorized hand trucks (pallet jacks) or other specialized vehicles must develop a written Powered Industrial Vehicle (PIV) Plan.

b. The plan must address the requirements outlined in 29 CFR 1910.178.

c. The plan must also include:

1. Complete list of covered vehicles

2. Fuel handling and storage procedures (if applicable)

3. Battery charging, changing, and storage procedures (if applicable)

4. Spill response procedures and fire prevention

5. Evaluations of hazardous conditions in areas where PIVs will be operated to determine the type of industrial vehicle that must be used, as outlined in 29 CFR 1910.178(l).

6. Operator training

7. Daily inspection process

8. Process for removing vehicles from service

d. Powered industrial truck operators must be at least 18 years of age in accordance with the Fair Labor Standards Act (FLSA) 29 CFR 570.58.

e. Operator training must be conducted by a certified trainer and the training must be in accordance with 29 CFR 1910.178(l).

R30. Emergency Eyewash Stations

Center operators must establish written procedures for operations and maintenance of emergency eyewash stations that meet the requirements of 29 CFR 1910.151(c).

The center operator must provide access to emergency eyewash stations for students and staff who are working with or near corrosive or other injurious chemicals/materials to reduce serious or permanent damage to eyes.

a. Eyewash stations must be installed meeting the following requirements:

    1. Eyewash/shower stations should be available for immediate use and located within 10 seconds of the hazardous operations (approximately 50 feet), on the same level, and have a pathway that is always clear of obstructions and slip/trip hazards.

    2. Highly visible signs must be posted at/near the station and the area should be well lighted.

    3. The activating valves/levers should be highly visible and easy to use, requiring no more than a one-handed operation. Once the lever has been activated, no hands should be needed to maintain water flow.

    4. Nozzles must be protected with auto-opening dust covers.

    5. The eyewash/shower station should provide a "minimum" of a 15-minute uninterrupted flush of lukewarm water (80 – 90 degrees is preferred) provided by a temperature-mixing valve.

b. Eyewash stations inspection and testing requirements:

    1. Eyewash stations must be inspected and tested by supervisors/instructors responsible for the work area where the eyewash stations are located.

    2. Ensure that access to the eyewash is unobstructed.

    3. Visually inspect the eyewash to ensure that there are no broken parts, leakage, etc.

    4. Verify that protective eyewash covers are properly positioned, clean, intact, and operate properly when activated.

    5. Activate eyewash unit - flush pipes: check that the spouts are clean and that the water flow is effective and continuous. Operate the eyewash for 1 minute.

    6. The unit must deliver low-pressure "soft" flow to both eyes, so it does not injure the open eyes.

    7. Check that the unit's valve activator remains open without the use of the operator's hands.

    8. Ensure each station has a highly visible emergency sign.

9. For portable (non-plumbed) units, verify that the expiration date has not been exceeded and fluid levels are full. Follow manufacturer's instructions.

10. Safety officer must maintain an inventory/map of existing eyewash stations and provide oversight to ensure eyewash station testing and inspections are being conducted and documented.

c. Eyewash station training

All staff/students who might be exposed to a chemical splash need to be trained by their supervisor or instructor on the following topics:

1. The specific location of the units serving that area.

2. How to properly activate and use the specific type of system.

3. Eyewash – eye injury - Individuals should be instructed to hold the eyelids "open" and roll the eyeballs continuously so fluid will flow on all surfaces of the eye and under the eyelid, and then seek medical attention. Bring a copy of the Safety Data Sheets (SDS) to the medical facility.

R31. Center Culture

Centers must establish behavioral expectations that promote a safe, respectful, and goal-oriented culture that fosters personal responsibility and mutual growth.

R32. Delivery and Coordination of Services to Students

Center operators must:

a. Develop a structured process for sharing information between all center staff, departments, and community resources, as needed to ensure the coordinated delivery of services to students, especially in assisting them to meet the rigor of the training program.

b. Implement safeguards to assure that personal information about individual students, subject to the Privacy Act, is shared among staff only to the extent necessary to ensure the safety and effective provision of services to students, and no further, in accordance with Chapter 6, Appendix 601, Student Rights to Privacy and Disclosure of Information.

c. Obtain DOL authorization (applicable regional office) prior to releasing personal student information to outside entities and ensure any such release is in compliance with the Privacy Act and other federal and state information privacy laws, including obtaining any necessary waivers and releases from students.

R33. Business and Community Participation

a. The Center Director must establish and develop mutually beneficial business and community relationships and networks, including with local boards, to enhance the effectiveness of the center. Relationships must be established and maintained, at a minimum, with the following:

1. Local and distant employers to the extent practicable (Outreach must be conducted in coordination with other Federal and non-Federal programs conducting similar outreach to employers.)

2. Applicable One-Stop Career Centers/American Job Centers and local boards to:
   (a) Provide information on training opportunities available through Job Corps.
   (b) Encourage referral of appropriate potential students.
   (c) Identify job opportunities for Job Corps graduates.
3. Entities offering apprenticeship opportunities and youth programs

4. Labor-management organizations and local labor organizations

5. Employers and contractors that support national training programs and initiatives

6. Community-based organizations, non-profit organizations, and intermediaries providing workforce development-related services

b.

c. Centers must establish a Community Relations Council to serve as a liaison between the center and the surrounding communities. The Community Relations Council will be used as a forum to:

1. Inform the community about projects of the Job Corps.

2. Share information about changes in center rules, procedures, and activities that may affect the community.

3. Plan events of mutual interest to create and maintain community relations and community support.

d. The Community Relations Council must have the following features:

1. Be representative of business, civic, and educational organizations; elected officials; law enforcement agencies; and other service providers, including organizations and entities that serve targeted populations.

2. Include student and staff representatives.

3. Meet at least once per quarter to consider issues of mutual interest to the center and the community.

4. Maintain records of Community Relations Council meetings, documenting attendance and recommendations.

e. The business and community participation requirements outlined above should be carried out for Job Corps centers that are not yet operating at least 3 months prior to the date on which the center accepts its first enrollee.

R34. Workforce Councils

a. Each Job Corps center must establish a Workforce Council whose members are appointed by the Center Director.

b. The Workforce Council must include:

1. Non-governmental and private sector employers

2. Representatives of labor organizations, where present, and of employees

3. Job Corps students and graduates

4. In the case of the single State local area, a representative of the State Board

c. A majority of the Workforce Council members must be business owners; chief executives or chief operating officers of nongovernmental employers; or other private sector employers who have substantial management, hiring, or policy responsibility, and who represent businesses with employment opportunities in the local area and the areas in which students will seek employment.

d. The Workforce Council may include, or otherwise provide for consultation with, employers from outside the local area who are likely to hire a significant number of students from the Job Corps center.

e. The Workforce Council may also include members of applicable local boards, provided they meet the requirements described in b and c above.

f. Workforce Council Responsibilities

1. Work closely with all applicable local boards and review labor market information to determine and provide recommendations to the Regional Office regarding the center's career technical training offerings, including identification of emerging occupations suitable for training.

2. Review all relevant labor market information, including related information in the

State Plan or Local Plan, to:

(a) Recommend in-demand industry sectors or occupations in the area where the center operates.
(b) Determine employment opportunities in the areas in which students intend to seek employment.
(c) Determine the skills and education necessary to obtain the identified employment.
(d) Recommend to the Secretary the type of career and technical training that should be implemented at the center to enable students to obtain the employment opportunities identified.

3. Meet at least once every six months to reevaluate the labor market information and other relevant information, to determine and recommend to the center director any necessary changes in the career technical training provided at the center.

g. The responsibilities outlined above should be carried out for Job Corps centers that are not yet operating at least 3 months prior to the date on which the center accepts its first enrollee.

R35. Partnerships/Resources for Individuals with Disabilities

a. Each center must develop resources and partnerships with outside agencies and programs that will assist the center in serving students with disabilities. Special focus should be given to developing resources and partnerships that can assist the center in identifying or providing accommodation support that promotes student independence and employability.

b. The Business and Community Liaison staff and other appropriate staff should be involved in this process.

c. Each center will document efforts to develop resources/partners by completing the Disability Partnership Tool available on the Job Corps Disability website or their customized Disability Partnership Tool available from their Regional Disability Coordinator.

R36. Monthly Meetings with Center Director

The Center Director must meet monthly with the Center Physician and Center Mental Health Consultant to discuss clinical and organizational issues.

R37. Readily Achievable Barrier Removal

Each center must consider readily achievable barrier removal—things center staff can do to make the center more physically accessible that are easily accomplishable and able to be carried out without much difficulty or expense. To accomplish this, centers must complete the (a link to this checklist is available on the Job Corps Disability website).

a. Determine potential improvements to the programmatic accessibility (e.g., communication options such as audio tapes, large print, etc.; center's public materials contain a statement that reflects a commitment to providing reasonable accommodations for all of their programs, etc.) of the center, staff by completing the program Center Accessibility Tool (this document is available on the Job Corps Disability website).

b. Develop an accessibility plan with priorities and next steps based on the results of the ADA Checklist for Readily Achievable Barrier Removal and Center Accessibility Tool. The plan will be used as a tool for center staff to think about the simple things that can be done to ensure that students with disabilities can access/participate in the program on an equal basis with students without disabilities. This plan is not intended to be used to determine compliance for new construction or facilities being altered and is separate from the center's facility survey requirement in Chapter 5, Section 5.8, R2.

c. The accessibility plan will be reviewed and updated annually by June 30 (see Exhibit 5-2).

d. The safety and facilities maintenance staff should play a primary role in completing the plan with support from managers in all areas.

R38. Use of Students for Assistance during Emergencies

a. Job Corps USDA Forest Service Civilian Conservation Centers (CCC) may, as necessary, provide emergency assistance, if requested by public officials, in response to national, state, and local disasters.

    1. Such service shall be provided consistent with child labor laws.

    2. Participating students must be properly trained, equipped, supervised, and dispatched consistent with the standards for the conservation and rehabilitation of wildlife established under the Fish and Wildlife Coordination Act (16 U.S.C. 661 *et seq*) https://www.fws.gov/laws/lawsdigest/fwcoord.html.

b. The National Director may authorize a Job Corps center other than a Civilian Conservation Center to provide emergency assistance if requested by public officials, in response to disasters in their community.

c. All students deployed during these situations must be volunteers and be at least 18 years old or have parental consent to participate.

    1. Except during community-wide relief activities, no student shall participate in emergency relief on private property or where the actions would result in private profit.

2. No student shall participate in emergency relief connected with labor shortages, strikes, riots, or civil disturbances.

R39. Civilian Conservation Center Forest Fire Suppression Activities

Civilian Conservation Centers shall allow students to participate in forest fire suppression and camp crews when the student:

a. Has completed the National Incident Management System IS-700 training camp crew or obtained the Firefighter Type 2 (FFT2) certification crew

b. Is at least 18 years old and in good physical and mental condition; however, minors may participate on camp crews with non-suppression duties in accordance with agency policies

c. Is paid by the benefiting organization at the same rate and provided with the same rotational schedule as other firefighters

d. Works in mopping-up no more than five days after the fire is controlled

e. Works no longer than a total of three consecutive weeks, without Regional Office approval

f. Is counted as present for duty

R40. Sexual Assault Prevention and Response

Centers must:

a. Establish a program for sexual assault prevention, counseling, treatment, and follow-up care.

b. Develop a team response to sexual assault and involve center staff and outside resources.

c. Report sexual assaults:

1. To law enforcement authorities as required by state and local law

2. As significant incidents (see Chapter 5, Section 5.4, Significant Incidents) in the SIR System

R41. FECA/OWCP

a. Students are considered federal employees for purposes of the Office of Workers' Compensation Programs (OWCP). OWCP benefits do not begin to accrue until the day following a student's separation from the program.

b. The center must complete the appropriate OWCP form(s) whenever a student is injured, develops an occupationally related illness, or dies while in the performance of duty. The center must immediately comply with the procedures set out in the regulations at 20 CFR Chapter 1. The CA form portion of the Employee's Compensation Operations and Management Portal (ECOMP) form and a copy of the ETA Form 6-61 (Notice of Student Separation) must be filed with the OWCP district office only when the injury or illness results in separation and consent is received from the Office of Job Corps. When separation does not occur, such forms must be maintained in the student's health record.

c. If the student dies while in Job Corps, the center must:

1. Inform the next of kin of any possible FECA benefits if death occurred during the performance of duty. If the student did not die during the performance of duty, the government shall pay only for expenses involved in the preparation and transportation of the remains to a mortuary in the area selected by the next of kin, within the United States and its possessions.

2. Arrange for burial at a site close to the center and at a cost not to exceed the amount authorized in Section 8134(a) of the Federal Employees' Compensation Act (https://www.gpo.gov/fdsys/pkg/CFR-2011-title20-vol1/pdf/CFR-2011-title20-vol1-part10.pdf) in the event that the next of kin refuses to accept the remains.

3. Provide the Office of Job Corps with documentation authorizing OWCP eligibility. If next of kin is eligible for benefits, further review by the Office of Job Corps shall determine if any additional gratuity payments, not to exceed $10,000 in accordance with Section 651 of Public Law 104-208 (The Omnibus Consolidated Appropriations Act, https://www.gpo.gov/fdsys/pkg/PLAW-104publ208/pdf/PLAW-104publ208.pdf), shall be awarded.

R42. Identification of Local Child Care Resources

a. Centers must promote the development and implementation of local linkages for child care for students to the maximum extent feasible.

b. Centers located in areas where local child care programs cannot meet student needs, and which have space and non-Job Corps funding sources for child care, may request approval to establish on-center child development programs, in accordance with requirements in Appendix 509 (Job Corps Child Development Programs).

R43. Equal Employment Opportunity/Civil Rights

Center operators and OA/CTS contractors must:

a. Submit an affirmative-action plan to the Regional Office for approval within 90 days of contract award in accordance with Chapter 6, Appendix 602 (Civil Rights and Nondiscrimination).

b. Submit a plan to employ and advance the employment of veterans to the Regional Office for approval within 90 days of contract award in accordance with Public Law 107-228 HR 4015, Section 2. 4215 (priority of service for veterans in Department of Labor job training programs), Part b (Employment of Veterans with Respect to Federal Contracts).

5.2 PERSONNEL

REQUIREMENTS

R1. Organization and Staffing

a. Center operators and Outreach and Admissions/Career Transition Services (OA/CTS) contractors must:

1. Develop and submit a staffing plan (organizational chart) to the Regional Office for approval within 90 days of contract award.

2. Submit current job position descriptions for Regional Office approval within 90 days of contract award.

b. Federal agency operators must develop and submit a staffing plan (organizational chart) to the Office of Job Corps and Regional Offices annually.

R2. Staffing Ratios

Center Operators must comply with the following staffing requirements:

a. The student-to-teacher ratio for academic instructional activities is 18:1. Career Technical Training (CTT) program ratios will remain in accordance with the Master Program List, which is located within the CTT Resources section of the Job Corps Community website. Student-to-teacher ratios may not be changed except through the written approval of the Office of Job Corps. For purposes of defining CTT training slots, one basic program CTT student is equivalent to <u>two</u> CTT training slots. Therefore, a 15:1 student-to-teacher ratio is equivalent to a 30:1 slot-to-teacher ratio. One full-time CTT Advanced Training (AT) and Advanced Career Training (ACT) student is counted as <u>one</u> full time CTT training slot. Student-to-staff ratios for nationally contracted training (NTC) programs must be in accordance with contract provisions.

b. Student-to-staff ratios for National Training Contract (NTC) programs must be in accordance with contract provisions.

c. Minimum staffing levels for health programs are specified in Chapter 5, Exhibit 5-5 (Center Health Services Staffing Requirements).

d. All other staffing levels must be based on center configuration and must be approved by the Regional Office.

R3. Health Services Staffing

Centers must:

a. Ensure that health services staffing is in compliance with the staffing levels presented in Exhibit 5-5 (Center Health Services Staffing Requirements) and the minimum staff qualifications identified in Exhibit 5-3 (Minimum Staff Qualifications).

b. For contract centers, employ or subcontract with medical, Trainee Employee Assistance Program (TEAP), and mental health professionals who are subject to the prior approval of the Regional Office, in consultation with the Regional Health Specialists.

c. For USDA Forest Service Civilian Conservation Centers (CCCs), employ or subcontract with medical, TEAP, and mental health professionals that are subject to the prior approval of the National Office, in consultation with the Regional Health Specialists.

Ensure that a health professional cannot serve as a consultant to, or an employee of, two or more Job Corps-related entities concurrently, when one entity has review and/or oversight responsibilities over the other(s). (Entities include Job Corps centers, health support contractors, and center operators.)

R4. Personnel Policies

Center Operators and OA/CTS contractors must:

a. Develop and implement personnel management policies to include hiring, supervision, evaluation, conduct, and disciplinary procedures.

   1. Policies must address any instances of cheating.

   2. The Employee Handbook must clearly state the consequences for cheating.

b. Define standards for acceptable and unacceptable behavior between students and staff that protect individuals from exploitative, coercive, and traumatic experiences. Ensure that center rules for acceptable and unacceptable behavior are communicated equally, understood, and applied to all staff members. These rules, which should be included in the Employee Handbook, must provide a clear explanation and rationale for appropriate and inappropriate behavior, and clearly state the consequences for unacceptable staff behavior. Staff should know the legal consequences of unacceptable behavior, if applicable.

c. Establish labor management relations in accordance with agency guidelines for federally operated centers and in accordance with the provisions of the National Labor Relations Act for contractors. The U.S. Department of Labor will not undertake conciliation, mediation, or arbitration of organizations, nor will Job Corps pay legal or other fees generated by such disputes as direct costs against contracts.

d. Develop and implement volunteer management policies to include volunteer screening, training, and supervision. At a minimum, plans should include background checks for all volunteers in accordance with state laws, and plans to ensure volunteers are covered by the contractor's liability insurance while they are performing their assigned tasks.

R5. Staff Qualifications

a. Center and OA/CTS contractors must ensure that all staff that are hired meet the minimum qualifications specified in Exhibit 5-3 (Minimum Staff Qualifications).

b. Center and OA/CTS contractors must request written approval or waivers from the Regional Director for the following:

   1. Hiring staff who do not meet minimum qualifications as specified in the approved position descriptions, in which case, a professional development plan must be submitted and updated annually

   2. Hiring relatives of current staff

   3. The appointment, continued assignment, or change in employment status of the Center Director, Project Director, or senior staff. This also includes all supervisory personnel who report directly to the Center Director.

c. Regional Offices will not grant a waiver if it would negatively impact the center's eligibility for accreditation or its ability to produce high school graduates.

d. Federal agency operators must advise the Regional Office of changes in employment status of Center Directors and senior staff.

e. Centers must request a waiver from the National Office prior to filling the following health and wellness positions if the minimum requirements set forth in Exhibit 5-3 are not met:

   1. Trainee Employee Assistance Program (TEAP) Specialist: A one-time, one-year waiver for the TEAP Specialist must include a professional development plan identifying the steps necessary to meet the minimum requirements within one year of employment. A copy of the license or certification must be shared with the National Office once obtained. If the license or certification is not achieved within one year, the waiver is terminated, and the staff member can no longer be employed as the TEAP Specialist.

   2. Center Mental Health Consultant (CMHC): A one-time waiver may be issued for CMHCs with a master's degree or higher in behavioral health, and a license to practice independently in the state. This one-time waiver will only be considered if there is unsuccessful recruitment for a clinical/counseling psychologist or clinical social worker. Those approved for the one-time waivers will not be required to have

a professional development plan.

Providers must meet all requirements for license renewal to maintain an active license as set forth by their state boards. The one-time waiver for the CMHC covers the hiring period and is automatically renewed on an annual basis.

f. Centers must request a waiver from the National Office prior to hiring the following health and wellness positions if the minimum coverage requirements set forth in Exhibit 5-5 are not met:

1. Nurse Practitioner (NP): A one-time waiver for the NP may be requested if an NP assumes more coverage than 2 hours/100 students/week with supervision. The supervising physician will be the center's Medical Director. This supervision arrangement must be clearly defined as part of the NP contract and in the collaborative agreement.

   An annual waiver for the NP may be requested in independent practice states, where an NP with an active Drug Enforcement Agency (DEA) registration could serve as Medical Director.

2. Physician Assistant (PA): A one-time waiver for the PA may be requested if a PA assumes more coverage than 2 hours/100 students/week. Supervision is always required, and the supervising physician will be the center's Medical Director. This supervision arrangement must be clearly defined as part of the PA contract and in the collaborative agreement.

g. Regional Health Specialists will review all health and wellness staff waivers prior to National Office approval/denial of the request.

R6. Background Checks and Credential Verification for Employees of Job Corps Contractors

Center Operators and other Job Corps contractors, which include all subcontractors of a Job Corps contractor (collectively referred to below as "Job Corps Contractors"), must conduct a nationwide (to include all United States territories) criminal background check on all employees and all applicants for employment prior to making an offer of employment. Each background check and any employment decision based upon them must conform to the requirements set out below. Further, Job Corps Contractors must verify that all applicants receiving an employment offer and all employees have obtained all licenses, certifications, or other credentials required, and that the individual is in good standing with the licensing body for their profession.

a. All criminal background checks must be conducted by a third-party background checking company in accordance with the Fair Credit Reporting Act, and result in a written report from the third-party company.

b. All criminal background checks must include a review of the history of all state (including United States territories) and Federal criminal convictions.

   1. Decisions on the employability of applicants and continued employment of employees must only be made on records of convictions, not arrest records or indictments.

   2. Consideration must be given to any conviction or release from incarceration during the 7 years prior to the date of the applicant's application for employment or the initial employment date of an employee, except for convictions referenced in subparagraph c.1. below.

c. Disqualifying convictions

   1. If an employee or applicant for employment has been convicted or adjudicated responsible as a juvenile of any of the crimes listed below, regardless of when the conviction or adjudication occurred, that employee or applicant cannot be employed by a Job Corps Contractor:
      (a) Murder;
      (b) Child Abuse; and
      (c) Rape or Sexual Assault.

   2. Health-and-wellness staff, or any other employee with access to prescription medications, cannot be employed by a Job Corps Contractor if they have been convicted of the following crimes:
      (a) Fraud, theft, larceny, and similar crimes involving deception; and
      (b) Drug-related offenses.

d. If an employee or applicant for employment has been convicted or released from incarceration for a crime not identified in c.1., the Job Corps Contractor must determine the relevance of the record of conviction or release from incarceration to the duties of the position of the employee or position for which the applicant is applying. In making an employment decision, the Job Corps Contractor must use an individualized assessment for each applicant and employee.

   1. Individualized assessment means that the Job Corps Contractor must:
      (a) Inform the individual that he/she may be excluded because of past criminal conduct;
      (b) Provide an opportunity to the individual to present additional information regarding the criminal conduct and demonstrate that the exclusion does not properly apply to them; and

(c) Consider whether the additional information provided by the individual shows that the policy as applied is not job-related and consistent with business necessity.

2. In doing an individualized assessment for an employee or applicant with criminal convictions, the Job Corps Contractor must consider the following:
   (a) Whether the conviction was a felony or a misdemeanor;
   (b) The nature of the conviction(s) and the facts underlying it, and whether they involve serious or repeated violence;
   (c) The amount and frequency of contact the employee has, or the applicant will have with students;
   (d) The age of the employee or applicant at the time of the conviction;
   (e) Whether the employee or applicant has a history of multiple convictions that suggests a pattern of criminal behavior or bad judgment;
   (f) The length of time between the conviction and/or completion of any sentence and the employee's initial employment date or applicant's application to work at the center; and
   (g) Any evidence of rehabilitation in the time period since the conviction.

e. When asking questions about criminal records, inquiries must be consistent with business necessity.

   1. Questions must be limited to records for which exclusion or potential exclusion would be job related for the position in question.

   2. Information about applicants' and employees' criminal records must be kept confidential and used only for the purpose for which it was intended.

f. For each employee or applicant hired, the Job Corps Contractor must document:

   1. That he/she conducted a background check according to the requirements above;

   2. What, if any information from the background check, factored into the Job Corps Contractor's employment decision; and

   3. Details of the individualized assessment the Job Corps Contractor undertook in accordance with the above before making an employment decision based on the information from the background check.

g. Job Corps Contractors must conduct a new background check for each employee every 3 years. The documentation requirements in f. above apply.

h. Job Corps Contractors also must verify that all employees and applicants for employment or other individuals providing services under an agreement or contract have obtained all licenses, certifications, or other credentials required under state and Federal law, and that the individual is in good standing with the licensing body or regulatory authority for his/her profession. Job Corps Contractors must verify this information every 3 years.

i. Requests for exceptions for the hiring or continuation of employment restrictions imposed by this policy must be made in writing to the National Director. The National Director may waive the requirements in this policy for an employee or applicant for employment based on compelling evidence that such an exception is in the best interest of Job Corps, and Job Corps students and staff.

j. Job Corps Contractors may continue to use existing criminal background check procedures, provided those procedures are stricter than and do not conflict with the procedures outlined in the policy above. If a Job Corps Contractor's existing policy is less stringent or inconsistent with the policy outlined above, the Job Corps Contractor must modify the policy so that it is in line with the requirements outlined above.

R7. Staff Coverage

Center operators must provide coverage for staff absences for those positions that have direct staff/student interaction. Use of students or volunteers for this purpose is prohibited. All substitutes must be trained in safety procedures.

R8. Staff Performance Appraisal

Center operators and OA/CTS contractors must develop a staff performance appraisal system that allows for documentation of staff competence, to include:

a. Maintaining staff requirements specified in Exhibit 5-3 (Minimum Staff Qualifications)

b. The areas listed in Exhibit 5-4 (Required Staff Training)

c. Staff's modeling, mentoring, and monitoring each of the eight Career Success Standards (CSS)

d. Support of students' career development goals, the zero-tolerance (ZT) policy, and student placement efforts

R9. Staff Training Documentation

Centers and OA/CTS contractors must maintain up-to-date records of training completed by each employee.

R10. Center Occupational Safety and Health Orientation and Training

In accordance with 29 CFR 1960.59 and the training (including information sharing) provisions of OSHA standards centers must provide the appropriate safety and occupational health training to students and staff, including specialized training appropriate to the training or work tasks performed. Centers operated by private contractors must comply with any additional protective State OSHA training provisions if they are located in a State Plan State. Center safety and health orientation and training must be included in the following:

a. Introduction to Center Life (New Students) – Career Preparation Period (CPP) (see Chapter 3, Section 3.4, R1 and R3)

b. New Staff Training (see Exhibit 5-4)

c. Ongoing Staff Training

   The center must provide required occupational safety and health training included as part of the center's annual training plan. Each plan must include anticipated occupational safety and health training needs, such as the anticipated number of staff members to be trained, where and when the training is to be performed, and the estimated cost (see Exhibit 5-4).

d. Training Standards and Documentation

   Safety training must be conducted in accordance with any training (including information-sharing) requirements in current Occupational Safety and Health Administration (OSHA) standards in 29 CFR parts 1904 (recordkeeping), 1910 (general industry), 1926 (construction), 1928 (agriculture), and 1960 (federal agency programs), as applicable to the particular center, and DOL guidance provided by the National Office of Job Corps. Center Safety Officers must have and keep these standards, regulations, and policies on hand at all times. Further, all completed training must be properly documented and maintained on center in the individual's personnel or continuing education file for up to three years, and one year beyond employment. Training records must be available upon request.

e. Minimum Training Requirements for Center Safety Officers

   1. The Center Human Resources Manager must implement a professional development program (signed by the Center Director) for the Safety Officer that must include but is not limited to the courses listed in Exhibit 5-4.

   2. The Center Safety Officer must complete the Occupational Safety and Health for Other Federal Agencies course with expanded segment on accident/incident investigation training (OSHA 600) within the first 180 days of initial assignment.

3. The center operator and Center Director must ensure that the Safety Officer receives training in the remaining safety-related courses referenced in Exhibit 5-4 within 18–24 months of appointment.

4. In accordance with Chapter 5, Section 5.1, R12, annual advanced or refresher training must be provided to the center Safety Officer after basic required courses are completed.

5. In accordance with Department of Labor Manual Series (DLMS) 4, Chapter 800, Paragraph 822, the Center Director must ensure that a written professional development plan is developed and implemented for the center Safety Officer. Further, all completed courses must be properly documented and maintained on center in the individual's personnel or professional development file for the duration of employment, and one year beyond employment. Training records must be available upon request.

R11. Disability-Related Staff Training

Centers must provide disability-related staff training in accordance with Chapter 5, Exhibit 5-4 (Required Staff Training).

Additional guidance and tools for meeting all Disability Program requirements are available on the Job Corps Disability website.

R12. Health-Related Staff Training

Centers must provide health-related staff training to all center staff in accordance with Chapter 5, Exhibit 5-4 (Required Staff Training).

Centers must provide specific health-related training in accordance with Chapter 5, Exhibit 5-4 (Required Staff Training) to those Health and Wellness staff outlined in Chapter 5, Exhibit 5-5 (Center Health Services Staffing Requirements).

Additional guidance and tools for meeting all Health and Wellness Program requirements are available on the Job Corps Health and Wellness website.

5.3 SAFETY AND SECURITY

REQUIREMENTS

R1. Center Safety and Security Standard Operating Procedures

a. Center operators must establish and comply with agreements with law enforcement, in accordance with the requirements of Sections R3 and R4 below. Center operators must submit these law enforcement agreements to the National Office of Job Corps (NOJC) and the Regional Offices (ROs) as required by Exhibit 5-2.

b. Center operators must establish and comply with their Center Safety and Security Standard Operating Procedure (SOP). This SOP will supplement a local law enforcement agreement, or when necessary, govern how the center operator will respond to center security issues that are not addressed in a local law enforcement agreement. Center operators must submit these SOPs to the NOJC and the ROs as required by Exhibit 5-2.

c. A Center Safety and Security SOP must address the following requirements:

1. How it will regulate the entry, exit, and conduct of any person who seeks access to the campus, including students, staff, family, and visitors. The SOPs must include language indicating that a map of the campus will be displayed in a prominent location and will also be made readily available to law enforcement and medical personnel in emergency situations.

2. How the center will handle, secure, and timely dispose of any illegal drugs and all weapons (as defined in Section R5 below) confiscated or otherwise found on center or in a center-sponsored activity that the local law enforcement agency will not retrieve. Disposal must be done in accordance with state and local law. Disposal of illegal drugs must be consistent with the center SOP on Medication Management.

3. How the center operator will address the confiscation and return of weapons and items that are barred from Job Corps centers under R5 below, but that students may legally possess off-center, such as licensed or registered firearms. This procedure must align with R6 (d) below.
   (a) Such weapons and items must always be confiscated and must not be returned to the student while the student is still on center.
   (b) The Center Safety and Security SOP also must include what steps the center operator, in conjunction with local law enforcement where possible, will take to verify if the student complied with any registration and licensing requirements to possess the confiscated weapons or items.
   (c) Even if the student can legally possess a weapon or other prohibited item off center, the center still must sanction any student determined to have brought a weapon or other unauthorized good on center,

according to Exhibit 2-1.

4. How the center operator will handle, secure, and, if necessary, timely dispose of other unauthorized goods prohibited from being on center in Section R5 below.

5. How the center will record and track all illegal drugs and all weapons confiscated or otherwise found on center. The SOP must include the date the illegal drugs or weapons were found, the date(s) they were secured and where they were secured, and the date on which they were disposed or returned and how they were disposed or returned. If illegal drugs or weapons are found or confiscated from a student or staff member, this record must include the student's or staff member's name and identification number, how the illegal drugs or weapons were located, and what disciplinary actions the student or staff member faced following the discovery.

6. The circumstances and process under which law enforcement will be contacted, consistent with Section R2 and any law enforcement agreement.

7. How the center operator will return stolen property to its rightful owner.

R2. Requirement to Contact Local Authorities

a. Center operators must report criminal incidents according to the terms of the law enforcement agreements described in R3 and R4.

b. Regardless of the terms of the law enforcement agreements described in R3 and R4, center operators must contact local law enforcement if a serious crime or emergency occurs on center or in a center-sponsored activity. A serious crime includes, but is *not* limited to:

   1. A homicide

   2. A theft of a vehicle or other significant government-owned property

   3. An assault or battery

   4. A riot or similarly violent incident involving five or more students or persons

   5. A sexual assault or rape as defined under state law. Center operators also must comply with the requirements of Chapter 5, Section 5.1, R39 in dealing with sexual assaults and rapes.

   6. Unauthorized distribution of a controlled substance

c. Center operators may not prohibit any center personnel or student from calling 911 or any law enforcement agency, and may not limit the personnel or students who may call 911 or law enforcement.

R3. Agreements with Local Law Enforcement Agencies

a. Pursuant to Job Corps' regulations at 20 C.F.R. § 686.925(b), center operators must develop and maintain written cooperative agreements with its nearest local law enforcement agency. An up-to-date, unexpired agreement must be submitted to the NOJC and ROs on July 1 of each program year. The submitted agreement must reflect that the agreement will be in effect for that upcoming program year.

   These agreements must contain, at a minimum:

   1. The names of each center and of the local law enforcement agency

   2. The roles and responsibilities of the center operator and the local law enforcement agency, including at a minimum:
      (a) The circumstances and process under which the center's operator will contact the local law enforcement agency consistent with the requirements of Sections R1 and R2 above.
      (b) How the center operator will handle, secure, and timely dispose of illegal drugs and all weapons confiscated or otherwise found on center or in a center-sponsored activity, as well as the handling, securing, and, if necessary, disposal of any other unauthorized good prohibited from being on center in Section R5 below.
      This portion of the agreement also should address how the center operator will work with local law enforcement to ensure that students have met the licensing and registration of items, such as firearms, that are barred from Job Corps centers under R5 below, but that students may otherwise legally possess.
      (c) A statement that the local law enforcement agency will be contacted for searches as required at Section R9 below.

   3. The expiration date for the agreement;

   4. The process for renewing, altering, or terminating the agreement;

   5. The signatures of the operator's center director and an authorized signatory from the local law enforcement agency;

   6. The date the operator and the local law enforcement agency signed the agreement

b. If the center operator is unable to reach an agreement with the local law enforcement agency, or the local law enforcement agency will not agree to address all of the topics described in subsection R3 (a) in its agreement, no later than the last day of each program year, the center must provide to the NOJC and ROs:

   1. Written evidence of the operator's good faith effort to reach an agreement with the local law enforcement agency on all of these terms. For the purposes of this

requirement, a good faith effort is one in which the center operator makes a diligent and honest effort to obtain a local law enforcement agreement annually; and

2. What, if any, agreement the center operator was able to reach with the local law enforcement agency.

3. The portions of the SOP established as a supplement to or in place of a law enforcement agreement in accordance with R1.

R4. Agreements with Federal and State Law Enforcement Agencies

a. Pursuant to Job Corps' regulations at 20 C.F.R. § 686.925(b), center operators must establish agreements with federal and state law enforcement agencies for criminal enforcement purposes by reaching out to the local offices of state law enforcement and the Federal Bureau of Investigation (for contract centers) or Forest Service Law Enforcement for Job Corps Civilian Conservation Centers (CCCs). An up-to-date, unexpired agreement must be submitted to the NOJC and ROs on July 1 of each program year. The submitted agreement must reflect that the agreement will be in effect for that program year. Such agreements must contain the same terms described in Section R3 (a)(1)-(6) above;

b. If the center operator is unable to reach an agreement with the local office of the federal or state law enforcement agency, or the local office of the federal or state law enforcement agency will not agree to address all of the topics described in subsection R3 (a)(1)–(6) in its agreement, no later than the last day of each program year, the center must provide to the NOJC and ROs:

   1. Written evidence of the operator's good faith effort to reach an agreement with the local office of the federal or state law enforcement agency on all of these terms. For the purposes of this requirement, a good faith effort is one in which the center operator makes a diligent and honest effort to obtain a local law enforcement agreement annually; and

   2. What, if any, agreement the center operator was able to reach with the local office of the federal or state law enforcement agency.

R5. Unauthorized Goods

Center operators must ensure that the following unauthorized goods are not permitted on center:

a. Firearms and ammunition

b. Explosives and incendiaries

c. Knives

d. Homemade weapons

e. All other weapons and instruments for which the primary use is to inflict injury

f. Drugs, defined as any substance listed on any schedule of the Controlled Substances Act, including seeds and residue, except when the drug is possessed and used in accordance with a valid prescription; and drug paraphernalia

   Note: Under the Controlled Substances Act, no valid prescription can be provided for Schedule I drugs, including marijuana.

g. Stolen property

h. Alcohol

i. Tobacco for minors

j. Any other items that are illegal under state law or that could pose a danger to safety and security

R6. Disposal of Unauthorized Goods

Center operators must dispose of unauthorized goods as follows:

a. Stolen property must be returned to its rightful owner.

b. Illegal drugs (as defined in R5.f, above) must be secured and disposed of according to agreements described in R3 and R4. Disposal of any substance not covered by an agreement described in R3 and R4 must be disposed of in accordance with state and local law, consistent with center SOPs on Medication Management and Center Safety and Security.

c. Confiscated weapons (including firearms) must be secured and reported to law enforcement and disposed of according to agreements described in R3 and R4 and in accordance with the center operator's Center Safety and Security SOPs. The center must track and record all weapons and illegal drugs, including: the individual's name and his or her staff or student identification number, the date the illegal drugs or weapons were found, how they were located, disciplinary actions faced following the discovery, disposition of the illegal drugs or weapons and the date of disposition.

d. When a student brings a weapon or potentially dangerous item that the student may legally own but is not permitted to possess on center, the item must be returned to the student according the student's choice of either:

   1. Returning the item after the student is sent home in accordance with the student disciplinary process, by arranging a date on which the student may safely pick up the item; or

2. Mailing or shipping the item to an address where the student may later safely pick it up.

If a student does not want the item returned or does not provide an address for return, the item shall be considered abandoned property and the center operator must dispose of it according to the requirements of its local law enforcement agreement and Center Safety and Security SOP. Center operators must comply with all PRH recording and reporting requirements for these items before making arrangements for their return.

R7. Prohibition of Firearms

Center operators must not allow anyone to bring a firearm onto a Job Corps Center except for:

a. Licensed security personnel contracted by the center operator to provide security during distribution of student payroll; and

b. Law enforcement personnel when:

1. Providing security services to a Job Corps Center pursuant to a written agreement between the center operator and the relevant law enforcement agency outlining the terms and condition of the arrangement, which addresses licensure, firearms certification, type of firearm, and additional weapons requirements and verification requirements, including the law enforcement personnel's duties at the center; or

2. Employed by a center operator as center security personnel and acting within the scope of their duty, provided that such employment, including the use of their official firearm or other licensed firearm, is permitted by the relevant law enforcement agency.

NOTE: Nothing in this policy prohibits law enforcement personnel from conducting official law enforcement activities, including the use of firearms in accordance with the established policy of that agency, in the line of duty, including when law enforcement personnel are in the line of duty and armed on a Job Corps center campus.

R8. Active Shooter Response

An active shooter is defined as an individual actively engaged in killing/injuring or attempting to kill/injure people in a confined and populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims.

Upon discovery of an Active Shooter event, as soon as it is safe to do so, law enforcement (911) must be called, and communicate, "There is an Active Shooter event in progress."

The 911 call (from a safely concealed area) should provide the following information:

a. Description and possible location of suspect(s) if known

b. Number and types of weapons

c. Suspect's direction of travel

d. Location and condition of any victim(s)

Safety and Security Officers and/or the person in charge must be prepared to meet and guide law enforcement officers if possible. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent any deaths or injuries.

In response to an Active Shooter event, the guidelines listed below should be followed.

1. **Evacuate.** If there is an accessible escape path, attempt to leave the premises
   (a) Have an escape route and plan in mind
   (b) Evacuate regardless of whether others agree to follow
   (c) Leave belongings behind
   (d) Help others escape, if possible
   (e) Prevent individuals from entering an area where the active shooter may be
   (f) Do not attempt to move wounded people
   (g) Call 911 when you are safe
   (h) Follow the instructions of any law enforcement officials/authorities
   (i) Keep your hands visible in the presence of law enforcement officials/authorities

2. **Hide Out.** If evacuation is not an option, find a place to hide where the active shooter is less likely to go. Direct others into resident rooms or adjacent rooms, close the door and attempt to barricade the door. The hiding place should:
   (a) Be out of the active shooter's view
   (b) Provide protection if shots are fired
   (c) Not entrap or restrict options for movement

   If the active shooter is nearby:
   - Lock the door
   - Silence your cell phone and/or other electronic devices
   - Turn off any source of noise (i.e., radios, televisions)
   - Hide behind large items (i.e., cabinets, desks)
   - Blockade the door with heavy furniture
   - Stay as low to the floor as possible and remain quiet

   If evacuation and hiding out are not options:
   - Remain calm
   - Call 911, if possible, to alert police to the active shooter's location
   - If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Take Action**. If your life is in imminent danger, as a last resort, attempt to disrupt

and/or incapacitate the active shooter by:
(a) Acting as aggressively as possible against the active shooter
(b) Throwing items and improvising weapons
(c) Yelling
(d) Committing to your actions

Announce an "All Clear" when the scene is declared safe by law enforcement officials/authorities.

R9. Search and Seizure

Center operators shall conduct searches and seizures only in the following circumstances:

a. General inspections of dorm rooms, lockers, and other center facilities may be conducted periodically.

b. Searches for unauthorized goods may be conducted only when the Center Director believes such goods are being hidden on center. The reasons for the search must be documented.

c. The scope of search may be no wider than what is necessary to accomplish the specific purpose of the search. Unauthorized goods found as a result of a search must be confiscated.

d. A search of a person of an entire group of Job Corps students is prohibited when the information in the possession of Job Corps officials indicates that only some members, or less than all members, of the group are in possession of contraband that is prohibited on center property.

e. Job Corps shall not conduct strip searches of students. If the Center Director believes a strip search of a student is necessary, local law enforcement authorities must be contacted and requested to perform the search.

f. Searches for evidence of crime may be conducted for evidence in criminal prosecution. These must always be done by a law enforcement officer with a search warrant, except when delay would endanger the physical well-being of students.

R10. Student Notification

Center operators must notify all students of the center's policies and procedures regarding unauthorized goods, and search and seizures.

R11. Use of Physical Restraint and Isolation

Center operators must:

a. Limit use of physical restraint to only those situations that seriously threaten persons or property. Ensure that no student is restrained for more than one hour without at least verbal consultation and approval from a physician. Staff cannot use handcuffs, mace, pepper spray (or any derivatives) on students. Staff must be aware of and abide by any state laws regarding restraint and isolation.

b. Use on-center isolation facilities for temporary segregation of students from their peers only when behavior constitutes an immediate threat to themselves, other persons, or property.

   A student placed in an isolation facility must be observed every 15 minutes and this observation must be documented on a signed log giving the exact time of observation and the signature of the staff member conducting the observation. Isolation cannot exceed 12 hours unless accompanied by a statement from the center physician that the isolation is not medically prohibited.

R12. Student Vehicles

Centers must not permit residential students to keep personal vehicles at Job Corps centers.

R13. Safety Hotline Education

Use of the Job Corps' national, toll-free Safety Hotline is the right of all students, staff, and visitors on the Job Corps Center premises. To support hotline usage among all center stakeholders, centers must ensure:

a. All staff are adequately trained, understanding how to support and respond to questions by students regarding the Safety Hotline.

b. Response team members are trained to triage tips, perform follow-up actions, and provide updates in the web-based Safety Hotline portal.

c. All students are introduced to the Safety Hotline during the Career Preparation Period through the Safety Hotline orientation video.

d. All students receive a monthly reminder on the purpose and use of the hotline.

e. Adequately promote the Safety Hotline by:

   1. Providing wallet cards containing Safety Hotline information to each student during CPP.

   2. Promoting the use of the Safety Hotline App during CPP.

3. Provide wallet cards containing Safety Hotline information to each staff member upon hire.

4. Post Safety Hotline information in dormitory community areas and other high traffic areas and gathering spaces at the center.

R14. Response Team Composition and Functions

a. Response Team members have a unique username and password (i.e., no shared accounts) within the hotline system provided by Job Corps.

b. Each center must have a minimum of four (4) staff on the Response Team with system access who Safety Hotline operators can contact, as needed, to respond to tips. The Response Team must include the following key personnel:

   1. Center Director

   2. Health and Wellness Director or other Registered Nurse

c. Contact information for Response Team members must be reviewed monthly and updated as changes occur.

d. Centers must investigate each Safety Hotline tip and use the hotline system provided by Job Corps to:

   1. Acknowledge the tip by placing the incident into "Confirmed Status" within 24 hours.

   2. Initiate appropriate action to resolve the tip within 7 days.

   3. Place the tip into "Resolved" Status within 7 days.

   4. Respond within 24 hours to Regional or National Office requests for information related to tips or investigations.

R15. Protection Against Retaliation

Centers must ensure that students, operator staff and authorized on-center visitors have access to the safety hotline and can use it without fear of retribution, isolation, or retaliation by peers or operator staff. Center operators are charged with protecting the integrity of the Safety Hotline and must ensure:

a. Students, operator staff, and authorized visitors are to be protected from retaliation for using the hotline. Such stakeholders are to be protected from retaliation for using the hotline regardless of the ultimate outcome or result of the underlying complaint or tip reported to the hotline, so long as the hotline was used in good faith.

b. Retaliation by center staff against students, other staff, or authorized visitors based on actual or suspected use of the hotline is prohibited. Retaliation includes any conduct intended to dissuade a reasonable person from using the hotline, including but not limited to, confronting the individual outside of the Center's investigation (discussed below), name calling, removing privileges or imposing punishments.

c. Suspected retaliation must be reported to the hotline. Center staff that receive a complaint of retaliation must report the retaliation through the hotline. The operator of the hotline will route complaints and tips to the Office of Job Corps and/or the center operator in question, as determined by contract or agreement between DOL and the hotline operator.

d. If Center staff receive notice either through the operator of the hotline or through Job Corps that a complaint of alleged retaliation was received, center operators are required to conduct an investigation. The investigation must:

    1. Commence within three days and be conducted promptly after the center operator receives notice of the complaint as described above.

    2. Be conducted exclusively by Center staff that are not supervised by or otherwise within the responsibility of the subject of the complaint, if the subject of the complaint is a supervisor. In the event that the subject of the complaint is the Center Director, Deputy Center Director, or Health and Wellness staff, the investigation shall proceed as directed by the Job Corps Regional Office.

    3. The results of the investigation must be provided to the Job Corps Regional Office.

    4. Appropriate disciplinary steps must be taken by the center operator according to the operator's policies if the investigation concludes that retaliation occurred.

e. Job Corps' Protection Against Retaliation Policy in no way alters or limits rights that students, operator staff, or visitors would otherwise have under federal or state law, Department of Labor regulations, or Department of Labor policies, including the PRH.

5.4 SIGNIFICANT INCIDENTS

REQUIREMENTS

R1. Management

Center and Outreach and Admission/Career Transition Services (OA/CTS) contractor management must:

a. Investigate each significant incident

b. Initiate appropriate action to resolve the incident

c. Identify and implement appropriate procedures to prevent recurrence, to the maximum extent possible

R2. Reportable Events

Centers and OA/CTS contractors must report the following types of significant incidents to the National and Regional Offices:

a. Death or work/training-related hospitalization of one or more active students or on-duty staff in one incident, work/training related amputations, and work/training related losses of an eye

b. Serious illness, or serious injury** (e.g., epidemic, hospitalization, emergency room treatment requiring hospital admission or surgery, reaction to medication/ immunization) to an active student and/or on-duty staff member

c. Physical assault

d. Inappropriate sexual behavior

e. Indication that a student is a danger to himself/herself or others

f. Incident requiring law-enforcement involvement

g. Incident involving illegal activity

h. Arrest of current student or on-duty staff member

i. Motor vehicle accident involving injuries, or damage to a center vehicle

j. Theft or damage to center, staff, or student property

k. Incident threatening to close down the center or disrupt the center's operation

l. Incident involving a missing minor student

m. Any facilities issue such as utilities outages, effects of storms, fire damage, etc., that results in disruption of the center's operation

n. Any infraction identified in Exhibit 2-1, Infraction Levels, Definitions, and Appropriate Center Actions, requiring a(n) SIR

** Please see Chapter 5, Section 5.9, R15.b for a detailed classification of serious medical injuries.

R3. Incidents Requiring Immediate Contact with the Appropriate Regional Office

Centers must immediately report within 2 hours of center management becoming aware of the incident, described below, to the appropriate Regional Office, by either telephone or text messaging, and by e-mail. Regional Offices will notify centers and corporate offices of the appropriate points of contact for reporting these incidents.

a. Death of an active student. Job Corps centers must also immediately contact the Office of Workers' Compensation Programs (OWCP) and send the entire student personnel record (including sealed health record) to the Office of Job Corps by signature-required mail or delivery within 10 days. The sealed health record must include OWCP forms and written notification of death, plus the death certificate and autopsy and toxicology reports if available.

b. Death of a staff member on-duty

c. Hospitalization of one or more active students and/or on-duty staff in one incident, work/training related amputations, and work/training related losses of an eye

d. Any incident:

   1. Requiring law enforcement involvement (If the incident involves a minor student and requires law enforcement involvement, then centers must notify his/her parents immediately.)

   2. Involving a missing minor student

   3. With the potential to garner negative media attention

   4. Where substantial property damage has occurred

R4. Incidents That Require Occupational Safety and Health Administration (OSHA) Notification

Centers operated by private contractors in states without an OSHA-approved State plan, on

federal enclaves in states with an OSHA-approved State plan states (see d below), and centers operated by a federal agency, wherever located, must report the following incidents to OSHA within the specified timeframes in accordance with 29 CFR 1904.39(a):

a. Death of an active student as a result of an incident that occurs on center within 8 hours of the death.

b. Death of a staff member as a result of a work-related incident within 8 hours of the death.

c. Hospitalization of one or more active students and/or staff, work/training related amputations, and work/training related losses of an eye within 24 hours of the incident.

Centers must report any fatality, in-patient hospitalization, amputation, or loss of an eye by one of the following methods:

i. Telephone, or go in person to, the OSHA Area Office nearest to the site of the incident;
ii. Telephone the OSHA toll-free central telephone number, 800-321-OSHA (800-321-6742); or
iii. Go online at https://www.osha.gov/pls/ser/serform.html.

Should no one answer the National toll free number you must leave a telephone message with the following information:

1. Establishment name
2. The location of the incident
3. The time of the incident
4. The type of reportable event (*i.e.*, fatality, in-patient hospitalization, amputation., or loss of an eye)
5. The number and names of any students and/or staff who had a reportable event
6. Your contact person and his or her phone number
7. A brief description of the incident

d. Centers operated by private contractors in states with OSHA-approved State Plans must notify the State Plan Agency of the same incidents in the same manner. However, if the center is in a federal enclave where the Federal Government has exclusive jurisdiction the incident must be reported to federal OSHA, as set forth above.

e. Centers must maintain a record of notification on center for a period of three years.

R5. Incidents Requiring Electronic Submission of Significant Incident Report

All incidents outlined in R2, above, must be reported through the web-based Significant Incident Reporting (SIR) System. Centers should contact the appropriate Regional Office if there is confusion as to whether a(n) SIR should be submitted.

Centers must:

a. Submit an initial SIR, even if a resolution has not yet been determined for the students/staff involved, according to the timelines below.

   1. Within 6 hours of the center being made aware of an active student or on-duty staff death

   2. Within 24 hours of the center being made aware of other incidents

b. Continue to submit supplemental reports monthly, or more frequently, if new information is obtained, until a final report has been submitted. Until a report is submitted as final, a supplemental report, at minimal, is required every 30 days following the submission of the initial report.

c. In the event that a student suffers an injury while on duty or on an authorized day pass, record the incident in Employees' Compensation Operations and Management Portal (ECOMP) within seven calendar days (including weekends) of supervisor notification. ECOMP information, including Internal Control Number (ICN), must be added to victim and/or perpetrator information with the initial SIR, or as soon as it is available.

d. In the event that a staff member suffers a work-related injury or occupational illness/disease, record the incident in ECOMP (OSHA 301, and OSHA 300 if applicable, only) within seven calendar days of supervisor notification. ECOMP information, including ICN, must be included in the narrative portion of the report with the initial SIR, or as soon as it is available.

R6. Usernames and Passwords

Each staff member who is responsible for submitting SIRs through the web-based system is required to have a unique username and password.

a. Basic Users: These are users who may enter information but may not approve/submit a SIR to Job Corps National/Regional Offices.

b. Advanced Users: These are users who may enter, approve, and submit a SIR. Each center must have at least two Advanced Users. An Advanced User can enter and submit

a SIR to Job Corps National/Regional Offices without approval from the Center Director or another staff member.

R7. Display of Student Identifying Information

To ensure student privacy, centers must not use student first and last names in the "Description of Incident" field in the SIR. Instead, centers should use the terms "Victim 1," "Victim 2," "Perpetrator 1," "Perpetrator 2," etc., when describing the incident.

5.5 PROCUREMENT

REQUIREMENTS

R1. Procurement

Center operators and Outreach and Admissions (OA)/Career Transition Services (CTS) contractors must follow all applicable procurement regulations, to include those contained in the Federal Acquisition Regulations (FAR), Department of Labor Acquisition Standards, Office of Management and Budget (OMB) Circulars, and Executive Orders (EO).

R2. Internal Controls

Center operators and OA/CTS contractors must:

a. Develop written procedures to procure materials and services on a timely basis and submit these procedures to the Contracting Officer as part of the standard operating procedures. Federal agency centers must use established agency procedures for procurement of materials and services (see Exhibit 5-1, Standard Operating Procedures).

b. Communicate procurement rules and procedures to all staff members involved in the purchase, receipt, custody, oversight, documentation, or inventory of materials and services.

c. Establish systems for the periodic self-evaluation of procurement activities to ensure integrity, accountability, and prevention of fraud, waste, and abuse.

R3. Reporting

Center operators and OA/CTS contractors must submit subcontracting reports in accordance with the reporting requirements and schedule described in Exhibit 5-2 (Plan and Report Submission Requirements).

5.6 PROPERTY

REQUIREMENTS

R1. Receipt and Control of Property

a. Ensure that all supplies and equipment are received and signed into custody by persons other than those who authorize purchases.

b. Receive Safety Data Sheets (SDS) for all potentially hazardous material and distribute them to appropriate departments.

c. Develop and maintain an inventory system to account for all expendable property in accordance with procedures in Employment Training Administration (ETA) 359, ETA Property Management Handbook.

d. Maintain an inventory system to account for all non-expendable property through the use of the Electronic Property Management System (EPMS).

e. Conduct a thorough inventory of non-expendable property annually and report the results to the Contracting Officer.

f. Conduct a thorough inventory of all expendable property quarterly.

R2. Medical Equipment and Supplies

The center must:

a. Provide necessary equipment and supplies for routine and emergency delivery of basic medical and mental health services. All such equipment must comply with federal and state requirements. Emergency supplies must include all items listed in PRH Chapter 2, Section 2.3, R2j.
b. Purchase from government supply service centers (General Services Administration [GSA], Health and Human Services [HHS], Veteran Administration [VA]), whenever possible.

5.7 FINANCIAL MANAGEMENT

REQUIREMENTS

R1. Budgeting

Center operators and Outreach and Admission (OA)/Career Transition Services (CTS) contractors must assure that budgets are developed, prepared, revised, and submitted in accordance with the requirements contained in Appendices 502 (Financial Management for Center Contracts) and 503 (Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements).

R2. Financial Reporting

Center operators and OA/CTS contractors must assure that required monthly reports are prepared and submitted, on time, in accordance with the requirements contained in Appendices 502 and 503.

R3. Vouchering

Center operators and OA/CTS contractors must submit vouchers for the reimbursement of expenses, on time, in accordance with the procedures outlined in Appendices 502 and 503.

R4. Internal Controls

Center operators and OA/CTS contractors must:

a. Establish internal controls to provide reasonable assurance that:

   1. Management is made aware at an early stage of any situation in which available funding for contracted services is not adequate to secure the delivery of such services.

   2. The integrity of the funds provided by the government is not being compromised.

   3. Assets are properly safeguarded.

b. Submit written descriptions of control procedures to the Contracting Officer as part of the standard operating procedures in accordance with the schedule shown in Exhibit 5-1 (Standard Operating Procedures). Control procedures must include:

   1. Separation of duties

   2. Approval requirements

   3. Documentation requirements

c. Establish procedures to regularly communicate budgetary goals and rates of expenditure to management staff who have responsibility for authorizing expenditures.

R5. Student Benefit Fund

Conduct an annual audit of the Student Benefit Fund to assure that the requirements listed in Chapter 2, Section 2.2, R10 (Student Benefit Fund) are met.

R6. Sale of Center-Produced Goods and Services

The sale of goods produced or services rendered by students or at Job Corps centers is prohibited except in the following cases:

a. Objects or services may be sold at cost to students or center employees. For USDA Forest Service Civilian Conservation Centers (CCCs), sales to staff must be in accordance with approved agency policy.

b. Objects or services may be sold in the community when both of the following criteria are met:

   1. The sale of such products or services does not represent unfair competition with private sources in the area.

   2. The center has received approval from the Regional Office.

c. Vehicle repair services may be offered only when the following additional conditions are met:

   1. Such services are made available to staff and the general public on an equal basis.

   2. Vehicles serviced are selected on a first come, first served basis.

   3. Prior to acceptance for service of any vehicle, the owner signs an agreement relieving the Department of Labor of any responsibility for damage, and agreeing to pay for all parts and materials.

   4. Repair services shall not be provided to rebuild vehicles purchased for speculation or resale.

   5. Repair of vehicles owned by non-center Department of Labor and non-center federal employees of operating agencies is prohibited.

d. The proceeds from the sale of goods must be credited to the cost category for the purchase of the materials.

e. Students cannot sell arts and crafts objects made with center-provided materials for

personal profit.

f. The sale of objects made with materials purchased by the Student Benefit Fund is permitted only if proceeds are credited to the Student Benefit Fund.

R7. Taxation of Job Corps Contractors by States or Localities

If state or local taxes are levied on a center or OA/CTS contractor, the contractor must follow the procedures set forth in Appendix 504 (Taxation of Job Corps Contractors by States or Subdivisions Thereof).

R8. Use of Funds for Maintenance and Repairs

a. Centers must use CRA funding for:

1. Rehabilitating current Job Corps facilities, modernizing instructional classrooms, and upgrading skills training spaces and buildings so that student instruction meets industry standards;

2. Repairing buildings with structural deficiencies to address safety and health concerns;

3. Executing emergency building repairs;

4. Constructing new center buildings when further repairs are not cost effective;

5. Repairing and replacing equipment; and

6. Acquiring new sites and constructing new centers, as directed by Congress.

b. Centers may use center operations funds for maintenance and repairs not identified above as requiring the use of CRA funds, collectively referred to as Operations and Maintenance (O&M) deficiencies. Priority must be given to life-safety O&M deficiencies.

R9. Travel Costs

Centers must develop a system to provide economical transportation to enrolled students that includes:

a. Using Federal credit cards or other means as prescribed by the Regional Office (RO) to ensure students arrive at their scheduled destinations using the safest, most economical mode of travel.

b. Providing students with meal money in the amount of $5 for each six hours of expected travel status. Reimbursement will be requested in accordance with procedures issued by

the RO.

R10. Monitoring and Reporting Travel Costs

a The ROs receive invoices from the travel creditor on a monthly basis. Statements should be reviewed immediately by designated RO staff for accuracy and proper use of the card. The RO will forward a copy of each center's account statement to the center for review. Any discrepancies with their travel records must be reconciled by the center, and reported to the RO within 25 calendar days of receipt of the statement by the RO. The RO will authorize payment and file dispute forms when necessary, within 30 days of receipt. All documentation must be maintained by the RO.

b. ROs must review the 2110 Report for Center Contracts, Page 3 – Net Center Actual Expense – All Categories, Line 6 – Student Transportation/Meal Allowances to ensure costs are allowable and auditable. Note: Student transportation/meal allowance includes luggage fees.

R11. Unused-Ticket Recovery

Centers must develop a system to promptly identify and report any unused, lost, or stolen travel tickets in accordance with RO direction. Such tickets must be returned to the issuing agency for credit to the government travel account. When tickets are not returned or used, the center must document the amount of the ticket deducted from the student's allowance.

R12. Staff Travel

Centers must ensure that staff travel expenses for escorts and other purposes are paid from center operating funds.

5.8 FACILITY OPERATIONS AND MAINTENANCE

REQUIREMENTS

R1. Facilities Codes and Standards

a. Legally Mandated Standards

1. Code of Federal Regulations (CFR):
   (a) Occupational Safety and Health — 29 CFR Parts 1904, 1910, 1926, and 1960
   (b) Historical Preservation — 36 CFR Part 800
   (c) Architectural/Engineering (A/E) Design Requirements — 48 CFR Part 36
   (d) Disability/Accessibility — 28 CFR Part 36
   (e) Architectural Barriers Act Accessibility Standard (ABAAS)

2. Building codes used in the United States (U.S.):

Centers in federally owned buildings should make efforts to adhere to the most recent applicable building codes adopted by the state or local jurisdiction as well as laws related to landscaping, open space, storm water, building massing and orientation, and aesthetic considerations. Unless the lease states otherwise, centers located in leased buildings must adhere to the most recent applicable building codes adopted by the state or local jurisdiction in which the center is located. The center must have access to a copy of the relevant locally adopted building codes.

Applicable codes may include, but are not limited to:
   (a) International Code Council International Codes including the International Green Construction Code
   (b) General Services Administration Public Building Service-P100, Facility Standards for the Public Buildings Service
   (c) National Fire Protection Association (NFPA), American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE), National Roofing Contractor Association (NRCA), American Society of Mechanical Engineers (ASME) and other national consensus standards to the extent that is practicable and as necessary.
   (d) Life Safety Code — National Fire Protection Association (NFPA) 101

b. Job Corps Standards

1. Bathrooms and showers must be adequate in number, clean, brightly lit, odor-free, well ventilated, and adequately supplied.

2. Residential buildings must provide sleeping rooms, bath and lounge facilities, appropriate administrative spaces, and lockable storage space for student belongings.

3. Counselors must be provided with private, secured offices with easy student access.

4. Laundry facilities must be available for student use.

5. Recreational facilities must include access to a gymnasium, multi-purpose recreation areas, and sports fields.

6. Academic buildings must have adequate space for classrooms, computer labs, and learning resources.

7. Career Technical Training (CTT) areas must have classroom and training space to satisfy the needs of each training program, and resemble the workplace to the extent possible.

8. Dining and cafeteria facility must include a food preparation area, serving area, dining area, and storage areas.

9. Health services facilities must include private medical examining rooms; a nurse's station; separate infirmary space for males and females; a secure drug storage area; and private space for mental health consultations, physicians, and Trainee Employee Assistance Program (TEAP) specialists.

10. Administrative areas must include general office and meeting space.

11. Storage areas must include adequate, lockable storage to safeguard confidential records, supplies, equipment, and hazardous materials, and to secure excess property.

12. Child development centers and residential parent/child programs must adhere to standards in Exhibit 5-9 (Facility Requirements for Child Development Centers and Residential Parent and/or Guardian/Child Programs).

13. Furnishings must be in satisfactory condition, adequate in number, and appropriate for use.

R2. Facility Survey

a. Purpose

1. The Job Corps National Office issues procedures to conduct periodic facility surveys of centers. Facility surveys will be performed every three years based on Program Year except as directed by the Job Corps National Office.

2. The purpose of the facility survey process is to assess and document the condition of facilities, identify deficient conditions, and provide recommendations and estimates for correction. These surveys serve as the primary method of assessing center conditions and planning future rehabilitation and repair projects.

3. All building deficiencies are classified and prioritized for rehabilitation and repair as follows (see R7 for sub-classifications and details):
   (a) Class I – Life safety and health (highest priority)
   (b) Class II – Code violation
   (c) Class III – Repair and replacement
   (d) Class IV – Programmatic needs

The center must:

1. Arrange for appropriate personnel to attend brief-in and brief-out.

2. Provide the facility survey team easy access to all on-site buildings and structures. Provide access to roofs and non-permit required confined spaces through OSHA compliant means.

3. Operate all equipment as necessary to perform the facility survey.

4. Provide documentation of maintenance procedures, required inspections, plans and inventories, warranties, building modification projects, utilities, permits, citations, and other reports as requested by the facility survey.

5. Participate in the facility survey process that includes:
   (a) Long-range planning
   (b) Review and discussion of the facility survey findings
   (c) Development and implementation of measures to meet Federal mandates such as, resource conservation, green initiatives and other environmental issues

R3. Facility Preventive and Corrective Maintenance Program

a. Preventive and Corrective Maintenance Plan

1. The Center Operator must develop and submit within 90 days of contract award and annually thereafter, a Preventive and Corrective Maintenance Plan, that must at minimum address the following:
   (a) Procedures for implementing a center corrective and preventive maintenance program by maintaining and repairing all buildings, grounds, roads, sidewalks, and equipment for which the center is responsible.
   (b) Procedures for ensuring all preventive maintenance requirements identified in Form 5-05 are addressed and documented in CMMS.
   (c) Procedures for handling emergency maintenance problems at all times including weekends, holidays, and after-hours.
   (d) Procedures for obtaining assistance to handle specialized emergency problems beyond the scope and/or expertise of maintenance personnel.
   (e) Procedures for implementing a Refrigerant Management Program (RMP) in accordance with EPA Section 608 (40 CFR Part 82, Subpart F) per PRH

Chapter 5 Section 5.13 R5.

(f) Procedures for implementing a Lockout/Tagout Plan in accordance with 29 CFR 1910.1447 per PRH Chapter 5 Section 5.1 R28.

(g) Procedures for inspecting, repairing, encapsulating, and/or removing asbestos-containing materials and/or lead-based paint; procedures for updating and maintaining an asbestos and/or lead-based paint O&M plan that meets Federal, state, and local jurisdiction requirements; and assigning qualified staff to manage the asbestos and/or lead-based paint program.

(h) Procedure for ensuring qualified staff supervise students performing maintenance work as part of an approved career technical training program or center support program.

(i) Procedures to ensure that deficiencies identified during preventive maintenance activities, during facilities rounds checks, identified by facility occupants, or identified in facility survey reports are documented and corrected, using a computerized maintenance management system (CMMS) to document the requirement and track to completion.

(j) A list of qualified personnel and subcontractors who will be performing required preventive and corrective maintenance as well as cleaning of facilities, grounds, and equipment for which the Center is responsible.

b. Use of CMMS for Management of Preventive and Corrective Maintenance Requirements

1. The Center Operator must use a Government-provided commercial CMMS. The Center Operator will incur no costs for this system. The CMMS is vital to planning, scheduling, tracking, and documenting all preventive and corrective maintenance work activities for all facilities and building systems, including subcontracted work.

2. The Center Operator must input a complete inventory of assets to be maintained into the CMMS. For every building system and fixture, operators must input in CMMS a unique asset item #, asset description, asset building location, asset classification, list of required maintenance tasks, description of each maintenance task, and frequency of maintenance.

3. The Center Operator must use the CMMS to input, manage, schedule, and document status of all preventive and corrective maintenance work orders.

4. The Center Operator must document completion of all preventive and corrective maintenance work orders with technician name and completion date.

5. The Center Operator must develop CMMS preventive maintenance schedules for each applicable building system and fixture identified in Form 5-05, in the Preventive and Corrective Maintenance Plan and enter these preventive maintenance tasks into CMMS no later than 90 days from operating contract award and reviewed annually for accuracy and updated as necessary thereafter. Additional tasks shall be added by Center Operators as needed to ensure that all facilities and

equipment on campus are maintained in accordance with applicable national, state, and local regulations and codes, manufacturer's instructions, warranties, and industry standard.

(a) CMMS preventive maintenance schedules shall include a list of required maintenance tasks, description of each task, frequency of maintenance, list of consumable products required for the maintenance activity, settings required for equipment, and list of tools required to perform the job safely.

(b) Center Operators must reference Form 5-05 for minimum preventive maintenance frequencies and should schedule HVAC equipment that requires preventive maintenance to coincide with seasonal transition.

(c) In accordance with Item 38a of Form 5-05, "Daily Visual Checks," Center Operators shall also develop and implement daily job schedules in CMMS for equipment and systems to be inspected daily to ensure proper operations and that any anomalies or issues are documented and addressed.

6. The Center Operator must ensure that the following is entered into CMMS:

(a) Input, scheduling, completion, and closeout of corrective maintenance work requirements identified by Center students and staff or self-generated by maintenance staff.
(b) Input, scheduling, completion, and closeout of work required for all CRA-funded requirements including subcontracted work.
(c) Input, scheduling, completion, and closeout of preventive maintenance work requirements in accordance with preventive and corrective maintenance plans.
(d) Categorize scheduled corrective maintenance work requirements according to priority (i.e., emergency, urgent, routine).
(e) Issue preventive and corrective maintenance work orders to maintenance staff via CMMS in accordance with relative priority.
(f) Document preventive maintenance schedule steps completed by maintenance staff and entering the data in the CMMS (craftsperson name, work completed, date, duration, materials used). Preventive maintenance activities must be completed and closed in accordance with the preventive maintenance schedule.
(g) Documenting corrective maintenance activities completed by maintenance staff and entering the data in CMMS (craftsperson name, work completed, date, duration, materials used such as belts and filters). Update CMMS when equipment is replaced to include asset identification, upload of relevant documents including warranties and O&M manuals, and update of job schedules in accordance with O&M manuals.

7. The Center Operator must prepare a yearly report from the CMMS system detailing the progress in completing identified preventive and corrective maintenance deficiencies. This report must be submitted annually through the CRA system (see Exhibit 5-2 and PRH Chapter 5 Section 5.1 R13).

c. Maintenance Staffing Requirements

1. The Operator of a Job Corps Center shall ensure they have a sufficient staff of qualified personnel and subcontractors for preventive and corrective maintenance and cleaning of facilities, grounds, and equipment for which the Center is responsible.

2. In addition to having maintenance personnel available 24 hours per day to handle emergency situations, the Operator must be prepared to handle emergency problems beyond the scope of maintenance personnel such as those involving the gas company, telephone company, electric power company, elevators, critical heating, water and wastewater treatment facilities, and heating, ventilation, and air conditioning (HVAC) systems.

3. The number of maintenance personnel required to meet minimum facility maintenance requirements will vary based on various factors such as relative age of Center facilities and infrastructure, and size of Center.

4. The maintenance team (including subcontractors) must have the skills, training, and experience required to perform the required preventive and corrective maintenance activities. Maintenance staff must have the minimum qualifications identified in Exhibit 5-3, *Minimum Staff Qualifications*, and as required by Federal, State, or Local regulation, codes, and licensure requirements.

5. Form 5-05, *Job Corps Center Preventive Maintenance Minimum Requirements*, cites applicable regulations, codes, or industry standard for common maintenance tasks.

6. Centers must have staff with the appropriate experience or qualifications per Exhibit 5-3 to perform a preventive or corrective maintenance task or must subcontract the activity to a qualified vendor. A list of typical maintenance tasks that may require subcontracted support include:

- Fire alarm systems maintenance, testing, and inspection
- Facility fire suppression system maintenance, testing, and inspection
- Kitchen hood fire suppression system maintenance, testing, and inspection
- Backflow device maintenance, testing, and repair
- Refrigeration machines
- Water chiller systems
- Cooling towers maintenance and water treatment
- Boiler systems maintenance, inspection, and water treatment
- Water and wastewater treatment facilities
- HVAC equipment and controls systems maintenance and repair
- Pest management program
- Fire extinguisher testing and recharging

- Roof inspections and repair
- Electrical switchgear
- Elevator testing, inspection, maintenance, and repair
- Pavements, walkways and drainage systems maintenance and repair

7. The Center Operator must provide a list of qualified personnel and subcontractors who will be performing required preventive and corrective maintenance as well as cleaning of facilities, grounds, and equipment for which the Center is responsible as part of its Preventive and Corrective Maintenance Plan.

d. Other Requirements

1. Facility maintenance requirements apply to all buildings and structures even if vacant or closed on an otherwise active Job Corps Center unless the buildings or structures are slated for demolition. Demolition of inactive center facilities will be accomplished in accordance with PRH Chapter 5, Section 5.8 R12, Facilities Requirements for Closing a JCC or CCC.

2. Corrective Maintenance required because of leaks or moisture/water infiltration is required to be addressed as soon as possible after identification to avoid mold and further facility damage.

R4. Funding and Timelines

a. Operations and maintenance (O & M) repairs. Such repairs must be performed within seven calendar days for life safety issues, 30 calendar days for urgent issues, and 60 calendar days for all other issues.

b. CRA repairs/projects. If repairs or projects must use CRA Funds per Section 5.7 R8, the center must submit a request under the CRA Funding Request System. For requests for equipment or repairs consuming energy, the request must meet energy efficiency requirements or include an exemption per Section 5.8, R10 Center Energy and Sustainability.

CRA Projects may be accomplished at the National or Center level and will involve the center as follows:

a. National Office Projects require center operators to do the following:

1. Participate in concept development and provide programmatic requirements while the project is in scope development and the design stage.

2. Coordinate with DFAM, ESC (Engineering Support Contractor) and general contractor staff during the construction phase ensuring a safe project environment. Additional coordination may involve phasing, temporary relocations, or other project specific requirements.

b. Technical Support Requests

1. When a facility issue occurs that the center operator cannot itself resolve, a center can submit a TSR via the CRA Funding Request website. The CRA Funding Request website can be accessed via the CDSS Suite of Applications using the Funded-Not-Corrected icon. The TSR should include:

   (a) Detailed description of the issue

   (b) Efforts the center has undertaken to resolve

   (c) The nature of the support requested

c. CRA Funding Requests

1. Emergency Repair Fund (B1b) Funds:
   (a) Use of B1b funds– an Emergency is defined as a condition that if not promptly corrected would pose a serious risk to students, staff, or facilities. B1b funds may only be used in an emergency and with approval from the regional office which is obtained by submitting a request to use B1b funds via the CRA Funding Request System. Once the regional office has approved, the center may proceed with the repair.
   (b) B1b Initial Allotment – When a new operating contract begins, the center should request an initial allotment of B1b CRA funds via the CRA Funding Request System. These funds are a lump sum and will be modified to the operating contract to be used for Emergency Repairs.
   (c) B1b Replenishment – when the balance of B1b funds has decreased to 10%, the center must submit a request to have their B1b funds replenished by the allotment.
   (d) When an emergency will exceed the B1b balance – the center must submit a request for additional B1a CRA funds
2. Regular CRA funds (B1a):
   (a) If a facility issue occurs that is not an Emergency, and requires subcontracting or requires the use of non-consumable materials, the center must submit a request for B1a funds via the CRA funding system.

d. Center Projects (Funded-Not-Corrected [FNC] Projects)

1. Centers must follow their applicable procurement guidelines (corporate, operating contract, FAR, Contractor's Purchasing System Review (CPSR), etc.) when subcontracting for facility maintenance or repairs. For example: number of quotes, sufficient documented justification when competition is limited such as sole source, advanced notice, CO consent, etc. Responsibility for compliance rests solely on the center and shall be monitored by their COR for compliance with subcontracting requirements.

2. Centers must update the project information on the FNC website at least monthly or more frequently when the status of a project is changing.

e. Demolition Process

1. The center must prepare and submit Parts 1 and 2 of the Demolition Request Package located on the FNC/CRA/CTST website, to the region (or agency headquarters for CCCs).

2. The Regional Office of Job Corps or the USDA shall review and forward the Demolition Request Package to the National Office of Job Corps.

3. The National Office will review and if appropriate approve the Demolition Request Package. The National Office review includes environmental, real estate, and historic preservation issues, all of which must be resolved before approval.

4. Following approval by the National Office, the center must obtain quotes for the demolition and submit a request for funding using the CRA Website.

R5. CRA and Funded-Not-Corrected (FNC) Reporting

a. The Job Corps Construction/Rehab Report must be submitted quarterly by each Job Corps center via the FNC/CRA/CTST website, reviewed by their Regional Offices (or agency headquarters for CCCs), and forwarded to the National Office. The updated Construction/Rehab Report must be updated and submitted with each CRA Funding Request.

b. Centers must update the status of each FNC deficiency at least monthly or more frequently as the status changes from receiving funds, procurement, construction award, construction progress, and completion. The updates must include:

1. CRA modification number, date, amount and CRA funding code

2. Project Status

3. Project Schedule

4. Comments on the progress

5. Reasons the project is delayed if applicable

c. Every effort must be made to complete the FNC within the time frames detailed in R7 – Timeframes for Completion of FNC Deficiencies.

d. Centers must ensure funds are used within the three-year period of availability. When the three-year period has passed those funds will remain on the center operating

contract. If not subsequently used before the end of the operating contract, the funds will be de-obligated by the region and returned to the U.S. Treasury.

R6. CRA Furniture, Furnishings, and Equipment

When a National Office project is performed for a dormitory, cafeteria, or new Job Corps center, the National Office will assist in the selection of the furniture and furnishings.

a. Approximately 6-9 months from completion, the ESC Interior Design Specialist will contact the center to arrange a presentation of the proposed furniture and furnishings.

b. The ESC will complete a furniture and furnishings binder that contains the specifications and quotes from three vendors, which includes delivery and installation. The ESC will provide the completed recommendation binder to the center.

c. The center must prepare a CRA funding request for the furniture and furnishings, and additional equipment needed for the initial fit out(s) of the building(s) (e.g., microwaves, common-area televisions, etc.). These requests must be submitted via the CRA Funding Request system.

d. The region will forward the request to the National Office for approval.

e. Once approved and a change has been made to the Financial Operating Plan (FOP), the funds will be modified to the center operating contract.

f. The center will then proceed with the purchases, and coordinate delivery and installation.

R7. Timeframes for Completion of Funded-Not-Corrected (FNC) Deficiencies

a. Class IA – Life Safety and Health (top priority)

1. Depending on the complexity and potential harm associated with the deficiency, a Class IA deficiency may be corrected within a few days, but must be completed within 90 days of contract modification.

2. Class IA life safety and health violations include, but are not limited to:
   (a) Inadequate or deficient fire alarm systems in residential, classroom, instructional, or administration buildings
   (b) Inadequate or deficient emergency exit signage or lighting in a residential, classroom, or administration building
   (c) Inadequate or deficient sprinkler systems in a residential, administration, classroom, or instructional building

b. Class IIA, IIB, and IIC – Code Violations

1. Depending on the complexity and possible results associated with the deficiency, a Class IIA deficiency (that may shut down center operations) or IIB may be corrected within a few days, but must be completed within 90 days after contract modification.

2. Class IIA deficiencies include, but are not limited to:
   (a) Lack of or deficient emergency shut-off switches for power tools or appliances
   (b) Lack of portable fire extinguishers

3. Class IIB deficiencies include, but are not limited to:
   (a) Dryer ducts posing fire hazards in residential buildings
   (b) Kitchen hoods without fire suppression or power shut down
   (c) Ceiling panels not fire-rated in residential buildings

4. Class IIC deficiencies would be corrected when performing a significant renovation of that area. When funded, the deficiency must be completed within 180 days after contract modification.

5. Class IIC deficiencies include, but are not limited to accessibility in restrooms.

c. Class IIIA and IIIB – Repair and Replacement

1. Depending on the complexity of the correction and availability of funding, a Class IIIA deficiency (that may shut down center operations) may take up to two years or longer to get funded. When funded, the deficiency must be completed within 180 days after contract modification.

2. Class IIIB deficiencies (that would not result in interruption of center operations) may await funding through multiple CRA budget requests. When funded, the deficiency must be completed within 180 days after contract modification.

d. Class IVA and IVB – Programmatic Needs

1. Class IVA deficiencies for repairs that would improve the quality of instruction, should be completed within 180 days after contract modification.

2. Class IVB deficiencies would be desirable enhancements that should be completed within 180 days after contract modification.

R8. Preoccupancy Survey for Center Projects

For National Office of Job Corps Projects, the Certificate of Substantial Completion will satisfy Office of Job Corps preoccupancy inspection requirements.

For center projects, centers are responsible for ensuring that all construction projects conducted on center meet federal, state, and local building code requirements, and must

coordinate with the local building official and obtain any necessary permits and inspections. The National Office does not have the authority to inspect and approve a building, structure, or facility for occupancy. If assistance is needed, the center must submit a Technical Support Request via the CRA Funding System.

Preoccupancy surveys must be arranged by the center, with the assistance of the architect, engineer, project manager, CTST project manager in charge of the project, or local jurisdiction (Fire Department).

a. A preoccupancy survey must be performed prior to moving students and staff into:

    1. A new center, dormitory, administration, or other center facility (e.g., temporary classroom building)

    2. A facility that has been renovated to change any building structural system or major mechanical, electrical, plumbing, egress, or fire and safety system

b. Certificate of Substantial Completion must be issued to indicate that the project is ready and approved for student and staff occupancy. A Punch List must be generated by the contractor performing the work and must contain those items that still need to be completed. Remaining Punch List, non-NFPA 101 Life Safety Code items must be completed within 30 days of occupancy.

c. Certificate of Substantial Completion will not be issued if the Punch List includes NFPA 101 Life Safety Code deficiencies. NFPA 101 deficiencies must be abated prior to occupancy.

d. Career Technical Skills Training (CTST) Projects

    Centers must coordinate with the state or local authorities that have jurisdiction to obtain any required construction permits and preoccupancy inspections, if applicable. A preoccupancy inspection must be conducted by the center Safety Officer per Chapter 5, Section 5.9, R5.g. The Certificate of Substantial Completion must be issued by the applicable staff instructor.

e. Civilian Conservation Centers (CCCs)

    Preoccupancy surveys or a substantial completion walk-through of new construction and/or renovation projects performed on CCCs, including CTST and projects funded through the CRA, must be performed by U.S. Department of Agriculture (USDA) Forest Service engineers.

f. Written inspection reports, including Certificates of Substantial Completion, Punch List of items completed, and inspections performed by jurisdiction of authority, must be maintained on center. Copies must be distributed to the National Office and the appropriate Regional Office Project Manager.

g. Centers are responsible for providing the Office of Job Corps Occupational Safety and Health (OSH) program contract reviewers with information about construction or renovation projects completed, and outstanding deficiencies since the last annual OSH review. Copies of all inspection reports, including Certificates of Substantial Completion and inspections performed by jurisdiction of authority, must be made available to the reviewers at the time of the annual OSH program review.

R9. Career Technical Skills Training (CTST) Project Plan Technical Review

a. CTST projects are submitted annually and approved via the CTST funding request website (accessed via the JCDC CDSS Suite of Applications FNC application) in accordance with PRH Appendix 508.

b. Any CTST projects that involve facility alterations such as egress impacts, HVAC impacts, modification of electrical circuits, or structural impacts such as: movement of interior or exterior walls, addition or removal of interior walls, new electrical equipment must be submitted with detailed plans and specifications. These detailed plans and specifications, in some cases, may need to be professionally prepared and stamped and be accompanied by a cost estimate. If there are questions about a project planned for submission, please contact your ESC project manager who can provide assistance. These plans, specifications, and cost estimates must be reviewed by the center Facility Maintenance Manager and must be submitted as part of the CTST project approval process for review and final approval by the National Office.

c. The center shall be responsible for ensuring the work is accomplished in accordance with the approved plans and specifications.

d. Centers must coordinate with the state or local jurisdiction of authority to obtain all required construction permits and preoccupancy inspections, if applicable.

e. CTST projects that have not been accomplished in accordance with the approved plans and specifications in CTST constructed new facilities or in renovations of existing facilities without professional approval or that result in an unsafe condition may be directed to be removed at the contractor's expense.

R10. Center Energy and Sustainability

Job Corps centers must adhere closely to the following requirements and must implement sustainable practices wherever feasible and cost-effective.

a. Centers must assign responsibility for each sustainability requirement and goal below to key individuals. Centers must educate and encourage staff and students on the importance of resource conservation.

b. Centers must develop and implement written policies and procedures that include:

1. Procedures to reduce energy and water consumption. Centers must adopt DOL goals for annual reductions in energy and water consumption. With approval from the National Office, centers must investigate and participate in utility-sponsored programs for demand-response, advanced energy and water metering, load shedding, and incentives for the installation of energy and water conserving equipment. Centers with renewable energy facilities must operate and maintain them as coordinated with the National Office.

2. Procedures to reduce fuel consumption by motor vehicles.

3. Solid Waste Management Policies that prioritize approaches from most to least preferred.
   (a) Source reduction and reuse;
   (b) Recycling and composting;
   (c) Energy Recovery; and
   (d) Treatment and disposal.

   Provide reuse and recycling services, including composting, for building occupants where markets or on-site recycling exist, and divert at least 50% of non-hazardous and non-construction related materials (by weight) from landfills. Provide salvage, reuse, and recycling services for waste generated from building operations, maintenance, repair and minor renovations, and discarded furnishings, equipment, and property. During alteration and repair projects, where markets or on-site recycling exists, divert at least 50% (by weight) of construction and demolition materials.

c. Greenhouse Gas (GHG) Emissions Reduction: Centers must reduce direct GHG emissions, primarily from building energy usage and fleet energy usage, by the current DOL goal for annual reductions. Centers must take steps to reduce indirect GHG emissions from business travel, waste disposed, commuting travel, student transportation, and from the increased use of renewable energy.

d. Centers must demonstrate compliance or consistent progress in addressing the following requirements.

1. Integrated Operations and Maintenance: Centers must use an integrated team to develop and implement policies regarding sustainable operations and maintenance. Centers must assess existing condition and operational procedures of the building and major building systems and identify areas for improvement. Centers must use a computerized maintenance management system with occupant feedback capabilities that are used to augment building operations and maintenance.

2. Commissioning: Centers chosen to participate in the commissioning process must cooperate fully with the commissioning agent to produce a comprehensive and

effective commissioning study. Commissioning assesses the existing facility and the associated building systems to ensure that all building components and systems are functioning as intended by the original design and by associated codes and standards.

3. Seek to achieve optimal energy efficiency and evaluate performance monthly.

4. Employ strategies that measure and minimize water usage. Optimize cooling tower operations. Repair leaking equipment and piping as soon as discovered. Use water efficient irrigation strategies such as landscape design concepts that incorporate low impact design and native, drought resistant plantings. Where available, use alternative sources of water such as harvested rainwater, treated wastewater, grey water and reclaimed water to the extent permitted under local laws and regulations. Employ strategies that reduce stormwater runoff and discharges of polluted water offsite.

5. Enhance indoor environmental quality by taking actions to ensure optimal indoor air quality, including:
   (a) Provide safe and healthy ventilation and thermal comfort.
   (b) Establish policy and implement a moisture control strategy to prevent building materials damage, minimize mold growth, and reduce associated health risks.
   (c) Use low-emitting materials for building modifications, operations, and maintenance. When using the following materials, use varieties with low pollutant emissions: composite wood products, adhesives, sealants, interior paints and finishes, solvents, carpet systems, janitorial supplies, and furnishings.
   (d) Establish a policy and implement necessary protocols to protect indoor air quality during renovations, repairs, and alterations, and during occupancy. The policy must include flush-out of the construction area following project completion and be reviewed and approved by the Center's Safety Officer.
   (e) Promote opportunities for voluntary increased physical movement of building occupants such as making stairwells a desirable option for circulation, active workstations, fitness centers, and bicycle commuter facilities. Support occupant health by considering options such as providing convenient access to healthy dining choices, potable water, daylight, plants, and exterior views where possible.

6. Procure products that have a lesser or reduced effect on human health and the environment over their lifecycle when compared with competing products or services that service the same purpose, including:
   (a) Energy Star and Federal Energy Management Program (FEMP)-designated energy efficient products. Some Energy Star or FEMP products may not be life cycle cost effective for purchase. Centers may be granted an exemption using a life cycle cost analysis. For life cycle cost analysis exemptions, a life cycle cost analysis using the most recent version of the Building Life Cycle Cost (BLCC) [VJA-E1] program (currently BLCC version 5_3_20 for windows) will be prepared. If the Life Cycle Cost is less for a product not rated by Energy Star or

a FEMP designated product, DFAM may recommend to the Contracting Officer to approve that product. Centers should submit a technical support request through their region to DFAM to get a life cycle cost for a CRA request. For Energy Star or FEMP designated products that are not reasonably available in a locality, at least 3 different vendors shall be required to state in writing that the Energy Star rated products or FEMP rated products or products which meet the Energy Star or FEMP specifications are not locally available. The Contracting Officer must concur.

(b) Environmental Protection Agency (EPA) WaterSense-labeled products or other water conserving products when available.

(c) Use Resource Conservation and Recovery Act (RCRA) Section 6002 compliant products that meet or exceed EPA's recycled content recommendations for building construction, modifications, operations, and maintenance.

(d) Per Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), for USDA-designated products, use products with the highest content level per United States Department of Agriculture's biobased content recommendations.

(e) Purchase products that meet Federally Recommended Specifications, Standards and Ecolabels or are on the Federal Green Procurement Compilation.

7. Integrated Pest Management: Centers shall use integrated pest management techniques as appropriate to minimize pesticide usage.

8. Ozone Depleting Compounds (ODC): Centers shall eliminate, to the maximum extent practicable, ozone depleting compounds and high GWP chemicals where EPA's SNAP has identified acceptable substitutes or where other environmentally preferable products are available.

9. Tobacco Smoke Control: Centers prohibit smoking within buildings (as required by PRH Chapter 2, Section 2.3, R6), and within 25 feet of all building entrances, operable windows, and building ventilation intakes.

e. Reporting: Centers must complete the following reports in accordance with Exhibit 5-2, Plan and Report Submission Requirements.

1. Centers must upload energy and water consumption data into the designated online system (currently Energy Watchdog) monthly. The system may be used to review performance data and trends.

2. Centers must track and report waste disposal quantities through the National Office designated tracking system on a quarterly basis.

3. Centers must upload Greenhouse Gas (GHG) (Carbon Footprint) information on an annual basis through the National Office designated system.

f. Climate Change Risks

Work to increase climate resilience. Where possible, align with local and regional efforts to increase community resilience. Consider fire-resistant operation and management to enhance resilience to the impacts of wildfires and reduce risks to the lives of occupants in the event of a wildfire.

R11. Center Operator Transition

During transition of operators at a Job Corps Center, the incumbent operator is responsible for completing Form 5-10, *Job Corps Center Operator Transition Facilities, Health/Safety, and Fleet Vehicle Checklist*, with the new operator and providing the applicable deliverables listed on the checklist to facilitate a successful transition of center facilities. Both operators shall sign the checklist when complete and submit to the Region prior to transition completion.

R12. Facilities Requirements for Closing of a JCC or CCC

a. In the event that DOL decides to close a JCC or CCC, the Center Operator provides facilities support throughout the process.

- The Center Operator must complete repairs as directed by the Contracting Officer.
- The Center must cooperate and work through the Region to inventory and remove all personal property from the Center as directed by the Region.
- The Center must cooperate with the Region during a pre-closure or disposal walkthrough.

b. Once the Center ceases operations associated with pending closure, the Center Operator must be responsible for the protection and maintenance (caretaker services) of the property until the custody and control is transferred to another entity, i.e., either transfer/sale, transfer to lessor, transfer to United States Forest Service (USFS) or transfer to a caretaker contractor. In the case of a relocation within the same market, the Center Operator may be tasked with providing caretaker services for the property.

5.9 OCCUPATIONAL SAFETY AND HEALTH (OSH)

REQUIREMENTS

R1. Governing Regulations and Policy

Centers must comply with federal, state, and local regulations and Job Corps policy regarding environmental safety and occupational health and safety. Center operators who are private contractors must comply with the Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et. seq. and with federal OSHA standards. When the Center is located in an OSHA State plan state, the operator must comply with the relevant State standards, unless the center is located on a federal enclave, i.e., land which has been ceded to the Federal Government and where the state does not have authority. The private contractors are subject to the enforcement provisions, including inspections, citations, and penalties, under the federal OSH Act, or, where applicable, the occupational safety and health law in the State Plan State.

Center operators who are private contractors are subject to the Service Contract Act of 1965, 41 U.S.C. 6701 *et seq*. The standards under that statute, 29 CFR 1925.2, do not impose any requirements in addition to those set forth or referenced in the PRH.

Any center operated by a federal agency only needs to comply with federal OSHA standards and other requirements under E.O. 12196. Those centers are only subject to the procedures, including inspections and notices, applicable to federal agencies set forth in 29 CFR Part 1960.

The substantive requirements set forth in the PRH for all centers are based on federal OSHA standards, but, on one hand, some are more extensive than those standards. On the other hand, center operators must comply with all provisions of federal OSHA standards and regulations, or where applicable, State OSHA standards and regulations, even if those provisions are not expressly discussed in the PRH.

R2. Occupational Safety and Health Program

Center operators must establish and operate an Occupational Safety and Health program in accordance with the requirements established in this section. The center's program must fully comply with current Occupational Safety and Health Administration (OSHA) standards at 29 CFR Parts 1904 (recordkeeping), 1910 (general industry), 1926 (construction), and 1960 (federal agency programs), where applicable to a particular center, with U.S. Department of Labor (DOL) regulations, policies, and procedures, and, where appropriate, State OSHA standards and regulations (see 5.9 R1 above). It must include, but not be limited to, the following features:

a. Appointment of a center Safety Officer who is properly trained in OSHA courses listed in Exhibit 5-4 (Required Staff Training)

b. Development of an Occupational Safety and Health Plan, which is updated as needed or as directed by OSHA or the Office of Job Corps (see Chapter 5, Section 5.1, R15).

c. Investigation and reporting of accidents and injuries

d. Enforcement of safety and health rules and regulations

e. Conduct of safety inspections and initiation of corrective actions

f. Development of a safety recognition program

g. Establishment of Occupational Safety and Health Committees

R3. Center Occupational Safety and Health Responsibilities and Duties

a. General Responsibilities

The center operator must be responsible for safeguarding the occupational safety and health of all students and staff and ensuring a safe and healthful environment in which to live, work, and train. This responsibility will be inherent in all aspects of the program, whether stated explicitly or implied.

b. Center operators must:

1. Ensure that the Center Director is an active participant on the Occupational Safety and Health Committee.

2. Ensure that the center is provided with all the required resources to successfully develop and implement an effective safety and health program.

c. Center Director

The Center Director must:

1. Ensure that all occupational safety and health requirements are implemented.

2. Provide leadership, direction, enforcement, and accountability for the center safety program.

3. Develop a center Occupational Safety and Health program and plan.

4. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.

5. Ensure a training, living, and working environment that is free from recognized hazards. Maintain facilities and grounds in a sanitary and healthful manner.

6. Participate in at least 70% of all Occupational Safety and Health Committee meetings.

7. Appoint a center Safety Officer who meets the minimum staff qualifications outlined in Exhibit 5-3, and provide necessary training and equipment for the performance of those duties. The center Safety Officer will report directly to the Center Director on matters of safety.

8. Terminate any activity where a hazard exists; additionally, the authority to terminate any such hazardous activity may be given to a designee (e.g., Safety Officer).

9. Enforce occupational health and safety rules, regulations, and standards.

10. Report fatalities, and injuries or occupational illnesses that result in in-patient hospitalization, amputation, or eye loss to OSHA within prescribed timeframes (see Chapter 5, Section 5.4, R4).

11. Report fatalities, and serious injuries and illnesses to DOL Regional Office and via the Significant Incident Reporting (SIR) System (see Chapter 5, Section 5.4, R2, R3, and R5).

12. Document all student fatalities, injuries, and occupational illnesses within 7 calendar days of notification via the Employees' Compensation and Operations Portal (ECOMP) (see Chapter 5, Section 5.9, R15).

13. Instruct students and staff in safe practices and methods of operation.

14. Conduct required occupational health and safety inspections and surveys and take prompt corrective action to deal with hazards identified.

15. Ensure medical and dental services are provided and provide supplies for injured and occupationally ill students.

16. Investigate accidents and complete and submit appropriate reports.

17. Encourage and evaluate student suggestions on safety and health improvements.

18. Establish a formal written safety awards and recognition program and use it to recognize students and staff who make significant contributions toward the prevention of injury or illness.

19. Review safety awards and recognition programs annually.

20. Ensure that safety and health evaluation reports provided by the Office of Job Corps

are responded to within 30 days of receipt and that corrective action is taken to abate hazards noted.

d. Center Safety Officer

The center Safety Officer must:

1. Assist the Center Director in preparing the center Occupational Safety and Health Plan and implement the plan.

2. Provide orientation and training to students and staff on the center Safety and Health Plan.

3. Promote safety campaigns on center to reduce accidents and injuries.

4. Inspect all center areas for safety and health violations.

5. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.

6. Complete all required accident, illness, and injury reports in full compliance with the PRH and OSHA regulations.

7. Advise the Center Director of safety and health concerns.

8. Facilitate required Occupational Safety and Health Committee meetings; retain meeting minutes for three years and make them available upon request.

9. Coordinate with other safety and health staff (e.g., nurse, maintenance supervisor, CTT/education instructors, and others) to ensure a safe and healthful environment in which to live, work, and train.

10. Retain exposure monitoring results on center for 30 years in accordance with 29 CFR 1910.1020, *Access to Employee Exposure and Medical Records.*

R4. Imminent Danger

Imminent danger exists when a condition or practice presents a danger that could reasonably be expected to cause death or serious physical harm. If such a situation exists and is observed, the student(s) and staff in danger must be immediately removed from the area and not permitted to return until the problem is corrected. The center Safety Officer must immediately notify the Center Director of the hazard and recommend corrective action.

The Center Director must take appropriate action(s) to correct the hazard. If the hazard cannot be corrected promptly by the center, the Center Director must consult the

appropriate Regional Office and/or the Office of Job Corps for advice and assistance in correcting the hazard. The action recommended by the center Safety Officer and the resulting action taken must be documented in writing and maintained on center for a period of three years.

R5. Required Inspections and Observations

a. All occupational safety and health inspections and observations must be:

1. Conducted by appropriate center staff in accordance with 29 CFR 1960.26 and DLMS 3 Chapter 1400, paragraph 1441

2. Submitted according to Exhibit 5-2, Plan and Report Submission Requirements

3. The responsibility of the center Safety Officer, managers, supervisors, and instructors

4. Documented and maintained on center for a period of five years, then destroyed

b. Occupational safety and health inspections must be conducted, weekly, monthly, and quarterly as required. Daily safety and health observations must be conducted by staff members in their respective work areas.

Identified deficiencies must be corrected promptly. Records of inspections and actions taken to correct deficiencies must be maintained by the center Safety Officer for three years and made available to DOL upon request.

c. Daily Observations

1. Food service supervisors must check food preparation and food serving areas of cafeterias. Maintain documentation of temperature checks in food serving lines, food holding areas, refrigerators, and freezers. Maintain documentation of temperature levels or sanitizer concentrations in dishwashing equipment.

2. Residential advisors/residential counselors must check dormitories, snack bars, and canteens and document their findings in a logbook.

3. The center Safety Officer, and CTT and academic managers/instructors, must check classrooms/shops (including CTST projects); tool inventory, accountability, and security procedures; motor vehicles; and all equipment to be used by students and staff.

4. Child development supervisors must check the child development center, equipment, toys, and the playground.

5. Recreation supervisors/staff must check the gymnasium, exercise equipment, and

other frequently used recreation areas.

6. Center vehicle operators must inspect vehicles and equipment before use.

d. Weekly Inspections

The center Safety Officer must inspect:

1. All food service facilities, including cafeterias, culinary arts facilities, snack bars, and canteens

2. Gymnasiums, exercise equipment, and swimming pools during times of operation

3. CTT facilities and CTST projects including tool inventory, accountability, and security procedures

e. Monthly Inspections

The center Safety Officer must inspect:

1. Dormitories

2. Child development centers

3. CTT facilities and CTST projects (see Chapter 3, Section 3.1, R4), including tool inventory, accountability, and security procedures

4. Academic classrooms

5. Health services

6. Administrative offices, warehouses, and other buildings occupied by students and staff

f. Quarterly Inspections

Centers must arrange for quarterly environmental health inspections by qualified non-center personnel in the following areas:

1. Food service facilities

2. Residential facilities

3. Training facilities

4. Educational facilities, including offices, classrooms, recreational facilities, and

wellness centers

5. Water supply and distribution facilities, when not a part of municipal systems

6. Wastewater treatment facilities, except for septic systems, which must be inspected annually, and municipal sewer systems, which are exempt from this requirement

7. Child development centers, where appropriate

   Centers must submit quarterly environmental health reports and necessary corrective action, simultaneously, to the Regional Office and the National Office of Job Corps within seven days of receipt (see Exhibit 5-2, Plan and Report Submission Requirements).

g. CTST and Other Projects

The center Safety Officer and appropriate instructor must inspect all CTST projects daily. The appropriate instructor must ensure full tool inventory, accountability, and security, ensuring that all tools are accounted for before the end of each class, or the end of each day if off-site, and ensuring that all tools that are unaccounted for are found and all tools are secured. The center Safety Officer must inspect and approve all final CTST projects, on and off center, before site occupancy and project completion.

Inspection checklists, photographs, tool inventory lists, and associated corrective actions must be maintained on center indefinitely and made available upon request.

R6. Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Review

a. Abatement Procedures and Time Frames

The following procedures must be followed by centers and Regional Offices (ROs) in responding to safety and health violations cited during annual safety and health reviews:

1. As part of the OSH Program Review, the center will receive a detailed verbal briefing by the National Office support contractor conducting the Review regarding all hazards identified. The center must immediately begin to address those concerns. A log of the corrected item(s) must be maintained, indicating what action was taken, by whom, and the date of action.

2. The center and the RO will receive a formal OSH Program Review report from the National Office of Job Corps within 60 days of a review. Violations must be documented manually on Form DL1-2029, Notice of Unsafe or Unhealthful Condition, which is to be created by the center. The violations documented on the DL1-2029 are the same as those documented in Asset Essentials (AE), which is the

web-based system designed to facilitate an information exchange between the reviewer, the RO, and the center, and to allow the National Office to monitor case status to ensure prompt and timely hazard abatement. Cases are referred to as Work Orders in AE.

3. The roles of each AE user are as follows:
   (a) At the national level, the National Office inputs DL1-2029 center violation data into AE and transmits the data to the RO to initiate tracking.
   (b) At the regional level, both the Job Corps Regional Director and the center's Project Manager are authorized to access AE to review pending work orders transmitted from the center listing centers' abatement responses. Either individual in the RO can transmit the DL1-2029 in AE to the Job Corps center. The RO can edit the center response and can close out the work order only after all violations have been abated.
   (c) At the center level, the Center Director and the center Safety Officer are authorized to access AE to view new work orders transmitted from the National Office and can respond to violations. Most violations should be abated within 30 days. If abatement is not completed, an abatement plan is required. Centers can indicate in AE whether the response is a corrective action or an abatement plan. Funding requests can also be indicated. After the center transmits the response electronically to the RO, the RO will determine whether to accept the abatement response in part or in whole.

      OSHA or, where appropriate, a State OSHA in issuing citations or OSHA in issuing to federal agencies Notices of Unsafe or Unhealthful Working Conditions sets abatement dates and requires abatement verification pursuant to 29 CFR 1903.19. Abatement dates and abatement verification are delayed if there is a contest to the citation or notice. Centers must comply with these requirements and the requirements above. In cases of conflict the shorter abatement period and any stricter abatement plan apply.

b. Posting Requirements

Official response to violations noted during the occupational safety and health review occurs via AE. A copy of the paper DL1-2029, which must be created by the center, is to be posted by the center at or near each place where an unsafe or unhealthful condition is referred to in the notice. It must remain posted until all violations cited are abated, or for three training days, whichever is longer.

R7. Hazardous Materials Management

Centers must comply with federal, state, and local standards and regulations and Job Corps policy regarding hazardous waste generation, storage, and disposal. DFAM is available to provide technical clarification to the Contractor and the Contracting Officer's Representative.

a. Centers that ship hazardous materials off center must comply with pre-transportation regulations.

b. Centers that store or handle hazardous materials, such as flammable/combustible materials, acids, caustics, compressed gases, oxidizers, etc., must comply with OSHA standards: Relevant standards include but are not limited to, 29 CFR 1910.106, 29 CFR 1910.1200, 29 CFR 1910 Subpart Z, and all applicable substance-specific standards. They also must comply with National Fire Protection Association (NFPA) 30.

c. Centers that use or store hazardous or toxic chemicals in quantities that meet or exceed the criteria must comply with the regulations of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 reporting requirements.

d. Centers must notify the Environmental Protection Agency (EPA), the Job Corps Regional Director, and the National Office of Job Corps Safety Team leader when a release of hazardous substance occurs. A release includes any discharge, spill, or leak into the air, water, or land, as required by 40 CFR 302.

e. Emergency response to a spill or leak of hazardous materials must be performed by a local hazardous materials response team or licensed contractor.

f. Chemical-specific information such as Safety Data Sheets (SDS) must be readily accessible to emergency response personnel and staff.

R8. Lead

Centers must comply with federal, state, and local regulations and Job Corps policy regarding lead-containing building materials. DFAM is available to provide technical clarification to the Contractor and the Contracting Officer's Representative.

Lead was a common paint additive used until 1978. Due to the age of many Job Corps center facilities, it is assumed that lead-based paint is present in buildings constructed prior to 1978 unless testing has proven otherwise. Centers that plan to disturb a surface that may contain lead must perform dust, air, and/or water sampling to determine the potential for exposure to lead. Centers in which there is a potential exposure to lead by students, staff, or young children (in child development or residential facilities) must develop a written lead-based paint compliance program that includes the following:

a. Designation and training of a competent person, capable of identifying existing and predictable lead hazards in the surroundings or working areas and having the authority to take prompt corrective action.

b. Procedures to ensure that all CTST projects involving construction work will be tested for lead prior to initiation. See 29 CFR 1926.62(d). No student or staff may be exposed to lead in air at concentrations greater than the OSHA permissible exposure limit (PEL). All renovation activities must comply with the OSHA standard at 29 CFR

1926.62 and EPA's Lead Renovation, Repair, and Painting (RRP) Rule. The RRP establishes standards for certifications, training, pre-renovation notification, and work practices.

c. Suspected lead paint must be tested by an EPA-approved method: field X-Ray fluorescence or laboratory analysis for a quantitative result. An EPA-approved lead test kit can be used to meet the negative response criterion when used by a Certified Renovator.

d. Procedures for notifying staff and students of the health hazards of lead-based paint. Inventory documentation must be maintained on center and with the Office of Job Corps and Regional Office Project Manager.

e. Appropriate hazard warnings will be posted in all regulated areas in accordance with EPA's RRP Rule. Signs with the warning set forth in the standard must be posted in each area where the permissible exposure level is exceeded in accordance with 29 CFR 1910.1025(m)(2) (general industry) or 29 CFR 1926.62(m) (construction).

f. Initial and annual student and staff awareness training will be provided in accordance with the minimum requirements of 29 CFR 1926.62 (l) (construction) or 29 CFR 1910.1025 (l) (general industry).

g. All required documentation and records are the property of the Department of Labor and must be retained on center permanently.

R9. Asbestos Operations and Maintenance

a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding asbestos-containing building materials (ACM). ACM is any material containing more than 1% asbestos. PACM is presumed asbestos-containing material. It is defined as follows: thermal system insulation and surfacing material found in buildings constructed no later than 1980. DFAM is available to provide technical clarification to the Contractor and the Contracting Officer's Representative.

b. ACM not immediately removed must be managed as part of an Asbestos Operations and Maintenance (O&M) program, in conformance with 29 CFR 1910.1001. Centers in which there are buildings containing ACM must have an O&M program that includes the following:

1. Documentation, including copies of the initial asbestos survey report, subsequent ACM surveys or inspection reports, and all asbestos abatement records, and laboratory analysis and exposure monitoring results, which must be maintained on center in a centralized asbestos record depository indefinitely, and made available upon request.

2. Designation of an Asbestos Coordinator who must be responsible for ensuring

compliance with all asbestos standards, regulations, and policies. The designated Asbestos Coordinator must receive initial training in asbestos O&M within one month of appointment. Training must consist of a minimum of 16 hours of both classroom and practical asbestos O&M training provided by an EPA-accredited training provider.

3. Annual asbestos awareness training for all employees (including custodial and maintenance employees) and contract employees. Initial training must consist of a minimum of two hours of training within one week of hire.

4. Annual refresher training for the Asbestos Coordinator and all custodial/maintenance employees. Documentation of training must be maintained in the central asbestos record depository as well as the individual's personnel file.

5. Notification of the presence of asbestos within center buildings to all students and staff at least annually through a written notice or posting of a statement in the common areas of all buildings containing asbestos. The notice must contain a brief description of the location and type of ACM, and the name and contact information for the designated Asbestos Coordinator.

6. Posting of asbestos warning signs in all mechanical rooms, crawlspaces, custodial closets, or other work areas where students or staff reasonably can be expected to enter, and which contain ACM and/or PACM. Warning signs must meet the requirements specified in 29 CFR 1910.1001, including the requirement to post the signs so that they are visible immediately upon entering the room or workspace. Also see the requirements for posting signs for regulated areas, defined in 29 CFR 1910.1001(b) and 29 CFR 1910.1001(j)(3). The requirements for respirators are in 29 CFR 1910.1001(g). The requirements for medical surveillance are in 29 CFR 1910.1001(l).

7. Inspection of all ACM in center buildings at least twice each year to verify the physical condition and identify any significant damage. Evidence of significant damage and/or other deterioration in physical condition that presents a potential health hazard must be reported to the Office of Job Corps and Regional Office via the Significant Incident Reporting (SIR) System.

8. Repair or abatement of ACM must be performed by licensed asbestos abatement contractors. Clean-up of damaged ACM by Job Corps personnel is strictly prohibited.

9. Review and documentation of all CTST or center-managed renovation projects by the Asbestos Coordinator to ensure that no ACM will be affected by the proposed project. The center's Asbestos Coordinator will ensure that the proper warning signs are posted in the work area per 29 CFR 1910.1001.

10. All required documentation and records are the property of the Department of

Labor and must be retained on-center permanently.

R10. Hazard Communication

Centers must comply with federal, state, and local regulations and Job Corps policy regarding chemical hazard communication. DFAM is available to provide technical clarification to the Contractor and the Contracting Officer's Representative. Each center operator, Center Director, and center Safety Officer must coordinate and ensure that each center has a hazard communication program and that Job Corps students/staff are trained on the hazards of chemicals used at the center. Such information concerning chemical hazards must be communicated to affected students and staff via a comprehensive written hazard communication program in accordance with 29 CFR 1910.1200. The Center Director must ensure that the center Safety Officer or other designee structures the hazard communication program to include:

a. A complete chemical inventory or master list of hazardous chemicals used on center and a process to keep the inventory current. The inventory must include the name of the product and the location(s) where it is used. Ensure that students and staff know the location of the chemical inventory. Master lists should be accessible by computer and kept in at least two locations on-center to ensure access during an emergency.

b. Organization and ongoing maintenance of Safety Data Sheets (SDSs) for all chemical products purchased by or used at the center. SDSs for chemical products used in a given area must be available to and easily accessible by all staff and students. SDSs can be stored in a three-ring binder or be accessible via computer.

c. Ensure that all incoming containers of hazardous chemical products have clear, legible identification labels securely attached to the products, and such labels are not removed or defaced. Each hazardous chemicals label must include:

    1. Product identifier;

    2. Signal Word;

    3. Hazard Statement(s);

    4. Pictogram(s);

    5. Precautionary statement(s); and

    6. Name, address, and telephone number of chemical manufacturer, importer, or other responsible party

d. Chemicals transferred to other approved containers must be labeled accordingly as well. In lieu of labels containers must have at least a product identifier and words, pictures, symbols, or a combination thereof that provide at least general information

regarding the hazards of the chemicals, and which in conjunction with other information immediately available to the employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the chemicals

e. Supervisor/instructor maintains up-to-date SDS file for each hazardous chemical product used within their respective areas.

f. Proper training and instruction delivered to all users of hazardous chemical products, including:

1. Identification of such products in the work area;

2. The specific hazards associated with such products;

3. Measures that users can take to protect themselves, including specific procedures implemented to protect employees, such as appropriate work practices, emergency procedures, and PPE;
4. Methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area;

5. The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas, hazards, as well as hazards not otherwise classified, effects of the chemicals used in the work area.

g. Proper communication of chemical hazards associated with non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work area.

h. An established and approved chemical products purchase list. All new hazardous materials or products require pre-approval by the Safety Officer. SDSs must be reviewed by the center Safety Officer before the products are used in the workplace.

i. A file containing SDSs for chemicals previously used on-center must be maintained on-center and produced on demand if requested by emergency responders or government officials.

R11. Hexavalent Chromium (Cr(VI))

Centers must comply with OSHA standard 29 CFR 1910.1026 (general industry) and 1926.1126 (construction), and Job Corps policy regarding hexavalent chromium (Cr(VI)). DFAM is available to provide technical clarification to the Contractor and the Contracting Officer's Representative.

a. Centers that offer trades that may potentially expose students/staff to hexavalent chromium (Cr(VI)) must develop, implement, and maintain an exposure control plan that contains the following minimum elements:

1. Product SDSs for Cr(VI)-containing materials such as certain pigments in paints or welding composite materials.

2. Trade(s) or center functions that may result in exposure

3. Exposure-monitoring results for the affected trade(s) or center functions

4. Engineering controls used to reduce and maintain employee exposures to Cr(VI)

5. Personal protective equipment (PPE) required during performance of training or center function

6. Method(s) of communicating hazards associated with Cr(VI) (See hazard communication training, Chapter 5, Section 5.9, R10.)

b. In addition to complying with all of the exposure determination requirements in 29 CFR 1910.1026(d) or 1926.1126(d), centers offering the welding trade must perform initial exposure monitoring no matter how often welding of stainless steel occurs. No additional monitoring is necessary if exposure monitoring results are below the PEL of 5.0 $\mu g/m^3$ and the action level of 2.5 $\mu g/m^3$ calculated as eight-hour time-weighted averages (TWA).

c. If any industrial hygiene monitoring results meet or exceed the action level of 2.5 $\mu g/m^3$ for Cr(VI), the Safety Officer should contact the National Office of Job Corps Safety Team leader immediately.

d. Centers must maintain employee exposure records, including product SDSs on center for no fewer than 30 years in accordance with 29 CFR 1910.1200 and 29 CFR 1910.1020.

R12. Respirable Crystalline Silica

a. Centers must comply with OSHA standard 29 CFR 1910.1053 (general industry) and 1926.1153 (construction), and Job Corps policy. DFAM is available to provide technical clarification to the Contractor and the Contracting Officer's Representative.

b. Centers must conduct a hazard analysis to determine which trade(s) may result in exposure to crystalline silica.

The action level (AL) for airborne crystalline silica is 25.0 $\mu g/m^3$, calculated as an 8-hour Time Weighted Average (TWA). The permissible exposure level (PEL) is 50 $\mu g/m^3$, calculated as an 8-hour Time Weighted Average (TWA).

Centers offering trades that potentially expose students/staff to respirable crystalline silica must develop, implement, and maintain a written exposure plan that contains, at a

minimum, the following:

1. A description of the tasks in the workplace that involve exposure to respirable crystalline silica;

2. A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task;

3. A description of the housekeeping measures used to limit employee exposure to respirable crystalline silica.

c. The employer must review and evaluate the effectiveness of the written exposure control plan at least annually and update it as necessary.

d. Centers offering trades that may expose staff/students to respirable crystalline silica must perform initial exposure monitoring, when new equipment is purchased or there is a change in engineering controls. No additional monitoring is necessary if exposure monitoring results are below the AL of 25 µg/m^3 as an 8-hour TWA.

e. Centers must maintain employee exposure records, including SDSs, on center for no fewer than 30 years.

f. Centers must ensure medical records are maintained and made available in accordance with 29 CFR 1910.1020.

R13. Pest Control

Centers must:

a. Take adequate measures to control insects and rodents in all areas. Only pesticides that are safe for use in food service areas shall be used in food service facilities.

b. Ensure that pesticides are applied only by a licensed professional pest control contractor in food service, residential, and education facilities. The following information must be obtained from the contractor and kept on file for at least three years:

1. Name/type of chemicals used

2. Amount of chemical applied

3. Areas where applied and amount specific to location

4. Date when applied

5. Safety Data Sheets (SDSs) for the chemicals used

c. Ensure that pesticides are not stored for usage on centers except those that are approved by EPA for use in landscaping and gardening projects. Proper training on storage, use, and application of these chemicals must be provided to staff and students.

R14. Unsanitary Conditions

In accordance with Section 5(a) of the Occupational Safety and Health Act of 1970 (https://www.osha.gov/laws-regs/oshact/completeoshact), centers operated by private contractors must ensure that staff and students are not required or permitted to reside, work, be trained, or receive services in buildings or surroundings that are unsanitary, hazardous, or lack proper ventilation. Centers operated by a federal agency are under the same obligation pursuant to E.O. 12196.

R15. Student Injury, Occupational Illness/Disease, and Fatality Recordkeeping

In accordance with 20 CFR Part 10, 5 U.S.C. 8143, 29 CFR 1960 Subpart I, 29 CFR 1904, and the Department of Labor Manual Series (DLMS) 3-1300, 3-1400, Job Corps student injuries and occupational illnesses/diseases must be documented in the Department of Labor's Employees' Compensation Operations and Management Portal (ECOMP). Occupational illness/disease in this context is defined as illness or disease acquired from/due to the Job Corps training and/or living environment (e.g., hearing loss, coronary/vascular condition, asbestos-related illness, carpal tunnel syndrome, etc.).

ECOMP is a web-based application that assists the Department in meeting the reporting requirements of both the Occupational Safety and Health Administration (OSHA) and the Office of Workers' Compensation Programs (OWCP). The only injuries and occupational illnesses/diseases that should not be documented in ECOMP are those that occur while the student is not "in the performance of duty":

- on leave
- engaged in leisure time employment, or
- in an Unauthorized Absence (UA) status.

Regardless of its severity, the injury or occupational illness/disease will minimally require the completion of the following two forms, in ECOMP:

a. The OSHA 301, Injury and Illness Incident Report

b. One of the OWCP forms below:

   1. OWCP CA-1, Notice of Traumatic Injury and Claim for Compensation

   2. OWCP CA-2, Notice of Occupational Disease and Claim for Compensation (The CA-2 submission is rarely used; if you think a CA-2 is warranted, contact the National Office.)

Student fatalities are documented in ECOMP and submitted to OWCP on OWCP CA-6.

A complete list of the OSHA and OWCP forms, and a description of their use, are below. Please note that all occupational safety and health records must be maintained for a five-year period, unless otherwise indicated by a specific OSHA standard, the DLMS, or the Program Requirements Handbook (PRH).

Electronic Forms Submitted in ECOMP

a. OSHA 301, Injury and Illness Incident Report, is completed in ECOMP for each student injury or occupational illness in accordance with 29 CFR 1904. The OSHA form is required to be retained for five years.

b. OSHA 300, Log of Work-Related Injuries and Illnesses: For OSHA 301 Incident Reports that are work-related (see definition in criterion 1, below), centers must maintain a single current log in ECOMP, known as the OSHA 300 Log. For an incident to be entered in the OSHA 300 Log, it must meet each of the three OSHA-recordable criteria below:

    1. The injury or occupational illness is work-related. An injury or occupational illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. An injury or occupational illness that occurs in the work environment that falls under one of the exceptions listed in 29 CFR 1904.5(b)(2) is not work-related, and therefore is not recordable.

    2. The injury or occupational illness represents a new case in the system.

    3. The injury or occupational illness results in one or more of the following:
        (a) Death
        (b) Days away from work (training or educational activities)
        (c) Restricted work or transfer to another job
        (d) Medical treatment beyond first aid
        (e) Loss of consciousness
        (f) A significant injury or illness diagnosed by a physician or other licensed health care professional
        (g) A needlestick or sharp injury exposing the student to another person's blood or potentially infectious material
        (h) A Standard Threshold Shift (STS) in hearing in one or both ears where the employee's total hearing level is at least 25 decibels above audiometric zero in the same ear(s) as the STS
        (i) Exposure to persons with a case of active tuberculosis (TB), where the student subsequently develops a TB infection.

    Student injuries resulting in any of the conditions above and stemming from horseplay

while engaged in training or educational activities must also be recorded on the OSHA 300 Log in ECOMP.

The OSHA 300 Log is required to be retained for five years.

c. CA-1, Notice of Traumatic Injury and Claim for Compensation, is completed in ECOMP within seven calendar days of supervisor notification.

In the event that an injury requires separation from Job Corps, center staff must obtain National Office of Job Corps approval prior to forwarding a CA-1 to OWCP. When the CA-1 is forwarded to OWCP at separation, an OWCP CA-16 manual form, Authorization for Examination and/or Medical Treatment, and an OWCP-1500 manual form, the Health Insurance Claim Form, are sent to the provider. If the injury is not severe enough to cause separation, the CA-1 should be completed, electronically filed in ECOMP within seven calendar days of supervisor notification, printed, signed by the student, and filed in the student's health folder.

d. CA-2, Notice of Occupational Disease and Claim for Compensation, is rarely used in Job Corps because there are very few cases of occupational disease or illness related to enrollment in Job Corps. If such a situation does occur, contact the National Office of Job Corps before filing a CA-2.

e. CA-6, Official Supervisor's Report of Employee's Death, is filed in ECOMP if a student dies as a result of an illness/injury incurred while in performance of duty.

The Center Director must report student fatalities to the National and Regional Offices within six hours of the event via Significant Incident Report (SIR).

f. CA-7, Claim for Compensation Due to Traumatic Injury or Occupational Disease: Unlike other federal employees, Job Corps students are not eligible for continuation of pay for 45 days. However, they may submit a CA-7 after medical separation to receive compensation for injury or illness. The center must complete the CA-7 and have the student sign and date Section 7 of the form. In the event that the student is unable to sign the CA-7, the Center Director may sign as his or her authorized representative.

Upon Office of Job Corps approval to forward a CA-1 or CA-2 to OWCP in ECOMP, the center must fax or e-mail a copy of the completed CA-7 to the Office of Job Corps for submission to OWCP. The Office of Job Corps must file the copy sent to them by the center with OWCP within five days of the student's signature.

The original CA-7, signed by the student, should be filed in the student's health folder.

Manual Forms

a. CA-16, Authorization for Examination and/or Treatment: Whenever a student separates from Job Corps and needs examination and/or treatment as a result of traumatic injury,

the Center Director should issue a CA-16 to the physician or medical facility. This form authorizes the injured student's examination and/or treatment from a physician or medical facility. When a CA-2 is electronically submitted to OWCP in cases of separation because of work-related illness or disease, a CA-16 is issued only if prior approval is obtained from OWCP. If a CA-16 is submitted, do not submit a CA-20.

This form provides OWCP with an initial medical report and the physician or medical facility with a billing form for emergency treatment. Issuance of the CA-16 authorizes OWCP to pay medical expenses incurred.

Part A is completed by the student's supervisor and submitted to the physician or medical facility within 48 hours of examination and/or treatment. Part B is completed by the attending physician as promptly as possible after initial examination and faxed to OWCP.

When there is a need for medical follow-up for the work-related injury by a second health-care provider, the center must email/mail the name and address of that provider to OWCP or instruct the student (in writing) to do so.

b. OWCP-1500 (also known as HCFA-1500)—Health Insurance Claim Form:

This form accompanies the CA-16 to all medical care providers, except hospitals.

It is issued by health-care providers to bill the OWCP district office for services rendered.

c. CA-20, Attending Physician's Report: This report provides medical support of claims for compensation. It is submitted to OWCP upon completion of the medical examination and treatment. It is also used to provide additional medical information regarding the claim. If a CA-20 is submitted, do not submit a CA-16.

R16. Definitions and Procedures for Handling Job Corps Student Injuries

a. Job Corps Injuries Designated as First Aid

1. First aid is defined as any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, or splinters, which does not ordinarily require medical care. Such one-time treatment and follow-up visits are considered first aid even if they are provided by a physician or other registered professional personnel.

2. First aid injuries must be documented in ECOMP.

3. The following procedures are generally considered examples of first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries):
(a) Application of antiseptics during initial visit to medical personnel

(b) Treatment of first-degree burn(s)
(c) Application of bandage(s) during any visit to medical personnel
(d) Use of elastic bandage(s) during initial visit to medical personnel
(e) Removal of foreign bodies from wound if procedure is uncomplicated (e.g., by tweezers or other simple technique)
(f) Use of nonprescription medications as long as dosage does not constitute prescription strength
(g) Soaking therapy on initial visit to medical personnel or removal of bandages by soaking
(h) Application of hot or cold compress(es) during first visit to medical personnel
(i) Application of ointments to abrasions to prevent drying or cracking
(j) Application of heat therapy during first visit to medical personnel
(k) Negative x-ray diagnosis
(l) Observation of injury during visit to medical personnel

4. The administration of a tetanus shot or booster by itself is not considered medical treatment. However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be filed in ECOMP for other reasons.

b. More Serious Injuries Not Resulting in Student Separation, Designated as No Lost Time (NLT)

1. This category includes injuries that result in medical treatment beyond first aid, and are serious enough to need a specialized referral but do not require a medical separation.

2. An example of this type of injury would be a student sustained a strain or sprain, but is able to continue training with restrictions.

3. These injuries must be documented in ECOMP. Some examples of this category of injury are:
(a) Fractures
(b) Head injuries with loss of consciousness
(c) Positive x-ray diagnosis
(d) Lacerations with nerve or tendon damage
(e) Injuries needing sutures/Steri-Strips/adhesive butterfly
(f) Foreign body embedded in the eye
(g) Jaw fractures/dental damage
(h) Treatment of infection
(i) Treatment of 2nd or 3rd-degree burns
(j) Food poisoning
(k) Dislocated shoulder

c. Injuries Resulting in Separation from Job Corps, Designated as Lost Time (LT)

1. This category includes injuries resulting in the student's death or serious injuries that result in the student's separation from Job Corps.

2. An example of this type of injury would be: a student sustained a traumatic injury in the performance of duty that requires surgery, additional medical treatment that cannot be provided on center, or the student can no longer perform in the program.

3. These injuries must be documented in ECOMP.

4. Section 8143 of the Federal Employees' Compensation Act (FECA) states that while students are enrolled in Job Corps, students are considered employees of the federal government for purposes of medical coverage under FECA. The performance of duty does not include an act of an enrollee while absent from his or her assigned post of duty, except while participating in an activity (including an activity while on pass or during travel to or from the post of duty) authorized by or under the direction and supervision of Job Corps.

R17. Staff Injury, Occupational Illness/Disease, and Fatality Recordkeeping

Staff is defined as all contractors, federal employees, and temporary employees who work at a Job Corps center.

All work-related staff injuries, occupational illnesses, and fatalities must be documented by the employer in accordance with 29 CFR 1904 and the employer's policies and procedures. At a minimum, employers must maintain:

a. OSHA 300, Log of Work-Related Injuries and Illnesses: All centers must maintain a single log for the current calendar year. The OSHA 300 Log is required to be retained for five years. The employer is to use their own method to maintain the OSHA 300 Log

R18. OSHA Form 300A, Summary of Work-Related Injuries and Illnesses

Each year, Job Corps centers are required to post OSHA Form 300A, also called the OSHA 300A Summary, from February 1 through April 30 in accordance with 29 CFR 1904.32. OSHA Form 300A summarizes data contained in the OSHA 300 Log, which is maintained electronically in ECOMP for students, for the calendar year just prior to posting for the purpose of notifying students and staff of the injuries that have occurred on center. The OSHA 300A for Job Corps students should be generated through ECOMP reports.

The OSHA 300A for Job Corps staff should be generated in accordance with 29 CFR 1904 and posted for the same timeframe.

Following the required three-month posting period, the OSHA 300A must be retained for five years.

R19. Anti-retaliation

The center shall not terminate the enrollment of any student, discharge any staff member, discipline any student or staff member, or take any other adverse action against him or her for complaining about unsafe or unhealthful conditions, instituting any proceedings under the OSH Act, testifying in any OSH Act proceedings, or exercising any right on behalf of himself or herself or others of any right afforded by the OSH Act. This includes the right to refuse dangerous work under certain circumstances (See 29 CFR 1977.12(b)(2)). In centers operated by private contractors these rights are provided by section 11(c) of the OSH Act, 29 U.S.C. 660(c). In centers operated by a federal agency these rights are protected by 29 CFR 1960. 46-47.

Any student or staff member in a center operated by a private contractor who believes that he or she has suffered an adverse action because of engaging in any of these protected activities may file a complaint with OSHA or a State OSHA within 30 days of the adverse action (some States have longer filing periods). If after an investigation merit is found, the U.S. Department of Labor or the State may file suit to obtain reinstatement, back pay, and other appropriate relief. In centers operated by a federal agency the procedures are those developed by that agency.

As a part of regularly scheduled occupational safety and health training students and staff shall be trained about these rights and procedures.

For more information about section 11(c) go to www.whistleblowers.gov, especially section 11(c) under Statutes (see Occupational Safety and Health Act of 1970), 29 CFR part 1977 under Regulations, the desk aid for section 11(c) under Desk Aids, and the Whistleblower Investigations Manual under Policy Documents.

R20. OSHA Poster

In centers operated by private contractors the center shall post the OSHA poster in a conspicuous place where notices to employees are customarily posted. In State Plan States the center shall post the State OSHA poster (See 29 CFR 1903.2). In centers operated by a federal agency the center shall comply with the poster requirement in 29 CFR 1960.12(c).

5.10 FOOD SERVICES

REQUIREMENTS

R1. Food Handling

Centers must ensure that food handling practices comply with the state, local, or U.S. Public Health Service Food Code, whichever is more stringent. Centers must develop and implement a Hazard Analysis and Critical Control Point (HACCP) program as outlined in Annex 4 of the U.S. Public Health Service Food Code. All meat products must meet U.S. Department of Agriculture standards. The centers must ensure:

a. Food Service Manager has completed food safety training.

b. Food Service staff are trained in safe handling of time/temperature control for safety (TCS) food including safe cooking and holding temperatures.

c. Temperature monitoring logs are maintained for refrigerators, freezers, and food held for service and during service.

R2. Food Storage

Centers must ensure that storage of food complies with the state, local, or U.S. Public Health Service Food Code, whichever is more stringent, and does the following:

a. Storage areas protect food from the elements, fire, rodents, insects, organisms, and other causes of spoilage.

b. Chemicals, soaps, and poisons are properly labeled and stored separately from food.

c. Storerooms are well ventilated and food items are stored a minimum of six inches above the floor in a manner that protects the food from splash, dust, and other contamination and permits easy cleaning of the area. Exceptions are:

   1. Metal pressurized beverage containers and cased food packaged in cans, glass, or other waterproof containers, and milk containers in plastic crates

   2. Containers stored on dollies, racks, or pallets, provided such equipment is easily mobile

d. Storerooms are free of exposed or unprotected sewer lines, water lines (except automatic fire protection sprinkler heads), uninsulated steam lines, water heaters, refrigeration condensing units, or other heat-producing devices.

e. All refrigeration equipment (refrigerators and freezers) must be monitored to ensure proper temperature ranges are maintained at all times.

f. Open food containers, cooked and fresh, are covered, labeled, and dated to ensure proper usage.

R3. Food and Nutrition

Centers must provide food services to students, to include:

a. Meal service

1. Provide three meals per day, except on holidays and weekends, when two meals are acceptable. In lieu of the third meal, healthy snacks must be available to students on weekends and holidays.

2. No more than 14 hours shall elapse between meal services.

3. Meals must be planned using a minimum of a 28-day cycle cafeteria menu.

4. Meal service must be consistent with schedules for work-based learning, off-center activities, late arrivals, etc.

b. Food options

1. Students must receive a minimum of two choices of meat or non-meat protein sources at both lunch and supper.

2. Students must receive a minimum of the following daily:
   (a) Five choices of fresh or frozen vegetables and/or fruits
   (b) Four servings of grain products
   (c) Low-fat and/or fat-free milk and dairy alternatives and water must be available at all meals

3. Centers must offer meals and food items that meet the dietary needs and desires of a diverse population, including ethnic, vegetarian, and low-fat alternatives.

c. Nutrition

1. Meals must reflect the definition of a "Healthy Diet" as described in The Dietary Guidelines for Americans. Meals must:
   (a) Emphasize fruits, vegetables, whole grains, fat-free or low-fat milk and milk products, and dairy alternatives.
   (b) Include lean meats, poultry, fish, beans, eggs, and nuts.
   (c) Be low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

2. Portion sizes must reflect recommendations set forth in The Dietary Guidelines for Americans.

3. Foods of Minimal Nutritional Value (FMNV) may be available to students in the cafeteria on a limited basis. FMNV include soda water/fountain drinks, water ices, hard candies, jellies and gums, marshmallow candies, licorice, spun candies, and candy coated popcorn. Students may be given the option to purchase FMNV through vending machines or the student store.

R4. Dining Environment

Centers must:

a. Operate a dining room and serving and meal preparation areas that are clean, attractive, and comply with state/local (whichever is stricter) food handling and sanitation standards for the food service industry.

b. Post the most recent environmental health inspection report at the serving line entrance.

R5. Food Service Staff Health

Centers must ensure that kitchen and dining hall staff comply with state or local food handling requirements, per Chapter 5, Section 5.10, R1.

R6. Food Service Management and Control

Centers must develop procedures for ordering, purchasing, receiving, storing, inventorying, and issuing food products that ensure:

a. Prevention of fraud and abuse

b. Protection of food and food preparation equipment and areas from contaminants, insects, and rodents

c. Safe and sanitary handling and storage of food

R7. Student Input

Centers must develop procedures to obtain student input into the planning and evaluation of the content and quality of the meals and service provided.

R8. Staff/Visitor Meals

Centers must provide staff and visitors access to meal service during regularly scheduled serving periods. All non-students must be charged (unless prior Regional Office approval is granted) a price, which covers cost of food and its preparation.

5.11 MEDIA

REQUIREMENTS

R1. Notification of Newsworthy Events

Job Corps center operators, as well as Outreach and Admissions (OA) and Career Transition Services (CTS) contractors, must immediately notify and consult with the Regional Office for guidance and approval of contractor news releases.

R2. Media Inquiries

Responsibilities of federal contractors and others operating Job Corps centers, as well as Outreach and Admission, and Career Transition Services contractors:

a. Notify the Job Corps Regional Office (RO) responsible for the region in which the center is located of all media inquiries, and provide a copy of each inquiry if it was submitted in writing. The notice must be provided as early as practicable and should include the date, time, location, and point of contact for the request.

b. Coordinate with the RO to receive guidance on responding to incoming media inquiries before issuing a response.

c. Maintain the confidentiality of student information. Personally Identifiable Information (PII) and any other information capable of identifying a student should not be released without the student's written consent. If the student is a minor, the written consent of the student's parent or guardian is required before releasing information to the media or otherwise making it publicly available.

Responsibilities of ROs:

a. Forward media inquiries they receive to their designated contact in the regional Office of Public Affairs (OPA) for review and guidance on responding.

b. Notify the National Office of Job Corps before, or simultaneous to, providing notice to OPA.

R3. Media Related Events

Responsibilities of federal contractors and others operating Job Corps centers concerning media related events are below.

a. Submit a written request for approval to the Regional Office for planned events or activities where media interest or participation might exist, or where the center wishes proactively to invite media participation (i.e., open houses, etc.). This notice must include information sufficient for Job Corps and others to assess the level of media

interest and the proposed media plan's alignment with program priorities (e.g., type of event, date, location, participants, type of media interest or participation anticipated, and any concerns related to the media's interest or participation in the event).

Upon review, OJC's regional or national offices may provide direction to ensure that the proposed media event and strategy properly align with and support the program's priorities and goals. In some cases, the request may be approved subject to specific revisions.

OJC requires this Media Request Form to be used when submitting requests for media approval. When possible, the center operator must submit this request at least five business days prior to the planned event.

If media arrives unannounced, the Center must contact the Region immediately for approval to engage, and before allowing entry to the Center.

b. Advise media organizations that Job Corps prefers they interview only students 18 years of age and older.

c. Provide written notice to students in advance of a media visit to their Job Corps center. The notice must inform students that they are not required to appear in media coverage or broadcasts, and can refuse to speak or be interviewed, filmed, photographed, or otherwise recorded during a media visit.

d. Refrain from taking disciplinary actions against students that limit the exercise of their First Amendment protections. These protections include, but are not limited to, initiating media contact and publishing information about the Job Corps program.

R4. Center Visits by Elected Officials

Job Corps wants to be transparent about center operations while also ensuring student privacy, minimizing disruptions to normal center operations. From time to time, federal, state and local elected officials may request tours or visits to Job Corps centers. Job Corps seeks to accommodate those requests whenever possible.

Federal contractors and others operating Job Corps centers often extend or receive unsolicited requests for tours or visits of centers. These entities cannot grant elected officials or their staff permission to tour, visit, or speak at Job Corps centers without prior notice and approval by the Department of Labor (DOL). The notice and approval process is outlined below.

a. The center operator must submit a written approval request to the RO. When possible, the center operator must submit the request at least ten business days before the proposed visit by the elected official or his/her staff.

b. The approval request must describe the purpose of the visit or appearance, and what news media, if any, may attend or accompany the official.

c. Job Corps' RO must notify the National Office of Job Corps of the requested visit. Job Corps' National Office will coordinate review of the request with DOL's Office of Congressional and Intergovernmental Affairs and OPA. The National Office of Job Corps will also ensure that the RO and center operator are advised of any DOL visit guidance and requirements.

d. Center operators must comply with all DOL guidance and requirements for requested and approved visits by elected officials or their staff, including but not limited to the general prohibitions below.

    1. Declared candidates for public office, including incumbents who have declared their intent to seek re-election, may not visit a Job Corps center for the purpose of campaigning at a Job Corps center.

    2. Declared candidates for public office may not use the center, its grounds and facilities, and its staff or students for a campaign event or an event that could affect the candidate's campaign, including debates and forums.

    3. Declared candidates for public office may not use the Job Corps logo or other intellectual property associated with the Job Corps program for campaign materials, media, or any other purpose.

5.12 NAMING OF JOB CORPS CENTERS AND FACILITIES

REQUIREMENTS

R1. Naming and Renaming of Job Corps Centers

a. Job Corps centers may not be named or renamed by center operators or any other party.

b. Interested parties may petition the U. S. Department of Labor to name or rename a Job Corps center by making a formal request to the Assistant Secretary for Employment and Training.

R2. Naming and Renaming of Job Corps Facilities and Property

The naming or renaming of Job Corps facilities and real property, including signage, will be done in consultation with the Office of Job Corps.

5.13 ENVIRONMENTAL PROTECTION

REQUIREMENTS

R1. Hazardous Waste

Centers must comply with federal, state, and local regulations and Job Corps policy regarding hazardous waste generation, storage, and disposal. DFAM is available to provide technical assistance.

a. Centers must evaluate their potential to generate hazardous wastes monthly to determine their hazardous waste generator category. If hazardous wastes are not generated the requirements in this section may not be applicable.

b. Centers must be compliant with all federal or state requirements for their respective hazardous waste generator category.

c. Designate a competent person on center to oversee hazardous waste on center. The competent person shall be provided a minimum of 24 hours of Hazardous Waste Operations training within six months of designation.

d. Designate a location(s) on center for the proper storage of hazardous waste.

e. Hazardous waste must have appropriate labels/placards applied during storage and prior to shipment for disposal.

f. Monitor and inspect all hazardous waste storage areas weekly and maintain documentation.

g. Develop a plan for quarterly (or within 180 days of generation) removal of hazardous waste from center using a licensed hazardous waste hauler and disposal facility.

h. Emergency response to a spill or leak of hazardous waste must be performed by the local fire department, hazardous waste response team or licensed contractor.

i. All paperwork pertaining to the storage and transfer of hazardous waste must be maintained for at least 3 years.

j. Centers must notify the Job Corps Regional Office, and the National Office of Job Corps Safety Team leader within 24 hours if a spill or release of hazardous waste occurs. Center must complete a Significant Incident Report (SIR) detailing the incident and response actions.

k. Centers must notify the Environmental Protection Agency (EPA) National Response Center at (800) 424-8802 if any oil or hazardous substance spills or a release occurs that exceeds the reporting quantity as required by 40 CFR part 302. A release includes

any discharge, spill, or leak into the air, water, or land.

l. Centers must comply with the hazardous waste provisions of the bloodborne pathogens standard, 29 CFR 1910.1030(d)(4)(iii).

R2. Polychlorinated Biphenyls (PCBs)

Centers must comply with federal, state, and local regulations and Job Corps policy regarding polychlorinated biphenyls (PCB) in electrical transformers. DFAM is available to provide technical assistance.

a. Centers that own electrical equipment known to contain PCBs must register with the EPA's Transformer Registration and PCB Activity Database. A copy of the registration certificate can be obtained from EPA and must be maintained on center indefinitely, and must be available for review upon request.

b. Centers must prepare an inventory of all equipment on center, including transformers, capacitors, fluorescent light ballasts, and hydraulic oils that may contain PCBs. The inventory must include the following:

1. Type of equipment, installation date, and manufacturer

2. Overall condition

3. Contact information for nearest PCB waste hauler

c. Centers must comply with 29 CFR 1910.1000, which requires protects against exposures to certain air contaminants. Biphenyls, listed under Diphenyl, are listed in Table Z-1.

R3. Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs)

a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding underground storage tanks (UST) and aboveground storage tanks (AST). Each center operator, Center Director, and Safety Officer must coordinate to ensure that all USTs and ASTs comply with 40 CFR Parts 112 and 280, and all applicable state requirements. All required documentation and records are the property of the Department of Labor and must be retained on-center permanently. On-Site Fuel Tank Reporting for Energy Independence and Security Act (EISA) requirements is done through the CRA/FNC website. DFAM is available to provide technical assistance.

b. Centers must develop, implement, and maintain a Spill Prevention, Control, and Countermeasure (SPCC) plan if it stores, uses, or consumes oil and has a completely buried storage oil capacity of 42,000 U.S. gallons or an aggregate aboveground oil storage capacity greater than 1,320 gallons with a reasonable expectation of discharge of an oil into or upon navigable waters (as defined by EPA) or adjoining shoreline. All containers and reservoirs 55 gallons or greater must be included in the

aboveground capacity calculations. Calculations are based on tank capacity and not on amount stored. An oil includes but is not limited to petroleum; fuel oil, sludge oil; oil refuse; fats; oils or greases of animals, fish, mammal origins, vegetable, seed, nut fruit or kernel oils; and any other oils; greases including synthetic oils and mineral oils. All SPCC plans must be developed in accordance with 40 CFR Part 112.

c. Centers must comply with 29 CFR 1910.106(b) requirements on storage tanks.

R4. Mercury

Centers must comply with EPA standards, 40 CFR Part 261, Hazardous Waste Identification Regulations, 40 CFR Part 273, Universal Waste Regulations, as well as state and local regulations and Job Corps policy regarding mercury containing equipment. DFAM is available to provide technical assistance.

a. Each center operator, Center Director, and center Safety Officer must coordinate to ensure that all sources of mercury have been identified and are properly disposed of in accordance with the local/state or EPA regulations.

b. All mercury-containing paints, batteries, thermometers, blood pressure meters, thermostats, etc., currently in use should be replaced when it is fiscally possible.

c. Center students/staff are strictly prohibited from attempting to clean up spills of elemental mercury. Clean-up must be performed by the local fire department, hazmat team, or a licensed contractor.

d. Fluorescent light bulbs contain small amounts of mercury which when broken may be released as mercury vapor. Authorized and properly trained staff members may perform clean-up of broken fluorescent light bulbs following clean up instructions developed by the EPA.

e. All required documentation and records are the property of the Department of Labor and must be retained on-center permanently.

R5. Ozone-Depleting Substances (ODS)/Refrigerants

Ozone-Depleting Substances (ODS) are regulated by Section 608 of the EPA Clean Air Act. DFAM is available to provide technical assistance. Centers must meet the following requirements:

b. Centers must comply with federal, state, and local regulations and Job Corps policy regarding ODS refrigerants in the replacement and disposal of air conditioning and refrigeration units.

c. Technicians servicing air conditioning and refrigeration equipment must be EPA certified.

d. Air conditioning and refrigeration equipment containing ODS refrigerants must have ODS refrigerants removed before final disposal.

e. Reclaimed ODS refrigerants must be processed by a reclaimer meeting EPA requirements.

R6. Water and Waste-Water Treatment

Centers must ensure that when non-municipal water and waste treatment facilities are used, the following requirements are met:

a. Water supplies meet center needs and satisfy National Primary Drinking Water Regulations (40 CFR 142).

b. Prior to construction or renovation, the standards and regulations of federal, state, and local health authorities are consulted. Renovation/building plans and specifications are sent to the National Office of Job Corps, with a copy to the Regional Office, for review.

c. Water treatment plant operators with a Class [insert type of class] license as required for the water treatment plant shall operate and maintain the water treatment system.

d. Records are maintained showing the amount of water treated, amount of chlorine used, daily free chlorine residual, and other data pertaining to water treatment per federal, state, and local requirements.

e. All required bacterial and chemical tests are performed by qualified and trained water treatment plant operators.

f. The center complies with the water quality and related standards of the state and with the standards established by the Federal Water Pollution Control Act 33 U.S.C. 1251 et seq (https://www.whistleblowers.gov/statutes/fwpca).

g. Records are maintained documenting the water/wastewater treatment pursuant to standards set by the Environmental Protection Agency (EPA) and local authorities and should be maintained on center indefinitely. Waste treatment problems are brought to the attention of the appropriate EPA coordinator and the Regional Office.

h. Records of influent and effluent monitoring data are maintained as required by the plant's effluent discharge permit and other data pertaining to wastewater treatment.

i. The analysis of all influent and effluent, as required by the discharge permit, is performed by a certified laboratory.

EXHIBIT 5-1
STANDARD OPERATING PROCEDURES

Standard Operating Procedure	Centers	Outreach/ Admissions	CTS
a. Administrative Procedures			
1. Organization Chart	x	x	x
2. Personnel Policies and Position Descriptions	x	x	x
3. Staff Training	x	x	x
4. Affirmative Action	x	x	x
5. Internal Communications	x		
6. Reports Control	x		
7. Internal Control Policies/Procedures for Financial, Procurement, and Property Management	x	x	x
b. Staff and Student Schedules	x		
c. Student Testing (including but not limited to TABE, certification, HSD/HSE)	x		
d. Student Accountability Procedures	x		
e. Dormitory Management Procedures (including staff coverage and student safety procedures)	x		
f. Standards of Student Conduct Procedures (including Zero Tolerance Policy for violence and drugs)	x		
g. Preventive Maintenance Procedures	x		
h. Student Benefit Fund Procedures	x		
i. Staff Incentive Procedures		x	x
j. Records Management Procedures	x	x	x
k. Admission and Departure Procedures		x	
l. Quality (Assurance) Control Procedures	x	x	x
m. Energy Conservation Procedures	x		
n. Applicant File Review Procedures	x	x	
o. Reasonable Accommodation Process	x	x	
p. Prescribed Non-controlled Medications	x		
q. Prescribed Controlled Substances	x		
r. Over-the-Counter Medications	x		
s. Health and Wellness Center Staffing	x		
t. High School Diploma/High School Equivalency Test Basic Cheating Prevention Procedures	x		
u. Free Time Leave	x		
v. Expedited Applicant File Review Procedures	x	x	

EXHIBIT 5-2
PLAN AND REPORT SUBMISSION REQUIREMENTS

Report Title	Frequency	Due Date	Destination	PRH Reference	Centers	Outreach/ Admissions	CTS
Financial Management, Subcontracting, Procurement, and Facility 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	10th	Regional Office National Office	Chapter 5		X	X
ETA 2110S, Center Vacancy/Separation Report	Monthly	10th	Regional Office National Office	Chapter 5	X		
B1 CRA – ETA 2110 Reconciliation	Quarterly (DOL and/or Operators may request more frequent updates)	1/20, 4/20, 7/20, 10/20	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/Rehab Report	Quarterly (and with each CRA Funding request)	1/20, 4/20, 7/20, 10/20	Regional Office National Office (via FNC/CRA/CTST website)	Chapter 5	X		

Report Title	Frequency	Due Date	Destination	PRH Reference	Centers	Outreach/ Admissions	CTS
Center Preventive and Corrective Maintenance Plan	Annually	90 days after contract award	Regional Office National Office (via FNC/CRA/ CTST website)	Chapter 5	X		
Preventive and Corrective Maintenance Schedules	Annually	Contract Anniversary	Regional Office National Office (via FNC/CRA/ CTST website)	Chapter 5	X		
SF 294, Subcontracting Report	Semiannually	4/25, 10/25	Regional Office	Chapter 5	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-4212 Report	Annually	9/30	Regional Office	Contract	X	X	X
Health Reports							
Health Services Annual Program Description	Annually	8/15	Regional Office National Office	Chapter 2	X		
Health Services Staffing Distribution	Monthly	10th	Regional Office National Office	Chapter 2	X		
Health Care Guidelines	Annually	Contract Anniversary [contract centers; Program Year (CCC)]	Regional Office	Chapter 2	X		
Health Services Utilization Report	Monthly	10th	National Office	Chapter 2			
Alcohol Testing Summary	Quarterly	1/10, 4/10, 7/10, 10/10	Regional Office National Office	Chapter 2	X		

Report Title	Frequency	Due Date	Destination	PRH Reference	Centers	Outreach/ Admissions	CTS
Career Technical Training Reports							
CTST Form	Semiannually	1/31, 7/31	Regional Office	Chapter 5	X		
Annual Plans							
Career Development Services System Plan (Outreach, CPP, CDP, and CTP)	Annually	Contract Anniversary	Regional Office	Chapter 5	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		
CTST Plan	Annually	2/1	Regional Office	Chapter 5, Appendix 508	X		
Accessibility Plan	Annually	6/30	Provide during Disability Program Compliance Assessment	Chapter 5	X		
Recreation Program Plan	Annually	90 days after contract award Contract Anniversary [contract centers; Program Year (CCC)]	Regional Office	Chapter 5, Section 5.1, R11	X		
Emergency Action Plan (EAP)	Annually	90 days after contract award Contract Anniversary [contract centers; Program Year (CCC)]	Regional Office	Chapter 5, Section 5.1, R18	X		
Occupational Safety and Health Reports and Forms							
OSHA 301, Incident Report	As needed	Within 7 calendar days of supervisor notice	Employees' Compensation Operations and Management Portal (ECOMP)	Chapter 5	X		

Report Title	Frequency	Due Date	Destination	PRH Reference	Centers	Outreach/ Admissions	CTS
OSHA 300, Log of Work-Related Injuries and Illnesses	As needed	Within 7 calendar days of supervisor notice	Employees' Compensation Operations and Management Portal (ECOMP)	Chapter 5	X		
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	Employees' Compensation Operations and Management Portal (ECOMP)	Chapter 5	X		
CA-2, Employee Notice of Occupational Disease	As needed	Within 7 calendar days of supervisor notice	Employees' Compensation Operations and Management Portal (ECOMP)	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	Employees' Compensation Operations and Management Portal (ECOMP)	Chapter 5	X		
CA-7, Claim for Compensation	As needed	Within 5 calendar days of student signature	Employees' Compensation Operations and Management Portal (ECOMP)	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		
Child Development Center (CDC) Operation and Compliance Review	Semi-Annually	4/20, 10/20	Regional Office	Appendix 509	X		

Report Title	Frequency	Due Date	Destination	PRH Reference	Centers	Outreach/ Admissions	CTS
Other							
Energy and Water Consumption Report	Monthly	30th 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 FNC/CRA/ CTST website)	Chapter 5	X		
Greenhouse Gas (Carbon Footprint)	Annually	12/1	National Office (via FNC/CRA/ CTST 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	10th of each month	Regional Office	Chapter 1		X	
Monthly Fleet Report	Monthly	10th of each month	National Office	Chapter 6	X	X	X
Annual GSA Fleet Requirements	Annually	8/15	Regional Office National Office	Chapter 6	X		
Law Enforcement Agreements	Annually	7/1	Regional Office National Office (DROPI)	Chapter 5	X		
Center Safety and Security Standard Operating Procedures (SOPs)	Annually	7/1	Regional Office National Office (DROPI)	Chapter 5	X		

Report Title	Frequency	Due Date	Destination	PRH Reference	Centers	Outreach/ Admissions	CTS
Job Corps Emergency Funding Request Report	As needed	1/20, 4/20, 7/20, 10/20	Regional Office National Office (via FNC/CRA/ CTST website)	Chapter 5	X		
Non-Recurring Reports							
Significant Incident Reports: □ Initial □ Supplemental □ Final	As needed	□ Initial □ Supplemental □ Final	Regional Office National Office	Chapter 5	X	X	X
SF 91, Motor Vehicle Accident Report	As needed	Within 5 working days	Regional Office	Chapter 6	X	X	X

EXHIBIT 5-3
MINIMUM STAFF QUALIFICATIONS

Position	Primary Duties	Minimum Qualifications[1]
Center Director	Provides direction, management, and supervision of the Job Corps campus and all related activities.	• Bachelor's degree • Five years' experience in program management and direction • Experience working with youth
Outreach and Admissions Counselor (OAC)	Assists and provides guidance to prospective Job Corps enrollees by determining basic eligibility, conducting screening, and providing career-based counseling.	• Bachelor's degree in human services, psychology, counseling, education, social science, communications, or closely related field; or • Associate's degree in human services, psychology, counseling, education, social science, communications, or closely related field, and two years related experience. Experience may include successful Job Corps outreach and admissions experience or successful outreach and admissions experience with other youth development programs.
Outreach Assistant	• Assists in provision of presentations to local HS, one-stops, et al. in reaching eligible populations. • Assists with orientation sessions. • Provides campus tours. • Assist OAC with initial prospect contact and maintaining contact with prospects, using social media as feasible. • Conducts pre-arrival calls to prospective students. • Assists with welcome activities for newly arrived students. • Conducts pre- 90-day focus groups with students and provides feedback to OA Manager. • Assists OACs with retention activities, including communication with students in unauthorized absence status.	• High school diploma or high school equivalency. • Driver License preferred • Experience or ability with public speaking • Knowledge of social media and influencers • Knowledge of IT and smart phone applications • Knowledge/experience with MS PowerPoint and Publisher

Position	Primary Duties	Minimum Qualifications[1]
Career Transition Services Specialist	• Assists and provide guidance to separated or separating students during the prescribed service period, providing placement (employment, apprenticeship, and post-secondary education enrollment), and transition services. • Establishes robust relationships with employers, community colleges, and other entities to ensure successful placements with good career pathway opportunities for economic self-sufficiency. • Establishes thorough knowledge of and referrals to community-based services available to assist Job Corps graduates with successful transition into independent living. • Provides positive, individualized services to Job Corps graduates and former enrollees and documented case notes that reflect services provided.	• Bachelor's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field; or • Associate's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field and two years related experience.
Career Preparation Period (CPP) Instructor (and designated backup)	Assists new students in acclimating to center; provides career exploration and career planning to all new students by delivering the My Pathway to Achieving Career Excellence (MyPACE) curriculum with fidelity; and facilitates the implementation of all other CPP requirements.	• High school diploma or high school equivalency
Outreach and Admissions/ Career Transition Services Project Director	Provides oversight and management of admissions office operations, or career transition services office operations, or both.	• Bachelor's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and two years related supervisory experience. • Associate's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and four years related supervisory experience.
Academic Instructor	Conducts and manages academic classes	• Certified to teach in state in which center is located (RO may waive if center is unable to hire certified teachers, but the candidate must pursue certification)

Position	Primary Duties	Minimum Qualifications[1]
Career Technical Training Instructor	Conducts and manages career technical training	• Certified, licensed, or accredited in the state in which the center is located, or is accredited by a professional trade organization • For NTC, instructor must be certified by union or trade organization, or by a national trade certifying organization *(RO may waive if center is unable to hire certified or licensed instructors, but candidates must pursue certification)*
Residential Advisor	Manages dormitory living	• High School Diploma or High School Equivalency
Residential Counselor	Manages dormitory living	• Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field
Senior Residential Advisor	Conducts social development training	• High School Diploma or High School Equivalency, and one year experience working with youth and young adults
Senior Residential Counselor	Conducts social development training	• Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), one year experience in counseling or related field, plus one year experience working with youth and young adults
Residential Manager	Supervises residential program	• Postsecondary degree and two years' experience working with youth and young adults
Residential Supervisor	Supervises residential program	• High School Diploma or High School Equivalency and two years' experience working with youth and young adults
Counseling Manager	Supervises counseling supervisor, personal and career development programs, and residential programs	• Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), five years' experience in counseling or related field, and two years' experience working with youth and young adults
Counseling Supervisor	Supervises personal and career development programs, and residential programs	• Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), two years' experience in counseling or related field, plus two years' experience working with youth and young adults

Position	Primary Duties	Minimum Qualifications[1]
Senior Counselor	Supervises center counselors	• Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), one year experience in counseling or related field, plus two years' experience working with youth and young adults
Counselor	Conducts career technical/academic, social, and personal and career development counseling	• Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field
Recreation Specialist	Organizes, conducts, and supervises recreation and leisure time activities	• Associate of arts degree or one year of related experience working with youth
Health and Wellness Director	Provides daily management and oversight of the Health and Wellness Center Provides nursing services	• Registered Nurse • Minimum of an Associate's Degree in nursing • Active, unrestricted license to practice in state where center is located
Staff Nurse	Provides nursing services within scope of practice for state-specific nurse practice act Licensed Practical Nurse must be supervised by a Registered Nurse in accordance with state-specific nurse practice act	• Registered nurse required for minimum of 1 full-time staff nurse • Registered nurses or licensed practical/vocational nurses for additional nurse staffing in compliance with duties and supervision requirements of practice acts • Active, unrestricted license to practice in state where center is located
Center Mental Health Consultant	Provides mental health services/consultation/training	• Active, unrestricted license to practice as an independent practitioner in state where center is located and does not require supervision to practice • Clinical/Counseling Psychologist or Clinical Social Worker • Minimum 1 year of experience as a licensed independent practitioner providing assessment and treatment services to adolescents and young adults
Consulting Psychiatrist as needed and determined by center (not a required position)	Provides psychotropic medication services and monitoring as needed	• Active, unrestricted license to practice in state where center is located • Board certification preferred • Current DEA registration

Position	Primary Duties	Minimum Qualifications[1]
Physician	Provides medical services, serves as medical director, and provides supervision in accordance with state practice, rules, and regulations	• Active, unrestricted license to practice in state where center is located • Primary care physician preferred—family medicine, pediatrics, or internal medicine • Board certification preferred • Current DEA registration
Nurse Practitioner (NP)/ Physician Assistant (PA)	Provides primary care services based on individual state practice acts	• Active, unrestricted license to practice in state where center is located • NP only: certificate/license as a NP to meet individual state practice act • Current DEA registration, if applicable
TEAP Specialist	Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located	• Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located
Safety Officer	Implement and manage the center Safety and Health Program. Monitor center activity to ensure the safety and health of all center personnel. Provide training to staff and students on safe work practices and compliance with federal, state, and local regulations.	• Bachelor's degree in safety or industrial hygiene, or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, industrial hygiene, chemistry, biological sciences. • Experience in managing safety and health programs, safety inspections, job hazard analysis, and working knowledge of occupational health and environmental regulations.

Position	Primary Duties	Minimum Qualifications[1]
Facilities Maintenance Manager	Manages all facilities operations and maintenance activities to include corrective and preventive maintenance, grounds maintenance, and janitorial activities. The Maintenance Manager should have supervisory authority over the maintenance team including management of subcontracted activities.	• High school diploma or GED • 5 years (minimum) of facility maintenance work experience including HVAC systems • Technical, vocational or OJT in HVAC, electrical, mechanical and plumbing • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • Maintenance certification is desirable – such as Certified Maintenance Manager (CMM) through International Maintenance Institute or Certified Facility Manager (CFM) through International Facility Management Association • Supervisory experience is desirable
HVAC Mechanic	Inspects, tests, diagnoses, operates, programs, maintains, and repairs the various center heating, ventilation, and air conditioning systems.	• High school diploma or GED • 2 years (minimum) of HVAC systems and controls experience • Technical, vocational or OJT in HVAC trade • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • EPA Certification is required for purchasing and/or handling refrigerants • HVAC Journeyman license through state of jurisdiction is required if the state requires such a license to legally perform HVAC work • If the center has a boiler, all state licensure requirements must be met for boiler operations
Electrician	Inspect, operates, maintains, and repairs the various center electrical systems.	• High school diploma or GED • 2 years (minimum) of electrical systems experience • Technical, vocational or OJT in electrical trade • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • Electrical Journeyman license through state of jurisdiction is required if the state requires such a license to legally perform electrical work

Position	Primary Duties	Minimum Qualifications[1]
Plumber	Inspects, operates, maintains, and repairs the various center plumbing systems.	• High school diploma or GED • 2 years (minimum) of plumbing systems experience • Technical, vocational or OJT in plumbing trade • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • Certification is required for testing of backflow prevention devices • NICET certification may be required for inspection/testing of fire suppression systems • Plumbing Journeyman license through state of jurisdiction is required if the state requires such a license to legally perform plumbing work
General Maintenance Worker	Assists with preventive and corrective maintenance activities and performs general tasks such as interior facilities minor repairs, painting, minor carpentry work, door and hardware repairs, roof gutter cleaning, etc.	• High school diploma or GED • 1 year (minimum) of facilities maintenance experience or completion of facilities maintenance training program • Ability to physically perform required work; for example, lift 50 lbs and climb ladders
[1] For Civilian Conservation Centers, all federal positions must meet X-118 standards.		

EXHIBIT 5-4
REQUIRED STAFF TRAINING

Training Requirement	Frequency					Staff														
	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	Every 2 Years	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff Exhibit 5-6 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists
New Staff Orientation																				
• JC organization, purpose, policies, and outcomes	X					X													X	X
• Student characteristics and profile	X					X													X	X
• Student Conduct System and Zero Tolerance Policy	X					X													X	X
• Diversity Training	X					X													X	X
• EEO, Civil Rights, including Religious Rights and Ban on Sexual Harassment, Anti-Bullying Policies, Code of Conduct and Ethics	X			X		X													X	X
• Performance expectations	X					X													X	X
• Modeling, Mentoring, and Monitoring Appropriate Workplace Behavior	X					X														
• CPR/First Aid	X					X														
• Alcohol, Breathalyzers, Other Drugs of Abuse, and Suspicious Behavior	X			X		X													X	X
• Narcan Administration, Opioid Overdose, Identifying Opioids, and Center-Specific Naloxone/Narcan Protocols	X[1]			X		X														
• Department-Specific Orientation, including: – Duties and responsibilities – Safety/emergency procedures	X					X														
• Relationships with other departments	X					X														
• Hazardous materials recognition	X					X														
• CDSS	X					X														

[1] New Residential staff are required to receive this training prior to working in a dormitory.

Training Requirement	Frequency					Staff														
	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	Every 2 Years	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff Exhibit 5-6 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists
• Confidentiality, Privacy, and HIPAA	X			X		X													X	X
• Crisis Intervention (safety and security)	X			X		X														
• Disability Accommodation (must be completed via Job Corps Learning Management System)	X			X		X														
Adolescent Growth and Development (5 hours)				X		X														
Modeling, Mentoring, and Monitoring Appropriate Workplace Behaviors				X		X														
Safety Awareness Training (2 hours)				X		X														
CPR/First Aid (as needed for recertification)					X	X														
Disability Program or Disability-related topic	X			X		X														
Overview of Direct Threat, Medical Separations/MSWRs, Related Accommodation Considerations, and Disability-Based Discrimination				X		X														
Medical Separations/MSWRs Circumstances and Documentation, and Conducting Direct Threat Assessments				X										X						
SafetyNet Toolkit				X		X														
Nutrition, Exercise, and Weight Management				X		X														
Professional Development (5 hours)				X		X													X	X
Bloodborne Pathogens		X		X																
Incident Report Writing		X				X														
Environmental Health • Air quality and environmental noise • Housing sanitation and safety • Swimming pools and recreational facilities • Disaster sanitation • Zoonosis, vectors, pests, and weeds • Wastewater • Solid and hazardous waste		X				X														

Training Requirement	Frequency					Staff														
	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	Every 2 Years	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff Exhibit 5-6 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists
Small Group Facilitation Skills							X			X			X							
Water Safety/Recreation Safety						X														
Proper Restraint Procedures	X								X											
Treatment Guidelines for Health Staff	X													X						
Asbestos Identification and Handling (competent person) (if applicable)	X			X						X		X						X		
Asbestos Awareness (if applicable)		X		X		X														
Lead Based Paint Identification and Handling (competent person) (if applicable)	X			X						X		X						X		
Lead Based Paint Awareness (if applicable)		X				X														
Symptomatic Management Guidelines for Non-health Staff	X			X		X														
Interview Techniques				X															X	X
Eligibility Criteria				X															X	
Job Development				X																X
Technology Training				X			X	X					X							
Occupational Safety and Health for Other Federal Agencies with expanded segment on accident/incident investigation (OSHA 600) *		X								X										
Fire Protection and Life Safety Course *[1]			X							X										
Machine Guarding Course *[1]			X							X										
Basic Electrical Course *[1]			X							X										
Construction Standards Course *[1]			X							X										
General Industry Standards Course *[1]			X							X										
Introduction to Industrial Hygiene*[1]			X							X										
Principles of Scaffolding *[1] • 20 hours for safety officers • 32 hours for instructors using scaffolding			X							X								X		
Hazard Communication*[1]			X							X										

Training Requirement	Frequency					Staff														
	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	Every 2 Years	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff Exhibit 5-6 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists
Welding*[1] (if applicable)			X							X										
Lockout/Tagout *[1]			X							X										
Occupational Noise/Hearing Conservation *[1]			X							X										
Confined Space Entry *[1] (if applicable)			X							X										
Instructor Professional Development • Knowledge of academic, career technical, and social concepts and subject matter • Meeting challenging learning standards • Classroom management • Using educational research to improve skills of teachers • Using eLearning • Methods of teaching students with special needs • Using data and assessments to better address student needs				X												X		X		
Tests of Adult Basic Education (TABE) Certification, Administration and Use of Student Testing System (STS)	X			X													X			
My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements	X			X		X														
MyPACE career planning system Level II competency requirements: • Designated staff members who assist and support students requiring additional time in completing Career Preparation Period lesson plans/activities, (i.e., evening studies support staff) or designated staff members who assist in Pathway Achievement Record (PAR) completion	X			X			X						X			X		X		X
MyPACE career planning system Level III competency requirements	X			X											X					

Training Requirement	Frequency					Staff														
	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	Every 2 Years	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff Exhibit 5-6 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists
MyPACE curriculum certifications	X			X											X					

EXHIBIT 5-5
CENTER HEALTH SERVICES STAFFING REQUIREMENTS

Centers will provide at least the minimum acceptable hours and types of health-services coverage delineated below.[1]

Specific position requirements and required staffing patterns are described below. The center director must recruit and hire health professionals who are certified, licensed, or accredited. For contract centers, employment of full- or part-time physicians, nurse practitioners/physician assistants, health and wellness directors, staff nurses, Trainee Employee Assistance Program (TEAP) specialists, and mental health professionals is subject to the prior approval of the Regional Office in consultation with regional health specialists. For civilian conservation centers, employment of full- or part-time physicians, nurse practitioners/physician assistants, health and wellness directors, staff nurses, TEAP specialists, and mental health professionals is subject to the prior approval of the National Office in consultation with regional health specialists. Waivers for specific position requirements may be requested from the National Office and will be determined on a case-by-case basis. (See Chapter 5, Section 5.2, R5.)

1. Physician: Four hours/100 students/week is the minimum required level of physician coverage for centers with a capacity of 2,000 or fewer students. Centers with a capacity greater than 2,000 students are not required to have more than 80 hours of physician coverage. Up to 2 hours/100 students/week of required physician hours can be assumed by a Physician Assistant (PA) or Nurse Practitioner (NP) to provide routine medical services within the licensee's scope of practice and supervision requirements. The terms of supervision, where applicable, must be outlined in a collaborative agreement and contracts for the Center Physician and the NP/PA. The Center Physician/PA/NP may not serve as both the Center Physician/PA/NP and the Health and Wellness Director.

2. Nursing: Required nursing coverage (i.e., registered nurse and licensed practical/vocational nurse) is set as follows:

Staff Nurse Hours by Contracted OBS and FTE[2]		
OBS of 249 or below	80 hours registered nurse	2.0 FTE
OBS of 250 to 299	100 hours (at least 80 must be registered nurse)	2.5 FTE
OBS of 300 to 349	120 hours (at least 80 must be registered nurse)	3.0 FTE
OBS of 350 to 399	140 hours (at least 80 must be registered nurse)	3.5 FTE
OBS of 400 to 449	160 hours (at least 80 must be registered nurse)	4.0 FTE
OBS of 450 to 499	180 hours (at least 80 must be registered nurse)	4.5 FTE
OBS of 500 to 549	200 hours (at least 80 must be registered nurse)	5.0 FTE
OBS of 550 to 599	220 hours (at least 80 must be registered nurse)	5.5 FTE
OBS of 600 to 649	240 hours (at least 120 must be registered nurse)	6.0 FTE
OBS of 650 to 699	260 hours (at least 120 must be registered nurse)	6.5 FTE
OBS of 700 to 749	280 hours (at least 120 must be registered nurse)	7.0 FTE
OBS of 750 to 799	300 hours (at least 120 must be registered nurse)	7.5 FTE

[1] Minimum qualifications for health positions are contained in Exhibit 5-3.
[2] Registered nurse minimums are set to ensure scope of practice and supervision requirements are met. Non-residential satellite centers with an OBS of 100 or less must staff a registered nurse.

OBS of 800 to 849	320 hours (at least 120 must be registered nurse)	8.0 FTE
OBS of 850 to 899	340 hours (at least 120 must be registered nurse)	8.5 FTE
OBS of 900 to 949	360 hours (at least 120 must be registered nurse)	9.0 FTE
OBS of 950 to 999	380 hours (at least 120 must be registered nurse)	9.5 FTE
OBS of 1000 to 1049	400 hours (at least 160 must be registered nurse)	10.0 FTE
OBS of 1050 to 1099	420 hours (at least 160 must be registered nurse)	10.5 FTE
OBS of 1100 to 1149	440 hours (at least 160 must be registered nurse)	11.0 FTE
OBS of 1150 to 1199	460 hours (at least 160 must be registered nurse)	11.5 FTE
OBS of 1200 to 1249	480 hours (at least 160 must be registered nurse)	12.0 FTE
OBS of 1250 to 1299	500 hours (at least 160 must be registered nurse)	12.5 FTE
OBS of 1300 to 1349	520 hours (at least 160 must be registered nurse)	13.0 FTE
OBS of 1350 to 1399	540 hours (at least 160 must be registered nurse)	13.5 FTE
OBS of 1400 to 1449	560 hours (at least 160 must be registered nurse)	14.0 FTE
OBS of 1450 to 1499	580 hours (at least 160 must be registered nurse)	14.5 FTE
OBS of 1500 or greater	600 hours (at least 200 must be registered nurse)	15.0 FTE

Registered nurse minimums in the table above are set to ensure Nurse Practice Acts are met. Non-residential satellite centers with an OBS 100 or lower must staff an RN at 1.0 FTE.

Other nursing positions may be filled by licensed practical/vocational nurses; however, nurse staffing must comply with scope of practice duty and supervision requirements outlined in the respective state's Practice Act.

One full-time (1.0 FTE) registered nurse must serve as the Health and Wellness Manager and is included in the staff nurse hours (see PRH Exhibit 5-3). The Health and Wellness Manager may not serve as the NP/PA, CNA instructor, or in another paid capacity on center.

The Health and Wellness Manager may not serve as the NP/PA, CNA instructor, or in another paid capacity on center.

Required hours include coverage for all shifts. Centers are responsible for allocating and managing these hours across all shifts to meet the needs of the center. Required hours do not include relief coverage for annual, holiday, and sick leave because the number of such days varies by center operator.

3. Center Mental Health Consultant (CMHC): Twenty hours/100 students/week is the minimum required level of mental health coverage by a qualified licensed mental-health professional. Except for emergencies or consults by a psychiatrist, all clinical mental health services defined as basic health care in Exhibit 2-4 must be provided on center or via HIPAA compliant telehealth platforms by the CMHC and/or by the designated post-doctoral fellow, intern, extern, or practicum graduate student under the direct supervision of the CMHC. Reviews and recommendations for applicant files and assessments and recommendations related to student separation from the program must be conducted by the CMHC.

4. Optometrist: The center must have a (sub)contract with a licensed optometrist (or

ophthalmologist) to provide optometric services.

5. Reproductive-Health Coordinator: The center must designate a staff member to coordinate reproductive-health services. The individual who coordinates this activity does not have to be a member of the health and wellness staff. The hours required for this collateral assignment will vary by the needs of the student population. Although no minimum hours are required, the center must provide reproductive-health services as required in Chapter 2, Section 2.3, R7, Family Planning Program.

6. Trainee Employee Assistance Program (TEAP) Specialist: Required minimum coverage by a qualified credentialed or licensed substance use specialist is set per week as follows:

TEAP Specialist Hours by Contracted OBS and FTE		
OBS of 100 (or below) to 199	20 hours	0.5 FTE
OBS of 200 to 349	40 hours	1.0 FTE
OBS of 350 to 499	60 hours	1.5 FTE
OBS of 500 to 649	80 hours	2.0 FTE
OBS of 650 to 799	100 hours	2.5 FTE
OBS of 800 to 949	120 hours	3.0 FTE
OBS of 950 to 1099	140 hours	3.5 FTE
OBS of 1100 to 1249	160 hours	4.0 FTE
OBS of 1250 to 1399	180 hours	4.5 FTE
OBS of 1400 or greater	200 hours	5.0 FTE

7. Tobacco Use Prevention Program (TUPP) Coordinator: The center must designate a staff member to coordinate tobacco use prevention program activities. The individual who coordinates this activity does not have to be a member of the health and wellness staff. The hours required for this collateral assignment will vary by the needs of the student population. Although no minimum hours are required, the center must provide tobacco use prevention/cessation services as required in Chapter 2, Section 2.3, R6, Tobacco Use Prevention Program.

8. Laboratory Personnel: Centers that are certified under the Clinical Laboratory Improvement Act (CLIA) will require qualified laboratory personnel to perform procedures subject to CLIA classification. No minimum requirement is established for this category of staff; however, centers choosing to perform tests under CLIA must adhere to all pertinent staffing requirements.

9. Clerical Staff: Eight hours/100 students/week is the minimum required level of clerical support staff coverage. Centers with a capacity greater than 1,500 students are not required to have more than 120 hours of clerical support.

10. Health and Wellness Director: In addition to nursing coverage (item 2 above), a full-time (1.0 FTE) Health and Wellness Director is required for centers with a 600-plus student capacity. The Health and Wellness Director position hours is not included in the nurse staffing hours. The Health and Wellness Director may not serve as NP/PA, CNA instructor, or in another paid capacity on center. This individual must be a registered nurse.

EXHIBIT 5-6
REQUEST TO OPERATE CHILD DEVELOPMENT CENTER OR RESIDENTIAL PARENT AND/OR GUARDIAN/CHILD PROGRAMS

1. The following items must be included in requests to operate or to continue operations of on-site child development centers and residential parent and/or guardian/child programs.

2. Requests must be submitted to the Regional Office as required in Appendix 509, and if approved, forwarded to the National Director, Job Corps, for approval.

Child Development Centers	Residential Parent and/or Guardian/Child Programs
a. **Statement of Need**: An estimate of the number of enrollees who will need childcare b. **Program Description**: Program design, including proposed ages and numbers of children to be served; proposed number of staff; and activities, services, and overall design of the child development program to be offered c. **Facility Description**: Proposed facility to be used (or location and space for new construction), space layout, and square footage, including outdoor play areas d. **Facility Condition**: Condition and cost estimate for facility rehabilitation or rough cost estimate for new construction e. **Funding**: The source, type, and projected amount of state, local, and/or other funding or resource availability to support the program f. **Financial Plan**: In ETA 2110 format, including an estimated breakdown of non-Job Corps funding sources. If the Operator is funding the CDC operations in whole or in part, the amount being paid by the Operator and an explanation of why no-cost, non-Job Corps resources were insufficient to cover the costs to the Operator for this work. g. **Availability of Non-Job Corps Support**: Evidence such as a tentative letter of commitment, draft interagency agreement, etc. h. A detailed narrative of the Operator's plan to meet the requirements set forth in Appendix 509.	Items a – i for child development centers, and i. **Living Accommodations**: Description of proposed living arrangements and facilities j. **Staffing**: Proposed residential staffing k. **Support Services**: A description of how meals and health care will be provided for children l. **Costs**: The additional costs associated with the residential parent and/or guardian/child program must also be included, as well as non-Job Corps resources to cover costs of food and health care for the children

EXHIBIT 5-7
USE OF JOB CORPS FUNDS FOR CHILD DEVELOPMENT CENTERS AND RESIDENTIAL PARENT AND/OR GUARDIAN/CHILD PROGRAMS

1. Job Corps appropriated funds must never be used for expenses related to the cost of medical care (except in the case of a medical emergency) or food for children of Job Corps students at Child Development Centers (CDCs) or Residential Parent and/or Guardian/Child Programs.

2. There are many local non-Job Corps resources an Operator may leverage in meeting the Child Development Center (CDC) and Residential Parent and/or Guardian/Child Program requirements of its contract. Such resources include:

   a. Head Start
   b. Student childcare grants made available under state childcare and development block grant programs
   c. Alternative high schools
   d. School lunch programs/child nutrition programs
   e. Supplemental Nutrition Assistance Program (SNAP) (for students in residential parent and/or guardian/child programs)
   f. Foundations
   g. Child welfare organizations
   h. YWCA/YMCA and other community groups
   i. Public programs for child immunizations, vision and hearing screening
   j. Medicaid (for health care for children)

3. Entities preparing proposals under a solicitation for a firm fixed price operations contract are encouraged to engage local non-Job Corps resources. DOL anticipates that offerors will be able to propose to meet many CDC or Residential Parent and/or Guardian/Child Program requirements with the help of these leveraged resources.

4. In exceptional circumstances, a Job Corps center operator (Operator) may be able to support a request for additional compensation (reprice) after award due to increased costs of CDCs and/or Residential Parent and/or Guardian/Child Programs. Such requests must clearly demonstrate what has changed since award that could not be reasonably anticipated, or which otherwise would entitle the Operator to reprice the contract work. Further, the Operator should demonstrate why other no-cost, non-Job Corps resources could not be leveraged to address any impact.

5. In instances where the Operator is operating under a cost reimbursement contract, or in other circumstances where costs of Contract performance may be reimbursed by the Government (for instance a request for an equitable adjustment):

a. DOL will follow applicable Federal Acquisition Regulation provisions to determine the allowability, allocability and reasonableness of all costs for which reimbursement is requested.

b. Where program law or fiscal law prohibit use of Job Corps fund for some purposes, any such costs will not be reimbursed.

c. Some CDC related costs may be billable under a cost reimbursement contract line item (CLIN) (for example, a CLIN for construction and facilities related work). In accordance with the terms of the pertinent contract, an Operator may bill under such CLINS for one-time items such as:

    a. Equipment
    b. Facility design
    c. Facility construction/rehab
    d. Start-up operating costs

d. Further, in accordance with the terms of the pertinent contract, contractors may bill under such CLINS for the costs to support the operation of CDCs and Residential Parent and/or Guardian/Child Programs to cover real property related costs such as:

    a. Maintenance
    b. Utilities

6. Center operators shall not require that students make payments (to include the withholding of transition allowances or requiring students to use student allotments) to the center Operator or CDC service provider in connection with childcare or residency in a single parent and/or guardian dorm.

EXHIBIT 5-8
CHILD DEVELOPMENT CENTER MINIMUM STAFF QUALIFICATIONS

Position	Primary Duties	Minimum Qualifications
Child Development Center (CDC) Director	Provides direction, management, and supervision for the child development center	Bachelor's degree in early childhood or related field Minimum two years' experience supervising CDC classroom activity **OR** AA degree in related field Minimum three years' experience supervising CDC classroom activity
CDC Lead Teacher	Implements developmentally appropriate program of activities based on age group	Bachelor's degree in early childhood or related field Minimum one year experience **OR** AA degree in related field Minimum two years' experience
CDC Assistant Teacher/Caregiver	Assists lead teacher in all aspects of care and development of children assigned	CDA credential, high school diploma, or equivalent **OR** Minimum one year's experience working with young children
CDC Teachers/Child Care Aide	Assists teacher/primary caregiver in care of children	High school diploma or equivalent

EXHIBIT 5-9
FACILITY REQUIREMENTS FOR CHILD DEVELOPMENT CENTERS AND RESIDENTIAL PARENT AND/OR GUARDIAN/CHILD PROGRAMS

Child Development Center Facilities

Center Operators must provide safe, clean, and well-maintained facilities, which are adequately furnished and equipped to meet the needs of students and their children, according to the following minimum standards.

1. Infant care area and crib space (if infants are enrolled).

2. Diaper changing area positioned to allow childcare staff to maintain visual contact with the entire group at all times.

3. Activity rooms: space appropriate for each age group. Not less than 35 net square feet of usable floor space per child shall be provided in activity rooms used for care. Usable floor space does not include permanently fixed storage, hallways, kitchen, dining room, bathrooms, diaper changing areas, or administrative or support spaces.

4. Restrooms/toilet areas, with pediatric size fixtures, and handwashing facilities in infant areas and in diaper changing areas.

5. An isolation room for children who become ill (if a separate room is not available, a sick child may be kept in an office or other supervised space away from areas used by other children).

6. A kitchen (size and equipment should be determined by the size of the program and plans for meal preparation).

7. Laundry facilities.

8. Office space for administrative staff.

9. Space for storing:
   a. Food items
   b. Medications
   c. Consumable supplies
   d. Program materials
   e. Cribs/cots
   f. Toys/games
   g. Children’s and staff’s belongings

10. Fenced-in outdoor play areas adjacent to the CDC that meets state licensing requirements and includes:
    a. Safe and suitable play surfaces
    b. Playground equipment appropriate for size, age, and developmental levels of children
    c. Outdoor storage areas for large toys

Residential Parent and/or Guardian/Child Program Facilities

To ensure that residential parent and/or guardian/child programs provide safe, clean, and well-maintained facilities which support family development and are adequately furnished and equipped to meet the needs of students and their children, the following standards are established.

Center Operators shall provide facilities that include the following:

1. Adequate sleeping and restroom areas for each parent and/or guardian his or her child(ren)

2. Indoor play areas for children where they can be observed by parents and/or guardians

3. Quiet lounge areas for parents and/or guardians and children

4. Laundry facilities

5. Kitchen facilities (at a minimum dormitories must have mini-kitchens, with a refrigerator, microwave, and sink, for use by parents and/or guardians in preparation of snacks and meals for children, storage of medicine, infants' milks and food)

6. Storage areas for cribs, toys, juvenile beds, etc.

Maintenance and Care of Facilities

Center Operators shall ensure that:

1. Facilities are clean, orderly, and well maintained.

2. Equipment is properly installed and maintained.

3. Routine and preventive maintenance is provided to ensure that all facilities and equipment are operable.

APPENDIX 501
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM INTRODUCTION

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A. General

Job Corps has a comprehensive performance management system to assess program effectiveness across multiple components of services and programs offered to Job Corps students. This system evaluates the effectiveness of Outreach and Admissions (OA) providers, Job Corps Center operators, Career Transition Services (CTS) providers, and Career Technical Training (CTT) and Academic programs in meeting Job Corps' mission. The performance management system serves three primary purposes:

1) To meet accountability requirements for establishing performance measures (also known as metrics) and reporting program outcomes for the Job Corps system under the Workforce Innovation and Opportunity Act (WIOA) (https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf), and U.S. Department of Labor (DOL) priorities.

2) To assess program operators' accomplishments in meeting the level of performance expected by the DOL, implementing program priorities, and serving students effectively.

3) To have a federal management tool that focuses on useful and relevant feedback on performance, while holding all centers, OA and CTS providers, as well as career and academic programs, accountable for continuous program improvement.

For PY 2025, Job Corps made minimal changes to the Outcome Measurement System (OMS) to reflect recently implemented policy changes regarding the new TABE 13/14 test, the transition from TABE 11/12 to TABE 13/14, the enrollment of CTT One-Way students, and the change in career transition services for Former Enrollees from direct service provision to a referral-based system. More detailed description of these changes can be found in Sections C and E of this Introduction.

The PY 2025 OMS is designed to answer four basic questions:

1) Is Job Corps meeting its recruitment goals, effectively converting prospective students into applicants, efficiently completing the application process and enrolling students into the program?

2) Is Job Corps retaining students so they achieve fundamental skills and credentials, and working closely with employer partners to provide students with real-world work experiences that could lead to a career path with opportunity for advancement and economic stability?

3) Is Job Corps successfully transitioning students into the workforce, apprenticeship, or military, or enrolling them in additional education or training programs, and strategically utilizing employer partnerships to assist in early placement of students?

4) Are Job Corps' academic and career training programs effective and productive and do they result in positive placement outcomes for its graduates?

Job Corps establishes OMS Report Cards that separately and collectively address the above questions. Each Report Card is designed to reflect results in a specific area of student services and represents a discrete pool of students. The Report Cards are:

✓	Outreach and Admissions Report Card	OAOMS
✓	Direct Center Services Report Card	DCSOMS
✓	Career Transition Services Report Card	CTSOMS
✓	Career Technical Training Report Card	CTT OMS
✓	Academic Report Card	AOMS

In addition to the above quantitative components of the performance management system, Job Corps uses a Center Quality Assessment process to provide a more comprehensive view of the program's performance. This Center Quality Assessment has three components: an On-Board Strength (OBS) rating, and student input on their perceived safety (Student Safety Assessment [SSA]) and programmatic experiences (Student Experience Assessment [SEA]). More information regarding the quality assessment of centers can be found in Appendix 501a.

In PY 2016 Job Corps implemented the Performance Improvement Plan (PIP) System as an accountability and management tool to assist low-performing operators improve their performance to meet the levels expected by the Office of Job Corps. Details on the PIP System can be found in Appendix 501f.

B. Background

The Workforce Innovation and Opportunity Act[1] (WIOA) requires Job Corps to report on the six primary indicators of performance, common to all WIOA programs, that provide key outcome information. This includes how many students attained employment or were placed in education or training, their median wages, whether they attained credentials, their measurable skills gains during training, and the effectiveness of the program in serving employers. Please see Attachment 1 of Appendix 501 - Attachments for more details on the WIOA Reporting System, the definitions of the pools and credits for the six primary WIOA measures, and an overview of how the six primary measures differ from the way Job Corps reports similar program outcomes through the OMS.

Job Corps utilizes post-separation surveys of students to collect the data necessary to report on five of the six primary WIOA measures. The surveys, implemented in PY 2016, re-verify CTS placements and capture placement outcomes in the second quarter (Quarter 2) and fourth quarter (Quarter 4) after exit quarter for a broad group of students. Quarter 2 is defined as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter. For example, if the participant's exit date is between January 1st and March 31st, the second quarter after exit would be July 1st

[1] https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf

through September 30th. These definitions match those used by other DOL programs in reporting Quarter 2 and Quarter 4 placement outcomes.

Under WIOA, Job Corps must also collect and report annually on the program performance and accountability measures outlined in Sections 116 and 159 of the authorizing law. The Job Corps WIOA Annual Report, with outcomes by center, CTS provider, OA provider and nationally, are made available to Congress and the Office of Management and Budget (OMB).

WIOA requires that all youth training programs, including Job Corps, use the six primary performance measures to evaluate operators' performance. While Job Corps began collecting data for reporting on the WIOA measures in PY 2016, measure definitions and data sources for reporting outcomes have changed over the past several years. In PY 2026, Job Corps will produce and incorporate a new, stand-alone, quarterly WIOA Performance Report (WPR) with PY 2026 center-level outcomes against goals for each of the primary six measures, and an overall rating. Beginning in PY 2027, Job Corps will transition to using the WPR to identify the high-performing and low-performing centers, and place centers on a Performance Improvement Plan (PIP) as required by the law. Until that time, OMS reports will continue to be used for performance evaluation purposes.

C. Approach and History

The Office of Job Corps annually reviews and revises its performance management system to ensure it continues to support program goals and DOL priorities and meet Job Corps' federal reporting requirements. Over the years, Job Corps revised its performance management system to reflect programmatic changes, account for current labor market conditions, and ensure effective delivery of services to students, while keeping the system relatively stable.

Job Corps' OMS has historically served the program in focusing on key metrics, improving performance on measured outcomes, and meeting program management requirements. Over PY 2018 and PY 2019, Job Corps implemented a major revision to its OMS to further align with WIOA reporting requirements and strengthen focus on driving students' long-term career outcomes and upward economic mobility. (Please see Attachment 1 of Appendix 501 - Attachments for more information on the primary measures required under WIOA.) With the emergence of the novel coronavirus (COVID-19) in early 2020 Job Corps and DOL leadership decided to enact no changes to the OMS for PY 2020 and PY 2021. As such, the PY 2019 policy remained in effect for these two program years.

In PY 2022, Job Corps and the DOL leadership implemented revisions to the OMS that considered prior year performance outcomes and reflected departmental and programmatic priorities. This included transitioning from crediting students' on-center attainments at time of exit to crediting them "real-time" while they are still active in the program; increasing goals and adjusting weights of certain measures/indicators in the Report Cards; adding two new indicators of learning gains to the Measurable Skill Gains

Rating measure; removing the Quality Rating (QR) from the Center Quality Assessment; and replacing the Student Satisfaction Survey (SSS) with two new surveys to measure students' experiences while in the program (Student Experience Assessment [SEA]) and their perception of safety and security (Student Safety Assessment [SSA]).

In PY 2023, Job Corps and the DOL leadership made significant changes to modernize and improve the OMS as required under the Job Corps 2.0 framework and strategic plan. Key changes included: streamlining Report Cards for centers, CTS and OA providers to focus on those outcomes most directly related to the service area they assess; adding a new Academic Report Card to evaluate the effectiveness of academic programs at the center level and identify poor performing programs as part of a Continuous Improvement Plan process; adding new measures to align with the modernized recruitment process, focus on student retention, credential and skill attainment, support the increased emphasis on employer partnerships, and focus on smooth and direct transitions to quality placements for graduates; increasing goals to reflect federal expectations on performance; realigning weights for Center and CTS to place equal emphasis across all weighted measures; and modifying some measure definitions to more closely align with WIOA metrics.

In PY 2024, Job Corps implemented a small number of refinements to the OMS that included changes to some measure goals and weights, redefining and adding to the conversion measures in the OA Report Card, removing the Graduate Placement Prior to Program Exit Rate measure from the CTS Report Card, and correcting a typographical error in the pool of the Career Technical Training (CTT) Completion Rate measure in the DCS Report Card.

For PY 2025, Job Corps has made only necessary modifications to the OMS that reflect operational actions and policy changes already implemented by the program. These include the new TABE 13/14 test, the transition from TABE 11/12 to TABE 13/14, the enrollment of CTT One-Way students, and the move to a referral-based system for Former Enrollee transition services. More detail regarding these changes is below.

TABE 13/14 Tests: Under TABE 13/14, the threshold for basic skills deficiency on the Math test shifts from Educational Functional Level (EFL) 6 to EFL 5 (i.e., follow-up testing now applies to TABE Math level EFL 4 and below). The threshold is used for determining placement in follow-up academic instruction and for follow-up TABE testing. Students who test EFL 4 or below on the TABE 13/14 Math test will continue to test until they reach the threshold or separate from the program. This change affects the following measures in the Direct Center Services (DCS) and Academic Report Cards (ARC):

a. **Numeracy Gain Rate (DCS Report Card):** With TABE 13/14, follow-up TABE testing now applies to students whose initial TABE Math level is EFL 4 or below. Students whose initial Math TABE 13/14 test places them at EFL 5 or above are not included in the pool for the Numeracy Gain Rate measure.

b. Average Numeracy Gains (ARC): Similarly, only students whose initial TABE 13/14 Math level is EFL 4 or below are included in the pool for the Average Numeracy Gains measure.

c. Numeracy Average High EFL (ARC): The goal is lowered from EFL 6 to 5 to reflect the new definition of basic skills deficiency under TABE 13/14.

TABE Testing Policy During Transition from TABE 11/12 to TABE 13/14: On July 1, 2025, Job Corps transitioned from TABE 11/12 to TABE 13/14. Students who enrolled prior to and were still active on July 1, 2025 and who achieved EFL 5 (for Literacy) or EFL 6 (for Numeracy) on a TABE 11/12 initial or follow-up test will not take the equivalent TABE 13/14 test. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 in the area in which they were basic skills deficient, or in the area in which they did not have a valid test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

Removal of CTT One-Way Students From HSD/HSE and Literacy and Numeracy Measure Pools: Students enrolled in Job Corps through special agreements with local high schools, solely for CTT programs while continuing secondary coursework in their original high schools, are identified as "CTT One-Way". These CTT One-Way students are excluded from the High School Diploma/High School Equivalency (HSD/HSE) measure pools and the literacy and numeracy measure pools. This impacts the following measures in the DCS Report Card and ARC:

a. HSD/HSE Attainment Rate (DCS and Academic Report Cards) and Combination HSD/HSE and CTT Completion Rate (DCS Report Card): CTT One-Way students are excluded from the pools of these measures despite their status as not having an HSD or HSE at entry into Job Corps.

b. Literacy Gain Rate and Numeracy Gain Rate (DCS Report Card): All CTT One-Way students are excluded from the pools of these measures.

c. Average Literacy Gains, Average Numeracy Gains, Literacy Average High EFL and Numeracy Average High EFL (ARC): Similarly, CTT One-Way students are excluded from the pools of these measures.

Removal of Former Enrollees from Placement Pools: For PY 2025, the seven measures that previously reported outcomes for Graduates and Former Enrollees in the CTS Report Card will now report only Graduate outcome. Former Enrollees are no longer included in

any placement pools within the Career Transition Services (CTS) Report Card since Job Corps no longer provides placement services to this subgroup since January 2025 (PIN 24-07).

Measures, Weights, and Goals: All other measure definitions and goals across all Report Cards remain unchanged. There are no modifications to weights for PY 2025. The PY 2024 model-based goals will also continue to be used for all relevant measures.

D. Design of the PY 2025 Performance Management System

The design of the performance management system for PY 2025 is as follows:

1. Core Components

The Appendix 501 Introduction provides readers with an overall understanding of the performance management system. It includes an overview of the components and provides background information that applies to multiple report cards, such as basic definitions of student status, Zero Tolerance (ZT) policies and administrative status issues. The Appendix 501 Introduction also includes additional policies that apply to multiple report cards, such as the grace period for new centers, transfers to Advanced Training (AT) programs, placement upgrades, the Job Training Match (JTM) Crosswalk policy, and the post-separation surveys.

The Appendix 501 Introduction includes the five OMS Report Cards for the program year, the PIP, and all attachments.

Following the Appendix 501 Introduction are six sections:

- ✓ Appendix 501a – Direct Center Services (DCS) Report Card
- ✓ Appendix 501b – Outreach and Admissions (OA) Report Card
- ✓ Appendix 501c – Career Transition Services (CTS) Report Card
- ✓ Appendix 501d – Career Technical Training (CTT) Report Card
- ✓ Appendix 501e – Academic Report Card (ARC)
- ✓ Appendix 501f – Performance Improvement Plan (PIP) System

Each OMS Report Card consists of four basic components: results-oriented measures, goals, weights, and ratings, including an overall rating, described as follows:

- Performance *measures* (also known as metrics) are the categories of outcomes under evaluation that reflect the program priorities and objectives important to Job Corps' mission and align or support legislative reporting requirements.
    - Job Corps has used both stand-alone performance measures that are based upon a single indicator and composite measures that are derived from the weighted performance of multiple indicators. For PY 2025,

Job Corps uses only stand-alone measures.

- Performance *goals* are quantitative targets for each measure that are set to establish an expected level of performance. Goals are established to promote high expectations for student and operator/provider performance.
- Relative *weights* are assigned to performance measures to indicate areas of emphasis among responsibilities for serving students. Each weight is expressed as a percentage with the sum of all weights in a Report Card totaling 100%.
- The *rating* is the performance (actual percent of goal achieved) on each measure, expressed as a percentage. The *overall rating* is the weighted aggregate of all individual performance measure ratings expressed as a percentage.

In addition to the OMS Report Cards, the Performance Management System contains a qualitative component to provide a more comprehensive review of performance. This qualitative component – the Center Quality Assessment – is composed of three discrete measures: On-Board Strength (OBS), which measures student capacity utilization on Job Corps centers; results from the Student Experience Assessment (SEA) which captures students' experiences and overall satisfaction with the Job Corps program; and the Student Satisfaction Assessment (SSA), which gauges students' perception of center safety and security. Each of these elements is independent of the others and there is no aggregation of results across the measures.

These three qualitative elements are valuable management tools that complement the other systems by assessing the quality of services provided by Job Corps and capturing information on aspects of center life that are not reflected in the other management systems.

2. Performance Goals

As stated above, performance goals are the quantitative targets for each measure within the five Report Cards. Each outcome measure is scored against its performance goal to report a percentage of the goal achieved.

Example: If the goal for the Career Technical Training (CTT) Completion Rate in the DCS Report Card is 75%, and a center has a CTT Completion Rate of 60%, then its *rating* on that measure would be 80.0%, meaning that the center has reached 80.0% of the goal (60/75 = 80.0). The rating indicates there is room to grow in achieving the goal.

Performance goals may be national or model-based, as follows:

(a) National Goals: National goals are set and generally applied equally for the same measure to all entities (e.g., centers, OA, CTS) included in that Report Card to maintain internal consistency. Where performance can

reasonably be expected to be different for the same measure across report cards (e.g., due to differences in the version of tests available to measure learning gains), different national goals may be established.

(b) **Model-Based Goals:** Model-based goals are used for specific measures that require adjustments to ensure equity in making comparisons of performance across centers and providers. Model-based goals are statistically adjusted for circumstances that are beyond the operator's control and lead to a more equitable assessment of performance. A model is calculated, based on multivariate regression analysis, by estimating the effect of various factors on the achievement of the measure. The cumulative effect of these factors provides the amount by which the national goal is adjusted (upward or downward) for each center, CTS provider, CTT and Academic program (the OA Report Card has only national goals). The model-based goals for one center can significantly differ from those of other centers in the same state or region, as the goals are calculated using a combination of center-specific and local county economic data.

The PY 2024 model-based goals will also continue to be used for all relevant measures for PY 2025. Models were created for the HSD/HSE Attainment, Combination HSD/HSE and CTT Completion, Literacy Gain and Numeracy Gain measures in the DCS Report Card; the Average Literacy and Average Numeracy Gain measures in the ARC; the Average Hourly Wage at Placement in the CTS, CTT and Academic Report Cards, and Median Earnings at Quarter 2 measures in the CTS and CTT Report Cards.

All model-based goals are based on student characteristics (e.g., age and high school diploma or equivalent at enrollment, initial reading and math functional level at enrollment) found to be significant in the models. The Average Hourly Wage model also includes local economic factors.

For PY 2025, the PY 2024 models estimated for the Median Earnings in Quarter 2 measure based upon data from the Quarter 2 survey will continue to be used.

Center-specific model-based goals are applied to the average hourly wage measure in the CTT and Academic Report Cards and the median earnings measure in Quarter 2 after exit quarter for the CTT Report Card.

PY 2025 Model-Based Goals. The PY 2024 model-based goals are used for PY 2025. Model-based goals for all applicable Center, CTS, CTT and Academic measures can be found in Appendix 501 - Attachments, Attachments 11, 12, 13, and 14 respectively. The table below shows the measures using model-based goals by Report Card:

DCS Report Card	CTS Report Card	CTT Report Card	ARC
HSD/HSE Attainment Rate	Graduate Placement Average Wage	CTT Completer Average Hourly Wage at Placement	HSD/HSE Attainment Rate
Combination HSD/HSE and CTT Attainment Rate	Graduate Median Earnings in Quarter 2	CTT Completer JTM Average Hourly Wage	Average Literacy Gain
Literacy Gain Rate		CTT Completer Median Earnings in Quarter 2	Average Numeracy Gain
Numeracy Gain Rate			HSD/HSE Completer Average Hourly Wage at Placement

3. Weights, Performance Ratings and Overall Rating

Weights are assigned to each measure of the five Report Cards to underscore their relative importance in accountability for achieving student outcomes. Each weight is expressed as a percentage with the sum of all weights in a Report Card totaling 100%. A weighted performance rating for a measure is the actual percent of goal achieved (the performance rating calculated by dividing actual performance by the goal) multiplied by the measure weight.

Weighted performance ratings are summed to create an overall rating for a Report Card. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process. Overall ratings are also used to determine the performance ranges for performance-based service contracting. The table below illustrates how the overall rating is calculated.

SAMPLE OMS REPORT CARD

Measure	Actual Performance	Measure Goal	Performance Rating[1]	Measure Weight	Weighted Performance Rating[2]
Measure 1	79%	75%	105.3%	40%	**42.1%**
Measure 2	54%	60%	90.0%	25%	**22.5%**
Measure 3	90%	100%	90.0%	35%	**31.5%**
Overall Report Card Rating[3]					**96.1%**

To calculate the Overall Report Card Rating:

1. Calculate the performance rating of each measure by dividing the actual performance on the measure by the measure goal (actual performance/Goal).
2. Calculate the weighted performance of each measure by multiplying the performance rating by the measure's weight (Performance Rating x Weight).
3. Sum the weighted performance ratings of all the measures to produce the Overall Report Card Rating.

4. Job Corps Students in the Outcome Measurement Systems

Provided below is a description of the pool of students included in and excluded from the performance management system:

(a) Definitions of Student Separation Status: The criteria for graduate, former enrollee, and uncommitted student status, as defined in the Job Corps Policy and Requirements Handbook (PRH), Chapter 4, Section 4.1, apply to the Performance Management System.

(1) Graduate: One who has completed 60 or more calendar days of enrollment and has completed the requirements of CTT, or earned a HSD or HSE, or who completes both, while enrolled in Job Corps. Students who have exited for any Level 1 Zero Tolerance (ZT) infraction, at any time, do not qualify as graduates.

(2) Former Enrollee: One who has completed 60 or more calendar days of enrollment, has not attained graduate status, and whose exit is for reasons *other than* any Level 1 ZT infraction.

(3) Uncommitted Student: One who has remained in Job Corps less than 60 calendar days (regardless of achievement), or who has separated for a Level 1 ZT infraction at any time.

(b) Zero Tolerance (ZT) for Purposes of Exclusion in OMS Pools: The Job Corps program has a strict policy of Zero Tolerance (ZT) for drugs, alcohol, weapons possession, and violence, and requires that all students sign a commitment to remain drug- and violence-free. Students who violate Job Corps' ZT Policy are automatically separated from the program and generally not allowed to re-enter the program. Exceptions can be found in Exhibit 2-1.

For the Center, CTT and Academic Report Cards, enrolled students who exit due to Level 1 ZT infractions under codes 5.1a, 5.2b and 5.3c (alcohol) within 30 calendar days from enrollment are *not* included in the pools and credits for the on-center measures. Additionally, enrolled students who exit due to Level 1 ZT infractions under code 5.2a within 45 calendar days from enrollment are *not* included in the pools and credits for these measures. Specifically, the pools for the on-center measures do not include:

- Enrolled students who remained in Job Corps less than 30 calendar days from enrollment and exit under codes 5.1a (Possession of a weapon on center or under center supervision, Assault, Threat of Assault, Threat to Safety, Sexual Assault, Arrest for a felony or violent misdemeanor on or off center, Illegal Activity, Robbery or

extortion, Arson, Cruelty to animals, Inciting a disturbance or creating disorder) or 5.2b Drugs (Possession or distribution of drugs on center or under center supervision);

- Enrolled students who remained in Job Corps less than 30 calendar days from enrollment and exit under code 5.3c (Alcohol: Possession, consumption, or distribution while on center or under center supervision); and
- Enrolled students who remained in Job Corps less than 45 calendar days from enrollment and exit under code 5.2a (Drugs: Use of drugs as evidenced by a positive drug test).

Students who exit due to Level 1 ZT infractions after the 30/45 day timeframes noted above, however, are included in all pools of the on-center measures, and credit will be given for attainments earned while at Job Corps.

Since all students who exit due to Level 1 ZT infractions, regardless of timing (within or after 30/45 days), are not considered former enrollees or graduates, they are ineligible for post-center services, and are, therefore, *excluded* from all post-center pools in the CTS, CTT and Academic Report Cards.

The list of Level 1 ZT infractions can be found in the PRH, Chapter 2, Exhibit 2-1 (Infraction Levels and Appropriate Center Actions).

(c) Students Who Are Medical Separations with Reinstatement Rights (MSWR). Per the PRH, Chapter 6, Section 6.2, R6.a, students who are medically separated with reinstatement rights are allowed an expedited return within 180 days if the medical condition has been resolved.

The Job Corps Data Center (JCDC) will report the student outcomes as they are attained or at the time of *final* separation. Final separation occurs at one of the following points: (1) 180 days after MSWR if the student does not return to the program, (2) at the time of resignation, if the student notifies the center, they will not be returning from MSWR, or (3) at final separation if the student resumes participation in the program.

The following summarizes how specific instances are recorded in the OMS:

(1) Student is reinstated back to the Job Corps center before the 180 days ends: Student continues in the program and separates at a later date. Outcomes will be reported in the OMS based upon the attainment date recorded in CIS or at the time of final separation if no attainment is made.

(2) Student did not return to the Job Corps center within the 180 days: In this case, at the end of the 180 days, the system will automatically separate the student under the "MSWR Final Closeout" (MSFC) status using the 180th day as the date of MSFC separation. At that time, the system will determine the student's separation status and placement services eligibility status. If the student is eligible for placement services, they will be active for CTS providers to enter placement data in the CTS system. The placement service period will start at the 181st day and the Quarter 2 and Quarter 4 survey timeframes will be based on the student's MSFC date.

(3) Student notifies the center before the 180 days end that they do not intend to return to the Job Corps center: In this case, the center will perform MSFC in the Center Information System (CIS). The MSFC date will be the date the student officially notified the center. At that time, the system will determine the student's separation status and placement service eligibility status. If the student is eligible for placement services, they will be active in the CTS system for CTS providers to enter placement data. The Quarter 2 and Quarter 4 survey timeframes will be based on the student's MSFC date.

(d) Students Who Are Administrative Separations with Reinstatement Rights (ASWR): Per the PRH, Chapter 6, Section 6.2, R6.a, administrative separations with reinstatement rights are allowed an expedited return within 12 months if the separation reason was center closure or a call to active military duty; if the separation reason was inability to participate effectively in distance learning during virtual operating status, ASWR students are allowed an expedited return within 45 calendar days of center notification that it has resumed in person operations. ASWR students who separated for this reason may be immediately reinstated into the program to begin distance learning if the student's circumstances subsequently change such that they are now able to participate or may resume in person training at the center.

Job Corps reports student outcomes for ASWR students either at the time of attainment or at *final* separation from the program if no attainment is made. Final separation occurs at one of the following points: (1) 12 months after ASWR, or 45 calendar days after receiving notification from the center that has resumed on-center operations, depending on the reason, if the student does not return to the program, (2) at the time of resignation if the student notifies the center they will not be returning from ASWR, or (3) at final separation if the student resumes participation in the program.

The following summarizes how specific circumstances are recorded in the

OMS:

(1) **Student is reinstated back to the Job Corps center before the 12 months end, or requests reinstatement before the end of the 45-day period after receiving notice from the center that it has resumed on-center operations, or requests reinstatement immediately to begin distance learning (depending on reason for ASWR):** Student continues in the program and separates at a later date. Outcomes will be reported in the OMS based upon the attainment date recorded in CIS or at the time of final separation if no attainment is made.

(2) **Student did not return to the Job Corps center within the 12 months, or student did not request reinstatement within 45 days of receiving notice from the center that it has resumed on-center operations (depending on reason for ASWR):** In this case, at the end of the appropriate period, the system will automatically separate the student under the "ASWR Final Close-Out" (ASFC) status using the final day (365th or 45th) as the date of ASFC separation. At that time, the system will determine the student's separation status and placement services eligibility status. If the student is eligible for placement services, they will be active for CTS providers to enter placement data in CTS. The placement service period will start at the 366th or 46th day (depending on reason for ASWR), and the Quarter 2 and Quarter 4 survey time frames will be based on the student's ASFC date.

(3) **Student notifies the center before the end of the 12 months or within 45 days of receiving notice from the center that it has resumed on-center operations (depending on reason for ASWR), that they do not intend to return to the Job Corps center:** In this case, the center will separate the student under the ASFC status in CIS. The "close-out" date will be the date the student officially notified the center. At that time, the system will determine the student's separation status and placement services eligibility status. If the student is eligible for placement services, they will be active in the CTS system for CTS providers to enter placement data. The Quarter 2 and Quarter 4 survey time frames will be based on the student's ASFC date.

(e) **Deceased Students:** In the event of a student's death while enrolled in Job Corps, the student will be removed from *all* Center (DCS), CTS, CTT, and Academic Report Card outcome pools. The student will also be removed from all OA Report Card outcome pools *with the exception* of the pools of the Total Arrivals and, where appropriate, Female Arrivals measures.

In the event of death after separation and during the eligible placement window, the CTS provider should enter the student's death into the CTS system, and the student will be removed from all CTS placement measure pools and, when appropriate, from the Quarter 2 and Quarter 4 survey queues. Please note that center and CTS provider staff must adhere to Job Corps policy and Federal reporting requirements regarding student deaths.

5. Reporting Timeframes and Formats of Performance Reports

Job Corps will continue to produce OMS Report Cards for two distinct reporting timeframes:

(a) **Rolling 12-Month Report:** The rolling 12-month report covers a 12-month reporting period and "rolls over" each month to a new 12-month period. This report is continuous and *does not* begin anew at the start of a new program year. For PY 2025, rolling reports are produced for all Report Cards.

(b) **Program Year (PY) Cumulative Report:** The PY cumulative report begins with data for the first month of the PY (July 1) and continues to incorporate monthly data as the PY progresses, culminating with 12 months of data by June 30 of the following year. This report *does* begin anew at the start of a new program year. For PY 2025, PY Cumulative reports are produced for all Report Cards.

Job Corps will also continue to produce Report Cards using two formats:

(c) **Performance Rating Report:** The performance rating report provides for each center, region and nationally, the actual performance on each measure, the performance rating (calculated by dividing actual performance by the measure goal), and the overall rating calculated by summing the weighted performance rating for each measure.

(d) **Performance Ranking Report:** The performance ranking report ranks centers, OA and CTS providers, and contracts in order of highest to lowest based upon their overall rating and includes their performance rating and the ranking for each measure. There is no ranking report for the CTT and Academic Report Cards.

6. Performance Improvement Plan (PIP)

In PY 2016, Job Corps implemented the Performance Improvement Plan (PIP). The PIP is required by WIOA as part of DOL's oversight responsibilities. The PIP system is a major performance accountability and management tool to assist operators whose performance is not at the level expected by the Office of Job Corps to improve their performance. Please see Appendix 501f for details.

7. Effective Date

Data reporting under the PY 2025 system begins retroactively on July 1, 2025.

E. Changes to the Performance Management System for PY 2025

For PY 2025, Job Corps made only necessary changes to the DCS, CTS and Academic OMS report cards that reflect operational and policy changes that the National Office of Job Corps has implemented. No changes have been made to the OA and CTT Report Cards. The specific changes are detailed below by Report Card.

DCS Report Card

For PY 2025, Job Corps made the following changes to the DCS Report Card:

HSD/HSE Attainment Rate: Students who enter Job Corps through a special agreement with a local high school for the purpose of only enrolling in a CTT program while continuing their secondary school coursework at the high school are not included in the pool. These students are identified as "CTT One-Way".

Combination HSD/HSE and CTT Completion Rate: CTT One-Way students are not included in the pool.

Numeracy Gain Rate: Students whose initial Math TABE 13/14 test places them at Educational Functional Level (EFL) 5 or above are not included in the pool. Under TABE 13/14, the threshold for basic skills deficiency on the Math test shifts from EFL 6 to EFL 5. The threshold is used for determining placement in follow-up academic instruction and for follow-up TABE testing. Students who test EFL 4 or below on the TABE 13/14 Math test will continue to test until they reach the threshold or separate from the program. CTT One-Way students are also not included in the pool.

Literacy Gain Rate: CTT One-Way students are not included in the pool.

TABE Testing Policy During Transition from TABE 11/12 to TABE 13/14:

On July 1, 2025, Job Corps transitioned from TABE 11/12 to TABE 13/14. Students who enrolled prior to and were still active on July 1, 2025 and who achieved EFL 5 (for Literacy) or EFL 6 (for Numeracy) on a TABE 11/12 initial or follow-up test will not take the equivalent TABE 13/14 test. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 in the area in which they were basic skills deficient, or in the area in which they did not have a valid test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day

window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

CTS Report Card

For PY 2025, Job Corps has modified the definitions of applicable CTS Report Card measures to reflect the January 13, 2025 transition from direct service provision to a referral-based system for Former Enrollees. While Former Enrollees were technically removed from the pools of the applicable measures at the time this policy went into effect, the measure descriptions were not changed in PY 2024 as the program year results continued to include Former Enrollees between July 2024 and January 2025. For PY 2025, the seven measures listed below that previously reported outcomes for Graduates and Former Enrollees will now report outcomes only for Graduates:

- Graduate Placement Rate
- Graduate Placement Average Wage
- Graduate Full-Time Quality Placement Rate
- Graduate Placement Rate in Quarter 2 After Exit Quarter
- Graduate Placement Rate in Q4 After Exit Quarter
- Graduate Median Earnings in Quarter 2 After Exit Quarter
- Graduate Employer Retention Rate

Academic Report Card

For PY 2025, Job Corps made the following changes to the Academic Report Card:

HSD/HSE Attainment Rate: CTT One-Way students are not included in the pool.

Average Literacy Gains: CTT One-Way students are not included in the pool.

Literacy Average High EFL: CTT One-Way students are not included in the pool.

Average Numeracy Gains: Students whose initial Mathematics TABE 13/14 test places them at Educational Functional Level (EFL) 5 or above are not included in the pool. CTT One-Way students are also not included in the pool.

Numeracy Average High EFL: CTT One-Way students are not included in the pool. The goal is lowered to EFL 5 from EFL 6 to reflect the change in the threshold for basic skills deficiency under the TABE 13/14.

TABE Testing Policy During Transition from TABE 11/12 to TABE 13/14:

On July 1, 2025, Job Corps transitioned from TABE 11/12 to TABE 13/14. Students who enrolled prior to and were still active on July 1, 2025 and who achieved EFL 5 (for

Literacy) or EFL 6 (for Numeracy) on a TABE 11/12 initial or follow-up test will not take the equivalent TABE 13/14 test. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 in the area in which they were basic skills deficient, or in the area in which they did not have a valid test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

F. Additional Policies

Provided below are additional policies in effect for PY 2025:

1. Grace Period for New Job Corps Centers

Prior to PY 2007, new centers were granted a one-year grace period during which they were not held accountable to the same degree as more established centers for outcomes and performance results. Effective PY 2007, the grace period for newly opened centers was increased from one year to two years, primarily to allow sufficient time for students to enroll and progress through all stages of Job Corps services, and to have student data populate in all performance pools. The grace period was extended to two years based upon the Average Length of Stay (ALOS) for all students and graduates, as well as time required for students to populate the longer-term placement pools. The two-year grace period is calculated from the start date of the contract, not when the center enrolls its first student. Performance outcome data will still be captured in the CIS as students enter and separate, but the center will not be held accountable for purposes of OMS during the two years.

2. Policy for Crediting Transfers to Advanced Training (AT) Programs

Job Corps offers both basic and advanced CTT programs. CTT completers are encouraged to enroll in a Job Corps Advanced Training (AT) program to earn additional and higher-level industry-recognized credentials and enhance their employability. The National Office has approved a variety of AT programs at certain Job Corps centers. Students enrolled in AT programs have the opportunity to extend their enrollment up to one full year beyond the current two-year enrollment limitation. All students who are placed in an approved AT program must meet the AT program's specific eligibility criteria. Job Corps' policy for crediting centers in situations where CTT completers are transferred to AT programs is outlined below. This policy applies to the Center, CTT and Academic OMS for applicable measures on their respective Report Cards. **NOTE:** This policy does not apply to Advanced Career Training (ACT) transfers.

(a) **General:** The crediting policy for AT transfers applies solely to those cases where a student physically transfers to a *different* center to enroll in that center's AT program.

All placement accomplishments are credited to both the sending and the AT centers. The AT centers, however, are not credited for on-center accomplishments achieved at the sending center, nor can they obtain credit for the HSD/HSE measure, Combination HSD/HSE and CTT measure, or the Literacy and Numeracy measures. AT centers can receive credit for the following measures, as applicable, when the student attains them at their center: 90-Day and 180-Day Retention; CTT completion; Primary Industry Recognized Credential (IRC) attainment, Secondary IRC attainment; and Off-Center Work-Based Learning (WBL).

In those cases where both the sending center and the AT center are credited for the same measure, the regional total and national total count the credit only once. In other words, the regional and national totals do not double-count credits for one student's accomplishments.

NOTE: In situations where a student enters the AT program at the *same* center (that is, the sending center and the AT center are one and the same), the student is not considered an AT transfer, and the policy regarding crediting does not apply. Students who enter an AT program at the same center will be placed in the pools for measures of on-center accomplishments (90-Day and 180-Day Retention, CTT completion; Primary and Secondary IRC attainment; and Off-Center WBL) at the time of attainment or at separation from Job Corps.

A table summarizing the crediting policy can be found in Appendix 501-Attachments, Attachment 3: PY 2025 DCS, CTT and Academic Report Card Pools and Credits for Graduates Transferred to Advanced Training (AT) Programs.

(b) **Sending Centers:**

(1) **Credits for On-Center Attainments:**

- At the time when the attainment is made, the sending center will receive applicable credits for the following measures based upon the student's attainment while at that center for PY 2025:

  - ✓ 90-Day Retention Rate
  - ✓ 180-Day Retention Rate
  - ✓ HSD/ HSE Attainment Rate
  - ✓ CTT Completion Rate

- ✓ Combination HSD/HSE and CTT Completion Rate
- ✓ Primary IRC Attainment Rate
- ✓ Secondary IRC Attainment Rate
- ✓ Literacy Gain Rate
- ✓ Numeracy Gain Rate

- At the time of transfer, the sending center will receive applicable credits for the following measures for PY 2025:
  - ✓ Average Literacy Gain
  - ✓ Average Numeracy Gain

(2) Credits at Time of Transfer to AT Program: At the time of the transfer:

- The sending center will receive an automatic education placement credit for the Placement Rate measure. If the student is subsequently placed in a job or education/training program after separating from the AT center, the automatic education placement credit will be replaced by a credit for the student's actual placement.
- The sending center will not receive any credits on center accomplishments earned while the student is at the AT center.

(3) Credits at CTS Placement, and Quarter 2 and Quarter 4 Placement: After separation from the AT center:

- The sending center will receive "flow-back" credits as applicable for all placement measures. Specifically, if the student is placed in a job after separating from the AT center, the student will be placed in the sending center's pool for Quality Placement Rate and for Average Hourly Wage at Placement and will receive credit as applicable. If the placement is a job training match (JTM) to the student's training received at the sending center, then the student will also be placed in the sending center's CTT Completer JTM pool and will receive credit. If the job placement is not a JTM to the student's training received at either the sending or receiving center, the student will be placed in the sending center's CTT Completer JTM pool and receive a negative credit. If a student is placed in postsecondary education/training after separating from the AT center, the student will be placed in the sending center's Quality Placement Rate and will receive credit.
- For students who respond to the Quarter 2 survey, the student will be included in the sending center's pool for the

Placement Rate in Quarter 2 measure and will receive credit as applicable for that measure based on the answers to the survey questions. If the placement is a full- or part-time job, the student will be placed in the Median Earnings in Quarter 2 measure pool and the sending center will receive credit for the student's earnings as calculated based on the information provided in the survey.
For students who respond to the Quarter 4 survey, the student will be placed in the sending center's pool for the Placement Rate in Quarter 4 measure and will receive credit as applicable for that measure based on the answers to the survey questions.

(c) Receiving AT Centers: Credits for On-Center Attainments: At the time the attainment is made at the AT center or at the time of separation from the AT center:

- If the 90th day and/or the 180th day of enrollment is while the student is at the AT center (or after separating from the AT center), the student will be entered in the AT center's pool for the 90-Day and 180-Day Retention Rate measures as applicable and receive credit if still enrolled at that time.
- The student will be entered in the AT center's pool for the CTT Completion Rate, Primary IRC Rate, Secondary IRC Attainment Rate, and Off-Center WBL Rate. The credit for these indicators will only be based on the student's accomplishments while at the AT center. For example, if the student completed their CTT program at the sending center but did not complete the trade at the AT center, the AT center would not receive credit for the CTT Completion Rate measure. However, from the perspective of the Job Corps program, the student will be regarded as a CTT completer (having completed a CTT program at the sending center) and as noted below, will be included in the JTM pool if they are placed in a job after separation.
- The student will not be included in the pool for the HSD/HSE Attainment Rate, Combination HSD/HSE and CTT Completion Rate, or the Literacy and Numeracy measures at the AT center.
- The AT center will receive credits as applicable for the CTS placement measures. Specifically, the student will be placed in the AT center's pool for the Placement Rate measure and will receive credit as applicable. If the student is placed in a job, the student will be placed in the pools of the AT center's JTM Placement Rate, Quality Placement Rate, and Average Hourly Wage at Placement and receive credit as applicable. <u>If the job is a JTM for the sending center but not the AT center, the student will not be in the pool for the JTM measure of the AT center</u>. If the student is placed in an

education/training program, the student is placed in the AT center's Quality Placement Rate measure.

- For students who respond to the Quarter 2 survey, the student will enter the AT center's pool for the Placement Rate in Quarter 2 measure and will receive credit as applicable for that measure based on the answers to the survey questions. If the placement is a full- or part-time job, the student will be placed in the Median Earnings in Quarter 2 measure pool and receive credits for the student's earnings as calculated based on the information provided in the survey.
- For students who respond to the Quarter 4 survey, the student will enter the AT center's pool for the Placement Rate in Quarter 4 measure and will receive credit as applicable for that measure based on the answers to the survey questions.

(d) Receiving AT Centers: CTS Placement, and Quarter 2 and Quarter 4 Placement: After separation from the AT center:

- The AT center will receive credits as applicable for the CTS placement measures. Specifically, the student will be placed in the AT center's pool for the Placement Rate measure and will receive credit as applicable. If the student is placed in a job, the student will be placed in the pools of the AT center's JTM Placement Rate, Quality Placement Rate and Average Hourly Wage at Placement and receive credit as applicable. If the job is a JTM for the sending center but not the AT center, the student will not be in the pool for the JTM measure of the AT center. If the student is placed in an education/training program, the student is placed in the AT center's Quality Placement Rate measure.
- For students who respond to the Quarter 2 survey, the student will enter the AT center's pool for the Placement Rate in Quarter 2 measure and will receive credit as applicable for that measure based on the answers to the survey questions. If the placement is a full- or part-time job, the student will be placed in the Median Earnings in Quarter 2 measure pool and receive credits for the student's earnings as calculated based on the information provided in the survey.
- For students who respond to the Quarter 4 survey, the student will be put in the AT center's pool for the Placement Rate in Quarter 4 measure and will receive credit as applicable for that measure based on the answers to the survey questions.

(e) Multiple AT Transfers: Credit at Transfer, Separation, CTS Placement, and Quarter 2 and Quarter 4 Placement: If a student transfers from one center to another center to enroll in an AT program and then subsequently transfers either back to the sending center, or to another

center, credit is assigned as follows:

- The center that first transfers a student to an AT program at another center is the only center that will receive an automatic education credit for the Placement Rate measure. No subsequent center that the student transfers from will receive an automatic placement education credit at the time of the transfer.
- The student will be placed in the pools of the following measures at all subsequent new centers transferred to, regardless of whether a CTT program is completed, a primary or secondary IRC is attained, or an off-center WBL experience is accomplished while at that center: CTT Completion Rate, Primary IRC Rate, Secondary IRC Rate, Off-Center WBL Rate. Credit will only be granted for on-center accomplishments achieved at that specific center. **NOTE:** If the student transfers back to the sending center, the student will not be placed in that center's CTT completion pool again.
- The first center and all subsequent centers are accountable for post-center measures, regardless from which center the student ultimately separates.

3. Timelines for Reporting Placement Data

Per the PRH, Chapter 4, Section 4.4, the timelines surrounding reporting, verifying, and entering placement data have been updated as follows:

(a) **Date Reported:** This is the date the student first enters a placement **either while enrolled in Job Corps or during their placement window**, regardless of whether they meet Job Corps' placement definition, and regardless of when the CTS provider first learns of the student's placement.

If the Date Reported occurs before the student's separation date, it must occur after the student has completed a CTT or attained their HSD/HSE (if they entered Job Corps without a secondary credential). Activities during enrollment that are part of the Job Corps training experience, such as ACT or WBL, or are temporary employment situations (such as leisure-time employment or employment during break days) do not constitute a placement. If the activity continues past separation (e.g., evidence of continued college attendance, or transition from an off-center WBL internship to a paid job with that same employer) a placement can be recorded with a date reported prior to separation, as long as the placement verification indicates that the placement continued for at least 7 days past the exit date. This supports the viability of the placement.

If the Date Reported occurs after the student's separation date, it must be

within the **placement service window** time frame.

For placement upgrades, the Date Reported is the first day the student starts the upgraded placement - whether this is the first day at a new, upgraded placement or the first day the position, hours, wages, or credits improved in an existing placement.

(b) **Date Placed:** This is the date the student meets the Job Corps definition for placement and must be at least 7 calendar days after the Date Reported in order to ensure that the placement criteria have been met. For example, if the Date Reported is April 1, then the Date Placed must be on or after April 8. For placements with a Date Reported prior to program exit, the Date Placed can occur either before or after separation, if all other requirements are met.

(c) **Date Verified:** This is the date that documentation is received verifying the placement, including the hours, duration, and/or wage as appropriate**.** For placements with a Date Reported prior to program exit, the Date Verified can occur either before or after separation, if all other requirements are met.

(d) **Date Approved:** This is the date, after all the placement and verification information is entered into the CTS System, that the placement is approved by either a CTS Manager or Coordinator. For placements with a Date Reported prior to program exit, the Date Approved can occur either before or after separation, if all other requirements are met.

NOTE: For crediting purposes, the placement verification must be received and reported to the JCDC via the CTS System within 90 calendar days of Date Reported. The Date Placed, Date Verified, and Date Approved are not required to be in the placement service window. However, the time from the Date Reported to the Date Approved must be 90 calendar days or less regardless of whether Date Reported occurs prior or after separation.

If the verification of the placement is not received and entered into the CTS system, and the placement is not approved within the above-specified timeframe, the CTS provider (on the CTS Report Card) and center (on the CTT and Academic Report Cards) will not receive credit for the Placement Rate measure for this student. The student will also not be in the pool of (and therefore cannot receive credit for) the Full-Time Quality Placement Rate, CTT Completer JTM Placement Rate, Average Hourly Wage and JTM Average Hourly Wage measures. JCDC will, however, include these placements in the National and Regional totals of these measures, as appropriate, if they otherwise meet placement requirements. Note: If the student responds to the post-separation surveys, the CTS

provider and center/CTT program can receive credit for the Quarter 2 and Quarter 4 placement and Quarter 2 Median Earnings measures as appropriate.

4. Placement Upgrades

Placement upgrades occurring while the student's placement service window is active will continue to be credited in PY 2025. As in prior years, placement upgrades that occur during the placement window are credited for the Placement Rate measure, Average Hourly Wage at Placement, JTM Rate and Quality Placement Rate. All graduates are eligible for upgrades that occur while their placement windows are active.

Example: A graduate separates from a center and is initially reported as placed in a $17.00 per hour, non-JTM, and full-time job. Credit for that student is given in the CTS Report Card for the Graduate Placement Rate measure and for the following: Graduate Average Hourly Wage at Placement (at $17.00 per hour), and Graduate Placement Quality Rate (for a full-time job). During the placement window, the graduate obtains another full-time position that is a JTM and has an hourly wage of $22.50. A placement record for this job should be submitted since there has been a change in the placement information. The Date Reported is entered as the first date the wage increase is in effect. Upon submission of the verified increase, the higher wage and job information replaces the lower, thereby "upgrading" the result for the student. That is, credit for the Graduate Placement Rate, Graduate Average Hourly Wage at Placement and Graduate Placement Quality Rate measure is replaced by the $22.50 per hour job, and credit is now also given for the CTT Completer JTM Rate and CTT Completer JTM Average Wage.

NOTE: For upgraded placements, the Date Reported is the first day the student starts the upgraded placement (whether this is the first day at a new, upgraded placement or the first day the position, hours, wages, or credits improved in an existing placement). From Date Reported, CTS providers have 90 calendar days to verify and approve the upgraded placement in the CTS system. All subsequent placements that occur after the initial placement, yet during the placement window, should be recorded for informational purposes, regardless of whether the placement is an upgrade. However, only those placements that are upgrades are credited for the CTS placement measures. A chart outlining the placement upgrade policy can be found in Appendix 501 - Attachments, Attachment 2: PY 2025 Initial Placements and Allowable Upgrades. Upgrades are credited to emphasize the importance of continuous progress in the workforce and encourage JTM and post-secondary education/training placements.

5. Filing a Request to Add a Placement Code to the Job Training Match (JTM) Crosswalk

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2025. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. Please ensure that requests are filed using the PY 2025 version of the Request Form located in Appendix 501 – Attachments, Attachment 6: PY 2025 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk and Request Form.

6. Military Wage at Placement

Job Corps uses a standardized hourly wage rate to record the salary of Job Corps students placed in the military. This rate applies for all students who enter the military during their initial placement (or as a placement upgrade). Standardized weekly earnings rates are also used for students who are enlisted in the military in Quarter 2 after exit.

To develop the standardized military hourly wage at placement, the estimated gross annual earnings is calculated by summing the gross annual basic pay for E-1 enlistees at entry (<4 months), the annual initial clothing allowance (weighted by the most recent CY student placements across military branch and gender[2]), the annual subsistence allowance, the estimated value of the house services received, plus the tax-value of the latter three benefits. The total adjusted gross amount is divided by 2,080 hours to yield an average hourly wage at placement.

The annual gross values for all components, except basic pay, remain the same in calculating the standardized military wage at placement and for the second quarter after exit. In calculating weekly earnings at Quarter 2 after exit, the value for basic pay for E-1 enlistees active for 4 or more months is used (since, depending on when the student separated during a particular calendar quarter, Quarter 2 can be 4 to 6 months, 5 to 7 months, or 6 to 8 months after exit).

Beginning January 2017, the standardized military hourly wage and weekly earnings at Quarter 2 after exit used by Job Corps is adjusted annually to reflect

[2] Clothing allowances vary by gender for each military branch; to more accurately derive the standardized wage, the distribution of Job Corps placed students by military branch and gender from the previous calendar year are used to determine the clothing allowance portion of the calculation.

the most current military compensation levels typically updated in January. The annual adjustments account for the military base pay percentage increases determined by the House Armed Services Committee as well as increases in the allowances rates. The annual military hourly wage at placement and Quarter 2 weekly earnings values are shared with the Job Corps community via a Program Information Notice at the beginning of each calendar year.

NOTE: While students who enlist in the military may be eligible for incentive/special pays, bonuses, retirement, vacation, and education assistance, these additional benefits are not included in the calculation of the standardized wage rate in order to ensure a degree of uniformity of measurement with the wages recorded for students who are in civilian positions (which do not include any benefits that may be received, such as free or subsidized medical coverage, subsidized transportation, retirement savings contributions, etc.).

7. Second Quarter (Quarter 2) and Fourth Quarter (Quarter 4) after Exit Quarter Surveys

In PY 2025, Job Corps will continue to report graduate placements in Quarter 2 and Quarter 4 after exit quarter and graduate median earnings in Quarter 2 after exit quarter. Job Corps' post-separation surveys capture such information for all students who have demonstrated a commitment to the program (i.e., those who have completed the Career Preparation Period or have been enrolled for 60 or more days). Data from these surveys are used to calculate credits for the Quarter 2 and Quarter 4 placement and Quarter 2 earnings measures in the OMS.

Provided below is a description of the survey process and requirements:

(a) Data Validity: Job Corps is committed to the highest standards of data validity and integrity for all data collected and used in the performance management systems. In particular, this applies to all information obtained from students through the Quarter 2 and Quarter 4 after exit surveys. It is important that all Job Corps staff recognize the policies and procedures that need to be followed when collecting data from human subjects to ensure the validity and integrity of these data. Provided below is background on the information provided to students when the surveys are administered, followed by examples of behaviors that potentially threatens the validity and integrity of the data.

The Office of Job Corps and the survey contractors are committed to the ethical conduct of the Quarter 2 and Quarter 4 survey data collection to protect the rights of participants. This includes providing participants with information about the survey and their rights as participants so that they can make an informed decision about whether to participate. The survey is voluntary, which means that participants have the right to refuse to participate and must not be subject to coercion or otherwise made to feel

that a benefit of the program will be denied to them if they do not participate.

(b) **Survey Protocol:** Before beginning the questionnaire, survey staff read each participant a statement of "informed consent" that includes the following guidelines and principles:

- Their participation in the survey is voluntary,
- They have the right to refuse to participate in the survey or to refuse to answer any questions they do not wish to answer,
- Their refusal to participate in the survey will not impact any benefit they are eligible to receive as participants in the Job Corps program, and
- The information they provide will be confidential and will only be used by Job Corps for purposes of program evaluation.

(c) **Prohibited Activities:** To ensure that participation in Job Corps' Second and Fourth Quarter after exit surveys remains voluntary and that Job Corps program staff does not engage in any practice that might be construed as coercion, the following practices should be avoided by all Job Corps staff:

- Linking the receipt of any payments, awards, or benefits that Job Corps students are otherwise eligible to receive for their program participation to the conduct or result of the survey is inappropriate. Whether the student completes the surveys and whether answers result in a positive credit for the program, center, or CTS provider, survey results should never be used to give or deny students any payments, awards, or benefits for which they are otherwise eligible.
- Instructing students that they should not participate in the surveys unless they are employed or in school is inappropriate and would lead to invalid measures of program performance.
- Coaching students on their responses, such as providing or suggesting "correct" or "incorrect" answers to questions is inappropriate.
- Listening in on the telephone while the student takes a confidential survey is inappropriate. If former students call the survey line from a counselor's office, the counselor should leave the room so that the participant can answer the survey in private.
- Calling the survey line professing to be the student to complete the survey(s) in place of the student is inappropriate and leads to invalid outcome measures.
- Requesting students whose responses to the survey resulted in zero credit to call the survey line and take the survey over again is inappropriate. Moreover, if a student has already completed the survey, the survey contractor will not administer a second survey.

NOTE: If a student's survey resulted in no credit and the center or CTS provider believes the student was in a qualified placement, the appropriate step is to file an appeal.

- Withholding known contact information for students who do not currently have a Job Corps-valid job or educational placement is inappropriate and will lead to invalid outcome measures.
- Encouraging students in their survey windows to call the survey contractors instead of waiting to be contacted by the survey contractors is inappropriate. The Quarter 2 and Quarter 4 after exit quarter survey system is designed for out-bound calls by contractors to former students in their survey windows to sustain the third-party objectivity and data integrity. Encouraging and organizing student call-ins undermines the integrity of the system.

The Office of Job Corps actively responds to violations of this policy. Consequences for unethical or fraudulent contact could include:

- Dismissal of the responsible provider staff;
- Invalidation of any credits received for the second and fourth quarter after exit surveys (as applicable) in the CTS and CTT Report Cards;
- Administrative movement of the provider to the bottom of the Report Cards, affecting their performance and incentive bonus, as well as their internal scores for earning future contracts; and/or
- Cancellation of the contract.

NOTE: These or similar repercussions may be imposed when such behavior is identified.

(d) Appeal Process:

For PY 2025, appeals will be accepted for both placement and earnings outcomes reported from the Quarter 2 survey and placement outcomes reported from the Quarter 4 survey for the following measures in the CTS and CTT Report Cards:

- Placement Rate in Quarter 2 after Exit;
- Median Earnings in Quarter 2 after Exit;
- Placement Rate in Quarter 4 after Exit; and
- Median Earnings in Quarter 4 after Exit (for verification of Quarter 4 placement).

Placement and earnings outcomes appeals are only approved if supporting documentation can validate that student's placement was in the applicable survey quarter and met Job Corps' placement definitions. Appeals will be accepted and processed only when all the three conditions below are met:

- a student is working, in education or training, or in the military

during the survey quarter with adequate documentation to meet the placement criteria,
- completed the Quarter 2 or Quarter 4 survey, and
- received negative survey results.

All appeals for ***job*** placements, including active-duty military, must include an appeal for earnings for the **same** quarter. Quarter 2 Earnings only appeals are accepted where a positive job placement is credited (through data collected via the post-separation surveys). Please note that the survey appeals are not designed for verification of initial placement outcomes. It is also important to note that the required placement documentation must cover the survey quarter, not the 8-week survey window.

The following table provides the Quarter 2 and Quarter 4 start and end dates according to a student's separation date:

Q2	**Exit Quarter**	**Q2 Survey Reference Quarter**	**Q2 Survey Quarter Start of 8-Week Survey Window**
	10/2024 – 12/2024	4/2025 – 6/2025	7/2025 – 9/2025
	1/2025 – 3/2025	7/2025 – 9/2025	10/2025 – 12/2025
	4/2025 – 6/2025	10/2025 – 12/2025	1/2026 – 3/2026
	7/2025 – 9/2025	1/2026 – 3/2026	4/2026 – 6/2026
Q4	**Exit Quarter**	**Q4 Survey Reference Quarter**	**Q4 Survey Quarter Start of 8-Week Survey Window**
	4/2024 – 6/2024	4/2025 – 6/2025	7/2025 – 9/2025
	7/2024 – 9/2024	7/2025 – 9/2025	10/2025 – 12/2025
	10/2024 – 12/2024	10/2025 – 12/2025	1/2026 – 3/2026
	1/2025 – 3/2025	1/2026 – 3/2026	4/2026 – 6/2026

Documentation: Appeals submitted for a placement must include a completed PY 2025 Job Corps Appeal Form for Quarter 2 or Quarter 4 Placement and Earnings Outcomes using the template and instructions provided in Appendix 501-Attachments, Attachments 4 and 5 respectively. Centers must submit supporting documentation to validate the placement and are required to provide justification for their appeal. Acceptable

documentation for placement appeals includes:

- pay stubs,
- written statements from employer or educational entity on letterhead,
- business cards or office stamp from employer or educational entity on a center or CTS verification form,
- school/training institution transcript, or
- third-party employment verification documentation such as *The Work Number, or the SCRA website (for military placement verification only).*

Placement appeals are only considered if the supporting documentation can validate that the student's placement was in the applicable survey quarter and met Job Corps' placement requirements.

Earnings appeals must include a completed PY 2025 Job Corps Appeal Form for Quarter 2 Earnings Outcomes using the template and instructions provided in Appendix 501-Attachments, Attachment 5.

All earnings appeals must include documentation to validate the earnings reported for the student for the entire quarter. For a complete list of the documentation required to validate total earnings received by the student in the quarter, please see the instructions in Attachment 5. Documentation is required to validate total earnings received <u>for all hours worked in the quarter and for all jobs held by the student in the quarter</u>. This includes:

- All part-time and full-time jobs the student held in the quarter even if some of the jobs do not meet the Job Corps placement criteria.
  - ✓ Earnings must be calculated for hours worked in the quarter at all jobs, plus any overtime, tips, and commissions <u>earned</u> from work conducted in the quarter.
  - ✓ If a student receives income from bonuses, tips, or commissions earned during the appeal quarter and previous quarter(s), the earnings appeal should only include the portion earned and verified during the appeal quarter, some of which might be paid during the next quarter.
  - ✓ <u>At least one job</u> must meet Job Corps job placement criteria, and earnings included in the earnings appeal and the relevant verification documentation should be from all employers or approved third-party verifiers.
- Each job during the appeal quarter must have one of the following forms of documentation to verify all earnings for that entire quarter:
  - ✓ pay stubs;

- ✓ proof of income for tax purposes (e.g., W-2); third party verification (e.g., The Work Number,);
- ✓ earnings statement from the employer or payroll company; or timesheet record.

All verification documentation from an employer must include a signature from a point of contact. As specified in Table 1, Attachment 5 of Appendix 501 – Attachments, Verification of Employment forms are required when other forms of documentation do not include enough information to fully verify students' quarterly wage.

To protect students' Personally Identifiable Information (PII), appeal submissions and supporting documentation should ONLY include students' names and Student ID numbers issued by Job Corps for identification purposes. Under no circumstances should any appeal and/or supporting documentation contain a student's Social Security Number (SSN). Job Corps requires that SSNs be redacted from any supporting document before submission to the National Office.

Submission of Appeals: Completed and signed appeal form(s), and required supporting documentation are to be scanned/e-mailed to:

surveyappeals@dol.gov

Appeals must be received by close of business two working days prior to the last working day of the month to be processed within that month.

The following timetable outlines the PY 2025 dates during which appeals must be submitted to the National Office, Program Performance Team:

Month	Appeals Submission Timeframe	
	From	To
July 2025	6/26/25	7/29/25
August 2025	7/309/25	8/27/25
September 2025	8/28/25	9/26/25
October 2025	9/27/25	10/29/25
November 2025	10/309/25	11/25/25
December 2025	11/26/25	12/29/25
January 2026	12/30/25	1/28/26
February 2026	1/29/26	2/25/26
March 2026	2/26/26	3/27/26
April 2026	3/28/26	4/28/26
May 2026	4/29/26	5/27/26
June 2026	5/28/26	6/26/26

Appeals must be filed within 90 calendar days from the date the first report was issued with the individual student's outcomes (CTT-20 or CTS-20).

The Office of Job Corps will review (according to the timetable above) the appeal and all supporting documentation to determine if the justification supports granting an appeal. Documentation and decisions will be retained for future reference. Notification of outcomes (both approvals and denials) will be e-mailed by the Office of Job Corps to the appealing entity in the month following processing. For example, notifications of the outcomes of appeals processed in July will be e-mailed in August.

G. Data Integrity

Job Corps' performance management system is also an integral tool for continuous program improvement and is a key factor for performance-based contracting. To maintain the highest level of data integrity, the Office of Job Corps has established a Data Integrity Audit (DIA) system to ensure the validity and reliability of the information supporting the performance management systems. Using random and targeted samples, DIAs identify and report on specific instances of improperly reported or anomalous data, as well as management practices that could potentially affect data integrity. The Office of Job Corps conducts DIAs on center records pertaining to HSD/HSE attainment, CTT completion, student leave, and on CTS provider records pertaining to CTS placement, Job Training Match (JTM), and CTS provider follow-up results. The Regional Offices review and determine the appropriate action for all errors and discrepancies identified during the DIAs including imposing liquidated damages. Job Corps data entry requires each level of program staff to enter accurate and valid data. The Office of Job Corps continues to conduct rigorous DIAs and remains vigilant and responsive to all data integrity issues.

H. PY 2025 OMS Report Cards

Provided on the following pages are summary tables of the PY PY2025 OMS Report Cards. Changes in measure definition and goals for PY 2025 compared to PY 2024, are represented in red font. See Appendices 501a, 501b, 501c, 501d, and 501e for specific information on the individual outcome measurement systems, including changes, for PY 2025.

PY 2025 DIRECT CENTER SERVICES (DCS) REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
RETENTION (5%)			
90-Day Retention Rate	Number of students that stay for 90 days Number of students that had the opportunity to be in Job Corps for 90 days during the reporting period	80%	2%
180-Day Retention Rate	Number of students that stay for 180 days Number of students that stayed 90 days and had the opportunity to be in Job Corps for 180 days during the reporting period, excluding those who attained an HSD/HSE and/or CTT prior to the 180th day	85%	3%
CREDENTIAL ATTAINMENT (75%)			
HSD/HSE Attainment Rate*	Number of students who attained either an HSD or HSE in the reporting period Of those without an HSD/HSE at entry: the number who attained one while at Job Corps during the reporting period plus the number who exited in the reporting period without attaining an HSD/HSE	65%	25%
Career Technical Training (CTT) Completion Rate	Number of students who attained their first CTT program in the reporting period Number of students who completed their first CTT program during the reporting period plus the number who exited in the reporting period without completing a CTT program	65%	25%
Combination HSD/HSE and CTT Attainment Rate*	Number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent of these attainments occurring in the reporting period Of those without an HSD/HSE at entry: the number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent attainment occurring during the reporting period, PLUS the number of students who exited in the reporting period without attaining both an HSD/HSE and CTT	50%	5%
CTT Primary IRC Attainment Rate	Number of CTT students who attained their first approved Primary industry-recognized credential or completed an NTC program in the reporting period Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC	90%	20%

PY 2025 DIRECT CENTER SERVICES (DCS) REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
MEASURABLE SKILL GAINS (20%)			
Literacy Gain Rate*	Number of students who made their first gain of 1 EFL or higher on a valid subsequent TABE reading test during the reporting period Number of students who a) scored EFL 4 or below on the initial TABE reading test and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial reading test during the first 21 calendar days on center during the reporting period PLUS c) students who exited in the reporting period, scored EFL 4 or below on the initial TABE reading test and did not attain a gain of 1 EFL or higher on a subsequent follow up test	65%	5%
Numeracy Gain Rate*	Number of students who made their first gain of 1 EFL or higher on a valid subsequent TABE math test during the reporting period Number of students who a) scored EFL 4 or below on the initial TABE math test and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial math test during the first 21 calendar days on center in the reporting period, PLUS c) students who exited in the reporting period, scored EFL 4 or below on the initial TABE math test and did not attain a gain of 1 EFL or higher on a subsequent follow up test	65%	5%
Off-Center Work-Based Learning Rate	Number of students who participated in their first Meaningful[3] Off-Center Work-based learning (WBL) during the reporting period Number of students enrolled in a CTT program that participated in their first Meaningful Off-Center WBL activity during the reporting period PLUS the number of students enrolled in a CTT program who separated during the reporting period without participating in a meaningful Off-Center WBL activity	35%	10%
*Has Model-based Goal			100%

[3] Meaningful Off-center WBL is defined as one record/instance totaling 40 or more hours that is either off-center Career Technical Skills Training (CTST), Clinical Experience/Practicum, Cooperative Education, or Internship.

PY 2025 OA REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
QUANTITY/PRODUCTION (80%)			
Female Arrival Rate	Number of female arrivals Total female contracted quota	100%	40%
Total Arrival Rate	Number of total arrivals Total contracted quota	100%	40%
CONVERSION (0%)			
Prospect to Submitted Application Conversion Rate	Number of unique prospects that submitted an application within 7 calendar days of initial submission of interest The number of unique prospects whose initial submission of interest occurred 7 calendar days earlier	---	0%
Submitted Application to Interview Conversion Rate	Number of submitted applications that completed an interview within 7 calendar days of application submission The number of prospects whose application submission occurred 7 calendar days earlier	---	0%
Interviewed Applicant to Eligibility Decision Conversion Rate	Number of interviewed applicants that received a final eligibility decision within 21 calendar days of interview date Number of interviewed applicants with an interview date that was 21 calendar days earlier	---	0%
Eligible Applicant to Enrollment Conversion Rate	Number of eligible applicants who enrolled within 30 calendar days of acceptance Number of eligible applicants whose acceptance date was 30 calendar days earlier	---	0%
QUALITY/COMMITMENT (20%)			
Non-Level 1 Zero Tolerance (ZT) Separation Rate	Number of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days of enrollment or under code 5.2A within the first 45 calendar days of enrollment Number of student arrivals with the opportunity to stay in the program for at least 45 calendar days after enrollment	98%	20%
			100%

PY 2025 CTS REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
CTS PLACEMENT OUTCOMES (65%)			
Graduate Placement Rate	Number of graduates placed in a job, the military, an education/training program, or a job/college combination Number of graduates whose placement records are due or received	83%	25%
Graduate Placement Average Wage*	Sum of hourly wages of graduates placed in a job or the military Number of graduates placed in a job or the military	$18.75	15%
Career Technical Training (CTT) Completer Job Training Match (JTM) Placement Rate	Number of CTT program completers placed in a training-related job or the military Number of CTT program completers placed in a job or the military	75%	15%
Graduate Full-Time Quality Placement Rate	Number of graduates placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of placed graduates	85%	10%
Q2/Q4 PLACEMENT OUTCOMES (35%)			
Graduate Placement Rate in Quarter 2 After Exit Quarter	Number of graduates who report on the Quarter 2 survey they are in a job, the military, or an education/training program Number of graduates who complete the Quarter 2 survey	80%	15%
Graduate Placement Rate in Q4 After Exit Quarter	Number of graduates who report on the Quarter 4 survey they are in a job, the military, or an education/training program Number of graduates who complete the Quarter 4 survey	80%	15%
Graduate Median Earnings in Quarter 2 After Exit Quarter*	Midpoint of all Quarter 2 earnings reported by graduates who complete the Quarter 2 survey and report they are in a job or the military	$9,000	5%
Graduate Employer Retention Rate	Number of graduates who were employed by the same employer in Quarter 2 and Quarter 4 after exit quarter Number of graduates who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter	65%	0%
*Has Model-based Goal			100%

PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
Direct Center Services (30%)			
Career Technical Training (CTT) Program Completion Rate	Number of students who attained their first CTT program in the reporting period Number of students who completed their first CTT program during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing it	75%	15%
CTT Industry-Recognized Credential (IRC) I Attainment Rate	Number of CTT students who attained their first approved Primary IRC or completed an NTC program in the reporting period Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC	90%	10%
CTT Industry-Recognized Credential (IRC) II Attainment Rate	Number of CTT students who attained their first approved Secondary IRC or their second approved Primary IRC in the reporting period Number of students assigned to a CTT program who completed their first Secondary IRC/second Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Secondary IRC or a second Primary IRC	92%	5%
CTS Placement Outcomes (40%)			
CTT Completer Placement Rate	Number of CTT completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center	95%	10%
CTT Completer Average Hourly Wage at Placement*	Sum of hourly wages of CTT completers placed in a job or the military Number of CTT completers placed in a job or the military	$19.50	5%
CTT Completer Full-Time Quality Placement Rate	Number of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of initially placed CTT completers	90%	10%
CTT Completer Job Training Match (JTM) Placement Rate	Number of CTT completers placed in a training-related job or the military Number of CTT completers placed in a job or the military	80%	10%
CTT Completer Job Training Match (JTM) Average Hourly Wage*	Sum of hourly wages of CTT completers placed in a training-related job or the military Number of CTT completers placed in a training-related job or the military	$20.25	5%

PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
Q2/Q4 Placement Outcomes (30%)			
CTT Completer Placement Rate in Quarter 2 After Exit Quarter	Number of CTT completers who report on the Quarter 2 survey they are in a job, the military, an education/training program, or a job/college combination Number of CTT completers who complete the Quarter 2 survey	85%	12.5%
12.5CTT Completer Placement Rate in Q4 After Exit Quarter	Number of CTT completers who report on the Quarter 4 survey they are in a job, the military, an education/training program, or a job/college combination Number of CTT completers who complete the Quarter 4 survey	85%	12.5%
CTT Completer Median Earnings in Quarter 2 After Exit Quarter*	Midpoint of all Quarter 2 earnings reported by CTT completers who complete the Quarter 2 survey and report they are in a job or the military	$9,400	5%
*Has Model-based Goal (center level)			100%

PY 2025 ACADEMIC REPORT CARD (ARC)			
Indicator	**Definition**	**Goal**	**Weight**
CREDENTIAL ATTAINMENT (25%)			
Average Days to Attain an HSD/HSE	Total days from enrollment to HSD/HSE attainment Number of separated students who attain either an HSD or HSE	---	0%
HSD/HSE Attainment Rate*	Number of students who attain either an HSD or HSE Number of separated students without an HSD or HSE at entry	65%	25%
MEASURABLE SKILLS GAINS (25%)			
Average Literacy Gains*	Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE reading test Number of students who score Educational Functioning Level 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center	0.7 EFL	12.5%
Literacy Average High EFL	Sum of Highest Reading EFLs Number of students who score EFL 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center	5 EFL	0%
Average Numeracy Gains*	Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE math test Number of students who score Educational Functioning Level 4 or below on the initial TABE math test and students who do not take a valid initial math test during the first 21 calendar days on center	0.7 EFL	12.5%
Numeracy Average High EFL	Sum of Highest Math EFLs Number of students who score EFL 4 or below on the initial TABE math test and students who do not take a valid initial math test during the first 21 calendar days on center	5 EFL	0%
CTS PLACEMENT (50%)			
HSD/HSE Completer Placement Rate	Number of HSD/HSE completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center Number of HSD/HSE completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center	95%	25%
HSD/HSE Completer Average Hourly Wage at Placement*	Sum of hourly wages of HSD/HSE completers placed in a job or the military Number of HSD/HSE completers placed in a job or the military	$18.80	10%
HSD/HSE Completer Full-Time Quality Placement Rate	Number of HSD/HSE completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of initially placed HSD/HSE completers	90%	15%
*Model-based Goal (center level)			100%

APPENDIX 501A
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM DIRECT CENTER SERVICES OUTCOME MEASUREMENT SYSTEM

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I. DIRECT CENTER SERVICES (DCS) REPORT CARD FOR PY 2025

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2025 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

The Direct Center Services (DCS) Report Card measures and accounts for performance across all Job Corps centers. Historically, this system has assessed the overall performance of the program, evaluating not only students' attainments while on center, but also their placement and earnings after separation. In PY 2018, Job Corps modified its performance measures to incorporate aspects of the Workforce Innovation and Opportunity Act[1] (WIOA) six primary metrics and the U.S. Department of Labor's (DOL's) priorities. In PY 2023, Job Corps further revised this Report Card framework to include only center-related outcomes, removing all placement and earnings metrics.

WIOA requires that all youth training programs, including Job Corps, use the six primary performance measures to evaluate contractors' performance. In PY 2026, Job Corps will produce and incorporate a new, stand-alone, quarterly WIOA Performance Report (WPR) with PY 2026 center-level outcomes against goals for each of the primary six measures, and an overall rating. Beginning in PY 2027, Job Corps will use the WPR to identify the high-performing and low-performing centers, and place centers on a Performance Improvement Plan (PIP). Until this time, OMS reports will continue to be used for performance evaluation and PIP placement purposes.

B. PY 2025 Changes in Appendix 501A

For PY 2025, Job Corps has made no changes to the goals or weight structure of the DCS Report Card, but has incorporated modifications to the pools of some measures to align with recently implemented policy changes regarding CTT One-Way students, the new TABE 13/14 test and the transition from TABE 11/12 to TABE 13/14. The specific changes made for PY 2025 are listed below.

HSD/HSE Attainment Rate: Students who enter Job Corps through a special agreement with a local high school for the purpose of only enrolling in a CTT program while continuing their secondary school coursework at the high school are not included in the pool. These students are identified as "CTT One-Way".

Combination HSD/HSE and CTT Completion Rate: CTT One-Way students are not included in the pool.

Numeracy Gain Rate: Students whose initial Math TABE 13/14 test places them at

[1] https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf

Educational Functional Level (EFL) 5 or above are not included in the pool. Under TABE 13/14, the threshold for basic skills deficiency on the Math test shifts from EFL 6 to EFL 5. The threshold is used for determining placement in follow-up academic instruction and for follow-up TABE testing. Students who test EFL 4 or below on the TABE 13/14 Math test will continue to test until they reach the threshold or separate from the program. CTT One-Way students are also not included in the pool.

Literacy Gain Rate: CTT One-Way students are not included in the pool.

TABE Testing Policy During Transition from TABE 11/12 to TABE 13/14: On July 1, 2025, Job Corps transitioned from TABE 11/12 to TABE 13/14. Students who enrolled prior to and were still active on July 1, 2025 and who achieved EFL 5 (for Literacy) or EFL 6 (for Numeracy) on a TABE 11/12 initial or follow-up test will not take the equivalent TABE 13/14 test. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 in the area in which they were basic skills deficient, or in the area in which they did not have a valid test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

No other changes have been made to the PY 2025 DCS measures, goals, and weights. The PY 2024 model-based goals will also continue to be used in PY 2025 for all relevant measures.

All policies and related attachments pertaining to the DCS Report Card can be found in Appendix 501 Introduction and Appendix 501 Attachments.

Provided on the next page is a summary table outlining the PY 2025 DCS Report Card.

PY 2025 DIRECT CENTER SERVICES (DCS) REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
RETENTION (5%)			
90-Day Retention Rate	Number of students that stay for 90 days Number of students that had the opportunity to be in Job Corps for 90 days during the reporting period	80%	2.0%
180-Day Retention Rate	Number of students that stay for 180 days Number of students that stayed 90 days and had the opportunity to be in Job Corps for 180 days during the reporting period, excluding those who attained an HSD/HSE and/or CTT prior to the 180th day	85%	3.0%
CREDENTIAL ATTAINMENT (75%)			
HSD/HSE Attainment Rate*	Number of students who attained either an HSD or HSE in the reporting period Of those without an HSD/HSE at entry: the number who attained one while at Job Corps during the reporting period plus the number who exited in the reporting period without attaining an HSD/HSE	65%	25%
Career Technical Training (CTT) Completion Rate	Number of students who attained their first CTT program in the reporting period Number of students who completed their first CTT program during the reporting period plus the number who exited in the reporting period without completing a CTT program	65%	25%
Combination HSD/HSE and CTT Attainment Rate*	Number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent of these attainments occurring in the reporting period Of those without an HSD/HSE at entry: the number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent attainment occurring during the reporting period, PLUS the number of students who exited in the reporting period without attaining both an HSD/HSE and CTT	50%	5%

PY 2025 DIRECT CENTER SERVICES (DCS) REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
CTT Primary IRC Attainment Rate	Number of CTT students who attained their first approved Primary industry-recognized credential or completed an NTC program in the reporting period Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC	90%	20%
MEASURABLE SKILL GAINS (20%)			
Literacy Gain Rate*	Number of students who made their first gain of 1 EFL or higher on a valid subsequent TABE reading test during the reporting period Number of students who a) scored EFL 4 or below on the initial TABE reading test and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial reading test during the first 21 calendar days on center during the reporting period PLUS c) students who exited in the reporting period, scored EFL 4 or below on the initial TABE reading test and did not attain a gain of 1 EFL or higher on a subsequent follow up test	65%	5%
Numeracy Gain Rate*	Number of students who made their first gain of 1 EFL or higher on a valid subsequent TABE math test during the reporting period Number of students who a) scored EFL 4 or below on the initial TABE math test and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial math test during the first 21 calendar days on center in the reporting period, PLUS c) students who exited in the reporting period, scored EFL 4 or below on the initial TABE math test and did not attain a gain of 1 EFL or higher on a subsequent follow up test	65%	5%
Off-Center Work-Based Learning Rate	Number of students who participated in their first Meaningful[2] Off-Center Work-based learning (WBL) during the reporting period Number of students enrolled in a CTT program that participated in their first Meaningful Off-Center WBL activity during the reporting period PLUS the number of students enrolled in a CTT program who separated during the reporting period without participating in a meaningful Off-Center WBL activity	35%	10%
*Has Model-based Goal			100%

[2] Meaningful Off-center WBL is defined as one record/instance totaling 40 or more hours that is either off-center Career Technical Skills Training (CTST), Clinical Experience/Practicum, Cooperative Education, or Internship.

C. Impact of Level 1 Zero Tolerance (ZT) Separations on the DCS Report Card

For the DCS Report Card, enrolled students who exit due to Level 1 ZT infractions under codes 5.1a, 5.2b and 5.3c (alcohol) within 30 calendar days from enrollment are *not* included in the pools and credits for all measures. Additionally, enrolled students who exit due to Level 1 ZT infractions under code 5.2a within 45 calendar days from enrollment are *not* included in the pools and credits for these measures. Specifically, the pools for the on-center measures do not include:

- Enrolled students who remained in Job Corps less than 30 calendar days from enrollment and exit under codes 5.1a (Possession of a weapon on center or under center supervision, Assault, Threat of Assault, Threat to Safety, Sexual Assault, Arrest for a felony or violent misdemeanor on or off center, Illegal Activity, Robbery or extortion, Arson, Cruelty to animals, Inciting a disturbance or creating disorder) or 5.2b Drugs (Possession or distribution of drugs on center or under center supervision);
- Enrolled students who remained in Job Corps less than 30 calendar days from enrollment and exit under code 5.3c (Alcohol: Possession, consumption, or distribution while on center or under center supervision); and
- Enrolled students who remained in Job Corps less than 45 calendar days from enrollment and exit under code 5.2a (Drugs: Use of drugs as evidenced by a positive drug test).

Students who exit the program due to Level 1 ZT infractions incurred after the 30/45 day timeframes noted above will be included in all pools for all measures, and credit will be given as applicable.

The list of Level 1 ZT infractions can be found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 2, Exhibit 2-1 (Infraction Levels and Appropriate Center Actions).

D. Retention Measures

Measures of student retention support the relationship between the enrollment of committed students and students' length of stay at centers, which correlates to quality achievements and placements.

1. 90-Day Retention Rate: This measure includes all students who enter Job Corps.

Pool: Number of students who had the opportunity to be in Job Corps for 90 calendar days during the reporting period (excluding 30/45 day Level 1 ZTs).

Measure: The percentage of students in the pool who stay in the program for 90 or more calendar days.

Goal: The national goal is 80%.

Weight: 2%

Formula:

$$\frac{\text{Number of students who stay in Job Corps for 90 or more calendar days}}{\text{Number of students with the opportunity to be in Job Corps for 90 calendar days during the reporting period}}$$

2. 180-Day Retention Rate: This measure reinforces the need to retain students in the program for sufficient time to successfully complete their training. Longer lengths of stay in the program are highly correlated to the attainment of credentials and skills. The pool excludes those who attain an HSD/HSE and/or CTT prior to the 180th day, in recognition that some students are able to complete training within a shorter period, and do not need to remain the full 180 days to benefit from the program.

Pool: Number of students who stayed at least 90 calendar days and had the opportunity to be in Job Corps for 180 calendar days during the reporting period (excluding 30/45 day Level 1 ZTs), excluding those who attained an HSD/HSE and/or CTT prior to the 180th day.

Measure: The percentage of students in the pool who stay in the program for 180 or more calendar days.

Goal: The national goal is 85%.

Weight: 3%

Formula:

$$\frac{\text{Number of students who stay in Job Corps for 180 or more calendar days}}{\text{Number of students who stayed at least 90 calendar days with the opportunity to be in Job Corps for 180 calendar days during the reporting period, excluding those who attained an HSD/HSE and/or CTT prior to the 180th day}}$$

E. Credential Attainment Measures

1. High School Diploma (HSD) or High School Equivalency (HSE) Attainment Rate: This measure supports WIOA's mission for Job Corps to prepare students for successful careers in in-demand industry sectors, occupations, or the Armed Forces, that will result in economic self-sufficiency and opportunities for career advancement or enrollment in post-secondary education, including apprenticeship programs.

Pool: Of those without an HSD/HSE at entry, the number who attained one during the reporting period plus the number who exited in the reporting period without attaining an HSD/HSE (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students).

Measure: The percentage of students who attained an HSD or HSE in the reporting period while enrolled in Job Corps. **NOTE:** For purposes of the DCS Report Card, credit is granted for the achievement of one academic credential only, even if a student earned both an HSD and an HSE during enrollment.

Goal: The national goal is 65%; for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 11: PY 2025 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 25%

Formula:

$$\frac{\text{Number of students who attained either an HSD or HSE while at Job Corps in the reporting period}}{\text{Of those without an HSD/HSE at entry, the number who attained one during the reporting period plus the number who exited in the reporting period without attaining an HSD/HSE}}$$

2. Career Technical Training (CTT) Completion Rate: This measure is important to ensure placement success, and to support the mission of Job Corps to provide students with the necessary skills and education to become employable in the 21st century economy.

Pool: Number of students who completed their first CTT program during the reporting period plus the number who exited in the reporting period without completing a CTT program (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students).

Measure: The percentage of students who have completed a CTT program in the reporting period while enrolled in Job Corps. **NOTE:** For purposes of the DCS Report Card, credit is granted for the achievement of the first CTT program only, even if a student completed another CTT program

during enrollment.

Goal: The national goal is 65%.

Weight: 25%

Formula:

$$\frac{\text{Number of students who attained their first CTT program in the reporting period}}{\text{Number of students who completed their first CTT program during the reporting period plus the number who exited in the reporting period without completing a CTT program}}$$

3. **Combination HSD/HSE and CTT Completion Rate:** This measure encourages the completion of both academic and CTT programs as a basis for career and financial success in employment, and recognizes the additional effort required of the center and the student to achieve both.

   Pool: Of those without an HSD/HSE at entry (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students): the number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent attainment occurring during the reporting period, PLUS the number of students who exited in the reporting period without attaining both an HSD/HSE and CTT

   Measure: The percentage of students who attained an HSD or HSE in the reporting period while enrolled in Job Corps AND who completed their first CTT program, with the most recent of these attainments occurring in the reporting period **NOTE:** For purposes of the DCS Report Card, credit is granted for the achievement of one academic credential only, even if a student earned both an HSD and an HSE during enrollment.

   Goal: The national goal is 50%; for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 11: PY 2025 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

   Weight: 5%

Formula:

Number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent of these attainments occurring in the reporting period
Of those without an HSD/HSE at entry: the number of students who attained an HSD/HSE AND who completed their first CTT program, with the most recent attainment occurring during the reporting period, PLUS the number of students who exited in the reporting period without attaining both an HSD/HSE and CTT

4. **Career Technical Training (CTT) Completer Primary Industry-Recognized Credential (IRC) Attainment Rate:** In PY 2010, a measure of IRC attainment was added to the OMS. Beginning in PY 2015, the DCS Report Card featured primary IRCs as the preferred student credential attainment. Primary credentials represent knowledge and skill levels of a particular job and are considered critical for qualification and placement into permanent employment with sustainable wages. Secondary credentials are supportive in nature, and while important, are viewed as more supplemental than critically essential to the job. While the DCS Report Card only captures outcomes pertaining to primary attainments, the CTT Report Card (CTT 10) features both the primary and secondary credential attainment measure and outcomes. In PY 2017 some moderate changes were made to the IRC list. In PY 2019, extensive revisions were made to improve alignment with CTT offerings and employer requirements.

   Pool: Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC (excluding 30/45 day Level 1 ZTs).

   Measure: The percentage of students who have attained an approved primary IRC or students who have completed a training program offered by a National Training Contractor (NTC) in the reporting period while enrolled in Job Corps. **NOTE:** For the DCS Report Card, credit is granted for the achievement of the first primary IRC attained or NTC program completed, even if a student attained more than one.

   Goal: The national goal is 90%.

   Weight: 20%

   Formula:

   Number of CTT students who attained their first approved Primary IRC or completed an NTC program in the reporting period
   Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC

F. Measurable Skill Gains Measures

1. Literacy Gain Rate: This measure provides a real-time perspective on the proportion of students that are achieving literacy gains while enrolled in Job Corps. Please note that centers must adhere to policy as stated in Chapter 3, Appendix 301: TABE® Requirements and Instructions.

Pool: Number of students (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students) who a) scored EFL 4 or below on a valid initial* TABE reading test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español[3] reading test (level E or M) and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial reading test during the first 21 calendar days* on center during the reporting period PLUS c) students who exited in the reporting period, scored EFL 4 or below on a valid initial TABE reading test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español reading test (level E or M), and did not attain a gain of 1 EFL or higher on a subsequent follow up test.

* For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. For exceptions to this 21-day policy, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

The winter break and time separated under medical separation with reinstatement rights (MSWR) and administrative separations with reinstatement rights (ASWR) do not count toward the 21 calendar days. If a student does not attain a valid test score (as defined in Appendix 301), the initial reading TABE test must be retaken within the 21-day period and only the valid test score will count as the initial test score. Individuals who take their initial test on their 22nd day on center (or later) are treated as not having an initial test, are included in the pool along with those who do not take a test, and cannot obtain a literacy gain. For crediting of learning gains, a follow-up test must be after the student has received instruction in the content area, in accordance with testing guidelines (Appendix 301).

Measure: The percentage of students who attained their first EFL gain in the reporting period on a valid subsequent TABE reading test (level E, M, D, or A) or TABE Español reading test (level E or M), taken after the student has received instruction in the content area, while enrolled in Job Corps. **NOTE:** For purposes of the DCS Report Card, credit is

[3] The TABE Español, which is the most recent Spanish version of the test, is the 7/8 edition released in 1995 and has different score ranges aligned with the EFLs as compared to the TABE 11/12 which is the 2017 English edition.

granted for the achievement of the first EFL gain only, even if a student attains additional EFL gains during enrollment.

Goal: 65% (90% on the TABE Español); for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 11: PY 2025 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 5%

Formula:

$$\frac{\text{Number of students who made their first gain of 1 EFL or higher on a valid subsequent TABE reading test during the reporting period}}{\text{Number of students who a) scored EFL 4 or below on the initial TABE reading test and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial reading test during the first 21 calendar days on center during the reporting period PLUS c) students who exited in the reporting period, scored EFL 4 or below on the initial TABE reading test and did not attain a gain of 1 EFL or higher on a subsequent follow up test}}$$

Note 1: EFLs range from 1 to 6 and each EFL is linked to a specific scale score range. Credit is given when a student attains a higher EFL on a follow-up TABE test than the EFL of their initial TABE test. For example, moving from an EFL of 2 on the initial TABE test to an EFL of 4 on a subsequent TABE test leads to a credit of 1 for that student. If the student's highest subsequent TABE test result is lower than the initial TABE test result, a 0 credit will be given for that student. The center's EFL gain rate is then calculated by dividing the sum of all credits received (including zero gains) by the number of students in the pool.

Note 2: Students who achieved EFL 5 or above on a TABE 11/12 Reading initial or follow-up test prior to July 1, 2025 will not take the TABE 13/14 Reading test in PY 2025. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 Reading test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025

to take an initial TABE 13/14 Reading test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

2. Numeracy Gain Rate: This measure provides a real-time perspective on the proportion of students that are achieving numeracy gains while enrolled in Job Corps. Please note that centers must adhere to policy as stated in Chapter 3, Appendix 301: TABE® Requirements and Instructions.

Pool: Number of students (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students) who a) scored EFL 4 or below on a valid initial* TABE math test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español[4] math test (level E or M) and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial math test during the first 21 calendar days* on center during the reporting period PLUS c) students who exited in the reporting period, scored EFL 4 or below on a valid initial TABE math test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español math test (level E or M), and did not attain a gain of 1 EFL or higher on a subsequent follow up test.

* For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. For exceptions to this 21-day policy, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of LEP students.

The winter break and time separated under MSWR and ASWR do not count toward the 21 calendar days. If a student does not attain a valid test score (as defined in Appendix 301), the initial math TABE test must be retaken within the 21-day period and only the valid test score will count as the initial test score. Individuals who take their initial test on their 22nd day on center (or later) are treated as not having an initial test, are included in the pool along with those who do not take a test and cannot obtain a numeracy gain. For crediting of learning gains, a follow-up test must be after the student has received instruction in the content area, in accordance with testing guidelines (Appendix 301).

Measure: The percentage of students who attained their first EFL gain in the

[4] The *TABE Español*, which is the most recent Spanish version of the test, *is the 7/8 edition released in 1995 and* has different score ranges aligned with the EFLs as compared to the TABE 11/12 which is the 2017 English edition.

reporting period on a valid subsequent TABE math test (level E, M, D, or A) or TABE Español math test (level E or M), taken after the student has received instruction in the content area, while enrolled in Job Corps. **NOTE:** For purposes of the DCS Report Card, credit is granted for the achievement of the first EFL gain only, even if a student attains additional EFL gains during enrollment

Goal: 65% (90% on the TABE Español); for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 11: PY 2025 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 5%

Formula:

$$\frac{\text{Number of students who made their first gain of 1 EFL or higher on a valid subsequent TABE math test during the reporting period}}{\text{Number of students who a) scored EFL 4 or below on the initial TABE math test and attained their first gain of 1 EFL or higher on a subsequent follow up test during the reporting period, PLUS b) students who did not take a valid initial math test during the first 21 calendar days on center during the reporting period PLUS c) students who exited in the reporting period, scored EFL 4 or below on the initial TABE math test and did not attain a gain of 1 EFL or higher on a subsequent follow up test}}$$

Note 1: EFLs range from 1 to 6 and each EFL is linked to a specific scale score range. Credit is given when a student attains a higher EFL on a follow-up TABE test than the EFL of their initial TABE test. For example, moving from an EFL of 2 on the initial TABE test to an EFL of 4 on a subsequent TABE test leads to a credit of 1 for that student. If the student's highest subsequent TABE test result is lower than the initial TABE test result, a 0 credit will be given for that student. The center's EFL gain rate is then calculated by dividing the sum of all credits received (including zero gains) by the number of students in the pool.

Note 2: Students who achieved EFL 6 on a TABE 11/12 Mathematics initial or follow-up test prior to July 1, 2025 will not take the TABE 13/14 Mathematics initial test in PY 2025. All other students who enrolled

prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 Mathematics test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 Mathematics test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 test within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

3. **Off-Center Work-Based Learning (WBL) Rate:** This measure emphasizes the importance of strong employer partnerships that can be leveraged to provide on-site job experiences to students that completement the training and soft skills attained through the Job Corps program.

   Pool: Number of students enrolled in a CTT program that participated in their first Meaningful* Off-Center Work-based learning (WBL) activity during the reporting period PLUS the number of students enrolled in a CTT program who separated during the reporting period without participating in a meaningful Off-Center WBL activity (excluding 30/45 day Level 1 ZTs).

   *Meaningful off-center WBL is defined as one record/instance totaling 40 or more hours that is either off-center Career Technical Skills Training (CTST), Clinical Experience/Practicum, Cooperative Education, or Internship.

   Measure: The percentage of students who participated in their first Meaningful Off-Center WBL during the reporting period

   Goal: The national goal is 35%.

   Weight: 10%

   Formula:

   $$\frac{\text{Number of students who participated in their first Meaningful Off-Center Work-based learning (WBL) during the reporting period}}{\text{Number of students enrolled in a CTT program that participated in their first Meaningful Off-Center WBL activity during the reporting period PLUS the number of students enrolled in a CTT program who separated during the reporting period without participating in a meaningful Off-Center WBL activity}}$$

G. Performance Goals

Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. For PY 2025, there are no changes to the national performance goals for the DCS Report Card measures from PY 2024.

For PY 2025 the following measures have *national* goals:
- 90-Day Retention Rate
- 180-Day Retention Rate
- Career Technical Training (CTT) Completion Rate
- CTT Primary Industry-Recognized Credential (IRC) Attainment Rate
- Off-Center Work-Based Learning (WBL) Rate

For PY 2025 the following measures have *model-based* goals:
- HSD or HSE Attainment Rate
- Combination HSD/HSE and CTT Completion Rate
- Literacy Gain Rate
- Numeracy Gain Rate

The PY 2024 models-based goals will continue to be used for PY 2025. Model-based goals for all DCS measures can be found in Appendix 501- Attachments, Attachment 11: PY 2025 Center Model-Based Goals and Worksheets. Details regarding model-based goals can be found in Chapter 5, Appendix 501, Introduction, D.2.(b).

H. Weights

A weight is assigned to each measure to reflect: 1) areas of emphasis in centers' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the DCS Report Card remains unchanged for PY 2025.

I. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create a DCS overall rating. These ratings are reviewed to assess program effectiveness and identify potential performance concerns.

II. CENTER QUALITY ASSESSMENT FOR PY 2025

A. Overview

The Center Quality Assessment, which reviews the quality of the program and services offered at all Job Corps centers, is the second component that is used for evaluating center performance. Job Corps is committed to providing more than a statistical accounting of the Job Corps program. Quality makes the difference and adds an important dimension to students' well-being and sense of security, and the statistics that report their outcomes. To capture an accurate reflection of center quality, focus is placed on the following three areas of life on a center:

- The center's ability to operate at full capacity (On-Board Strength [OBS])
- Students' perception of satisfaction with different aspects of the program (Student Experience Assessment [SEA])
- Students' perception of safety (Student Safety Assessment [SSA] when implemented)

The results of each center's OBS, SSA and SEA stand alone. There is no aggregation of performance results across these components. These three elements supplement the DCS Report Card by qualifying the statistics and are valuable tools for assessing the operation of a Job Corps center by accounting for aspects of center life that otherwise would not be a systematic part of the Job Corps accountability system.

B. Student On-Board Strength (OBS)

On-Board Strength is an efficiency rating that demonstrates the extent to which a center operates at full capacity. The measure is reported as a percentage, calculated by the average number of students on-board divided by the average planned on-board strength (daily number of students that a center is authorized to serve). **The national goal for OBS is 100%** in order to operate the program at full capacity, maximize program resources, and fulfill the mission of serving the underserved student population.

C. Student Experience Assessment (SEA) and Student Safety Assessment (SSA)

Per Job Corps Program Instruction Notice 21-05, Job Corps has replaced the Student Satisfaction Survey (SSS) with two new, separate surveys: The Student Experience Assessment (SEA) and the Student Safety Assessment (SSA).

The SEA is a student satisfaction survey that assesses students' opinions about their Job Corps experience. The survey includes 15 modules addressing multiple areas of service such as admissions, career technical training, and residential living. The SEA is an online survey with 174 questions. The survey modules are tailored to each student based on their experience in the program. Students only complete modules relevant to their current experience (no student answers all 174 questions). The survey takes students less than 15 minutes, on average, to complete. The SEA is administered to all students who have been

enrolled in the program for two weeks or more. Students returning from a 30-day MSWR or ASWR period within one week of the survey may also be included in the pool.

The SSA elicits students' perceptions on safety and security including center climate, drug/alcohol use, violence/bullying, and sexual violence. The SSA is an online survey with 49 base questions. There are additional potential follow-up questions based on students' responses to the base questions. The survey takes approximately 15 minutes, on average, to complete. The timeline for launching the SSA and the sample structure will be released at a later date.

Both the SSA and the SEA are completed confidentially. Students can complete the surveys online using a computer or any mobile device. Students selected to participate in either the SSA or the SEA receive an email to their Job Corps email address with a survey link and a PIN number. Students click on the survey link and enter their PIN number on the survey launch page to begin the survey. Reminders are sent to the students throughout the nine-day survey window to their Job Corps email and, when possible, to personal email addresses, or via text. Technical assistance is available to students and staff by completing a "Contact Us" form on the JC Student Surveys website, https://jcstudentsurveys.com. Students receive a 'Thank You' email after survey completion. Response rate reports are posted during the survey window. The response rate reports, promotional materials, frequently asked questions, and training documents can be found on the JC Student Surveys website.

Centers must take steps to ensure that computers and/or Wi-Fi access are easily accessible to allow students to complete the surveys. Centers are required to do the following:

- Ensure students have computer log-in information and passwords.
- Ensure students can access all available student-ready computers including Chromebook laptops.
- Ensure students know how to access their Job Corps email. This includes knowing the steps to access their email, steps for accessing email on their mobile devices and on the Chromebook laptops and knowing their passwords.
- Encourage students to regularly check their Job Corps emails.
- Ensure students' personal email addresses and cellphone numbers are correct in the Center Information System (CIS).
- Ensure there are functioning computers with internet access and/or Wi-Fi available for students to use during non-training hours.
- During the survey period, ensure the students have access to their Job Corps or personal email using center computers or Wi-Fi during non-training time (after hours or during breaks and lunch) to complete their survey.
- Ensure students understand that the surveys are questionnaires, not tests. There are no right or wrong answers.
- Inform students that the surveys have an audio function, and they should have headsets with them if they want to have the questions and answers read to them.
- Encourage non-residential students in off-center training or work-based learning to check their Job Corps and/or personal email and complete the surveys.
- Ensure individual students have time to complete the surveys on their own,

including allowing non-residential students to use center computers after training.

Participation in the SSA and SEA is voluntary. Although high response rates are desirable, centers are reminded that the SSA and SEA are voluntary. Students have the right to decline to take the SSA or SEA without fear of repercussions from the center. Centers are encouraged to promote the SSA and SEA regularly through multiple communication channels to ensure a high response rate. Centers should use the promotional materials provided on the JC Student Surveys website noted above. The SSA and SEA yields useful information regarding center safety and the quality of services provided to students, which is used at national, regional, and center levels. Insufficient response rates can compromise the quality of the data collected.

The SSA and the SEA have individual administration schedules, response rate targets, and rating systems as outlined in Appendix 501 Attachments, Attachments 8 and 9.

III. ROLES AND RESPONSIBILITIES

A. National Office

The National Office is responsible for:

- Establishing national policy for the center OMS each program year.
- Providing model-based goals for designated performance measures and administering the appeals process of the adjusted goals.
- Administering the National Office appeals process of Quarter 2 and Quarter 4 outcomes reported from the post-separation survey.
- Monitoring the Job Corps Data Center (JCDC) issuance of the DCS Report Card and reports on each of the Center Quality Assessment metrics.
- Tracking and verifying performance of Job Corps centers.
- Communicating with Regional Offices to implement program or policy changes.
- Providing information, technical assistance and training to the Regional Offices and Job Corps community as needed.
- Developing and supporting a standardized audit methodology for Regional Office staff.
- Establishing an administrative low rating to centers for lack of credible data.
- Reviewing the development, implementation, and monitoring of center PIPs.
- Issuing performance goals for new centers at the beginning of the second program year of their contract, or as otherwise specified by the National Director of Job Corps.

B. Regional Offices

Regional Offices are responsible for:

- Determining that proposals, contracts, and United States Department of Agriculture (USDA) Forest Service Civilian Conservation Center (CCC) plans are consistent with center performance goals and requirements.
- Considering performance in both the DCS Report Card and Center Quality Assessment components (OBS, SEA, and SSA) in procurement and contract administration activities.
- Monitoring the performance of all centers monthly using the DCS Report Card, the Center Quality Assessment, and information gathered from center visits, assessments, and review of other reports and analyses.
- Reviewing information submitted by centers who fail to meet performance goals on extenuating circumstances and/or unique factors to substantiate the shortfall.
- Evaluating the extenuating circumstances/unique factors in conjunction with the operator's compliance with all other terms and conditions of the contract/agreement and the results of any Office of Inspector General (OIG) audits and special review findings in making procurement-related decisions.
- Determining if adjustments are warranted and consequently transmitting a justification for the adjustment as part of the Contractor Performance Assessment

System.

C. Center Operators

Center operators, including the USDA, Forest Service, are responsible for:

- Implementing performance goals with their respective centers.
- Providing staff training and technical assistance.
- Monitoring monthly performance against goals on the DCS Report Card and performance on the Center Quality Assessment.
- Submitting information to Regional Offices regarding extenuating circumstances and/or unique factors that could justify poor DCS Report Card performance.
- Recommending corrective action, as required, and submitting corrective action plans to Job Corps Regional Offices when appropriate.
- Implementing corrective action plans as directed.

D. Job Corps Centers

Job Corps Centers are responsible for:

- Sharing the information in this Appendix 501a with all applicable staff.
- Accurate and timely data entry into CIS to ensure data integrity.
- Data verification and correction prior to a student's separation and processing of transitional allowance.
- Maintaining all documents and automated information necessary for audits of activity.
- Updating student's contact and alternate (family and friends) contacts information prior to separation in CIS or Career Transition System (CTS) to provide post-separation survey staff with the most current contact information increasing the likelihood of reaching students for the Quarter 2 and Quarter 4 surveys. (Complete accurate alternate contact information for family members or friends (at a different address) is essential to obtaining high survey completion rates.)

E. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the DCS Report Card, Center Quality Assessment components, and other reports are issued in accordance with the target release dates.
- Coordinating specifications of the DCS Report Card and the reports for the Center Quality Assessment components (OBS, SEA, and SSA) with National Office staff.
- Ensuring that data generated in the reports accurately reflect the policy and programming design.
- Providing Help Desk services regarding Job Corps center data, reporting and oversight of CIS, and training and services to the regions on CIS.

APPENDIX 501B
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM
OUTREACH AND ADMISSIONS OUTCOME MEASUREMENT SYSTEM

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I. OUTREACH AND ADMISSIONS (OA) REPORT CARD FOR PY 2025

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2025 Outcome Measurement System (OMS) Report Cards.

A. Overview

The Outreach and Admissions (OA) Report Card is the accountability tool used to measure and assess the performance of OA providers nationwide. The OA Report Card reflects OA providers' success in achieving specific goals and objectives pertaining to the recruitment of eligible students to reach center capacity, and the efficiency and efficacy of the admissions process.

OA providers are essential to the delivery of Job Corps services since they facilitate the input pipeline of new students. Specifically, they respond to individuals who are interested in enrolling in Job Corps and conduct applicant screening based on PRH Chapter 1 requirements. They can also help to lay the foundation for a beneficial and rewarding experience for students. OA providers must focus their efforts on serving all who are interested in enrolling in Job Corps fairly and equitably, so that Job Corps can reach its mission as reflected in the Workforce Innovation and Opportunity Act (WIOA).

B. PY 2025 Changes in Appendix 501B

The performance measures included in the PY 2025 OA Report Card are intended to encourage the forward progress of prospects and applicants to Job Corps and ensure that arrival goals are being met to reach and maintain full centers.

For PY 2025, Job Corps has made no changes to the OA Report Card.

Provided below is a chart outlining the PY 2025 OA Report Card.

PY 2025 OA REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
QUANTITY/PRODUCTION (80%)			
Female Arrival Rate	Number of female arrivals Total female contracted quota	100%	40%
Total Arrival Rate	Number of total arrivals Total contracted quota	100%	40%
CONVERSION (0%)			
Prospect to Submitted Application Conversion Rate	Number of unique prospects that submitted an application within 7 calendar days of initial submission of interest The number of unique prospects whose initial submission of interest occurred 7 calendar days earlier	---	0%
Submitted Application to Interview Conversion Rate	Number of submitted applications that completed an interview within 7 calendar days of application submission The number of prospects whose application submission occurred 7 calendar days earlier	---	0%
Interviewed Applicant to Eligibility Decision Conversion Rate	Number of interviewed applicants that received an eligibility decision within 21 calendar days of interview date Number of interviewed applicants with an interview date that was 21 calendar days earlier	---	0%
Eligible Applicant to Enrollment Conversion Rate	Number of eligible applicants who enrolled within 30 calendar days of acceptance Number of eligible applicants whose acceptance date was 30 calendar days earlier	---	0%
QUALITY/COMMITMENT (20%)			
Non-Level 1 Zero Tolerance (ZT) Separation Rate	Number of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days of enrollment or under code 5.2A within the first 45 calendar days of enrollment Number of student arrivals with the opportunity to stay in the program for at least 45 calendar days after enrollment	98%	20%
			100%

C. Quantity/Production Measures

These measures support Job Corps centers achieving and maintaining full operational capacity per the Job Corps PRH.

The goals for the arrival measures are set at 100 percent of OA providers' contractual goals. Thus, if a Regional Office needs to adjust an OA provider's input schedule to meet changing regional or center needs, this system provides the flexibility to do so, as the goals will remain at 100 percent of the newly assigned quotas.

1. Female Arrival Rate: The Female Arrival Rate is the number of female arrivals compared to the total female arrival quota, as specified by the contract.

Pool: Female arrival contracted quota.

Measure: The percentage of female arrivals achieved.

Goal: 100% of the contracted female quota.

Weight: 40%

Formula:

$$\frac{\text{Number of female arrivals}}{\text{Total female contracted quota}}$$

2. Total Arrival Rate: The Total Arrival Rate is the number of total arrivals (all genders) compared to the total arrival quota, as specified by the contract.

Pool: Total (all genders) contracted quota.

Measure: The percentage of total (all genders) arrivals achieved.

Goal: 100% of the contracted quota.

Weight: 40%

Formula:

$$\frac{\text{Number of total arrivals}}{\text{Total contracted quota}}$$

Note: For OA providers that do not have responsibility for female arrivals, the Total Arrival Rate will be given 80% weight, that is, all of the weight for production.

D. Conversion Measures

These measures focus on maintaining an effective and efficient admissions pipeline, following the conversion process from prospects to applicants to enrollments. As in PY 2024, these measures are unweighted for PY 2025, to allow for data to stabilize in MyJC. Job Corps will use results from PY 2025 to refine the goals for PY 2026, when these measures will be weighted.

1. **Prospect to Submitted Application Conversion Rate:** The conversion of unique prospects into submitted applications is an integral step of the admissions process, and an indication of the prospects potential interest in and commitment to the program. The measure is reported for the conversions that occur within seven (7) calendar days of the Express Interest Tool (EIT) submission.

   Pool: Number of unique prospects whose initial submission of interest occurred 7 calendar days earlier.

   Measure: Number of unique prospects that submitted an application within 7 calendar days of initial submission of interest.

   Goal: 0%

   Weight: 0%

   Formula:

   $$\frac{\text{Number of unique prospects that submitted an application within 7 calendar days of initial submission of interest}}{\text{Number of unique prospects whose initial submission of interest occurred 7 calendar days earlier}}$$

2. **Submitted Application to Interview Conversion Rate:** The conversion of submitted applications into completed interviews is a major step of the admissions process and efficiently completing interviews expedites the input pipeline. The measure reports conversions that occur within 7 calendar days.

   Pool: Number of prospects whose application submission occurred 7 calendar days earlier.

   Measure: Number of submitted applications that completed an interview within 7 calendar days of their submission of the application.

   Goal: 0%

   Weight: 0%

   Formula:

Number of submitted applications that completed an interview
within 7 calendar days of their submission
Number of prospects whose application submission occurred
7 calendar days earlier

3. Interviewed Applicant to Eligibility Decision Conversion Rate: Completion of the application process and determining whether the applicant meets acceptance criteria is the next critical step in the admissions pipeline, and a point of increased focus. The measure is reported for conversions that occur within 21 calendar days.

Pool: Number of interviewed applicants with an interview date that was 21 calendar days earlier.

Measure: Number of interviewed applicants that received an eligibility decision within 21 calendar days of interview date.

Goal: 0%

Weight: 0%

Formula:

Number of interviewed applicants whose case status is closed
that received an eligibility decision within
21 calendar days of interview date
Number of interviewed applicants with an interview date that
was 21 calendar days earlier

4. Eligible Applicant to Enrollment Conversion Rate: The final step in the admissions pipeline is the enrollment of accepted applicants into Job Corps. The measure is reported for conversions that occur within 30 calendar days.

Pool: Number of eligible applicants whose acceptance date was 30 calendar days earlier.

Measure: Number of accepted applicants who enrolled within 30 calendar days of acceptance.

Goal: 0%

Weight: 0%

Formula:

Number of eligible applicants who enrolled within
30 calendar days of acceptance
Number of eligible applicants whose acceptance date was 30
calendar days earlier

E. Quality/Commitment Measure

This measure is consistent with OA providers' responsibility to provide applicants with in-depth information about the program, such as policies and expectations regarding the Zero Tolerance (ZT) policy towards violent behavior, drugs, and alcohol use.

1. Non-Level 1 Zero Tolerance (ZT) Separation Rate: This measure includes all students who were recruited by the OA providers.

Pool: All students who had the opportunity to stay in the program for at least 45 calendar days after enrollment.

Measure: The percentage of students in the pool who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c (for an infraction that is categorized as alcohol possession, consumption or distribution while on center or under center supervision) within the first 30 calendar days of enrollment or under code 5.2a within the first 45 calendar days of enrollment.

Level 1 ZT infractions are described in Exhibit 2-1, and in the Introduction to Appendix 501.

Goal: The national goal is 98%.

Weight: 20%

Formula:

$$\frac{\text{Number of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days after enrollment or under code 5.2A within the first 45 calendar days after enrollment}}{\text{All student arrivals with the opportunity to stay in the program for at least 45 calendar days after enrollment}}$$

F. Performance Goals

Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. For PY 2025, there are no changes to the national performance goals for the OA Report Card measures from PY 2024, and the four conversion measures continue to have no goals.

G. Weights

A weight is assigned to each measure to reflect: (1) areas of emphasis in OA providers'

accountability for achieving positive applicant/student outcomes; (2) the importance attached to each measure; and (3) the number of prospects/applicants/students in the pool for each measure. The PY 2025 weight structure for the OA Report Card has no changes from PY 2024.

H. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create an OA provider's overall rating. These ratings are reviewed to assess program effectiveness and identify potential performance concerns.

II. ROLES AND RESPONSIBILITIES

A. National Office

The National Office is responsible for:

- Establishing overall policy for the OA OMS each program year.
- Monitoring the Job Corps Data Center's (JCDC's) issuance of the OA Report Card and evaluate its results regularly.
- Monitoring MyJC usage, data entry and training.
- Ensuring all necessary data from MyJC is transmitted to JCDC timely and accurately to meet target release dates for performance reporting.
- Providing Help Desk services regarding OA providers data, reporting and oversight of MyJC, online application receipt and routing through MyJC, online application data, and training and services to the regions and OA providers on the use of MyJC.
- Tracking and verifying performance of OA providers and conducting trend analyses of outcomes and processes.
- Communicating with Regional Offices to implement program or policy changes or adjustments.
- Providing information, technical assistance, and training to the Regional Offices and Job Corps community as needed.
- Establishing an administrative low rating to contractors for lack of credible data.

B. Regional Offices

Regional Offices are responsible for preparing the Requests for Proposals (RFPs) and awarding the contracts, receiving, and reviewing data reports, and OA providers performance as follows:

1. **Request for Proposals (RFPs) and Contracts:** Regional Offices review proposals, contracts, and plans for compliance with the OA Report Card system established herein and OA providers RFPs to verify that all include language that new arrival quotas will be established, based on Job Corps data that demonstrate program demand in the assigned recruitment area, and will be issued each contract year through a unilateral modification (regardless of the base-year period or the award of an option year). Regional Offices must issue an amendment to the RFP to modify the award document prior to execution. **Prior** to contract award and **after** the RFP is issued, new arrival quotas are established by the Regional Office based on Job Corps data. **The Regional Office must also ensure that accurate arrival quotas are entered into the Financial Management System (FMS) in a timely manner and conduct frequent verifications with JCDC.** Delays in entering quotas in FMS is a data integrity issue. Quotas not entered for one or more months in a reporting period can lead to over-inflated or missing results for the arrival measures in the OA Report Card, affecting the performance ratings and overall rating for that OA provider.

2. **Data Reports:** Regional Offices should review and forward electronic National Office data analysis reports to OA providers and notify both the National Office of Job Corps and JCDC of OA provider contract changes (locations or service) **prior** to implementing the change. **Regional Offices must also enter monthly arrival quotas into FMS in a timely manner** to ensure that data reports contain accurate information that is based on program demand within the assigned recruitment area. They must also maintain and provide annually (or as revised) an updated list of OA providers, contact addresses, and codes to the National Office of Job Corps.

3. **Monitoring OA Providers:** Regional Offices must monitor and assess OA providers performance against goals that are based on program demand within the assigned recruitment area, using OA Report Card overall ratings for procurement and contract administration activities. As noted previously, delays in entering monthly quotas in FMS leads to over-inflated or missing performance ratings and overall ratings in the OA Report Card. **It is important to therefore enter quotas in a timely manner to ensure the integrity of the data and Report Card results.**

   The Regional Offices should transmit any contractor's explanation of poor performance as part of the Contractor Performance Assessment Reporting System. Regional Directors will evaluate information submitted by the OA provider, analyze numbers of referrals sent to the provider through the Enrollment Interest Tool (EIT) and perform an assessment of the provider's compliance with Job Corps policy and all other terms and conditions of the contract or agreement. Other factors, such as the Office of Inspector General (OIG) audits and special review findings, should also be taken into account in procurement-related decisions.

C. Outreach and Admissions (OA) Providers

All providers performing OA services are responsible for maintaining all documents, case notes, and automated information necessary for audits of activity. It is critical that accurate data are entered into MyJC and the Outreach and Admissions Student Input System (OASIS). The provider must ensure that the OA Report Card system is used to provide maximum benefit to Job Corps applicants by immediately notifying JCDC, by e-mail to the JCDC Help Desk (helpdesk@jobcorps.org), of any address, phone, or fax changes (copy the Regional Office).

Further, OA providers must monitor progress against goals on an ongoing basis and take corrective action or implement program/procedural improvements, as appropriate. Most importantly, OA providers must submit information regarding extenuating circumstances and/or unique factors, which can temporarily justify poor performance, to the Regional Office. This must include information on the numbers of prospect referrals received through the EIT. OA providers must share the information in this appendix and

implement the Job Corps OA Report Card goals with their respective employees. They must also monitor performance, recommend corrective action as required, submit corrective action plans to Job Corps Regional Offices when appropriate, implement corrective action plans as directed, and make recommendations to the federal officer regarding approaches to better serve applicants, meet program demand, and improve performance.

D. Job Corps Centers

Job Corps centers are responsible for:

- Timely and accurate handling of application information transmitted by the OA provider.
- Ensuring prompt review of each applicant's medical information.
- Ensuring prompt contact with applicants and pre-enrollees to plan for travel and make travel arrangements.
- Ensuring accurate coding of OA Identification codes.
- Assisting OA providers to promote timely arrivals of eligible students. **Job Corps centers must ensure expedient processing of applicant folders to fully support 100 percent on-board strength (OBS).**
- Providing center-specific information to OA providers to ensure accurate information is being shared with potential new students.

Note: A general failure to accurately enter data, or otherwise report information to JCDC, not only negatively affects the overall performance rating of individual OA providers but also reflects negatively on the integrity of Job Corps program reports and outcomes. In addition, since enrollee information is critical to other data reports, any inaccurate OA data negatively impacts other Job Corps program reports and outcomes.

E. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the OA Report Card and other reports are issued in accordance with the target release dates.
- Coordinating specifications of the OA Report Card with National Office staff.
- Ensuring the data generated in the reports accurately reflects the policy and programming design.
- Providing Help Desk services regarding OA providers data, reporting and oversight of OASIS, online application receipt and routing through OASIS, online application data, and training and services to the regions and OA providers on the use of OASIS.
- Working with the National Office to ensure that MyJC data is transmitted timely and integrated into OASIS and CIS as appropriate.

APPENDIX 501C
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM CAREER TRANSITION SERVICES OUTCOME MEASUREMENT SYSTEM

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I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2025

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2025 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

Service providers with Career Transition Services (CTS) responsibilities play a vital role in the continuum of service delivery to students. Job Corps emphasizes students' long-term career and financial success as a major indicator of the program's effectiveness. CTS providers have the primary responsibility of ensuring that Graduates successfully transition to quality academic or employment experiences leading to long-term attachment to the workforce after separation from the program.

The CTS Report Card is the accountability tool used to measure and account for performance of all CTS providers. This Report Card reflects CTS providers' success in achieving specific goals and objectives pertaining to both the placement of Graduates, and their earnings.

B. PY 2025 Changes in Appendix 501C

For PY 2025, Job Corps has modified the definitions of applicable CTS Report Card measures to reflect the January 13, 2025 transition from direct placement service provision to a referral-based system for Former Enrollees. While Former Enrollees were technically removed from the pools of the applicable measures at the time this policy went into effect, the measure descriptions were not changed in PY 2024 as the program year results continued to include Former Enrollees between July 2024 and January 2025. For PY 2025, the seven measures that previously reported outcomes for Graduates and Former Enrollees will now report outcomes only for Graduates.

No other changes have been made to the PY 2025 CTS measures, goals, and weights.

All policies and related attachments pertaining to the CTS Report Card can be found in Appendix 501 Introduction and Appendix 501 Attachments.

Provided on the next page is a summary table outlining the PY 2025 CTS Report Card.

PY 2025 CTS REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
CTS PLACEMENT OUTCOMES (65%)			
Graduate Placement Rate	Number of graduates placed in a job, the military, an education/training program, or a job/college combination Number of graduates whose placement records are due or received	83%	25%
Graduate Placement Average Wage*	Sum of hourly wages of graduates placed in a job or the military Number of graduates placed in a job or the military	$18.75	15%
Career Technical Training (CTT) Completer Job Training Match (JTM) Placement Rate	Number of CTT program completers placed in a training-related job or the military Number of CTT program completers placed in a job or the military	75%	15%
Graduate Full-Time Quality Placement Rate	Number of graduates placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of placed graduates	85%	10%
Q2/Q4 PLACEMENT OUTCOMES (35%)			
Graduate Placement Rate in Quarter 2 After Exit Quarter	Number of graduates who report on the Quarter 2 survey they are in a job, the military, or an education/training program Number of graduates who complete the Quarter 2 survey	80%	15%
Graduate Placement Rate in Q4 After Exit Quarter	Number of graduates who report on the Quarter 4 survey they are in a job, the military, or an education/training program Number of graduates who complete the Quarter 4 survey	80%	15%
Graduate Median Earnings in Quarter 2 After Exit Quarter*	Midpoint of all Quarter 2 earnings reported by graduates who complete the Quarter 2 survey and report they are in a job or the military	$9,000	5%
Graduate Employer Retention Rate	Number of graduates who were employed by the same employer in Quarter 2 and Quarter 4 after exit quarter Number of graduates who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter	65%	0%
*Has Model-based Goal			100%

C. Impact of Level 1 Zero Tolerance (ZT) Separations on the CTS Report Card

Students who separate due to Level 1 Zero Tolerance (ZT) infractions at any time and/or students who are enrolled in Job Corps for less than 60 calendar days are *not* included in the CTS Report Card since they are ineligible for post-center services.

The list of Level 1 ZT infractions can be found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 2, Exhibit 2-1 (Infraction Levels, Definitions, and Appropriate Center Actions).

D. Career Transition Services Placement Measures

Provided below is a description of the performance measures under the Career Transition Services (CTS) Placement Outcomes area. The following criteria apply to these measures:

- For a placement to be credited it must:
  1. meet the criteria described in PRH, Exhibit 4-1,
  2. have documentation consistent with the criteria in PRH, Exhibit 4-2, and
  3. be entered and approved in CTS according to the timelines in Chapter 4, Section 4.4.

  If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the time frame specified in Section 4.4, the CTS provider will not receive credit for the Placement Rate measure for this student. The student will not be in the pool of the remaining CTS Placement measures (Full-Time Quality Placement, CTT Placement, and Average Hourly Wage) and the CTS provider will consequently not be eligible to receive credit for these. The Job Corps Data Center (JCDC) will, however, include these placements in the National and Regional totals of the CTS placement measures if they otherwise meet placement requirements.
- Initial placement upgrades that occur during the placement window for graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 - Attachments, Attachment 2: PY 2025 Initial Placements and Allowable Upgrades, for a chart outlining the upgrade hierarchy.

1. Graduate Placement Rate: The Placement Rate serves as a strong indicator of the program's success in equipping Job Corps graduates with the basic skills necessary for an effective job search and preparing them for engagement and retention in the workforce or further education.

Pool: All graduates whose placement records are due or received.

Measure: The percentage of graduates in the pool who are placed in a job, the military, an educational program, or a job/college combination according to the Job Corps placement definition in Exhibit 4-1.

Goal: The national goal is 83%.

Weight: 25%

Formula:

$$\frac{\text{Number of Graduates placed in a job, the military, an educational program, or a job/school combination}}{\text{Number of Graduates whose placement records are due or received}}$$

2. **Graduate Average Hourly Wage at Placement:** The Average Hourly Wage at Placement holds CTS providers accountable for their ability to secure jobs that will place graduates on the path to economic self-sufficiency.

   Pool: All graduates placed in a job or the military according to the Job Corps placement definition in Exhibit 4-1.

   Measure: The average hourly wage of graduates in the pool associated with their initial or upgrade placement in a job or the military.

   Goal: The national goal is $18.75; CTS providers and regions have model-based goals for this measure. A model statistically adjusts each provider's goal to account for factors beyond their control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each provider, and adjusts the national goal accordingly for that provider, to set a provider-specific goal. See Appendix 501 - Attachments, Attachment 12: PY 2025 CTS Contractor Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

   Weight: 15%

   Formula:

$$\frac{\text{Sum of hourly wages of graduates placed in a job or military}}{\text{Number of graduates placed in a job or military}}$$

3. **Career Technical Training (CTT) Completer Job Training Match (JTM) Placement Rate:** In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers placed in training-related jobs or the military, was added to the CTS Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program's emphasis on education, the measure was expanded to also credit CTT completers that enter a postsecondary education or postsecondary training as Postsecondary Credit (PSC). Beginning in PY 2018, the measure was refocused to match job placements with training received and removed from the

pools and credits post-secondary education and training placements. While post-secondary education/training is highly valued and encouraged as a placement by Job Corps, it is credited under the measure of Full-Time Quality Placement Rate.

In PY 2010, an improved JTM Crosswalk was introduced that more directly aligned training programs with jobs. Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year to refine alignment among Training Achievement Records (TARs), Training Program Areas (TPAs), and O*NET-SOC, the industry-recognized national occupational database– including the addition of placements recommended by practitioners from the field.

Pool: All CTT completers placed in a job or the military.

Measure: The percentage of CTT completers in the pool who are initially placed or have a placement upgrade, in a training-related job or the military.

Goal: The national goal is 75%.

Weight: 15%

Formula:

$$\frac{\text{Number of CTT program completers placed in a training-related job or the military}}{\text{Number of CTT program completers placed in a job or the military}}$$

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2025. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 - Attachments, Attachment 6: PY 2025 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk and Request Form, for the request form and instructions.

4. **Graduate Full-Time Quality Placement Rate:** Incentivizing the placement of graduates in positions that are full-time, whether full-time employment or full-time higher education, reinforces the importance of ensuring these students enter opportunities that lead to long-term attachment to the workforce and sustainable

wages.

Pool: All graduates placed in a job or the military according to the Job Corps placement definition in Exhibit 4-1.

Measure: The percentage of graduates in the pool who are placed in a full-time apprenticeship program, full-time job, the military, full-time college, full-time job/college combination or full-time post-secondary training program.

Goal: The national goal is 85%.

Weight: 10%

Formula:

$$\frac{\text{Number of graduates placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program}}{\text{Number of placed graduates}}$$

E. Quarter 2 and Quarter 4 Placement Measures

Provided below is a description of the post-center, Quarter 2 and Quarter 4 placement measures that align with the WIOA's Quarter 2 and Quarter 4 metrics and its focus on longer-term employment. Attachments, Attachment 1 provides a description of how the calculation of the OMS WIOA aligned measures differ from the measures reported in the WIOA Performance Report. Appeals of placement and/or earnings outcomes reported from the Quarter 2 and Quarter 4 surveys may be filed as noted in Appendix 501 Introduction, Section F.7 (d) for the Placement Rate in Quarter 2 after Exit Quarter, Placement Rate in Quarter 4 after Exit Quarter, and Average Earnings in Quarter 2 after Exit Quarter measures. The placement appeal and earnings appeal instructions and forms can be found in Appendix 501 - Attachments, Attachments 4 and 5, respectively.

1. **Graduate Placement Rate in Quarter 2 After Exit Quarter:** This measure is a program priority for the system and aligns with WIOA reporting requirements. All phases of Job Corps services work toward the goal of helping students achieve long-term career and financial success as a result of their participation in Job Corps.

   Pool: All graduates who complete the Quarter 2 survey.

   Measure: The percentage of graduates in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in Exhibit 4-1) or a job/college combination during the second quarter after exit

quarter.

Goal: The national goal is 80%.

Weight: 15%

Formula:

$$\frac{\text{Number of graduates who report on the Quarter 2 survey they are in a job, the military, or an education/training program}}{\text{Number of graduates who complete the Quarter 2 survey}}$$

2. Graduate Placement Rate in Quarter 4 After Exit Quarter: This measure gauges graduates' attachment to the workforce or advanced education environment and aligns with WIOA reporting requirements.

Pool: All graduates who complete the Quarter 4 survey.

Measure: The percentage of graduates in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in Chapter 4, Exhibit 4-1) or a job/college combination during the fourth quarter after exit quarter.

Goal: The national goal is 80%.

Weight: 15%

Formula:

$$\frac{\text{Number of graduates who report on the Quarter 4 survey they are in a job, the military, or an education/training program}}{\text{Number of graduates who complete the Quarter 4 survey}}$$

3. Graduate Median Earnings in Quarter 2 After Exit Quarter: This measure serves as a barometer of graduates' long-term financial success and aligns with WIOA reporting requirements.

Pool: All graduates who complete the Quarter 2 survey and report in the survey that they are in a job (that meets the Job Corps placement definition in Exhibit 4-1) or in the military.

Measure: The median earnings of placed graduates in the pool.

Goal: The national goal is $9,000. CTS providers and regions have model-based goals for this measure. A model statistically adjusts each

provider's goal to account for factors beyond their control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each provider, and adjusts the national goal accordingly for that provider, to set a provider-specific goal. See Appendix 501 - Attachments, Attachment 12: PY 2025 CTS Contractor Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 5%

Formula:

Midpoint of all Quarter 2 earnings reported by graduates who complete the Quarter 2 survey and report they are in a job or the military

4. **Graduate Employer Retention Rate:** This measure gauges graduates' attachment to the workforce and aligns with WIOA reporting requirements.

Pool: All graduates who complete the Quarter 4 survey and were employed in the Second Quarter after exit.

Measure: The percentage of graduates in the pool who report in the Quarter 4 survey that they are employed by the same employer in the Second and the Fourth Quarters after exit.

Goal: The national goal is 65%.

Weight: 0%

Formula:

$$\frac{\text{Number of graduates who were employed by the same employer in Quarter 2 and Quarter 4 after exit}}{\text{Number of graduates who complete the Quarter 4 survey and were employed in Quarter 2 after exit}}$$

F. Performance Goals

Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. For PY 2025, there are no changes to the national performance goals for the CTS Report Card measures from PY 2024.

The following measures have *national* goals:

- Graduate Placement Rate

- CTT Completer Job Training Match (JTM) Rate
- Graduate Full-Time Quality Placement Rate
- Graduate Placement Rate in Quarter 2
- Graduate Placement Rate in Quarter 4
- Graduate Employer Retention Rate

The following measures have *model-based* goals:

- Graduate Average Hourly Wage at Placement
- Graduate Median Earnings in Quarter 2 after Exit Quarter

Model-based goals for all CTS measures can be found in Appendix 501 – Attachments, Attachment 12: PY 2025 CTS Contractor Model-Based Goals and Worksheets. Details regarding model-based goals can be found in Appendix 501, Introduction, Section D.2.(b).

G. Weights

A weight is assigned to each measure to reflect: 1) areas of emphasis in CTS providers' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure. The PY 2025 weight structure for the CTS Report Card has no changes from PY 2024.

H. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create a CTS provider overall rating. These ratings are reviewed to assess program effectiveness and identify potential performance concerns.

II. ROLES AND RESPONSIBILITIES

A. National Office

The National Office of Job Corps is responsible for:

- Establishing national policy for the CTS OMS each program year.
- Providing model-based goals for designated performance measures and administering the appeals process of the adjusted goals.
- Administering the National Office appeals process of Quarter 2 and Quarter 4 outcomes reported from the post-separation survey.
- Monitoring the JCDC issuance of the CTS Report Card.
- Tracking and verifying performance of CTS providers.
- Communicating with Regional Offices to implement program or policy changes or adjustments.
- Providing information, technical assistance and training to the Regional Offices and the Job Corps community as needed.
- Establishing an administrative low rating to providers for lack of credible data.
- Developing and supporting a standardized audit methodology for Regional Office staff.

B. Regional Offices

Regional Offices are responsible for:

- Determining that proposals, contracts, and plans are consistent with CTS provider performance goals and requirements.
- Considering performance of CTS providers in procurement and contract administration activities.
- Ensuring that all CTS provider Requests for Proposals (RFPs) include language that informs the provider that new goals are issued each contract year through a unilateral modification (regardless of the base year period or the award of an option year).
- Issuing an amendment to the RFP or modifying the award document before execution if the RFP is issued and new goals are established by the National Office of Job Corps before the award of a contract and after the RFP is issued.
- Monitoring the performance of all CTS providers monthly using the CTS Report Card, the Center Quality Assessment, and information gathered from visits, assessments, and review of other reports and analyses.
- Reviewing information submitted by CTS providers who fail to meet performance goals on extenuating circumstances and/or unique factors to substantiate the shortfall and sharing this information with the National Office Performance Team.
- Evaluating the extenuating circumstances/unique factors in conjunction with the provider's compliance with all other terms and conditions of the contract/agreement and the results of any Office of Inspector General (OIG)

audits and special review findings in making procurement-related decisions.

Regional Directors will notify both the National Office of Job Corps and JCDC of CTS provider changes (locations or service) prior to implementing the change; and maintain and provide annually (or as revised), an updated list of CTS providers, their addresses, and codes to National Office staff.

C. CTS Providers

All providers delivering career transition services, as well as centers with CTS provider activities, are responsible for:

- Sharing the information in this Appendix 501e with all applicable staff.
- Accurate and timely data entry of valid placement data within the reporting period specified in Chapter 4, Section 4.4 to ensure data integrity.
- Data correction of errors in a timely manner, as requested and substantiated by centers and/or National Training Contractors (NTCs).
- Maintaining all documents, case notes, and automated information necessary for audits of activity.
- Updating placement records with the most current student's contact and alternate (family and friends) contacts information to provide post-separation survey staff with the most current contact information increasing the likelihood of reaching students for the Quarter 2 and Quarter 4 surveys. (Complete and accurate alternate contact information for family members or friends – at a different address – is essential to obtaining high survey completion rates.)
- Ensuring the Career Transition System, the approved web-based application, is used to provide maximum benefit to Job Corps students eligible for post-center services.
- Monitoring monthly performance against goals on the CTS Report Card.
- Submitting information to Regional Offices regarding extenuating circumstances and/or unique factors that could possibly, temporarily, justify poor CTS Report Card performance.
- Recommending corrective action, as required, and submitting corrective action plans to Job Corps Regional Offices when appropriate.
- Implementing corrective action plans as directed.

NOTE: A general failure to enter data accurately or otherwise report information to JCDC not only negatively affects the overall performance rating of the individual providers, but also reflects negatively on the integrity of Job Corps program reports and outcomes. Please pay particular attention to:

1. Entering "yes" or "no" in the "Apprenticeship Box" **and/or** the "Placed by NTC Box" on the Placement Record data entry screen.
2. Entering accurate placement O*NET codes for the position in which the graduate was placed on the Placement Record data entry screen.
3. Coordinating contract updates with the Regional Office staff.

D. Job Corps Centers

Job Corps centers are responsible for:

- Timely and accurate transmittal of Graduates' information to CTS providers.
- Accurate coding of placer IDs when completing the Center Information System (CIS)/CTS termination screen.
- Assisting CTS providers and NTCs in placing Graduates in jobs, apprenticeships, the military, or educational programs.

E. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the CTS Report Card and other reports are issued in accordance with the target release dates.
- Coordinating specifications of the CTS Report Card with National Office staff.
- Ensuring the data generated in the reports accurately reflect the policy and programming design.
- Providing Help Desk services regarding CTS provider data, reporting and oversight of CTS, and training and services to the regions on CTS.

APPENDIX 501D
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM CAREER TECHNICAL TRAINING OUTCOME MEASUREMENT SYSTEM

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I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2025

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2025 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

The Career Technical Training (CTT) Report Card is a comprehensive system used to measure the performance of all Job Corps career technical training (CTT) programs, both center-operated and National Training Contractor (NTC)-operated. The CTT Report Card provides data regarding students' participation in CTT programs, as well as achievement of industry-recognized credentials and participation in the workforce with sustainable earnings.

B. PY 2025 Changes in Appendix 501D

For PY 2025, Job Corps has made no changes to the CTT Report Card.

All policies and related attachments pertaining to the CTT Report Card can be found in Appendix 501 Introduction and Appendix 501 Attachments.

Provided on the next page is a summary table outlining the PY 2025 CTT Report Card.

PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
Direct Center Services (30%)			
Career Technical Training (CTT) Program Completion Rate	Number of students who attained their first CTT program in the reporting period Number of students who completed their first CTT program during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing it	75%	15%
CTT Industry-Recognized Credential (IRC) I Attainment Rate	Number of CTT students who attained their first approved Primary IRC or completed an NTC program in the reporting period Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC	90%	10%
CTT Industry-Recognized Credential (IRC) II Attainment Rate	Number of CTT students who attained their first approved Secondary IRC or their second approved Primary IRC in the reporting period Number of students assigned to a CTT program who completed their first Secondary IRC/second Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Secondary IRC or a second Primary IRC	92%	5%
CTS Placement Outcomes (40%)			
CTT Completer Placement Rate	Number of CTT completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center	95%	10%
CTT Completer Average Hourly Wage at Placement*	Sum of hourly wages of CTT completers placed in a job or the military Number of CTT completers placed in a job or the military	$19.50	5%
CTT Completer Full-Time Quality Placement Rate	Number of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of initially placed CTT completers	90%	10%
CTT Completer Job Training Match (JTM) Placement Rate	Number of CTT completers placed in a training-related job or the military Number of CTT completers placed in a job or the military	80%	10%
CTT Completer Job Training Match (JTM) Average Hourly Wage*	Sum of hourly wages of CTT completers placed in a training-related job or the military Number of CTT completers placed in a training-related job or the military	$20.25	5%

PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
Q2/Q4 Placement Outcomes (30%)			
CTT Completer Placement Rate in Quarter 2 After Exit Quarter	Number of CTT completers who report on the Quarter 2 survey they are in a job, the military, an education/training program, or a job/college combination Number of CTT completers who complete the Quarter 2 survey	85%	12.5%
CTT Completer Placement Rate in Q4 After Exit Quarter	Number of CTT completers who report on the Quarter 4 survey they are in a job, the military, an education/training program, or a job/college combination Number of CTT completers who complete the Quarter 4 survey	85%	12.5%
CTT Completer Median Earnings in Quarter 2 After Exit Quarter*	Midpoint of all Quarter 2 earnings reported by CTT completers who complete the Quarter 2 survey and report they are in a job or the military	$9,400	5%
*Has Model-based Goal (center level)			100%

C. Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card

For the CTT Report Card, enrolled students who exit due to Level 1 ZT infractions under codes 5.1a, 5.2b and 5.3c (alcohol) within 30 days from enrollment are *not* included in the pools and credits for the three direct center services measures: CTT Completion, Industry-Recognized Credential I, and Industry-Recognized Credential II. Additionally, enrolled students who exit due to Level 1 ZT infractions under code 5.2a within 45 days from enrollment are *not* included in the pools and credits for these measures. Specifically, the pools for the three on-center measures do not include:

- Enrolled students who remained in Job Corps less than 30 days from enrollment and exit under codes 5.1a (Possession of a weapon on center or under center supervision, Assault, Threat of Assault, Threat to Safety, Sexual Assault, Arrest for a felony or violent misdemeanor on or off center, Illegal Activity, Robbery or extortion, Arson, Cruelty to animals, Inciting a disturbance or creating disorder) or 5.2b Drugs (Possession or distribution of drugs on center or under center supervision);
- Enrolled students who remained in Job Corps less than 30 days from enrollment and exit under code 5.3c (Alcohol: Possession, consumption, or distribution while on center or under center supervision); and
- Enrolled students who remained in Job Corps less than 45 days from enrollment and exit under code 5.2a (Drugs: Use of drugs as evidenced by a positive drug test).

Students who exit the program due to Level 1 ZT infractions incurred after the 30/45 day timeframes noted above will be included in all pools for on-center measures, and credit will be given for the attainments made prior to separation. However, students who exit for Level 1 ZT infractions are not considered graduates and are excluded from all post-center pools since they are ineligible for post-center services.

The list of Level 1 ZT infractions can be found in Chapter 2, Exhibit 2-1 (Infraction Levels, Definitions, and Appropriate Center Actions).

D. Career Technical Training (CTT) Measures

Direct Center Services Measures

1. Career Technical Training (CTT) Program Completion Rate

Pool: Number of students who completed their first CTT program during the reporting period plus the number assigned to a CTT who exited in the reporting period without completing any CTT program (excluding 30/45 day Level 1 ZTs). Students who entered more than one CTT program but did not complete any CTT program, shall be included in the CTT completion pool of the program in which they were enrolled the longest. Students who completed one or more CTT offerings are

assigned to the CTT completion pool of each training program completed.

Measure: The percentage of students who have completed a CTT program in the reporting period while enrolled in Job Corps.

Goal: The national goal is 75%.

Weight: 15%

Formula**:**

$$\frac{\text{Number of students who attained their first CTT program in the reporting period}}{\text{Number of students who completed their first CTT program during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing it}}$$

2. Career Technical Training (CTT) Industry-Recognized Credential I Attainment Rate:

In PY 2010, a measure of Industry Recognized Credential (IRC) attainment was added to the OMS to increase student marketability and employability. This measure was further refined in PY 2015 to focus on credentials that are of "primary" importance to a particular training program, versus those that are "secondary". Primary credentials represent knowledge and skill levels of a particular job and are considered critical for qualification and placement into permanent employment with sustainable wages. Secondary credentials are supportive in nature, and while important, are viewed as more supplemental than critically essential to the job.

Pool: Number of students assigned to a CTT program who completed their first Primary IRC/NTC program during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC/NTC program (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of students who have attained an approved Primary IRC or completed an NTC training program during the reporting period while enrolled in Job Corps.

Note: For a list of credentials classified as primary or secondary, please visit the Career Technical Training (CTT) web page on the Job Corps Community website.

Goal: The national goal is 90%.

Weight: 10%

Formula:

Number of CTT students who attained their first approved Primary IRC or completed an NTC program in the reporting period
Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC

3. Career Technical Training (CTT) Industry-Recognized Credential II Attainment Rate:

Pool: Number of students assigned to a CTT program who completed their first Secondary IRC/second Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Secondary IRC or a second Primary IRC (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of students who have attained an approved Secondary IRC or a second Primary IRC during the reporting period while enrolled in Job Corps.

Note: For a list of credentials classified as primary or secondary, please visit the Career Technical Training (CTT) web page on the Job Corps Community website.

Goal: The national goal is 92%.

Weight: 5%

Formula:

Number of CTT students who attained their first approved Secondary IRC or their second approved Primary IRC in the reporting period
Number of students assigned to a CTT program who completed their first Secondary IRC/second Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Secondary IRC or a second Primary IRC

CTS Placement Outcome Measures

Provided below is a description of the career transition services placement outcomes measures. The following criteria pertain to all placement measures, as applicable:

- For placement to be credited it must:
  1. Meet the criteria described in PRH, Exhibit 4-1,
  2. Add documentation consistent with the criteria in PRH, Exhibit 4-2, and
  3. Be entered and approved in CTS according to the timelines in Chapter 4, Section 4.4.

  If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the timeframe specified in Chapter 4, Section 4.4, the center (and the CTS contractor) will not receive credit for the Placement Rate Measure for the student. The student will not be in the pool of the CTT Completer Full-Time Quality Placement rate or the CTT Completer JTM Placement rate measures and the center (and the CTS contractor) will not receive credit for the Placement Quality Rating Measure. JCDC will, however, include these placements in the National and Regional totals of the CTS placement measures if the student otherwise meets placement requirements.

- Initial placement upgrades that occur during the placement window for graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 - Attachments, Attachment 2: PY 2025 Initial Placements and Allowable Upgrades, for a chart outlining the hierarchy.

- An automatic education placement credit is given to the sending center in the CTT and Academic Report Cards for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 - Attachments, Attachment 3: PY 2025 DCS, CTT and Academic Report Card Pools and Credit for Students Transferred to Advanced Training (AT) Programs, for a chart outlining allowable center credits for AT transfers. This does not apply to ACT transfers.

4. Career Technical Training (CTT) Completer Placement Rate

Pool: All CTT completers whose initial placement records are due or received[1] or who transfer to an approved AT program at another center.

Separated students who complete one or more CTT programs are assigned to the placement pool of each program completed.

Measure: The percentage of CTT completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (per Job Corps' placement definition in Exhibit 4-1), or who transfer to an approved AT program at another center.

[1] *In this usage, the term "due or received" refers to the sum of the number of CTT completers for whom placement information was reported; i.e., "received," plus the number of CTT completers for whom placement information was not reported and for whom the placement window had expired; i.e., "due."*

Students who are in the placement pool for more than one CTT offering shall remain in those pools, whether placed or not, and shall be included in the calculation for the placement measure of each of those training programs.

Goal: The national goal is 95%.

Weight: 10%

Formula:

$$\frac{\text{Number of CTT completers placed in a job, the military, an education/training program, a job/college combination, or who transferred to an approved Advanced Training program at another center}}{\text{Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center}}$$

5. Career Technical Training (CTT) Completer Average Hourly Wage at Placement:

Pool: All CTT completers placed in a job or the military per the Job Corps placement definition.

Measure: The average hourly wage of CTT completers in the pool associated with their initial or upgrade placement in a job or the military.

Goal: The national goal is $19.50. Since PY 2014, centers and regions are assigned center-level model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 - Attachments, Attachment 13: PY 2025 CTT Center Level Model-Based Goals.

Weight: 5%

Formula:

$$\frac{\text{Sum of hourly wages of CTT completers placed in a job or the military}}{\text{Number of CTT completers placed in a job or the military}}$$

6. Career Technical Training (CTT) Completer Full-Time Quality Placement Rate

Pool: All CTT completers who entered a placement that meets the Job Corps placement definition.

Measure: The percentage of CTT completers in the pool who are placed in an apprenticeship program, a full-time job (one to two jobs that equal full-time hours), the military, full-time college, full-time job/college combination or full-time post-secondary training.

Goal: The national goal is 90%.

Weight: 10%

Formula:

$$\frac{\text{Number of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program}}{\text{Number of initially placed CTT completers}}$$

7. Career Technical Training (CTT) Completer Job Training Match (JTM) Placement Rate

In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added to the Center Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program's emphasis on education, the measure was expanded to also credit CTT completers that enter a post-secondary education or post-secondary training as Postsecondary Credit (PSC). For PY 2025, the measure has been refocused on matching job placements with training received and removes from the pools and credits post-secondary education and training placements. While post-secondary education/training is highly valued and encouraged as a placement by Job Corps, it is now credited under the CTT Completer Full-Time Quality Placement measure.

In PY 2010, an improved Job Training Match (JTM) Crosswalk was introduced that more directly aligns training programs with jobs. The JTM Crosswalk provides the link to determine whether students' placement in employment is related to the career technical training received in Job Corps. The JTM Crosswalk is the fundamental data source for the JTM measures; therefore, it is essential that the Crosswalk accurately links relevant jobs to appropriate training. While updates have been made to the JTM Crosswalk since its introduction in 1998 (for

example, the conversion to O*NET-SOC 2009 placement codes), a major overhaul of the Crosswalk and its structure was necessary to ensure the continued accuracy and validity of the outcomes reported. Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year to reflect enhanced alignment among Training Achievement Records (TARs), Training Program Areas (TPAs), and O*NET-SOC, the industry-recognized national occupational database – including the addition of placements recommended by practitioners from the field.

Pool: All CTT completers who are placed in a job or the military.

Students who completed one or more CTT programs are assigned to the JTM pool of each trade completed.

Measure: The percentage of CTT completers in the pool who are initially placed, or have a placement upgrade, in a training-related job or the military.

For students who completed more than one CTT offering and are placed in the military, all applicable training programs receive a JTM Placement credit.

If a student completed more than one CTT offering and is placed in a job related to all of them, all receive a JTM Placement credit. If the placement relates to only one of the CTT offerings, only that training program will receive credit for this measure. Further, this same student will be removed from the JTM pool of the other CTT offering(s) completed.

If, however, a student is placed in a job that does not match any of the CTT programs completed, the student enters the JTM Placement Rate pools for all programs', but no program receives credit since a JTM did not occur.

Goal: The national goal is 80%.

Weight: 10%

Formula**:**

$$\frac{\text{Number of CTT completers placed in a training-related job or the military}}{\text{Number of CTT completers placed in a job or the military}}$$

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2025. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate

O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 - Attachments, Attachment 6: PY 2025 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk/Request Form, for the request form and instructions.

8. Career Technical Training (CTT) Completer Job Training Match (JTM) Average Hourly Wage

Pool: All CTT completers who were placed in a training-related job or the military.

Measure: The average hourly wage of CTT completers placed in training-related jobs or the military.

Goal: The national goal is $20.25. Since PY 2014 centers and regions have been assigned model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 - Attachments, Attachment 13: PY 2025 CTT Center Level Model-Based Goals.

Weight**:** 5%

Formula**:**

$$\frac{\text{Sum of hourly wages of CTT completers placed in a training-related job or the military}}{\text{Number of CTT completers placed in a training-related job or the military}}$$

Quarter 2 and Quarter 4 Placement Measures

Provided below is a description of the Quarter 2 and Quarter 4 Placement Measures that align with WIOA's Quarter 2 and Quarter 4 metrics and its focus on longer-term employment. Appeals of placement and/or earnings outcomes reported from the Quarter 2 and Quarter 4 surveys may be filed as noted in Appendix 501 Introduction, Section F.7 (d) for the CTT Completer Placement in Quarter 2, CTT Completer Placement in Quarter 4, and CTT Completer Average Earnings in Quarter 2 measures. The placement appeal

and earnings appeals instructions and forms can be found in Appendix 501 - Attachments, Attachments 4 and 5, respectively.

9. Career Technical Training (CTT) Completer Placement Rate in Quarter 2 After Exit Quarter

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 2 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 2 survey that they are in a job, the military, an education/training program, or a job/school combination (per the Job Corps placement definition).

Goal: The national goal is 85%.

Weight: 12.5%

Formula:

$$\frac{\text{Number of CTT completers who report on the Quarter 2 survey they are in a job, the military, or an education/training program}}{\text{Number of CTT completers who complete the Quarter 2 Survey}}$$

10. Career Technical Training (CTT) Completer Placement Rate in Quarter 4 After Exit Quarter

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 4 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 4 survey that they are in a job, the military, an education/training program, or a job/school combination (per the Job Corps placement definition).

Goal: The national goal is 85%.

Weight: 12.5%

Formula:

$$\frac{\text{Number of CTT completers who report on the Quarter 4 survey they are in a job, the military, or an education/training program}}{\text{Number of CTT completers who complete the Quarter 4 Survey}}$$

11. Career Technical Training (CTT) Completer Median Earnings in Quarter 2 After Exit Quarter

Pool: All CTT completers who complete the Quarter 2 survey and report in the survey they are working in a job (that meets the Job Corps definition of placement) or the military.

Measure**:** The median earnings of placed CTT completers in the pool.

Goal: The national goal is $9,400. The PY 2025 center-level model-based goal is applied to all training programs offered by a center. See Appendix 501 - Attachments, Attachment 13: PY 2025 CTT Center Level Model-Based Goals.

Weight**:** 5%

Formula**:**

Midpoint of all Quarter 2 earnings reported by CTT completers who complete the Quarter 2 survey and report they are in a job or the military

E. Performance Goals

Performance goals serve as the quantitative targets to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. For PY 2025, there are no changes to the national performance goals for the CTT Report Card measures from PY 2024.

Since PY 2014, center-level models have been used to adjust national goals for wage and earnings measures in the CTT Report Card. Model-based goals are used for specific measures that require adjustments that ensure equities in making comparison of performance across centers and contractors. Center-level model-adjusted goals for the CTT Report Card are based on the factors identified for center-level wage and earnings goals. Setting center-level goals that adjust for differences in key factors that are beyond the operator's control leads to a more equitable assessment of performance. The models used are applied for all trades at each center.

See Appendix 501 Introduction, Section D. 2 (b) for more detailed information regarding model-based goals.

The following measures have *national* goals:

- CTT Program Completion Rate
- Industry-Recognized Credential I (Primary or NTC Completion)
- Industry-Recognized Credential II (Secondary or Second Primary)
- CTT Completer Placement Rate
- CTT Completer Quality Full-Time Placement Rate

- CTT Completer Job Training Match (JTM) Placement Rate
- CTT Completer Placement Rate in Quarter 2
- CTT Completer Placement Rate in Quarter 4.

The following three measures have *center-level model-based* goals:
- CTT Completer Average Hourly Wage at Placement
- CTT Completer JTM Average Hourly Wage
- CTT Completer Median Earnings in Quarter 2 After Exit Quarter

Center-level model-based goals for CTT measures can be found in Appendix 501 - Attachments, Attachment 13: PY 2025 CTT Center Level Model-Based Goals.

F. Weights

A weight is assigned to each measure to reflect: 1) areas of emphasis in CTT programs' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure. The PY 2025 weight structure for the CTT Report Card has no changes from PY 2024.

G. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create a CTT program overall rating. These ratings are reviewed to assess program effectiveness and identify potential performance concerns.

H. Program Performance

The primary purpose of the CTT Report Card, consistent with other OMS reports, is to account for results based on established program parameters and goals. The measures on the CTT Report Card represent key indicators of program success related to student preparation for the labor market and overall employment. Performance is ultimately determined based on the degree to which goals are met or exceeded, and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis. The system is designed to assist Job Corps officials, at all levels, to:

- better monitor and evaluate CTT program performance
- recognize programs that consistently perform well
- work to improve programs that exhibit average performance to prevent further decline
- actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance
- initiate corrective action for programs that consistently perform at an unsatisfactory level

Based on the PY 2025 CTT Report Card, programs will receive an overall rating and will

be graded on the basis of the following scale:

A	*Exceptional performance*	*110.0% and higher*
B	*Above average performance*	*95.0 percent – 109.9%*
C	*Average performance*	*80.0 % – 94.9 %*
D	*Unsatisfactory performance*	*0 – 79.9%*

The CTT Report Card will display each program's score and grade for the preceding program year.

1. Grade A (Exceptional Performance):

Programs in Grade A status will be recognized as appropriate by their respective Regional Office.

2. Grade B (Above Average Performance):

Programs in Grade B status will also be recognized as appropriate by their respective Regional Office.

3. Grade C (Average Performance):

Job Corps may require programs, including National Training Contractor (NTC) programs, with an average overall Grade C to have a CTT Continuous Improvement Plan (CTT-CIP). Those programs that repeatedly have overall ratings between 80.0 percent and 84.9 percent (low Grade C) are particularly more likely to be placed on a CTT-CIP. CTT-CIPs will be developed, implemented, regularly monitored and, as necessary, adjusted by all entities involved with the CTT program (i.e., CTT Unit, Regional Office, center and, as appropriate, NTC).

4. Grade D (Unsatisfactory Performance):

The Office of Job Corps is committed to offering well-performing programs for its students. Programs that receive a Grade D rating are subject to heightened scrutiny to correct deficiencies that lead to poor performance. **All programs that receive a D rating must adhere to the CTT-CIP process as outlined below.**

(a) First Year of Grade D Performance:

At the beginning of the program year, Regional Offices are required to submit a CTT-CIP for all programs that received an overall Grade D rating in the previous program year. CTT-CIPs must be created using the CTT-CIP form located on the CTT Resources section of the Job Corps community website. Regional Offices must approve and submit CTT-CIP forms for all D-rated programs to the National CTT Unit at

CTTSubmissions@dol.gov by September 1. The CTT-CIP should detail the cause of the program's D rating and the proposed action plan for improving the program's rating to above a D by the end of the program year. Regional Offices should consult with Center Directors, NTCs, and other stakeholders, as needed, to complete the CTT-CIP form.

Regional Offices must submit a mid-year status update on the progress made on the proposed actions of an active CTT-CIP. This status update should be submitted to the National CTT Unit at CTTSubmissions@dol.gov by March 1.

(b) Second Year of Grade D Performance for Programs on a CTT-CIP:

All programs that receive a D rating for a second consecutive year will be reviewed again and **may be subject to additional corrective action** and an appeals process administered by the Office of Job Corps, as follows. This process also applies to programs that remain D-rated for more than two consecutive program years.

At the beginning of the second program year, Regional Offices shall submit an updated and approved CTT-CIP form by September 1. Regional Offices should consult with Center Directors, NTCs, and other stakeholders, as appropriate, to complete the updated CTT-CIP form. Regional Offices shall submit the updated CTT-CIP to the National CTT Unit at CTTSubmissions@dol.gov.

The National CTT Unit will review all submitted CTT-CIP forms for programs that receive a D rating for two or more consecutive years, consulting with Regional Offices, Center Directors, and NTCs, as necessary, and recommend to the National Director of Job Corps a corrective action that may include, but is not limited to:

- Acceptance of the updated CTT-CIP
- Revision of the updated CTT-CIP
- Slot reduction of the program
- Closure of the program

The CTT Unit, in collaboration with the Regional Office, shall notify the applicable Center Director/NTC of the proposed corrective action.

Upon receipt of the proposed corrective action, Center Directors and/or NTCs may submit an appeal of the proposed corrective action within 20 calendar days of receiving the proposed corrective action. Appeals should include a justification for why the Center Director and/or NTC does not agree with the proposed corrective action as well as a proposed alternative corrective action. For NTC programs, Center Directors/operators and NTCs are encouraged to jointly develop and submit a single appeal; where this is not possible, separate appeals may be submitted. All appeals must be submitted to CTTSubmissions@dol.gov.

The National CTT Unit, in collaboration with the Regional Office, will review all appeals submitted within the allotted time frame and provide a final corrective action to the Center Director/NTC. The National Director will make all final decisions on the disposition of programs.

II. ROLES AND RESPONSIBILITIES

A. National Office

The National Office is responsible for:

- Establishing national policy for the CTT OMS each program year.
- Providing model-based goals for designated performance measures and administering the appeals process of the adjusted goals.
- Administering the National Office appeals process of Quarter 2 and Quarter 4 outcomes reported from the post-separation survey.
- Tracking and verifying performance of CTT contractors.
- Communicating with Regional Offices to implement program or policy changes or adjustments.
- Providing information, technical assistance, and training to the Regional Offices and the Job Corps community as needed.
- Administering the National Office appeals process for programs subject to closure/slot reduction.
- Reviewing the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and as determined by the Regional Office, those in low Grade C.

B. Regional Offices

Regional Offices are responsible for:

- Monitoring the performance of all CTT programs monthly, including NTC programs, using the CTT Report Card and information gathered from center visits, assessments, and review of other reports and analyses.
- Administering the Regional Office appeals process and, as justified, placing programs on probation.
- Assisting in the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and as determined by the Regional Office, those in low Grade C.
- Participating in the National Office-administered appeals process.
- Developing, as needed, CTT change recommendations and related CTT modernization plans in cooperation with centers, Workforce Councils and, as applicable, NTCs.

C. Job Corps Centers

Job Corps centers are responsible for:

- Accurate and timely data entry into CIS to ensure data integrity.
- Ensuring, in cooperation with Workforce Councils, the most meaningful and

productive trade-mix using relevant local labor market supply and demand data and other economic information.
- Coordinating closely with Workforce Councils and, as applicable, NTCs, to regularly monitor and improve CTT program performance, based on data contained in the monthly CTT Report Card.
- Participating, as applicable, in the Regional Office-administered and/or National Office-administered Appeals Process.
- Providing staff training, monitoring performance regularly, and working with Regional Office staff and, as applicable, NTC staff, to develop, implement, and monitor CTT-CIPs.
- Initiating organizational, operational, and other changes that help achieve long-term job retention and economic self-sufficiency for students/graduates.

D. National Training Contractors (NTCs)

NTCs, working closely with the NTC Contracting Officer Representative (COR) and center staff, are responsible for:

- Coordinating with Regional Office staff, operators, and center staff to implement the new CTT Report Card.
- Initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates.
- Participating in the Regional Office-administered and/or National Office-administered Appeals Process, as applicable.
- Providing NTC staff training, monitoring NTC performance frequently, and working with Regional Office and center staff to develop, implement, and regularly monitor CTT-CIPs for NTC programs.

E. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the CTT Report Card and other reports are issued in accordance with the target release dates.
- Coordinating specifications of the CTT Report Card report with National Office staff.
- Ensuring the data generated in the reports accurately reflect the policy and programming design.
- Providing Help Desk services regarding CTT program data, including NTC data, reporting and oversight of CIS and CTS, and training and services to the regions on CIS and CTS.

APPENDIX 501E
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM ACADEMIC OUTCOME MEASUREMENT SYSTEM

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I. ACADEMIC REPORT CARD (ARC) FOR PY 2025

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2025 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

The Academic Report Card (ARC) is a comprehensive system used to measure the performance of all Job Corps academic programs, whether they are offered in-house, through a local partnership, or through an online program. The ARC provides data regarding students' participation in academic programs, with results shown at the center and academic status levels.

B. PY 2025 Changes in Appendix 501e

For PY 2025, Job Corps has made no changes to the weight structure of the Academic Report Card but has incorporated modifications to the pools of some measures to align with recently implemented policy changes regarding CTT One-Way students, the new TABE 13/14 test and the transition from TABE 11/12 to TABE 13/14. The Office of Job Corps has also changed the goal of one measure to reflect the new basic skills deficient benchmark based upon the TABE 13/14 Mathematics test.

Policy and Definition Changes:

HSD/HSE Attainment Rate: Students who enter Job Corps through a special agreement with a local high school for the purpose of only enrolling in a CTT program while continuing their secondary school coursework at the high school are not included in the pool. These students are identified as "CTT One-Way".

Average Literacy Gains: CTT One-Way students are not included in the pool.

Literacy Average High EFL: CTT One-Way students are not included in the pool.

Average Numeracy Gains: Students whose initial Mathematics TABE 13/14 test places them at Educational Functional Level (EFL) 5 or above are not included in the pool. Under TABE 13/14, the threshold for basic skills deficiency on the Mathematics test shifts from EFL 6 to EFL 5. The threshold is used for determining placement in follow-up academic instruction and for follow-up TABE testing. Students who test EFL 4 or below on the TABE 13/14 Mathematics test will continue to test until they reach the threshold or separate from the program. CTT One-Way students are also not included in the pool.

Numeracy Average High EFL: CTT One-Way students are not included in the pool.

TABE Testing Policy During Transition from TABE 11/12 to TABE 13/14:

On July 1, 2025, Job Corps transitioned from TABE 11/12 to TABE 13/14. Students who enrolled prior to and were still active on July 1, 2025 and who achieved EFL 5 (for Literacy) or EFL 6 (for Numeracy) on a TABE 11/12 initial or follow-up test will not take the equivalent TABE 13/14 test. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 in the area in which they were basic skills deficient, or in the area in which they did not have a valid test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

Goal Changes:

Numeracy Average High EFL: The goal is lowered to EFL 5 from EFL 6 to reflect the change in the threshold for basic skills deficiency under the TABE 13/14. All policies and related attachments pertaining to the ARC can be found in Appendix 501 Introduction and Appendix 501 Attachments.

The PY 2024 model-based goals will also continue to be used for all relevant measures in PY 2025.

Provided on the next page is a summary table outlining the PY 2025 ARC.

PY 2025 ACADEMIC REPORT CARD (ARC)			
Indicator	**Definition**	**Goal**	**Weight**
CREDENTIAL ATTAINMENT (25%)			
Average Days to Attain an HSD/HSE	Total days from enrollment to HSD/HSE attainment Number of separated students who attain either an HSD or HSE	---	0%
HSD/HSE Attainment Rate*	Number of students who attain either an HSD or HSE Number of separated students without an HSD or HSE at entry	65%	25%
MEASURABLE SKILLS GAINS (25%)			
Average Literacy Gains*	Sum of Educational Functioning Level (EFL) gains attained on the highest valid subsequent TABE reading test Number of students who score EFL 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center	0.7 EFL	12.5%
Literacy Average High EFL	Sum of Highest Reading EFLs No. of students who score EFL 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center	5 EFL	0%
Average Numeracy Gains*	Sum of EFL gains attained on the highest valid subsequent TABE mathematics test Number of students who score EFL 4 or below on the initial TABE mathematics test and students who do not take a valid initial mathematics test during the first 21 calendar days on center	0.7 EFL	12.5%
Numeracy Average High EFL	Sum of Highest Mathematics EFLs No. of students who score EFL 4 or below on the initial TABE mathematics test and students who do not take a valid initial mathematics test during the first 21 calendar days on center	5 EFL	0%
CTS PLACEMENT (50%)			
HSD/HSE Completer Placement Rate	Number of HSD/HSE completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center Number of HSD/HSE completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center	95%	25%
HSD/HSE Completer Average Hourly Wage at Placement*	Sum of hourly wages of HSD/HSE completers placed in a job or the military Number of HSD/HSE completers placed in a job or the military	$18.80	10%
HSD/HSE Completer Full-Time Quality Placement Rate	Number of HSD/HSE completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of initially placed HSD/HSE completers	90%	15%
*Model-based Goal (center level)			100%

C. Impact of Level 1 Zero Tolerance (ZT) Separations on the ARC

For the ARC, enrolled students who exit due to Level 1 ZT infractions under codes 5.1a, 5.2b and 5.3c (alcohol) within 30 days from enrollment are *not* included in the pools and credits for the three direct center services measures. Additionally, enrolled students who exit due to Level 1 ZT infractions under code 5.2a within 45 days from enrollment are *not* included in the pools and credits for these measures. Specifically, the pools for the three on-center measures do not include:

- Enrolled students who remained in Job Corps less than 30 days from enrollment and exit under codes 5.1a (Possession of a weapon on center or under center supervision, Assault, Threat of Assault, Threat to Safety, Sexual Assault, Arrest for a felony or violent misdemeanor on or off center, Illegal Activity, Robbery or extortion, Arson, Cruelty to animals, Inciting a disturbance or creating disorder) or 5.2b Drugs (Possession or distribution of drugs on center or under center supervision);
- Enrolled students who remained in Job Corps less than 30 days from enrollment and exit under code 5.3c (Alcohol: Possession, consumption, or distribution while on center or under center supervision); and
- Enrolled students who remained in Job Corps less than 45 days from enrollment and exit under code 5.2a (Drugs: Use of drugs as evidenced by a positive drug test).

Students who exit the program due to Level 1 ZT infractions incurred after the 30/45 day timeframes noted above will be included in all pools for on-center measures, and credit will be given for HSD/HSE attainment and literacy and numeracy attainments made prior to separation. Students who separate due to Level 1 ZT infractions at any time and/or students who are enrolled in Job Corps for less than 60 calendar days are *not* included in the post-center measure pools since they are ineligible for post-center services.

The list of Level 1 ZT infractions can be found in Chapter 2, Exhibit 2-1 (Infraction Levels, Definitions, and Appropriate Center Actions).

D. Academic Report Card Measures

Direct Center Services Measures

1. **High School Diploma (HSD) or High School Equivalency (HSE) Attainment Rate:** This indicator supports the Workforce Innovation and Opportunity Act's (WIOA) mission for Job Corps to prepare students for successful careers in in-demand industry sectors, occupations, or the Armed Forces, that will result in economic self-sufficiency and opportunities for career advancement or enrollment in post-secondary education, including apprenticeship programs.

   Pool: Number of students who completed an HSD/HSE plus the number assigned to a high school diploma/equivalency program or unassigned

who exited without completing a high school diploma or equivalency program (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students).

Measure: The percentage of students who have completed a high school diploma or equivalency program before separation from Job Corps.

Goal: The national goal is 65%; for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 14: PY 2025 Academic Center-Level Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 25%

Formula**:**

$$\frac{\text{Number of students who attain either a high school diploma or equivalency}}{\text{Number of separated students without an HSD or HSE at entry}}$$

2. Average Literacy Gain: This measure supports programs such as the HSD and the Limited English Proficient (LEP) Initiatives and will help centers by tracking those youth who have achieved gains in literacy. Please note that centers must adhere to policy as stated in Chapter 3, Appendix 301: TABE® Requirements and Instructions.

Pool: All students who exit the program (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students) who scored at or below Educational Functioning Level (EFL) 4 on a valid initial TABE reading test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español[1] reading test (level E or M) taken after the student has received instruction in the content area.

Measure: The average of all of the positive EFL gains (negative gains will be counted as a zero gain) made by the students in the pool on the highest valid subsequent TABE reading test (level E, M, D, or A) or TABE Español reading test (level E or M) taken after the student has received instruction in the content area.

[1] The TABE Español, which is the most recent Spanish version of the test, is the 7/8 edition released in 1995 and has different score ranges aligned with the EFLs as compared to the TABE 13/14 2025 English edition.

Goal: The national goal is 0.7 EFL; for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 14: PY 2025 Academic Center-Level Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 12.5 %

Formula:

$$\frac{\text{Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE reading test}}{\text{Number of students who score at or below Educational Functioning Level 4 on the initial TABE reading test (Level 4 on the TABE Español) and students who do not take a valid initial reading test during the first 21 calendar days* on center}}$$

* For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. For exceptions to this 21-day policy, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

Note 1: EFLs range from 1 to 6 and each EFL is linked to a specific scale score range. A gain is made when a student attains a higher EFL on a follow-up TABE test than the EFL of their initial TABE test; credit is given for the difference between the EFL of the highest follow-up TABE test score and the EFL of the initial TABE test. For example, moving from an EFL of 2 on the initial TABE test to an EFL of 4 on the highest subsequent TABE test equals a 2.0 credit for that student. If the student's highest subsequent TABE test result is lower than the initial TABE test result, a 0 credit will be given for that student. The center's average gain is then calculated by dividing the sum of all credits received (including zero gains) by the number of students in the pool.

Note 2: Students who achieved EFL 5 or above on a TABE 11/12 Reading initial or follow-up test prior to July 1, 2025 will not take the TABE 13/14 Reading initial test in PY 2025. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 Reading test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025

to take an initial TABE 13/14 Reading test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 tests within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

3. **Literacy Average High EFL:** This metric serves as a summative measure offering an average assessment EFL of reading proficiency among students who separate from the program. Please note that centers must adhere to policy as stated in Chapter 3, Appendix 301: TABE® Requirements and Instructions.

   Pool: Number of separated students (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students) who took the initial TABE 13/14 reading test plus students who did not take a valid initial reading test during the first 21 calendar days*

   * For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. For exceptions to this 21-day policy, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

   Measure: The average highest EFL achieved on a valid subsequent TABE reading test (level E, M, D, or A) or TABE Español reading test (level E or M) among students in the pool.

   Goal: The national goal is 5 EFL.

   Weight: 0%

   Formula:

$$\frac{\text{Sum of Highest Reading EFLs}}{\text{Number of students who score EFL 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center}}$$

4. **Average Numeracy Gain:** This measure supports programs such as the HSD Initiative and the LEP Initiative and will help centers by tracking those youth who have achieved gains in numeracy. Please note that centers must adhere to policy as stated in Appendix 301: TABE® Requirements and Instructions.

   Pool: All students who exit the program (excluding 30/45 day Level 1 ZTs and excluding CTT One-Way enrolled students) who scored at or below Educational Functioning Level (EFL) 4 on a valid initial TABE

mathematics test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español[2] mathematics test (level E or M) taken after the student has received instruction in the content area.

Measure: The average of all of the positive EFL gains (negative gains will be counted as a zero gain) made by the students in the pool on the highest valid subsequent TABE mathematics test (level E, M, D, or A) or TABE Español mathematics test (level E or M) taken after the student has received instruction in the content area.

Goal: The national goal is 0.7 EFL; for PY 2025, centers and regions have model-based goals for this measure. A model statistically adjusts each center's goal to account for factors beyond the operator's control (such as students' test scores at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Attachments, Attachment 14: PY 2025 Academic Center-Level Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 12.5%

Formula:

$$\frac{\text{Sum of EFL gains attained on the highest valid subsequent TABE mathematics test}}{\text{Number of students who score at or below EFL 4 on the initial TABE mathematics test (Level 4 on the TABE Español) and students who do not take a valid initial mathematics test during the first 21 calendar days* on center}}$$

* For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. For exceptions to this 21-day policy, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

Note 1: EFLs range from 1 to 6 and each EFL is linked to a specific scale score range. A gain is made when a student attains a higher EFL on a follow-up TABE test than the EFL of their initial TABE test; credit is given for the difference between the EFL of the highest follow-up TABE test score and the EFL of the initial TABE test. For example, moving from an EFL of 2 on the initial TABE test to an EFL of 4 on the highest subsequent TABE test equals a 2.0 credit for that student.

[2] The TABE Español, which is the most recent Spanish version of the test, is the 7/8 edition released in 1995 and has different score ranges aligned with the EFLs as compared to the TABE 13/14 which is the 2025 English edition.

If the student's highest subsequent TABE test result is lower than the initial TABE test result, a 0 credit will be given for that student. The center's average gain is then calculated by dividing the sum of all credits received (including zero gains) by the number of students in the pool.

Note 2: Students who achieved EFL 6 on a TABE 11/12 Mathematics initial or follow-up test prior to July 1, 2025 will not take the TABE 13/14 Mathematics initial test in PY 2025. All other students who enrolled prior to and who were still active on July 1, 2025 were required to take an initial TABE 13/14 Mathematics test. The 21-day window for taking an initial TABE test was waived for students who enrolled between May 20 and July 25, 2025; this group of students had until August 15, 2025 to take an initial TABE 13/14 Mathematics test. Students who enrolled on or after July 26, 2025 were required to take the initial TABE 13/14 test within the regular 21-calendar-day window. Credit will be given based upon the highest gains achieved from either the TABE 11/12 initial and highest follow up test OR the TABE 13/14 initial and highest follow up test. Credits cannot be given for the combined gains from the TABE 11/12 and TABE 13/14 tests.

5. Numeracy Average High EFL: This metric serves as a summative measure offering an average assessment EFL of mathematical proficiency among students who separate from the program. Please note that centers must adhere to policy as stated in Chapter 3, Appendix 301: TABE® Requirements and Instructions.

Pool: Number of separated students (excluding 30/45 day Level 1 ZTs and excluding One-Way CTT enrolled students) who took the initial TABE 13/14 mathematics test as well as students who did not take a valid initial mathematics test during the first 21 calendar days*.

* For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. For exceptions to this 21-day policy, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

Measure: The average of the highest EFL achieved on a valid subsequent TABE mathematics test (level E, M, D, or A) or TABE Español mathematics test (level E or M) among students in the pool

Goal: The national goal is 5 EFL.

Weight: 0%

Formula:

Sum of Highest Mathematics EFLs
Number of students who score EFL 4 or below on the initial TABE mathematics test and students who do not take a valid mathematics test during the first 21 calendar days on center

CTS Placement Outcome Measures

Provided below is a description of the career transition services placement outcomes measures. The following criteria pertain to all placement measures, as applicable:

- For placement to be credited it must:
  1. Meet the criteria described in PRH, Exhibit 4-1,
  2. Add documentation consistent with the criteria in PRH, Exhibit 4-2, and
  3. Be entered and approved in CTS according to the timelines in Chapter 4, Section 4.4.

  If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the timeframe specified in Chapter 4, Section 4.4, the center (and the CTS provider) will not receive credit for the Placement Rate Measure for the student. The student will not be in the pool of the remaining CTS Placement measures (Full-Time Quality Placement and Average Hourly Wage) and the center (and CTS provider) will consequently not be eligible to receive credit for these. JCDC will, however, include these placements in the National and Regional totals of the CTS Placement measures if the student otherwise meets placement requirements.
- Initial placement upgrades that occur during the placement window for graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 – Attachments, Attachment 2: PY 2025 Initial Placements and Allowable Upgrades, for a chart outlining the hierarchy.
- An automatic education placement credit is given to the sending center in the CTT Report Card and ARC for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 – Attachments, Attachment 3: PY 2025 DCS, CTT and Academic Report Card Pools and Credit for Students Transferred to Advanced Training (AT) Programs, for a chart outlining allowable center credits for AT transfers. This does not apply to Advanced Career Training (ACT) transfers.

6. HSD/HSE Completer Placement Rate

Pool: All HSD/HSE completers whose initial placement records are due or received or who transfer to an approved AT program at another center.

Measure: The percentage of HSD/HSE completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (per Job Corps' placement definition in Exhibit 4-1), or who transfer to an approved AT program at another center.

Goal: The national goal is 95%.

Weight: 25%

Formula:

$$\frac{\text{Number of HSD/HSE completers placed in a job, the military, an education/training program, a job/college combination, or who transferred to an approved Advanced Training program at another center}}{\text{Number of HSD/HSE completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center}}$$

7. HSD/HSE Completer Average Hourly Wage at Placement

Pool: All HSD/HSE completers placed in a job or the military per the Job Corps placement definition.

Measure: The average hourly wage of HSD/HSE completers in the pool associated with their initial or upgrade placement in a job or the military.

Goal: The national goal is $18.80. Since PY 2014, centers and regions are assigned center-level model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal.

Weight: 10%

Formula:

$$\frac{\text{Sum of hourly wages of HSD/HSE completers placed in a job or the military}}{\text{Number of HSD/HSE completers placed in a job or the military}}$$

8. HSD/HSE Completer Full-Time Quality Placement Rate

Pool: All HSD/HSE completers who entered a placement that meets the Job Corps placement definition.

Measure: The percentage of HSD/HSE completers in the pool who are placed in an apprenticeship program, a full-time job (one to two jobs that equal full-time hours), the military, full-time college, full-time job/college

combination or full-time post-secondary training.

Goal: The national goal is 90%.

Weight: 15%

Formula:

$$\frac{\text{Number of HSD/HSE completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program}}{\text{Number of initially placed HSD/HSE completers}}$$

E. Performance Goals

Performance goals serve as the quantitative targets to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. For PY 2025, there are no changes to the national performance goals for the Academic Report Card measures from PY 2024.

The following measures have *national* goals:

- Literacy Average High EFL
- Numeracy Average High EFL
- HSD/HSE Completer Placement Rate
- HSD/HSE Completer Full-Time Quality Placement Rate

The following measures have *center-level model-based* goals:

- Average Literacy Gain
- Average Numeracy Gain
- HSD/HSE Attainment Rate
- HSD/HSE Completer Average Hourly Wage at Placement

The PY 2024 models-based goals will continue to be used for PY 2025. Model-based goals for all ARC measures can be found in Appendix 501- Attachments, Attachment 14: PY 2025 Academic Center-Level Model-Based Goals and Worksheets. Details regarding model-based goals can be found in Appendix 501, Introduction, Section D.2.(b).

F. Weights

A weight is assigned to each measure to reflect: 1) areas of emphasis in Academic program accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the ARC remains unchanged for PY 2025.

G. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create an Academic program overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process.

H. Program Performance

The primary purpose of the ARC is to account for results based on established program parameters and goals. The measures on the ARC represent key indicators of program success related to student preparation for the labor market and overall employment. Performance is ultimately determined based on the degree to which goals are met or exceeded, and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis. The system is designed to assist Job Corps officials, at all levels, to:

- Better monitor and evaluate Academic program performance
- Work to improve programs that exhibit below average performance to prevent further decline
- Initiate corrective action for programs that consistently perform at an unsatisfactory level

Programs will receive an overall rating and will be graded on an A, B, C, C-, & D letter grading.

1. Grade A:

Programs in Grade A status will not be subject to an Academic Continuous Improvement Plan (A-CIP).

2. Grade B:

Programs in Grade B status will not be subject to an A-CIP.

3. Grade C:

Programs in Grade C status will not be subject to an A-CIP.

4. Grade C-:

Regional Offices (RO) may require programs with performance in C- to have an A-CIP (see Appendix 501 Attachments, Attachment 10 for more detail on the A-CIP process and form). Circumstances will be taken into consideration by the RO when determining the need of an A-CIP for the Academic Program. A-CIPs will be developed, implemented, regularly monitored and, as necessary adjusted by all

entities involved with the Academic program. This will require collaboration by all stakeholders involved.

5. Grade D:

Regional Offices will require programs with performance in D to have an A-CIP. A-CIPs will be developed, implemented, regularly monitored and, as necessary adjusted by all entities involved with the Academic program. This will require collaboration by all stakeholders involved.

I. A-CIP Process

(a) First Year of Grade D Performance.

At the end of PY 2025, the ROs will begin the A-CIP process using the form in Appendix 501 Attachments, Attachment 10. All programs earning a D Grade will be required to be placed on an A-CIP for the following Program Year. This will be a collaborative effort between the Regions, the centers, and all involved stakeholders to develop a plan that ensures that the program will be trending upwards. The goal is to provide all students with a quality education.

Regional Offices are required to submit to the Office of Job Corps, Division of Educational Services, a composite list of those programs designated to probation and a copy of the A-CIP for each targeted center.

A-CIPs will be updated quarterly, and be reviewed by Regional and National offices as follows:

1. Center completes designated areas of the A-CIP template and indicates acceptance by typing its name in the appropriate boxes.

2. Center uploads template to regional Share Point site in “Performance” folder in the shared documents section of the site.

3. Center sends an e-mail to Regional Director, Program Manager and National Academic Unit confirming the template has been uploaded.

4. Region reviews the document and works with the center (using current A-CIP template that includes SMART analysis) until the plan is approved.

5. Region sends e-mail to center and National Academic Unit confirming the region has approved the plan.

6. At the end of each quarter, center updates the template with the prior quarter’s results and the prior version of the form as outlined above and sends an email notifying the Regional and National offices that the template has been updated

and the updated version has been saved to the Share Point site.

7. At the end of the four quarters, the Regional Offices make a recommendation to the Office of Job Corps to either remove the program from the A-CIP process or to move to a second year of program improvement planning.

(b) Second Year of Grade D Performance for Programs Having Served 1 Year of Corrective Action:

At the end of the first program year, if the program remains in Grade D, it will be subject to additional corrective action, and an appeals process administered by the Office of Job Corps, as follows:

- The Office of Job Corps will formally notify the Regional Directors and, as applicable, of programs that were on a corrective action, and continued to perform at Grade D.

- Regional Directors will have 20 business days to submit appeals to:

  U.S. Department of Labor/Office of Job Corps
  200 Constitution Avenue, NW, Room N-4507
  Washington, DC 20210
  Attention: Division of Education Services

- Office of Job Corps staff will thoroughly review all appeals, consult with Regional Directors, as necessary, and recommend to the National Director of Job Corps one of the following actions for each program:
  - Remove the program from the A-CIP process
  - Extend the A-CIP to a second year
  - Replace the program with a different HSD/HSE option at the center

II. ROLES AND RESPONSIBILITIES

A. National Office

The National Office is responsible for:

- Establishing national policy for the Academic OMS each program year
- Providing model-based goals for designated performance measures and administering the appeals process of the adjusted goals
- Monitoring the JCDC issuance of the Academic Report Card
- Tracking and verifying performance of Academic providers
- Communicating with Regional Offices to implement program or policy changes or adjustments
- Providing information, technical assistance, and training to the Regional Offices and the Job Corps community as needed
- Reviewing the development, implementation, and monitoring of A-CIPs for all programs in Grade D and as determined by the Regional Office, those in Grade C-

B. Regional Offices

Regional Offices are responsible for:

- Monitoring the performance of all Academic programs monthly, using the ARC and information gathered from center visits, assessments, and review of other reports and analyses
- Administering the Regional Office appeals process and, as justified, placing programs on probation
- Assisting in the development, implementation, and monitoring of A-CIPs for all programs in Grade D and as determined by the Regional Office, those in Grade C-
- Participating in the National Office-administered appeals process

C. Job Corps Centers

Job Corps Centers are responsible for:

- Accurate and timely data entry into Center Information System (CIS) to ensure data integrity
- Participating, as applicable, in the Regional Office-administered and/or National Office-administered Appeals Process
- Providing staff training, monitoring performance regularly, and working with Regional Office staff, to develop, implement, and monitor A-CIPs.

D. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the ARC and other reports are issued in accordance with the target release dates
- Coordinating specifications of the ARC with National Office staff
- Ensuring the data generated in the reports accurately reflect the policy and programming design
- Providing Help Desk services regarding Academic program data, reporting and oversight of CIS, and training and services to the regions on CIS

APPENDIX 501F
POLICIES AND PROCEDURES FOR JOB CORPS' PROGRAM YEAR (PY) 2025 PERFORMANCE MANAGEMENT SYSTEM
PERFORMANCE IMPROVEMENT PLAN (PIP) SYSTEM

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I. PERFORMANCE IMPROVEMENT PLAN (PIP) SYSTEM FOR PY 2025

A. Overview. The Workforce Innovation and Opportunity Act (WIOA) https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf, requires Job Corps to develop and implement a performance improvement plan for Job Corps centers that fail to meet expected levels of performance. As a result, Job Corps designed a new Performance Improvement Plan (PIP) system released July 1, 2016. The PIP was subsequently revised and re-released on December 21, 2016, through PRH Change Notice 16-08. The PIP system provides performance improvement assistance and increased oversight to the lowest performing centers that fail to meet Job Corps' expected levels of performance. The PIP system uses Outcome Measurement System (OMS) data to determine if centers are meeting performance goals; place the lowest performing centers on a PIP and provide guidance; communicate consequences for not meeting established performance goals within a defined time period; and takes corrective actions if centers on PIPs do not improve performance and meet performance criteria.

The PIP system is nationally administered, implemented annually, and directed at center-level accountability, whether operated by private contractors or the U.S. Department of Agriculture, Forest Service (USDA FS). The PIP system also defines the consequences for failing to perform or make progress to improve performance at a Center.

WIOA requires that all youth training programs, including Job Corps, use six primary performance measures to evaluate contractors' performance. In PY 2016, Job Corps established a new system to collect and report WIOA program outcomes and began collecting data through this new reporting system. In PY 2017 and PY 2018, Job Corps adjusted the WIOA reporting system to align with other ETA training programs and began collecting performance data. In PY 2020, Job Corps began receiving aggregated wage record results for reporting on the Quarter 2 and Quarter 4 placement and Quarter 2 earnings metrics. In PY 2026, Job Corps will produce and incorporate a new, stand-alone, quarterly WIOA Report with PY 2026 center-level outcomes against goals for each of the primary six measures and an overall rating. Beginning in PY 2027, Job Corps will transition to using this WIOA Report to place centers on a Performance Improvement Plan (PIP) as required by the law. Until that time, Job Corps will continue to use OMS reports for PIP placement and graduation evaluations.

B. **PIP Entry Criteria**. The PIP system has two entry criteria for Job Corps centers to be placed on a PIP. If both criteria are met, the center is placed on a PIP.

1. **OMS Ranking**. A center is first identified as ranked among the bottom ten (10) percent of Job Corps centers on the DCSOMS10R report card for the most recent full PY year-end report.

2. **Overall OMS Rating Score**. After a center is identified as ranked among the lowest 10 percent of centers, a second criterion is applied. If a center ranked in the bottom 10 percent has an end-of-PY overall DCSOMS10R score that is at 88% or less of the year's DCSOMS10R national average, the center is placed on a PIP.

C. **PIP Graduation Criteria.** To graduate from a PIP, a center's performance must demonstrate DCSOMS10R ranking in the top two quartiles on the mid-year (PY based) or year-end DCSOMS10R report.

D. **Probationary Period**

1. Each center that is placed on a PIP will serve a minimum of twelve months on that PIP, with evaluations against graduation criteria conducted at mid-PY (mid-year) and end of PY (year-end). The Department of Labor (DOL) reserves the right to end this process at any point if it determines that it is in the best interest of the Government to do so.

2. When a PIP center meets the graduation criterion at mid-year or year-end, the center enters a probationary period lasting six (6) additional months. The probationary period is to ensure the center's improved performance can be maintained. If the center continues to meet the graduation criterion by the end of the six-month probationary period, the center will formally graduate from the PIP.

E. **Sources for PIP Performance Measures.** The following Outcome Measurement System reports will be used in the mid-year and year-end PIP assessments.

1. **DCSOMS10R Report** from 7/1/20xx to 12/31/same year – To evaluate mid-year performance outcomes for graduation consideration.

2. **DCSOMS10R Report** from 7/1/20xx to 6/30/next year – To assess centers for placement on a PIP and evaluate PY year-end performance outcomes for graduation consideration.

F. Time Limitation for PIP Status

1. The minimum period for a center to serve on a PIP is 12 months, or six months plus a six-month probation period. As noted above, DOL reserves the right to end the PIP prior to the end of 12 months if it determines that it is in the best interest of the Government to do so.

2. The maximum period for a center to serve on a PIP is 42 months, or three full program years plus a six-month probation period.

G. Timeline for Placing Centers on a PIP

1. **September**: The National Office will identify new centers for placement on a PIP using finalized end of PY OMS report data. The finalized PY 2025 DCSOMS10R Report Card will be used for identification of PIP centers for PY 2026. The National Director of Job Corps shall formally notify centers of their PIP status and request a comprehensive Performance Improvement Plan from their operators. In the case of contracted centers, the National Director's notification will be co-signed by the Contracting Officer. That joint correspondence will convey to the operators the possible contractual implications of being on a PIP and explain that each contractor's progress on its PIP will be considered in the Contracting Officer's determination of whether to award an option or short-term sole source contract under the current contract. The circumstances leading to the PIP and subsequent improvement, or lack thereof may also be considered in evaluations of that contractor's Past Performance in a competitive procurement for a follow-on contract or any other center operation contract.

2. **October**: The Regional Office (RO) will review and either reject, in whole or in part, or accept the center operator's proposed PIP. If the PIP is rejected in whole or in part, it will be returned to the operator for appropriate revision. If accepted, the Regional Office signs and submits the PIP to the National Director. The National Office may request revisions to the center PIPs. The Contracting Officer will send correspondence to the center operator, indicating that the PIP is approved, and it will be incorporated into the contract requirements.

H. Timeline for PIP Graduation Evaluations

1. **February**: The National Office will conduct the mid-PY PIP graduation evaluation, using the PY mid-year (7/1/20xx – 12/31/same year) DCSOMS10R report. If a PIP center meets the graduation criterion based on this evaluation, the center will enter the six-month probationary period. If a PIP center that entered the probationary period six months earlier has met the graduation criterion again based on this evaluation, the center will officially graduate from the PIP. In either case, the center will receive an official notification from the National Director of Job Corps. The Contracting Officer will also send correspondence to the center operator, denoting that the center has either entered the probationary period or graduated from the PIP.

2. **October:** The National Office will conduct the end-of-PY PIP graduation evaluation, using the finalized PY end-of-year (7/1/20xx – 6/30/next year) DCSOMS10R report. If a PIP center meets the graduation criterion based on this evaluation, the center will enter the six-month probationary period. If a PIP center that entered the probationary period six months earlier has met the graduation criterion again based on this evaluation, the center will officially graduate from the PIP. In either case, the center will receive an official notification from the National Director of Job Corps. The Contracting Officer will also send correspondence to the center operator, denoting that the center has either entered the probationary period or graduated from the PIP.

I. Deciding Sanctions for Not Graduating from a PIP

For centers that have not graduated from the PIP, there will be correspondence from DOL regarding the actions that will be taken. This notification will inform the operator (USDA/private contractor) of the necessary steps that it must take and/or the actions that DOL will be taking to address the performance concerns at the center. This notification does not preclude DOL from taking actions at different points in the process and does not have any impact on DOL's ability to take any actions that it believes are appropriate regarding these performance concerns or matters unrelated to the performance problems.

J. **General PIP Policy and Sanctions**. It is Job Corps' intent that no center remains on a PIP beyond three program years. A center on a PIP must manage to meet the graduation criterion by the 36th month after being placed on a PIP. This aligns with the statutory three-year limitation for under-performance for the USDA Forest Service Civilian Conservation Centers (CCC) in Section 159(f)(4) of WIOA.

Job Corps will not accept prolonged or permanent underperformance, and expects all centers placed on a PIP to demonstrate substantial and sustained performance improvement and graduate as soon as possible, but no longer than 42 months after serving on a PIP (including the six-month probationary period). Under Section 159(f)(2) of WIOA, Job Corps can take any of the following actions to help centers on a PIP to improve performance and graduate from the PIP:

1. Providing technical assistance to the center;
2. Changing the vocational training offered at the center;
3. Changing the management staff of the center;
4. Replacing the operator of the center;
5. Reducing the capacity of the center;
6. Relocating the center; or
7. Closing the center.

Although DOL reserves the right to take any appropriate measure to address performance concerns at a Center at any time, Job Corps intends to have a progressive application of such sanctions to allow operators time to improve performance. The process described below generally describes how the approach will be implemented, and should not be viewed as requiring that the available actions provided in Section 159(f)(2) be taken in a specific sequence. When taking corrective action, the National Office will give due consideration to factors that are beyond the control of the center(s) on a PIP that significantly contributed to the underperformance, such as natural disasters, epidemics, drastic changes in the local economic environment, etc. All mitigating factors must be thoroughly documented, substantiated, and submitted to the National Office through the related Regional Office. The existence of a PIP does not affect the Contracting Officer's discretion to decline to exercise an option or to terminate a contract center operator for reasons related or unrelated to imposition of the PIP in accordance with the Federal Acquisition Regulations.

1. First Program Year on a PIP

This is the program year that a center is officially placed on a PIP, based on its underperformance in the previous program year. During this year, the Regional Office will provide technical guidance and support, including actions to assist the operator in meeting the PIP graduation requirements. These potential actions should be outlined in the fully executed Performance Improvement Plan.

(a) During the first year, the National Office of Job Corps, in consultation with the related Regional Office, may opt to change the center's career technical training offerings and/or suggest other changes in the center's operation. If a center's performance shows measurable improvement at the sixth month or 12th month, however, the National Office may choose not to exercise these options.

(b) From the day a center is placed on a PIP until its graduation from the PIP, the related Regional Office will enhance its oversight activities, including but not limited to: more frequent communications with the center management, more frequent Regional Office Comprehensive or Targeted Assessments (ROCAs or ROTAs). The Contracting Officer, in consultation with the Regional Office and the National Office, may also send correspondence to the center operator about the underperformance, including Letters of Concern, Cure Letters, and other devices through, and within the boundaries of, the existing contract. The Contracting Officer may consider this information as part of the decision about whether to exercise the option year for continued performance by the operator at the center.

2. Second Program Year on a PIP

If a center enters the second year on a PIP, in addition to the actions previously taken during the first year, the National Office may exercise more serious sanctions, including

reduction of the center's On-Board Strength (OBS), terminating the contract, or competing a United States Department of Agriculture Forest Service (USDA FS) center through the procurement process required by WIOA. While deciding whether continued operation by a contract center is in the best interest of the Government, the Contracting Officer will consider the fact that a center remained on a PIP for a second year. If a center's performance shows measurable and sustained improvement during the second year, however, the National Office may choose not to apply any of these sanctions.

3. Third Program Year on a PIP

This is the last program year any center is allowed to remain on a PIP. If a center does not meet the graduation criterion after two years on a PIP, in addition to the actions described above, the National Office, in consultation with the Office of Job Corps Acquisition Services (JCAS), the related Regional Office, and the USDA Forest Service, as applicable, may impose the most serious sanctions, including relocating the center, replacing the operator, and/or closing the center.

If a center meets the graduation criterion by the middle or the end of the third program year on a PIP and enters the six-month probation period, the National Office may choose not to exercise any new sanctions beyond those previously executed in the first or second PIP year.

If a center fails to meet the graduation criterion by the end of the third year (36 months), the National Office, in consultation with the JCAS, the related Regional Office, and the USDA Forest Service, as applicable, will impose the most serious sanctions, including relocating the center, re-competing the center, and/or closing the center.

Centers that have graduated from a PIP but later fall back into PIP status will go through the PIP process again and may face increasingly escalating sanctions as needed.

It is important to note that while implementation of a national PIP system provides a concrete process for improving performance at low-performing Job Corps centers, the Department of Labor reserves the right to decline to exercise an option, terminate an operation contract, or close centers at any time when it deems that doing so is in the best interest of the program. This new PIP system should not be construed as the only process through which a Job Corps center operator can be replaced, or a center can be closed.

II. ROLES AND RESPONSIBILITIES

A. **National Office.** The National Office will be responsible for:

1. Providing oversight and managing the PIP system in close collaboration with related Regional Offices and the Office of Job Corps Acquisition Services (JCAS);
2. Designing and revising the PIP system based on valid feedback from the Regional Offices and the Job Corps community;
3. Reviewing, approving, or disapproving PIPs submitted by centers and accepted by related Regional Offices;
4. Conducting PY end-of-year data analyses to identify centers for placement on a PIP and sharing results with related Regional Offices and JCAS;
5. Conducting PY mid-year and PY year-end data analyses to evaluate graduation qualifications, and sharing results with related Regional Offices and JCAS;
6. Consulting with JCAS and related Regional Offices regarding appropriate actions and effective sanctions for centers that do not meet graduation criterion at the end of each year on a PIP, as well as those that fall back into PIP status; and
7. Making final determinations regarding sanctions for centers failing to meet graduation criterion at the end of each year.

B. **Regional Offices.** Job Corps Regional Offices routinely provide oversight and support to all centers to include on-site ROCAs and ROTAs and on-going direct communication with centers regarding improvements in all deficient areas. For centers on a PIP, Regional Offices will commit additional resources, as needed, to conduct more frequent visits, audits, and technical support activities to assist centers in graduating from a PIP within one program year.

With regard to the PIP system, Regional Offices will be responsible for:

1. Working closely with the National Office on data analyses to identify centers to be placed on a PIP, evaluating PIP graduation status, and recommending appropriate and effective sanctions;

2. Requesting each PIP center to submit a PIP in the template provided; Reviewing, revising, and accepting the initial PIP plans from centers placed on a PIP, and forwarding to the National Office;
3. Integrating any existing corrective actions that are already in place for centers, if applicable, into the PIP and submitting the final signed copy to the National Office;
4. Working closely with center operators and their center management teams to implement the fully executed PIP;
5. Monitoring and conducting frequent site visits to evaluate and assess, in detail, specific performance issues to be addressed by the PIP centers;
6. Providing regular updates to the National Office to assist with the PY mid-year and PY year-end evaluations;
7. Collaborating with the Contracting Officer and the National Office to take appropriate contract actions against the operator of the PIP center (e.g., Letter of Concern, Cure Notice); and
8. Implementing sanctions imposed by the National Director for centers that fail to graduate by the end of their PIP period or fall back into PIP status after graduation.

C. Job Corps Acquisition Services (JCAS). JCAS will be responsible for:

1. Determining, based on collaboration with the National Office of Job Corps and Regional Offices, what and if any contract management tools should be used against the operators of PIP contract centers, including formal contractual action, as warranted.
2. Determining and executing, if appropriate, based on collaboration with the Job Corps National and Regional Offices, the more serious sanctions within the parameters of the existing contracts, such as termination of a contract for default, not renewing an option year, converting a USDA FS center into a contract center through procurement, reducing OBS, relocating a center, and closing a center.

D. Centers and Operators. Centers and Center Operators will be responsible for:

1. Assessing and monitoring center performance monthly to identify areas

that need improvement prior to PIP actions by the National and Regional offices;

2. Developing a detailed and measurable plan to address all problem areas that caused or contributed to the center being placed on a PIP, with specific goals and completion deadlines;
3. Submitting the proposed performance improvement plan on the provided template in a timely fashion to the Regional Office for review;
4. Adhering to the terms of the executed PIP;
5. Implementing PIPs in accordance with Appendix 501f and following directions from the National Office and related Regional Offices;
6. Working collaboratively with related Regional Offices to make timely, substantial, and sustained improvements in problem areas to graduate from a PIP within one year; and
7. Working collaboratively with related Regional Offices to implement sanctions imposed by the National Director.

E. **Job Corps Data Center (JCDC).** JCDC will be responsible for:

1. Ensuring that the DCSOMS10R reports related to the PIP system are issued in accordance with the target release dates;
2. Coordinating specifications of the DCSOMS10R reports with National Office staff and ensuring that the data generated in the reports accurately reflect the policy and programming design; and
3. Providing Help Desk services regarding data necessary for the PIP system (identification and graduation of centers), and for monitoring and oversight of PIP centers.

APPENDIX 502
FINANCIAL MANAGEMENT FOR CONTRACT CENTERS

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A. INTRODUCTION

1. Scope

Appendix 502 contains instructions and requirements for budgeting and reporting the costs of operating Job Corps contract centers. Financial management requirements for federally administered Job Corps Civilian Conservation Centers (CCC) are located in Appendix 506.

This appendix is not intended to supersede the proposal development requirements prescribed in the standard request for proposal (RFP). However, the cost categories established in this appendix are being used in the budget formats contained in the standard RFP. The requirements of this appendix become applicable after award of a center contract, and are intended to cover: (i) the reporting of actual costs, (ii) the process for revising the contractually approved budget, and (iii) the process for refining and reconciling the contract budget upon issuance of annual extensions.

2. Purpose

The procedures and requirements contained in this appendix are intended to serve as the basis of a financial management system that provides Job Corps Program Managers, at several different levels, with important information for managing resources and determining the efficient allocation of funds. The Job Corps center Financial Management System (FMS) provides for:

- Periodic, detailed review of actual expenses and, in the case of contract centers, a comparison between planned (budgeted) versus actual expense.
- The reliable identification of variances from budget that may require corrective action.
- The ratification of appropriate adjustments in current year and out-year budgets.
- The compilation of nationwide Job Corps cost data for inclusion in reports to Congress and the public.

B. SYSTEM OVERVIEW

1. Uniform Cost Categories

A major feature of the Job Corps center financial management system is the use of uniform cost categories that allow for (i) comparability between centers, and (ii) the compilation of national and regional totals for analytical and public reporting purposes. The cost categories have been defined in a way that will provide information that is immediately relevant to ongoing managerial and oversight functions.

2. Initial Budget Formulation

For a contract center, the initial budget is formulated during the procurement process through which the contract is awarded. The approved budget for a contract center is reflected in the formal contract document **in summarized form** within the estimated cost clause.

It is a requirement of this appendix that the summarized budget set forth in the estimated cost clause is always backed up by a current line-item budget that is prepared using the Form 2181, Budget For Center Contracts. Except for the final year of a center contract, 2181 budgets are normally prepared in sets of two: (i) one for providing a line-item budget for the current contract year and (ii) another for the next contract year. The initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year and are based on the contractor's proposal. However, the initial budget may incorporate minor revisions as agreed to or required by the Regional Office.

If a contract is in the first year of a three-year base period, it is also necessary to have an additional 2181 budget in place to cover the third contract year. This is to ensure that 2181s are in place to cover the full three year period of the contract.

3. Reporting of Actual Expenses

Contract centers are required to report actual expenses on a monthly basis. For center financial management and Job Corps monitoring purposes it is important that analysis be performed on data that is as current as possible. Moreover, the availability of monthly cost data allows an analysis of trends that could not be identified through less frequent reporting.

For contract centers, the reports (on multi-page Form 2110, Report For Center Contracts) will display line-item data on costs for the current month and cumulative costs incurred to date during the current contract year (Year 1, Year 2, Year 3, etc., whichever is the current year) and cumulative from contract inception.

4. Comparing Actual Versus Planned Costs

For center operating expense, the cost reports for contract centers require a comparison of actual expenses versus planned expenses. The comparison of actual versus planned expenses at contract centers is in the context of the line-item budget that is in place for center operating expenses during the current contract year. Center operators may elect to make these comparisons through either one of two methods.

Method One: The center operator breaks out the budget for the entire current year into an internal month-by-month, line-item budget that takes into account the seasonal variations that influence some line-items (e.g., fuel and utilities). This

internal budget is then used as the basis for entering the amounts of the planned line-item expenses for the current contract year-to-date.

Method Two: Compute the current year expenses that are planned through the end of the current month via a simple straight-line proration of the approved budget for the entire current year. The proration of planned expenses is done **on the basis of days rather than months**. This second method, though not as precise as the first, is deemed to be generally adequate for Job Corps financial management purposes.

The method of reporting Planned Expense cannot be changed during a contract year.

5. Displays and Evaluation of Variances

For center operating expense, the cost reports for contract centers will identify budgetary variances by individual cost category on a contract year-to-date basis. A line-item variance is simply the difference between planned contract year-to-date cost and the actual contract year-to-date cost.

For individual Line-Items, 1-29, an explanation is required if the variance is 5 percent or more (plus or minus) of the line-item amount budgeted for the entire contract year. However, no explanation is required if the dollar amount of the variance for an individual line-item represents less than 0.1 percent of the total center operations budget (Line 30) for the entire contract year. **To illustrate:** if the contract year budget for a particular line-item is $100,000, the first alternative variance threshold is $100,000 x 5.0 percent = $5,000. If the total Center Operations budget for the contract year is $8,000,000, the second alternative variance threshold is $8,000,000 x 0.1 percent = $8,000. Since $8,000 is the larger of the two dollar amounts, then $8,000 is used as the variance threshold for the budget line-item in question instead of $5,000.

An explanation is further required whenever the current contract year-to-date total Actual Expense for Center Operations exceeds the Planned Total Expense by an amount equating to one percent of the total budget for the current contract year.

Please note that the thresholds for explaining variances are determined as a percentage of the full year's budget amount. This may appear contrary to intuition, which would say that the variances should be viewed in terms of planned expense to date. The purpose of the non-intuitive approach prescribed above is to lessen the narrative reporting burden relative to variances that occur in the early months of the contract year. This permits center operators an opportunity to resolve or reverse variance trends before being officially required to explain them to the Department of Labor (DOL).

Reported variances may occur for a number of reasons, including: (i) erroneous assumptions in the formulation of the budget, (ii) unforeseen events requiring greater

or fewer financial resources than anticipated, (iii) poorly controlled spending, and/or (iv) internal reporting or computational errors. The identification and analysis of variances may lead to a wide range of corrective actions, to include:

- Spending constraints to reduce or stabilize overruns
- Increased spending in areas where adequate resources have not been utilized to provide prescribed services
- Improvements to internal administrative control systems and the provision of training to appropriate staff
- Budget revision request to more reasonably distribute financial resources between cost categories
- Initiation of requests for an increase or decrease in the contract estimated cost to adjust for unforeseen cost or program changes
- DOL decision not to award a yearly extension, but to re-compete the center contract early

6. Formal Budget Revisions

It is generally appropriate to accomplish a formal revision to the 2181 budget only when: (i) there is a need to change the net amount for center operations expense in the estimated cost clause of the contract and the change affects the current contract year; or (ii) a realignment of existing line-item amounts is clearly needed to resolve a gross misallocation of costs. However, frequent reshuffling of funds between line-items as a means to eliminate reportable variances is not generally considered a useful or appropriate practice.

For contract centers, 2181 budgets and revisions thereto must be approved by the cognizant Regional Office. Regional Offices should refer to current internal Annual Advanced Procurement Plan (AAPP) administration guidelines to identify circumstances where prior National Office approvals are needed for bottom line estimated cost changes.

7. Next-Year and Base-Year Three Estimates

As mentioned in Section 2 above, 2181 budgets are normally prepared in sets of two: (i) one providing a line-item budget for the current contract year and (ii) providing another line-item budget for the next contract year. Most center operations contracts are initially awarded with a two-year base period. In this case, the initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year. Except for the final year of the contract, this pattern is maintained throughout the life cycle of the contract. For example, when the contract enters its second year, the required pair of 2181 budgets will cover the second year of the contract (which will be the Current Year) and the third contract year (which will then be considered as the Next Year).

If a contract is initially awarded with a three-year base period, it will also be

necessary for the contractor to maintain a Base Year Three budget, but only during the first contract year. After the first contract year has been completed, the contract returns to the normal pattern, in which the requirement is only for the maintenance of Current Year and Next Year 2181s. This is discussed more fully in a later section that provides detailed requirements for 2181 Contract Center Operations Budgets.

Whenever the current year budget is being revised, it is also necessary to: (i) identify any adjustments that are of an ongoing nature such as those that might involve permanently deleting or adding slots; (ii) accurately calculate the impact of such changes on the next contract year, and (iii) revise the 2181 budget for the next year accordingly and the Base Year Three budget if one is being maintained.

Maintain a current next-year cost estimate in this manner will provide for a smoother transition from one contract year to another and will help avoid budget related issues from developing between DOL and the contractor. The current AAPP Estimated Cost Profile, which DOL makes available to the contractor, will facilitate the preparation of next-year budgets. Under normal conditions Regional Offices are expected to keep center contracts in agreement with the AAPP Estimated Cost Profile. Questions or concerns about dollar amounts that are contained in AAPP Estimated Cost Profiles may be referred to Employment and Training Administration Budget Office staff.

8. Integration of Financial Management Systems

The requirements and procedures of this appendix have been designed in a way that is intended to ensure or promote consistency of data across different aspects of center financial management: DOL/Job Corps allocation of funds for center contracts, contractual documents concerning cost and funding, detailed operational budgeting, monthly cost reporting, and contractor vouchering for payments.

a. Job Corps Fund Allocation System (JFAS)

JFAS is a web-based in-house internet technology (IT) application that is used by DOL/Job Corps to control the allocation of funds to center operations contracts and other contracts and activities that deliver and support the delivery of services to Job Corps students. It is DOL policy to share various types of JFAS reports and documents with center contractors. The JFAS reports and data sheets that are available to contractors include: the Estimated Cost Profile, the Fiscal Plan, the Financial Operating Plan (FOP) Allocations Report, the career technical skills training (CTST) Worksheet, the Contract Footprint Report, and the Payments Transaction Report. These reports will help contractors to prepare and plan for future modifications that are scheduled for their contracts (including modifications for incremental contract funding) and also to facilitate the identification of discrepancies and pending issues that require follow-up action.

Pending the development of an IT application that will provide contractors with direct access to their respective JFAS reports and documents, Job Corps Regional Offices are required to provide contractors with copies of these reports (which are normally available in PDF format) on a timely basis upon request. Please note, however, that DOL does not share one contractor's reports with any other contractor. If a Job Corps Regional Office is not able to fulfill its responsibility in this area, a contractor may instead request the Office of Job Corps to supply copies of its JFAS reports and documents.

b. Contract Award and Maintenance

Contract award and modification documents are currently maintained and executed in ink-signed hard-copy form. These documents contain information about agreed-to contract costs and DOL/Job Corps funding that is available for payment to the contractor. Many items of information in these hard-copy documents must be abstracted and entered into the FMS.

c. Job Corps Financial Management System (FMS)

Center contractors fulfill most of their financial reporting and operational budgeting responsibilities using the FMS, which is a web-based IT application administered by the Job Corps Data Center (JCDC). The FMS is used to prepare and submit 2110 cost reports, 2110S monthly staff vacancy and separation reports, and 2181 budgets. The FMS is also used to enter key elements of financial data that are abstracted from contract documents and from Job Corps contract vouchers. Data entry procedures can be found on the JCDC website and in training and orientation materials that have been published by JCDC. The FMS is a secure IT system with access being controlled by user names and passwords.

d. Vouchering

The great majority of center contractors receive payment from DOL on the basis of hard-copy vouchers and back-up sheets that are submitted to DOL/Job Corps on a semi-monthly schedule. (A small number of governmental and non-profit contractors are eligible to be paid via electronic draw-downs.) Some data items from vouchers must be abstracted and entered into the FMS.

C. COST CATEGORY DEFINITIONS

1. Overall Structure of Categories

The major cost categories that are used on center cost reports and budgets are structured as described below (Detailed definitions and descriptions are provided in a later section.):

Center Operations Expense

This major expense group includes 29 different line-item categories, which are separately displayed on Page 2 of the 2110 cost reports and on the 2181 line-item budgets. These reports and budgets also display center operating expense totals. In DOL contracts for center operations, the budgetary clauses do not generally display the 29 line-item categories of center operating expense but typically display the center operating expense total, along with the display of sensitive subcategories of expense, such as contractor fee and indirect administrative expense.

Center Capital Expenses

This group consists of the following four cost categories:

- Construction/Facility Rehab

  Note: Starting in 1988, Congress has appropriated Job Corps funds in two separate accounts: (i) OPERATING FUNDS and (ii) CRA FUNDS (facility construction, rehabilitation, and acquisition). DOL ensures separate tracking of these funds by requiring that all CRA FUNDS be reported in the **Construction/Facility Rehab** expense category. Moreover, that expense category is used exclusively for CRA FUNDS. As a consequence, all other expense categories fall under the appropriation for OPERATING FUNDS.

- Equipment/Furniture
- GSA Vehicle Rental
- Career Technical Skills Training (CTST) Materials

These above four categories are displayed individually on 2110 cost reports and in the estimated cost and funds available clauses of center contracts.

Student Transport/Meal Allowance Expense

This cost category refers to Job Corps-paid expenses for inter-city transportation of newly enrolled students and current students, including the payment of travel-related meal allowances to newly enrolled students and current students. This expense category is not in common use under center operations contracts, but is available when needed.

Outreach/Admissions (OA) Expense

This cost category applies when the center contract expressly includes an estimated cost amount for the provision of activities for the outreach and admission of new students. When a center contract contains an estimated cost amount for Outreach/Admissions, supplementary 2181s and 2110s must be prepared.

Career Transition Services (CTS) Expense

This cost category applies when the center contract expressly includes an estimated cost amount for the provision of career transition services to graduates and former enrollees. When a center contract contains an estimated cost amount for Career Transition Services, supplementary 2181s and 2110s must be prepared.

Other Expense Categories Not Pre-Printed on the Forms

Blank lines are provided in the reporting formats for writing in other categories that might be expressly included in the estimated cost and funds available clauses of a center operations contract, such as special funding for program support functions.

2. Subcontract Expense

The costs of subcontracts issued by center operators are classified differently depending on the characteristics of the subcontract. For purposes of Job Corps cost classification, subcontracts fall into two different and mutually exclusive categories: (i) Staffing Subcontract; and (ii) Non-Staffing Subcontract. The following are definitions and criteria for determining the category that applies to a particular subcontract, along with the cost allocation policies that apply to that category.

a. Staffing Subcontracts

This category applies to any subcontract that provides one or more staff persons who are employed at the center on a full-time basis or any subcontract that provides a number of part-time staff persons who are employed at the center and whose scheduled hours of work at the center collectively represent one or more full-time positions. The cost allocation policies that apply to subcontracts in this category are as follows:

- Subcontractor Personnel Expense: The cost of compensation (salaries/wages and benefits) which the subcontractor pays to its staff who work at the center must be allocated to the appropriate functional or programmatic line-item as a personnel expense (e.g., Line 1-Academic Personnel, Line 3-Career Technical Training Personnel, and so forth).

  Other Direct Subcontractor Expense: The direct costs of the subcontractor that are for non-personnel items must be reported in the appropriate functional or programmatic line-item as an "Other" cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).

- Subcontractor Indirect Expense (Overhead/General & Administrative [G&A]): The subcontractor's overhead and G&A expense must be reported on Line 16-Other Administrative Expense. DO NOT report these costs on Line 17–Indirect Administrative Expense which is used exclusively to report the prime contractor's Overhead/G&A expense.

- Subcontractor Fee: If the terms of the prime contract expressly designate the subcontract as a MAJOR STAFFING SUBCONTRACT and require that the subcontractor fee be paid from a fee pool that is shared with the prime contractor, then subcontractor fee expense must be reported on Lines 28 and 29, combined with fees that are received by the prime contractor. If the terms of the prime contract DO NOT require such fee pooling for the subcontract in question, then subcontractor fee must be allocated to the appropriate functional or programmatic line-item as a non- personnel cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).

  In some cases, expenses may not be currently detailed on the subcontractor's invoice because the service is being provided at a fixed price or fixed unit price (e.g., meals served, billable labor hours). In these cases, adequate detail can usually be obtained from the subcontractor's proposal as a means to formulate the required break out of total expense into the line-items identified above. If detail is not provided in the proposal, then supplementary information should be obtained from the subcontractor.

b. Non-Staffing Subcontracts

This category applies to any subcontract that does not qualify as a staffing subcontract. In addition to subcontracts that are solely for the procurement of supplies, equipment, commodities, and so forth, the non-staffing category also typically applies to:

- Subcontracts for facility repairs or renovations
- Subcontracts for intermittent services such as trash collection and pest control
- Subcontracts with individual medical practitioners who work less than full-time at the center

The costs of a non-staffing subcontract will normally be allocated to a single budget line-item. For example, the entire costs of a trash collection subcontract would be assigned to Line 19–Other Facility Maintenance Expense.

3. Personnel Expenses

This term is used in this appendix to refer to all salaries, wages, and all other associated personnel compensation costs absorbed by the employer such as performance bonuses, earned leave upon termination, retirement contributions, social security taxes, life insurance premiums, health insurance premiums, worker's compensation insurance, etc. All direct employees of the center operator as well as employees of staffing subcontractors, as defined in the preceding section, are to be included.

If a particular staff position involves work in more than one area such as part-time in academics and part-time in career technical training, or if a secretarial position is split between two departments, the cost must be broken out between the appropriate line-items. The basis for the allocation must be documented in a **salary allocation plan** which briefly explains the rationale for the allocation. The allocation plan must be available for review by DOL auditors. If the duties of the position are substantially changed, the salary allocation plan must be reviewed and amended as appropriate. Salary allocation plans must be reviewed annually as a routine matter to assure that they remain valid.

With regard to managerial positions (which may be defined as those that involve supervision of supervisors), those which oversee three or more different departments or programmatic functions should normally be treated as executive positions whose costs should be allocated to Line 15-Administrative Personnel. However, this guidance is not a hard and fast rule; and circumstances may exist that justify the formulation of a salary allocation plan for this type of position.

With regard to front-line supervisors who function as team leaders who supervise or coach diverse groups of practitioners that might consist of academic instructors, career technical training instructors, counselors, and so forth, it is recommended that salary allocation plans be formulated which break out the personnel costs into as many line-items as are appropriate.

Note: Personnel costs for center employees while they participate in corporate center reviews of other centers will be charged to indirect administrative expense since they are performing corporate functions.

4. Treatment of Money Received

a. Reimbursements

When money is received by a center it is most often a reimbursement of cost. Such reimbursements are recorded as reductions (credits) in the appropriate expense accounts in order to reflect true center operating expenses. Examples are as follows:

- Food sales to staff and visitors are credited as a reduction to center food costs.
- Reimbursements by GSA for vehicle maintenance and fuel are credited as a reduction to center vehicle operating costs.
- Reimbursements of fuel costs from tenants are credited as a reduction of center fuel costs.
- Reimbursement for Workforce Innovation and Opportunity Act (WIOA) or other buy-ins are credited as a reduction to center academic and/or career technical training costs.
- Prompt payment discounts, cash rebates and refunds are credited as a savings to the account to which the product or service was originally charged.

b. Net Income

In some cases, money received by the center cannot be credited as a reduction to a specific expense account. These situations are generally limited to items where there is little or no initial expense to the center, the expense category cannot be identified, or there is a For-Profit operation. When these situations occur, the money received will be classified as net income within the administrative operating expense account (Line 16–Other Administrative Expense), which will have the effect of reporting a net decrease in the center's administrative costs. Conversely, if negative income is reported as a result of a prior-period correction or expenses exceeding receipts, then the result will be a reported increase in center administrative expenses.

The following are examples of situations where net income might properly be reported:

- Vending and video game machines not for student use
- For-profit operations, such as a lithography shop or snack bar for the public. Include both income and expense in the income account. Only net income is reported.
- Employee housing net rental income is reported. Income and all expense of maintaining the housing are included in this account. Only net income is reported.

The following are examples of sources of cash receipts which are **not** considered as income since the receipts should accrue to the Student Benefit Fund. These transactions are not relevant to and should be kept outside the center's Job Corps financial management system.

- Vending machines for student use
- Proceeds from a student-related concession

5. Cost Category Definitions

The following are definitions for the cost categories that are used in the 2110 center cost reports and in the 2181 line-item center budgets. The categories are discussed in the same order as they appear on the 2110 report. Also note that the lists of example expense items that are provided for each cost category are not considered exhaustive or all-inclusive. For expense items that are not specifically identified in the lists of examples, contractors may use their own good judgment to determine which cost categories apply, or they may refer the question to the Office of Job Corps for guidance.

a. 2110 Page 2 - Center Operations Expense Line-Item Subcategories:

Line 1-Academic Personnel Expense: Includes the cost of all personnel whose primary duties are in academic programs, including positions such as those listed below:

Managers
Education and Training Manager
Academic Manager

Academic Instructors
Reading Instructor
Math Instructor
HSE Instructor
Driver Education Instructor
Limited English Proficiency (LEP) Instructor
Communications Instructor
Wellness/Safety Instructor
Academic Instructor Substitutes

Support Staff
Academic Testing Coordinator
ACT/OTP Coordinator
Career Development Specialist
Secretarial/Clerical assigned to support academic staff

Line 2-Other Academic Expense: This category consists of all non-personnel expenses that are immediately related to a center's academic programs, including the types of expenses listed below.

Academic Materials and Supplies: Includes the cost of materials and supplies (e.g., books, workbooks, testing materials) used in conducting academic programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapes, wall hangings, bulletin boards, computer software,

and DVDs.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

Academic Services: Includes the cost of contractual services for student academics, including repair and maintenance of academic equipment.

Academic Tuition: Includes the cost of tuition for off-center academic instruction. If the tuition is prepaid, please see later discussions of accrual and vouchering of prepaid items.

Academic Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for student academic programs. Rental of Driver Education vehicles will be charged here.

Other: Other expenses that should be assigned to the academic operating expense category but which do not match any of the above examples.

Line 3-Career Technical Training (CTT) Personnel Expense: Includes the cost of all personnel whose primary duties are in the career technical training programs (previously referred to as vocational training) including positions such as those listed below:

Managers
Education and Training Manager
CTT Program Manager

Instructors
CTT Instructors
CTT Instructor Substitutes
Career Exploration Instructor

Support Staff
CTST Coordinator
Work-Based Learning (WBL) Coordinator
CTT Testing Coordinator
Secretarial/Clerical assigned to support CTT staff

Line 4-Other Career Technical Training (CTT) Expense: This category consists of all non- personnel expenses that are immediately related to a center's career technical training programs, including the types of expense listed below.

CTT Materials and Supplies: Includes the cost of all materials and supplies (e.g., books, workbooks, testing materials) used in conducting CTT programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: draperies, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

CTT Services: Includes the cost of contractual services acquired for student career technical training including repair and maintenance of CTT equipment.

CTT Tuition: Includes the cost of tuition for off-center career technical instruction. If the tuition is prepaid, please see later discussions of accrual and vouchering of prepaid items.

CTT Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for career technical training.

Other: Includes other expenses that should be assigned to the CTT operating expense category but which do not match any of the above examples.

Line 5-Career Success Personnel Expense: Includes the cost of all personnel whose primary duties are in the career success programs, including positions such as those listed below.

Managers
Director of Residential Living
Director of Counseling
Residential Living Manager/Counseling Manager
Recreation Manager

Counselors
Counselor (includes UA retrieval)
Counselor Aide
Center Standards Officer

Residential Advisors/Residential Counselors
Residential Advisors/Residential Counselors and Aides
Group Leaders and Aides

Coordinators
Career Preparation Leader
Diversity Coordinator
Student Government/Leader/SWF Advisor
Student Safety Advisor/Coordinator*

Recreation Staff
Recreation Specialist/Coordinator
Arts/Crafts Instructor/Coordinator

Support Staff
Secretarial/Clerical assigned to above areas

*Refers to activities for instilling "safety consciousness/awareness" in students. Does not relate to security personnel costs, which are assigned instead to Line 20-Security Personnel Expense.

Line 6-Other Career Success Expense: This category consists of all non-personnel expenses that are immediately related to a center's career success program, including the types of expense, listed below.

Career Success Materials and Supplies: Includes the cost of supplies and materials used in the counseling program, the dormitory supervision program and any other career success program. Also includes the cost of student incentive programs, including any that focus on academic or career technical training achievement.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense. Also not included are driver education costs that are reported as an academic expense (Line 1 or 2).

Career Success Services: Includes the cost of contractual services acquired to implement career success programs and activities.

Career Success Rentals: Includes the cost of facilities and equipment rented to carry out career success activities. This will not include motor vehicle rental or GSA charges.

Morale-Recreation-Welfare Materials and Supplies: Includes the cost of supplies and materials used in the morale-recreation-welfare program.

Morale-Recreation-Welfare Services: Includes the cost of contractual services acquired to implement the morale-recreation-

welfare program. Includes repair and maintenance of recreational equipment.

Morale-Recreation-Welfare Rentals: Includes the cost of facilities and equipment rented to carry out morale-recreation-welfare activities. This will not include motor vehicle rental or GSA charges.

Other: Includes other expenses that should be assigned to the career success operating expense category but which do not match any of the above examples.

Line 7-Food: Includes the cost of food purchased for the center's dining hall and the cost of purchased meals that are served to students. This category includes:

Dining Hall Food: Includes the cost of food issued for the dining halls and related direct freight charges. This account must include the cost of food provided or purchased in connection with subcontracted food service. Subcontracted labor and other non-food costs incurred are not charged to this account, but will be charged to Line 9-Support Services Personnel Expense, Line 10-Other Support Service Expense, or other appropriate line-items as defined in Section C.3. Receipts (Personal Expenses) from sale of meals to staff and visitors are credited as a reduction to expense.

Purchased Meals: Includes the cost of meals purchased for students while engaged in off-site activities such as academic, career technical training, and recreational trips.

Line 8-Clothing: Includes the cost of clothing and cash clothing allowances furnished to students, including:

Issue Clothing: Issue of personal clothing and ditty bags.

Cash Clothing Allowance: Cost of cash clothing allowances as discussed in Chapter 6, Section 6.6, R2.

Career Technical Training Clothing: Cost of student special clothing such as work clothes, career technical training uniforms and protective clothing as discussed in Chapter 6, Section 6.6, R1, a-c.

Recreation Clothing: Cost of student recreational clothing.

Line 9-Support Services Personnel Expense: Includes the cost of all

personnel, whose primary duties are in the area of support services, including positions such as those listed below.

Managers
Dining Hall Manager
Child Care Manager
Laundry Manager
Vehicle Fleet Manager

Food Service
Cooks
Dining Hall Workers

Childcare Workers
Child Care Teacher
Child Care Specialist
Child Care Aide/Teacher Aide

Note: It is usually the case that childcare workers at Job Corps centers are employed by local agencies at no cost to Job Corps.

Laundry Service
Laundry Operator

Drivers
All Drivers employed at center.

Incidental Outreach/Admissions (OA) and Career Transition Services (CTS) Staff
Any part-time or intermittent OA/CTS staff when OA or CTS is not included as a specific, separate line-item in the center estimated cost clause.

Other Support Staff
Secretarial/Clerical assigned to above areas

Line 10-Other Support Services Expense: Includes the non-personnel/non-food operating expenses associated with the provision of room and board to Job Corps students, including the types of expenses listed below.

Dormitory Linens and Supplies: Includes the costs of initial issue and replacement of all expendable items purchased for use in the dormitories such as:

- Sheets, blankets and bedspreads
- Pillows and pillowcases

- Mattresses and mattress covers
- Dormitory curtains and drapes
- Laundry supplies for students
- Bulletin boards
- Throw rugs
- Pictures and wall hangings
- Irons and ironing boards

Not included are cleaning supplies for dormitories. This expense will be charged to Line 19-Other Facilities Maintenance Expense - Materials and Supplies.

Commercial Laundry and Linen Service: Includes the cost of linens and uniforms supplied by a subcontractor as well as the cost of laundry service for center-owned linens and uniforms, including those used in the medical facility.

Kitchen and Dining Hall Supplies: Includes the cost of non-food supplies and materials required in the operation of the kitchen and dining halls, including chemical and cleaning agents used for maintaining the kitchen, the initial and replacement cost of linens, mess uniforms, dishes, and utensils.

Subcontracted Food Service: Includes the cost of all services other than the cost of food and personnel in a subcontracted operation.

Note: The cost of food in a subcontracted operation will be reported on Line 7-Food. The cost of personnel and fringe benefits in a subcontracted operation will be reported on Line 9-Support Services Personnel Expense.

Kitchen and Dining Hall Non-Food Services: Includes the cost of services rendered in connection with the operation of the kitchen and dining hall such as equipment maintenance, etc.

Child Care Expense: **These costs will usually be reimbursed to the center. These reimbursements should be credited to Line 10.**

- Materials and Supplies: The cost of all supplies, materials, toys, games, diapers, laundry supplies, etc., purchased for the childcare operation. **Not included** are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

- Pre-Packaged/Catered Food: Includes cost of pre-packaged baby food, snacks and other meals purchased specifically for

the children. Does not include meals prepared by the center dining hall.

- Child care Services: Includes the cost of contractual services acquired for the childcare program, including repair and maintenance of child care furniture and equipment.

- Child care Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for the childcare program.

On-Center Laundry Supplies: Includes the cost of supplies and consumables needed to operate any on-center laundry facilities. Does not include laundry supplies furnished directly to students.

On-Center Laundry Facility Services: Includes the cost of contractual services acquired for equipment maintenance and repairs.

Student Local Transportation: Includes the cost of local public transportation such as bus passes or tokens for students and for children attending child care between home and the center, and expense to and from academic and career technical training sites.

Student Lodging Expense: Includes the cost of student lodging expense while on center sponsored trips, (i.e., academic, career technical training, recreation) and the costs of temporary local lodging due to center dormitory problems that require temporary off-center housing. Staff lodging expense will be charged to Line 27-Staff Travel and Training.

Incidental Outreach, Admissions and Career Transition Services Expense: Includes the cost of any incidental OA/CTS expense not included as a separate line-item in the center estimated cost clause and considered part of the center operating expense.

Other: Includes other expenses that should be assigned to the support service operating expense category but which do not match any of the above examples.

Line 11-Medical/Dental Personnel Expense: Includes the cost of personnel whose primary duties are in the area of health program services, including positions such as those listed below.

Managers
Medical Service Director
Health Services Administrator

Medical Professionals
Doctors of Medicine
Doctors of Osteopathy Optometrist

Mental Health Professionals
Psychiatrist
Psychologist Social Worker
Substance Abuse Counselor

Dental Professionals
Dentist
Oral Surgeon
Orthodontist
Endodontist
Periodontists

Allied Medical Workers
Physician's Assistant
Nurse Practitioner
Medical Assistant
Registered Nurse
Licensed Practical Nurse
Licensed Vocational Nurse
Nurse Assistant
Laboratory Technician
Reproductive Health Coordinator*
Trainee Employee Assistance Program (TEAP) Coordinator*

*If the Reproductive Health or TEAP coordinator also serves as a counselor, the cost should be prorated between Social Skills Training and Medical salaries.

Allied Dental Workers
Dental Hygienist
Dental Assistant
Dental Technician

Support Staff
Secretarial/Clerical assigned to above areas

Line 12-Other Medical/Dental Expense: This category consists of all non-personnel expenses that are immediately related to a center's health services programs, including the types of expense listed below.

Medical and Mental Health Fees: Includes fees charged by non-

salaried health providers including physicians (doctors of medicine, doctors of osteopathy), psychiatrists, psychologists, optometrists and social workers, excluding dentists, for "as needed" health services performed regardless where the services were rendered. This includes x-rays and other laboratory services included in the providers' bills. This also includes charges based on a "by procedure rate."

Note: This will not include charges from subcontracted providers who bill at an hourly rate. The entire amount will be charged to Line 11-Medical/Dental Personnel Expense.

Medical Support: Includes cost of medical services rendered by other than the providers listed above, such as:

- Hospitals
- Medical laboratory and x-ray services when billed separately.
- Ambulance and mortuary costs
- Environmental health inspections and services.

Dentist Fees: Includes fees charged by non-salaried dentists (including oral surgeons, orthodontists, endodontists and periodontists) for "as needed" dental services performed regardless where the services were rendered. This includes x- rays and other laboratory services provided by a dentist and included in the bill.

Note: This will not include charges from subcontracted providers, which will instead be charged to Line 11-Medical/Dental Personnel Expense.

Dental Support: Includes cost of dental services rendered by other than the providers listed above, such as:

- Clinics or other institutions
- Dental laboratory and x-ray services when billed by separately

Medical Supplies and Pharmaceuticals: Includes the cost of all medical and dental supplies and pharmaceuticals (e.g., bandages, dental material, disposable syringes, medicines, drugs, eyeglasses, etc.), regardless of source.

Other: Includes other expenses that should be assigned to the medical/dental operating expense category but which do not match any of the above examples.

Line 13-Career Preparation and Career Transition Readiness Services:

Includes the cost of personnel whose primary duties are in the area of Career Preparation (CP) and Career Transition Readiness (CTR) services, including positions such as those listed below:

Managers
CP and/or CTR Director or Manager
CP Instructor
CP Coordinator/Specialist
CTR Coordinator/Specialist

Support Staff
Secretarial/Clerical assigned to above areas

Line 14-Other CP/CTR Expense: This category consists of all non-personnel expenses that are immediately related to CP/CTR services that are available for students who have children, including the types of expenses listed below.

CP/CTR Materials and Supplies: Includes the cost of all materials and supplies (i.e., books, workbooks, testing materials) used in conducting CP/CTR programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapes, wall hangings, bulletin boards, computer software, films and filmstrips.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

CP/CTR Services: Includes the cost of contractual services acquired for student CP/CTR services including repair and maintenance of CP/CTR equipment.

CP/CTR Tuition: Includes the cost of tuition for off-center CP/CTR instruction. If the tuition is prepaid, please see later discussions of accrual and vouchering of prepaid items.

CP/CTR Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for CP/CTR services.

Other: Includes other expenses that should be assigned to the CP/CTR operating expense category but which do not match any of the above examples.

Line 15-Administrative Personnel Expense: Includes the cost of personnel, whose primary duties are in the area of overall center management and administrative services and support, including positions such as those listed

below.

Executive Leadership
Center Director
Deputy Director
Training Director

Administration Operations
Administration Manager or Director
Administrative Assistant
Personnel Manager/Specialist
EEO Coordinator

Finance Manager/Staff
Procurement Manager/Staff
Student Accountability Officer
Student Records and Payroll Staff
Transportation Clerk
Legal Services Clerk
Scheduling Clerk
ADP Specialist/Programmer

Supply Operations
Property Manager
Property Specialist
Warehouse Staff
Supply Clerk
Clothing Clerk

Support Staff
Secretarial/Clerical assigned to assist above personnel
Secretarial/Clerical not classifiable in other categories
PBX Operator

Line 16-Other Administrative Expense: This category consists of all non-personnel expenses that are immediately related to administrative support functions at the center, including the types of expenses listed below.

Office Materials and Supplies: Includes the cost of general office supplies used throughout the center such as: paper, pencils, paper clips, rubber bands, and ink cartridges.

Note: Charge special items used in the academic and career technical training programs such as drafting supplies, sketching pads, special forms, etc., to those activities in the appropriate accounts reported on Line 2-Other Academic Expense or Line 4-Other Career Technical

Training Expense.

Office Services: Includes the cost of contractual services required for center administration, such as the cost of subcontracted duplicating and printing services.

Office Equipment Rentals: Includes the rental cost of photocopying and data processing equipment.

Office Equipment Maintenance: Includes cost for maintenance and repair of office equipment. Costs incurred under lease purchase agreements are considered rental costs.

Legal Services: Includes the cost of legal services acquired for the center. The cost of legal services on behalf of students will be paid by the Job Corps Regional Offices if public defenders are not available, when proper documentation is supplied and approved by the Regional Director. Legal expenses relating to personnel matters or actions brought by employees against the contractor are indirect administrative expenses unless the contractor's approved cost accounting standards provide for classifying these expenses as a direct cost to contracts. The charging of these costs to a Federal contract is still subject to the allowability standards set forth in applicable cost standards.

Accounting Services: Includes the cost of subcontracted accounting services acquired for the center and corporate charges for service or equipment **where corporate accounting, practices, and the indirect cost agreement, require an allocation to direct cost and the allocation of costs is in agreement with the business management proposal submitted for operation of the center.** Since there is no specific contract requirement, center audits performed by Public Accounting firms are not allowable costs. A corporate audit which as part of its “tests” audits a portion of a specific contract is considered to be an indirect administrative expense.

Consultant Costs: Includes the fees charged by outside consultants and their related travel and per diem expenses. A consultant is one who analyzes, gives advice or helps determine how functions should be performed. Written approval from the Contracting Officer must be obtained before a consultant is hired, regardless of contract type (hourly or fixed price). The title “consultant” does not necessarily indicate that the cost of retaining such an expert should be reported on this line. Mental health consultants are part of the medical function and are not chargeable here, but should be charged

to either Line 11-Medical/Dental Personnel or Line 12-Other Medical/Dental Expense. Staff trainers are often called "consultants,' but they are the performers of the function and are rightfully chargeable to Line 27-Staff Travel and Training.

Net Income: This includes monetary receipts that cannot be credited as reductions to other budget line-items. See discussion that appears earlier in this appendix.

Subcontract Overhead/G&A Expense: This includes subcontractor overhead and G&A expense as discussed in Section C.2 above.

Other/Miscellaneous Administrative Expense: Includes the cost of miscellaneous supplies and services required in the operation of the center such as the following:

- Consumable supplies such as paper towels, toilet tissue, soap, etc.
- Packing, handling, and shipping cost to transfer excess property to or from a holding facility
- Shipment of separated student belongings
- Community relations expense
- Miscellaneous equipment repairs not chargeable elsewhere
- Any miscellaneous administrative expenses outside the definitions of office supplies and services
- Gross receipts tax payments. See following discussion on Sales Tax assessments
- Penalties and interest charges resulting from Sales Tax assessments. See following discussion on Sales Tax assessments

Expenses not to be included are:

- Incoming freight charges should not be lumped indiscriminately into the administrative expense category. Where possible these charges should be prorated to the individual items received (inventory or capital). When it is not practical to charge this cost to the individual items covered by the freight charges, because of the late receipt of the invoice or the large number of items covered, the cost should be prorated and directly charged to the appropriate expense categories.

- Sales tax assessments should not be lumped indiscriminately into the administrative expense category. When the center is forced to pay sales tax assessments, the

cost should be prorated to the various affected categories based on the total cost of purchases for the assessment period.

Since taxes will be paid "under protest," records must be maintained detailing all payments. Penalties and interest charges will be charged to Miscellaneous Administrative Expense.

- Phase-out costs should not be lumped indiscriminately into the administrative expense category, but should be distributed to the appropriate cost categories. Severance pay and accrued vacation pay are to be charged to the categories of personnel costs where the affected individuals' salaries were charged.

Line 17-Indirect Administrative Expense: This line includes the cost of the contractor's general and administrative expenses at the rate specified in the center contract or the current approved rate, whichever is lower. Indirect Administrative Expenses related to Outreach/Admissions or Career Transition Services, if separate items in the contract, will be charged respectively to those cost categories as appropriate. When the contract contains an indirect cost ceiling clause, the total amount charged may not exceed the ceiling rate. Indirect administrative expense should be accrued for amounts earned on other accruals (unvouchered accounts payable) and be reported as unvouchered reimbursable expense on Page 4.

Note Concerning Indirect Cost Base: It is DOL's preference that the base that is used to compute indirect costs consist NOT of total direct cost (TDC) but instead be comprised of a narrower base that is limited to center operations expense net of indirect cost and fee. This is to avoid indirect costs amounts that are skewed due to the tendency for "cost spikes or lumpiness" in pass-through allocations and expenditures for "capital" items such as construction/rehab projects and furniture/equipment purchases. Contractors are expected to use this narrower base in the indirect cost proposals that they submit to their cognizant agency, whenever possible (cognizant agency is most often DOL). Exceptions will be allowed if it is not feasible for a contractor to utilize this narrower base due to the demands of its parent company or establishment of a TDC base in an indirect cost agreement that has already been finalized with a cognizant agency other than DOL.

Line 18-Facilities Maintenance Personnel Expense: Includes the cost of personnel assigned to center maintenance functions, including positions such as those listed below.

Managers
Maintenance Manager
Maintenance Supervisor

Maintenance Workers
Maintenance Engineer
Maintenance Mechanic
Maintenance Helper
Groundskeeper
Janitorial Staff

Support Staff
Sec/Clerical assigned to the maintenance section

Line 19-Other Facilities Maintenance Expense: This category consists of all non-personnel expenses that are immediately related to maintenance of center facilities, including the types of expenses listed below.

Materials and Supplies: Includes the cost of materials and supplies required for routine maintenance and repair of center physical facilities including sidewalks, fences, grounds, roads, and any equipment affixed to a structure as an integral component. Also includes the cost of general cleaning and janitorial supplies and any special work clothes or items of personal safety equipment (e.g., goggles) purchased for use by maintenance staff.

Contracted Services: Includes the cost of contracted services required for routine maintenance of center facilities (e.g., painting) and systems (e.g., servicing of fire alarm systems and fire extinguishers), but not including any contracts that are classifiable as construction and rehab projects. Also includes contracts for trash pick-up and pest control.

Equipment Rental: Includes the cost of equipment rented, or being acquired on a lease purchase agreement, in connection with operation, maintenance and repair of center facilities, including temporary utility and HVAC rental, but excluding motor vehicles.

Equipment Operation, Maintenance and Repair: Includes the costs of operating, maintaining, and repairing motorized and mobile equipment (e.g., power mowers, tractors, portable generators, etc.) Include equipment owned by other agencies (i.e., GSA) leased on a mileage or use basis.

Note: Report operation, maintenance, and repair cost of other motorized equipment chargeable to work projects on Line 35-

Career Technical Skills Training.

Other: Includes other expenses that should be assigned to the maintenance operating expense category but which do not match any of the above examples.

Line 20-Security Personnel Expense: Includes the cost of all personnel assigned to the security function, including positions such as those listed below.

Manager
Security Manager
Security Supervisor

Security Staff
Security Officers
Guards

Support Staff
Secretarial/Clerical assigned to security section

Line 21-Other Security Expense: This category consists of all non-personnel expenses that are immediately related to the provision of a guard force or security force at the center, including the types of expenses listed below.

Supplies and services: The cost of supplies and services required for the performance of this function, such as the center-furnished uniforms and the laundering of these items.

Subcontracted security services: The cost of all subcontracted security costs other than those classifiable as personnel expense. An example would be augmentation of normal security forces in connection with a special event or emergency.
Equipment Rental: The cost of equipment rented, or being acquired on a lease purchase agreement, in connection with the security function.

Other: Includes other expenses that should be assigned to the security operating expense category but which do not match any of the above examples.

Line 22-Communications: Includes cost for communications services, including the types of expense listed below.

Local Telephone Service: Includes the cost of local telephone

service -- basic monthly service, equipment lease costs, any message unit charges, access charges and taxes.

Cell Phones: Includes the cost of cell phone service.

Long Distance Calls: The cost of long distance calls at contract centers, placed through the federal telephone system (FTS) will **not be charged to the center**, but will be charged to DOL. The long distance costs that should be reported on this line will be for incoming collect long distance calls and the costs of long distance calls that, for any reason, cannot be placed through FTS.

Telephone Service Charges and Communications Equipment Rental Charges: Includes the cost of service for telephone equipment changes, repairs, the installation of additional telephones and related equipment, and the cost of FAX and other communications equipment rental and maintenance.

In-Center Communications System: Includes the cost of operating and maintaining radio, closed circuit television, and other in-center communication systems.

Postage: The cost of USPS postage and/or expedited services such as Federal Express and postage meter rental and maintenance.

Other Communications Costs: Any communications costs that do not match any of the above examples.

Line 23-Utilities and Fuel: Includes cost utilities and fuel consumed by the center, such as the types of expenses listed below.

- Natural Gas
- Electricity
- Coal
- Heating Oil
- Propane
- Water
- Sewage
- Cable TV
- Other (as determined by the center)

Note 1: Supplies of heating oil and propane should not be expensed as purchased, but maintained as inventory.

Note 2: Fuel for vehicles is not reported here, but on Line 26-Motor Vehicle Operating Expense.

Line 24-Facility Lease Expense: Includes costs for leasing center facilities where the center operator/contractor is the lessee or where the government is the lessee, but funds have been placed on the center operating contract and payment is made by the contractor. Also record in this account any separate property taxes and insurance premiums, payment of which is made to the lesser, by the terms of the facility lease.

Note: Equipment lease costs are not to be recorded in this account.

Line 25-Insurance: Includes cost of authorized or required liability insurance that is carried by the center operator, including as listed below.

- Automobile Insurance (liability and property damage)
- Employee Liability Insurance
- Other Required Insurance

Note: On the 2110 cost report, if insurance is prepaid the entire amount is vouchered, but the amount for future months is not expensed since the cost applies to a future period. The amount of prepaid insurance is shown as a negative Unvouchered Accounts Payable. Expense is reduced by the amount of prepaid insurance and this amount is reported as a negative Unvouchered Accounts Payable. Each succeeding month, the portion of prepaid insurance applicable to the period is expensed and the negative Unvouchered Accounts Payable reduced by a like amount. If insurance is billed at a later date, the cost for the unbilled months must be accrued.

Line 26-Motor Vehicles Operating Expense: Includes as listed below.

GSA Mileage as shown on the GSA Detailed Billing Register Commercial Vehicle Rental

Operation, Maintenance and Repair of Center Owned Vehicles

The following types of vehicle rentals are not reported here, but elsewhere as indicated:

- Operation, maintenance and repair cost of construction equipment for CTST projects. These costs will be charged to Line 35-CTST.
- Rental of vehicles of staff while on travel assignments is charged to Line 27-Staff Travel and Training.
- GSA monthly charges and charges for damage to vehicles

will be reported on Page 3, GSA Vehicles Rental.
- Commercial rentals of driver education vehicles are charged to Line 2-Other Academic Expense.

Line 27-Staff Travel and Training: Includes the cost of staff travel, per diem and miscellaneous expenses in connection with work assignments that involve travel away from the center and the costs of providing technical or professional training to center staff. Please note that Job Corps center operating contracts normally contain clauses that require contractor travel costs to be within the parameters and limits of Federal Travel Regulations. The types of expenses to be included are listed below.

Training Related Travel: Includes center staff transportation, per diem cost and miscellaneous expenses for training purposes. This account is used whether training is provided by the center, the center operator, the DOL Regional Office, or the DOL National Office. Cost includes travel in privately owned vehicles, commercial transportation, leased vehicles, meals, lodging, and incidental expenses. If training or technical assistance is provided by center staff to another center, all travel expenses will be charged to the center receiving the training or assistance and expensed to that center's staff travel and training account unless the Contractor's proposal or Indirect Cost agreement provided for the cost to be charged to the contractor's indirect cost pool.

Non-Training Related Travel: Includes the cost of center staff for transportation, per diem and miscellaneous expenses for work assignments other than those related to staff training.

Note: All travel expense incurred by center staff for participation in corporate center reviews will be charged to indirect administrative expense since they are performing corporate functions as required in the contract. Costs incurred by center staff for providing technical assistance to other centers will be charged as discussed above.

Change of Station Costs: Includes relocation costs associated with the transfer of personnel to the center, including movement of household goods, house-hunting expenses, real estate fees, transportation of employee and family, allowance for temporary quarters (per diem) and other incidental expenses associated with a change of duty station.

Staff Training and Tuition: Includes the cost of tuition and fees for staff training that the center has determined is beneficial for the center and is job-related.

Reimbursement to staff under an employer education policy will be charged as an employee benefit to the appropriate category of personnel expense. Also includes the cost of materials and services such as trainers, rental of facilities and equipment, supplies, printing and duplicating, and contractual support.

Lines 28 and 29-Contractor's Base and Incentive Fees: If any of the below guidance on the treatment of fee is in conflict with the particular terms of a center contract, the contractual terms shall prevail. The below guidance is intended to describe the standard vouchering and reporting practices for the fee arrangement that is now in use for center operations contracts, which provides for both base fees and incentive fees. Line 28 is used to report the cost of Base Fees earned per contractual terms. Line 29 is used to report the cost of provisional and earned Incentive Fees. Fee earned for Outreach / Admissions or Career Transition Services, separately stated in the contract, will be reported as OA or CTS expense, as appropriate.

Line 28-Base Fee: For each contract year, the cost of a contractor's Base Fee will be an equal monthly proration of the Base Fee stated or reflected in the contract for that contract year. If the contractor's fee consists solely of Fixed Fee, then fee cost should be reported on Line 28 only, and the monthly costs should be calculated in the same manner as for Base Fee.

Line 29-Incentive Fee: The cost of a contractor's Incentive Fee is determined as follows:

Cost prior to final determination of amount earned: The exact amount of incentive fee that is earned for performance achievements during a contract year cannot be determined until 2 to 4 months after completion of the contract year. In order to mitigate cash flow hardships that would otherwise result from such a long lagtime, contractors are generally permitted to voucher provisionally for incentive fee during the performance of a contract year. The provisional monthly costs and billings of Incentive Fee prior to determination of final amount earned will therefore be an equal proration of the contractually stipulated incentive fee amount **for average performance**.

Cost adjustment/reconciliation upon final determination of amount earned: When the contractor is notified as to the exact amount of incentive fee that has been earned for performance during a recently completed contract year, the notification will specify by what amount the earned incentive fee is above or below the amount of the provisional payments that were made to the contractor. DOL staff are expected to complete the reconciliation of provisional fee

to final amount earned and notify the contractor within three months after the completed contract year. The difference between provisional incentive fee payments and final amount earned will be treated as an adjustment to cost and billings in the succeeding contract year and reflected appropriately as such on the next available cost report and invoice that is submitted by the contractor. However, if performance of the contract has been fully completed, the adjustment to cost and billings will be reported and treated as post-termination activity.

The following is an example of expensing Base Fee, Provisional Incentive Fee, and Final Post-Contract Year Incentive Fee adjustment: In this example, the contract has been newly awarded and the Fee amounts stipulated for the first contract year (which is exactly one calendar year in duration) are as shown below. The same amounts are also stipulated for the second contract year (which is also exactly one calendar year in duration).

Base Fee	$225,000
Provisional Incentive Fee	$75,000
Total	$300,000

- In the first contract year, the monthly costs equals $300,000 divided by 12 months, yielding a monthly expense of $25,000. Total fee costs and billings in year 1 are $300,000, consisting of $225,000 base fee and $75,000 of provisional incentive fee.

- In the first two months of the second contract year, the monthly fee costs and billings continue at $25,000. However, in the third month, the contractor is officially notified, via contract modification, that its final incentive fee earned based on achievements in the first contract year is $85,000. The notification specifies that the final amount earned is $10,000 above the provisional amount billed and that the contractor should include the $10,000 fee increase on its very next voucher and should reflect the $10,000 of additional fee expense on Line 29 of its very next cost report.

  This adjustment process also includes a revised 2181 center operating budget, increasing the Line 29 incentive fee amount by $10,000 for the current (second) contract year. The incentive fee expense reported in the third month of the second contract year would therefore be $35,000, or $10,000 above the provisional level of $25,000. Thereafter, monthly fee expense and billings would return to the provisional level of $25,000 for the duration of the second contract year.

- Note concerning liquidated damages. Liquidated damages assessments affect fee. Please refer to the later section that addresses liquidated damages.

Line 30-Net Center Operating Expense: Line 30 is used to display the total of center operating costs, Lines 1 through 29 above.

Note to Regions: Center operating expense equates to cost code A-Center Operations Expense in the internal DOL AAPP/FOP financial management system.

b. 2110 Page 3 - Special Subcategories of Center Operations Expense:

Lines 1a, 1b, 1c-Center Operations: These lines provide a highly summarized representation of the center operations expense detail provided on Page 2. The center operations expense totals on Page 2, Line 30 are broken out into two subcategories that are commonly used in the estimated cost clauses of center operations contracts. These subcategories consist of:

Line 1a, Center Operations-Reimbursable: This subcategory incorporates center operations Line items 1 through 27, which comprise the reimbursable expenses within the Center Operations category.

Line 1b, Center Operations-Fee: This subcategory consists of center operations Line-Items 28 and 29, which comprise contractor fee payments that are included within the Center Operations category.

Line 1c, Total Center Operations: This line-item displays the sum of amounts on Lines 1a and 1b. These amounts will also be the same as those displayed on Page 2, Line 30.

c. 2110 Page 3 - Capital Expense Categories:

Line 2-Construction/Facility Rehabilitation: This line is limited to funds that are provided from the Job Corps CRA (facility construction, rehabilitation, and acquisition) appropriation. Moreover, all CRA funds that are made available to a center contract must be reported in this expense category.

Includes expenses for constructing or making long-lasting physical improvements to structures, major building systems (e.g., heating, plumbing, etc.), roads and grounds, as well as the purchase and installation of major pieces of equipment during a rehabilitation or construction project that are permanently attached to structures such walk in freezers and refrigerators. Also included within the meaning of this term are the costs of architectural and engineering services (design) that are required for such construction or improvements and have been approved as part of the project.

At contract centers, construction and rehabilitation work is to be performed only on the basis of: (i) identified projects for which specific construction/rehab funding has been approved for the contract; and (ii) emergency repairs that are authorized per guidelines contained in Chapter 5, Section 5.8, R4. Separate records should be maintained on the individual construction/rehab projects that have been approved in the center contract.

The construction and rehabilitation account **does not include**:

- Career Technical Skills Training Activities, funded as CTST projects, wherein Job Corps students receive hands-on training by participating in construction projects or other projects that result in physical improvements to center facilities.
- Equipment other than the major items of the type described above.
- Facility leases.
- Architectural and engineering management support services, including procurement support, facilities surveys, site surveys or facility utilization studies when performed under an Office of Job Corps contract.
- Management support services for the acquisition or leasing of facilities.

Note to Regions: This expense category equates to B1-Cnst/Rehab in the internal DOL AAPP/FOP financial management system.

Line 3-Equipment/Furniture: Includes costs for purchase of NON-EXPENDABLE PERSONAL PROPERTY. Non- expendable personal property (also known as movable durable property) is defined as property that is complete in itself; is not fixed to real property; does not lose its identify or

become a component part of another article when put into use; is movable; is durable; and has an expected service life of at least 1 year.

Note to Regions: This expense category equates to cost code B2-Eqpt in the internal DOL AAPP/FOP financial management system.

Line 4-GSA Vehicles Rental: Includes GSA monthly/daily charges and charges for damage to vehicles. This category does **not include** GSA mileage charges, which instead should be assigned to center operating expense, Line 26, Vehicle Operating Expense.

Note to Regions: This expense category equates to B3-GSA Vehicle Rental in the internal DOL AAPP/FOP financial management system.

Line 5-CTST Materials: Includes the costs of building materials, consumable supplies and allowable construction and equipment installation contracts in connection with work training projects performed by Job Corps students that result in improvements to center facilities or public property. Records should be maintained separately for each identifiable CTST project. Only projects on the approved CTST plan may be performed with CTST funds.

Note to Regions: This expense category equates to B4-CTST Materials in the internal DOL AAPP/FOP financial management system.

d. 2110 Page 3 - Other Major Expense Categories:

Line 6-Student Transportation/Meal Allowances: Includes the costs of government-furnished inter-city travel (including prescribed meal allowances), such as travel associated with new enrollee arrival, government paid leaves, winter break, transfers to other centers, travel home upon separation, and so forth. This line-item does not refer to the costs of local student travel (which are considered to be center operating expense).

Note to Regions: This expense category equates to D-Transportation in the internal DOL AAPP/FOP financial management system.

Line 7-Outreach/Admissions (O/A): Includes costs incurred for outreach to and admission of prospective new students. Expenses should be charged to this cost category only if specifically funded in the center contract. If a center contract includes OA funding, a special "2181" and "2110" must be prepared in accordance with Appendix 503.

Note to Regions: This expense category equates to C1-Outreach, Admissions in the internal DOL AAPP/FOP financial management system.

Line 8-Career Transition Services (CTS): Includes costs incurred for providing post-separation career transition services to graduates and former enrollees. Expenses should be charged to this cost category only if specifically funded in the center contract. If a center contract includes CTS funding, a special "2181-OA/CTS" and "2110-OA/CTS" must be prepared in accordance with Appendix 503.

Note to Regions: This expense category equates to C2-Career Transition Services in the internal DOL AAPP/FOP financial management system.

Lines 9, 10-Non-Standard Expense Categories: On Pages 3 and 4 of the 2110, two lines are left blank in order for center operators to write in any other additional categories of expense. Expenses should be charged to a "write-in" category only if specifically funded in the center contract or the program operating plan. One example of a "write-in" category is the travel/logistical support function at the Sunny Valley Job Corps center.

Please note that most pilot projects conducted at Job Corps centers are not reported in a "write-in" category. This is because the pilot efforts normally involve variations on or augmentations of normal service delivery programs – e.g., implementing newly developed academic curricula in order to test their effectiveness. The types of activities funded in Job Corps pilot efforts usually fit within the scope and purpose of established center operations cost categories. Therefore, expenditures for Job Corps pilot efforts must normally be budgeted and reported appropriately within the structure of pre-printed standard cost categories.

Also, note that neither "phase-in" nor "phase-out" costs should be reported as write-ins on Lines 9 or 10. These types of expenditures should also be budgeted and reported appropriately within the structure of pre-printed cost categories. DOL Regional Offices will not require separate reporting or vouchering of either phase-in or phase-out expenses.

Line 11a-Subtotal of Operating Expense: In 2110 Page 3/Sec E and Page 4/Sec E, Line 11 provides the totals of all expense categories. Immediately below, Line 11a shows the subtotal of Operating Expense. This is the Line 11 total minus the amount in Line 2 for Construction/Rehab. The Line 11a Subtotal of Operating Expense is intended to reflect expenses that are financed and paid from Job Corps appropriations of Operating Funds, while Line 2 Construction/Rehab is intended to reflect expenses that are financed and paid from Job Corps appropriations of CRA funds.

D. JOB CORPS CONTRACT CENTER 2110 FINANCIAL REPORT

1. Purpose of the 2110

The Job Corps 2110 Center Financial Report is used by operators of contract centers to report accrued expenses and other pertinent data necessary to analyze cost trends and cost effectiveness in center operations, with a sharp focus on current contract year expenses.

2. Originators

These reports are prepared and submitted by organizations that have a contract to operate a Job Corps center. Where there is more than one contractor at a particular Job Corps center, each with specific center responsibilities and a separate contract with DOL, each contractor will complete this report for their area(s) of responsibility.

Also, a separate set of reports may be required for major program components falling under one contract (e.g., satellite center versus main center) if requested by the DOL-Job Corps Regional or Office of Job Corps.

3. Time Frames

a. Contract Years

It is a required practice to segment the performance period of a center operations contract into "contract years." It is desirable that each contract year have a duration of one full calendar year (365 days or 366 days, depending on leap year).

- A Contract Year May Not Exceed One Full Calendar Year: The technical parameters of the FMS system do not allow any contract year to have a duration that exceeds one full calendar year.

- A Contract Year May Be of Lesser Duration: FMS does permit a contract year to be of lesser duration than a full calendar year. This is to accommodate certain exigencies. A typical example of this would be a unilateral contract extension (usually of about a four-month duration) that is issued to provide continuity of operations after the final option year contained in the original contract. In this situation, the extension should be treated as a new contract year.

  Note: If it becomes necessary to issue further contract extensions, these extensions should be incorporated into the contract year that was established via the original extension, provided that the total new contract year duration does not exceed a full calendar year.

b. Reporting Periods

The reports will display line-item data on costs for the:

- Current month
- Cumulative costs incurred to date in the current contract year (year 1, 2, 3, 4, 5, 6, or 7), whichever is in effect at the time)
- Cumulative costs incurred to date from the inception of the contract (i.e., from the first day of the contract performance period)

The 2110 report normally displays data for a full calendar month. However, if a contract begins on a date other than the first of the month, the first report will report costs for the period from the contract beginning through the end of the first calendar month.

If a contract year ends on a day other than the last of the month, it will be necessary to submit a 2110 report for the portion of the month which ends on the final day of the contract year as well as a second 2110 report for the portion of the month that falls within the next contract year. For example:

- The contract year begins March 15, 2010 and ends March 14, 2011. In March 2010 the only costs to report are for the period March 15 through March 31; and a report will be submitted reflecting actual and budgeted expenses for only this period.
- In March 2011 two reports must be submitted. The first report will constitute the final report for the just-completed contract year and in the "current month" columns will report expenses during the period of March 1 through March 14. The period-ending date would be reported as March 14, 2011.
- The second report for the month will constitute the initial report of the new contract year, and in the "current month" columns will report expenses during the period of March 15 through March 31.

4. Reporting after Contract Expiration (Post-Expiration 2110s)

When a contract expires, it is of course necessary to submit a fully detailed ETA 2110 with a report period ending date that coincides with the contract expiration date. Thereafter, the monthly reporting requirement for the contract continues until all undelivered commitments and unvouchered accounts payable are liquidated. It is necessary to continue to submit 2110 reports until financial activity under the contract has ceased. However, such post-expiration 2110 reports will not display the annual budgets, the planned expense-CYTD, or the variance data that normally appear on Page 2 of the 2110, Columns (b), (c), (e) and (f).

If there is no financial activity in a month, only a completed Page 1 must be submitted, and should be noted "NO ACTIVITY" in block 3a of Page 1 of the 2110.

The "Period Ending" will always be shown as the current reporting month, not the month in which the contract expired.

After liquidation of all obligations, no further reports are required on an expired contract until close out. This last report should be marked "FINAL-PENDING CLOSE OUT" in block 3a on Page 1 of the 2110. If there are adjustments to costs that need to be reported when the contractor submits its formal close out package to DOL, a final 2110 report must be submitted in FMS to reflect any changes to costs. This report should be marked "FINAL/CLOSE OUT" in block 3a on Page 1 of the 2110; and the date entered in block 3 on Page 1 of the 2110 should be on or a few days before the submittal date of the contractor's closeout package.

5. Accrual Reporting

Costs reported on the 2110 must always be on the accrual basis, i.e., the cost of materials and services used, or issued from inventory (not when received), regardless of when the purchases are made or when invoices are received or paid. Many costs, such as Medical, Mental Health and Dentist Fees, hospital charges, GSA charges, utility costs, subcontract costs, and telephone bills, as a few examples, are not normally invoiced promptly. It is important that all such charges, including earned, but unpaid salaries and payroll related costs, be accrued so that reported costs include all incurred expenses. Please note the following points:

- **Earned but unpaid leave will not be accrued, reported as expense, or vouchered.** Earned leave that is paid when an employee terminates from the center will be reported as personnel expense when paid and will be vouchered at that time.

- **Prepaid items should be expensed as consumed**. The full amount of a prepaid item (such as off-center tuition or insurance premiums) may be vouchered, but the portion of the cost that is allocable to future months is not expensed on a 2110 cost report since the cost applies to a future period. The expensing of prepaid items is normally accomplished via simple time-based proration of the full prepaid amount until the time period covered by the pre-payment has been completed.

6. Error Corrections

A corrected report for a given month may be submitted, but only if the report for the following month has not yet been submitted. Otherwise, any adjustments made to correct erroneous information on past reports (contract to date adjustments) **will be reflected in the current month's expenses;** and the adjustment must be explained in the Variance Exceptions/Comments section. Errors are always to be avoided, of course; but it is particularly important to ensure that reports submitted for the ending dates of contract years are as free from errors as possible.

7. Preparing and Submitting the 2110 Report

Contractors submit their 2110 reports using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered each month and that ensures consistency and accuracy in all internal mathematical operations present in the report. Contractors may obtain detailed guidance and training on FMS procedures for entering and submitting 2110 reports from JCDC representatives.

With respect to time-frames for the submittal of monthly 2110 reports, contractors must prepare and submit them into FMS by no later than the 10th of the month following the reported month.

8. Descriptions and Definitions of 2110 Data Items

Detailed instructions and guidance for entering 2110 data into FMS is available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110 data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110 report when it is viewed in its printable output form.

a. 2110 Page 1

1. Center Name: This is the name used to identify the center for which the report has been submitted as that name has been registered in FMS. If the report is for a major component as previously described, the component name will appear after the center name e.g., "Pine Top-Utopia Satellite." Center names are spelled out fully. Abbreviations are not used. The words "Job Corps Center" are not used as part of the center name. The center name appears at the top of each succeeding page of the 2110 report.

2. Contractor Name: This is the name of the contractor organization as that name has been registered in the FMS. The expectation is that this name will match that which appears on the formal center contract documents. The contractor name appears at the top of each succeeding page of the 2110 report.

3. Report Period Ending: This is the last day of the calendar month for which the report is being prepared. The date will be for the current month even if the report is for an expired contract. The only exception will be for contract year-end reports in contract years which end on any day other than the last day of the month as discussed in previous section on time frame. The report period ending date appears at the top of each succeeding page of the 2110 report.

4. Contract Number: This is the DOL identification number of the contract for which data are being reported as that number has been registered in FMS. The contract number appears at the top of each succeeding page of the 2110 report.

5. Latest Contract Modification Number: This is the number of the latest contract modification in effect on the final day of the reporting period and which had been recorded in the FMS at the time when the 2110 report is submitted.

6.a. Approved Budget No: This is the number of the latest approved 2181 budget submission.

6.b. Pending Proposal Date: If the contractor has submitted a proposal to the Regional Office that has not yet been returned to the contractor, this is the date that the budget was sent to the Regional Office.

7. Duration of Contract:

Begins: This is the inception date of the contract (i.e., the very first day of the contract performance period).

Ends: This is the current expiration date of the contract (i.e., the very last day of the contract performance period as currently stated or reflected in the latest contract modification.

8. Student Years (SY) Produced, Contract Year-to-Date (CYTD):

Note: Block 8 is left blank in post-termination 2110's.

a. Current Month Planned Average OBS: This is the planned average OBS for the month (or partial month) being reported according to information stored in the JCDC-WSSR (JCDC-Weekly Student Strength Report database).

b. Current Month Actual Average OBS: This is the average number of students on-board during the month (or partial month) as reflected in the JCDC-WSSR.

c. Capacity Percent Current Month: This is the current month actual OBS as a percent of planned average OBS. This is calculated as the value in 8b divided by the value in 8a.

d. Planned SY, CYTD: This is the planned number of Student Years for the contract year through the current reporting

period according to information stored in JCDC-WSSR. This reflects the average planned slot capacity during the CYTD period, which is then prorated to an annualized figure (number of days in CYTD/365 days) to yield Planned CYTD SYs.

e. Actual SY, CYTD: This is the actual Student Years produced during the CYTD period according to information stored in JCDC-WSSR. This reflects the average actual on-board strength during the CYTD period, which is then prorated to an annualized figure (number of days in CYTD/365 days).

f. Capacity Percent, CYTD: This is the contract year-to-date actual student years produced as compared to plan. This is calculated as the value in 8e divided by the value in 8d.

g. Slot Capacity @ End of Report Period: This is the planned slot capacity on the final day of the report period according to information contained in JCDC-WSSR

9. Student Year Cost:

Note: Block 9 is left blank in post-termination 2110's.

a. Planned for CYTD: This is the planned cost CYTD from 2110 Page 2, Line 30, Column (c), divided by planned SY CYTD as displayed in item 8d above.

b. Actual Cost/SY, CYTD: This is the actual cost CYTD from 2110 Page 2, Line 30, Column (d), divided by actual SY CYTD as displayed in item 8e above.

10. Expected Underrun if OBS is Less than 98.0 percent:

Note: Data is shown in this block only if the value in item 8f is less than 98.0 percent. Also, block 10 is left blank in post-termination 2110's.

a Expected Savings per SY Not Delivered: Item 9a (Planned Cost per SY) x 15 percent.

b SY Shortfall, Contract Year-to-date: Item 8d (Planned SY, CYTD) minus Item 8e (Actual SY, CYTD).

c Minimum Underrun Expected: Item10a x item 10b.

d. Reported Variance, Excluding: This is the CYTD center operations cost variance reported on Page 2, Line 30, Column (e). An underrun will be positive. An overrun will be negative.

e. Underrun Deficit: If item 10d is greater than item 10c, this data cell is left blank. Otherwise, enter item 10c minus item 10d. Entry in 10e is always required if 10d entry is a negative number. The amount in item 10e is that portion of the expected underrun that has not been obtained. Provide explanation in the Variance Exceptions and Concerns section on Page 5.

11. Signature of Authorized Contractor Representative: This block shows the name of the authorized contractor representative who is submitting the 2110 to DOL via the FMS. The signature line is reserved for use when the necessary e-signature technology is applied.

12. This is the date when the report was formally submitted into FMS.

b. 2110 Page 2

A. CENTER NAME: Same as Page 1, Block 1.

B. CONTRACTOR NAME: Same as Page 1, Block 2.

C. PERIOD ENDING (Date): Same as Page 1, Block 3.

D. CONTRACT NO: Same as Page 1, Block 4.

E. Basis for Planned Expense, CYTD (Prorated vs 2181 Custom Detail Budget): This indicates whether the contractor has elected to report Planned Expense-CYTD in Column (c) as either a pro-ration of the ETA 2181 full contract year amounts or in amounts that are taken from month by month Custom Detail budget.

F. CONTRACT YEAR BEGINS, ENDS: Beginning and ending dates of the current contract year.

G. NET CENTER OPERATIONS EXPENSE: The following are descriptions and definitions for entries in Columns (a) through (g).

Expense Categories Column: See the Cost Category Section of this appendix for definitions.

Current Month Actual (a): This column displays the actual net expenses for the current month for each expense category.

Budget for this Contract Year (b): This column displays the budgeted amount for the entire contract year for each expense category as shown on the latest approved 2181 budget. If a submitted budget at the beginning of a contract has not yet been approved, the submitted budget amounts will be used since no other budget is available.

Planned Expense-CYTD (c): This column displays the amount of expense for each expense category which has been planned (budgeted) to accumulate from the start of the current contract year through the end of the reporting period (i.e., contract year-to-date/CYTD). The center has an option whether to report budgeted costs derived pro rata (straight line budget) from the ETA 2181 or a custom detail budget as discussed in section E above. The option may not be changed during a contract year.

Prorated from ETA 2181: The amount reported will be the current year's straight line budget through the end of the reported month. These amounts are prorated by a factor that is calculated as follows: Days From Start of Contract Year Through End of Report Period divided by Days in Full Contract Year.

Budget from Custom Detail Budget: The amount will be the current year's cumulative monthly budget through the end of the current month.

Actual Expense-CYTD (d): This column displays actual net expense that has accumulated since the beginning of the current contract year.

Variance (e): This is the difference between CYTD planned expense versus CYTD actual expense, computed as Column (c) less Column (d). If the actual expense exceeds the budget (an overrun) the variance will be in brackets (negative variance).

Variance Threshold (f): This column displays the variance thresholds that, if exceeded (plus or minus), require the center operator to enter narrative explanations and corrective action plans that will appear starting on Page 5 of the 2110 report. The variance threshold amounts are calculated in accordance with the formulas discussed in the earlier section on Display and Evaluation of Variances.

Cumulative Expense from Inception (g): For each expense category this is the actual net expense that has accumulated since the very beginning of the contract.

Column Totals (Line 30): Column totals appear on Line 30.

c. 2110 Page 3

A. CENTER NAME: Same as Page 1, Block 1.

B. CONTRACTOR NAME: Same as Page 1, Block 2.

C. PERIOD END DATE: Same as Page 1, Block 3.

D. CONTRACT NUMBER: Same as Page 1, Block 4.

E. NET CENTER ACTUAL EXPENSE-ALL CATEGORIES:

Following are descriptions and definitions for amounts appearing in Columns (a) through (c) in Section E:

Expense Categories Column: See the Cost Category Section of this appendix for definitions.

Contract Year-to-date (b): This column displays the actual net expense that has accumulated since the beginning of the current contract year.

Cumulative Through Prior Year (c): For each expense category, this column displays the Cumulative From Inception (d) reported through the end of the prior contract year. In the first year of the contract this column will be blank.

Cumulative Expense from Inception (d): For each expense category, this column displays the actual net expense that has accumulated since the very beginning of the contract.

Column Totals (Line 11): Column totals for Lines 1-10 are displayed on Line 11.

F. INVENTORY ACTIVITY:

Contractors are encouraged to maintain inventories at levels necessary to support the mission without unnecessarily crowding storage facilities and creating a burdensome physical inventory system. Centers are permitted to use just-in-time ordering and

immediately expense supplies and materials as long as the supplies and materials will not be warehoused, but will be immediately distributed for consumption. Supplies and materials for which on-hand quantities of 30 days or more are maintained will be recorded in the center/contractor accounting system as inventory. Adequate and accurate accounting for inventory, through perpetual inventory records, is essential for proper control of financial resources and reporting of costs and government assets. It is important to note that inventory is a government-owned asset and must be protected and accurately reported. All receipts and issues in the inventory accounts must be recorded. Abnormally high or low usage in a particular category may not be evident if records do not reflect total usage. Proper recording of accruals will keep discrepancies between book value and physical inventory count to a minimum. Periodic adjustments that are needed to achieve agreement with the physical count must be reflected in the records of issues and in the appropriate expense categories.

Inventory records must be maintained for CTST materials, but will not be reported on the ETA 2110. These inventory records must be available for review during Regional assessments and audits.

Categories:

- Clothing (Column a): This will include career technical training, recreational and issue clothing that will be charged to the appropriate expense category when issued.

- Food (Column b): This will include all stored food items that have not been issued to the kitchen for use.

- Medical/Dental (Column c): This will include all Medical/Dental supplies no matter where stored (consistent with requirements, elsewhere in PRH, pertaining to control inventories of medical supplies until dispensed to users.

- Fuel Oil (Column d): This will include the current value of stored fuel oil and propane, as discussed under "Inventory Valuation Method" which follows.

- Other (Column e): Any inventory which does not belong in Clothing, Food, Training, Medical or Fuel Oil will be reported as Other Inventory, but will be charged to the appropriate expense account when issued (e.g. 02-Academic Other expense for academic instructional materials, 04-Career Technical Training Other expense for career technical training

materials and supplies, and so forth).

- Total (Column f): The total of Columns (a) through Column (e) on each line.

Contract Value Amount That is Budgeted for Inventory Change (Column g): If this is the first contract for a new center, enter the dollar amount reflected in the current estimated cost of the contract that were expressly budgeted to establish a working inventory. If this is a contract for an established Job Corps center, and the estimated cost of the contract expressly provides for an increase to inadequate inventory levels that were carried over from the prior contract, enter the dollar amount thus included in the contract's estimated cost. Otherwise, this amount is zero.

Stub Item Definitions: The following are descriptions and definitions for the amounts displayed in Rows 12, 13, and 14.

- Row 12-Value of Inventory at Contract Inception: At the expiration of a contract, a physical inventory must be taken to determine the ending inventory of the old contract and the carryover to the new contract. The amounts on Row 12 represent the value of the inventory reported at the end of the predecessor contract. Any adjustments required as a result of the physical inventory must be recorded on the predecessor contract inventory and the adjusted balance reported as the carryover to the new contract (Value of Inventory at Contract Inception). If inventory is received on the basis of undelivered commitment after expiration of the of the predecessor contract and is paid for under the predecessor contract, it will be treated as a receipt under the predecessor contract and reflected in the new contract on Row 12.

- Row 13-Net Inventory Change: The amounts on Row 13 represent the net change in the value of inventory since the inception of the contract, which is a function of Receipts less Issues. The following are guidelines for the treatment of receipts and issues.

    - Receipts: The receipts that are reflected in the Net Change amount are cumulative receipts from contract inception through the end of the current reporting period, including accruals. Also recall that receipts resulting from Undelivered Commitments on an expired predecessor contract will be reported on the expired contract. Prior contract inventory carry-

over is not recorded as a receipt. Inventory received at no cost to the current center contract (i.e., surplus, commodities, donations) will be recorded at zero cost on inventory records. Any freight charges, incurred on no cost inventory, may be charged to the benefiting expense category.

- Issues: The issues that are reflected in the Net Change amount are cumulative from contract inception through the end of the current reporting period, including issues of accrued receipts as recorded in the perpetual inventory records or physical inventory count (beginning inventory, plus receipts, minus ending inventory equals issues). Issues out of the prior contract's inventory balance that was carried over will be recorded as issues in this contract.

An expired contract should not report any issues unless there is an adjustment pertaining to a prior period. If issues are reported for an expired contract, the reason must be explained in the Exceptions section (Page 5) of the 2110 report for the expired contract. Inventory received at no cost to the center will be issued with no cost recorded.

Inventory stored in a using area must not be considered as issued if the amount on-hand exceeds a 30 day supply. Materials transferred to using areas will only be considered as "Issues" when the amount of material does not exceed a 30-day supply. Excessive amounts of inventory can be accumulated when there is no accounting for materials and it can become difficult, if not impossible to know when to reorder. This can create shortages of needed materials or amounts in excess of requirements.

If a physical inventory reveals a shortage, or excess material is disposed of by Federal Excess Property Procedures, the contractor's inventory records should reflect an appropriate increase in issues; and this adjustment should be described and explained in the Variance Exceptions and Concerns section of the ETA 2110 (Page 5) of the next available 2110 report. Current month expense reported in the 2110 will be increased by the amount of the adjustment.

If a physical inventory reveals an overage, the contractor's inventory records should reflect an appropriate reduction in

issues; and this adjustment should be described and explained in the Variance Exception section of the next available 2110 report. Current month expense reported in the 2110 will be reduced by the amount of the adjustment.

Minor variances from the perpetual inventory are expected, but if physical inventories continually reveal large discrepancies, the record keeping must be examined to determine the cause and corrective action instituted. It is necessary that all adjustments be processed through issues since issues determine reported cost.

Issue value may be determined on the Average Unit Price Method (described below) or on the First-In, First-Out Method; no other pricing method may be used.

Average Unit Price: This accounting method prices all issues from inventory at the average unit price of all like material in stock at the time. The advantage of this method is that, although based on actual costs, it equalizes price fluctuations over the period of use. Enter on the property record (stock cards) receipts, issues, and balances on hand. Use two vertical, parallel columns, one for quantity and one for monetary value. When materials are received, enter the actual quantity and the price paid in the received columns. Add to the total shown in the balance columns. When materials are issued, the appropriate average unit costs are easily calculated; divide the current total balance value by the balance quantity. This average unit cost is used to determine the issued value, which is then deducted from the balance value and the issued quantity, which is deducted from the balance quantity. The average unit cost may be noted on the top of the page of individual property records. There is no need to re-compute the average unit cost unless there are additional receipts between the last and the upcoming issue.

First-In, First-Out: This accounting method prices all issues from inventory at the actual cost of the material issued. This method assumes that the first material issued was the first received, even when the actual material cannot be identified as to receipt date, and the issue is priced at the cost of the oldest

inventory in stock.

- Row 14-Value of Inventory at Report Date (Lines 12 + 13): These amounts are a function of Value of Inventory at Contract Inception plus Net Inventory Change. Note that this is the current computed book value of the inventories.

G. Center Operations Expense - Reconciliation ofContract Value with 2110 Data (for Contract Years 2 and Above):

This section identifies inconsistencies between a) the official contract estimated cost for center operations expense and b) data contained in the 2110 report.

Line 15-Cumulative Cost thru Prior Year: This is the same amount as shown on this Page 3, in Section E, Line 1, Column (c).

Line 16-Annual Budget for Current Year: This is the same amount as shown on Page 2, in Section G, Line 30, Column (b).

Line 17-Implied Contract Value: Calculated as the sum of entries in Lines 15 and 16. In the framework of data contained in the 2110, this is the expected cumulative center operations expenditure through the current contract expiration date, but netting out any budgeted expenditure for inventory increase.

Line 18-Contract Value per Latest Mod: This is the total current estimated cost for center operations expense as stated in the contract Estimated Cost clause for the full contract period as per the latest contract modification.

Line 19-Variance (Line 17 less Line 18): This is the variance between the official contract estimated cost for center operations expense and the cumulative spending target reflected in the 2110 report. Variances greater than $1,000 need to be reconciled either by revising the 2181 budget for the current contract year or by seeking a contract modification from DOL to amend the estimated cost.

H. Center Operations Expense - Reconciliation of 2181 Prior Year Cum with 2110 Data (for Contract Years 2 and Above):

This section provides for the identification of any discrepancy between the cumulative through prior year center operations expense reported on the 2110 report and the amount that is stated in the currently approved 2181 budget.

Line 20-Cumulative Cost thru Prior Year: Same as amount on Page 3, in Section E, Line 1, Column (c).

Line 21-Prior Year Cum per Approved 2181: In the currently approved 2181, this is the amount on Line 31 in the Revised Budget column.

Line 22-Variance (Line 20 less Line 21): This is the variance between 2110 data and 2181 data concerning cumulative expense through the prior contract year. Any reported variances must be reconciled, normally by revising the 2181 budget for the current contract year.

d. 2110 Page 4

A. CENTER NAME: Same as Page 1, Block 1.

B. CONTRACTOR NAME: Same as Page 1, Block 2.

C. PERIOD END DATE: Same as Page 1, Block 3.

D. CONTRACT NO: Same as Page 1, Block 4.

E. CONTRACTOR OBLIGATIONS: This section reports the status of all center obligations for the full contract period to date, in relationship to contract funding (also referred to as "funds available") and value (also referred to as "estimated cost"). This information is supplied for each applicable major contract budget line- item. The following are descriptions and definitions for entries in Columns (a)through (i) in this Section E:

Expense Categories: See the Cost Category Section of this appendix for definitions. All major budget line-items reflected in the contract estimated cost clause are reported in this Section E. Line 11 is used to report the columnar totals or averages of Columns (a) through (h). Line 11a is used to report columnar subtotals of Operating Expense, which are calculated in terms of Grand Total amounts on Line 11 less Construction/Facility Rehab amounts on Line 2.

Vouchered Reimbursable Expenses (a): The amounts in Column (a) for each applicable expense category represent the total amount of all vouchers submitted to DOL for payment for the contract to date, including the voucher prepared for the reported month. Please refer to discussion of vouchering criteria in previous section.

Unvouchered Reimbursable Expenses (b): The amounts in Column (b) for each applicable expense category represent the current total of all reimbursable amounts due the contractor, but not yet submitted on a voucher. Examples follow:

- Invoices paid but not included on a voucher because of early cut-off.
- Indirect Administrative Expense accrued on Unvouchered Accounts Payable accruals.
- Accounting errors, which omitted items from the voucher.
- Amounts which exceed the amount of funds available in the contract as per discussion of vouchering criteria contained in the later section on Vouchering.

Unvouchered Accounts Payable (c): The amounts in Column (c) for each applicable expense category represent the current total of all accruals as per the discussion of accrual reporting contained in a previous section.

Undelivered Commitments (d): The amounts in Column (d) for each applicable expense category represent the current total of the value of all undelivered goods and services for which the center has made commitments, but has not yet received the material or service. This is simply the total of all open purchase orders.

These are firm commitments only and therefore do not include total blanket purchase orders, but do include orders placed for current delivery against such open or blanket purchase agreements. This column is **not** used to report subcontracts or long-term leases for equipment or facilities.

It is essential that all commitments to each contract be shown accurately so that users of this report will receive reliable information on the status of contractor obligations. When a contract expires, only the commitments made before the expiration of the contract may be paid from that contract.

If payments are made by the contractor after the expiration of a contract for the cost of unrecorded commitments, the contractor must be able to document that the firm commitments were made prior to contract expiration. An auditor may recommend disallowance for costs where the commitment date is questionable.
Total Obligations (e): The sum of the previous four Columns (a through d) represents the total obligations of the center.

Note: It is particularly important that the total obligations (and its

constituent parts) be reported accurately in the 2110s that are submitted upon contract expiration. This is so in view of the normal DOL practice to remove excess funding from an expired contract based on the difference of Actual Funding minus Reported Contractor Obligations. At the same time, DOL procurement officials are cautioned to avoid the unnecessary administrative burdens that often result from hasty de-obligation of unvouchered funds which will later be needed to cover a contractor's unvouchered reimbursable expenses and payables and its undelivered commitments.

Contract Funding (f): The amounts in Column (f) for each applicable expense category represent the current total contract funding as stated in the contract Summary of Funds Available clause, per the most recent contract modification that was effective prior to the end of the reported period.

Percent of Funding Obligated (g): These percentages are calculated by dividing the Total Contract Obligations, Column (e) by Total Contract Funding, Column (f).

Contract Value (h): The amounts in Column (h) for each applicable expense category represent the current total contract estimated cost as stated in the contract Estimated Cost and Fixed Fee clause, per the most recent contract modification that was effective as of the end of the reported period.

Percent of Value Obligated (i): These percentages are calculated by dividing Total Contract Obligations, Column (e) by Total Contract Estimated Cost, Column (h).

Percent Performance Period Completed (j): The percentage figure in the cell below Line 11 is provided as a basis of comparison with percentages of contractor obligations versus contract value. The percentage value in this is cell is calculated by dividing the number of days from the inception date of contract through report period end date by the number of days from the inception date of the contract through the current expiration date of the contract.

F. VOUCHER RECONCILIATION: This section reports information that identifies any discrepancies between certain data on the 2110 report and data appearing on the voucher submitted by the contractor for the end of the same period being reported on the 2110. In the title box of this section F, the contractor's identifying number of the voucher submitted for the end of the reported period is supplied, along with the contractor's signature date on that voucher.

Operating Expense (a) versus Facility Construction/Rehab (b): Column (a) is used to provide information concerning operating expense, which includes all expense categories other than Construction/Rehab. Column (b) is used to report amounts for Construction/Rehab; and Column (c) provides the totals of amounts in Columns (a) and (b). This segregation of Job Corps funds into two primary categories reflects the Congressional appropriation for Job Corps. Separate amounts are appropriated for operating expense versus facility construction/rehab.

Cumulative Vouchered, (Line 12): The amounts on Line 12 represent the contract inception to date totals of amounts vouchered for operating expense and facility construction/rehab, respectively. The combined total of both categories is shown in Column (c). This information is taken from the required back-up page submitted with the voucher for the end of the reported period.

Difference with Section E, Column (a), (Line 13): Line 13 shows any differences between the amounts appearing on Line 12 (taken from the voucher back-up sheet) and the amounts appearing in Column (a) of Section E above.

Explanations: If any differences are reported on Line 13, an explanation should also appear in the space provided.

G. ADJUSTMENTS TO EXPENSE: This section displays information that may be used to help determine the reasonableness of accruals reflected in the expense data that appears on Page 3, Section E of the 2110 report. This is done by accounting for the differences between amounts in Page 3, Section E versus those in Page 4 Section E.

Operating Expense (a) Versus Facility Construction/Rehab (b): In Section G, Column (a) is used to provide information concerning operating expense, which includes all expense categories other than Construction/Rehab. Column (b) is used to report amounts for Construction/Rehab; and Column (c) provides the totals of amounts in Columns (a) and (b).

Page 4 Total Expense (Line 14): The amounts on Line 14 represent the sums of vouchered reimbursable expense, unvouchered reimbursable expense, and unvouchered accounts payable, and are taken from Page 4, Section E, Columns (a), (b), and (c).
Page 3 Total Expense (Line 15): The amounts on Line 15 are taken from Page 3, Section E, Column (d). The Operating Expense amount is taken from Line 11a and the Construction/Rehab amount is taken from Line 2.

Net Adjustment (Line16): The amounts on Line 16 are equal to Line 14 amounts less Line 15 amounts. These represent differences between the Total Obligations reported on Page 4 (excluding Undelivered Commitments) minus the Total Expense amounts reported on Page 3 in Section E. The lines provided immediately below Line 16 are used to reconcile these differences and consist of:

Line (a) Prepaids: The amounts on Line 16a represent unaccrued prepaid expense reflected in Line 14, above. The term "prepaids" refers to items that have been paid for in advance by the contractor but not yet consumed or utilized by the center. As used for purposes of this report, the term "prepaids" excludes any items that are reported on Page 3 in Section F (Inventory Activity). Typical prepaid items might include insurance premiums and tuition payments for students and staff.

Line (b) Center Ops Inventory Change: This amount is taken from Page 3, Section F, Line 13, Column (f).

Line (c) Other Adjustments: The amounts displayed on Line 16c represent any remaining balances to the Line 16 Net Adjustments that are not resolved by Prepaids and/or Center Operations Inventory Change. Normally, these entries will be "zeros." Any entries other than "zero" must be explained in the space provided.

e. 2110 Page 5

A. CENTER NAME: Same as Page 1, Block 1.

B. CONTRACTOR NAME: Same as Page 1, Block 2.

C. PERIOD ENDING (Date): Same as Page 1, Block 3.

D. CONTRACT NO: Same as Page 1, Block 4.

E. VARIANCE REASONS/SOLUTIONS: This section automatically identifies each Line-Item on Page 2 where actual expense differs from planned expense by a significant margin (referred to as the variance threshold). Other reportable anomalies from Pages 3 and 4 are also automatically identified. For each Page 2 Line-Item Variance or other anomaly that is listed, there is a block that shows the dollar amount of the variance/anomaly, along with blocks in which preparers of the 2110 report are required to supply both reasons for

and the resolutions of these variances and anomalies. The following guidance and advice is provided to those who formulate the reason and resolution statements:

Reasons: The Reason Block is used to explain the cause of the variance or anomaly and its present and future impact on center costs and program performance. It is often the case that the reasons for variances cannot be determined solely by the finance department of the center. Input should normally be sought from appropriate program managers. The discussion of the reasons for a variance or anomaly should be brief, but clearly stated so that they can be understood by a reviewer not aware of specific conditions at the center.

Resolutions: The Resolutions Block is used to briefly explain the action that has been taken or is planned to be taken to correct or resolve the variance or anomaly. Preparers are advised that simple repetition of resolution statements from month to month to month suggest that the planned actions are either ineffective, inappropriate or not being implemented. If no action is possible, it should be so noted and explained.

E. CONTRACTOR VOUCHERING

If any of the below guidance on vouchering is in conflict with the particular terms of a center contract, the contractual terms shall prevail. The below guidance is intended to describe the standard vouchering practices now in use for center operations contracts and should be followed to the extent not contradicted by specific contractual terms.

1. Basic Parameters

Vouchers submitted for payment by contractors must include only those amounts actually paid by the center and amounts earned by and due to the contractor (indirect administrative expense and fee). The requirement for payment of costs before vouchering are considered met if all of the following conditions exist:

- Contractor has received the material or service.
- An invoice has been received.
- The center paid or has begun processing documents for payment.

2. Frequency of Vouchering

Contract centers may normally submit vouchers no more than twice a month. The first voucher will cover the first of the month through the fifteenth; and the second

voucher will cover the sixteenth through the end of the month. The amounts reported as Vouchered Reimbursable Expense on Page 4 of the 2110 must agree with the month-end vouchers. The voucher for the first through the fifteenth of the month will be a reasonable estimate of voucherable costs for the period and will normally not exceed 50 percent of the current month's budget.

3. Special Considerations

The following considerations also apply to vouchering by center contractors:

- The amount vouchered **may not exceed** the current funds available to the contract as stated in the Funds Available Clause of the contract. This restriction applies separately to: (a) Construction/Rehab (CRA) expense; and (b) Operating expense (which consists of the combined total of the following major line-items: Center Operations; Equipment; GSA Vehicle Rental, CTST; Outreach/Admissions; Career Transition Services; Student Transportation; and write-in Support expense categories. Due to these particular restrictions on vouchering by contractors, it is important that DOL staff and officials prepare incremental contract funding actions in a timely and accurate manner.

- All salaries and fringe benefits earned during the month, whether paid or unpaid at month end, other than unpaid leave, will be accrued and reported as expense and may be vouchered. Unpaid leave **is not** to be vouchered, accrued or reported as expense.

- GSA vehicle expense (mileage-Motor Vehicle Expense, and monthly amortization charge - GSA Vehicle Rental) charges tend to be late in billing and **both charges must be accrued and the costs reported, but not vouchered, until the above stated conditions for vouchering have been met.**

- Inventory purchased, but not issued, is not reported as expense, **but the cost is vouchered if it meets the vouchering criteria**.

- Prepaid items (such as insurance premiums or off-center tuition) are expensed as the services are consumed, **but the full cost is vouchered if it meets the vouchering criteria.**

- Base/Fixed fee and Incentive fee are vouchered and expensed as explained in the earlier description of Lines No. 28 and 29.

- Prior payment requirements do not apply when the contractor is a Small Business Concern, FAR 52.216-7(c). Nonetheless, the cost of undelivered commitments is not billed, nor can accrued leave be billed.

- Vouchers may continue to be submitted after expiration of the contract as circumstances warrant (late billings submitted to and paid by contractor, adjustments for incentive fees, and so forth). Post-expiration vouchers that are submitted prior to formal contract closeout (which cannot occur until final indirect cost rates have been determined) should be marked: **INTERIM FINAL PENDING CLOSEOUT.**

4. Formats and Information Required

- Center contractors must submit, to the Regional Office only, an original plus two (2) copies of the voucher claiming reimbursement for provisional payment.
- The voucher must be prepared on SF 1034.
- The voucher must break out the total Job Corps funds being requested into CRA costs and Operating costs for the current voucher period.
- The voucher must bear a certification by the contractor that the amounts vouchered do not exceed the amount of funds available in the contract.
- Month-end voucher backup sheets must reconcile exactly to the Center Financial Report (Form 2110) which is submitted for that month.
- The voucher must be accompanied by a backup sheet to substantiate certain data.
- Provided as Form 5-01 is a sample of a completed voucher, SF 1034.
- Provided as Form 5-02 is a sample of the required backup sheet, including instructions for its preparation.
- Provided as Form 5-02a is the required additional backup sheet when vouchering for CRA B1 funds.

5. Advance Payment Arrangements

Some center contractors are eligible to receive advance payments. Those who elect advance payments will receive them in the form of draw-downs from the Health and Human Services Payments Management System (HHS-PMS). Instructions for drawdowns will be provided from the Regional Office.

F. LIQUIDATED DAMAGES

1. Assessment Amounts

As a means to promote program integrity, and to ensure that Job Corps students receive the services for which DOL expends public funds, the contractor agrees to pay the amounts specified below as remedies for misreporting of student achievement data. The amount of the assessment for each instance of verified misreporting will be based on the following schedule:

- Invalid HSD/HSE Credit: $200 for each instance
- The operator claiming credit for an HSD or HSE in OMS for work where the operator knew cheating occurred and failed to follow the guidance in

Chapter 3, Section 3.2 R9.b will result in an assessment of $200 in contractual remedies per student.

- Invalid Career Technical Training Completion Credit: $500 for each instance

- Artificially Extending Enrollment and/or Invalid Leave Days: For each day a student is improperly carried as enrolled or carried in an invalid leave status, the assessment shall be 15 percent of the budgeted cost per day, per student. The cost per day, per student is calculated as follows: (approved center operations budget that is in place for the contract year in which the misreporting occurs) / (duration of contract year in days) / (contracted student slots for the contract year)

- Invalid Placement Credit: $750 for each instance

2. JFAS-AAPP/FOP Considerations

The cognizant Regional Office is responsible for promptly notifying the Office of Job Corps to enter a liquidated damages assessment in the JFAS-AAPP/FOP system as a planned estimated cost reduction.

3. Contract Modification

The cognizant DOL Contracting Officer is responsible for promptly preparing a contract modification that reduces the fee contained in the estimated cost clause by the amount of the liquidated damages assessment.

4. Recovery From Contractor Fee

DOL will recover liquidated damages assessments through reductions in contractor fee. Upon receiving a fully executed contract modification that contains an assessment for liquidated damages, a contractor shall:

- Post the liquidated damages amount as a negative expense in the fee line item in its current year center operations budget so that it is reflected in the very next 2110 cost report that is due from the contractor. If the contract has Fixed Fee only, the negative expense (credit) is posted in the Base/Fixed Fee line. If the contract has Base Fee and Incentive Fee, the negative expense (credit) is posted in the Incentive Fee line-item.

- Duly incorporate the negative fee expense (credit) into the very next invoice that is submitted by the contractor for reimbursement of costs under the contract.

Note: Concerning Repayment for Lost or Damaged Government Property:

This same mechanism for re-payment via fee reduction may be employed by DOL to obtain reimbursement from a contractor for Government property that the contractor causes to be lost or damaged, or is deemed liable for loss or damage.

5. Data Correction

The cognizant Regional Office is responsible for promptly notifying the Office of Job Corps and the Job Corps Data Center (JCDC) to remove invalid credits (High School Diploma/High School Equivalency [HSD/HSE], Career Technical Training Completion, and Placement) from the Outcome Measurement System (OMS). Invalid credits will be removed from each measure that is affected regardless of the report card (OAOMS, OMS, POMS, Career Technical Training Report Card [CTTRC]) or contractor responsible for the error (OA, center, or CTS). For example, where verification of a HSD/HSE has been invalidated, credit would be removed for the HSD/HSE Attainment measure. In this instance, if the HSD/HSE was the sole determinant of his/her graduate status, the student would also be removed from the pool for any placement related measure(s) in the OMS, POMS, and CTTRC report cards. Similarly, a credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are separate, or one and the same.

6. Good Faith Errors

Contracting Officers, after consulting with appropriate DOL Job Corps officials, are permitted to exercise discretion and not assess liquidated damages in cases where it appears that the misreported data is most likely due to a good faith error. Another mitigating circumstance may be where data was erroneously recorded but the student outcome was likely achieved. For example a career technical training completion, an HSE credit, or a placement credit that was incorrectly reported but where there is verification that the student actually did earn the credit.

Contracting Officers may also, after consulting with appropriate DOL Job Corps officials, exercise discretion and not assess liquidated damages in cases where liability for government property has been determined and where a good faith error occurred.

7. If Fraud is Suspected

When a DOL official or staff member becomes aware of apparent fraud by a center operator or others, the matter will be reported using established channels and procedures.

G. 2181 CONTRACT CENTER OPERATIONS BUDGETS

1. Scope of the 2181

The instructions in this Section apply only to the treatment of center operating expenses. Section G does not apply to the budgeting of capital cost categories nor to non-center cost categories, such as OA/CTS. Budgeting requirements of OA/CTS contracts or OA/CTS components within center contracts are covered in a separate Appendix. Center operators should follow guidance from the Regional Offices regarding budgeting requirements for capital cost categories and other miscellaneous categories.

2. Purpose

This section provides instructions for the development and presentation of line-item budgets of center operating expenses. A line-item budget is needed for each year that a center contract is in place. The guidelines in this section cover the initial development of line-item budgets, as well as procedures for their subsequent revision. The line-item budgets are intended to facilitate financial management and control by providing a detailed break out of the center operating costs that are summarized in the estimated cost clause of the center operating contract.

3. Overview of Requirements

a. Format and Method of Preparation and Submittal

The 2181 is prepared and submitted via entry of data in the FMS and used to display approved or proposed line-item budgets for:

- Current Contract Year
- Next Contract Year, if any remains
- Base-Year 3, if the contract is in the first year of a 3-year base period

b. Time Frames

Center operating contracts normally last five to seven years, with the final three or four years being option years that are primarily contingent on the demonstration of satisfactory contractor performance.

- Contracts with Two-Year Base Periods: During the first year of the contract, budgets are prepared and maintained for the "Current" Year (Contract Year 1) and the "Next" Year (Contract Year 2). Both budgets are reviewed and approved as a "set" until the end of the first year. As Year 1 is closed and Year 2 begins, what had been the Next Year budget in Year 1 becomes the "Current" budget for Year 2. At that time, it is required that a new Next Year budget be prepared for contract Year 3.

This pattern is maintained for the life of the contract.

- Contracts with Three-Year Base Periods: The requirements are essentially the same as for contracts with two-year base periods, except during the first contract year. During the first contract year (and only during the first contract year), it is necessary to maintain an additional 2181 covering the 3rd contract year (which is referred to as base-year three).

c. Current Year Line-Item Budgets

An approved line-item budget (2181) must be in place for the current contract year. Data from the approved form 2181 that covers the current year of the contract is used in the 2110 cost reports during that year of the contract.

It should be noted that form 2181 does not call for the display of "historical" cost data on a detailed line-item basis. The intent is to focus attention primarily on the current year. However, it is necessary to account for prior years' spending on a bottom line basis in order to assure reconciliation of data between form 2181 and the estimated cost clause in the contract.

d. Next Year Estimates and Base Year 3 Estimates

The 2181 is also to maintain an updated "Next-Year" line-item budget for the next available contract year, if any. This is to ensure that an agreed-to 2181 budget is in place immediately at the start of the next contract year. Whenever the current year budget is being revised, it is further necessary to: (1) identify any adjustments that are of an ongoing nature (e.g., permanently deleting or adding slots); (2) accurately calculate the impact of such changes on the operating budget for the next contract year; and (3) revise the form 2181 next-year line-item budget for the next contract year accordingly.

If a contract has a 3-year base period, an additional 2181 must be maintained for the third year of the base period, but this requirement applies only during the first contract year. The requirement is intended to enable reconciliation of 2181 dollar amounts and the dollar amounts for center operations expense that are contained in the estimated cost clause of the contract. Again, there is no need to maintain a "Base Year 3" line-item budget after the end of the first contract year. Also note that when the second contract year begins, the "Base Year 3" budget becomes the "Next Year" budget.

e. Estimated Cost Clause

The budgetary information on the approved form 2181 that is in place for the current year must be kept in agreement with the amounts shown for center operating costs within the estimated cost clause of the contract. If a contract modification is issued that changes the total center operating cost (up or down), a revised set of forms 2181 (current year plus next contract year [two 2181 forms]) should be prepared as soon as possible after issuance of the contract modification. Conversely, if the Regional Office approves a change in the 2181 that affects the cumulative amount of center operating costs, then a contract modification to revise the estimated cost clause is also needed. The key point being made in this section is that the financial data in form 2181 and the data in the estimated cost clause should be kept in agreement. If these documents somehow come into disagreement, steps should be taken to resolve the discrepancy and put them back into agreement.

f. AAPP/FOP Considerations

The acronym AAPP/FOP stands for Annual Advance Procurement Plan/Financial Operating Plan and refers to the previously described JFAS system of the DOL-Office of Job Corps that is used for planning and controlling the allocation of budgetary resources. Regional Offices must adhere to current internal guidelines when reviewing and considering budget increases at contract centers and formally approve only those that are within AAPP/FOP levels. If a proposed current year or "next year" increase is in excess of the AAPP/FOP levels that have been established for the contract, the region must request and obtain the appropriate AAPP/FOP adjustment from the National Office before the increase can be included in a formal contract modification. Pending activation of an IT application that will give contractors direct access to their respective JFAS AAPP/FOP reports, Regional Offices are required to provide contractors with current Estimated Cost Profiles and Fiscal Plans with every contract modification.

g. Underruns Due to Low On-Board Strength (OBS)

Contract center operators are expected to control expenditures for items that are sensitive to on-board student strength to ensure that expenditures for such items are commensurate with average student OBS. Expense items that are considered OBS-sensitive include food, clothing, and other consumables that normally comprise about 15 percent of a center's operating budget. In any contract year when the center operates at less than 98 percent of planned capacity, the contractor will be expected to generate an appropriate year-end cost underrun as a result of reduced spending for OBS-sensitive items. The amount of the expected underrun is computed as follows: numerical shortfall in Student Service Years (SY) during the contract year x the budgeted cost per SY (i.e., annual operating budget/planned SY) x 15 percent = anticipated year-end underrun. Anticipated low-OBS under-run data appears

automatically on each month's 2110 cost report if capacity utilization is running less than 98 percent.
If the anticipated "low-OBS" underrun does materialize at the close of the contract year, the unspent funds will be returned to DOL by means of a contract modification that makes an appropriate reduction in the contract estimated cost for operating expense. If an anticipated "low OBS" underrun fails to materialize in full at the end of a contract year, DOL will consider whether an adverse finding should be noted in the contractor's record of performance, based on a determination of inadequate contractor financial management; and DOL will recover via contract mod whatever portion of the anticipated underrun did materialize.

h. Treatment of Overruns

If a net cost overrun is reported at the end of a contract year and contract performance continues into a new contract year, the JFAS-AAPP/FOP system contains default mechanisms that provide an automatic offset to the overrun via a reduction in the AAPP-approved operating budget for the following contract year. These are internal transactions that have zero net impact on the AAPP-approved estimated cost of the contract. If a contractor believes that a year-end overrun should instead be resolved or covered through a funding increase (to avoid harmful spending reductions in the following contract year), it should prepare and submit a request for budget adjustment. For procedural guidance, refer to the later section that is captioned: Requesting a Budget Adjustment.

Note: Contractors are reminded to be aware of and to comply with any contract clauses which require that they provide DOL with timely, formal notification of pending or actual overruns. Failure to comply with such contract clauses may compromise a contractor's ability to obtain reimbursement for expenses that are in excess of those provided for in the estimated cost clause or funds available clause of the contract.

i. Staff Compensation Supplement

When submitting the initial 2181 budget for the first contract year or the initial 2181 budgets for subsequent contract years, the contractor must provide a Staff Compensation Supplement that indicates average budgeted salaries for each job category at the center, along with other information that permits a reconciliation with the amounts budgeted in the various personnel expense line-items.

The 2181 Supplement is prepared and submitted via entry of data in the FMS. The JCDC Supplement output report has been designed, in part, to provide information that will be helpful in determining if and to what extent the staff compensation (salaries and benefits) offered by the center are

competitive within the local labor market. To do this, the spreadsheet compares a center's budgeted compensation rates with model-based compensation rates that are intended to reflect local labor market conditions. The formulation of DOL model-based rates depends heavily on the geographic adjustment factor that has been assigned to each center and which is intended to reflect and compensate for the degree to which the center's local labor rates vary from national averages.
If a center operator believes that a center's geographic adjustment factor is no longer accurate or otherwise believes that the model-based rates are substantially incorrect or unrealistic, the center operator may request DOL to review and amend its model based rates for the center in question. Such requests may be submitted directly to the Office of Job Corps via e-mail (with copies directed to appropriate Regional Office staff) and should include thorough factual information that supports the need for a DOL review.

Please note that reviews should not be requested in situations where only a few staff positions appear to be affected. There should be no expectation that center compensation rates closely match the DOL model-based rates across the board or that the model-based rates are extremely precise. Moreover, there should be no firm expectation that DOL will be able to provide additional funding in order to remedy perceived compensation gaps even if it is determined that the model-based rates should be amended upward.

4. Multiple Budgets

Where there is more than one contractor at a particular Job Corps center, each with specific center responsibilities and a separate contract with Job Corps, a separate set of records (contracts, 2181 budgets, 2110 cost reports and contract funding/estimated Cost entries) must be maintained for each contractor. A separate set of records (contracts, 2181 budgets, 2110 cost reports and contract funding/estimated Cost entries) also may be required for major program components falling under one contract (e.g., satellite center versus main center), if requested by DOL.

5. When Submittals Are Needed

a. Initial Submittals-Contract Year 1

Using the FMS, the center operator must submit initial 2181 budgets within ten (10) days after the effective date of the contract. The initial submittal must include a form 2181 for the first year and another for the second year of the contract. If the new contract contains a third base year, then a "base year three" 2181 is also required to be submitted.

Unless extensive follow up or Office of Job Corps authorizations are

required, the Regional Office should normally approve the initial 2181 budgets within two weeks after submittal by the contractor. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report. The approved 2181 budget must be available to the contractor by the 15th day of the second calendar month of contract Year 1.

b. Year-End Close Out and Reconciliation

The following discussion is in the framework of closing out the first contract year. However, the same pattern of events and timeframes apply at the close of each contract year, except the very last year.

Soon after the end of contract year 1, the contractor must submit a proposed new 2181 budget in which Year 2 becomes the "current year" and Year 3 becomes the "next year." The contractor's proposed new 2181 budget should be submitted into the FMS within 30 days after the start of Year 2. This schedule allows 10 days development time between the due date of the final cost report for Contract Year 1 and the submittal of the proposed new 2181 budget to the Regional Office. As part of this process, the proposed new 2181 must address and reconcile the variances between actual and budgeted expense that existed at the end of the preceding contract year. The types of questions that tend to arise during this process are as follows:

If actual bottom line spending fell below the Year 1 budget, is there a reasonable basis for rolling over the unspent funds and adding them to various line-items in the new 2181 budget for Year 2? Or should some or all of the unspent funds from Year 1 be deleted from the contract via a net reduction in the estimated cost clause?

If actual bottom line spending exceeded the total amount budgeted for Year 1, should the new 2181 budget for Year 2 be reduced to offset the overspending in Year 1 and thus eliminate the need to request an increase in the contract estimated cost? Or should a net increase in the estimated cost of the contract be requested in order to avoid programmatic disruptions that could result from absorbing a Year 1 overrun with cuts in Year 2?

Do the line-item variances that exist at the close of Year 1 (up or down) represent one-time occurrences or do they represent changes in the underlying ongoing costs for operating the Job Corps center? If the variances indicate changes in the underlying costs, the new 2181 that is being proposed for Year 2 must also reflect appropriate changes in the "next year" budget that is provided for Year 3.

Unless extensive follow up or Office of Job Corps authorizations are required, the Regional Office should normally approve the reconciled Year 2 budget

within two weeks after receipt of the contractor's proposal. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report due for Year2. The reconciled 2181 budget for Year 2, along with any necessary contract modification in the estimated cost clause, must be available to the contractor by the 10th day of the second calendar month of contract Year 2.

c. Option Year Extensions

When a Regional Office determines to issue an option year extension, normal practice prior to the start of the option year is for the Regional Office to issue a contract modification that increases the estimated cost for operating expenses in the amount of the approved "next year" 2181 budget, which is then on file for the "new year." The Regional Office must further ensure that any estimated cost increase is within the limits of the AAPP/FOP.

Differences between actual and approved spending that exist at the end of the prior contract year may have an impact on the budget for the new year as well as the official estimated cost of the contract. The issues and questions that must be addressed are the same as those discussed above for the reconciliation at the end of Contract Year 1 and may result in a contract modification to revise or "fine tune" the estimated cost for center operating expense.

d. Midyear Revisions

Midyear revisions of the line-item budget are normally processed only when there is a need to change the bottom line of the Current Year center operating budget. Contractors are not encouraged to propose formal revisions of 2181 budgets merely to shift amounts between line-items in order to minimize apparent "variances," although such proposals will be entertained by Regional Offices if good reasons are offered. Requests for midyear revisions should be prepared and submitted using FMS and should normally be limited to the following situations:

(1) When there is a pending contract modification approved and funded by the Office of Job Corps for a programmatic change, such as the provision of funds for installing new curricula or programmatic initiatives. In these situations, the contractor will normally be requested by the Regional Office to prepare and submit a budget revision proposal that distributes the prescribed funds to the appropriate line-items.

(2) When there has been or will be an unavoidable bottom line variance of material proportion that cannot or should not be totally resolved

through changes in spending patterns during the remaining months of the current contract year, and which must clearly be accommodated with an adjustment in the bottom line of the center operating budget for the current year.

(3) In line with procedures for the treatment of fee as discussed in a later paragraph, a midyear revision to the form 2181 is required when award or incentives are earned and formally incorporated into the estimated cost of the contract via contract modification.

Regional Offices should respond promptly to contractors' requests for mid-year budget revisions. Unless extensive follow up is required, the Regional Office should resolve these requests within two weeks after submittal of the contractor's proposal. The Regional Office must ensure, however, that any estimated cost increase is within the limits of the JFAS-AAPP/FOP established by the National Office.

6. Monthly Budgets - Straight Line Versus Custom

An important feature of the FMS is a requirement that monthly 2110 cost reports provide a comparison between actual contract-year-to-date (CYTD) costs against planned CYTD costs. Center operators may elect one of two different methods for determining monthly planned CYTD costs. Once a choice has been elected for a contract year, the operator may not change to the other method during the remainder of that contract year.

- The first choice is to permit the planned costs to be determined automatically by FMS by simple prorations of the budget for the full contract year. If the operator selects this option, no further entries are needed.

- The second choice is a manually entered custom budget. If the operator selects this option, it is necessary to enter a planned spending amount for each budget line-item for each month of the contract year.

7. Requesting Funding/Budget Adjustments (Operating Expense Only)

The following are basic steps and requirements for preparing and submitting a request for an adjustment in contractually approved budgets or funding for Operating Expense. Please recall that the term Operating Expense can be loosely defined as all categories of expense other than Construction/Rehab - which has its own Congressional appropriation. With respect to Construction/Rehab funding requests, basic procedures and requirements are found in Chapter 5, Section 5.8, R4.

a. When Is a Request for a Funding/Budget Adjustment Needed

A request should be prepared and submitted when a center operator believes that a funding/budget adjustment is required in order to maintain the effectiveness of the Job Corps center **AND** when such an adjustment will involve a net change in one or more of the major categories of Operating Expense. The major categories of Operating Expense consist of: A-Center Operations; B2-Equipment; B3- GSA Vehicle Rental; B4-CTST Materials; C1-Outreach and Admissions; C2-Career Transition Services; D-Student Transportation; and S-Support.

b. A Word of Caution

Center operators are discouraged from submitting Requests for Funding/Budget Adjustments except in the most urgent and compelling cases. The DOL expectation is that center contractors should maintain staffing and deliver services in a satisfactory manner within the contractually agreed budgets and funding levels. DOL's contingency reserves are tightly controlled and restricted.

c. Format

There are no rigid requirements for formatting a Request for Funding/Budget Adjustment. It is recommended that the request be in the form of a brief explanatory statement along with whatever exhibits or tables are appropriate. Electronic "soft-copy" is preferred over hard copy.

d. Content

There are no rigid requirements or specifications concerning the content of a Request for Funding/Budget Adjustment. The level of detail depends on the complexity of the situation. Elaborate presentations are not required, but a briefly stated justification for the change in funding, along with appropriate back-up in the form of pricing data and computations is required. The request should also indicate which major categories of operating expense would be affected. In cases where the increase is of an ongoing nature, it is imperative that the request specify the effective date of the change, the net change amount in the current contract year, and the change amount that will be needed in the next contract year.

e. Submitting a Request

Center contractors should, via email, submit Requests for Funding/Budget Adjustment to the Director of the Job Corps Regional Office that is responsible for their center contract, as well as to their Regional Project Manager. It is recommended that this email and its attachments also be "cc'd" to the Budget Team Leader within the National Office Division of Budget and Acquisition Support. These types of requests may be submitted at

any time. Center contractors should strive to submit these types of requests as soon as possible after the need for a funding adjustment becomes evident.

f. Turn-Around Time

The Office of Job Corps will strive to provide the center contractor with a substantive response to its request within two weeks of submittal, depending on the complexity and/or policy implications of the issues that need to be addressed.

8. Submittal Procedures and Requirements

Contractors submit 2181 budgets using DOL's web-based Job Corps Financial Management System (FMS), administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2181, and ensures consistency and accuracy in internal mathematical operations that are present in the budget. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting 2181s by referring to the FMS Technical Guide that is available from the FMS website.

9. Descriptions and Definitions of 2181 Data Items

Form 2181 budgets are prepared, submitted, and approved in sets, consisting most often of a Form 2181 for the CURRENT CONTRACT YEAR and an additional form 2181 for the NEXT CONTRACT YEAR, if any. In some instances, as described above, it is necessary to submit and maintain a third form 2181 for BASE YEAR 3. The following are brief descriptions of the elements of information that appear on the form 2181.

HEADING INFORMATION

Center Name: This is the name of the Job Corps center. If the form is being prepared for a "major component" rather than an entire center, the component name will appear after the center name e.g., "Pine Top-Utopia Satellite." Center names are spelled out fully. Abbreviations are not used. The words "Job Corps Center" are not used as part of the center name.

Contractor Name: This is the name of the contractor organization as that name has been registered in the FMS. The expectation is that this name will match that which appears on the formal center contract documents.

Contract Number: This is the DOL identification number of the contract for which data is being reported and as that number has been registered in FMS.

Budget Number: The initial set of 2181's for the first and second contract years (and possibly the third contract year) are numbered "1" and all later

pairs of **approved** 2181's are to be numbered sequentially as they are approved by the Regional Office. The same number is given to all current year and next-year 2181's in a given set. For example, the set of 2181s for budget number "1" will include a number 1 budget for the first contract year, a number 1 budget for contract Year 2, and (if applicable) a number 1 budget for base-year three.

Contract Year Number: This is the number of the contract year for which the form 2181 has been prepared.

Approved or Pending: If the budget has been approved by the Regional Office, the term "**Approved"** will appear**.** If the budget is a proposal that is still pending regional approval, the term "**Pending"** will appear.

Ending: This is the ending date (mm/dd/yyyy) of the contract year identified in the block for Contract Year Number.

Current Year / Next Year / Base Year 3: If the form applies to the current contract year, the term "**Current Year"** will appear. If the form applies to the next contract year, the term "**Next Year"** will appear. If the form applies to Base Year 3, the term "**Base Year 3"** will appear.

BUDGET INFORMATION

Column Headings

Prior Budget: This column is used to display the last previous approved budget for the particular contract year. For example, if the form is used for approved budget number 8, then the "PRIOR BUDGET" column will display the "REVISED BUDGET" from approved budget number 7.

Adjustments: This column is used to display the adjustments being requested or approved, depending on the purpose of the form.

Revised Budget: This column is used to display the revised budget that results from the requested or approved adjustments. The entries under this column are the sums of the entries made under PRIOR BUDGET and ADJUSTMENTS.

Row Headings

Lines 1-29: Center Operations Expenses Categories: See earlier section of this appendix for definitions of cost categories.

Line 30: Net Center Operations Expense: Totals of Lines 1 through 29.

Note: Lines 31-34 are intended to reconcile to the Estimated Cost Clause in the contract. When the contract is in its final base year or in an option year, these lines will appear only in the 2181 for the current contract year. However, if the contract is still within its base period, but in a contract year that is prior to the final year of the base period, these lines will appear in the 2181 that applies to the final year of the base period - which will be either the form 2181 for the Next Year or the form 2181 for Base Year 3, whichever is appropriate.

Line 31: Cumulative Expense through Prior Year:

This line displays the actual or budgeted cost through the immediately preceding contract year.

Lines 32a, 32b, and 32c: Budgeted Inventory Change (plus or minus): These lines are used to compute and display the budgetary impact of a planned increase or decrease in the amount of inventory that was carried over from the previous contract. Line 32a is used to reflect the dollar value of the desired inventory level; Line 32b is used to reflect the dollar value of the inventory on-hand at the start of contract (day 1 of contract year 1); and Line 32c is Line 32a minus Line 32b.

Desired inventory levels per Line 32a should normally remain constant during the life of a contract, but occasions may arise where substantial increases or decreases are necessary. For example, inventory increases are needed when new centers are opened or existing centers are expanded, or in instances where carryover inventory levels from the previous contract are below reasonable operating needs. In these cases, provision must be made in the estimated cost clause to finance the inventory build up even though the build up does not, of itself, change the amount of the accrued costs that will be reported under the contract.

Where excessive amounts of carryover inventory are on hand and will be reduced, operating expenses under the current contract are being financed with federal funds provided under the previous contract - the amount of which must be subtracted from the estimated cost of the current contract.

Line 32b (Carryover from Prior Contract) should remain constant during the life of the contract, except that an ADJUSTMENT in Line 32b might be expected in the early months of contract year 1 if inventory discrepancies are identified by a new incumbent contractor.

Please note that Lines 32a-32c are **not** intended to report fluctuations in actual inventory levels during the life of a contract; they are to be used for planned, budgeted changes only.

When the contract is within its base period, this information appears in the form 2181 that applies to the final year of the base period (either the form 2181 for the Next Year or the form 2181 for Base Year 3, whichever applies.

Line 33: Cumulative Budgeted Expense: This line displays the cumulative budgeted expense through the end of the contract year and consists of the actual or budgeted cost through the end of the preceding contract year plus the budgeted cost of the contract year for which the 2181 applies. This represents the contract value that is implied in the 2181 data.

Line 34a-34c: Reconciliation to Current Estimated Cost: The information on these rows is intended to reveal whether and to what extent there is disagreement between the form 2181 line-item budgets and the official estimated cost of the contract, with respect to center operations expense. This information includes:

Line 34a: Current Estimated Cost of Contract: This is the current estimated cost of the contract for center operations expense per financial information entered into FMS that has been abstracted from the original contract and its subsequent modifications.

Line 34b: Per Mod Number: This is the most recent contract modification number for which information has been entered into FMS.

Line 34c: Difference (33 - 34a): This is the dollar difference between the implied estimated cost of the contract per the form 2181 and the official estimated cost of the contract per the most recent contract modification. If the result is not zero, then there is disagreement between the contract and the 2181. If disagreement exists, the reasons for the disagreement should be researched and identified and appropriate corrective action taken.

Note: When a contract is still within its base period, the data on Line 34a - 34c will appear only on the form 2181 that applies to the final year of the base period. Depending on the number of years in the base period and the number of the current contract year, this could be the 2181 for the CURRENT CONTRACT YEAR, THE NEXT CONTRACT YEAR, or BASE YEAR 3.

CONTRACTOR SUBMITTAL BLOCK

This block shows the name of authorized contractor representative who is submitting a proposed new 2181 to the Contracting Officer and the date submitted. The signature line is reserved for use when the necessary e-signature technology can be applied.

REGIONAL OFFICE APPROVAL BLOCK

This block shows the name of authorized DOL representative who has approved the new 2181 and the date of that approval. The signature line is reserved for use when the necessary e-signature technology can be applied.

APPENDIX 503
JOB CORPS OUTREACH/ADMISSIONS AND CAREER TRANSITION SERVICES COST-REPORTING AND BUDGETING REQUIREMENTS

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A. INTRODUCTION

1. Scope

This appendix contains instructions and requirements for cost reporting and budgeting under Job Corps Outreach/Admissions (OA) expense and Career Transition Services (CTS) contracts. This appendix is applicable to Job Corps contract centers that are expressly funded to perform OA and/or CTS functions, as well as to stand-alone contracts for the performance of OA and/or CTS functions. This appendix is not applicable to Civilian Conservation Centers (CCC) that are funded for OA or CTS. CCC agencies that are funded for OA and/or CTS activities are referred instead to Appendix 506 for guidance on cost reporting and budgeting.

This appendix is not intended to supersede the proposal development requirements prescribed in the OA and/or CTS Request for Proposal (RFP). However, the cost categories established in this appendix will be incorporated into the OA and/or CTS RFPs. The requirements of this appendix become applicable after award of an OA/CTS contract and are intended to cover: (i) the reporting of actual costs, (ii) the process for revising the contractually approved budget, and (iii) the process for refining and reconciling the contract budget upon issuance of annual extensions.

2. Purpose

The procedures and requirements contained in this appendix are intended to serve as the basis for a Financial Management System (FMS) that provides Job Corps Program Managers at several levels with information that is necessary for determining the efficient allocation of funds. The Job Corps Financial Management System (FMS) provides for:

- Periodic, detailed review of actual expenses and a comparison with planned (budgeted) expenses.
- The reliable identification of variances from budget that may require corrective action.
- The ratification of appropriate adjustments in current year and out-year budgets.
- The compilation of nationwide Job Corps cost data for inclusion in reports to the Congress and the public.

B. SYSTEM OVERVIEW

1. Uniform Cost Categories

A major feature of the FMS is the use of uniform cost categories that allow for comparability between OA and CTS contractors and for the compilation of national and regional totals for analytical and public reporting purposes. The cost categories have been defined in a way that will provide information that is immediately

relevant to ongoing managerial and oversight functions.

2. Initial Budget Formulation

The initial budget is normally formulated during the procurement process through which the contract is awarded. The approved budget for OA and/or CTS expense is reflected in the formal contract document **in summarized form** within the estimated cost clause. It is a requirement of this appendix that the contract's estimated cost amount for OA expense always be backed up by a current line-item budget that is prepared using the Form 2181-OA, and that the contractor's estimated cost amount for CTS expense always be backed up by a current line-item budget that is prepared using the Form 2181-CTS. Except for the final year of a contract, 2181 budgets are normally prepared in sets of two: one providing a line-item budget for the Current Contract Year and one for the Next Contract Year. The initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year, and should be based on the contractor's proposal. However, the initial budget may incorporate minor revisions as agreed to or required by the Regional Office.

If a contract is in the first year of a three-year base period, it is necessary to have an additional 2181 budget in place to cover the third contract year. This is to ensure that 2181's are in place for the full initial performance period of the contract.

3. Reporting of Actual Expenses

Contractors are required to report actual expenses on a monthly basis. For contractor financial management and Job Corps monitoring, it is important that analysis be performed on data that is as current as possible. Moreover, the availability of monthly cost data allows an analysis of trends that could not be identified through less frequent reporting.

Form 2110-OA/CTS will display line-item data on costs for the current month and cumulative costs incurred to date during the Current Contract Year (Year 1, Year 2, Year 3, etc., whichever is in effect at the time). The reports will also display line-item cost data for the entire contract period to date.

4. Comparing Actual Expense Versus Expected Expense

The 2110-OA and the 2110-CTS that is generated by the FMS based on contractor input provides a comparison of actual expense versus expected expense. This comparison is in the context of the line-item budget that is in place during the Current Contract Year. The methodology is to compute the Current Year expenses that are "planned" through the end of the current month via a simple straight-line pro-ration of the approved budget for the entire Current Year. The pro-ration of planned expenses is done on the basis of days rather than months.

5. Display and Evaluation of Variances

The cost reports will identify budgetary variances by individual cost category. A line-item variance is simply the difference between planned contract year-to-date expense (as a pro-ration of the contract-year budget) and the actual contract year to date expense. Contractors must attach a narrative explanation of cause and corrective action for any line-item variance that exceeds an amount that is 5.0 percent or more (plus or minus) of the Current Year budget for that line-item, or 1% of the total OA or CTS budget for the Current Contract Year (whichever is the higher). To illustrate: if the contract year OA budget for a particular line-item is $20,000, the first alternative variance threshold is $20,000 x 5 percent = $1,000. If the total OA budget for the contract year is $200,000, the second alternative variance threshold is $200,000 x 1 percent = $2,000. Since $2,000 is the higher of the two dollar amounts, then $2,000 is used as the variance threshold for the budget line-item in question instead of $1,000.

An explanation is further required whenever the Current Contract Year to date total Actual Expense for either OA or CTS exceeds the Planned Total Expense by an amount equating to 2 percent of the total budget for OA or CTS, whichever is applicable, for the Current Contract Year.

Please note that the threshold for explaining variances is determined as a percentage of the full contract year budget amount. This is contrary to intuition, which would say that the variances should be viewed in terms of planned expense to date. The purpose of the non-intuitive approach prescribed above is to lessen the narrative reporting burden relative to variances that occur in the early months of the budget year. This permits contractors an opportunity to resolve or reverse variance trends before being officially required to explain them to DOL.

Reported variances may occur for a number of reasons, including: (i) erroneous assumptions in the formulation of the budget, (ii) unforeseen events requiring greater or fewer financial resources than anticipated, (iii) poorly controlled spending, and/or (iv) internal reporting or computational errors. The identification and analysis of variances may lead to a wide range of corrective actions, including:

- Spending constraints to reduce or stabilize overruns
- Increased spending in areas where adequate resources have not been utilized to properly provide services
- Improvements to internal administrative control systems and the provision of training to appropriate staff
- Budget revision request to more reasonably distribute financial resources between cost categories
- Initiation of requests for an increase or decrease in the contract estimated cost to adjust for unforeseen cost or program changes
- DOL decision not to award option year extension, but to re-compete the

contract early

6. Formal Budget Revisions

It is generally appropriate to accomplish a formal revision to the 2181-OA or 2181-CTS line-item budgets only when there is: (i) a need to change the net amount for either OA expense or CTS expense in the estimated cost clause of the contract and the change affects the Current Contract Year; or (ii) a realignment of existing line-item amounts is clearly needed to resolve a gross misallocation of costs. However, frequent reshuffling of funds between line-items as a means to eliminate reportable variances is not generally considered a useful or legitimate practice. The 2181-OA and 2181-CTS line-item budgets and revisions thereto must be approved by the cognizant Regional Office. Regional Offices should refer to current internal Annual Advanced Procurement Plan (AAPP) administration guidelines to identify circumstances where prior Office of Job Corps clearances are needed for bottom-line estimated cost changes.

7. Next-Year Estimates

As indicated in Section 2 above, 2181 budgets are prepared in sets of two: one providing a line-item budget for the Current Contract Year and one for the Next Contract Year. The initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year. Except for the final year of the contract, this pattern is maintained throughout the life cycle of the contract. For example, when the contract enters its second year, the required pair of 2181 budgets will cover the second year of the contract (which will be the "current year") and the third contract year (which will be the "next year").

If a contract is initially awarded with a three-year base period, it will also be necessary for the contractor to maintain a "base Year 3" budget, but only during the first contract year. After the first contract year has been completed, the contract returns to the normal pattern, in which the requirement is only for the maintenance of "current year" and "next year" 2181's. This is discussed more fully in the later section that provides detailed requirements for 2181 Budgets.

Whenever the current year OA or CTS budget is being revised, it is also necessary: (1) to identify any adjustments that are of an ongoing nature (e.g., those that involve permanently deleting or adding OA or CTS workload), (2) to accurately calculate the impact of such changes on the next contract year, and (3) to revise the 2181 budget for the next year accordingly.

Maintaining an updated "next-year" cost estimate in this manner will provide for a smoother transition from one contract year to another and will help avoid budget-related issues from developing between DOL and the contractor. The current AAPP Estimated Cost Profile, which is available for viewing and downloading by the contractor via the FMS, will facilitate the preparation of "next year" budgets.

Under normal conditions Regional Offices are expected to keep OA and/or CTS contracts in agreement with the AAPP Estimated Cost Profiles. Questions or concerns about dollar amounts that are contained in AAPP Estimated Cost Profiles may be referred to the Office of Job Corps National financial staff. In certain situations it will be necessary for the contractor to maintain a "Base Year 3" budget. This is discussed more fully in the later section that provides detailed requirements for 2181 Contract Center Operations Budgets.

8. Integration of Financial Management Systems

The requirements and procedures of this appendix have been designed in a way that is intended to ensure or promote consistency of data across different aspects of OA/CTS financial management: DOL/Job Corps allocation of funds for OA/CTS contracts, contractual documents concerning cost and funding, line-item budgeting, monthly cost reporting; and contractor vouchering for payments.

a. Job Corps Fund Allocation System (JFAS)

JFAS is a web-based in-house information technology (IT) application that is used by DOL/Job Corps to control the allocation of funds to OA/CTS contracts and other contracts and activities that support the delivery of services to Job Corps students. It is DOL policy to share various types of JFAS reports and documents with OA/CTS contractors.

The JFAS reports and data sheets that are available to contractors include: the Estimated Cost Profile, the Fiscal Plan, the Financial Operating Plan (FOP) Allocations Report, the Contract Footprint Report, and the Payments Transaction Report. These reports will help contractors to prepare and plan for future modifications that are scheduled for their contracts (including modifications for incremental contract funding) and also to facilitate the identification of discrepancies and pending issues that require follow-up action.

Pending the development of an IT application that will provide contractors with direct access to their respective JFAS reports and documents, Job Corps Regional Offices are required to provide contractors with copies of these reports (which are normally available in PDF format) on a timely basis upon request. Please note, however, that DOL does not share one contractor's reports with any other contractor. If a Job Corps Regional Office is not able to fulfill its responsibility in this area, a contractor may instead request that the Office of Job Corps supply copies of its JFAS reports and documents.

b. Contract Award and Maintenance

Contract award and modification documents are currently maintained and executed in ink-signed hard-copy form. These documents contain information about agreed-to contract costs and DOL/Job Corps funding that is available for payment to the contractor. Many items of information in these hard-copy documents must be abstracted and entered into the Job Corps FMS.

c. Job Corps Financial Management System (FMS)

OA/CTS contractors fulfill most of their financial reporting and budgeting responsibilities using the Job Corps FMS, which is a web-based IT application administered by the Job Corps Data Center (JCDC). The FMS is used to prepare and submit 2110-OA/CTS cost reports, 2110S-OA/CTS monthly staff vacancy and separation reports, and 2181-OA/CTS budgets, The FMS is also used to enter key elements of financial data that are abstracted from contract documents and from Job Corps contract vouchers. Data entry procedures can be found on the JCDC website and in training and orientation materials that have been published by JCDC. The FMS is a secure IT system, with access being controlled by user names and passwords.

d. Vouchering

The great majority of OA/CTS contractors receive payment from Department of Labor (DOL) on the basis of hard-copy vouchers and back-up sheets that are submitted to DOL/Job Corps on a semi-monthly schedule. A small number of governmental and non-profit contractors are eligible to be paid via electronic draw-downs. Some data items from vouchers must be abstracted and entered into the Job Corps FMS.

C. COST CATEGORY DEFINITIONS

1. Overall Structure of Categories

Because it is not unusual for individual contracts to provide for both OA and CTS functions, the 2110-OA/CTS Cost Report has been designed to report both activities. However, the data on OA and CTS are fully segregated on this reporting instrument. The cost category structures for OA and CTS are parallel, and the cost category labeling and definitions are much the same.

2. Subcontract Expense

The costs of subcontracts issued by OA/CTS contractors are classified differently depending on the characteristics of the subcontract. For purposes of Job Corps cost classification, subcontracts fall into two different and mutually exclusive

categories: Staffing Subcontract and Non-Staffing Subcontract. The following are definitions and criteria for determining the category that applies to a particular subcontract, along with the cost allocation policies that apply to that category.

a. Staffing Subcontract

This category applies to any subcontract that provides one or more staff persons who are employed to perform duties under the OA/CTS contract on a full-time basis or any subcontract that provides a number of part-time staff persons who are employed to perform duties under the OA/CTS contract and whose scheduled hours of work in connection with these duties collectively represent one or more full-time positions (FTP). The cost allocation policies that apply to subcontracts in this category are as follows:

- Subcontractor Personnel Expense: The cost of compensation (salaries/wages and benefits) which the subcontractor pays to its staff who work at the center must be allocated to the OA Personnel Expense category and/or the CTS Personnel Expense category, as appropriate.
- Other Direct Subcontractor Expense: The direct costs of the subcontractor that are for non-personnel items must be reported in the appropriate non-personnel line-item(s).
- Subcontractor Indirect Expense (Overhead/General and Administrative [G&A]): The subcontractor's overhead and G&A expense must be reported on Line 8 (OA and/or CTS as appropriate) - Other Operating Expense. Do NOT report these costs on Line 5-Indirect Administrative Expense which is used exclusively to report the prime contractor's Overhead/G&A expense.
- Subcontractor Fee: If the terms of the prime contract expressly designate the subcontract as a MAJOR STAFFING SUBCONTRACT and require that the subcontractor fee be paid from a fee pool that is shared with the prime contractor, then the subcontractor fee expense must be reported on Lines 6 and 7 (OA and/or CTS, as appropriate), combined with fees that are received by the prime contractor. If the terms of the prime contract DO NOT require such fee pooling for the subcontract in question, then the subcontractor fee must be reported on Line 8 (OA and/or CTS as appropriate) - Other Operating Expense.
- Reference to Contractor's Proposal: In some cases, expenses might not be currently detailed on the subcontractor's invoice because the service is being provided at a fixed price or fixed unit price (e.g., meals served, billable labor hours). In these types of cases, adequate detail can usually be obtained from the subcontractor's proposal as a means to formulate the required break out of total expense into the line-items identified above. If detail is not provided in the proposal, then supplementary information should be obtained from the

subcontractor.

b. Non-Staffing Subcontract

This category applies to any subcontract that does not qualify as a Staffing Subcontract. Non-staffing subcontracts include those that are solely for the procurement of supplies, equipment, commodities, IT/technical support services, medial outreach services, other intermittent services, and so forth. The costs of a Non-Staffing subcontract are most often allocated to a single budget line-item within the OA and/or CTS categories. For example, the entire costs of a media outreach subcontract would be assigned to Line 4-Media Advertising Expense.

3. Personnel Expenses

This term is used in this appendix to refer to all salaries, wages, and all other associated personnel costs borne by the employer such as performance bonuses, earned leave upon termination, retirement contributions, Social Security taxes, life insurance premiums, health insurance premiums, worker's compensation insurance, etc. All direct employees of the contract as well as employees of Staffing Subcontractors (as defined in the preceding section) are to be included.

4. Allocation of Split Duties

If an employee works in more than one area, such as part time in OA and part time in CTS, or a secretary is assigned to two departments, the cost must be allocated to the appropriate categories. The basis for the allocation must be documented in a salary allocation plan explaining the rationale for the allocation. If the employee's assignment is changed, the allocation should be changed. All salary allocations should be reviewed annually to assure that the basis for allocation is still valid. If the staff time cannot be reasonably predicted between OA and CTS, time records must be maintained to allocate costs.

5. Treatment of Money Received

When third-party money is received by an OA and/or CTS contractor, it is most often a reimbursement or refund of cost previously incurred. Such reimbursements and refunds are recorded as reductions (credits) in the appropriate expense accounts in order to reflect true operating expenses. For example, prompt payment discounts, cash rebates, and refunds are credited as a savings to the account to which the product or service was originally charged. In some cases, money received by the contractor cannot be credited as a reduction to a specific expense account. In these cases, the money received will be classified as net income to the contract within Line 8-Other Operating Expense (OA and/or CTS, as appropriate).

6. Cost Category Definitions

OA and CTS expense are segregated and reported separately on the 2110-OA/CTS cost report. However, both OA and CTS use parallel cost categories. The following are definitions for the categories that are used to categorize both OA and CTS expense, respectively. The categories are discussed in the same order as they appear on the form 2110-OA/CTS. For expense items that are not specifically identified in the lists of examples, contractors may use their own good judgment to determine which cost categories apply; or they may refer the question to the Office of Job Corps for guidance.

a. 2110-OA/CTS, Page 1

Line 1-Personnel Expense: The cost of personnel compensation (salary, benefits, bonuses) that is directly charged to the contract. Examples of positions typically covered include:

OA Staff
Manager/Supervision (of OA Coordinators and AC)
Outreach/Admissions Coordinator
Admissions Counselor
Administrative/Secretarial/Clerical (assigned to support OA staff)

CTS Staff
Manager/Supervision (of CTS Counselors/Coordinators, Placers)
CTS Counselors and Coordinators
Placement Specialist
Administrative/Secretarial/Clerical (assigned to support CTS staff)

Line 2-Staff Travel/Training Expense: Includes the cost of staff travel, per diem, and miscellaneous expenses in connection with work assignments that involve travel away from the work site. This category includes the types of expenses listed below.

Staff Travel: Includes the cost for staff transportation, per diem, and miscellaneous expenses for work assignments and training.

GSA Vehicle Mileage Expense: All GSA Vehicle mileage expense will be recorded in this line-item category, but the monthly rental charge will be charged to GSA Vehicle Rental.

Staff Training and Tuition: Includes the cost of tuition and fees for staff training that has been determined to be beneficial for the operation and is job related. (Reimbursement to staff under an employer education policy will be charged as an employee benefit to the appropriate category of personnel expense.) Also includes the

cost of materials and services, such as trainers, rental of facilities and equipment, supplies, printing and duplicating, and contractual support.

Other: As determined by the contractor.

Line 3-Facilities Expense: This category includes all types of facility expenses, including those listed below.

Lease Cost (Rent): Includes costs for leasing space or, if located at a Job Corps center, the prorated charge from the center for space, if applicable.

Facilities Maintenance: Includes all charges for contracted maintenance, including materials, labor, and all supplies including any cleaning and janitorial supplies.

Utilities: Includes the cost of all utilities paid at the facility (i.e., natural gas, electricity/heating oil, water, and sewage).

Other: As determined by the contractor.

Note: If the OA and/or CTS facility expense being reported are incurred under the umbrella of a center operations contract and if the facility related expenses of the OA and/or CTS activities cannot be directly determined (via separate utilities metering, separate facility leases, etc.), the facility costs should be allocated pro rata based on number of full-time equivalent (FTE) staff assigned to each function (Center Operations, OA, CTS).

Line 4-Media Advertising: Includes the cost of media advertising/promotion, printing, and distribution of materials pertaining to the Outreach/Admissions or CTS/Placement effort. This category includes the types of expenses listed below.

Media Advertising: Includes the cost of all advertising/promotions and the preparation of materials for the programmatic effort within the contractor's area of responsibility. The term media is intended to include all forms of advertising, such as newspaper, magazine, TV, radio, etc. Newspaper expenses for staff help-wanted advertising is not charged to this category, but should be charged to Line 9 instead.

Printing of Materials: Includes the cost of printing brochures, posters, and other necessary printed materials for public display or distribution to clients and client influencers.

Postage: Includes only the postage expense for distribution of printed materials as described above.

Other: As determined by the contractor.

Line 5-Indirect Administrative Expense: This line includes the contractor's G&A expense at the rate specified in the contract or the current approved rate, whichever is lower. The total amount charged may not exceed the contract ceiling rate. On the 2110-OA/CTS, G&A expense should be accrued for amounts earned on other accruals (unvouchered accounts payable) and be reported as Unvouchered Reimbursable Expenses, Page 2, Section F, Column (b).

Note Concerning Indirect Cost Base: It is DOL's preference that the base that is used to compute indirect costs consist NOT of total direct cost (TDC) but instead be comprised of a narrower base that is limited to Total OA/CTS Operating Expense net of indirect cost and fee. This would also exclude Equipment and GSA Vehicle Rental expense from the base. In effect, the recommended base for determining Line 5 Indirect Costs consists of the combined amounts for Lines 1, 2, 3, 4 and 8. This is to ensure consistency with the practices that are normally in force with respect to center operations contracts and to avoid indirect costs amounts that are skewed due to the tendency for "cost spikes or lumpiness" in pass-through allocations for equipment/furniture purchases. Contractors are expected to use this narrower base, if at all possible, in the indirect cost proposals that they submit to their cognizant agency (which is most often DOL). Exceptions will be allowed if it is not feasible for a contractor to utilize this narrower base due to the demands of its parent company or establishment of a TDC base in an indirect cost agreement that has already been finalized with a cognizant agency other than DOL.

Lines 6 and 7-Contractors Base and Incentive Fees: If any of the guidance below on the treatment of fee is in conflict with the particular terms of the contract, the contractual terms shall prevail. The guidance below is intended to describe the standard vouchering and reporting practices for the fee arrangement that is now in use for OA/CTS contracts, which provides for both base fees and incentive fees. Line 6 is used to report the cost of Base Fees earned per contractual terms. Line 7 is used to report the cost of provisional and earned Incentive Fees.

Line 6-Base Fee: For each contract year, the cost of a contractor's Base Fee will be an equal monthly proration of the Base Fee stated or reflected in the contract for that contract year. If the contractor's fee consists solely of Fixed Fee, then fee cost should be reported on Line 6 only, and the monthly costs

should be calculated in the same manner as for Base Fee.

Line 7-Incentive Fee: The cost of a contractor's Incentive Fee is determined as follows:

Cost prior to final determination of amount earned: The exact amount of incentive fee that is earned for performance achievements during a contract year cannot be determined until two to four months after completion of the contract year. In order to mitigate cash flow hardships that would otherwise result from such a long lag-time, contractors are generally permitted to voucher provisionally for incentive fee during the performance of a contract year. The provisional monthly costs and billings of Incentive Fee prior to determination of final amount earned will therefore be an equal proration of the contractually stipulated Incentive Fee amount for average performance.

Cost adjustment/reconciliation upon final determination of amount earned: When the contractor is notified as to the exact amount of Incentive Fee that has been earned for performance during a recently completed contract year, the notification will specify by what amount the earned incentive fee is above or below the amount of the provisional payments that were made to the contractor. DOL staff are expected to complete the reconciliation of provisional fee to final amount earned and notify the contractor within three months after the completed contract year. The difference between provisional Incentive Fee payments and final amount earned will be treated as an adjustment to cost and billings in the succeeding contract year and reflected appropriately as such on the next available cost report and invoice that is submitted by the contractor. However, if performance of the contract has been fully completed, the adjustment to cost and billings will be reported and treated as post-termination activity.

The following is an example of expensing Base Fee, Provisional Incentive Fee, and Final Post-Contract Year Incentive Fee adjustment. In this example, the contract has been newly awarded and the fee amounts stipulated for the first contract year (which is exactly one calendar year in duration):

Base Fee	$22,500
Provisional Incentive Fee	$7,500
Total	$30,000

- In the first contract year, the monthly costs equal $30,000 divided by 12 months, yielding a monthly expense of $2,500.

Total fee costs and billings in Year 1 are $30,000, consisting of $22,500 base fee and $7,500 provisional Incentive Fee.

- In the first 2 months of the second contract year, the monthly fee costs and billings continue at $2,500. However, in the third month, the contractor is officially notified, via contract modification, that the final Incentive Fee earned, based on achievements in the first contract year is $8,500. The notification specifies that the final amount earned is $1,000 above the provisional amount billed and that the contractor should include the $1,000 fee increase on its very next voucher and should reflect the $1,000 of additional fee expense on Line 7 of its very next cost report. This adjustment process also includes a revised 2181-OA/CTS budget, increasing the Line 7-Incentive Fee amount by $1,000 for the current (second) contract year. The Incentive Fee expense reported in the third month of the second contract year would therefore be $3,500, or $1,000 above the provisional level of $2,500. Thereafter, monthly fee expense and billings would return to the provisional level of $2,500 for the duration of the second contract year.

- Note concerning liquidated damages: Liquidated damages assessments affect fee. Please refer to the later section that addresses liquidated damages.

Line 8-Other Operating Expense: Includes all operating costs associated with the OA or CTS functions that are not assignable to any of the above expense categories or to the GSA Vehicle Rental and Equipment expense categories. Other Operating Expense includes such items as:

Office Materials and Supplies: General office supplies such as paper, pencils, paper clips, rubber bands, and ink cartridges.

Contracted Office Services: Includes the cost of contractual services required for office administration, such as the cost of subcontracted duplicating and printing services.

Office Equipment Rentals: Includes the rental cost of photocopying and IT equipment.

Office Equipment Maintenance: Includes the cost for maintenance and repair of office equipment. Costs incurred under lease purchase agreements are considered rental costs.

Legal Services: Includes the cost of legal services acquired for the

operation. Legal expenses relating to personnel matters or actions brought by employees against the contractor are corporate G&A expenses unless the contractor's approved cost accounting standards provide for classifying these expenses as a direct cost to contracts. The charging of these costs to a federal contract is still subject to the allowability set forth in the applicable cost standards.

Accounting Services: Includes the cost of subcontracted accounting services acquired for the contract and corporate charges for service or equipment where corporate accounting practices, and the indirect cost agreement, require an allocation to direct cost and the allocation of costs is in agreement with the business management proposal submitted for operation of the contract. Since there is no specific contract requirement, audits performed by public accounting firms are not an allowable cost. A corporate audit, which as part of its "tests" audits a portion of a specific contract, is considered to be a corporate G&A expense.

Miscellaneous Administrative Expense: Includes the cost of miscellaneous supplies and services required in the operation, such as the following: Consumable supplies such as paper towels, toilet tissue, soap, etc., or any miscellaneous administrative expenses outside the definitions of office supplies and services.

- Packing, handling, and shipping cost to transfer excess property to or from a holding facility, if applicable.
- Gross receipts tax, sales tax assessments, and penalties and interest charges resulting from tax assessments. When the contractor is forced to pay these costs, they should be paid "under protest."

Local Telephone Service: Includes the cost of local telephone service – basic monthly service, equipment lease costs, any message unit charges, access charges, and taxes.

Cell Phones: Includes the cost of cell phone services.

Long-Distance Calls: The cost of long distance calls placed through the Federal Telephone System (FTS) will not be charged to the center, but will be charged to DOL. Costs that should be reported on this line will be those for incoming collect, long-distance calls and long-distance calls which, for any reason, cannot be placed through FTS.

Telephone Service Charges and Communications Equipment Rental Charges: Includes the cost of service for telephone equipment

changes, repairs, and the installation of additional telephones and related equipment, and the cost of facsimile or other communications equipment rental and maintenance.

Postage: The cost of postage or expedited services such as Federal Express, and postage meter rental and maintenance.

Court Fees: The costs of obtaining court checks of applicants.

Other: As determined by the contractor.

Line 9-Total OA or CTS Operating Expense: Total of Lines 1 through 8.

Line 10-Equipment/Furniture Expense: Includes costs for purchase of NON-EXPEND-ABLE PERSONAL PROPERTY.

Line 11-GSA Vehicles Rental: Includes GSA monthly/daily charges and charges for damage to vehicles. This category does not include GSA mileage charges, which instead should be assigned to Line 2-Staff Travel/ Training Expense.

Line 12-Total OA or CTS Expense: This is the sum of amounts in Lines 9, 10, and 11.

b. 2110-OA/CTS, Page 2

Lines 1a, 1b, 1c-OA Expense: These lines provide a highly summarized representation of the OA expense detail provided in Page 1, Section H. The OA expense totals on Page 1, Section H, Line 12 are broken out into two subcategories that are commonly used in the estimated cost clauses of OA contracts. These subcategories consist of:

Line 1a, OA-Reimbursable: This subcategory incorporates all OA line-items on Page 1 except for line-items 6 and 7, which are used for fee. The reimbursable line-items therefore consist of Lines 1-5, 8, 10, and 11.

Line 1b, OA-Fee: This subcategory totals the amounts on OA Lines 6 and 7, on Page 1.

Line 1c, Total OA Expense: This line-item totals the amounts on Lines 1a and 1b. The amounts on Line 1c will also equal the Line 12 OA total on Page 1.

Note: This expense category equates to C1-Outreach/Admissions in the internal DOL AAPP/FOP

FMS.

Lines 2a, 2b, 2c-CTS Expense: These lines provide a highly summarized representation of the CTS expense detail provided in Page 1, Section I. The CTS expense totals on Page 1, Section I, Line 12 are broken out into two subcategories that are commonly used in the estimated cost clauses of CTS contracts. These subcategories consist of:

Line 2a, CTS-Reimbursable: This subcategory incorporates all CTS line-items on Page 1 except for line-items 6 and 7, which are used for fees. The reimbursable line-items therefore consist of Lines 1-5, 8, 10, and 11.

Line 2b, CTS-Fee: This subcategory totals the amounts on CTS Lines 6 and 7, on Page 1.

Line 2c, Total CTS Expense: This line item totals the amounts on Lines 2a and 2b. The amounts on Line 2c will also equal the Line 12 CTS total on Page 1.

Note: This expense category equates to C2-Career Transition Services in the internal DOL AAPP/FOP FMS.

Line 3-Student Transportation/Meal Allowances: This line-item is used in stand-alone OA/CTS contracts only. If the OA/CTS services have been included under an umbrella center operations contract, the Student Transportation/Meal Expense are to be reported and entered in the center's overall 2110 and not in the subsidiary 2110-OA/CTS. Otherwise, for stand-alone OA/CTS contracts, this Line 3 on Page 2 should include the costs of government-furnished inter-city travel (including prescribed meal allowances), such as travel associated with new enrollee arrival or travel home upon separation.

Note: This expense category equates to D-Transportation in the internal DOL AAPP/FOP FMS.

Line 4-Other Expense (Non-OA/CTS): This line-item is used in stand-alone OA/CTS contracts only. If the OA/CTS services have been included under an umbrella center operations contract, the Non-Standard Expenses are to be reported and entered in the center's overall 2110 and not in the subsidiary 2110-OA/CTS. Otherwise, for stand-alone OA/CTS contracts, this Line 4 on Page 2 should be used only if non-OA/CTS expenses have been specifically funded in the OA/CTS contract.

Note: This expense category equates to S-Support in the internal DOL AAPP/FOP FMS.

D. JOB CORPS OA/CTS FINANCIAL REPORT (2110-OA/CTS)

1. Purpose

The Job Corps Outreach and Admissions (OA) and Career Transition Services (CTS) Financial Report, 2110-OA/CTS, is used by contractors whose contracts provide for OA and/or CTS functions. This includes both stand-alone OA/CTS contracts and center contracts that have been funded to provide OA and/or CTS services. The report is used to provide monthly information on accrued expenses and other pertinent data necessary to analyze cost trends and cost-effectiveness, with a sharp focus on the current contract year.

2. Originators

These reports are prepared and submitted by organizations that have a DOL contract to furnish Job Corps OA and/or CTS services.

3. Time Frames

a. Contract Years

It is a required practice to segment the performance period of an OA/CTS contract into "contract years." It is desirable that each contract year have a duration of one full calendar year (365 days or 366 days, depending on leap year).

- A Contract Year May Not Exceed One Full Calendar Year: The technical parameters of the FMS system do not allow any contract year to have a duration that exceeds one full calendar year.

- A Contract Year May Be of Lesser Duration: FMS does permit a contract year to be of lesser duration than a full calendar year. This is to accommodate certain exigencies. A typical example of this would be a unilateral contract extension (usually of about four months duration) that is issued to provide continuity of operations after the final option year contained in the original contract. In this situation, the extension should be treated as a new contract year.

  Note: If it becomes necessary to issue further contract extensions, these extensions should be incorporated into the contract year that was established via the original extension, provided that the total new contract year duration does not exceed a full calendar year.

b. Reporting Periods

The reports will display line-item costs for the:

- Current month
- Cumulative costs incurred to date during the current contract year (Years 1, 2, 3, 4, 5, 6, or 7, whichever is in effect at the time)
- Cumulative costs incurred to date from the inception of the contract (i.e., from the first day of the contract performance period)

The 2110-OA/CTS report normally displays data for a full calendar month. However, if a contract begins on a date other than the first of the month, the first report will report costs for the period from the contract beginning through the end of the first calendar month.

If a contract year ends on a day other than the last of the month, it will be necessary to submit a 2110-OA/CTS report for the portion of the month which ends on the final day of the contract year as well as a second form 2110-OA/CTS report for the portion of the month that falls within the next contract year. For example:

- The contract year begins March 15, 2011 and ends March 14, 2012. In March 2011, the only costs to report are for the period March 15 through March 31, and a report will be submitted reflecting actual and budgeted expenses for only this period. In March 2012, two reports must be submitted.

- The first report will cover the period March 1 through March 14, 2012, and the period ending date would be reported as March 14, 2012. Only the following will be reported.

- Page 1, Column (a) will report actual, only for the period through March 14. All other columns will display budget and actual through March 14.

- The second report for the month will constitute the initial report of the new contract year and in the "current month" columns, will report expense during the period of March 15 through March 31.

4. Reporting After Contract Expiration

When a contract expires, it is of course necessary to submit a fully detailed 2110-OA/CTS report with a report period ending date that coincides with the contract expiration date. Thereafter, the monthly reporting requirement for the contract continues until all undelivered commitments and unvouchered accounts payable are liquidated. It is necessary to continue to submit 2110-OA/CTS reports until financial activity under the contract has ceased. However, such post-expiration 2110-OA/CTS

reports that are submitted for subsequent periods need not contain or reflect the annual budgets, the planned expense-CYTD, or the variance data that normally appear on Page 1 of the 2110, columns (b), (c), (e) and (f).

If there is no financial activity in a month, only a completed Page 1 must be submitted, and should be noted "NO ACTIVITY" in block C1, on Page 1 of the 2110-OA/CTS report. The "Period Ending" will always be shown as the current reporting month, not the month in which the contract expired.

After liquidation of all obligations, no further reports are required on an expired contract until closeout. This last report should be marked "FINAL-PENDING CLOSEOUT" in block C1 on Page 1 of the 2110-OA/CTS report. If there are adjustments to costs that need to be reported when the contractor submits its formal closeout package to DOL, a final 2110-OA/CTS report must be submitted in FMS to reflect any changes to costs. This report should be marked "FINAL/CLOSEOUT" in block C1 on Page 1 of the 2110-OA/CTS report; and the date entered in block C on Page 1 of the 2110-OA/CTS report should be on or a few days before the submittal date of the contractor's closeout package.

5. Accrual Reporting

Costs reported on the form 2110-OA/CTS must always be on the accrual basis, i.e., the cost of materials and services received, regardless of when the purchases are made or when invoices are received or paid. Many costs are not normally invoiced promptly and it is therefore important that all such charges, including earned but unpaid salaries and payroll related costs, be accrued so that reported costs include all incurred expenses.

Earned but unpaid leave will not be accrued, reported as expense, nor vouchered. Earned leave that is paid when an employee terminates will be reported as personnel expense when paid and will be vouchered at that time.

6. Error Corrections

A corrected report for a given month may be submitted, but only if the report for the following month has not yet been submitted. Otherwise, any adjustments made to correct erroneous information on past reports (contract to date adjustments) **will be reflected in the current month's expenses;** and the adjustment must be explained in the Variance exceptions/Comments section. Errors are always to be avoided, of course, but it is particularly important to ensure that reports submitted for the ending dates of contract years are as free from errors as possible.

7. Preparing and Submitting the 2110-OA/CTS Report

Contractors submit their 2110 reports using DOL's web-based FMS that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in

a way that minimizes the volume of data that must be entered each month and which ensures consistency and accuracy in internal mathematical operations that are present in the report. Contractors may obtain detailed guidance and training on FMS procedures for entering and submitting 2110 reports from JCDC representatives.

With respect to time-frames for the submittal of monthly 2110 reports, contractors must prepare and submit them into FMS by no later than the 10th of the month following the reported month.

8. Descriptions and Definitions of 2110-OA/CTS Data Items

Detailed instructions and guidance for entering 2110-OA/CTS data into FMS is available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110-OA/CTS data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110-OA/CTS report when it is viewed in its printable output form.

2110-OA/CTS, Page 1

A. Contract Scope: If the report is for OA and/or CTS expense that is funded under a center contract, this is the name of the center. If the report is for a stand-alone OA and/or CTS contract, this is the geographic area covered by the contract.

B. Contractor Nam: This is the name of the contractor.

C. Report Period End Date (Month, Day, Year): This is the last day of the calendar month for which the report is being prepared. The date will be for the current month even if the report is for an expired contract. The only exception will be for contracts which end on any day other than the last day of the month, as discussed in the previous section on time frame.

D. Contract Number: This is the DOL identification number of the contract for which data is being reported.

E. Latest Contract Modification Number: This is the number of the latest contract modification signed by the Contracting Officer that was effective during the reported period.

F. Contract Duration: These are the inclusive dates of the contract performance period, consisting of the contract inception/effective date and the current contract expiration date.

G. Contract Period-Current Contract Year: These are the inclusive dates of the current contract year, consisting of the beginning date and the ending date of the current contract year.

H. OA Expense: Section H contains data if the contract is funded for OA services.

Approved Budget Number: This is the number of the latest approved budget submission, Employment and Training Administration (ETA) 2181-OA.

I. CTS Expense: Section I contains data if the contract is funded for CTS services.

Approved Budget No: This is the number of the latest approved budget submission, ETA 2181-CTS.

H and I Columnar Instructions: The following are descriptions and definitions for entries in Sections G and H in Columns (a) through (g).

Expense Categories Column: See the Cost Category Section of this appendix for definitions.

Current Month Actual (a): This column displays the actual net expenses for the current month for each expense category.

Budget for this Contract Year (b): This column displays the budgeted amount for the entire contract year for each expense category as shown on the latest approved 2181 budget. If a submitted budget at the beginning of a contract has not yet been approved, the submitted budget amounts will be used since no other budget is available.

Planned-CYTD, Pro rata (c): These amounts are prorated by a factor that is calculated as follows: Days from Start of Contract Year through End of Report Period divided by Days in Full Contract Year.

Actual Expense-CYTD (d): This column displays the actual net expense that has accumulated since the beginning of the current contract year.

Variance (e): This is the difference between CYTD planned expense versus actual expense (computed as Column c less Column d). If the actual expense exceeds the budget (an overrun), the variance is in brackets (negative variance).

Variance Threshold (f): This column displays the variance thresholds that, if exceeded (plus or minus), require the center operator to enter narrative explanations and corrective action plans that will appear starting on Page 5 of the 2110 report. The variance threshold amounts are calculated in accordance with the formulas discussed in the earlier section on Display and Evaluation ofVariances.

Cumulative Expense From Inception (g): For each expense category this is the actual net expense that has accumulated since the very beginning of the contract.

J. Signature of Authorized Contractor Representative: This block shows the name of the authorized contractor representative who is submitting the 2110 to DOL via the FMS. The signature line is reserved for use when the necessary e-signature technology can be applied.

2110-OA/CTS, Page 2

Page 2 is fully completed for stand-alone OA and/or CTS contracts. However, for center contracts that have OA and/or CTS funding, partial information will appear in Sections E and F, and no information will appear in Section G (Voucher Data). The omitted data for center operations contracts appears instead on Pages 3 and 4 of the 2110 report that is prepared for the umbrella center operations contract.

A. Contract Scope: Same as Page 1, Block A.

B. Contractor Name: Same as Page 1, Block B.

C. Period End Date: Same as Page 1, Block C.

D. Contract Number: Same as Page 1, Block D.

E. Net Contract Actual Expense-All Categories: The following are descriptions and definitions for entries in columns (a) through (d) in Section E.

Note: In Section E, expense categories 3 (Student Transportation) and 4 (Other Expense/Non-OA/CTS) are left blank if the 2110-OA/CTS report applies to OA/CTS activities funded under an umbrella center operations contract.

Expense Categories Column: See the Cost Category Section of this appendix for definitions. Please note that Line 1c and Line 2c are carry forwards of the Line 12 OA and CTS totals entries on Page 1.

Current Month (a): This column displays the actual net expenses for the current month for each expense category.

Contract Year to Date (b): This column displays the actual net expense that has accumulated since the beginning of the current year.

Cumulative through Prior Year (c): This column displays the Cumulative Costs From Inception (d) reported through the end of the prior contract year. In the first year of the contract this column will be blank.

Cumulative Expense From Inception (d): For each expense category, this column displays the actual net expense that has accumulated since the very beginning of the contract. Current Month Actual is added to the Cumulative Expense From Inception data from the preceding month. In the very first month of the contract, this will be the same amount reported as Current Month Actual (a).

Column Totals (Line 5): Column totals for Lines 1 through 4 in Section E are displayed on Line 5.

F. Contractor Obligations: This section reports the status of contractor obligations for the full contract period to date, in relationship to contract funding (also referred to as "funds available") and value (also referred to as "estimated cost"). This information is supplied, as applicable for OA expense, CTS expense, Student Transportation Expense, and any other Non-OA/CTS expenses that are funded in the contract.

Please note that, in Section F, Expense Categories 3 (Student Transportation) and 4 (Other Expense/Non OA/CTS) are left blank in those 2110-OA/CTS reports that are prepared for OA/CTS activities funded in an umbrella center operations contract.

The following are descriptions and definitions for entries in columns (a) through (i) in this Section F:

Vouchered Reimbursable Expenses (a): The amounts in column (a), for each applicable expense category represent the total amount of all vouchers submitted to DOL for payment for the contract to date, including the voucher prepared for the reported month. Please refer to the discussion of vouchering criteria in a previous section.

Unvouchered Reimbursable Expenses (b): The amounts in column (b), for each applicable expense category represent the current total of all reimbursable amounts due the contractor, but not yet submitted on a voucher. Examples follow:

- Invoices paid but not included on a voucher because of early cut-off.
- Indirect Administrative Expense accrued on Unvouchered Accounts Payable accruals.
- Accounting errors that omitted items from the voucher.
- Amounts that exceed the amount of funds available in the contract as per discussion of vouchering criteria contained in Section E.

Unvouchered Accounts Payable (c): The amounts in column (c),

for each applicable expense category represent the current total of all accruals as per the discussion of accrual reporting contained in a previous section.

Undelivered Commitments (d): The amounts in column (d), for each applicable expense category represent the current total of the value of all undelivered goods and services for which the contractor has made commitments, but has not yet received the material or service. This is simply the total of all open purchase orders. These are firm commitments only and therefore do not include total blanket purchase orders, but do include orders placed for current delivery against such open or blanket purchase agreements. Do not report subcontracts or long-term equipment or facility leases.

- It is essential that all commitments to each contract be shown accurately so that users of this report will receive reliable information on the status of contractor obligations. When a contract expires, only the commitments made before the expiration of the contract may be paid from that contract. Excess funding is removed from the contract by the Contracting Officer based on amounts reported as Total Contractor Obligations.

- If payments are made by the contractor after the expiration of the contract for the cost of unrecorded commitments, the contractor must be able to document that the firm commitments were made prior to contract expiration. An auditor may recommend disallowance for costs where the commitment date is questionable.

Total Obligations (e): The sum of the previous four columns (a through d) represents the total obligations of the contractor.

> **Note:** It is particularly important that the total obligations (and constituent parts) be reported accurately in the 2110-OA/CTS data submitted upon contract expiration. This is in view of the normal DOL practice to remove excess funding from an expired contract based on the difference of Actual Funding minus Reported Contractor Obligations. At the same time, DOL procurement officials are cautioned to avoid the unnecessary administrative burdens that often result from hasty de-obligations of unvouchered funds which will later be needed to cover a contractor's unvouchered reimbursable expenses, payables, and its undelivered commitments.

Total Contract Funding (f): The amounts in Column (f), for each applicable expense category represent the current total contract

funding as stated in the contract Summary of Funds Available clause, per the most recent contract modification that was effective prior to the end of the reported period.

Percent of Funding Obligated (g): These percentages are calculated by dividing the Total Contract Obligations, Column (e), by Total Contract Funding, Column (f).

Contract Value (h): The amounts in Column (h), for each applicable expense category, represent the current total contract estimated cost as stated in the contract Estimated Cost and Fixed Fee clause, per the most recent contract modification that was effective prior to the end of the reported period.

Percent of Value Obligated (i): These percentages are calculated by dividing Total Obligations, Column (e), by Contract Value, Column (h).

Percent Contract Completed (i): The percentage figure in the cell below Line 4 is provided as a basis of comparison with the percentages of contractor obligations versus contract value. The percentage value in this cell is calculated by dividing the number of days from the inception date of contract through report period end date by the number of days from the start date of the contract through the current expiration date of the contract.

G. VOUCHER DATA: This section is to be completed only for stand-alone OA and/or CTS contracts. This section reports information that identifies any discrepancies between certain data on the 2110-OA/CTS report and data appearing on the voucher submitted by the contractor for the end of the same period being reported on the 2110-OA/CTS report. In the title box of this section G, the contractor's identifying number of the voucher submitted for the end of the reported period is supplied, along with the contractor's signature date on that voucher.

Cumulative Vouchered Under This Contract (Line 1): The amount on Line 1 represents the contract to date total amount that has been vouchered as of the voucher identified above.

Difference with Reimbursable Expense (Line 2): The amount on Line 2 represents any difference between the amount entered in Line 1 in this section, and the amount entered in column (a), Line 4, of Section F.

Explanations: Any differences reported on Line 2 must be explained in the space provided.

H. RECONCILIATION OF CONTRACT VALUE WITH EXPENSE AND PLAN DATA: This section provides for the identification of any inconsistencies between (a) the official contract estimated cost for OA and/or CTS expense and (b) data contained in the 2110 report. The following are descriptions and definitions of data appearing in this Section H:

Line 1-Cumulative Cost Through Prior Year: For OA expense, this is the same amount shown for OA in Section E, Column (c). For CTS expense, this is the same amount shown for CTS in Section E, Column (c).

Line 2-Annual Budget for Current Year: These are the OA and CTS totals from page 1 that are contained in Column (b).

Line 3-Implied Contract Value: These amounts are calculated as the sum of entries in preceding Lines 1 and 2. In the framework of data contained in the 2 1 1 0 -OA/CTS report, these are the expected cumulative OA and CTS expenditures through the current contract expiration date.

Line 4-Contract Value per Latest Mod: This is the total current estimated cost for OA expense and CTS expense as stated in the contract Estimated Cost clause for the full contract period as per the latest contract modification.

Line 5-Variance (Line 3 less Line 4): This is the variance between the official contract estimated costs for OA/CTS expense and the cumulative spending targets reflected in the 2110 report. Variances greater than $1,000 need to be reconciled either by revising the 2181-OA/CTS budgets for the current contract year or by seeking a contract modification from DOL to amend the estimated cost.

I. PLANNED CONTRACT YEAR WORKLOAD AND ACTUAL WORKLOAD TO DATE: Percent of Year Completed. This is computed as days elapsed from start of Current Contract Year through the end date of the report period divided by the number of days in the contract year and expressed as a percentage.

OA Goals and Performance:

- Contract Year Arrival Goal: This is the contractual goal for arrivals this contract year.

- Actual Arrivals to Date: This is the number of arrivals achieved in this contract year through the end of the reporting period. This is also

expressed as a percent of the annual goal.

CTS Workload - Planned/Actual:

- Contract Year Plan - New Assignees: For both graduates and former enrollees, this is the contractual workload in terms of new individuals who will be assigned to the contractor for CTS services during the contract year.

- Actual New Assignees to Date: This is the number of new graduates and former enrollees who have been assigned to the contractor for CTS services since the start of the current contract year through the end date of the reporting period. This is also expressed as percentages of the annual assignee workloads.

2110-OA/CTS, Page 3

A. Contract Scope: Same as Page 1, Block A.

B. Contractor Name: Same as Page 1, Block B.

C. Period Ending (Date): Same as Page 1, Block C.

D. Contract No: Same as Page 1, Block D.

E. VARIANCE EXCEPTIONS/CONCERNS:

This section automatically identifies each line-item on Page 1 where actual expense differs from planned expense by a significant margin (referred to as the variance threshold). Other reportable anomalies from Page 2 are also automatically identified. For each Page 1 Line-Item Variance or other anomaly that is listed, there is a block that shows the dollar amount of the variance/anomaly, along with blocks in which preparers of the 2110-OA/CTS report are required to supply both reasons for and the resolutions of these variances and anomalies. The following guidance and advice is provided to those who formulate the reason and resolution statements:

Reasons: The Reason Block is used to explain the cause of the variance or anomaly and its present and future impact on contract costs and program performance. The reasons for many variances and anomalies cannot be determined solely by finance staff. Input should normally be sought from appropriate Program Managers. The discussion of the reasons for a variance should be brief, but clearly stated so that they can be understood by a reviewer not aware of specific conditions that have affected contract performance.

Resolutions: The Resolutions Block is used to briefly explain the action that

has been taken or is planned to be taken to correct or resolve the variance or anomaly. Preparers are advised that simple repetition of resolution statements from month to month suggest that the planned actions are either ineffective, inappropriate, or are not being implemented. If no action is possible, it should be noted and explained.

E. CONTRACTOR VOUCHERING CONSIDERATIONS

If any of the guidance below on vouchering is in conflict with the particular terms of a center contract, the contractual terms shall prevail. The guidance below is intended to describe the standard vouchering practices now in use for center operations contracts and should be followed to the extent not contradicted by specific contractual terms.

Vouchering by center contractors that have been funded for OA/CTS functions is governed by the provisions of Appendix 502. The following guidelines are therefore addressed to contractors that have stand-alone OA and/or CTS contracts:

1. Basic Parameters

Vouchers submitted for payment by contractors must include only those amounts actually paid by the contractor and amounts earned by and due to the contractor (indirect administrative expense and fee). The requirement for payment of costs before vouchering are considered met if all of the following conditions exist:

- Contractor has received the material or service.
- An invoice has been received.
- The contractor has paid or has begun processing documents for payment.

2. Frequency of Vouchering

Contractors may normally submit vouchers no more than twice a month. The first voucher will cover the first of the month through the 15th; and the second voucher will cover the 16th through the end of the month. The amounts reported as Vouchered Reimbursable Expense on Page 2 of the 2110-OA/CTS must agree with the month-end vouchers.

3. Special Considerations

The following considerations also apply to vouchering by OA/CTS contractors:

- The amount vouchered may not exceed the funds available in the contract. Due to this particular restriction on vouchering by contractors, it is important that DOL staff and officials prepare incremental contract funding actions in a timely and accurate manner.
- All salaries and fringe benefits earned during the month, whether paid or unpaid at month end, other than unpaid leave, will be accrued and reported

as expenses and may be vouchered. Unpaid leave is not to be vouchered, accrued, or reported as expense.

- GSA vehicle expense (mileage-Motor Vehicle Expense, and monthly amortization charge-GSA Vehicle Rental) charges tend to be late in billing, and both charges must be accrued and the costs reported but not vouchered until the above-stated conditions for vouchering have been met.
- Base/Fixed Fee and Incentive Fee is vouchered and expensed as explained in the earlier description of Lines 6 and 7.
- Prior payment requirements do not apply when the contractor is a Small Business Concern, FAR 52.216-7(c). Nonetheless, the cost of undelivered commitments is not billed, nor can accrued leave be billed.
- Vouchers may continue to be submitted after expiration of the contract as circumstances warrant (late billings submitted to and paid by contractor, adjustments for incentive fees, and so forth). Post-expiration vouchers that are submitted prior to formal contract closeout (which cannot occur until final indirect cost rates have been determined) should be marked: INTERIM FINAL PENDING CLOSEOUT.

4. Formats and Information Required

- Contractors will submit, to the Regional Office only, an original plus two copies of the voucher claiming reimbursement for provisional payment.
- The voucher will be prepared on SF 1034.
- Month-end vouchers must reconcile exactly to the 2110-OA/CTS report which is submitted for that month.
- The voucher must be accompanied by a backup sheet to substantiate certain data.
- Provided as Form 5-03 is a sample of a completed voucher, SF 1034, including instructions for its preparation. Form 5-04 provides an example of the required back-up sheet.

5. Advance Payment Arrangements

Some contractors are eligible to receive advance payments. Those who elect advance payments will receive them in the form of draw-downs from the Health and Human Services Payments Management System (HHS-PMS). Instructions for draw-downs will be provided from the Regional Office.

F. LIQUIDATED DAMAGES

1. Assessment Amounts

As a means to promote program integrity and to ensure that Job Corps students receive the services for which DOL expends public funds, DOL shall assess contractors for liquidated damages for misreporting of student achievement data. The amount of the assessment for each instance of verified misreporting of OA/CTS

related accomplishments will be based on the following schedule:

- Invalid Placement Credit: $750 for each instance.

2. JFAS-AAPP/FOP Considerations

The cognizant Regional Office is responsible for promptly notifying the National Office to enter a liquidated damages assessment in the JFAS-AAPP/FOP system as a planned estimated cost reduction.

3. Contract Modification

The cognizant DOL Contracting Officer is responsible for promptly preparing a contract modification that reduces the fee contained in the estimated cost clause by the amount of the liquidated damages assessment.

4. Recovery From Contractor Fee

DOL will recover liquidated damages assessments through reductions in contractor fee. Upon receiving a fully executed contract modification that contains an assessment for liquidated damages, a contractor must:

- Post the liquidated damages amount as a negative expense in the Fee line item in its Current Year Center Operations budget so that it is reflected in the very next 2110-OA/CTS cost report due from the contractor. If the contract has Fixed Fee only, the negative expense (credit) is posted in the Base/Fixed Fee line. If the contract has Base Fee and Incentive Fee, the negative expense (credit) is posted in the Incentive Fee line-item.

- Duly incorporate the negative fee expense (credit) into the very next invoice that is submitted by the contractor for reimbursement of costs under the contract.

Note: Concerning Repayment for Lost or Damaged Government Property: This same mechanism for re-payment via fee reduction may be employed by DOL to obtain reimbursement from a contractor for government property that the contractor causes to be lost or damaged, or is deemed liable for loss or damage.

5. Data Correction

The cognizant Regional Office is responsible for promptly notifying the Office of Job Corps and the Job Corps Data Center to remove invalid Placement) credits from the Outcome Management System(s) (OMS). A credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are separate, or one and the same.

6. Good Faith Errors

Contracting Officers, after consulting with appropriate DOL Job Corps officials, are permitted to exercise discretion and not assess liquidated damages in cases where it appears that the data misreporting is most likely due to a good faith error. Another mitigating circumstance might be cases where data was erroneously recorded but the student outcome was likely achieved.

Contracting Officers may also, after consulting with appropriate DOL Job Corps officials, exercise discretion and not assess liquidated damages in cases where liability for government property has been determined and where a good faith error occurred.

7. If Fraud is Suspected

When a DOL official or staff member becomes aware of apparent fraud by a center operator or others, the matter should be reported or disposed of by using established channels and procedures.

G. JOB CORPS OA and CTS BUDGETS (2181-OA, 2181-CTS)

1. Scope

This section applies only to the treatment of OA and CTS costs. This applies to stand-alone OA/CTS contracts and also includes OA/CTS funds that have been added to center operations contracts.

2. Purpose

This section provides instructions for the development and presentation of line-item budgets of OA expense and for CTS expense. Line-item budgets are needed for each year that a contract is in place, including option years. The guidelines in this section cover the initial development of line-item budgets as well as procedures for their subsequent revision. The line-item budgets are intended to facilitate financial management and control by providing a detailed breakout of both OA and CTS costs that are summarized in the estimated cost clause of the contract.

3. Overview of Requirements

a. Formats and Method of Preparation and Submittal

The 2181 is prepared and submitted via entry of data in the FMS and used to display approved or proposed line-item budgets for:

- The Current Contract Year
- The Next Contract Year, if any remains

- Base-Year Three, if the contract is in the first year of a three-year base period

b. Time Frames

OA/CTS contracts normally last five to seven years, with the final three or four years being option years that are primarily contingent on the demonstration of satisfactory contractor performance.

- Contracts with Two-Year Base Periods: During the first year of the contract, budgets are prepared and maintained for the "Current" Year (Contract Year 1) and the "Next" Year (Contract Year 2). Both budgets are reviewed and approved as a "set" until the end of the first year. As Year 1 is closed and Year 2 begins, what had been the Next Year budget in Year 1 becomes the "Current" budget for Year 2. At that time, it is required that a new Next Year budget be prepared for Contract Year 3. This pattern is maintained for the life of the contract.

- Contracts with Three-Year Base Periods: The requirements are essentially the same as for contracts with two-year base periods, except during the first contract year. During the first contract year (and only during the first contract year), it is necessary to maintain an additional 2181 covering the 3rd contract year (which is referred to as base-year three).

c. Current Year Line-Item Budgets

An approved line-item budget (2181-OA and/or 2181-CTS) must be in place for the current contract year. Data from the approved 2181(s) covering the current year of the contract is used in the 2110-OA/CTS cost reports during that year of the contract.

It should be noted that the 2181 does not call for the display of "historical" cost data on a line-item basis. The intent is to focus attention primarily on the current year. However, it is necessary to account for prior years' spending on a bottom-line basis within the 2181 in order to provide reconciliation of data between the 2181 and the estimated cost clause in the contract.

d. Next Year Estimates and Base-Year Three Estimates

Next Year Estimates: Form is used to maintain an updated "next year" line item budget for the next contract year that remains in the contract. This is to ensure that an agreed-to 2181 budget is in place immediately at the start of the next contract year. Whenever the current year budget is being revised, it is further necessary: (1) to identify any adjustments that are of an ongoing nature (e.g., permanently deleting or adding workload); (2) to accurately

calculate the impact of such changes on the budget for the next contract year; and (3) to revise the form 2181 line-item budget for the next contract year accordingly.

Base-Year Three Estimates: This requirement applies only to contracts that have three base years. While a contract with three base years is in its first contract year, it will be necessary to maintain a "Base-Year Three" line-item budget. This is to help identify any situations where a change in the estimated cost of the contract needs to be considered as a result of ongoing changes that occur in the first contract year. There is no need to maintain a "Base-Year Three" line-item budget after the end of the first contract year. When the second contract year begins, the "Base-Year Three" budget becomes the "Next Year" budget.

e. Estimated Cost Clause

The budgetary information on the approved form 2181 that is in place for the current year must be kept in agreement with the amounts shown for OA and/or CTS within the estimated cost clause of the contract. If a contract modification is issued that changes (up or down) the total OA and/or CTS cost, a revised set of 2181's (current year plus next contract year and base-year three, if applicable) should be prepared and approved as soon as possible after issuance of a contract modification. Conversely, if the Regional Office approves a change in the 2181 that affects the cumulative amount of center operating costs, then a contract modification to revise the estimated cost clause is also needed. The key point made in this section is that the financial data in form 2181 and the data in the estimated cost clause should be kept in agreement. If these documents come into disagreement, steps should be taken to resolve the discrepancy and put them back into agreement.

f. AAPP/FOP

The acronym AAPP/FOP stands for Annual Advance Procurement Plan/Financial Operating Plan and refers to the previously described JFAS system of the DOL-Office of Job Corps that is used for planning and controlling the allocation of budgetary resources. Regional offices must adhere to current internal guidelines when reviewing and considering budget increases at contract centers and formally approve only those that are within AAPP/FOP levels. If a proposed current year or "next year" increase is in excess of the AAPP/FOP levels that have been established for the contract, the Region must request and obtain the appropriate AAPP/FOP adjustment from the National Office before the increase can be included in a formal contract modification. As indicated in an earlier section, OA/CTS contractors are entitled to receive or be given access to copies of their respective JFAS data reports and should thus be able to determine whether a proposed

contract budget change will likely first require a funding approval within the AAPP/FOP.

g. Underrun Rollovers

At the end of a contract year, if a net cost underrun is reported, DOL **may** approve the contractor's retention of some or all of the underrun amount by rolling it over and adding it to the operating budget for the next contract year. Rollovers will normally be limited to an amount equating to five percent of the annual operating budget for the year just ended or $100,000, whichever is less. This underrun-rollover process is intended to provide contractors with a reasonable measure of flexibility in the timing of purchases and expenditures, to provide resources for payment of staff bonuses earned on the basis of good performance in the just-ended contract year, and to avoid wasteful administrative effort that might result from a rigid requirement for DOL to recover all underrun amounts, regardless of immateriality. The following are general limitations and ground rules for underrun rollovers:

(1) The Job Corps National Director, in consideration of overall budgetary conditions, may reduce the rollover limits stated in the preceding subsections, even to the extent of eliminating all rollovers. Such reductions in rollover limits will be promulgated in writing in the form of a Job Corps Information Notice.

(2) With respect to treatment of rollovers in the JFAS-AAPP/FOP system, there are default mechanisms that automatically provide for the approval of the maximum rollover amount that is consistent with current limitations and requirements.

(3) DOL may consider and approve individual exceptions to the above rollover limits if warranted by special circumstances, such as contractor errors of material dimensions being made in year-end 2110-OA/CTS reports. If a contractor believes that a year-end rollover should be approved in a higher than normal amount, it should prepare and submit a request and justification to its cognizant regional office that can be endorsed and forwarded to the Job Corps National Office for consideration and response. If approved, this request will result in the processing of appropriate AAPP/FOP changes. DOL will strive to address and resolve such requests within two weeks of receipt.

(4) Any portion of a contract year-end underrun that is not approved for rollover will be returned to DOL via contract modification that implements a net reduction in the estimated cost of the contract.

h. Treatment of Overruns

If a net cost overrun is reported at the end of a contract year and contract performance continues into a new contract year, the JFAS-AAPP/FOP system contains default mechanisms that provide an automatic offset to the overrun via a reduction in the AAPP-approved operating budget for the following contract year. These are internal transactions that have zero net impact on the AAPP-approved estimated cost of the contract. If a contractor believes that a year-end overrun should be instead resolved or covered through a funding increase (to avoid harmful spending reductions in following contract year), it should prepare and submit a request for budget adjustment. For procedural guidance, refer to the later section that is captioned: Requesting a Budget Adjustment.

Note: Contractors are reminded to be aware of and to comply with any contract clauses that require them to provide DOL with timely, formal notification of pending or actual overruns. Failure to comply with such contract clauses may compromise a contractor's ability to obtain reimbursement for expenses that are in excess of those provided for in the estimated cost clause or funds available clause of the contract.

4. When Submittals Are Needed

a. Initial Submittals-Contract Year 1

Using the FMS, the contractor must submit initial 2181 budgets within 10 days after the effective date of the contract. The initial submittal must include a form 2181 (for OA and/or CTS, as appropriate) for the first year and another for the second year of the contract. If the new contract contains a third base year, then a "base-year 3" 2181 is also required to be submitted. Unless extensive follow-up or the Office of Job Corps authorizations are required, the Regional Office should normally approve the initial 2181 budgets within two weeks after submittal by the contractor. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report. The approved 2181 budget must be available to the contractor by the 15th day of the second calendar month of Contract Year 1.

b. Year-End Closeout and Reconciliation

The following discussion is in the framework of closing out the first contract year. However, the same pattern of events and timeframes apply at the close of each contract year except the very last year.

Soon after the end of Contract Year 1, the contractor must submit a set of proposed new 2181 budgets in which year 2 becomes the "current year" and

year 3 becomes the "next year." The contractor's proposed new 2181 budgets should be submitted into the FMS within 30 days after the start of year 2. This schedule allows 10 days development time between the due date of the final cost report for Contract Year 1 and the submittal of the proposed new 2181 budget to the Regional Office. As part of this process, the proposed new 2181's must address and reconcile the variances between actual and budgeted expense that existed at the end of the preceding contract year. The types of issues that tend to arise during this process are as follows:

- If actual bottom-line spending fell below the year 1 budget, is there a reasonable basis for rolling over the unspent funds and adding them to various line-items in the new 2181 budget for year 2? Or should some or all of the unspent funds from year 1 be deleted from the contract via a net reduction in the estimated cost clause?

- If actual bottom-line spending exceeded the total amount budgeted for year 1, should the new 2181 budget for year 2 be reduced to offset the overspending in year 1 and thus eliminate the need to request an increase in the contract estimated cost? Or should a net increase in the estimated cost of the contract be requested in order to avoid programmatic disruptions that could result from absorbing a year 1 overrun with cuts in year 2?

- Do the line-item variances that exist at the close of year 1 (up or down) represent one-time occurrences or do they represent changes in the underlying ongoing costs for operating the Job Corps center? If the variances indicate changes in the underlying costs, the new 2181 that is being proposed for year 2 must also reflect appropriate changes in the "next year" budget that is provided for year 3.

Unless extensive follow-up or Office of Job Corps authorizations are required, the Regional Office should normally approve the reconciled year 2 budget within 2 weeks after receipt of the contractor's proposal. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report due for Year 2. The reconciled 2181 budget for year 2, along with any necessary contract modification in the estimated cost clause, must be available to the contractor by the 10th day of the second calendar month of Contract Year 2.

c. Option Year Extensions

When a Regional Office determines to issue an option year extension, the normal practice prior to the start of the option year is for the Regional Office to issue a contract modification that increases the estimated cost for operating expenses in the amount of the approved "next year" 2181 budget(s) on file

for the "new year." The Regional Office must further ensure that any estimated cost increase is within the limits of the AAPP/FOP.

Differences between actual and approved spending that exist at the end of the prior contract year may have an impact on the budget for the new year as well as the official estimated cost of the contract. The issues and questions that must be addressed are the same as those discussed above for the reconciliation at the end of Contract Year 1 and may result in a contract modification to revise or "fine-tune" the estimated cost for OA and/or CTS expense.

d. Midyear Revisions

Midyear revisions of the line-item budget are normally processed only when there is a need to change the bottom line of the current year budget. Contractors are not encouraged to propose formal revisions of 2181 budgets merely to shift amounts between line-items in order to minimize apparent "variances," although such proposals will be entertained by Regional Offices if good reasons are offered. Requests for midyear revisions should be prepared and submitted using FMS and should normally be limited to the following situations:

(1) When there is a pending contract modification approved and funded by the Office of Job Corps for a programmatic change, such as the provision of funds for installing new staff training initiatives. In these situations, the contractor will normally be requested by the Regional Office to prepare and submit a budget revision proposal that distributes the prescribed funds to the appropriate line-items.

(2) When there has been or will be an unavoidable bottom-line variance of material proportion that cannot or should not be totally resolved through changes in spending patterns during the remaining months of the current contract year and which must clearly be accommodated withan adjustment in the bottom-line of the budget for the current year.

(3) In line with procedures for the treatment of fee as discussed in a later paragraph, a midyear revision to the form 2181 is required when award or incentive fees are earned and formally incorporated into the estimated cost of the contract via contract modification.

Regional Offices should respond promptly to contractor' requests for midyear budget revisions. Unless extensive follow-up is required, the Regional Office should resolve these requests within two weeks after receipt of the contractor's proposal. The Regional Office must ensure, however, that any estimated cost increase is within the limits of the AAPP/FOP established by

the National Office.

5. Requesting Funding/Budget Adjustments

Following are basic steps and requirements for preparing and submitting a request for an adjustment in contractually approved budgets or funding.

a. When is a Formal Request for a Funding/Budget Adjustment Needed?

A formal request should be prepared and submitted when a contractor believes that a funding/budget adjustment is required in order to maintain the effectiveness of the OA/CTS services AND when such an adjustment will involve a net change in one or more of the major cost categories: C1-Outreach and Admissions; C2-Career Transition Services; D-Student Transportation; or S-Support.

b. A Word of Caution

Contractors are discouraged from submitting Requests for Funding/Budget Adjustments except in the most urgent and compelling cases. The DOL expectation is that contractors should maintain staffing and deliver services in a satisfactory manner within the contractually agreed budgets and funding levels. It is also the case that DOL's contingency reserves are rarely abundant and strictly controlled.

c. Format

There are no rigid requirements for formatting a Request for Funding/Budget Adjustment. It is recommended that the request be in the form of a brief explanatory statement along with whatever exhibits or tables are appropriate. Electronic "softcopy" is preferred over hardcopy.

d. Content

There are no rigid requirements or specifications concerning the content of a Request for Funding/Budget Adjustment. The level of detail depends on the complexity of the situation. Elaborate presentations are not required, but a concisely stated explanation and justification for the change in funding is required, along with appropriate back-up in the form of pricing data and computations. Requests also should indicate which major categories of expense would be affected. In cases where the increase is of an ongoing nature, it is imperative that the request specify the effective date of the change, the net change in the current contract year and the change amount that will be needed in the next contract year.

e. Submitting A Request

OA/CTS contractors should, via email, submit Requests for Funding/Budget Adjustment to the Director of the Job Corps Regional Office that is responsible for their contract as well as to their Regional Project Manager. It is recommended that this email and its attachments also be "cc'd" to the Budget Team Leader within the National Office Division of Budget and Acquisition Support. These types of requests may be submitted at any time. Contractors should strive to submit these types of requests as soon as possible after the need for a funding adjustment becomes evident.

f. Turn-Around-Time

The Office of Job Corps will strive to provide the contractor with a substantive response to its request within two weeks of submittal, depending on the complexity and/or policy implications of the issues that need to be addressed.

6. Submittal Procedures and Requirements

Contractors submit their 2181 budgets using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2181, and ensures consistency and accuracy in internal mathematical operations that are present in the budget. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting 2181s by referring to the FMS Technical Guide that is available from the FMS website.

7. Descriptions and Definitions of 2181 Data Items

The following provides definitions and descriptions of the information that appears on a submitted form 2181 when it is viewed in its printable output form. Form 2181-OA and 2181-CTS budgets are prepared and approved in sets, consisting of a form 2181 for the current year and an additional form 2181 for each future year that remains in the contract. In some instances, as discussed previously, a "Base Year Three" 2181 is also required. The following are brief descriptions of the elements of information entered on the form 2181.

Heading Information

Contract Scope: If the budget is for an OA and/or CTS expense that is funded under a center contract, this is the name of the center. If the budget is for a stand-alone OA and/or CTS contract, this is the geographic area covered by the contract.

Contract No: This is the number of the contract for which data is being

reported.

Contractor Name: This is the name of the contractor organization as registered in the FMS. The expectation is that this name will match that which appears on the formal center contract documents.

Budget Number: The initial pair of 2181's for the first and second contract years (and possibly the third contract year) are numbered "1" and all later pairs of approved 2181s are to be numbered sequentially as they are approved by the Regional Office. The same number is given to both the current year and next year 2181s in a given pair. For example, the pair of 2181s for budget number "1" will include a number 1 budget for the first contract year and a number 1 budget for Contract Year 2.

Approved or Pending: If the budget has been approved by the Regional Office, enter Approved. If the budget is a proposal that is still pending regional approval, enter Pending.

Contract Year Number: This is the number of the contract year for which the form 2181 has been prepared.

Ending: This is the ending date of the contract year (mm/dd/yyyy) that is identified in the Contract Year Number block.

Budget Information

There are two sections, an upper section for the Current Year budget and a lower section for the Next Year budget.

Column Headings

Prior Budget: This column is used to display the last approved budget for the particular contract year. For example, if the form is used for proposed budget number 8, then the "PRIOR BUDGET" column will display the "REVISED BUDGET" from approved budget number 7.

Adjustments: This column is used to display the adjustments being requested or approved, depending on the purpose of the form.

Revised Budget: This column is used to display the revised budget that results from the approved adjustments. The entries under this column are the sums of the entries made under PRIOR BUDGET and ADJUSTMENTS.

Row Headings

Lines 1-9 - OA and CTS Expenses Subcategories: See earlier section of this appendix for definitions of cost categories.

Line 10-Total OA or CTS Expense: Totals of Lines 1 through 9.

Note: Lines 13 and 14 are intended to reconcile to the Estimated Cost Clause in the contract. When the contract is in its final base year or in an option year, these lines will normally appear only in the 2181 for the current contract year. However, if the contract is still within its base period, but in a contract year that is prior to the final year of the base period, these lines will appear in the 2181 that applies to the final year of the base period - which will be either the form 2181 for the Next Year or the form 2181 for Base-Year Three, whichever is appropriate.

Line 13-Prior Year Cumulative: This line displays the actual or budgeted cost through the immediately preceding contract year.

Line 14-Implied Contract Value: This line displays the cumulative budgeted expense through the end of the contract year and consists of the actual or budgeted cost through the end of the preceding contract year and the budgeted cost of the contract year for which this 2181 applies. This represents the contract value that is implied in the 2181 data.

Line 15-Reconciliation to Current Estimated Cost: The information on these rows is intended to reveal whether and to what extent there is disagreement between the form 2181 line-item budgets and the official estimated cost of the contract, with respect to center operations expense. This information includes:

Line 15a-Current Estimated Cost of Contract: This is the current estimated cost of the contract for either OA and/or CTS expense per financial information entered into FMS that has been abstracted from the original contract and its subsequent modifications.

Line 15b-Per Mod Number: This is the most recent contract modification number for which information has been entered into FMS.

Line 15c-Implied Change (14-15a): This is the dollar difference between the implied estimated cost of the contract per the 2181 and the official estimated cost of the contract per the most recent contract modification. If the result is not zero, then there is disagreement between the contract and the 2181. If disagreement exists, the reasons for the disagreement should be researched and identified

and appropriate corrective action taken.

> **NOTE:** When a contract is still within its base period, the data on Line 15a-15c will appear only on the 2181 that applies to the final year of the base period. Depending on the number of years in the base period and the number of the current contract year, this could be the 2181 for the CURRENT CONTRACT YEAR, THE NEXT CONTRACT YEAR, or BASE YEAR 3.

Contractor Submittal Block

This block shows the name of authorized contractor representative who is submitting a proposed new 2181 to the Contracting Officer and the date submitted. The signature line is reserved for use when the necessary e-signature technology is applied.

Regional Office Approval Block

This block shows the name of the authorized DOL representative who has approved the new 2181 and the date of that approval. The signature line is reserved for use when the necessary e-signature technology is applied.

APPENDIX 504
TAXATION OF JOB CORPS CONTRACTORS BY STATES OR SUBDIVISIONS THEREOF

1. Section 158(d) of the Workforce Innovation and Opportunity Act (WIOA) 20 U.S.C. Sec. 9201 addresses state taxation of Job Corps contractors.

   Taxation of Job Corps Operations Prohibited

   Section 158(d) sets forth the following prohibition:

   Transactions conducted by a private for-profit or nonprofit entity that is an operator or service provider for a Job Corps center shall not be considered to be generating gross receipts. Such an operator or service provider shall not be liable, directly or indirectly, to any state or subdivision of a State (nor to any person acting on behalf of such a State or subdivision) for any gross receipts taxes, business privilege taxes measured by gross receipts, or any similar taxes imposed on, or measured by, gross receipts in connection with any payments made to or by such entity for operating or providing services to a Job Corps center. Such an operator or service provider shall not be liable to any State or subdivision of a State to collect or pay any sales, excise, use or similar tax imposed on the sale to or use by such operator or service provider of any property, service, or other item in connection with the operation of or provision of services to a Job Corps center.

2. Whenever a State or subdivision thereof levies a tax against a Job Corps contractor which is prohibited by the provisions of WIOA, the following actions must be undertaken:

   a. The contractor must exhaust all of its State and/or local remedies before payment is made. (This may result in the assessment of interest penalties by the State). In such cases, the payment of penalties is an allowable cost under the contract.

   b. This must be accomplished through a written appeal based on Section 158(d) of WIOA.

   c. After all State and/or local remedies have been exhausted, DOL/Job Corps will provide the contractor with the funds to pay the assessed taxes "under protest." The check or any other instrument of payment must clearly state the payment is being made under protest. (This statement is necessary to permit the Department of Justice to institute legal action in federal court to recoup the funds expended if the contractor is unsuccessful in its State appeal effort.)

   d. Any center assessed local or state tax must submit the following information to the National Office through the Regional Office:
      (1) Title of tax assessed;
      (2) Authority under which tax is assessed;
      (3) Statement as to whether tax has been paid under protest;

(4) The source of funds used to pay the tax; and
(5) Documentation of actions taken to recover payments made.

e. The Regional Director will advise the center contractor to pay assessed taxes under protest as soon as all State and local remedies have been exhausted in order to keep penalties to a minimum. To the extent that this action results in costs in excess of the estimated contract amount, the Regional Director will request an amendment to the Regional Financial Operating Plan.

APPENDIX 505
ADMINISTRATION AND MANAGEMENT OF JOB CORPS CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY

1. General Administration

a. Property funded, leased, or owned by U.S. Department of Labor (DOL)/Job Corps and furnished to Job Corps contractors is contractor-held government-furnished property. Government-furnished property (GFP) is administered by the Job Corps National Office, with assistance from the Job Corps Regional Offices, and is managed on location by Job Corps contractors. Appropriate stewardship of government property is a contractual requirement. A National Property Officer for Job Corps is assigned by the Job Corps Administrator to direct and manage the Job Corps GFP Administration Program in accordance with all applicable rules, regulations, and policies.

b. Rules and regulations pertaining to administration of contractor-held GFP are included in the Code of Federal Regulations (CFR), Federal Management Regulations (FMR), the Federal Acquisition Regulation (FAR), and other regulations, including those established by the General Services Administration (GSA). Policies within the Job Corps GFP Administration Program align with those of its parent agency and with the Department of Labor with regard to contractor-held GFP.[13] DOL/Job Corps contractors are bound by contract to adhere to applicable regulations and policies for management and stewardship of government property.

c. Rules and regulations pertaining to contractor-held GFP differ from government property in other categories. Property in other categories includes, for example, that which is assigned to federal offices, and property that is held by grantees. Job Corps currently administers the largest volume of contractor-held GFP within the Department of Labor.

d. Job Corps' Electronic Property Management System (EPMS) and Fleet Tracking Management System (FTMS) are managed by the Job Corps Data Center (JCDC), and help to support the Job Corps GFP Property Administration Program. Because of the high volume of contractor-held inventory, volume of activity, and unique rules associated with contractor-held GFP, the GFP Administration Program (along with the Job Corps EPMS and FTMS) is managed separately from the property and fleet tracking systems established at the DOL level. However, the Job Corps EPMS and FTMS provide information for various reports to DOL and to other federal agencies as needed.

e. The National Office of Job Corps is responsible for providing information to DOL for inclusion in accounting and reporting systems as required.

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[13] Variances resulting from Job Corps updates are noted.

f. Where requirements or procedures are not included in this policy, Chapter 5, Management Services, and the ETA 359 Property Management Handbook (August 2003) will be consulted. With some variances as noted herein, Chapters VIII (Closeout Procedures) and IX (Motor Vehicles) of the ETA 359 shall be incorporated in whole into this policy, along with all example forms included in the ETA 359 appendices.

g. Contractors are encouraged to review the use of Voluntary Consensus Standards for property management as established by the National Institute of Standards and Technology (NIST), and to make determinations for adopting such standards, as practicable, and wherever such determinations do not directly or indirectly conflict with this policy. (See GSA Bulletin FMR B-18 https://www.gsa.gov/cdnstatic/bulletinb-18.doc for additional information.)

h. Job Corps has not implemented an exchange/sale program for personal property. Therefore, except as otherwise provided in this policy, the sale or exchange of GFP is expressly prohibited.

2. Categories of Contractor-Held GFP in Job Corps

a. *Movable Durable Property (MDP):* Training equipment, furniture, and vehicles are good examples of MDP in Job Corps. MDP includes property that historically has been referred to as "Personal Property." **MDP is not**:

- Real estate property (including buildings, lands, plumbing and fixed appliances like refrigerators, washing machines, etc.)
- Expendable (such as food, paper supplies, and other items that generally are used up or are expected to be used up to meet their purpose, or lose their identity in contract performance)

b. Unless otherwise stated, where the term "property" appears in this policy, it shall be construed as MDP that is furnished or funded by the government to contractors for dedicated contract use.

c. *Sensitive and Non-Sensitive MDP:*

MDP is categorized in Job Corps as sensitive or non-sensitive. For Job Corps' purposes, sensitive property is property that is at high risk for loss. All sensitive property in Job Corps must be reported into the EPMS. Non-sensitive property also must be reported if it meets or exceeds the dollar threshold for reporting established by Job Corps (see Section 9, Dollar Thresholds).

d. *Fleet:*

(1) Fleet vehicles in Job Corps are mobile vehicles that are:

- Leased (usually from GSA)
- Rented (for a special purpose; for instance, a bucket truck for a specific on-site use)
- Owned (purchased outright by the government, or acquired by transfer or donation)

(2) Fleet vehicles are considered MDP but are reported in the Job Corps Fleet Tracking Management System (FTMS) rather than in the EPMS.

(3) Vehicles used exclusively as student training aids in Automotive Career Technical Training Programs are not considered fleet but are considered to be training equipment and, therefore, are reported in the EPMS.

3. Reporting and Accountability

a. Effective July 1, 2010, all non-expendable property with an original purchase cost of $3,000 or higher must be reported in the Job Corps EPMS.[14] In addition, all sensitive property, regardless of original purchase cost, must be reported. (See Section 9 for examples of sensitive property.)

b. All fleet vehicles are considered reportable property. Because of their special category and requirements, fleet vehicles are reported separately from other property. This includes both GSA-leased and non-GSA-leased vehicles (but excludes vehicles used as training equipment in Automotive Career Technical Training programs).

c. Property acquired via incoming transfer or donation shall be subject to the same reporting and accountability requirements as property that is purchased and leased.

d. All property established by Job Corps to be reportable must be entered into the EPMS or FTMS within three days following arrival on site. All property (including leased or rented items) will be entered into the system with required identifying information, including location designation. Reportable items must remain on the contractor's inventory within the EPMS and/or FTMS until such time as removed following final disposition or transfer from the contract. Entries for final disposition or transfer from the contract are not made by contractors but are completed by authorized federal staff at the Regional Office. Transfers and final dispositions must be approved in advance by the region or the National Office prior to EPMS or FTMS adjustment.

e. Job Corps contractors will establish an internal accountability system for all expendable and non-expendable property. Reportable property, as established by Job Corps in this policy, must be reported in Job Corps' EPMS. Contractors *may use* the EPMS to conduct inventory management for other non-expendable

[14] This is a variance from the ETA 359 Property Management Handbook (August 2003).

inventory. Accountability systems for expendable and non-expendable property must be described in writing in the Contractor's Property Management Plan (see below) and are subject, at all times, to review and inspection by the government.

f. Job Corps contractors must comply with the provisions of this policy, and establish and submit a Contractor's Property Management Plan (CPMP) annually for review and approval by the appropriate Regional Office. CPMPs are due to Regional Offices, attention Regional Property Officer, by October 1 of each year. Regions will review and approve CPMPs by December 1 for implementation annually by January 1. Deficiencies in the CPMPs will be identified by the regions, communicated to contractors, and addressed adequately and timely. The government's assumption of risk may be revoked where a Contractor's Property Management Plan is not approved, or where identified deficiencies have not been sufficiently addressed by the contractor. Copies of the regionally approved CPMP will be held in the offices of the Center Director, Property Manager, and Fleet Manager, or other managers of the contractor, as appropriate, and will remain available on-site for inspection by the government.

g. The CPMP will include the following elements for all government-furnished property held by the contractor, and its subcontractors, where the use of government-furnished property exists:

(1) System and procedures used to account for reportable property using a "cradle to grave" approach, from authorized purchase requests (Property Requirements Lists [PRLs]), to receipt of property, to assignment, use, protection, and disposition

(2) System and procedures used to account for non-reportable property (including expendable inventory)

(3) System and procedures used to account for and report fleet vehicles

(4) Management and security measures established to protect and preserve property, including fleet; ensure integrity of purpose; and control and monitor use

(5) Systems and procedures used to ensure that environmentally friendly practices are implemented for property and fleet use, maintenance, and disposition

(6) Training provided to center management and staff for appropriate use, security, transfer, and disposition of property

(7) Actions taken in instances of waste, fraud, misuse, or abuse of property

(8) Actions taken in instances of theft or otherwise missing property

(9) Names and titles of key personnel included in the contractor's property management system

(10) Specific actions taken to ensure subcontractor implementation into the contractor's property management system

(11) A basic summary report that reflects, for the prior fiscal year (10/1 through 9/30): (a) all ETA 396 Reports of Missing or Damaged Property submitted for the contract, and subsequent determinations by federal officials; and (b) a report of the total number of property items that were moved into disposition, with a breakdown reflecting how many of those items were "reportable" property items vs. "non-reportable" items, and disposition type, to include redistribution (contractor-to-contractor transfer), GSA transfer, donation, recycling, or disposal

(12) Continuous improvement and quality assurance systems

h. Identification and labeling of property are key accountability elements (see Section 6, Contractor Requirements).

i. Quarterly inventories conducted by the contractor, property assessments and surveys conducted by federal (or federally designated) officials, and annual inventory certifications, are key accountability elements (see Section 6, Contractor Requirements).

4. Support Elements

a. Administration and Management: The Job Corps National Office establishes the GFP Administration Program for contractor-held property, sets policy, provides guidance, and interprets rules and regulations, as appropriate. Job Corps Regional Offices implement policy, oversee, and monitor property actions in their regions. For GSA-leased fleet vehicles, the General Services Administration provides specific guidelines and requirements for use and for reporting in addition to those set by this policy.

b. Technology Systems and Reporting: Both the EPMS and FTMS are web-based applications that are accessible through the Job Corps CITRIX system. The Job Corps Data Center provides training and technical assistance to system users on all Job Corps CITRIX applications.

c. Training and Technical Assistance: On-demand and web-based training is provided to Job Corps personnel with key responsibility for management of property. All federal Project Managers/CORs, Regional Property Officers (RPOs), and other individuals as assigned by Regional Directors or the National Property Officer must complete training as directed. Additional technical

assistance is made available as appropriate by the Job Corps National Office, Job Corps Regional Offices, and the General Services Administration (GSA).

d. Surveys and Assessments: Job Corps contractors will perform surveys of property on an ongoing basis. They will also perform assessments of their property management program quarterly, at the time of internal 100% inventory audits conducted by the contractor. Regional Project Managers and/or Regional Property Officers will conduct desk- and on-site monitoring of contractors' property programs, as appropriate.

e. Forms and Template: Forms and templates to document and support property actions are contained in the ETA 359 Property Management Handbook (August 2003) appendices. Where possible, property actions will be documented electronically, and where paper copy is used, forms and templates will be made available on the EPMS and/or FTMS for download and printing. Property forms may be updated, changed, or eliminated as goals to optimize electronic tools, improve efficiency, and reduce paperwork are met.

f. Continual Improvement: The Job Corps National Office conducts periodic review of policies and procedures for the administration of contractor-held GFP in Job Corps. Suggestions and concerns may be forwarded to the Office of Job Corps, U.S. Department of Labor, Employment and Training Administration, 200 Constitution Ave., NW, Washington, DC 20210, Attention: National Property Officer.

5. General Roles and Responsibilities

a. Acronyms for Key Personnel: For purposes of the remaining sections of this policy, references to the Contractor's On-Site Property Manager will appear as "CPM." References to the Contractor's On-Site Fleet Manager will appear as "CFM." References to the federal Regional Property Officer will appear as "RPO." References to the federal National Property Officer will appear as "NPO." References to the federal Contracting Officer will appear as "CO."

b. An effective system for managing Job Corps contractor-held property necessarily includes adherence to the following organizational roles and responsibilities. Detailed duty descriptions are included in Section 7.

(1) Contractor - On-Site: includes Center Director, Administrative Manager, CPM, CFM, property custodians, and appropriate IT system users. It is expected that these personnel will be familiar with the guidance contained in this policy and with resources that are available if further information is needed. Contractors must ensure that all on-site personnel understand appropriate uses of government property, implement its requirements, take all prescribed and reasonable measures to protect and preserve property, and that appropriate training is undertaken at each level.

(2) Contractor - Corporate: includes upper management with oversight responsibility for contract performance. Corporate managers must ensure adherence to this policy and ensure that the approved CPMP is responsibly implemented, monitored, and included in regular corporate management reviews, with corrective actions established.

(3) Job Corps Regional (Federal) Officers: includes Project Managers/CORs and Regional Property Officers (RPOs), will provide approvals for specific actions/requests, review and approve CPMPs, enter EPMS adjustments, and provide guidance to contractors.

(4) Job Corps National (Federal) Officials: includes the NPO designated by the Job Corps Administrator, and the National Job Corps Data Center. The NPO establishes Job Corps' program for administration of contractor- held GFP, in conjunction with DOL, GSA, and other agencies, and works with the Job Corps Regional Offices and contractors to implement and fulfill the goals of the program. The Job Corps Data Center develops and maintains reporting systems for property and fleet, generates reports as requested by National or Regional Offices, and provides training and technical assistance for users of the EPMS and FTMS.

(5) Property Support Contractors: serves as directed by the Job Corps National or Regional Offices. They have limited delegated authority to conduct property reviews and transactions on behalf of the government, and to provide general technical assistance.

(6) Federal Contracting Officers (COs): incorporates Job Corps property policy into DOL/Job Corps contracts, provide formal authorization for contractors to use official government supply sources, and who determine and communicate the extent of contractor liability in cases where relief has not been granted for missing or damaged property.

6. Contractor Requirements

a. Cognizance and Demonstration of Responsible Stewardship: Job Corps contractors will be cognizant of and maintain knowledge of policies and procedures pertaining to government-furnished property for Job Corps contracts, and will ensure that appropriate management practices are actively in place to establish an effective and responsible system that demonstrates good stewardship of public resources and taxpayer dollars.

b. Compliance: Contractors will comply with all provisions of this policy and all federal guidelines as outlined in the CFR, FMR, FAR, and Job Corps' Policy and Requirements Handbook (PRH). For fleet vehicles, contractors also will comply with terms of use and guidelines established by GSA. Contractors will establish and implement procedures to control the use of government property in a way that

protects, preserves, and maintains the property in good operating condition, and must ensure that all government property is used only for the purposes contractually set forth.

c. Property Management Plan: Contractors will develop and implement an approved Contractor Property Management Plan (CPMP) that describes effective on-site property management elements, as designated in Section 3 of this policy.

d. Communications: Contractors must inform the appropriate federal Project Manager of property requirements in the early stages of project preparation, and provide updated information as needed. Property actions involving purchases, acquisitions, transfers, donations, disposals, and other significant actions must be communicated to the federal Project Manager in advance for approval. For fleet vehicles, requests to add, exchange, or remove vehicles from a location require the advance approval of the federal Project Manager as well as the NPO. Federal Project Managers also must be informed when a new GSA vehicle arrives on center, either as a replacement for a vehicle as part of GSA's replacement cycle, or as a new addition to the fleet. Similarly, federal Project Managers also must be informed when GSA reclaims a fleet vehicle. The contractor also will inform the federal Project Manager and RPO promptly with regard to changes in contract property or fleet personnel.

e. Duty Designation: Contractors must designate an employee as the on-site CPM, who must become familiar with the provisions of this policy and serve as the point of contact for property-related actions, communications, directions, and questions from site personnel. Contractors also must designate location custodians who will assume day-to-day charge of property assigned to their areas and under their immediate supervision. This may include instructional, residential, recreation, maintenance, security, administrative, and other staff throughout various operational locations. The CPM will ensure that location custodians conduct recordkeeping and maintain records for property assigned to their respective areas, and will hold regular meetings (at least quarterly) with location custodians to review and discuss the status and disposition of property. Contractor property meetings will include center administration, CPM, CFM, and location custodians. Records of meetings will be maintained as part of the CPMP, and will remain available for inspection by federal officials at all times.

f. Training: Contractors must ensure that employees with designated responsibility for property management, fleet management, and custodianship receive appropriate information and training, to include this policy, web-based training, and face-to-face training as appropriate; are made aware of their responsibilities; and can demonstrate competence related to their property-related duties.

g. Recordkeeping: Contractors will retain and secure property and fleet records for inspection by the government during the contract performance period. Property records will be maintained by the CPM, except as otherwise stated in this policy,

and will include completed forms to document receipt, maintenance, movement, modification, and disposition of property; records of quarterly inventories; property meetings; reports of missing and damaged property; staff training; and related support documentation. CFMs will maintain records similarly, as adapted to fleet and fleet reporting systems. Copies of annual property certifications will be maintained by the Center Director or Administrative Manager. Following contract closeouts/transitions, all property records will be preserved and retained on site for a period of six years and three months after final payment to the contractor. Property records subject to dispute or audit beyond this period of time must be retained through resolution and are subject to rules established by CFR Title 41.

h. Inventory Requirements: Contractors are required to perform (a) a 100 percent-inventory certification of all reportable property on an annual basis, and (b) three 100 percent quarterly inventories of all non-expendable property assigned to the contract. Annual certification packages must be completed by the last month of each contract year (for example, contracts with contract year performance periods of September 1 through August 31 must be completed by August 31, for each contract year), or when requested by the National Property Officer. The annual certification process is intended, in large part, to validate a Master Property Inventory List annually. During the quarterly and annual inventory process, items that are identified as damaged, destroyed, or missing will enter the disposition process and be reported to federal officials as outlined in this policy. Annual inventories are conducted by contractors during the last month of each contract year, are reconciled and certified by a corporate official, and submitted in full to the federal Project Manager/COR, along with a summary memorandum. The summary memorandum will include a total number of items certified and will present and discuss any outstanding reconciliation issues. Failure to submit, or submission of incomplete or inaccurate annual property certifications, will be addressed by the Contracting Officer and reflected on contractor performance reports.

i. Identification: All GFP in Job Corps will be permanently marked at time of receipt by the contractor as "PROPERTY OF U.S. DEPT OF LABOR." Where permanent marking is not possible, semi-permanent markings or labels will be affixed in conspicuous locations on the surface of the property so that they are clearly visible. This applies to all non-expendable property. Reportable property must be bar-coded using the established bar-coding system, wherever feasible. Extra care will be taken to ensure that property unable to host bar-code labeling is accounted for and reported. Property not belonging to the government, such as some Student Government Association (SGA) or Labor Union/NTC property, should be marked as such, be easily distinguishable from government property, and should not be bar-coded. Rented and leased property will not be permanently marked; however, secured labels will be affixed to the item, reading, "Assigned to U.S. Department of Labor." CPMs, CFMs, and location custodians will inspect property regularly, and at least quarterly, to ensure that GFP is identified, labeled,

and bar-coded as required.

j. Procedures: Contractors must:

(1) Conduct quarterly and annual inventories and recordkeeping, as described above. Prepare an annual CPMP and submit to the federal Project Manager by October 1 for review, approval, and implementation by January 1.

(2) Enter all required information for reportable property in the Job Corps EPMS. An item code is required at the time of initial reporting. Item codes help to ensure the proper identification of an item, particularly those that are non-serialized, and help to reduce guesswork during physical inventories. Item codes are obtained from a drop-down selection menu contained in the EPMS database.[15] Obtain user authorization and access from the JCDC. Direct technical EPMS system questions to the JCDC Help Desk; direct questions related to policies and procedures to the RPO.

(3) Enter all required fleet data in the FTMS, at least monthly. Fleet reporting must occur by the 25th of each month for the prior month.[16] Obtain user authorization and access from the JCDC. Direct technical FTMS system questions to the JCDC Help Desk; direct questions related to policies and procedures to the federal Project Manager.

(4) Receive and subdivide property for the contract into logical units specified by Location Codes within the EPMS, and assign a Property Custodian to each location. (All facility areas on center will have an assigned Property Custodian.)

(5) Maintain a historical file containing records of property procurement, acquisitions, transfers (incoming, outgoing, and internal), modification/cannibalization, missing/damaged property, repairs, dispositions, donation, recycling, abandonment, and destruction.

(6) Identify and report missing, damaged, or destroyed government property using the Report of Survey/Inventory Adjustment Report (Form ETA 396), and forward to the Regional Office. All contract staff must be trained on the requirement to report missing or damaged property immediately to senior management. Reports to law enforcement officials will occur at the time it is discovered that property is missing. Efforts to report, locate, and recover missing property will be documented and maintained with the contractor's property records and will be submitted

[15] Item codes have been updated and streamlined in the Job Corps EPMS (as of July 2010). Item codes will thus vary from those shown in the ETA 359 Property Management Handbook (August 2003).

[16] This timeline has been updated to allow time for receipt by contractors of monthly GSA statements; these statements contain data required for FTMS reporting.

concurrently with a completed ETA 396 to the federal Project Manager within 30 days of identification of loss. Items below the $3,000 EPMS reporting threshold may be listed together, if loss is identified at the same time, and reported on a single ETA 396. Items at or above the $3,000 reporting threshold will be reported separately and should not be listed together. Loss of items valued above the reporting threshold must be reported immediately, upon identification of loss, by e-mail to the Regional Project Manager and RPO, to be followed within 30 days by the ETA 396 report along with supporting documentation. The submission of an ETA 396 form to the Job Corps Regional Office automatically requests relief of liability; however, submission of the ETA 396 does not automatically grant relief to the contractor and should not be assumed.[17]

(7) Receive prior written approval from the federal Project Manager of both the sending and receiving centers for all transfers of property requested from one contract to another. Items that are listed in the Marketplace (Redistribution) section of the EPMS, and are picked up by another contract, will be documented via a fully executed SF-122 Transfer Order – Excess Personal Property. Note that block 14 in this instance does not receive GSA approval, but DOL approval by the appropriate PM (who may delegate signature authority to the Regional Property Officer). **Under no circumstances will property be moved from one contract to another without prior written approval and signature of the appropriate federal staff,** and timely adjustment to EPMS inventories.

(8) Conduct transfer or movement of property within the same contract (and at the same site of operation) through use of a Property Transfer Request, which is a hand receipt, **and maintain hand receipts with the records of the receiving custodian.** Hand receipts should include the description of the property, serial number (if serialized), old location code, new location code, signature and date of sending custodian, and signature and date of receiving custodian. Copies of all hand receipts must be provided to the CPM at time of transfer. If the property location transfer is expected to exceed 30 days, the CPM must forward copies of hand receipts to the RPO as part of the contractor's quarterly submission package, for location adjustments in the EPMS.

(9) Conduct physical modification or cannibalization of property **only as authorized in advance in writing by the federal Project Manager and RPO**, and only where such action constitutes the best available option. CPMs will ensure that items are not "stripped for parts" without advance approval from the Regional Office. Complete records of cannibalized items will be maintained with the appropriate authorizing document(s).

[17] The preceding paragraph contains Job Corps procedural updates that may vary from the ETA 359 Property Management Handbook (August 2003).

(10) Keep documentation for property transactions up to date, including those requiring approval of the federal Project Manager, and send routine actions at least quarterly to the Regional Office for review and processing.[18] Regional officials will review and approve transaction requests as appropriate, and process within 30 days (see Job Requirements for Property Administration – Regional Staff). Non-routine or high-priority actions will be forwarded and processed based on an agreed-upon timeline between the contractor and the Regional Office.

(11) Maintain a suspense file with records of pending transactions (i.e., pending ETA 396 reports/requests, pending disposition requests, etc.). Contractors will follow up with federal Project Managers monthly to finalize outstanding or pending transactions. Transactions pending beyond 90 days in the regions must be communicated by either the RPO or the contractor to the NPO.

(12) Provide for the appropriate and timely disposition of excess property (see Appendix 505a, Disposition of Excess Property).

(13) Coordinate with the federal Project Manager, and with GSA, as directed, to conduct leased-vehicle acquisition, utilization, and maintenance in accordance with this policy and with GSA guidelines. Requests for additions, removals, or exchanges of GSA-leased vehicles, or for vehicle maintenance outside of GSA-authorized guidelines or service locations, will be sent to the federal Project Manager for review and approval, subject to final approval by the National Office. Except as otherwise noted herein, contractors and federal staff will follow the ETA 359 Property Management Handbook (August 2003), Chapter IX, Motor Vehicles, for policies and procedures regarding Job Corps fleet vehicles.

(14) Ensure that a Property Requirements List (PRL) is completed by the contractor and submitted to the federal Project Manager for approval, for all property that the contractor wishes to procure with government (contract) funds, as follows:

(a) Items with a unit cost of $200 or above require the advance review and approval of the federal Project Manager/COR prior to purchase. **Advance PRLs** will be submitted to the federal Project Manager/COR as needed by the contractor.

(b) Items with a unit cost of under $200 do not require advance review and approval of the federal Project Manager/COR prior to purchase. These PRLs may be executed for purchase by the

[18] This represents a Job Corps procedural variance over the ETA 359 Property Management Handbook (August 2003), Section 3e(3), which requires contractors to forward supporting documentation for all property-related transactions within 10 days.

contractor. However, copies of all **internal PRLs** will be submitted quarterly to the federal Project Manager/COR along with the quarterly property report for review at the discretion of federal officials.

The PRL format must be consistent and numbered by the contractor in strict numerical sequence. PRL numbers must be easily identified on each page, should the PRL exceed one page or contain attachments. All PRLs shall be readily accounted for and available for review on-site at the request of federal officials. Each PRL must contain the following elements:

- Next sequentially assigned PRL number
- Clear description of the item intended for purchase
- Purpose of item
- Department and location where the item will be assigned
- Unit cost
- Suggested vendor name and location
- Date of purchase (for internal PRLs), or
  Expected purchase date (for advance PRLs)
- Requestor's name
- Date of request
- Date received and name of receiver (noted for each item immediately upon receipt)

PRLs are maintained in the on-site purchasing office, matched with shipping and receiving documents upon arrival of goods, and are subject to inspection as part of center assessments, survey, and reviews.

Note that requirements for PRLs are separate from requirements for EPMS reporting. Although PRLs are an important part of property accountability, the PRL process has no bearing on what property is reported in the EPMS.

(15) Ensure that government excess is the first source of supply for obtaining property and equipment, whenever feasible, and that government supply sources are used when they are available and cost effective. Typically, these are GSA supply sources. A Letter of Authority will be received by the contractor from the CO or federal Project Manager/COR, authorizing the contractor to use government supply sources during the performance period. Contractors must possess a Letter of Authority to obtain an Activity Address Code (AAC) and a GSAXcess User ID and password, in order to access GSA supply sources. AACs are contract-specific and are assigned by GSA through the Job Corps Regional Office (usually the RPO); they also may be facilitated through the Job Corps National Office.

The GSAXcess User ID is specific to individuals, assigned for DOL/Job Corps contractors by GSA through a designated official at the Department of Labor in Washington, D.C. **A valid AAC must be established in advance and as part of an application for a GSAXcess user ID.**

(16) Strictly control the use of GSAxcess. Contractors must inform the RPO when an employee applies to become authorized to screen for or list government property and when authorized individuals have terminated from the contract**.** Such notices must be included in the contractor's quarterly Property Report to the region.

(17) Ensure that a Property Custodian is designated by the Center Director for each facility area, performs regular audits of property inventory under their stewardship, as appropriate, and immediately reports missing or damaged property to senior management.

(18) Submit a Property Report quarterly to the RPO, to include:

(a) Results of quarterly 100% inventory (for prior quarter)
(b) Reports of missing or damaged property (ETA 396 forms, with supporting documentation)
(c) Copies of hand receipts (for permanent location changes)
(d) Other requests (e.g., SF-120s, 122s, etc.) for approval by the Regional Office
(e) Notes from quarterly property meetings
(f) List of key personnel (with duties for property or fleet, noting any removals or additions)
(g) Training certificates or documentation of completion
(h) GSA Activity Address Code (AAC) for the current contract
(i) List of existing GSA system users (User IDs), noting removals and additions
(j) Highlights, problems, and concerns

(19) Ensure that contract closeout procedures are followed as outlined in the ETA 359 Property Management Handbook (August 2003) policy. Incoming and outgoing contractors will initiate a side-by-side, 100% physical inventory as soon as possible following notice of award. The outgoing contractor will complete a full reconciliation of all property, including all missing or damaged property (by forwarding a completed ETA 396 form to the federal Project Manager/COR not less than 15 days prior to contract end/changeover), and will present a reconciled property inventory of all expendable and non-expendable property, certified by a corporate official, at time of contract end/changeover.[19]

[19] Some variance with ETA 359 Property Management Handbook (August 2003).

7. Duty Requirements for Property Administration

a. Center/Contractor Property Managers:

Each Job Corps contractor will appoint a Contractor Property Manager (CPM) who is a member of the contractor's operational management team, and has primary responsibility for ensuring that GFP is appropriately identified, used, maintained, protected, accounted for, and reported as required. The CPM will ensure that the procedural requirements of this policy and subsequent updates are implemented; the contractor has established and implemented an approved CPMP; reporting occurs in the EPMS and FTMS as required; documentation is executed and maintained as directed by this policy and by federal regulation; routine quarterly and annual 100% inventories are conducted for all GFP (expendable and non- expendable); location and area inventories are conducted as needed (e.g., following incidences of damage or theft); records are maintained and protected; incidences of loss, damage, destruction, and theft are identified, reported, documented, and processed as prescribed; excess property is identified and entered into disposition status expediently; repair logs are maintained; modification/cannibalization of property occurs only in rare instances of best available option and as approved in advance by the region; Property Custodians are assigned by the Center Director and lists of Property Custodians remain up-to-date; quarterly Property Meetings are held and documented as outlined in this policy; GSA systems are utilized as required and to the maximum extent possible; quarterly submissions, as designated in this policy, are sent to the region; training is provided to center staff, particularly to Property Custodians, to ensure the appropriate use and protection of property; coordination occurs with on-site administrators, fleet, IT, safety and security managers, location custodians, and others as appropriate, to ensure that the requirements of this policy and compliance with federal regulations are fulfilled, and that integrity of use occurs for all property.

b. Regional Staff:

(1) Each Job Corps region will appoint a federal Regional Property Officer (RPO) to oversee property requirements and activities by Job Corps contractors within the region. The RPO will work with and provide assistance to the federal Project Managers/CORs in order to review and approve CPMPs; initiate and process Regional Boards of Survey (see Section 8, Contractor Liability); review and approve excess property, transfers, donations, modifications, and disposal of property; and adjust contractor EPMS inventory records, as needed. RPOs provide coordination with contractors in their regions to ensure that substantial stores of excess property are moved forward for disposition in a timely manner; a list of CPMs and CFMs is maintained and kept current for all contracts within the region; communication and training for CPMs and CFMs occurs as needed; GSA Activity Address Codes (AACs) are

obtained by Job Corps contractors; GSAxcess User IDs are obtained by contractors, and contractors understand GSA systems that support purchase, acquisition, excess, donation, and disposal; property-related questions by centers and federal staff within the region are answered; regional participation occurs with regard to development of new policies and procedures initiated by the Job Corps NPO or Job Corps Administrator; and that communication occurs with the Regional Director, Regional Project Managers/CORs, and other staff as needed, with regard to significant property-related matters. RPOs also are responsible for ensuring that each contract-operated center within the region reports fleet data, monthly, as required into the FTMS.

(2) Federal Project Managers/CORs hold primary responsibility for oversight of contractor-held GFP assigned to their contracts. They maintain the same property-related authorities as Regional Property Officers; however, Project Managers will consult with RPOs whenever possible when conducting property-related actions and reviews. Disputes will be brought to Regional Directors for determination. Federal Project Managers will conduct inspections and surveys of contractor-held GFP as appropriate, to include on-site and remote spot checks, desk monitoring, EPMS and documentation auditing, and other such assessments as needed. Federal Project Managers/CORs issue, at the direction of the CO, Letters of Authority authorizing contractors to use government supply sources during the performance period, and conduct review of property actions proposed and documented by the contractor, and provide approval (as appropriate). Federal Project Managers shall maintain copies of communications to contractors regarding liability (or relief thereof) in the contract file. Federal Project Managers will ensure that both outgoing and incoming contractors are informed with regard to required procedures prior to contract end/changeover, and will receive and review final property reconciliations and reports of missing/damaged property not later than 15 days prior to the scheduled end/changeover date, for review. The federal Project Manager/COR will monitor joint inventory efforts between incoming and outgoing contractors during the contract transition period, and ensure that a certified final inventory (signed and certified by an officer of the company) is submitted at time of contract end/changeover.

(3) Regional Directors maintain the same property-related authorities as RPOs and Project Managers; however, Regional Directors hold authority to resolve property matters within the region. Regional Directors are encouraged to consult with the NPO and the CO with regard to property-related matters where property cost is $3,000 and above, and in cases that are atypical, unusual, or appear to require guidance beyond this policy.

c. Job Corps National Property Officer:

The Job Corps National Property Officer (NPO) develops policies, procedures, communications, and training pertaining to Job Corps' Property Administration Program as outlined herein; coordinates with GSA and other federal agencies to ensure that Job Corps is in compliance with existing regulations and requirements; remains informed on systems, support, and new and emerging policies and regulations that may affect the administration of contractor-held GFP in Job Corps; coordinates with DOL and National Office officials to ensure that Job Corps' Property Program operates in alignment with DOL, agency, and other National Office requirements; interprets regulations, orders, policies, and other guidance and provides decisions pertaining to significant property matters; issues procedural waivers as appropriate; provides guidance to CORs and RPOs for actions and duties related to property administration; reviews and makes determinations pertaining to contractor liability and/or replacement of property following regional review, as designated in this policy, and forwards determinations of contractor liability to the appropriate CO for approval; establishes workgroups to address elements of administration and oversight of contractor-held GFP; writes policies and directives for approval by the National Director; holds conference calls and trainings with regional and contractor staff as needed; provides reports and information as required to the National Director and other DOL officials; inspects property activities of Project Managers/CORs, RPOs, and other staff as appropriate; and retains authority to inspect contractor compliance with Job Corps property policies.

d. National Job Corps Data Center:

Develops and maintains Job Corps' Electronic Property Management System (EPMS) and Job Corps' Fleet Tracking Management System (FTMS); provides technical assistance for EPMS and FTMS users; provides routine and ad hoc reports to the National Office and other federal officials as needed; provides input on development of policies and procedures for contractor-held GFP; and issues guidance as appropriate and in conjunction with the NPO regarding IT equipment utilization.

e. Contracting Officers:

(1) At the time of new contract award, the assigned CO issues (or directs the COR to issue) a Letter of Authority to the contractor, to include provisions for the use of government supply sources. The Letter of Authority specifies the contract number and performance period along with other information. A Letter of Authority typically is needed by a contractor in order to obtain a GSA Activity Address Code (AAC). A copy of the Letter of Authority will be maintained by the federal Project Manager/COR, and will be furnished to the National Office or to GSA upon request.

(2) COs will make final determinations for findings of contractor liability, following Regional and National Office reviews. COs will inform the contractor in writing of findings and required actions, or may request that the Regional Director or COR issue such communications. RPOs will monitor the status of National Office recommendations and CO decisions regarding contractor liability for replacement of property or reimbursement of costs, and will monitor contractor compliance accordingly (see below, Section 8, Contractor Liability).

8. Contractor Liability

a. Contractors are responsible for the appropriate use, care, protection, and disposition of government property, and for compliance with this policy and applicable federal regulations. The CPMP is central to establishing an effective on-site property management system, a key consideration during determinations of accountability and liability. Contractors are required to inform the federal Project Manager, in writing, of instances of missing, damaged, destroyed, or stolen property, and contractors may be held liable where appropriate controls or management systems were not being followed. All instances of missing, damaged, destroyed, or stolen property will be reported by the contractor to the region. The appropriate Job Corps Regional Office will receive and review reports of all instances of missing, damaged, or destroyed property and will determine whether relief of accountability is to be granted for inventory that is under the established $3,000 threshold. Items at or above the $3,000 threshold will receive a formal Board of Survey at the Regional Office, and results will be forwarded to the NPO along with recommendations.

   Where the Job Corps NPO finds that contractor liability is indicated and relief of accountability should not be granted, in whole or in part, he or she will work with the designated CO to establish the amount of liability and mechanisms to reimburse the government so that the contract is made whole. The CO will make and issue final determinations and provide notice to the contractor, or may request that the Regional Director or COR provide such communication in accordance with the CO's final determination.[20]

b. The preferred method for reimbursement, where a determination of liability has been issued by the Contracting Officer, is **replacement of property –** for both function and cost. Replacement costs will be assumed by the contractor from non-contract funds and will be reflected in corporate accounting records, subject to inspection by government officials. In such instances**,** contractors will replace the property for function – in the same area on center where the loss occurred – at or close to the original purchase cost of the missing/damaged item. Only in instances where this is not feasible (for example, following contract closeout), will a check payment from the contractor for the amount of liability be forwarded to the

[20] This is a variance between Job Corps updated property administration policy and the ETA 359 Property Management Handbook (August 2003).

federal Project Manager/COR. All such checks will be made payable to the U.S. Department of Labor. Upon receipt, the federal Project Manager will provide copies to the RPO and the CO to provide documentation for closeout of the pending payment, and to authorize adjustment to the contract's EPMS records. The Regional Office will then forward the contractor's original check to the NPO, along with an explanation of payment.

c. Where missing/damaged property is reported during contract closeout, the outgoing contractor will be notified of either Job Corps' or the CO's findings, in accordance with this policy, for relief of accountability. Notice of findings/final determinations will be provided to the contractor within 30 days under normal circumstances. Such requests for relief of accountability will follow the same procedures as outlined in this policy for all missing or damaged GFP. Job Corps does not grant automatic relief of accountability in instances where more than 30 days have passed to notify contractors of liability decisions. The CO holds final authority to apply discretion, relative to the circumstances, regarding a reasonable and appropriate time frame for notice to a contractor.[21]

d. Non-capitalized GFP generally is not depreciated for purposes of determining contractor liability. Conversely, capitalized property generally is depreciated for purposes of determining contractor liability. The CO may make determinations regarding depreciation at the time of his or her review, if liability is indicated.

9. Dollar Thresholds

a. **The dollar threshold for reporting of contractor-held GFP in Job Corps' Electronic Property Management System (EPMS) is $3,000.00, except for sensitive property**. All sensitive property as outlined in this policy will be reported in the EPMS. Non-sensitive property below an original purchase cost of $3,000 is not required to be reported in the EPMS. Job Corps contractors ***may*** use the EPMS as an inventory system to assist in managing all non-expendable GFP, but it is not required.

b. **There is no dollar threshold for sensitive property.** All sensitive property must be reported in the EPMS. Sensitive property includes electronics, computers, printers, telecommunications devices, video and audio devices (including DVD players), flat screens and monitors, and items that are serialized. Sensitive property also includes power tools (including powered hand tools), tool kits, and specialty tools and equipment used by career technical training (CTT) programs or by center operations and maintenance. When in doubt, contractors may contact the appropriate RPO for additional guidance.

c. The following property is **not** considered sensitive property in Job Corps: landline telephone systems and phone sets, handheld calculators, and cell phones.

[21] This is a variance between Job Corps updated property administration policy and the ETA 359 Property Management Handbook (August 2003).

However, cell phone replacements will **not** be funded from contract funds.

d. **The dollar threshold for contractor reporting of missing, damaged, destroyed, or stolen property is $0.00**. All property that is found to be missing, damaged, destroyed, or stolen must be reported by the contractor to the federal Project Manager/COR by way of the ETA Form 3-96, and with all supporting documentation/reports as prescribed in this policy.

e. **The dollar threshold for Job Corps NPO review of Boards of Survey and contractor liability is $3,000.00**. The Regional Office will review all instances of property loss under $3,000.00, and where the region finds that relief should be granted, the federal Project Manager/COR will directly communicate that finding to the contractor and maintain such communications in the contract file. Instances of loss $3,000.00 or above will be forwarded to the NPO along with the results of the Regional Board of Survey, for review and action as described herein.

Related documents include:

Appendix 505a, Disposition of Excess Property in Job Corps (Procedures)

Form 5-06, Property Custodian's Request to Designate Excess Property

APPENDIX 505A
ADMINISTRATION AND MANAGEMENT OF JOB CORPS CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY: DISPOSITION OF EXCESS GOVERNMENT-FURNISHED PROPERTY

1. Introduction

a. Contractor-held excess property is Government-Furnished Property (GFP) that is considered no longer of use to the contract. This can be surplus property, property that is old or obsolete, property that is damaged, property that is unsafe, or property that is otherwise serving no effective useful purpose on the contract. There are strict rules around how to handle excess GFP, and laws and regulations pertaining to handling of certain items during disposal (for example, electronics). Authorized actions for excess property must be approved in advance by the federal Project Manager/Contracting Officer's Representative (COR). Such actions include transfers (internal and external), donations, cannibalization (in rare instances), and disposal. Except for sale of scrap material to bona fide recycling companies, as outlined in this policy, there is no sale of property or exchange/sale program in Job Corps, and no sale or exchange of property is authorized outside of sales by the government through General Service Administration (GSA). Each of the authorized pathways for disposition of property is described below. This guidance cannot contain all available information pertaining to authorized disposition of property.

b. Job Corps Contractor's On-site Property Managers (CPMs) must become familiar with the procedures that support the disposition of excess GFP; it is a substantial part of the job and requires attention to detail. The CPM always should consult with the federal Project Manager or RPO when in doubt or when clarity is needed.

2. Requirements

a. Contractors will follow the steps given under Section 3, Process, below for disposition of GFP. Circumstances not addressed in this policy will be brought to the attention of the Regional or National Property Officer.

b. Contractors will submit a written report as part of the annual Contractor's Property Management Plan (CPMP), which reflects the number of property items that were authorized for disposition for the prior fiscal year (October 1 through September 30), with a breakdown of disposition type (e.g., Transfer/Redistribution [contractor-to-contractor within the Job Corps system]; Transfer/GSA [external transfer]; Donation, Recycling [including any monies received by Recycling companies and directed to Student Government Association environmental initiatives], and Disposal).

c. Acquisition of GFP by private individuals is expressly prohibited, regardless of the disposition status of the property. Evidence of such activity will establish a basis for legal action/investigation. Contractor managers will ensure that this restriction is included in training for all employees.

3. Process

a. Property considered no longer of use to the contract must first be deemed *excess* by the CPM, as appropriate. Property custodians will inform the CPM of property that they feel should be categorized as excess, using the report entitled "Administration and Management of Job Corps Contractor-Held Government-Furnished Property: Custodian's Request to Designate Excess Property" (Form 5-06). The CPM will review the information and condition of the item and confirm (or reassign) a condition code, and initial the form. Where equipment is re-assigned internally (for re-use within the contract), an Internal Transfer of Property/Hand Receipt will be completed. Where equipment is not re-assigned internally, the CPM will note on the report that the item(s) has moved into disposition, initial and date the form, and affix an adhesive label to the item in a conspicuous location that contains the Disposition Condition Code. This establishes the entry of that item into disposition status. Items moved into disposition status will be reported on an SF-120 and forwarded to the region with the quarterly property submission, for regional review and approval.

b. Condition Code Designations and Descriptions

1	Excellent Condition	Property in new or unused condition, which can be used immediately without modifications or repairs.
4	Usable Condition	Property that shows some wear, but can be used without significant repair.
7	Repairable Condition	Property that is unusable in its current condition, but can be economically repaired.
X	Salvage Condition	Property that has value in excess of its basic material content, but repair or rehabilitation is impractical or uneconomical.
S	Scrap Condition	Property that has no value above its basic material content.

c. All property that has been deemed as excess by the contractor, regardless of condition, must be approved by both the CPM and the Center Director. All SF-120 Reports of Excess Personal Property must contain the signature of both the CPM and the Center Director prior to being forwarded to federal officials for final approval.

d. Contractors should note that as a general rule, computers that are taken offline or replaced should not be reused on center. Doing so often creates system glitches and technical problems on the Job Corps network. Guidance for how to handle old computers, or computers that have been replaced, appears at the end of this section.

e. "Sighting" of Property Generally Rescinded

In the past, contractor-held GFP that was requested to be moved into excess status in Job Corps was required to be "sighted" by a federal representative (or authorized designee). This standard requirement, although it helped to control unauthorized disposition of some property, brought unintended consequences. First, it caused long-term buildup of surplus and excess property on Job Corps centers. Second, it did not, in itself, provide the internal controls that would effectively assist contractors in ensuring that only federally authorized actions took place with regard to those items.

With the issuance of this updated policy, the requirement for federal representatives to conduct an in-person visual inspection (or "sighting") of the proposed excess property is generally rescinded.[22] However, the federal Project Manager/COR, RPO, or the NPO retains the authority to require that the property submitted for excess by the contractor be held for visual inspection (by a federal representative) prior to approving the property as excess. All approvals shall be made on a case-by-case basis at the federal regional or national level. In most cases, the contractor will request property to become excessed by using the SF-120, Report of Excess Personal Property, and this form will be reviewed by the federal Project Manager and the RPO. The region may request photographs and additional supporting information as part of its review, and may disallow some or all of the items requested for excess or disposition on a single SF-120.

f. SF-120s – Report of Excess Personal Property

All items reported by the contractor as excess property must be submitted on an SF-120 for review and clearance by the appropriate federal official (Regional Project Manager or RPO). **This includes all non-expendable items, not just items that are reported in the EPMS.** For example, a set of chairs that are not reported in the EPMS must still be reported on an SF-120 when the contractor is requesting that they be excessed and moved into disposition. Items contained in the EPMS inventory will be reported on a separate SF-120 from those that are not.

g. SF-122 and SF-123 – Transfer Order/Excess/Personal/Surplus Property

Transfers of items from one contract to another, or outside of the contract (to GSA or State Agencies for Surplus Property), are requested and approved by using the SF-122 (Transfer Order Excess Personal Property) or the SF-123

[22] This update represents a variance over the ETA 359 Property management Handbook (August 2003).

(Transfer Order Surplus Personal Property) form. The requested transfer actions must be approved by the assigned federal Project Manager or the RPO, for both the sending contract and the receiving contract, as appropriate. The SF-122 is used for intra-agency transfers (for Job Corps contract-to-contract property); the SF-123 is used to list property with GSA for transfer or sale. If the item is transferred to GSA, GSA may generate an automated transfer form, which will be printed by the CPM, a copy of which will be sent by the contractor to the region as part of its quarterly property report. Otherwise, all completed SF-122s and SF-123s (original forms) will be forwarded to the RPO as part of the quarterly report.

Copies of the completed forms will be maintained with the contractor's on-site property records and remain available for inspection by government officials.

h. Disposition Pathways (Non-Computerized Equipment)

Disposition Pathways vary according to property type and condition code. Computerized equipment should follow the guidance provided below (Section i). For all other property/equipment:

(1) **Condition Code 1 – Excellent**: This property is in new or unused condition and can be used immediately without modifications or repairs. Once federal approval has been obtained via the SF-120 process, this equipment should be moved by the contractor within the EPMS listing into "redistribution" status, for listing on the EPMS Marketplace for 21 days, to make it available for other contractors (Computers generally are not eligible for redistribution in Job Corps; see guidance below for Computerized Equipment [Section i]).

(a) If the property is wanted by another contractor, the SF-122, Transfer Order Excess Personal Property, will be completed by the holding contractor (CPM), and forwarded to the federal Project Manager for approval/signature, who will forward to the receiving Project Manager for approval/signature.

(b) Following a period of 21 calendar days under redistribution status, if no interest has been expressed by another contractor, the property must be listed with GSA via GSAxcess for a period of 21 days or with the local State Agency for Surplus Property (SASP) (https://www.gsa.gov/portal/content/100851). If no activity has been generated as a result of the above actions, the property is then eligible for donation.

(c) Donations: Donations may be made to state and local governments, public libraries, public schools, nonprofit organizations whose primary mission is training or education (e.g., Head Start programs), and where none of the above entities are able to receive

the equipment, to other bona fide nonprofit organizations. (Note that religious organizations are not eligible.) Donations will be documented with the following information: printout of the EPMS list that shows the property, line by line, to be donated (where applicable); the approved SF-120 Report of Excess Personal Property; and a completed Certificate of Abandonment or Destruction (the "Donate to Public Body" option will be marked). At time of donation, recipients must initial and date each inventory item shown on the EPMS listing (to document receipt of each item); and note "RECEIVED," date, **taxpayer identification number of the organization**, and name and signature of the individual who is receiving the item(s) for the organization. The CPM will make a notation to the SF-120 "DONATED," date, name of organization to which the equipment was donated, and provide his or her name and signature. The CPM and Center Director will witness the donation and provide attestation on the lower half of the Certificate of Abandonment or Destruction form. The contractor will maintain original documentation in the on-site property records; copies will be forwarded to the federal Project Manager as part of the quarterly property report. The federal Project Manager will review the documentation and approve inventory adjustments by the region, as appropriate.

(2) **Condition Code 4 – Usable**: This property shows some wear, but can be used without significant repair. This property will follow the same procedures as those shown for Condition Code 1.

(3) **Condition Code 7 – Repairable**: This property is unusable in its current condition but can be economically repaired. Such equipment should follow the same procedures for Condition Code 1, however, may also follow the procedures for Salvage or Scrap if the property is not transferred internally via the EPMS Marketplace (Redistribution), or via GSA or the local SASP, or if no suitable donation entity (as outlined above) can receive the equipment after reasonable attempts have been made and documented.

(4) **Condition Code X – Salvage**: This property has value in excess of its basic material content, but repair or rehabilitation is impractical or uneconomical. This property may not be listed for internal redistribution. It should be listed with GSA via GSAxcess or the local SASP may be contacted (https://www.gsa.gov/portal/content/100851) to pick up the item(s). If, after documenting those efforts and after a reasonable period the property has not been transferred or picked up, it should be recycled wherever possible, or as a last resort, disposed of.

(a) Recycling: Property to be recycled must be obtained by a bona

fide, licensed recycler/scrap dealer. Pick up of items for recycling will be documented with the following: printout of the EPMS or other inventory listing that shows the property (line by line) to be recycled or scrapped, where applicable; the approved SF-120 Report of Excess Personal Property; and a completed Certificate of Abandonment or Destruction. The "Scrap Dealer" option will be marked. At time of pickup, dealers must initial and date each inventory item shown on the inventory listing (to document receipt of each item); and note "RECEIVED," date, **taxpayer identification number of the organization**, and name and signature of the individual who is receiving the item(s) for the organization. The CPM will make a notation to the SF-120 as either "RECYCLED," or "SCRAPPED," date, name of company receiving the property, the dollar amount of monies received from the company as a price paid to the contractor for materiel, if any, and CPM's name and signature. The CPM and Center Director will witness the dealer pickup and provide attestation on the lower half of the Certificate of Abandonment or Destruction form. The contractor will maintain original documentation in the on-site property records; copies will be forwarded to the federal Project Manager as part of the quarterly property report. The federal Project Manager will review the documentation and approve inventory adjustments by the region, as appropriate. Any monies received as a result of sale of scrap will be directed to the Student Government Association's environmental initiatives fund (see Section i(11) for additional guidance).

(5) **Condition Code S – Scrap:** Items in this category may go directly into a pathway for Recycling, as noted above, wherever possible. **The disposal of GFP will occur only as a last resort**, after all other potential pathways for disposition have been exhausted. Disposal will follow the same procedures as those for recycling, except that the Certificate of Abandonment or Destruction will be marked "Abandoned in Place," and in the explanation section, method of disposal should be noted (e.g., for pickup by waste management company, taken to landfill, etc.) In this instance, there will be no signature of a receiving organization or business; however, the Certificate of Abandonment or Destruction must still be witnessed by both the CPM and the Center Director.

(a) Acquisition of GFP in any disposition status, including Salvage or Scrap, by private individuals is expressly prohibited, and evidence of such activity will establish a basis for legal investigation.

(b) Electronic Equipment: The disposal of electronic equipment **must** follow federal, state, and local laws and regulations, and its

handling must be documented. Only waste management companies licensed to handle electronic equipment may receive and dispose of such equipment. For additional assistance in disposal of electronic equipment, contact local city or county Public Works offices. You also may visit http://www.epa.gov/wastes/conserve/materials/ecycling/donate.htm for additional resources.

i. Disposition Pathways (Computerized Equipment)

(1) Computers should be organized separately as working or non-working, physically identified as such, and stored and protected in a designated area away from operating computers. An SF-120 (Report of Excess Personal Property) will be completed, with federal authorization signature (usually the federal Project Manager), for all excessed computer equipment. A single SF-120 may be completed for all computer equipment excessed at a single point in time and will include all standard identifying information (e.g., description of item, serial number [as available], etc.).

(2) Excess computers (whether working or not) are not eligible for redeployment on center or redistribution via EPMS Redistribution/Marketplace, and should not be listed for internal transfer within Job Corps.

(3) Working computer equipment that is identified for donation must be physically identified as "Pending Donation."

(4) Prior to donation or disposition, hard drives of computerized equipment will first be sanitized and all student records and/or personally identifiable information (PII) will be removed in accordance with Job Corps policy. A DL-155 form must be completed at the time of sanitization and maintained with the contractor's property records.

(5) Actions for donations of working computers to an authorized donation site are initiated. Contractors should first attempt to identify an authorized Computer for Learning (CFL) donation site wherever practicable (http://computersforlearning.gov). Once an authorized donation organization is identified, a Certificate of Abandonment & Destruction will be completed. Donation recipients must initial the SF-120 for each item received, and provide a notation on the Certificate of Abandonment & Destruction indicating "RECEIVED," organization name, signature, and date.

(6) A copy of the approved SF-120, along with the DL-155, EPMS listing that identifies the items donated, and a completed Certificate of Abandonment & Destruction will be forwarded to the RPO for review and subsequent

removal of donated items from the EPMS listing.

(7) Where CFL donation is not available, usable equipment should be listed with GSA (via GSAxcess) for external transfer or sale, or the local State Agency for Surplus Property (SASP) should be contacted (https://www.gsa.gov/portal/content/100851).

(8) Where GSA is unable to transfer or sell property or where the local SASP has been unable to pick up the property within a reasonable period of time, other donation organizations may be considered. These include local/state governments, libraries, and nonprofit organizations with an educational mission such as Head Start. Such donations shall only be made to legal nonprofit organizations with tax ID numbers. Note that donations to religious organizations are prohibited. All procedures described above for donation of property must be followed in every instance.

(9) Where equipment is not donated, or transferred via GSA or the local SASP, CPMs may contact their local city or county Public Works offices for assistance, and may also visit UNICOR (see item 10 below), or visit http://www.epa.gov/wastes/conserve/materials/ecycling/donate.htm for additional resources. Computer equipment and electronics must follow specific environmental regulations for recycling or disposal. Contractors will ensure that any waste disposal companies used for disposing of computers and electronic equipment can demonstrate that they are licensed to handle electronics waste recycling or disposal and are in compliance with existing federal, state, and local environmental regulations. The same procedures apply for recycling of computers and electronics as those outlined above for donation, except that the "Scrap Dealer" box will be checked on the Certificate of Abandonment or Destruction.

(10) UNICOR is a federally supported organization with a major focus on the recycling of computers, electronics, and other materials. In certain U.S. areas, UNICOR will pick up recyclables, including computers and other equipment, where there is a sufficient amount of material (usually 15 or more computers; however, other equipment may be added to increase the size of the UNICOR pickup). UNICOR operates major donation warehouses where items may be dropped off in Atlanta, GA; Miami, FL; Inglewood, CO; Sheridan, OR; and Landover, MD. The same procedures for donation will apply, as specified above, for all UNICOR donations. UNICOR offers information and customer assistance by phone and online. Visit http://www.unicor.gov/recycling.aspx for more information.

(11) Funds received as a result of scrap sales will be directed to the Student Government Account (SGA) and recorded as a credit to the SGA Environmental Initiatives fund. The date of the credit to the SGA account

will be within three business days of the date of sale and pickup of items. The SGA will use the funds in this account to support environmental projects and initiatives on center, and will conduct such activities in accordance with established SGA procedures.

(12) Failure by the contractor to obtain, maintain, and produce records that support required procedures at the request of the government could result in findings of liability assessed against the contractor.

APPENDIX 506
FINANCIAL MANAGEMENT FOR CIVILIAN CONSERVATION CENTERS (CCC)

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A. INTRODUCTION

1. Scope

Appendix 506 contains instructions and requirements for budgeting and reporting the costs of operating Job Corps centers that are administered by federal conservation agencies. This appendix is applicable only to federally-operated centers (contractor-operated centers should refer to Appendix 502). Federally administered Job Corps centers are referred to as "CCCs," which stands for: Civilian Conservation Centers. The federal agencies that administer the CCCs are referred to as "CCC agencies."

The requirements of this appendix address: (i) the reporting of the actual costs of operating the federally administered centers, and (ii) the procedures for revising the initial annual center budget that is approved at the outset of each Program Year. This appendix is not intended to supersede U.S. Department of Labor (DOL) guidance and instructions that are contained in the annual "budget formulation package" that is issued to the CCC agencies prior to the start of each Program Year. If any budget formulation instructions appear to be in conflict with the requirements of this appendix, the budget formulation instructions shall prevail.

2. Purpose

The procedures and requirements contained in this appendix are intended to serve as the basis of a financial management system that provides Job Corps Program Managers at several different levels with important information for managing resources and determining the efficient allocation of funds. The Job Corps Center Financial Management System (FMS) provides for:

- Periodic, detailed review of actual expenses and a comparison between planned (budgeted) versus actual expenses
- The reliable identification of variances from budget that may require corrective action
- The ratification of appropriate adjustments in current year budgets
- The compilation of nationwide Job Corps cost data for inclusion in reports to the Congress and the public

B. SYSTEM OVERVIEW

1. Uniform Cost Categories

A major feature of the Job Corps center FMS is the use of uniform cost categories that allow for comparability between centers and for the compilation of national and regional totals for analytical and public reporting purposes. The cost categories have been defined in a way that will provide information that is immediately relevant to ongoing managerial and oversight functions.

2. Initial Budget Formulation

CCC budgets are formulated annually in a cycle that coincides with the July 1 through June 30, which is referred to as the Program Year. Several months prior to the start of a Program Year, the DOL-Office of Job Corps issues budget/planning instructions to the CCC agencies to initiate the budget formulation process. One of the main outcomes of this process is the development of a detailed line-item budget for each CCC that is approved at the outset of the Program Year. This approved budget, often referred to as the Program Operating Plan, provides the basis for fund transfers to the CCC agencies throughout the Program Year.

3. Reporting of Actual Expenses

CCCs are required to report expenses on a quarterly basis. The reports are prepared using Form 2110F CCC Financial Report and Form 2110HQ CCC National Roll-up Report. These two reports have been designed to display line-item data for expense in the current quarter along with cumulative expense incurred since the beginning of the current Program Year.

4. Comparing Actual Versus Planned Expense

With respect to Center Operations Expense, the financial reports for CCCs require a comparison of actual expenses versus planned expenses. The comparison of actual versus planned expense at CCCs is in the context of the line-item budget that is in place for center operating expenses during the current Program Year. CCC agencies may elect to make these comparisons through either one of two methods.

The first method is for the CCC agency to break out the budget for the entire current year into an internal quarter-by-quarter line-item budget that takes into account the seasonal variations that influence some line-items (e.g., fuel and utilities). This internal budget is then used to supply the amounts of the "planned" line-item expenses for the current year to date.

The second method is to compute the current year expenses that are "planned" through the end of the current quarter via a simple straight-line proration of the approved budget for the entire current year. The proration of planned expenses **is on the basis of days rather than months**. This second method, though not as precise as the first, is deemed to be adequate for Job Corps financial management purposes. The method of reporting Planned Expense cannot be changed during a contract year.

5. Displays and Evaluation of Variances

For center operating expense, the cost reports for CCCs will identify budgetary variances by individual cost category on a Program Year to date basis. A line-item variance is simply the difference between planned program year to date cost and

the actual program year to date cost.

For individual line-items, 1-29, an explanation is required if the variance is 5 percent or more (plus or minus) of the line-item amount budgeted for the entire Program Year. However, no explanation is required if the dollar amount of the variance for an individual line-item represents less than 0.1 percent of the total Center Operations Budget (Line 30) for the entire Program Year. To illustrate: if the program year budget for a particular line-item is $100,000, the first alternative variance threshold is $100,000 x 5.0 percent = $5,000. If the total Center Operations Budget for the Program Year is $8,000,000, the second alternative variance threshold is $8,000,000 x 0.1 percent = $8,000. Since $8,000 is the larger of the two dollar amounts, then $8,000 is used as the variance threshold for the budget line-item in question instead of $5,000.

An explanation is further required whenever the current program year to date total, Actual Expense for Center Operations, exceeds the Planned Total Expense by an amount equating to one percent of the total budget for the current Program Year.

Please note that the thresholds for explaining variances are determined as a percentage of the full year's budget amount. This might appear contrary to intuition, which would say that the variances should be viewed in terms of planned expense to date. The purpose of the non-intuitive approach prescribed above is to lessen the narrative reporting burden relative to variances that occur in the early months of the Program Year. This permits CCC agencies an opportunity to resolve or reverse variance trends before being officially required to explain them to DOL.

Reported variances may occur for a number of reasons, including: (i) erroneous assumptions in the formulation of the budget, (ii) unforeseen events requiring greater or fewer financial resources than anticipated, (iii) poorly controlled spending, and/or (iv) reporting or computational errors. The identification and analysis of variances may lead to a wide range of corrective actions, including:

- Spending constraints to reduce or stabilize overruns
- Increased spending in areas where adequate resources have not been utilized to provide prescribed services
- Improvements to internal administrative control systems and the provision of training to appropriate staff
- Budget revision request to more reasonably distribute financial resources between cost categories
- Initiation of requests for an increase or decrease in the approved budget in order to adjust for unforeseen cost or program changes

6. Formal Budget Revisions

After the initial program year budget for a CCC has been approved by DOL, it is generally appropriate to accomplish a formal revision to the budget only when there is a net change in bottom line center operating costs or when a realignment of existing funds is clearly needed to resolve a gross misallocation of resources. However, frequent reshuffling of funds between line-items as a means to make reported variances go away is not generally considered a useful or legitimate practice.

Detailed procedures and requirements for developing, submitting, and approving formal budget revisions are addressed in a later section of this Appendix, 506. These procedures have been crafted to ensure consistency with the relevant provisions of the Interagency Agreements that are in place between DOL and the CCC agencies.

7. Related Financial Management Systems

The requirements and procedures of this appendix have been designed in a way that is intended to ensure or promote consistency of data across different aspects of CCC financial management: DOL/Job Corps allocation of funds for CCCs; detailed operational budgeting; quarterly cost reporting; and interagency fund transfers to cover CCC and CCC-related costs.

a. Job Corps Fund Allocation System (JFAS)

JFAS is a web-based in-house information technology (IT) application that is used by DOL/Job Corps to control the allocation of funds to all Job Corps program activities, including those conducted at CCCs. It is DOL policy to share various types of JFAS reports and documents with its center operators, including CCC agencies. The JFAS reports and data sheets that are available to contractors include: the Budget Worksheet, Program Operating Plan Detail Report, Financial Operating Plan (FOP) Allocations Report, and the Budget Authority Transfer Requirements Report. These reports will help CCC agencies to identify discrepancies and pending issues that require follow-up action.

Pending the development of an IT application that will provide CCC agencies with direct access to their respective JFAS reports and documents, the Office of Job Corps, or the center's Regional Project Manager, may provide CCC agencies with copies of these reports (which are normally available in PDF format) on a routine scheduled basis or upon request of the CCC agency.

b. Job Corps Financial Management System (FMS)

CCC agencies fulfill most of their financial reporting and operational budgeting responsibilities using the Job Corps FMS, which is a web-based IT application administered by the Job Corps Data Center (JCDC). The FMS is used by CCC agencies to prepare and submit quarterly 2110F cost reports, 2110HQ cost reports, and 2110S monthly staff vacancy and separation reports. At some point in the future, the FMS will also be used to enter annual program operating plans/budgets. Data entry procedures can be found on the JCDC website and in training and orientation materials that have been published by JCDC. The FMS is a secure IT system, with access being controlled by user names and passwords.

c. Interagency Fund Transfers

DOL provides CCC agencies with Job Corps funds through interagency non-expenditure fund transfers that are processed through the Treasury Department. Such transfers are routinely accomplished on a quarterly basis, but special, ad-hoc interim transfers are made when circumstances so require. The amounts transferred by DOL are formulated using data that is aggregated from the JFAS system.

C. COST CATEGORIES

1. Overall Structure of Categories

The cost categories that are used on center cost reports and budgets are structured as follows:

a. Center Operations Expenses

This category includes staff salaries and benefits, supplies, materials, utilities, fuel, food, and all other day-to-day operational expenses that are incurred at a Job Corps center. For CCC budgeting and reporting purposes, Center Operations Expenses are subdivided into Direct Expense and Program Direction Expense.

- Direct Center Operations Expense: These are expenses that are incurred directly at or on behalf of an individual CCC. Direct center operations expense is subdivided into 29 different line-items, two of which are reserved for possible later use. These line-items are separately displayed on Page 2 of the 2110F report. The types of expenses covered in the various line-items are defined and described in detail in a later section.
- Program Direction: This expense category refers to the general administrative and overhead costs of the CCC agency that are

incurred to supervise and support its CCCs. Examples of Program Direction Expense might include financial management support, personnel support, procurement support, and executive direction. These costs are normally incurred at district, regional, and/or national office levels within the CCC agency. In each program year's budget, DOL provides funding to CCC agencies for these costs in an amount that equals six percent of the total of direct CCC costs approved by DOL for that Program Year, but excluding Construction/Rehab funds. CCC agencies report actual Program Direction Expense on a national roll-up basis only.

In the quarterly 2110F output reports that are generated by the Job Corps FMS (which are based on data supplied by a CCC agency), the total Program Direction Expense that is reported at the national level is prorated among the individual CCCs based on each CCC's student slot level. This proration of Program Direction Expense to individual CCCs is done to ensure comparability of CCC cost data with the costs being reported at contractor-operated Job Corps centers.

Transfer-of-Station Fund: An allocation of program direction funds equivalent to 0.25 percent of all initial center operation (A) funding at the inception of each Program Year will be established for the agency to use in filling Center Director vacancies.

This allocation will be transferred to the agency headquarters and expensed on the headquarters quarterly 2110F. Transfer-of-Station (TOS) costs are not to be transferred to or expensed on individual center 2110Fs.

The 0.25 percent allocation of program direction funds will be for TOS only, and the agency is responsible for administering and managing this fund. Once these funds are expended, no additional funding may be used for TOS, unless a supplemental request for funding is received and approved by DOL. Using the third quarter 2110F as a guide, DOL and USDA will work together to determine if all TOS funding will be used by the end of the Program Year; and if excess funds remain, that amount of funding authority will be taken back/withheld in the final Program Year transfer.

b. Center Capital Expenses

This expense group consists of the following four major expense categories:

- Construction, Rehabilitation, and Acquisition (CRA)
- Capital equipment

- GSA Vehicle Rental
- Career Technical Skills Training (CTST) materials

These four categories are separately displayed on cost reports and in the program operating plans.

c. Student Transportation Expense

This cost category refers to Job Corps-paid expenses for inter-city transportation of new enrollees and students.

d. Outreach and Admissions (OA) Expense

This cost category applies only when a CCC's program operating plan expressly includes funding for the provision of activities for the outreach and admission of new students. When a CCC's program operating plan does contain Outreach/Admissions funding, supplementary cost reports and budgets must be prepared.

e. Career Transition Services (CTS) Expense

This cost category applies only when a CCC's program operating plan expressly includes funding for the provision of career transition services to graduates and former enrollees. When a CCC's program operating plan does contain Career Transition Services funding, supplementary cost reports and budgets must be prepared.

f. Other Expense Categories Not Preprinted on the Forms

Blank lines are provided in the reporting formats for writing in other non-standard categories that might be included in a program operating plan.

2. Contract Expense

The costs of contracts issued by CCC agencies are classified differently depending on the characteristics of the contract. For purposes of Job Corps cost classification, contracts fall into two different and mutually exclusive categories: Staffing Contract and Non-Staffing Contract. The following are definitions and criteria for determining the category that applies to a particular contract, along with the cost allocation policies that apply to that category.

a. Staffing Contract

This category applies to any contract or subcontract that provides one or more staff persons who are employed at the center on a full-time basis or any contract or subcontract that provides a number of part-time staff

persons who are employed at the center and whose scheduled hours of work at the center collectively represent one or more full-time positions (FTP). The cost allocation policies that apply to contracts in this category are as follows:

Contractor Personnel Expense: The cost of compensation (salaries/wages and benefits), which the contractor pays to its staff who work at the center, shall be allocated to the appropriate functional or programmatic line-item as a personnel expense (e.g., Line 1-Academic Personnel, Line 3-Career Technical Training (CTT) Personnel, and so forth).

Other Direct Contractor Expense: The direct costs of the contractor that are for non-personnel items shall be reported in the appropriate functional or programmatic line-item as an "Other" cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).

Contractor Indirect Expense (Overhead/G&A): The contractor's overhead and G&A expense shall be reported on Line 16-Other Administrative Expense.

Contractor Fee: Contractor fee shall be allocated to the appropriate functional or programmatic line-item as a non-personnel cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).

In some cases, expenses might not be currently detailed on the contractor's invoice because the service is being provided at a fixed price or fixed unit price (e.g., meals served, billable labor hours). In these cases, adequate detail can usually be obtained from the contractor's proposal as a means to formulate the required break out of total expense into the line-items identified above. If detail is not provided in the proposal, then supplementary information should be obtained from the subcontractor.

b. Non-Staffing Contract

This category applies to any contract or subcontract that does not qualify as a Staffing Contract. In addition to subcontracts that are solely for the procurement of supplies, equipment, commodities, and so forth, the Non-Staffing category also typically applies to:

- Contracts for facility repairs or renovations
- Contracts for intermittent services such as trash collection and pest control
- Contracts with individual medical practitioners working less than full-time at the center

The costs of a Non-Staffing Contract will normally be allocated to a single

budget line-item. For example, the entire costs of a trash collection contract would be assigned to Line 19-Other Facility Maintenance Expense.

3. Personnel Expenses

This term is used in this appendix to refer to all salaries, wages, and all associated personnel costs such as payment of earned leave upon termination, employer retirement contributions, Social Security taxes, life insurance, health insurance, worker's compensation insurance, etc. All direct employees of the center as well as contractor and subcontractor employees who perform ongoing functions at the center, which might otherwise be performed by CCC agency staff, are to be included. However, the cost of contractor staff members who perform work at the center on a one-time or irregular or intermittent basis should be reported in the appropriate non-personnel expense line.

If an employee works in more than one area, such as part-time in academics and part time in career technical training, or a secretary is assigned to two departments, the cost must be allocated to the appropriate categories. The basis for the allocation must be documented in a **salary allocation plan,** explaining the rationale for the allocation. The allocation plan must be available for review by DOL auditors. If the employee's assignment is changed, the allocation should be changed. All salary allocations should be reviewed annually to assure that the basis for allocation is still valid.

With regard to managerial positions (which may generally be defined as those that involve supervision of supervisors), those which oversee three or more different departments or programmatic functions should normally be treated as executive positions whose costs should be allocated to Line 15-Administrative Personnel. This guidance is not a hard and fast rule, however; and circumstances may exist that justify the formulation of a salary allocation plan for this type of position.

With regard to front-line supervisors who function as team leaders and who supervise or coach diverse groups of practitioners (such as academic instructors, career technical training instructors, counselors, and so forth), it is recommended that salary allocation plans be formulated which break out the personnel costs into as many line-items as are appropriate.

4. Treatment of Money Received

When money is received by a CCC, it is most often a reimbursement of cost. Such reimbursements are recorded as reductions (credits) in the appropriate expense accounts in order to reflect true CCC operating expenses. Examples are as follows:

- Food sales to staff and visitors are credited as a reduction to center food costs
- Reimbursements by GSA for vehicle maintenance and fuel are credited as a reduction to center vehicle operating costs

- Reimbursements of fuel costs from tenants are credited as a reduction of center fuel costs
- Reimbursement for Workforce Innovation and Opportunity Act (WIOA) or other buy-ins are credited as a reduction to center academic and/or career technical training costs
- Prompt payment discounts, cash rebates and refunds are credited as a savings to the account to which the product or service was originally charged

5. Cost Category Definitions

The following are definitions for the cost categories that are used in the 2110F CCC cost reports and in the line-item CCC budgets/program operating plans. The categories are discussed in the same order as they appear on the 2110F. Also note that the lists of example expense items that are provided for each cost category are not considered exhaustive or all-inclusive. For expense items that are not specifically identified in the lists of examples, agencies may use their own good judgment to determine which cost categories apply; or they may refer the question to the Office of Job Corps for guidance.

a. 2110F, Page 2: Note Regarding Personnel Expense: For purposes of reporting actual expense on a quarterly basis, the costs of federal personnel and non-federal personnel are combined together. In contrast, the annual CCC budget formulation process requires that each line-item of personnel expense (Lines 1, 3, 5, 9, 11, 13, 15, 18, and 20) be broken out for pricing purposes between personnel costs of federal staff versus personnel cost of contractor staff.

Line 1-Academic Personnel Expense: Includes the cost of all personnel whose primary duties are in academic programs, including positions such as those listed below:

Managers
Training Program Director
Academic Manager
Principal Teacher

Instructors
Academic Instructor
Reading Instructor
Math Instructor
HSE Instructor
Driver Education Instructor
LEP Instructor
Communications Instructor
Wellness/Safety Instructor
Instructor Substitutes

Support Staff
Testing Coordinator
Secretarial/Clerical assigned to the academic department

Line 2-Other Academic Expenses: This category consists of all non-personnel expenses that are immediately related to a center's academic programs, including the types of expense listed below.

Academic Materials and Supplies: Includes the cost of materials and supplies (e.g., books, workbooks, testing materials) used in conducting academic programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapery, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general-purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

Academic Services: Includes the cost of contractual services for student academics, including repair and maintenance of academic equipment.

Academic Tuition: Includes the cost of tuition for off-center academic instruction. If the tuition is prepaid, please see discussion concerning treatment of prepaid items in a later section on accrual reporting.

Academic Rentals: Includes the cost of facilities and equipment (but motor vehicles will not be charged here).

Other: Other expenses that should be assigned to the academic operating expense category, but which do not match any of the above examples.

Line 3-Career Technical Personnel Expense: Includes the cost of all personnel whose primary duties are in the career technical training programs, including positions such as those listed below:

Managers
Training Program Director
Career Technical Program Manager
Works Program Officer

Instructors
Career Technical Instructors

Career Technical Instructor Substitutes
Career Exploration Instructor

Support Staff
CTST Coordinator
Work-Based Learning Coordinator
ACT/OTP Coordinator
Career Technical Testing Coordinator
Secretarial/Clerical assigned to Career Technical department

Line 4-Other Career Technical Expenses: This category consists of all non-personnel expenses that are immediately related to a center's career technical training programs, including the types of expenses listed below.

Career Technical Materials and Supplies: Includes the cost of all materials and supplies (e.g., books, workbooks, testing materials) used in conducting career technical training programs for students. This will also include the cost of expendable items for exclusive use in the classrooms, such as drapery, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general-purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

Career Technical Services: Includes the cost of contractual services acquired for student career technical training, including repair and maintenance of career technical equipment.

Career Technical Tuition: Includes the cost of tuition for off-center career technical training instruction. If the tuition is prepaid, please see discussion concerning treatment of prepaid items in a later section on accrual reporting.

Career Technical Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for career technical training under the appropriate category.

Other: Includes other expenses that should be assigned to the career technical training operating expense category, but which do not match any of the above examples.

Line 5-Career Success Personnel Expense: Includes the cost of all personnel whose primary duties are in career success standards and related social skills training programs, including positions such as those listed below.

Managers
Director of Residential Living
Director of Counseling
Residential Living Managers/Counseling Manager
Recreation Manager

Counselors
Counselor (includes UA retrieval)
Counselor Aide
Center Standards Officer

Residential Advisors/Residential Counselors
Residential Advisors/Residential Counselors and Aides
Group Leaders and Aides

Coordinators
Diversity Coordinator
Student Government/Leader/SWF Advisor
Student Safety Advisor/Coordinator*

Recreation Staff
Recreation Specialist/Coordinator
Arts/Crafts Instructor/Coordinator

Support Staff
Secretarial/clerical assigned to above areas

**Refers to activities for instilling "safety consciousness/awareness" in students. Does not relate to security personnel costs, which are assigned instead to Line 20- Security Personnel Expense.*

Line 6-Other Career Success Expense: This category consists of all non-personnel expenses that are immediately related to a center's Career Success Program or related social skills training, including the types of expenses listed below.

Career Success Materials and Supplies: Includes the cost of supplies and materials used in the counseling program, the dormitory supervision program, and any other career success or social skills development program. Also includes the cost of student incentive programs, including any that focus on academic or career technical achievement.

Not included are general-purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense. Also not

included are driver education costs that are reported as an academic expense (Line 1 or 2).

Career Success Services: Includes the cost of contractual services acquired to implement social skills development programs and activities.

Career Success Rentals: Includes the cost of facilities and equipment rented to carry out social skills development activities. This will not include motor vehicle rental or GSA charges.

Morale-Recreation-Welfare Materials and Supplies: Includes the cost of supplies and materials used in the morale-recreation-welfare program.

Morale-Recreation-Welfare Services: Includes the cost of contractual services acquired to implement the morale-recreation-welfare program. Includes repair and maintenance of recreational equipment.

Morale-Recreation-Welfare Rentals: Includes the cost of facilities and equipment rented to carry out morale-recreation-welfare activities. This will not include motor vehicle rental or GSA charges.

Other: Includes other expenses that should be assigned to the social skills training operating expense category, but which do not match any of the above examples.

Line 7-Food: Includes the cost of food purchased for the center's dining hall and the cost of purchased meals that are served to students. This category includes:

Dining Hall Food: Includes the cost of food issued for the dining halls and related direct freight charges. This amount must include the cost of food provided or purchased in connection with subcontracted food service. Subcontracted labor and other non-food costs incurred are not charged to this account, but will be charged to Line 9-Support Services Personnel Expense, Line 10-Other Support Service Expense, or other appropriate line-items as defined in Section C.3 Personnel Expenses. Receipts from sale of meals to staff and visitors are credited as a reduction to expense.

Purchased Meals: Includes the cost of meals purchased for students while engaged in off-site activities such as academic, career technical, and recreational trips.

Line 8-Clothing: Includes the cost of clothing and cash clothing allowances furnished to students, including:

Issue Clothing: Issue of personnel clothing and ditty bags.

Cash Clothing Allowance: Cost of cash clothing allowances as discussed in Chapter 6, Section 6.6, R2.

Career Technical Clothing: Cost of student special clothing such as work clothes, career technical training uniforms, and protective clothing as discussed in Chapter 6, Section 6.6, R1, a-c.

Recreation Clothing: Cost of student recreational clothing.

Line 9-Support Services Personnel Expense: Includes the cost of all personnel whose primary duties are in the area of support services, including positions such as those listed below.

Managers
Dining Hall Manager
Laundry Manager
Vehicle Fleet Manager

Food Service Cooks
Dining Hall Workers

Laundry Service
Laundry Operator

Drivers
All Drivers employed at center

Incidental Outreach and Admissions (OA), and Career Transition Services (CTS) Staff
Any part-time or intermittent OA/CTS staff when OA or CTS is not included as a specific, separate line-item in the CCC program operating plan.

Other Support Staff
Secretarial/Clerical assigned to above areas

Line 10-Other Support Services Expense: Includes the non-personnel/non-food operating expenses associated with the provision of room and board to Job Corps students, including the types of expenses listed below.

Dormitory Linens and Supplies: Includes the costs of initial issue and replacement of all expendable items purchased for use in the dormitories, such as:

- Sheets, blankets, and bedspreads
- Pillows and pillow cases
- Mattresses and mattress covers
- Dormitory curtains and drapery
- Laundry supplies for students
- Bulletin boards
- Throw rugs
- Pictures and wall hangings
- Irons and ironing boards

Not included are cleaning supplies for dormitories. This expense will be charged to Line 19-Other Facilities Maintenance Expense-Materials and Supplies.

Commercial Laundry and Linen Service: Includes the cost of linens and uniforms supplied by a subcontractor as well as the cost of laundry service for center-owned linens and uniforms, including those used in the medical facility.

Kitchen and Dining Hall Supplies: Includes the cost of non-food supplies and materials required in the operation of the kitchen and dining halls, including chemical and cleaning agents used for maintaining the kitchen, the initial and replacement cost of linens, uniforms, dishes, and utensils.

Contracted Food Services: Includes the cost of all services other than the cost of food and personnel in a contracted operation.

Note: The cost of food in a contracted operation will be reported on Line 7-Food. The cost of personnel and fringe benefits in a subcontracted operation will be reported on Line 9-Support Services Personnel Expense.

Kitchen and Dining Hall Non-Food Services: Includes the cost of services rendered in connection with the operation of the kitchen and dining hall, such as equipment maintenance.

On-Center Laundry Supplies: Includes the cost of supplies and consumables needed to operate any on-center laundry facilities. Does not include laundry supplies furnished directly to students.

On-Center Laundry Facility Services: Includes the cost of

contractual services acquired for equipment maintenance and repairs.

Student Local Transportation: Includes the cost of local public transportation such as bus passes or tokens for students and for children attending child care between home and the center, and expense to and from academic and career technical training sites.

Student Lodging Expense: Includes the cost of student lodging expense while on center-sponsored trips, (i.e., academic, career technical, recreational) and the costs of temporary local lodging due to center dormitory problems that require temporary off-center housing. Staff lodging expense will be charged to Line 27-Staff Travel and Training.

Incidental Outreach and Admissions (OA) and Career Transition Services (CTS) Expense: Includes the cost of any incidental OA/CTS expense when OA or CTS is not included as a specific, separate line-item in the CCC program operating plan.

Other: Includes other expenses that should be assigned to the support service operating expense category, but which do not match any of the above examples.

Line 11-Medical/Dental Personnel Expense: Includes the cost of personnel whose primary duties are in the area of health program services, including positions such as those listed below.

Managers
Medical Service Director

Medical Professionals
Doctors of Medicine
Doctors of Osteopathy
Optometrist

Mental Health Professionals
Psychiatrist
Psychologist Social Worker
Substance Abuse Counselor

Dental Professionals
Dentist
Oral Surgeon
Orthodontist
Endodontist
Periodontist

Allied Medical Workers
Physician's Assistant
Nurse Practitioner
Medical Assistant
Registered Nurse
Licensed Practical Nurse
Licensed Career Technical Nurse
Nurse Assistant
Laboratory Technician
Reproductive Health Coordinator*
Trainee Employee Assistance Program (TEAP) Coordinator*

**If the Reproductive Health or TEAP Coordinator also serves as a counselor, the cost should be prorated Social Skills Training and medical salaries.*

Allied Dental Workers
Dental Hygienist
Dental Assistant
Dental Technician

Support Staff
Secretarial/Clerical assigned to above areas

Line 12-Other Medical/Dental Expense: This category consists of all non-personnel expenses that are immediately related to a center's health services programs, including the types of expenses listed below.

Medical and Mental Health Fees: Includes fees charged by non-salaried health providers including Physicians (Doctors of Medicine, Doctors of Osteopathy), Psychiatrists, Psychologists, Optometrists and Social Workers, and excluding Dentists, for "as needed" health services performed regardless of where the services were rendered. This includes x-rays and other laboratory services included in the providers' bills. This also includes charges based on a "by procedure rate."

Note: This will not include charges from subcontracted providers who bill at an hourly rate. The entire amount will be charged to Line 11-Medical/Dental Personnel Expense.

Medical Support: Includes cost of medical services rendered by other than the providers listed above, such as:

- Hospitals
- Medical laboratory and x-ray services when billed separately

- Ambulance and mortuary costs
- Environmental health inspections and services

Dentist Fees: Includes fees charged by non-salaried dentists (including Oral Surgeons, Orthodontists, Endodontists, and Periodontists) for "as needed" dental services performed regardless of where the services were rendered. This includes x-rays and other laboratory services provided by a dentist and included in the bill.

Note: This will not include charges from subcontracted providers, which will instead be charged to Line 11-Medical/Dental Personnel Expense.

Dental Support: Includes cost of dental services rendered by other than the providers listed above, such as:

- Clinics or other institutions
- Dental laboratory and x-ray services when billed separately

Supplies and Pharmaceuticals: Includes the cost of all medical and dental supplies and pharmaceuticals (e.g., bandages, dental material, disposable syringes, medicines, drugs, eyeglasses, etc.) regardless of source.

Other: Includes other expenses that should be assigned to the medical/dental operating expense category but which do not match any of the above examples.

Line 13-Career Preparation (CP) and Career Transition Readiness (CTR) Personnel Expense: Includes the cost of personnel whose primary duties are in the area of career preparation and career transition readiness, including positions such as those listed below.

Managers
CP and/or CTR Director or Manager

Practitioners
CP Instructor
CP Leader
CP Coordinator/Specialist
CTR Coordinator/Specialist

Support Staff
Secretarial/Clerical assigned to above areas

Line 14-Other CP/CTR Expense: This category consists of all non-personnel expenses that are immediately related to CP/CTR services that are available

for students, including the types of expenses listed below.

CP/CTR Materials and Supplies: Includes the cost of all materials and supplies (e.g., books, workbooks, testing materials) used in conducting CP/CTR programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapery, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

CP/CTR Services: Includes the cost of contractual services acquired for student CP/CTR services including repair and maintenance of CP/CTR equipment.

CP/CTR Tuition: Includes the cost of tuition for off-center CP/CTR instruction. If the tuition is prepaid, please see discussion concerning treatment of prepaid items in a later section on accrual reporting.

CP/CTR Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for CP/CTR services.

Other: Includes other expenses that should be assigned to the CP/CTR operating expense category, but which do not match any of the above examples.

Line 15-Administrative Personnel Expense: Includes the cost of personnel whose primary duties are in the area of overall center management and administrative services and support, including positions such as those listed below.

Executive Leadership
Center Director
Deputy Director
Center Director Trainee

Administration Operations
Administration Manager or Director
Administration Assistant
Personnel Manager/Specialist
EEO Coordinator
Finance Manager/Staff
Procurement Manager/Staff

Student Accountability Officer
Student Records and Payroll Staff
Transportation Clerk
Legal Services Clerk
Scheduling Clerk
ADP Specialist/Programmer

Supply Operations
Property Manager
Property Specialist
Warehouse Staff
Supply Clerk
Clothing Clerk

Support Staff
Secretarial/Clerical assigned to assist above personnel
Secretarial/Clerical not classifiable in other categories
PBX Operator

Line 16-Other Administrative Expense: This category consists of all non-personnel expenses that are immediately related to administration support functions at the center, including the types of expenses listed below.

Office Materials and Supplies: Includes the cost of general office supplies used throughout the center such as paper, pencils, paper clips, rubber bands, and flash drives.

Note: Charge special items used in the academic and career technical training programs, such as drafting supplies, sketching pads, special forms, etc., to those activities in the appropriate accounts reported on Line 2-Other Academic Expense or Line 4-Other Career Technical Training Expense.

Office Services: Includes the cost of contractual services required for center administration, such as the cost of contracted duplicating and printing services.

Office Equipment Rentals: Includes the rental cost of photocopying and data processing equipment.

Office Equipment Maintenance: Includes cost for maintenance and repair of office equipment. Costs incurred under lease purchase agreements are considered rental costs.

Legal Services: Includes the cost of legal services acquired for the center. The cost of legal services on behalf of students will be paid

by the Job Corps Regional Offices if public defenders are not available, when proper documentation is supplied and approved by the Regional Director.

> **Note:** Legal expenses relating to personnel matters or actions brought by employees against the CCC agency are considered indirect administrative expenses (i.e., Program Direction Expense).

Accounting Services: Includes the cost of contracted accounting services acquired for the CCC.

> **Note:** The costs of financial audits of CCCs are considered to be Program Direction Expenses.

Consultant Costs: Includes the fees charged by outside consultants and their related travel and per diem expenses. A consultant is one who analyzes, gives advice, or helps determine how functions should be performed. The title "consultant" does not necessarily indicate that the cost of retaining such an expert should be reported on this line. For example, Mental Health Consultants are part of the medical function and are not chargeable here, but should be charged to either Line 11-Medical/Dental Personnel or Line 12-Other Medical/Dental Expense. Trainers are often called "consultants," but they are the performers of the function and are rightfully chargeable to Line 27-Staff Travel and Training.

Contract Overhead/G&A Expense: This includes contractor overhead and G&A expense as discussed in a previous section.

Other/Miscellaneous Administrative Expense: Includes the cost of miscellaneous supplies and services required in the operation of the center, such as the following:

- Consumable supplies such as paper towels, toilet tissue, soap, etc.
- Packing, handling, and shipping cost to transfer excess property to or from a holding facility and shipment of separated student belongings
- Community relations expense
- Miscellaneous equipment repairs not chargeable elsewhere
- Any miscellaneous administrative expenses outside the definitions of office supplies and services

Expenses not to be included are as follows:

- Incoming freight charges should not be lumped indiscriminately into the administrative expense category. Where possible these charges should be prorated to the individual items received (inventory or capital). When it is not practical to charge this cost to the individual items covered by the freight charges, because of the late receipt of the invoice or the large number of items covered, the cost should be prorated and directly charged to the appropriate expense categories.
- Phase-out or Closing costs should not be lumped indiscriminately into the administrative expense category, but should be distributed to the appropriate cost categories. Severance pay and accrued vacation pay are to be charged to the categories of personnel costs where the affected individuals' salaries were charged.

Line 17-Reserved for Later Use: This line had previously been used for program direction expense, which will now be reported at the agency level.

Line 18-Facilities Maintenance Personnel Expense: Includes the cost of personnel assigned to center maintenance functions, including positions such as those listed below.

Managers
Maintenance Manager/Supervisor

Maintenance Workers
Maintenance Worker
Maintenance Mechanic
Maintenance Helper
Groundskeeper
Janitorial/Cleaning Staff

Support Staff
Secretarial/Clerical assigned to the maintenance section

Line 19-Other Facilities Maintenance Expense: This category consists of all non-personnel expenses that are immediately related to maintenance of center facilities, including the types of expenses listed below.

Materials and Supplies: Includes the cost of materials and supplies required for routine maintenance and repair of center physical facilities, including sidewalks, fences, grounds, roads, and any equipment affixed to a structure as an integral component. Also

includes the cost of general cleaning and janitorial supplies and any special work clothes or items of personal safety equipment (e.g., goggles) purchased for use by maintenance staff.

Contracted Services: Includes the cost of contracted services required for routine maintenance of center facilities (e.g., painting) and systems (e.g., servicing of fire alarm systems and fire extinguishers), but not including any contracts that are classifiable as Construction/Rehab projects. Also includes contracts for trash pick-up and pest control.

Equipment Rental: Includes the cost of equipment rented, or being acquired on a lease purchase agreement, in connection with operation, maintenance, and repair of center facilities, including temporary utility and HVAC rental, but excluding motor vehicles.

Equipment Operation, Maintenance, and Repair: Includes the costs of operating, maintaining, and repairing motorized and mobile equipment (e.g., power mowers, tractors, portable generators, etc.), excluding motor vehicles. Include equipment owned by other agencies leased on a mileage or use basis.

> **Note:** Report operation, maintenance, and repair cost of other motorized equipment chargeable to work projects on Line 35-Career Technical Skills Training**.**

Other: Includes other expenses that should be assigned to the maintenance operating expense category, but which do not match any of the above examples.

Line 20-Security Personnel Expense: Includes the cost of all personnel assigned to the security function, including positions such as those listed below.

Managers
Security Manager
Security Supervisor

Security Staff
Security Officers Guards

Support Staff
Secretarial/Clerical assigned to security section

Line 21-Other Security Expense: This category consists of all non-personnel expenses that are immediately related to the provision of a guard force or

security force at the center, including the types of expenses listed below.

Supplies and Services: The cost of supplies and services required for the performance of this function, such as the center-furnished uniforms and the laundering of these items.

Contracted Security Services: The cost of all subcontracted security costs other than those classifiable as personnel expense. An example would be augmentation of normal security forces in connection with a special event or emergency.

Equipment Rental: The cost of equipment rented, or being acquired on a lease purchase agreement, in connection with the security function.

Other: Includes other expenses that should be assigned to the security operating expense category, but which do not match any of the above examples.

Line 22-Communications: Includes cost incurred by the CCC agency for communications services used by its CCCs, including the types of expense listed below.

Local Telephone Service: Includes the cost of local telephone service - basic monthly service, equipment lease costs, any message unit charges, access charges, and taxes.

Cell Phones: Includes the cost of cell phone service.

Long Distance Calls: The cost of long distance voice and data transmission service used by a CCC, along with incoming collect long distance calls.

Telephone Service Charges and Communications Equipment Rental Charges: Includes the cost of service for telephone equipment changes, repairs, and the installation of additional telephones and related equipment and the cost of fax and other communications equipment rental and maintenance.

In-Center Communications System: Includes the cost of operating and maintaining radio, closed-circuit television, and other in-center communication systems.

Postage: The cost of postage or expedited services such as Federal Express and postage meter rental and maintenance.

Other Communications Costs: Any communications costs that do not match any of the above examples.

Line 23-Utilities and Fuel: Includes cost utilities and fuel consumed by the center, such as the types of expenses listed below.

- Natural Gas
- Electricity
- Coal
- Heating oil
- Propane
- Water
- Sewage
- Cable TV
- Other (as determined by the center)

Note: Fuel for vehicles is not reported here, but on Line 26-Motor Vehicle Operating Expense.

Line 24-Facility Lease Expense: Includes costs for leasing CCC facilities where the CCC agency is the lessee or where DOL is the lessee, but funds have been in a CCC's program operating plan and payment is made by the CCC agency. Also record in this amount any separate property taxes and insurance premiums, payment of which is made to the lessor, by the terms of the facility lease.

Note: Equipment lease costs are not to be recorded in this account.

Line 25-Insurance: Includes the cost of authorized or required liability insurance that is carried by CCC agency, including:

- Automobile Insurance (liability and property damage)
- Employee Liability Insurance
- Other Required Insurance

Note: CCC agencies are generally self-insured. These types of costs should not be incurred unless expressly approved and funded by DOL in a CCC's program operating plan**.**

Line 26-Motor Vehicle Operating Expense: Includes:

- Mileage-based costs (such as those shown on a GSA or other Detailed Billing Register)
- Fuel costs
- Commercial Vehicle Rental
- Operation, Maintenance, and Repair of CCC Owned Vehicles

Note: The following types of vehicle rentals are not reported here, but elsewhere as indicated:

- Operation, maintenance, and repair cost of construction equipment for CTST projects; these costs will be charged to Line 35-CTST
- Rental of vehicles for staff while on travel assignments is charged to Line 27-Staff Travel and Training
- Monthly rental charges and charges for damage to rental vehicles will be reported on Page 3, Vehicles Rental/Amortization
- At CCCs, fixed ownership rate charges are also reported on Page 3, Vehicle Rental/Amortization
- Commercial rentals of driver education vehicles are charged to Line 2-Other Academic Expense

Line 27-Staff Travel and Training: Includes the cost of staff travel, per diem, and miscellaneous expenses in connection with work assignments that involve travel away from the center and the costs of providing technical or professional training to CCC staff. The types of expenses to be included are listed below.

Training Related Travel: Includes CCC staff transportation, per diem cost, and miscellaneous expenses for training purposes. This account is used whether training is provided by the CCC, the CCC agency, DOL, the Regional Office, or the Office of Job Corps. Cost includes travel in privately owned vehicles, commercial transportation, and leased vehicles, and meal, lodging, and incidental expenses. If training or technical assistance is provided by CCC staff to another CCC or to a contract center, all travel expenses will be charged to the CCC/center receiving the training or assistance and expensed to that CCC/center's staff travel and training account.

Non-Training Related Travel: Includes the cost of CCC staff for transportation, per diem, and miscellaneous expenses for work assignments other than those related to staff training.

Note: All travel expense incurred by CCC staff for participation in CCC agency reviews of other CCCs will be charged as a Program Direction Expense since they are performing agency-level oversight functions. Costs incurred by CCC staff for providing technical assistance to other CCCs will be charged as discussed above.

Transfer-of-Station Costs: Associated with filling the Center

Director position at one of the Job Corps centers operated by USDA's Forest Service, including and limited to: one pre-arrival trip to new duty station for house-hunting in accordance with GSA regulations, movement of household goods, transportation of employee and family to new duty station, allowance for temporary quarters (per diem) in accordance with GSA regulations, and incidental expenses associated with a transfer-of-station.

Staff Training and Tuition: Includes the cost of tuition and fees for staff training that the CCC has determined is beneficial for the CCC and is job-related. Reimbursement to staff under an employer education policy will be charged as an employee benefit to the appropriate category of personnel expense. Also includes the cost of materials and services such as trainers, rental of facilities and equipment, supplies, printing and duplicating, and contractual support.

Line 28-Reserved: This line is reserved for later use and is presently left blank.

Line 29-FECA: This line is used to report cost of Federal Employees' Compensation Act (FECA) charges that are paid by the CCC agency to DOL's Employment and Standards Administration to reimburse benefits paid to current or former employees on the basis of injuries sustained while employed at the CCC. These charges are normally paid two years in arrears. Therefore, the exact amount of the payments due from a CCC agency in a given Program Year are known before that Program Year begins.

Line 30-Subtotal of Direct Expense: On the 2110F cost reports, Line 30 is used to display the total of direct center operating costs, Lines 1 through 29 above.

Line 31-Program Direction Expense (Allocated): This is the CCC's share of the CCC agency's program direction expense. Although CCC agencies report program direction expense on an agency totals basis, the Job Corps FMS automatically allocates this total amount among all of the agency's CCCs. The amount shown for a CCC represents a pro rata allocation based on planned slot/Student Year (SY) levels.

Line 32-Total Center Operations Expense: On the 2110F cost reports, Line 32 is used to display the total of direct center operations expense plus program direction expense.

Note to Regions: Total center operating expense equates to cost code A-Center Operations in the internal DOL AAPP/FOP financial management system.

b. 2110F, Page 3:

Line 1-Center Operations Expense: The Page 2 amounts for direct expense, program direction expense and total center operations expense are carried forward to lines 1a, 1b, and 1c, respectively.

Line 2-Equipment/Furniture: Includes costs for purchase of NON-EXPENDABLE PERSONAL PROPERTY.

> **Note to Regions:** This expense category equates to cost code B2-Eqpt in the internal DOL AAPP/FOP financial management system**.**

Line 3-Vehicle Rental/Amortization: Includes GSA or other monthly/daily charges and charges for damage to vehicles. Also, at CCCs, includes fixed ownership rate charges for vehicles used by the center. This category does **not include** mileage charges, which instead should be assigned to center operating expense, Line 26, Vehicle Operating Expense.

> **Note to Regions:** This expense category equates to B3-GSA Vehicle Rental in the internal DOL AAPP/FOP financial management system.

Line 4-CTST Materials: Includes the costs of building materials, consumable supplies, and allowable construction, and equipment installation contracts in connection with work training projects performed by Job Corps students that result in improvements separately for each identifiable CTST project. Only projects on the approved CTST plan may be performed with CTST funds.

> **Note to Regions:** This expense category equates to B4-CTST Materials in the internal DOL AAPP/FOP financial management system.

Line 5-Student Transportation/Meal Allowances: Includes the costs of government-furnished inter-city travel, including prescribed meal allowances, such as travel associated with new enrollee arrival, government paid leaves, winter break, transfers to other centers, travel home upon separation, and so forth. This line-item does not refer to the costs of local student travel, which are considered to be a center operating expense.

> **Note to Regions:** This expense category equates to D-Transportation in the internal DOL AAPP/FOP financial management system.

Line 6-Outreach/Admissions (OA): Includes costs incurred for outreach and admission of prospective new students. Expenses should be charged to

this category only if specifically funded in the CCC program operating plan.

> **Note to Regions:** This expense category equates to C1-Outreach, Admissions in the internal DOL AAPP/FOP financial management system.

Line 7-Career Transition Services (CTS): Includes costs incurred for providing post-separation career transition services to graduates and former enrollees. Expenses should be charged to this cost category only if specifically funded in the CCC program operating plan.

> **Note to Regions**: This expense category equates to C2-Career Transition Services in the internal DOL AAPP/FOP financial management system**.**

Lines 8, 9-Non-Standard Expense Categories: On Page 3, of the 2110F, two lines are left blank in order for the CCC agency to write in any other, additional categories of expense. Expenses should be charged to a "write-in" category only if specifically funded in the program operating plan. Please note that most pilot projects conducted at Job Corps centers are not reported in a "write-in" category. This is because the pilot efforts normally involve variations on or augmentations of normal service delivery programs – e.g., implementing newly developed academic curricula in order to test their effectiveness. The types of activities funded in Job Corps pilot efforts usually fit within the scope and purpose of established center operations cost categories. Therefore, expenditures for Job Corps pilot efforts must normally be budgeted and reported appropriately within the structure of preprinted cost categories.

Line 10-Subtotal of Operating Funds: This line is used to report the subtotal of the previous expense categories (Lines 1-9), which are those that are covered from the annual Job Corps appropriations for operating funds.

Line 11-Facility Construction/Rehab/Acquisition: This line is limited to funds that are provided from the Job Corps CRA (facility construction, rehabilitation, and acquisition) appropriation. Moreover, all CRA funds that are made available to a CCC or CCC agency must be reported in this expense category.

Includes expenses for constructing or making long-lasting physical improvements to structures, major building systems (e.g., heating, plumbing, etc.), roads and grounds, as well as the purchase and installation of major pieces of equipment, during a major rehabilitation or construction project, that are permanently attached to structures, such as walk-in freezers and refrigerators. Also included within the meaning of this term are the costs of architectural and engineering services (design) that are required for such

construction or improvements and have been approved as part of the project.

At CCCs, construction and rehabilitation work is to be performed only on the basis of: (i) identified projects for which specific Construction/Rehab funding has been approved for the CCC's program operating plan; or (ii) emergency repairs that are authorized per guidelines contained in Chapter 5, Section 5.8 R4. Separate records should be maintained on the individual Construction/Rehab projects that have been approved in the CCC program operating plan.

The construction and rehabilitation account **does not** refer to:

- Career Technical Skills Training Activities, funded as CTST projects, wherein Job Corps students receive hands-on training by participating in construction projects or other projects that result in physical improvements to center facilities
- Equipment other than the major items of the type described above
- Facility leases
- Architectural and engineering management support services, including procurement support, facilities surveys, site surveys, or facility utilization studies when performed under an Office of Job Corps contract
- Management support services for the acquisition or leasing of facilities

Note to Regions: This expense category equates to B1-Cnst/Rehab in the internal DOL AAPP/FOP financial management system.

D. JOB CORPS CENTER FINANCIAL REPORTS FOR CCC'S

1. Purpose

The Job Corps Conservation Center Financial Report (2110F) is used by CCC agencies to report financial activity for individual CCC's. This report tracks expense on a detailed line-item basis and provides for the comparison of actual versus planned expense in order to identify the existence of potential problem areas.

A second type of report is also required (2110HQ). This format is designed to report expense in the program direction category as well as agency roll-ups of expense reported at individual CCCs. The 2110HQ also reports other key indicators of financial activity at the agency level, such as DOL fund transfers, amounts obligated, and amounts paid.

2. Originators

These reports are prepared and submitted to DOL by the federal agencies (referred

to as CCC agencies) that operate Job Corps centers.

3. Time Frames

CCCs are required to report quarterly based on a cycle that coincides with the Job Corps Program Year. This is the same time frame that is used by DOL and the CCC agencies to budget for Job Corps expenses. The 2110F and 2110HQ provide for quarterly reporting of financial activity, primarily on a PYTD (Program Year to Date) basis. When a new Program Year begins on the following July 1st, the cycle starts anew. The quarterly reporting periods are as follows:

Quarter 1: July 1 - September 30 (3 months)
Quarter 2: July 1 - December 31 (6 months)
Quarter 3: July 1 - March 31 (9 months)
Quarter 4: July 1 - June 30 (12 months)

4. Accrual Reporting

Costs reported on the "2110F" **should be on an accrual basis**, i.e., the cost of materials and services received, regardless of when the invoices are received or paid. Many costs, such as medical, mental health and dentist fees, hospital charges, vehicle charges, utility costs, contract costs, and communication bills, as a few examples, are not normally invoiced promptly. It is important that all such charges, including earned but unpaid salaries and payroll related costs, be accrued so that reported costs include all incurred expenses. However, please note the following:

- CCCs are permitted to expense inventory when received.
- **Earned but unpaid leave will not be accrued or reported as expense**. Earned leave that is paid when an employee terminates from the agency will be reported as salary expense when paid.
- For items that are prepaid, such as tuition for students to attend off-center instruction, the costs reported at the end of each quarter should be a proration of the full pre-paid amount until the time period covered by the pre-payment has been completed.
- All Job Corps expense incurred during the reporting period should be properly reflected in the 2110F and 2110HQ, **including any expense that is being paid from an expired appropriation.** It is expected that the great preponderance of reported expense will be paid from current appropriations. However, it is not unusual for an incidental amount of expense to be paid from funds that were duly obligated at an earlier time under an appropriation that has since transitioned into "expired" status and which is so designated in the current Program Year. The reporting of such expense will generally not be taken as a reason to modify the approved budget that is in place for the current Program Year.

5. Error Corrections

With regard to reports submitted for Program Year quarters 1 - 3, a corrected report for a given quarter may be submitted, but only if the report for the following quarter has not yet been submitted. Otherwise, any adjustments made to correct erroneous information on past reports for quarters 1 - 3, **will be reflected in the current quarter's expenses**.

With regard to reports that are submitted for the final quarter of a Program Year (the 4th quarter ending June 30th), CCC agencies may submit a revised 4th quarter report until the end of the succeeding Program Year.

6. Preparing and Submitting the 2110F and 2110HQ Reports

Each quarter, a separate 2110F report is needed for each CCC and an 2110HQ report is needed for each CCC agency. CCC agencies submit their 2110F and 2110HQ reports using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume data that must be entered each month and which ensures consistency and accuracy in all internal mathematical operations that are present in the report. CCC agency staff may obtain detailed guidance and training on FMS procedures for entering and submitting 2110F and 2110HQ reports from JCDC representatives.

The due dates for CCC agency submittal of the quarterly reports are as follows:

Quarter 1: Submit on or before October 10
Quarter 2: Submit on or before January 10
Quarter 3: Submit on or before April 10
Quarter 4: Submit on or before July 10

7. Descriptions and Definitions of 2110F Data Items

Detailed instructions and guidance for entering 2110F data into FMS are available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110F data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110F report when it is viewed in its printable output form.

a. 2110F, Page 1

A. Center Name: This is the name used to identify the CCC for which the report has been submitted. Center names are spelled out fully. Abbreviations are not used. The words "Job Corps Center" are not used as part of the center name. The center name appears at the top of each page of the 2110F report.

B. Agency Name: This is the name of the federal agency that operates the CCC. The agency name appears at the top of each succeeding page of the 2110F report.

C. Report Period Ending: This is the quarter for which the report is being prepared. The report period ending date appears at the top of each succeeding page of the 2110F report.

D. Status: This is the status of the report in terms of "Submitted" versus "Pending."

E. Student Years (SY) Produced, Program Year to Date (PYTD):

1. Current Quarter Planned Average OBS: This is the planned average on-board strength (OBS) for the quarter being reported according to information stored in and imported from the JCDC-WSSR (JCDC-Weekly Student Strength Report) database.

2. Current Quarter Actual Average OBS: This is the average number of students on-board during the quarter according to information stored in and imported automatically from the JCDC-SSR database.

3. Capacity Percent Current Quarter: This is the current quarter actual OBS as a percent of planned average OBS. This is calculated as the value in E2 divided by the value in E1.

4. Planned SY, PYTD: This is the planned number of Student Years for the Program Year through the current reporting period (PYTD) according to information stored in and imported from the JCDC-WSSR database. This reflects the average planned slot capacity during the PYTD period, which is then adjusted (by number of days in PYTD/365 days) to yield Planned PYTD SYs.

5. Actual SY, PYTD: This is the actual Student Years

produced during the PYTD period according to information stored in and imported from the JCDC-WSSR database. This reflects the average actual on-board strength during the PYTD period, which is then adjusted (number of days in PYTD/365 days) to yield Actual PYTD SYs.

6. Capacity Percent, PYTD: This is the Program Year to Date actual student service years produced compared to plan. This is calculated as the value in E5 divided by the value in E4.

7. Slot Capacity @ End of Quarter: This is the planned slot capacity on the final day of the report period according to information contained in the JCDC-WSSR database.

F. Student Year Cost:

1. Planned for PYTD: This is the planned cost PYTD from 2110F, Page 2, Line 32, Column (c), divided by planned SY PYTD as displayed in item E4 above.

2. Actual Cost/SY, PYTD: This is the actual cost PYTD from 2110F, Page 2, Line 32, Column (d), divided by actual SY PYTD as displayed in item E5 above.

G. Expected Underrun if OBS is Less Than 98.0 Percent:

Note: Data is shown in this block only if the value in item E6 is less than 98.0 percent.

1. Expected Savings per SY Not Delivered: Item F1 (Planned Cost per SY) x 15 percent.

2. SY Shortfall, Program Year to Date: Item E4 (Planned SY, PYTD) minus Item E5 (Actual SY, PYTD).

3. Minimum Underrun Expected: Item G1 x Item G2.

4. Reported Variance: This is the PYTD center operations cost variance reported on Page 2, Line 30, Column (e). An underrun will be positive. An overrun will be negative.

5. Underrun Deficit: If item G3 is less than item G4, this data cell is left blank. Otherwise, this data cell displays the value of item G3 minus item G4. The amount in item E5 is that portion of the expected underrun that has not been obtained. This will require the CCC agency to supply an explanation

in the Variance Exceptions and Concerns section on Page 4, of the 2110F.

H. Signature of Authorized Agency Representative:

1. This block shows the signature of the authorized CCC agency representative who is submitting the 2110F to DOL via the FMS. The signature line is reserved for use when the necessary e-signature technology can be applied. The date block shows the date when the report was formally submitted into FMS.

2. Name and Title: This block shows the name and title of the authorized CCC agency representative.

b. 2110F, Page 2

A. Center Name: Same as Page 1.

B. Agency Name: Same as Page 1.

C. Period Ending (Date): Same as Page 1.

D. Status: Same as Page 1.

E. Basis for Planned Expense, PYTD (Prorated versus Custom Detail Budget): This indicates whether the CCC agency has elected to report Planned Expense-CYTD in Column (c) as either (i) straight line pro-rations of the program operating plan amounts for the full Program Year; or (ii) in amounts that are taken from a quarter-by-quarter Custom Detail budget which considers seasonal cost fluctuations in certain line-items.

F. Net Center Operations Expense: Following are descriptions and definitions for entries in Columns (a) through (e).

Cost Categories Column: See the Cost Category Section of this appendix for definitions.

Current Quarter Actual (a): This column displays the actual expenses for the current quarter for each expense category.

Full Program Year Budget (b): This column displays the budgeted amount for the entire Program Year for each expense category as shown on the latest approved program operating plan.

Planned Expense PYTD (c): This column displays the amount of expense for each expense category which has been planned (budgeted) to accumulate from the start of the current Program Year through the end of the reporting period. The CCC agency has an option whether to: (i) have the system report planned expense-PYTD automatically via straight line pro-ration of the program operating plan; or (ii) have a custom detail budget as discussed in section E above. The option may not be changed during a Program Year.

- Prorated from Program Operating Plan: The amount reported will be the current year's straight-line budget through the end of the reported quarter. These amounts are prorated by a factor that is calculated as follows: "Days from Start of Program Year through End of Report Period" divided by "Days in Full Program Year."
- Custom Detail Budget: The amount will be the current year's cumulative quarterly budget through the end of the current quarter as per the custom detail amounts entered earlier in the FMS by the CCC agency.

Actual Expense PYTD (d): This column displays actual expense that has accumulated since the beginning of the current Program Year.

Variance (e): This is the difference between PYTD planned expenses versus PYTD actual expense, computed as Column (c) less Column (d). If the actual expense exceeds the budget (an overrun) the variance will be in brackets (negative variance).

Variance Threshold (f): This column displays the variance thresholds that, if exceeded (plus or minus), require the CCC agency to enter narrative explanations and corrective action plans that will appear starting on Page 4, of the 2110F report. The variance threshold amounts are calculated in accordance with the formulas discussed in the earlier section on Display and Evaluation of Variances.

Subtotal of Direct Expense, Lines 1-29 (Line 30): Line 30 displays the sum of the values in Lines 1 through 29. This represents the totals for direct center-level expense at the CCC in the Center Operations cost category.

Program Direction Expense - Allocated (Line 31): This is the CCC's share of the CCC agency's program direction expense. Although CCC agencies report program direction expense on an agency totals

basis, the Job Corps FMS automatically allocates this total amount among of the agency's CCCs. The amount shown for a CCC represents a pro-rata allocation based on planned slot/SY levels.

Total Center Operations Expense - Lines 30+31 (Line 32): Line 32 shows the total of amounts in Lines 30 and 31. Within the Center Operations cost category, this represents the total of both direct and indirect (i.e., Program Direction) costs that are allocable to the CCC.

c. 2110F, Page 3

A. Center Name: Same as Page 1.

B. Agency Name: Same as Page 1.

C. Period End Date: Same as Page 1.

D. Status: Same as Page 1.

Separate Display for Operating Funds Versus CRA Funds: The differences between Operating (non-CRA) funds and CRA (Construction/Rehab/Acquisition) funds are such that it is useful to provide separate arrays of finance-related management information for each of these two broad categories. The main difference is that Operating funds are available for obligation only during the current Program Year while CRA funds are available for obligation over the course of three program years. It is also the case that the key tracking indicator for Operating funds is EXPENSE while the key tracking indicator for CRA funds is OBLIGATION. Operating funds are applied to support the day-to-day costs for staffing, consumables, utilities, and other ongoing expense. In contrast, CRA funds are applied to contracts and purchases that are needed for major repairs and upgrades to CCC buildings and grounds.

E. Status of Operating (Non-CRA) Funds:

The following are descriptions and definitions for amounts appearing in Columns (a) through (f) in Section E:

Categories of Expense: See the Cost Category Section of this appendix for definitions.

Budget for Program Year (a): This column displays the budgeted amount for the entire Program Year for each expense category as shown on the latest approved program operating plan for the current Program Year.

Current Quarter Expense (b): This column displays the actual net expense in the current quarter for each expense category.

Program Year to Date Expense (Columns c-f): These three columns display CCC expense that is incurred in the current Program Year. The data displayed in each column is as follows:

Expense Paid (or Being Paid) from Current Funds (d): This column displays actual net expense that has accumulated since the beginning of the current Program Year, and which has been paid or will be paid from current/active (non-expired) funds.

Expense Paid (or Being Paid) from Expired Funds (e): This column displays actual net expense that has accumulated since the beginning of the current Program Year which has been paid or will be paid from expired funds. It is expected that the great preponderance of reported expense will be paid from current appropriations. However, it is not unusual for an incidental amount of expense to be paid from funds that were duly obligated at an earlier time under an appropriation that has since transitioned into "expired" status and is so designated in the current Program Year.

Total PYTD Expense (e): This column displays the sum of amounts in Columns (c) and (d).

Total PYTD Expense as percentage of PY Budget (f): This column expresses the Total PYTD expense in Column (e) as a percentage of the Program Year Budget amount in Column (a).

F. Status of CRA Funds:

The following are descriptions and definitions for amounts appearing in Columns (a) through (d) in Section F:

Status Indicators: This column contains row headings (labels) for the indicators of financial status that are being reported in this section. The row headings refer to the following:

1. Transfers Budgeted by DOL: This heading refers to CRA funds that DOL has included in its current

budget/program operating plan. Amounts are displayed only for current/active appropriations and not for open but expired appropriations.

2. Actual Transfers EOP: This heading refers to CRA funds that have actually been transferred to and received by the CCC agency.

3. Balance of Transfers Due (Line 1-2): This heading refers to the amount of funds that DOL will transfer at a later time during the current Program Year.

4. Cumulative Obligations EOP: This heading refers to the total amount of obligations that have been made as of the end of the reporting period.

5. Cumulative Obligations through Prior Program Year: This heading refers to the total amount of obligations that had been made as of the end of the preceding Program Year.

6. Budgeted for Obligation this PY (Lines 1-5): This heading refers to the amount of DOL-approved funding that is or will be available for the CCC Agency to obligate in the current Program Year.

7. Net Obligations this PY (Lines 4-5): This heading refers to the portion of total obligations that have occurred during the current Program Year.

8. Unobligated Balance EOP (Lines 6-7): This heading refers to the amount that is or will be available for additional obligations during the current Program Year.

9. Net Obligations this Quarter: This heading refers to the amount of funds obligated during the quarter being reported. This amount is determined by taking the cumulative obligations reported at the end of the current quarter and netting out the cumulative obligations that were reported at the end of the preceding quarter.

Accounts Expiring this Program Year (Column a): This column is used to report the status of CRA funds that will expire at the end of the current Program Year. This is the

category of funds that has the greatest risk of lapsing. Efforts should be taken to ensure that these funds are fully and properly obligated for approved CRA projects before the end of the current Program Year. As a general rule that is intended to minimize the risk of lapsing CRA resources, accounts that expire earlier should be utilized ahead of accounts that expire later.

Accounts Expiring Next Program Year (Column b): This column is used to report the status of CRA funds that will expire at the end of the Program Year that follows the current Program Year.

Accounts Expiring in a Later Program Year (Column c): This column is used to report the status of CRA funds that will not expire until sometime after the next Program Year. Funds that are reported under this column are usually available for obligation for one additional year beyond the next Program Year. However, instances have occurred in which CRA funds in particular accounts have been granted extended availability per language in appropriations legislation.

Total of Current Accounts (a+b+c): This column is used to display the totals of amounts in columns a through c.

d. 2110F, Page 4

A. Center Name: Same as Page 1.

B. Agency Name: Same as Page 1.

C. Period End Date: Same as Page 1.

D. Status: Same as Page 1.

E. Variance Reasons/Solutions:

This section automatically identifies each line-item, on Page 2, where actual expense differs from planned expense by a significant margin (referred to as the variance threshold). Other reportable anomalies from Pages 1 and 2 are also automatically identified. For each Page 2, Line-Item Variance or other anomaly that is listed, there is a block that shows the dollar amount of the variance/ anomaly, along with blocks in which preparers of the 2110F report are required to supply both reasons for and the resolutions of these

variances and anomalies. The following guidance and advice is provided to those who formulate the reason and resolution statements:

Reasons: The Reason Block is used to explain the cause of the variance or anomaly and its present and future impact on CCC costs and program performance. It is often the case that the reasons for variances cannot be determined solely by the finance department of the CCC. Input should normally be sought from appropriate Program Managers. The discussion of the reasons for a variance or anomaly should be brief, but clearly stated so that they can be understood by a reviewer not aware of specific conditions at the center.

Resolutions: The Resolutions Block is used to briefly explain the action that has been taken or is planned to be taken to correct or resolve the variance or anomaly. Preparers are advised that simple repetition of resolution statements from month to month to month suggest that the planned actions are either ineffective, inappropriate, or not being implemented. If no action is possible, it should be so noted and explained.

8. Descriptions and Definitions of 2110HQ Data Items

Detailed instructions and guidance for entering 2110HQ data into FMS is available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110HQ data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110HQ report when it is viewed in its printable output form.

a. 2110HQ, Page 1

A. Agency Name: This is the name of the federal agency name that has been registered in the FMS. The agency name appears at the top of each succeeding page of the 2110HQ report.

B. Quarter End Date: This is the end date of the quarter for which the report is being prepared. The report period ending date appears at the top of both pages of the 2110HQ report.

C. Quarter Number: This is number of the quarter (1, 2, 3, or 4) for which the report is being prepared. The quarter number appears at the top of both pages of the 2110HQ report.

D. Status: This is the status of the report in terms of “Submitted”

versus "Pending".

E. Expense in All Categories:

Section E in the 2110HQ is patterned exactly after Section E, on Page 3, of the 2110F report. The information in this section of the 2110HQ report consists of agency-wide roll-ups of the expense data reported for agency's CCCs.

Categories of Expense: See the Cost Category Section of this appendix for definitions.

Budget for Program Year (a): On an agency-wide basis, this column displays the budgeted amount for the entire program year for each expense category as shown on the latest approved program operating plan for the current Program Year.

Current Quarter Expense (b): On an agency-wide basis, this column displays the actual net expense in the current quarter for each expense category.

Program Year to Date Expense (Columns c – f): These three columns display agency-wide expense that is incurred in the current Program Year. The data displayed in each column is as follows:

Expense Paid (or Being Paid) from Current Funds (d): This column displays actual net expense that has accumulated since the beginning of the current Program Year which has been or will be paid from current/active (non-expired) funds.

Expense Paid (or Being Paid) from Expired Funds (e): This column displays actual net expense that has accumulated since the beginning of the current Program Year which has been or will be paid from expired funds. It is expected that the great preponderance of reported expense will be paid from current appropriations. However, it is not unusual for a small portion of expense to be paid from funds that were duly obligated at an earlier time under an appropriation that is designated as "expired" in the current Program Year.

Total PYTD Expense (e): This column displays the sum of amounts in Columns (c) and (d).

Total PYTD Expense as % of PY Budget (f): This column expresses the Total PYTD expense in Column (e) as a percentage of the Program Year Budget amount in Column (a).

F. Net Obligation of Current/Active Funds in Current PY (PYTD):

Section F in the 2110HQ is used to report obligations of current/active funds on an agency-wide basis. The term "current/active funds" refers to funds from Job Corps appropriations that are available to obligate during the current Program Year.

Categories of Expense: See the Cost Category Section of this appendix for basic definitions. Please note that Facility Construction/Rehab/Acquisition (CRA) funds need to be broken out in terms of:

a. Funds that will expire at the end of the current Program Year
b. Funds that will expire at the end of the next Program Year
c. Funds that will expire in a later Program Year

Please note that the DOL-approved budget/program operating plan that is issued to a CCC agency reports the cumulative amounts that have been approved for transfer to the CCC agency using the same break-out described above. However, in the 2110HQ report, the amounts shown in the PY Budget Column (a) consist of the cumulatives approved for transfer less the amounts actually obligated prior to the start of the current Program Year. This is to ensure that the current PY budget column accurately reflects the amounts available for obligation during the current Program Year.

This same feature is not needed for the non-CRA accounts due to the fact that current non-CRA funds are not made available for obligation prior to the start of the current Program Year.

Budget for Program Year (a): The amounts in this column are the same as those that appear in Section E. The only difference is the break-out of CRA funds described in the preceding discussion of expense categories.

PYTD Obligations (b): On an agency-wide basis, this column displays the CCC agency's net obligations that have occurred from the start of the current PY through the end date of the quarter being reported.

PYTD Obligations as percentage of PY Budget (c): This column expresses the Total PYTD obligations in Column (b) as a percentage of the Program Year Budget amount in Column (a).

G. Net Outlays in Current PY (PYTD):

Section G in the 2110HQ is used to report net outlays of Job Corps funds that have occurred during the current Program Year.

Categories of Expense: See the Cost Category Section of this appendix for basic definitions.

From Current/Active Funds (d): This column reports net outlays from current/active accounts that have occurred during the current Program Year.

From Expired Funds (e): This column reports net outlays from expired accounts that have occurred during the current Program Year.

Total (f): This column reports the total of amounts in Columns (d) and (e).

b. 2110HQ, Page 2

A. Agency Name: Same as Page 1.

B. Quarter End Date: Same as Page 1.

C. Quarter Number: Same as Page 1.

D. Status: Same as Page 1.

E. Status of Job Corps Operations Funds Received by Agency - Cumulative:

F. Status of Job Corps Construction/Rehab Funds Received by Agency – Cumulative:

These sections summarize the status of all Job Corps funds that have been transferred to the CCC Agency and which are still considered to be "open" accounts. These open accounts include both "current" accounts and "expired" accounts. After an account has been "closed", which normally occurs after an account/appropriation has been in "expired" status for five full years, there is no need for the CCC agency to provide DOL with any further information about that account. If the required information proves difficult to obtain from internal CCC agency financial systems, it is the case that most of the required information in Sections F and G can be abstracted from quarterly SF 133s that CCC financial staff prepare and submit to the Office of Management and Budget (OMB).

Section F is used to provide information on Job Corps Operating funds. Section G is used to show the status of Job Corps CRA funds. Each of these two sections provide for subtotals to be displayed for "current" accounts/appropriations versus "expired" accounts/appropriations.

The following are descriptions/definitions for amounts appearing in Columns (a) through (g) Treasury Appropriation Fund Symbol/TAFS (a). This column displays the TAFS that has been assigned to each account/appropriation, including the numerals that designate the period of availability for obligation.

Appropriation Expiration Date (b): For each TAFS that is listed, the expiration date of the appropriation must be provided. For Job Corps accounts/appropriations, this date will normally fall on June 30th.

Amount Transferred (c): This column is used to display the cumulative amount of funds in each account/appropriation that has been transferred to the CCC agency. This amount might not be available to abstract from the SF 133 for the quarter being reported, but should be readily available from CCC agency financial records. Contact DOL Job Corps financial staff if assistance is needed to locate this information.

Amount Obligated (d): This column is used to display the cumulative amount of obligations charged to each account/appropriation. One possible way to develop this number is to take the cumulative amount transferred per column c and then net out the current unobligated balance being reported in the SF 133 for that quarter. In other words, the amount in this column may be regarded as the Column (c) amount less then Column (f) amount.

Obligations As percentage of Transfers (e): This is simply the amount in Column (d) divided by the amount in Column (c).

Unobligated Balance/End of Period (f): This is the unobligated remainder from the total amount that has been transferred per Column (c). This unobligated remainder may normally be abstracted from the SF 133 that is prepared for the current quarter.

Unpaid Obligations/End of Period (g): This is the subtotal of the obligated amount reflected in column (d) that has not yet been paid out as of the end date of the quarter being reported. This number may normally be abstracted from the SF 133 that is prepared for the current quarter.

E. DOL FUND TRANSFERS

It is the policy of DOL to ensure that CCC agencies have adequate Job Corps funds available to cover all immediate obligation and outlay requirements of their CCC's and their supporting program direction activities. In implementing this policy, DOL must be mindful of the parameters that are inherent in the patterns followed by Congress in appropriating Job Corps funds and in the scheduling for apportionments by OMB.

Within these parameters, DOL will strive to observe the following schedule for making fund transfers to each CCC agency in the framework of the agency's aggregated program operating plan:

1. Incremental Transfers

Funds in the expense categories listed below will be transferred in quarterly increments. The amounts of each quarterly transfer will be intended to bring the cumulative transfer amount up to the percentages of the full PY program operating plan as indicated. Except as noted for the 4th quarter transfer, DOL will process the transfers to occur as early as possible in the quarter. Provided that adequate funds have been apportioned to DOL by OMB, the quarterly cumulative target levels are as follows: (i) 1st quarter - 35 percent; (ii) 2nd quarter - 60 percent; (iii) 3rd quarter - 90 percent; (iv) 4th quarter - 100 percent.

The initial fourth quarter transfer will only provide 95 percent of funds to the CCC's until Low OBS take-back is calculated (for a discussion of Low OBS take-back, see page 51). Once the take-back is determined, the remaining 5 percent of funds will be transferred to the agencies, less the take-back amount.

- Center Operations Expense (Including Program Direction)
- Outreach and Admissions
- Career Transition Services

2. Full Transfers

Funds in the expense categories listed below will be transferred in full as soon as possible after being approved and incorporated into the program operating plan. This will normally be done on a monthly update basis.

- Equipment and Furniture
- Vehicle Rental/Amortization
- Career Technical Skills Training Materials
- Student Transportation
- Support Activities
- Facility Construction/Rehab/Acquisition (CRA).
  DOL will strive to make CRA transfers exclusively from "Advance" appropriations in order to minimize CCC agency accounting and financial

reporting burdens. DOL will also strive to use the most recent CRA advance appropriation that is available at the time of the transfer in order to provide the CCC agency with adequate lead times to obligate the funds to construction and related contracts.

F. CCC PROGRAM OPERATING PLANS

1. Purpose/Definitions

The term "Program Operating Plan" refers to the budget that has been agreed to by DOL and the CCC agency to support the Job Corps facilities and operations that will be administered by the CCC agency during a Program Year. A center-level program operating plan is formulated for each CCC as well as for the CCC-agency's general and administrative functions (referred to as "program direction" activities).

For individual CCCs, program operating plans include annual budgeted amounts for the major expense categories. Center operations expense is further broken out into the line-items described in a previous section. In those line-items that relate to personnel costs, a further break out is provided in terms of federal personnel versus non-federal personnel. Outreach and Admissions, and Career Transition Services funds, if present, are broken out into personnel (federal versus non-federal) and other costs.

Program operating plans are intended to provide the CCC agency with a reliable framework in which to allocate and manage resources for provision of staffing, supplies, and services that are needed for the effective operation of a Job Corps CCC.

2. DOL's IT Infrastructure

Program operating plans for CCCs are maintained in DOL's Job Corps Fund Allocation System (JFAS) and are thus integrated into the DOL database containing the Job Corps Advance Annual Procurement/Financial Operating Plan. JFAS is used not only to maintain the approved CCC program operating plans, it is also used to provide IT support for the development of initial program operating plans prior to the start of each Program Year.

3. Formulation of Initial Program Operating Plans

a. Annual Budget Call

The development of the initial program operating plans that are in place at the start of a Program Year is launched many weeks before the Program Year begins. This process is initiated by DOL through issuance of a Budget Call Memo/Package to each CCC agency. The memo contains a discussion of overall fiscal considerations and policies for the upcoming Program Year, such as allowance levels for scheduled federal pay raises and allowances for

to accommodate the effects of anticipated cost inflation in the nation's economy.

The budget call normally contains overall dollar targets in each major expense category for each CCC agency. Also included in the Budget Call Package are a number of technical exhibits that provide guidance and specifications for the CCC agencies to follow in the preparation of their proposed program operating plans and its required back-up information (e.g., staffing tables, pricing data for supplies and materials, etc.).

b. Schedule for Program Operating Plan Development

The normal schedule for the development of the initial program operating plans is as follows:

- 20 weeks before PY start (on or around February 15): DOL issues budget call memo/package to CCC agencies (copies furnished to DOL regional offices)
- 13 weeks before PY start (on or around April 1): CCC agencies submit proposed program operating plans and back-up materials to Office of Job Corps, and appropriate Regional Office
- 11 weeks before PY start (on or around April 15): DOL Regional Offices provide any comments to Office of Job Corps
- 6 weeks before PY start (on or around May 15): Discussion/ negotiations are completed and approved initial program operating plans are issued by DOL
- Start of new PY (July 1 or first available date apportionment becomes available): DOL initiates 1st quarter fund transfers to the CCC agencies

4. Requesting Mid-Year Funding/Budget Adjustments/Movement of Funds

First note that this section applies to operating (non-CRA) funds only. During the course of a Program Year, the program operating plan of a CCC might require adjustment or revision for a variety of reasons, such as funding for special programmatic initiatives, replacement of fire-damaged supplies and materials, and so forth. In some cases, these adjustments are initiated by DOL (e.g., funding for special initiatives). In most cases, however, proposals for mid-year funding adjustments originate within CCC agencies.

CCC agencies are discouraged from submitting Requests for Funding/Budget Adjustments except in the most urgent and compelling cases. The DOL expectation is that CCC agencies should maintain staffing and deliver services in a satisfactory manner within the resource levels provided in the initial program operating plans that are put in place at the start of each program year. It is also the case that DOL's contingency reserves are rarely abundant.

This section describes the basic steps and requirements that a CCC agency should follow when preparing and submitting a request for a mid-year adjustment in its program operating plan. Please note that this section is concerned only with funding of operating expenses. The term Operating Expense can be defined as all categories of Job Corps expense other than Construction/Rehab - which has its own congressional appropriation. The major expense categories that are considered Operating Expense include: A-Center Operations; B2-Equipment; B3-GSA Vehicle Rental; B4-CTST Materials; C1-Outreach and Admissions; C2-Career Transition Services; D-Student Transportation; and S-Support. With respect to Construction/Rehab funding requests, basic procedures and requirements are found in Chapter 5, Section 5.8, R4.

a. When Is a Request for a Mid-Year Funding/Budget Adjustment Needed?

A request should be prepared and submitted when a CCC agency believes that a funding/budget adjustment is required in order to maintain the effectiveness of a CCC **AND** that such an adjustment cannot be accomplished via unilateral internal budget realignments that are within the parameters described in the DOL/CCC Interagency Agreement.

b. Format

The only requirement for a Budget Adjustment or Movement of Funds request is the use of the Movement of Funds Spreadsheet. This spreadsheet was developed by DOL, at the request of the USDA, to formalize the process for Movement of Funds as described in the current Interagency Agreement. The Bureau of Reclamation is not required to use the attachment, but is encouraged to do so. It is recommended that the request be accompanied by brief explanatory statement along with whatever additional exhibits or tables are appropriate. An electronic "soft-copy" is required.

c. Content

There are no rigid requirements or specifications concerning the content of a Request for Funding/Budget Adjustment. The level of detail depends on the complexity of the situation. Elaborate presentations are not required, but a briefly stated justification for the change in funding, along with appropriate back-up in the form of pricing data and computations. The request should also indicate which major categories of operating expense would be affected. In cases where the increase is of an ongoing nature, it is imperative that the request specify the effective date of the change, the net change amount in the current Program Year and the change amount that will be needed in the next Program Year.

d. Submitting a Request

CCC agencies should, via email, submit Requests for Funding/Budget Adjustment to the Office of Job Corps (to the attention of the budget team), with a courtesy copy being sent to the DOL Job Corps Regional Office that is responsible for monitoring the CCC which is the subject of the request. These types of requests may be submitted at any time. As a general rule, CCC agencies should strive to submit these types of requests as soon as possible after the need for a funding adjustment becomes evident.

e. Turn-Around Time

The Office of Job Corps will strive to provide the CCC agency with a substantive response to its request within two weeks of submittal, depending on the complexity and/or policy implications of the issues that need to be addressed.

5. Underruns Due to Low On-Board Strength (OBS)

CCC agencies are expected to control expenditures for items that are sensitive to on-board student strength to ensure that expenditures for such items are commensurate with average student OBS. Expense items that are considered OBS-sensitive include food, clothing, and other consumables that normally comprise about 15 percent of a CCC's center operations budget.

In any program year when the CCC operates at less than 98 percent of planned capacity, the CCC agency will be expected to generate an appropriate cost under-run as a result of reduced spending for OBS-sensitive items. The amount of the expected under-run is computed as follows: numerical shortfall in student service years during the program year x the budgeted cost per SY (i.e., annual center operations budget/planned SY) x 15 percent = anticipated under-run. Anticipated low-OBS under-run data appears automatically on each quarter's 2110F cost report if capacity utilization is running less than 98.0 percent on a program year-to-date (PYTD) basis.

Based on a CCC's cost report for the quarter ending March 31st, DOL will make an appropriate reduction in the program operating plan of any CCC which has a PYTD capacity utilization of less than 98.0 percent. This reduction will be based on the under-production of student years (SY's) that has occurred during the first nine months of the program year. The amount of the reduction will be the same as the "Minimum Expected Low OBS Under-Run" that is reported in the March 31st quarterly cost report.

6. Program Year-End Return Transfers

If, during the final quarter of a program year, a CCC agency determines that it will not be able to obligate some portion of the Job Corps funds that have been transferred from DOL, the CCC agency should make arrangements to transfer the funds back to DOL so that funds arrive back to DOL on or before June 1. This will allow DOL to obligate the funds for allowable purposes prior to the end of the Program Year.

If the funds in question were originally provided for equipment/furniture acquisition, the purchase of CTST materials, facility Construction/Rehab projects, or similar items that are not of an ongoing, operational nature, DOL will strive to restore these funds to the CCC agency through appropriate compensating budget increases in the CCC agency's program operating plan for the following program year. In order to assure the restoration of these funds, the return fund transfer to DOL must be accomplished by no later than June 1st in the expiring Program Year.

7. Formats and Content

Detailed instructions and specific formats will be provided in each year's budget call package that is issued to CCC Agencies by DOL. If DOL intends to introduce material changes in the requirements or formats that have been used in the past, it will, if practicable, share the proposed changes with the CCC Agencies for review and comment beforehand.

APPENDIX 507
MONTHLY STAFFING REPORTS

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A. CENTER STAFF VACANCY AND SEPARATION REPORT

1. Purpose

The Job Corps Monthly Center Staff Vacancy and Separation Report, ETA 2110S, is used by operators of Job Corps centers (contractors and Civilian Conservation Centers (CCC) agencies) to report staff vacancy and separation data. This data is used by U.S. Department of Labor (DOL) to create management information that is used to monitor trends in staff vacancies and staff turnover that require attention and possible corrective action.

2. Originators

Job Corps center operators complete this report for each center for which they are currently responsible. Where there is more than one operator at a particular Job Corps center, each with specific center responsibilities and a separate contract or funding agreement with Job Corps, each operator will complete this report for center staff on their payroll. Also, a separate set of reports may be required for major program components falling under one contract or funding agreement (e.g., satellite center versus main center) if requested by the DOL-Job Corps Regional or National Office.

3. Time Frames

Reports will display information for the entire reported calendar month. The reports are due from center operators by the 20th day of the following month. For example, the report for June is due on July 20th.

4. Submittal Procedures

Contractors and CCC agencies submit the 2110S using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2110S and which ensures consistency and accuracy in all internal mathematical operations that are present in the 2110S output reports. Contractors and CCC agencies may obtain detailed guidance concerning FMS procedures for entering and submitting the 2110S by referring to the FMS Technical Guide that is available from the FMS website.

5. FMS Output Reports

Contractors, CCC agencies, and DOL staff are able to generate useful 2110S-based output reports from FMS, including a 12-month roll-up report that tracks a center's vacancies and turnover rates for the prior twelve month period, and which compares the center's data alongside national averages.

6. 2110S Data Descriptions and Definitions

Detailed instructions and guidance for entering 2110S data into FMS is available from the FMS Technical Guide. The following discussion provides definitions and descriptions of the information that appears on a submitted 2110S report when it is viewed in its basic printable output form.

Center Name: This is the name used to identify the Job Corps center being reported. If the report applies to a major component rather than an entire center, the component name will appear after the center name, e.g., "Pine Top-Utopia Satellite."

Current Center Operator: This is the name of the operator organization (contractor or CCC agency) as registered in the FMS.

Report for Month Ending: This is the last day of the calendar month for which the report has been prepared.

Total Center Slot Capacity: This is the official planned slot capacity of the center as of the last day of the month reported, according to information stored in the JCDC-WSSR (JCDC-Weekly Student Strength Report [WSSR]). This is further broken out in terms of:

Residential Slots vs. Non-residential slots; and Off-Center Training Slots vs. On-Center Slots (in FTSE-full time student equivalents)

Columns:

Position Categories: To determine which positions/job titles are to be reported in which personnel categories, please refer to the appropriate financial management appendix (502 for contract center operators and 506 for CCC agencies) and refer to the sections that describe center operations expense categories.

Notes:

- Staff funded in expense categories other than Center Operations, (e.g., OA or CTS) are not to be included in the "center" version of this report.
- Career Technical Training instructors furnished via NTCs (National Training Contractors) are reported separately on the line so labeled.

FTE Positions Authorized: This column displays the current number of funded full-time equivalents (FTE) authorized in each category. This will include all direct center employees of the center, National Training Contract (NTC) staff, and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions at the center, which might otherwise be performed by direct employees of the center operator.

Notes:

- The term FTE refers to full-time equivalent (e.g., 1 full-time position or 2 half-time positions). Part-time staff will be reported as a portion of an FTE, e.g., 0.5 FTE for a staff member who works half the hours required of a full-time position.

- Substitute positions are not included in the count of Authorized Staff.

- If an employee works in more than one area such as part-time in academics and part-time in career technical training, or a secretary is assigned to two departments, the FTE will be allocated to the appropriate category as explained in the sections contained in the financial management appendices concerning "Allocation of Split Duties."

On Board (End of Month): This is the number of FTE staff on board in each category at the end of the current month. This will include all direct center employees of the center, National Training Contract staff, and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions at the center, which might otherwise be performed by direct employees of the center operator. Overtime will not be considered when calculating on-board FTE. **The maximum FTE for any single staff person will be 1.0.**

Vacancies (End of Month): This is the number of vacancies at the end of the month for each category and center total. It is calculated by subtracting "On Board" from "FTE Positions Authorized."

Separations This Month: This is the number of FTE represented by staff persons who were separated from employment at the center for any reason (transfer to another center, resignation, retirement, fired for cause, etc.) during the month being reported. Staff members who transfer from one job to another at the center are not

counted. If it has been discovered that a staff member was separated in the prior month but not counted on that month's report, that separation will be counted on the current month's report.

B. OA/CTS STAFF VACANCY AND SEPARATION REPORT

1. Purpose

The Job Corps Monthly Outreach and Admissions (OA)/Career Transition Services (CTS) Staff Vacancy and Separation Report, "ETA 2110S-OA/CTS," is used by DOL-funded providers of OA and/or CTS services (contractors or CCC agencies) to report staff vacancy and separation data. This data is used by DOL to create management information that is used to monitor trends in staff vacancies and staff turnover that require attention and possible corrective action.

2. Originators

DOL-funded providers of OA and/or CTS services complete this report for each of their DOL contracts or funding agreements that are currently in place. If the provider is a CCC agency, separate reports are required for each CCC that is being funded for these services. This report must also be submitted by center contractors whose contracts are expressly funded for the provision of OA and/or CTS services.

3. Time Frames

Reports will display information for the entire reported calendar month. The reports are due from OA/CTS contractors by the 20th day of the following month. For example, the report for June is due on July 20th.

4. Submittal Procedures

OA/CTS providers submit the 2110S-OA/CTS using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2110S and which ensures consistency and accuracy in all internal mathematical operations that are present in the 2110S-OA/CTS output report. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting the 2110S-OA/CTS by referring to the FMS Technical Guide that is available from the FMS website

5. FMS Output Reports

OA/CTS providers and DOL staff are able to generate useful output reports from FMS, including a 12-month roll-up report that tracks a provider's vacancies and turnover rates for the prior twelve-month period, and which compares the provider's data alongside national averages.

6. 2110S-OA/CTS Data Descriptions and Definitions

Detailed instructions and guidance for entering 2110S-OA/CTS data into FMS is available from the FMS Technical Guide. The following discussion provides definitions and descriptions of the information that appears on a submitted 2110S report when it is viewed in its basic printable output form.

Contract Name and Scope: This identifies the services being provided (OA and/or CTS) and the geographic coverage of the contract or funding agreement.

Contractor: This is the name of the OA/CTS provider organization as registered in the FMS.

Report for Month-Ending: This is the last day of the calendar month for which the report has been prepared.

Columns:

Position Categories: To determine which positions/job titles are to be reported in which personnel categories, please refer to the appropriate financial management appendix (503 for contract center operators and 506 for CCC agencies) and refer to the sections that describe and define the OA and CTS expense categories. Staff funded in expense categories other than OA or CTS (e.g., staff funded under a center operations budget) are not to be reflected in these reports.

FTE Positions Authorized: This column displays the current number of funded FTE authorized in each category. This will include all direct employees of the provider as well as subcontractor employees (or contractor employees at CCC's) who perform ongoing functions which might otherwise be performed by direct employees of the provider.

Notes:

- The term FTE refers to "full-time equivalent" (e.g., 1 full-time position or 2 half-time positions). Part-time staff will be reported as a portion of an FTE, e.g., 0.5 FTE for a staff member who works half the hours

required of a full-time position.

- If an employee works in more than one area, such as part-time in OA and part-time in CTS, the FTE will be allocated to the appropriate category as explained in the sections contained in the financial management appendices concerning "Allocation of Split Duties."

On-Board (End of Month): This is the number of FTE staff on board in each category at the end of the current month. This will include all direct provider employees and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions which might otherwise be performed by direct employees of the provider. Overtime will not be considered when calculating on-board FTE. **The maximum FTE for any single staff person will be 1.0.**

Vacancies (End of Month): This is the number of vacancies at the end of the month for each category and center total. It is calculated by subtracting "On Board" from "FTE Positions Authorized."

Separations This Month: This is the number of FTE represented by staff persons who were separated from employment under the OA/CTS contract or funding agreement for any reason (transfer to another contract, resignation, retirement, fired for cause, etc.) during the month being reported. Staff members who transfer from one job to another that is funded under the same contract or funding agreement are not counted. If it has been discovered that a staff member was separated in the prior month but not counted on that month's report, that separation will be counted on the current month's report.

APPENDIX 508
CAREER TECHNICAL SKILLS TRAINING

Career Technical Skills Training (CTST) projects provide opportunities for students to learn and practice career technical skills and workplace competencies through projects that result in improved facilities, projects or finished products. Projects accomplished through the CTST program provide students with quality training in a wide range of skills required for employment in their chosen career fields.

General Requirements

1. The National Director of the Office of Job Corps will allocate CTST funds to support training projects for designated career technical training (CTT) programs that use projects in the Construction, Advanced Manufacturing, Automotive and Machine Repair, Information Technology (Network Cable Installation only), Transportation, or Renewable Resources and Energy industries as the primary method of training. Training provided in these programs should offer a minimum of 65 percent hands-on activities/project-based learning resulting in finished products, projects or improved facilities.

2. Additional programs and projects may be eligible for CTST funding if determined to be appropriate by the National Director.

3. CTST projects must be described by the center in an annual CTST Plan prepared for the upcoming program year, and submitted by February 1, annually using approved CTST Submittal forms from the Funded-Not-Corrected (FNC)/Construction, Rehabilitation, and Acquisition (CRA)/Career Technical Skills Training (CTST) Job Corps Citrix website. Upon completion of all required fields within the form, Centers will upload the completed form to the FNC/CRA/CTST Job Corps Citrix website for review and approval by the Regional Office, followed by the National Office. When National Training Contractor (NTC) trades are involved, the annual CTST Plan must be developed in full cooperation with the NTC instructor(s). An NTC representative must sign the CTST Plan or provide a letter of concurrence with it, as well as for any modification to the plan, submit to the National Office, as prescribed below.

4. CTST Plans must be based on providing a wide range of training experiences for students within the funding allocated by the National Office of Job Corps (NOJC), and the student training time available for CTST work during the program year. Every effort should be made to actively involve students in planning and budgeting CTST projects and should be considered part of their project-based learning process.

Programs Eligible for CTST Funding

1. The annual CTST program budget for each center must be determined on the basis of the total authorized training slots for the following career technical offerings which use hands-on, project-based learning as the primary method of training. The following program areas, both basic and advanced, are eligible for CTST funding (Basic and Advanced designation is provided through the Centers Approved Master Profile):

- Bricklayer
- Brick Masonry
- Building Construction Technology
- Carpentry
- Cement Masonry
- Construction Craft Laborer
- Electrical
- Facilities Maintenance
- Floor Covering
- Forestry Conservation and Firefighting
- Glazing
- Heating, Ventilation and Air Conditioning (HVAC)
- Heavy Construction Equipment Mechanic
- Heavy Equipment Operations
- Heavy Truck Driving
- Landscaping
- Machining
- Manufacturing Technology
- Network Cable Installation
- Overhead Line Construction
- Painting
- Paving Machine Operator
- Petroleum Technician
- Plastering
- Plumbing
- Sign, Billboard, and Display
- Smart Meter and Instrumentation Technician
- Solar Installer and Repairer (PV and Thermal)
- Stationary Engineering
- Surveying
- Tile Setting
- Underground Residential Distribution
- Urban Forestry
- Water/Wastewater Operator
- Weatherization
- Welding

CTST Funding

1. Funding allocated to each center for CTST programming must be established by the National Office of Job Corps (NOJC) on a program year basis and per training slot for each eligible career technical training (CTT) program as specified above.

2. CTST funds must be maintained and accounted for by the center as a separate budget line item and not transferred to any other budget category.

3. Centers may use single project underrun to support/balance out existing approved project(s), provided single underrun project is in 100 percent completion status within the applicable CTST program year (PY) cycle.

4. The total estimated cost of the center's CTST Plan must not exceed the annual allocated funding level established by the National Director of the Office of Job Corps.

5. The center's annual CTST Plan must include estimated costs of individual CTST projects.

    a. CTST funds may be used for the following:
        (1) Materials, tools and supplies (including health, safety, and personal protection equipment (PPE) and public identification)
        (2) Jobsite power tools (specific to the completion of CTST projects)
        (3) Equipment rental
        (4) Contracted services

(5) Agency technical services (USDA Forest Service Civilian Conservation Centers [CCCs] only)
(6) Motor vehicle operations and maintenance

b. The total combined costs for a CTST project contracted services and agency technical assistance must not exceed 50 percent of the total cost of the individual project for which it is requested.

c. The use of CTST funds for mock-up training must be limited to materials, jobsite power tools, and equipment necessary to construct installed training aids or work stations.

6. CTST funds must not be used to:

a. Supplement budgets or operations that are unrelated to or beyond the scope of hands-on training.

b. Pay any center staff salaries.

c. Purchase separately funded career technical training, consumable materials used in classroom training, curriculum, training aids, audiovisuals, or texts.

d. Offset or prorate salary, administrative, or support costs above the center level.

e. Maintain, rehabilitate, or construct staff housing.

f. Subcontract for the purpose of accelerating a project completion date.

7. Funding for CTST off-center projects may be supplemented in whole or in part by the benefiting agency, but:

a. Costs to Job Corps must be limited to those items that are directly related to student training, and essential heating, plumbing, and electricity.

b. Benefiting agencies/organizations must provide all technical assistance, materials, planning, design, and ancillary features and equipment that do not contribute to or involve student training.

Annual CTST Plans

1. Plan Contents - Each center's annual CTST plan must be prepared and submitted using the annual CTST Form approved by the National Office, which shall be posted on the Job Corps Funded-Not-Corrected (FNC)/Construction, Rehabilitation, and Acquisition (CRA)/Career Technical Skills Training (CTST) website.

2. Project Selection - Centers must select CTST projects in accordance with the following priorities;

a. Projects that address skill items on Electronic Training Achievement Records (e-TARs) for each career technical training (CTT) area to ensure a wide range of skills development and that ensure the training inherent in the proposed projects is geared to job placement in the field for which students are being trained

b. On-center construction, rehabilitation, and maintenance projects, including items identified in the facility survey (In situations where contracted services are required, priority must be given to projects that fulfill these services through another Job Corps center's or other career technical skills training program's participation, whenever reasonably possible.)

c. Off-center projects on federal, state, county, or municipal public lands (Priority must be given to those projects for which the benefiting agency provides the most financial support. Benefiting agencies must provide technical assistance, materials, and other resources.) Justification must be provided for projects that require more than one hour travel in each direction:
   (1) Promote, preserve, or protect the economic self-interest of private individuals or groups, whether profit or nonprofit.
   (2) Involve capital construction that would normally be provided through city funding, industry funding, or through bond issues.

d. Public service projects for nearby communities, limited to public lands or to support community-based organizations (Such organizations need not be involved in providing job training services. Community service projects must be considered on-center projects in establishing priorities, provided the cost to Job Corps does not exceed $5,000.)

e. Repetitive or production-oriented projects that provide short-term or inclement weather activities, such as production of cattle guards, picnic tables, and other such items

f. Construction of cut-away displays, mock-ups and work stations

g. Special projects as assigned and approved by the National Office

3. Prohibited Projects - Centers must not include the following in CTST Plans:

   a. Projects that displace currently employed or contractually required workers, or impair existing contracts for services

   b. Costs of administrative direction, management assistance, or overall program planning and support provided by the center operator when such costs are not directly related to the planning or execution of any specific project

4. Spike Camps/Off-Center Residential Facilities – Spike camps/off-center residential facilities must be established only in support of a specific CTST project proposal.

5. Spike camp proposals must include full justification and meet the following criteria:

a. Be located 75 miles or less from the center, or further distance if approved by the Regional Office

b. Be temporary and not maintained beyond the life of the CTST project

c. Provide academic and residential support services and supervision of students 24 hours each day, commensurate with the level of services provided at the center

d. Exclude beginning readers from participation

e. Provide student supervision by staff other than career technical training instructors during non- working hours

f. Provide adequate medical/dental coverage for students

g. Have prior inspection and approval by the Center Safety Officer

h. Provide adequate communications between the spike camp and the center

i. Be operational only during the training week. Students must be returned to the center at the end of the last training day of the week

j. Have prior agreement from any involved NTC

k. Maintain costs involved with the spike camp operation separately from center operations to enable analysis of cost-effectiveness of the operation

6. Center-to-Center Collaborative Projects

a. Centers must make every effort to use existing CTST programs including those at other centers, when planning CTST projects.

b. Centers are encouraged to review local and distance centers for available CTST support for proposed projects that the existing center does not have the CTST program offering. No distance limitations are placed on center to center collaboration.

CTST Plan Submission and Approval

1. National Office Approval - centers must not begin any CTST project construction without express approval by NOJC.

a. Centers not submitting by the deadline established by NOJC may be determined to have forfeited/or delayed availability to CTST funds.

b. The NOJC Division of Education Services, Career Technical Training (CTT) Unit will maintain record of and manage the review process, including review by the Job Corps Division of Facilities and Asset Management, if necessary.

c. Centers may submit corrections or alternative/replacement projects using the annual CTST Form approved by the National Office and formally notifying the CTT Unit Supervisor of their intent to do so, but not later than April 30.

2. Allocations - The National Office, via CTT, will communicate final allocation status to the Regional Office not later than July 1 and the Regional Office shall distribute CTST funds to centers for CTST projects approved by the National Office between July 1 and July 31.

3. 90 Day Rule - The Regional Offices shall place 100 percent of the center's allocation on the existing center operations contract unless said contract is scheduled to terminate/expire within 90 calendar days of the funds being made available to the Regional Offices. In cases where the contract is scheduled to terminate/expire within 90 calendar days, the Regional Office will place 100 percent of the available CTST funding on the new contract, once awarded.

4. Spending of Funds by Centers - The center must spend all CTST funds on its designated plan and projects by March 31 or forfeit unspent funds to the National Office. Each center must also complete the reconciliation contained in the CTST form at least twice annually, or at a frequency directed by the NOJC. The bi-annual status report must be submitted for July 1 through December 31 activity by 5:00 p.m. Eastern Standard Time January 31. The reporting for the period of July 1 through June 30 report must be submitted by 5:00 p.m. Eastern Standard Time July 31.

Operation of CTST Projects

1. Center management must designate a staff member to coordinate and manage CTST project implementation. NTCs involved with specific projects must assist the designated staff member in carrying out the plan.

2. The individual designated to oversee CTST projects must coordinate with all career technical training programs on center involved in CTST projects and the Safety Coordinator.

3. The Regional Office will report withdrawal and deferment of an approved CTST project and instances of unauthorized projects or expenditures in writing immediately to the National Office CTT Unit.

4. All major CTST projects in progress and all completed projects and products, including buildings, campgrounds, or other permanent projects, must be prominently marked as having been produced by Job Corps. All movable products must be identified by either affixing a marked, non-corroding metal plate or by branding/stamping the project with the Job Corps name or emblem.

APPENDIX 509
JOB CORPS CHILD DEVELOPMENT PROGRAMS

SELECTION OF SERVICE PROVIDER, FUNDING, AND OPERATION OF JOB CORPS CHILD DEVELOPMENT PROGRAMS

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Required Approval Prior to Operation of a Child Development Center

1. Job Corps Center (JCC) Operators must obtain approval from the National Director of Job Corps, or designee, prior to operating a Child Development Center (CDC) in the following circumstances:

   (1) When initiating a new CDC at a JCC (no CDC currently operating);

   (2) When the Operator transitions into a new operations contract (regardless of whether the Operator performed under the previous operations contract—a new approval is required after every contract award as part of the transition process);

   (3) When the Operator wishes to engage a new firm or organization to provide child care or child development services at a CDC;

   (4) When directed by DOL to cease operations of a CDC and present a plan for restart, or

   (5) As directed by the Job Corps National or Regional Office.

   Such approvals from the National Director or designee are required for on-center CDCs as

well as for off-center childcare arrangements.

2. In every case where prior approval of a CDC is required, the JCC Operator must submit a Request, as described in Exhibit 5-6, *Request to Operate Child Development Center or Residential Parent and/or Guardian/Child Programs*, to the National Office, through the Regional Office. That Request must include:

    a. A detailed narrative of the Operator's plan to meet the requirements set forth in this Appendix (hereinafter "CDC Plan");

    b. If the Operator plans to engage a third party to provide childcare or child development services at the CDC (hereinafter "CDC Service Provider"), the name, address, and general qualifications and experience of the proposed CDC Service Provider, and in addition, a draft of the proposed Operating Agreement between the Operator and the proposed CDC Service Provider. Note: An Operating Agreement must be in force between the Operator and the CDC Service Provider(s), even if at times there are no children of JCC students using the services of the CDC.

    c. All information specified in Exhibit 5-6.

3. The process for review of Requests for Approval of CDC may vary depending on the facts of the particular case. Generally, the National Director or designee will conduct an initial review of the Request. The National Director or designee may ask questions of the Operator at that time or require submission of additional information or documents in support of the Request.

4. Based on the initial review of the Request, the National Director or designee may determine the Operator has presented what appears to be a viable plan, worthy of further review. If so, the National Director or designee may direct the Operator to proceed with the engagement of the proposed third-party CDC Service Provider and the signing of the Operating Agreement. DOL may ask the Operator to submit a copy of the final Operating Agreement. The Operating Agreement must be adequate to meet the requirements for operation of a CDC as set forth in this Appendix, the Operator's contract with DOL, and all requirements of law respecting the operations of childcare facilities in the locality. As part of that initial determination, DOL may establish a timeline and milestones for finalizing the review process and the activities to be completed by the Operator prior to final approval and thereafter start of CDC Operations.

5. The National Director or designee may conduct a design and/or facility review as part of the review of the Request.

6. If the National Director or designee determines that the Operator's CDC Plan meets requirements, and that implementation of that Plan is in DOL's interest, the National Director or designee may approve the start of CDC operations in accordance with the approved CDC Plan. The National Director or designee may approve the CDC Plan subject to conditions or limitations that the National Director or designee deems appropriate, as reflected in the Plan documents approved by the National Director. To the

extent a modification to the operations contract is required to give effect to the CDC Plan approved by the National Director or designee, the Contracting Officer will issue an appropriate modification to the operations contract.

7. The Operator must not operate a CDC, nor permit operation by any third party of a CDC, unless and until the National Director or designee has formally approved the CDC Plan, the necessary contract modifications have been issued by the Contracting Officer, and DOL has issued license(s) to all third-party CDC service providers or otherwise granted third parties permission to operate at JCC facilities.

Responsibilities of Center Operators in Managing CDCs

In operating a CDC, the JCC Operator must comply with the terms of its operations contract with DOL, the provisions of this Appendix, and with the terms of the approved CDC Plan, including all supporting documentation. Further, the Operator is responsible for managing and monitoring the work of the CDC Service Provider(s) to ensure compliance with all requirements. The Operator understands and agrees that careful management and close monitoring of this aspect of its contract work is particularly important given the special needs of children and their families.

Center Operators are responsible for monitoring the day-to-day operations of CDC Service Provider(s) to ensure all CDC operations are consistent with contract and PRH requirements and all applicable laws. Further, Operators must ensure the CDC Service Provider is in compliance with the terms of its Operating Agreement with the Operator and with the terms of the license issued by DOL to the CDC Service Provider(s). In the event the Operator finds that a CDC Service Provider is not in compliance with any CDC requirement, or with the terms of the CDC Operating Agreement or its DOL license, the Operator must take prompt and appropriate actions to effect compliance and the Operator shall immediately notify the Job Corps Regional Office of any such non-compliance.

As the sole party under contract with DOL, the Operator remains responsible for CDC operations. The responsibilities of the Operator include, but are not limited to:

1. Facilities and equipment within the CDC must be maintained as specified in Exhibit 5-9 (Facility Requirements for Child Development Centers and Residential Parent and/or Guardian/Child Programs).

2. JCC Operators must ensure that their general insurance covers all CDC operations, including any and all activities of CDC Service Providers, and Operators must document the condition of the CDC facility as well as any outstanding maintenance and repairs needed.

3. JCC Operators are responsible for monitoring the condition of childcare facilities, identifying and tracking deficiencies and required repairs, and identifying and immediately correcting any life safety issues. Facility issues and repairs must be identified, tracked, and corrected by center operators according to the same procedures that apply to other center facility issues and repairs.

4. Center operators must conduct a semi-annual compliance reviews, document the findings in writing, and submit to the Job Corps regional office in accordance with Exhibit 5-2. The review must document whether the CDC is being operated in compliance with the PRH, and the current operating agreement, and document the condition of the CDC facility as well as any outstanding maintenance and repairs needed.

5. When admitting children to the CDC, Job Corps students and Job Corps applicants with dependent children must be given preference over all others. The CDC should be capable of offering childcare services to every dependent child of a Job Corps student. Center operators are responsible for negotiating with the CDC Service Provider and establishing a waitlist preference for Job Corps students and applicants with dependent children that is sufficient to meet center recruitment goals and on-board strength. Center operators must monitor the CDC Service Provider's compliance with the waitlist preference for the dependent children of Job Corps students and applicants. Center operators are responsible for ensuring that outreach and admissions staff are aware of the waitlist preference and enrollment procedures at the CDC to ensure that Job Corps students and applicants do not face barriers to enrollment or continued participation in the Job Corps program due to students' childcare responsibilities.

Center operators must ensure the following:

1. CDC buildings and furnishings must conform to National Fire Protection Association (NFPA) 101 and state and local licensing requirements. In cases where these differ, the more stringent requirement must apply.

2. Prior to occupancy, the facility must be inspected by the state licensing agency, local fire department or other authorized agency, the Job Corps center's safety supervisor, and the DOL safety and health officer.

3. Portable fire extinguishers, which meet state guidelines, are available in the CDC.

4. An annual fire prevention inspection by the fire department or cognizant agency, the CDC director or designated representative, and center operator's safety supervisor must be conducted, and any discrepancies must be promptly corrected.

5. Crib rooms in CDCs must have at least one exterior exit with an inclined ramp for emergency evacuation of wheeled cribs.

6. Smoking is not permitted in CDC or in children's outdoor play areas.

7. The CDC is maintained in sanitary condition in order to reduce the spread of disease.

8. Door and cabinet hardware in child activity spaces and children's bathrooms must be operable from either side.

9. Exit-door hardware in toddler activity spaces must be located above the reach of children.

10. All paint in CDC facilities is non-toxic and lead free.

11. Pest control operations are conducted when necessary, by the center operator's safety supervisor.

12. A daily inspection of the CDC and outdoor play areas must be conducted by center management personnel to identify and eliminate safety hazards.

13. First aid kits must be conveniently located, but out of reach of children, in all CDCs and include materials for emergency cleansing and protection of wounds, bandages, dressings, rubber gloves, thermometer, and tweezers.

14. Emergency instructions and telephone numbers of medical, ambulance, fire, and police services must be conspicuously placed near all facility telephones.

Engagement of CDC Service Provider(s)

JCC Operators are responsible for the selection of CDC service providers who are responsible and who have the qualifications, staffing, and other resources necessary to provide such services in full compliance with all requirements. JCC Operators must negotiate and execute a CDC Operating Agreement that sets forth the terms and conditions governing the engagement of the CDC Service Provider. While DOL will review Operating Agreements to ensure they are adequate to meet the requirements of the PRH and the Operations contract, the CDC Service Provider has no contract with DOL. The establishment and administration of the CDC Operating Agreement is the direct responsibility of the Operator, not DOL.

In engaging CDC Service Provider(s) and establishing CDC Operating Agreements with each of them, the Operator must consider the following:

1. CDC Operating Agreements are not leases. The JCC Operator may not explicitly or implicitly grant any third party a leasehold or other real property interest over Center land, buildings, or facilities. Only DOL may permit a third party to use JCC land, buildings, or facilities and DOL will do so by directly issuing appropriate licenses or permits to CDC Service Provider(s). CDC Operating Agreements between an Operator and a CDC Service Provider may not limit or impair DOL's ability to grant, condition, revoke or terminate a license for the use of JCC land, buildings, or facilities.

   Generally, the license or permit issued by DOL to the CDC Service Provider(s) will be revocable unilaterally, by DOL, subject only to any advance notice as set forth in the license/permit itself. If the Operator believes a fixed-term license or other particular term or condition is necessary to attract and engage a needed CDC Service Provider, the Operator should so indicate at the time it submits Exhibit 5-6, Request to Operate Child Development Center or Residential Parent and/or Guardian/Child Programs, to DOL. DOL will consider such requests and DOL may in its sole discretion include a fixed term or other provision in the license DOL issued to the CDC Service Provider. If appropriate,

DOL will notify the Operator and the proposed CDC Service Provider(s) of DOL's determination in this regard before approval of a CDC Plan.

2. Operators may not charge rent to CDC Service Provider(s).

3. As set forth above, DOL must approve the Operator's CDC Plan before any new CDC operations can begin. When a new contract for operations is awarded, the Operator (even if the incumbent) must submit such a plan, consistent with Exhibit 5-6, Request to Operate Child Development Center or Residential Parent and/or Guardian/Child Programs as part of its transition activities to the new contract. The CDC Plan and a new CDC Operating Agreement(s) must be signed and put in place as soon as possible. In the interim, the new Operator must take every reasonable measure to avoid and minimize disruption or delay in the provision of childcare services.

4. If the Operator wishes to change an existing CDC Service Provider(s), at the start of contract performance or at any time thereafter, the Operator must alert the COR promptly. In the case of a change that the Operator proposed prior to award, then the Operator must notify DOL of its intent (and file Exhibit 5-6, no later than 15 fifteen days after award).

5. If a CDC Service Provider indicates that it no longer wishes to perform those services, the operator must notify Job Corps Regional Office promptly. Similarly, should the Operator learn that the CDC Service Provider is not in compliance with a material term of its Operating Agreement, the Operator must bring the noncompliance to the attention of the Job Corps Regional Office and the Operator must take all reasonable measures to correct the noncompliance. DOL may determine that the CDC Service Provider(s) non-compliance requires ceasing of CDC operations, in which case DOL may revoke the license to operate issued to the CDC Service Provider and DOL may direct the CDC Service Provider to vacate the Job Corps center. Only DOL has the authority to revoke the CDC service provider's license to operate at the center facilities.

6. The term of an Operating Agreement must not be for a period longer than the term of the Operator's contract with DOL (i.e., if the prime contract is a two-year base period, then the base period of the Operating Agreement can be for no longer than two years). Option periods of the Operating Agreement, if any, should not be longer than the option periods in the Operator's contract.

7. Operating Agreements must be executed on behalf of the entity that holds the Operations contract with DOL, i.e., operating agreements must not name "XZY Job Corps Center" as a contracting entity or signatory. The person signing for the Operator must have the authority to bind the Operator.

8. Any term in a CDC Operating Agreement shall be deemed invalid and non-enforceable to the extent it contradicts any of the above provisions and any such invalid clause shall be severed from other, conforming provisions of the CDC Operating Agreement, which shall remain valid and enforceable.

Funding Sources

For information on the rules governing the reimbursement of contract costs associated with CDC work, see Exhibit 5-7.

CDC Operational Requirements

The following are requirements that apply to CDC operations, whether performed by the Operator directly (with its own staff) or by CDC Service Provider(s) under an Operating Agreement with the Operator. The CDC Operating Agreement should include terms and conditions as necessary to ensure compliance with all of these requirements:

1. The CDC service provider must be licensed in the State of operation at all times.

2. The CDC service provider must provide a preference such that in the event that the CDC is operating at capacity, the children of Job Corps students and applicants will be given priority for spots as they become available. The priority must be sufficient to meet center recruitment goals and on-board strength and adequate to ensure that Job Corps students and applicants with dependent children do not face barriers to enrolling at the Job Corps center on account of their childcare needs. Operating agreements must incorporate this preference for the children of Job Corps students and Job Corps applicants with dependent children.

3. CDC Service Provider(s) must maintain accreditation from the National Association for the Education of Young Children. Exceptions may be granted in the sole discretion of the Job Corps National Office.

4. The Operator must immediately terminate any CDC Operating Agreement that it has with a CDC Service Provider in the following circumstances: 1) the CDC Service Provider discontinues using the CDC facility, 2) the CDC Service Provider files for bankruptcy, 3) DOL revokes or terminates the license DOL issued to the CDC Service Provider, or 4) DOL directs the CDC Service Provider to vacate DOL property.

5. As set forth in Service Contract Act Wage Determinations made applicable to the contract, the Operator must require that the CDC Service Provider comply with 41 U.S.C. chapter 67, Service Contract Labor Standards (also known as the McNamara-O'Hara Service Contract Act or SCA), and the regulations at 29 CFR part 4.

6. The CDC must have established rules including rules and procedures for:

    a. the acceptable age range of the children it may serve--in no case may children younger than 6 weeks or of mandatory public-school age be enrolled in a CDC;

    b. registration and enrollment, including provision of any required documents by parents and/or guardians such as children's birth certificates and immunization records, or documentation to meet other minimum health standards established by the state licensing agency and/or by the CDC service provider.

c. hours of operation;

d. the establishment of a daily schedule of activities;

e. the release of children--unless a prior written agreement is on file with the CDC, only custodial parents and/or guardians or designated individual(s) may remove a child or children from the CDC. A signed consent form, giving the name of the parent's and/or guardian's designee(s), must be kept on file to verify identification of the designees

f. emergency procedures--authorization for emergency treatment from the parent and/or guardian must be on file for each child in the event the condition of a child is such that waiting for parental and/or guardian authority may jeopardize the life or risk permanent disability of the child.

g. record-keeping procedures, including a process for maintaining records on each child on a current basis, to include the emergency treatment authorization, notation of any allergies or health problems, immunization records, developmental progress, and emergency contact information.

h. distributing copies of emergency and alternate contact information obtained from parents and/or guardians, and designation of individuals who can remove children from the premises, to staff in CDC and, as appropriate, in residential parent and/or guardian/child dormitories.

i. properly storing and administering medication to children in accordance with state guidelines for childcare centers.

j. written child guidance/behavior modification policy, which prohibits corporal punishment or any humiliating or frightening punishment such as spanking, hitting, slapping, pinching, shaking, or any other form of physical or verbal abuse.

k. transportation of children in accordance with state laws. Children in RPCs shall be entitled to government-paid transportation to and from home to the same extent it is allowed for their parent(s) and/or guardian(s).

l. for reporting maintenance, cleanliness, needed repairs and any safety issues of CDC facilities to the center operator in a timely fashion.

m. proper handling and storage of food in accordance with state and local health department requirements.

n. allowing DOL and DOL's contractors or agents to conduct on-site assessments that may include program, health, and/or safety assessments conducted on childcare program operations as well as facility assessments. CDC service provider must

follow all subsequent requirements and recommendations arising from such assessments.

7. CDC Service Providers must adhere strictly to all safety and health requirements, which must be set forth and addressed in CDC Operating Agreements, as follows:

    a. All CDC Service Provider staff (and any Operator staff who are performing CDC work) must be trained in proper evacuation procedures and parents and/or guardians should be made aware of such procedures. Evacuation procedures must be conspicuously posted in each room. Emergency evacuation drills must be conducted in accordance with state and local regulations.

    b. CDC Service Providers must compile and maintain a daily attendance record that is kept readily available for conducting "head counts" of evacuees outside the building in the event of a fire or other emergency.

    c. Storage space containing cleaning and other chemicals must be securely locked. Such materials must not be located in or directly off rooms occupied by the children. Flammable, poisonous, and highly caustic materials, such as drain cleaner, must not be stored at the CDC.

    d. CDC service provider comply with the DOL masking procedures by location (currently available at https://www.dol.gov/coronavirus/masking) as well as any and all other infectious disease procedures issued by DOL and directed at CDC service providers. Otherwise, CDC service provider must be responsible for ensuring that they are taking steps as appropriate and as may be required by state or local law to ensure the safety of CDC service provider employees and program participants.

    e. CDC service provider cooperate with center operator staff to ensure that safety and health procedures are complied with and to resolve any new or unforeseen safety issues.

CDC Staffing Requirements

The following are the requirements for staff working at the CDC, whether they are employees of the Operator, of a CDC Service Provider(s), or otherwise. The CDC Operating Agreement should include terms and conditions as necessary to ensure compliance with all of these requirements:

1. The CDC must be staffed at a level that maintains staff-to-child ratios and group sizes as appropriate for the ages of the children enrolled, and in accordance with minimum requirements of the cognizant state licensing agency;

2. The ratio of staff to children must be such as to permit and maintain constant supervision of every child and to ensure quick evacuation in the event of fire or other emergency;

3. Staff coverage and ratio counts count only staff involved in providing direct care for children ("caregiver(s)").

4. At least two adults are in the CDC during operating hours or whenever children are present.

5. At least one staff member is in physical or visual supervision of occupied crib rooms at all times.

6. At least one full-time caregiver is assigned to each age/developmental group.

7. With regard to the qualifications of staff:

    a. only qualified staff may perform CDC work, in accordance with Exhibit 5-8, Child Development Center Minimum Staff Qualifications, as shown below;

    b. All staff must be at least 18 years of age;

    c. All CDC staff are subject to and must comply with all federal background check requirements in 34 USC § 20351, and as required by this provision. CDC Service Provider(s) shall not employ at the CDC any person convicted of any sex crime, any offense involving a child victim, or a felony drug offense regardless of whether the individual has childcare responsibilities. With respect to any crime that is not a sex crime, a crime involving a child victim or a felony drug offense, CDC service providers shall consider such conviction a ground of exclusion for employment, if it bears on the individual's fitness to have responsibility for the safety and well-being of children. All CDC staff must fully cooperate and participate in a fingerprint check that includes a check against state and federal criminal records, the sex offender registry and the child abuse and neglect registry. CDC Service Provider(s) must schedule fingerprinting of new hires no later than the new employee's start date. CDC Service Provider(s) are responsible for ensuring that all employment applicants submit all necessary information required for background checks. CDC Service Providers must certify that they will conduct required background checks for each new employee, as well as any current employees who have not undergone such checks and will maintain on file the results of such background checks and make available to DOL for inspection upon request.

    d. All CDC staff must be in good physical and mental health and have received all required physical examinations and immunizations in accordance with state licensing standards.

    e. CDC Service Provider(s) must ensure that health requirements and background checks for, and policies regarding use of, volunteers meet state guidelines.

8. With regard to staff training:

a. All new CDC staff must participate in a new-staff orientation prior to caring for children, which must include:

   i. CDC service provider policies, overview of the most recent operating agreement, and standard operating procedures.
   ii. Health practices, including personal hygiene and sanitation principles and infectious disease control.
   iii. Child nutrition/feeding.
   iv. Safety.
   v. Fire protection.
   vi. Emergency procedures.
   vii. Identification of and responsibility for reporting of child abuse.

b. Each CDC caregiver must participate in specialized training related to child development and receive periodic updates, covering at a minimum, the requirements of the state licensing agency and the following topics:
   i. First aid.
   ii. Infant and child CPR.
   iii. Child growth and development.
   iv. Age-appropriate programming and activities.
   v. Design and use of space for children.
   vi. Emergency preparedness and evacuation procedures.
   vii. Bloodborne pathogens according to current OSHA standards.
   viii. Working with parents and/or guardians.
   ix. Child guidance and behavior modification techniques.
   x. Child abuse and/or neglect detection, prevention, and reporting.

CDC Program and Development Care Requirements

With regard to activities, facilities and environment, meals, and child guidance/behavior modification, the following are requirements that apply to CDC operations, whether performed by the Operator directly (with its own staff) or by CDC Service Provider(s) under an Operating Agreement with the Operator. The CDC Operating Agreement should include terms and conditions as necessary to ensure compliance with all of these requirements:

1. With regard to activities, the CDC must provide:

   a. A balance of active and quiet activities.

   b. Developmentally appropriate activities for each age group that promote the intellectual, social, emotional, cultural, and physical development of the children.

   c. Copies or posting of activity schedules in an area where parents and/or guardians can review them.

d. Opportunities for outdoor play.

e. A routine for napping, and appropriate bedding and cots.

2. With regard to facilities and environment, the CDC must provide:

   a. An environment that is conducive to learning, with child-sized furnishings, materials, and supplies.

   b. Equipment and toys to meet age and developmental levels of children.

   c. Individual storage areas for personal belongings of children.

3. With regard to meals, the CDC must provide:

   a. Nutritional meals and snacks which, at a minimum. meet state requirements.

   b. Meal scheduling so that there must be no more than 3 hours nor less than 2 hours between regular meals and snacks.

   c. Copies or posting of menus in an area where parents and/or guardians can review them.

   d. Information on children's food allergies, maintained on a current basis; formula and juices prepared by the parent and/or guardian at home labeled with the child's name and refrigerated until use; food brought by parents and/or guardians labeled as to content, date of opening, and the name of the child for whom it is intended.

4. With regard to the child guidance/behavior modification, the CDC must develop and implement a behavior modification system that:

   a. Focuses on learning appropriate behaviors.

   b. Prohibits corporal punishment or any humiliating or frightening punishment such as spanking, hitting, slapping, pinching, shaking, or any other form of physical or verbal abuse.

Parent and/or Guardian Involvement

With regard to parent and/or guardian involvement, the CDC must have in place a system to ensure sharing of information with parents and/or guardians on an on-going basis that includes the following requirements. These requirements apply to CDC operations, whether performed by the Operator directly (with its own staff) or by CDC Service Provider(s) under an Operating Agreement with the Operator. The CDC Operating Agreement should include terms and conditions as necessary to ensure compliance with all of these requirements:

1. There must be a Parent and/or Guardian Handbook or brochure readily available, that includes hours of CDC operation, philosophy of the program, description of the developmental program, emergency procedures, and daily schedule of activities.

2. There must be opportunities for each parent and/or guardian to talk to the child's caregiver, to be informed of child's activities, to observe the program, and to review the schedule of planned activities.

3. There must be parent and/or guardian meeting(s) or conference(s) at least quarterly for CDC staff to update parents and/or guardians on the child's progress.

4. There must be procedures for immediate notification of a child's parent(s) and/or guardian(s) in the event of illness, accident, or injury of their child and to ensure that at no time will a child who is ill or injured be left unattended. Job Corps center health staff must not be contacted regarding illness or injury of children except in emergency situations.

5. There must be copies of menus or posting of menus in an area where parents and/or guardians can review them. Parents and/or guardians must be requested to provide the CDC any information on food that the child has allergic reactions to; this information must be maintained on a current basis in the child's file.

Off-Center Childcare Arrangements

1. In all circumstances where a Center Operator proposes sending children of Job Corps students off-center for childcare, the Operator must first submit a Request as detailed above in "Required Approval Prior to Operation of a Child Development Center" to the Job Corps National Office that must explain the reason for transporting children off center, explain how children will safely be transported off-center, and address items a, b, and e-h of Exhibit 5-6.

2. Operators may not transport children off-center for childcare prior to approval of the Operator's Request. Once the Request is approved, the Operator's provision of childcare off-Center must comply with the terms of its operations contract with DOL, the provisions of this Appendix, and with the terms of the approved Request, including all supporting documentation.

3. Off-center childcare providers must always be licensed in the State of Operation.

APPENDIX 510
RESIDENTIAL PARENT AND/OR GUARDIAN/CHILD PROGRAM STAFFING

RESIDENTIAL PARENT AND/OR GUARDIAN/CHILD PROGRAM STAFFING

Funding

For information on the rules governing the reimbursement of contract costs associated with CDC work, see Exhibit 5-7.

Staff Coverage

1. Develop a staffing plan for the residential parent and/or guardian/child program that takes into account the configuration of the housing facilities and the unique needs and problems of parents and/or guardians/children in a residential setting.
2. Ensure that staff coverage is sufficient to maintain the safety and security of the students and their children.

Staff Qualifications

1. Hire only counselors and residential advisors/residential counselors who meet at least the minimum qualification requirements established in Chapter 5, Exhibit 5-3 (Minimum Staff Qualifications).
2. Ensure that staff assigned to the residential parent and/or guardian/child dormitory do not accept responsibility for care or supervision of students' children.
3. Conduct a background check prior to employment to ensure staff assigned to the RPC do not have a history of, conviction of, admission to, or evidence of acts of child abuse, molestation, or neglect. In states that have set up systems for background checks on persons applying for positions working with children, the background check must include fingerprinting. All references must be checked prior to employment.

Staff Training

1. Provide staff training in accordance with Chapter 5, Exhibit 5-4 (Required Staff Training).
2. Ensure all staff assigned to the RPC program have successfully completed a beginning first aid course and CPR, including infant/child CPR.
3. Ensure all RPC dormitory staff receive training on identification of child abuse and responsibility and procedures for reporting instances of child abuse

FORM 5-01
SF 1034 PUBLIC INVOICE, CENTER CONTRACT EXAMPLE

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-122	**PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**	VOUCHER NO. 12

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION	DATE VOUCHER PREPARED	SCHEDULE NO.
OFFICE OF JOB CORPS, USDOL CHICAGO REGIONAL OFFICE 1111 SOUTH WACKER DRIVE, RM 5005 CHICAGO, IL 55555	09/09/2011 CONTRACT NUMBER AND DATE AE99999999 03/02/2011 REQUISITION NUMBER AND DATE	**PAID BY**

PAYEE'S NAME AND ADDRESS	DATE INVOICE RECEIVED
XYZ Corporation 202 Hill Street Pleasantville, OH 44444	DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER

SHIPPED FROM	TO	WEIGHT	GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLE OR SERVICES *(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)*	QUAN-TITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT ([1])
		JOB CORPS OPERATING EXPENSE JOB CORPS CONSTRUCTION/REHAB EXPENSE				$450,000.00 $20,000.00
(Use continuation sheets if necessary)		**(Payee must NOT use the space below.)**			**TOTAL**	$470,000.00

PAYMENT:	APPROVED FOR	EXCHANGE RATE	DIFFERENCES	
☐ PROVISIONAL ☐ COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE	= $	= $1.00		
	BY[2]			
			Amount verified; correct for payment	
	TITLE		*(Signature or initials)*	

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)	*(Authorized Certifying Officer)*[2]	*(Title)*

ACCOUNTING CLASSIFICATION

PAID BY	CHECK NUMBER	ON ACCOUNT OF THE U.S. TREASURY	CHECK NUMBER	ON (*Name of Bank*)
	CASH $	DATE	PAYEE[3] XYZ CORPORATION	

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER
JOHN J. SMITH
TITLE
CHIEF FINANCIAL OFFICER

Previous edition usable NSN 7650-00-634-4206

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

FORM 5-02
VOUCHER BACK-UP SHEET FOR CENTER CONTRACTS AND EXAMPLE

VOUCHER BACK-UP SHEET FOR JOB CORPS CENTER OPERATIONS CONTRACT

A. IDENTIFYING INFORMATION

1	Contractor Name	XYZ CORPORATION
2	Contract Number	AE99999999
3	This Voucher Number	12
4	For Reimbursement of Expenses Incurred Through	8/31/2011
5	Current Contract Modification Number	9

	B. AMOUNTS VOUCHERED VERSUS CONTRACT FUNDING	Operating Expense	CRA Expense	Total
1	Payments Actually Received to Date	$3,960,000.00	$100,000.00	$4,060,000.00
2	Pending Payments Based on Vouchers Previously Submitted	$445,000.00	$8,000.00	$453,000.00
3	Amount Requested on this Voucher	$450,000.00	$20,000.00	$470,000.00
4	Cumulative to Date, Including this Voucher (B1+B2+B3)	$4,855,000.00	$128,000.00	$4,983,000.00
5	Current Contract Funding	$6,800,000.00	$145,000.00	$6,945,000.00
6	Balance of Contract Funding Remaining After This Voucher	$1,945,000.00	$17,000.00	$1,962,000.00

C. COMMENTS

INSTRUCTIONS

SECTION A

1. Self-Explanatory
2. Self-Explanatory
3. Vouchers must be numbered sequentially.
4. Normally either the last day of the month or the 15th.
5. Number of the most recent contract modification when the voucher is submitted.

SECTION B - Enter Amounts for Operating Expense, CRA, and Totals Under the Appropriate Columns

B1. Amount of payments actually received by the contractor for this contract as of voucher submittal date.
B2. Amount of payments that are pending for this contract based on vouchers previously submitted by the contractor.
B3. Amount of payment requested on this voucher (taken from SF 1034).
B4. Enter total of Lines B1, B2, and B3.
B5. Enter contract funding amount per current contract modification.
B6. Enter result of Contract Funding minus Cumulative Vouchered Amount to Date. All columns should be positive.

SECTION C

Contractor may use this section to provide any comments deemed appropriate, such as identifying the previous vouchers that were paid in amounts other than requested.

* In vouchers that are prepared for expense through the end of a month, these amounts should be in agreement with the cumulative vouchered reimbursable expense amounts shown in page 4, Section E, of the 2110 cost report that is submitted for that month.

FORM 5-02A
JOB CORPS INVOICE BACK-UP SHEET (FOR CRA ONLY)

(enter center) Job Corps Center

JOB CORPS INVOICE BACK-UP SHEET (for CRA only)

Invoice No.: _____

Contract No.: _____

Invoice For Rating Period: _____

Cumulative CRA Funded as per Modification # : _____ $ _____

Cumulative CRA Funding Expended per **Previous** Invoice # : _____ $ _____

CRA Project Break-Down This Invoice (one line per deficiency number):

Orig. Mod #	Deficiency #:	Please Check One B1a	B1b	Acct Code:	Orig. Funding $	Invoiced $

TOTAL CRA AMOUNT FOR THIS INVOICE $ _____

(Should match amount on cover invoice)

FORM 5-03
SF 1034 PUBLIC INVOICE, OA/CTS CONTRACTS AND EXAMPLE

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-122	**PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**	VOUCHER NO. 12
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION OFFICE OF JOB CORPS, USDOL CHICAGO REGIONAL OFFICE 1111 SOUTH WACKER DRIVE, RM 5005 CHICAGO, IL 55555	DATE VOUCHER PREPARED 09/09/2011 CONTRACT NUMBER AND DATE AE88888888 03/01/2011 REQUISITION NUMBER AND DATE	SCHEDULE NO. **PAID BY**
PAYEE'S NAME AND ADDRESS ACME CORPORATION 303 OAK STREET RIVERVILLE, MO 55555		DATE INVOICE RECEIVED DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER
SHIPPED FROM TO WEIGHT		GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLE OR SERVICES *(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)*	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT ([1])
		SERVICES DURING 08/16/2011 THROUGH 08/31/2011				$45,000.00
(Use continuation sheets if necessary)		**(Payee must NOT use the space below.)**			**TOTAL**	$45,000.00

PAYMENT:	APPROVED FOR	EXCHANGE RATE	DIFFERENCES	
☐ PROVISIONAL	= $	= $1.00		
☐ COMPLETE	BY[2]			
☐ PARTIAL			Amount verified; correct for payment	
☐ FINAL				
☐ PROGRESS	TITLE		*(Signature or initials)*	
☐ ADVANCE				

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)	*(Authorized Certifying Officer)*[2]	*(Title)*

ACCOUNTING CLASSIFICATION

PAID BY	CHECK NUMBER	ON ACCOUNT OF THE U.S. TREASURY	CHECK NUMBER	ON (*Name of Bank*)
	CASH $	DATE	PAYEE[3] ACME CORPORATION	

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER JOHN J. SMITH

TITLE CHIEF FINANCIAL OFFICER

Previous edition usable NSN 7650-00-634-4206

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

FORM 5-04
VOUCHER BACK-UP SHEET FOR OA/CTS CONTRACTS AND EXAMPLE

VOUCHER BACK-UP SHEET FOR JOB CORPS OA/CTS CONTRACT

A. IDENTIFYING INFORMATION

1	Contractor Name	ACME CORPORATION
2	Contract Number	AE88888888
3	This Voucher Number	12
4	For Reimbursement of Expenses Incurred Through	8/31/2011
5	Current Contract Modification Number	5

B.	AMOUNTS VOUCHERED VERSUS CONTRACT FUNDING	Total
1	Payments Actually Received to Date	$440,000.00
2	Pending Payments Based on Vouchers Previously Submitted	$42,000.00
3	Amount Requested on this Voucher	$45,000.00
4	Cumulative to Date, Including this Voucher (B1+B2+B3)	$527,000.00
5	Current Contract Funding	$780,000.00
6	Balance of Contract Funding Remaining After This Voucher	$253,000.00

C. COMMENTS

INSTRUCTIONS

SECTION A

1. Self-Explanatory
2. Self-Explanatory
3. Vouchers must be numbered sequentially
4. Normally either the last day of the month or the 15th
5. Number of the most recent contract modification when the voucher is submitted

SECTION B - Enter Amounts for Operating Expense, CRA, and Totals Under the Appropriate Columns

1. Amount of payments actually received by the contractor for this contract as of voucher submittal date
2. Amount of payments that are pending for this contract based on vouchers previously submitted by the contractor
3. Amount of payment requested on this voucher (taken from SF 1034)
4. Enter total of Lines B1, B2, and B3
5. Enter contract funding amount per current contract modification
6. Enter result of Contract Funding minus Cumulative Vouchered Amount to Date (This should be a positive amount)

SECTION C

Contractor may use this section to provide any comments deemed appropriate, such as identifying the previous vouchers that were paid in amounts other than requested.

* In vouchers that are prepared for expense through the end of a month, the cumulative amount should be in agreement with the cumulative vouchered reimbursable expense amounts shown in page 2, Section F, of the 2110-OA/CTS cost report that is submitted for that month.

FORM 5-05
CENTER PREVENTIVE MAINTENANCE PLAN (PMP)
MINIMUM REQUIREMENTS

1	CUSTODIAL	SOURCE
a	Schedule custodial maintenance and housekeeping activities for each facility (to include mechanical and electrical rooms) at appropriate frequencies to ensure a safe, clean, sanitary, and clutter-free environment for Job Corps students. Areas that are used every day by students and staff must be cleaned at least daily and other areas not used frequently (i.e., electrical and mechanical rooms) are cleaned at least weekly.	Industry Standard
b	Perform deep-cleaning of carpets, flooring, and furniture upholstery at least annually or more frequently if specified in manufacturer's manual.	Industry Standard Manufacturer's Manual
2	**CLEANING OF HARD VOCATIONS**	**SOURCE**
a	In addition to the listed Custodial requirements, implement a routine and planned inspection and cleaning process to identify and remove dust accumulation in hard vocations, especially welding, carpentry, and Basic Construction Trades (BCT), to reduce health and explosion hazards. Vacuuming is the preferred method of cleaning, but when impractical, sweeping and water washdown can be considered.	Industry Standard
b	Portable vacuum cleaners used for cleaning of hard vocations shall meet the minimum requirements as outlined in NFPA 654, 2017, Section 8.2.3.1 and shall be listed for the purpose and Class II electrically classified locations or shall be fixed pipe suction systems with remotely located exhauster. Vacuum cleaners used for metal dust (i.e. welding vocations) shall meet the requirements of NFPA 484 such as VACU-U-MAX industrial vacuums, Raptor Vac model 61430, or equivalent.	NFPA 654 and NFPA 484
3	**WASTE MANAGEMENT**	**SOURCE**
a	Ensuring waste (including recycling waste) is collected at least daily and removed from Center as required and at least weekly to maintain clean and sanitary conditions.	Industry Standard
b	Ensure waste and recycling operations are in accordance with (IAW) Center's Solid Waste Management Plan and support waste diversion goals.	Center SWMP
c	Recycle or reuse materials where local markets exist.	Federal requirement
4	**SECURITY SYSTEMS**	**SOURCE**
a	Perform daily inspections of security fences, CCTV and lighting and document any issues that may compromise security of the Center. Track any required repairs to completion.	Industry Standard

b	Inspect fence stability, card reader functionality and door hardware (closers and latches) crash bars, and local fire alarms monthly in accordance with NFPA 731 and document any issues that may compromise security of the Center. Track any required repairs to completion.	NFPA 731
5	**PEST MANAGEMENT**	**SOURCE**
a	Address all federal and local requirements for development and implementation of Integrated Pest Management (IMP) plan, licensure requirements for pest specialists, and handling requirements for chemicals and pesticides.	USC Title 7, Section 136r-1
b	Conduct weekly monitoring, inspections, and mitigation of pests, such as termites and rodents, to ensure a clean and safe environment.	Industry Standard
6	**GROUNDS / SNOW REMOVAL**	**SOURCE**
a	Grounds maintenance activities are scheduled at appropriate frequencies to ensure safe, clean, neat, and sanitary grounds and landscaping.	Industry Standard
b	Snow and ice are removed immediately from pavements and walkways after snow or ice accumulation.	Industry Standard
7	**PAVEMENTS MAINTENANCE**	**SOURCE**
a	Conduct and document quarterly inspection of rigid and flexible pavements for damage and proper drainage, removal of debris and vegetation as needed, repair of potholes and sealing of cracks as needed to prevent further damage.	Industry Standard
8	**STORMWATER MANAGEMENT SYSTEMS**	**SOURCE**
a	Conduct and document quarterly inspection of stormwater systems to ensure unobstructed flow and proper capacity.	Industry Standard
b	As identified during quarterly inspections, mow or cut down vegetation and conduct litter and debris removal in storm drain systems (swales, inlets, grates, etc.) to ensure unobstructed stormwater flow and allow the system to operate as designed.	Industry Standard
c	As identified during quarterly inspections, repair eroded embankments and stabilize denuded areas to prevent further erosion and help eliminate unwanted sediments in the drainage system.	Industry Standard
d	Develop and implement Stormwater Management Plan IAW federal, state, and local jurisdiction requirements.	Local Jurisdiction
9	**FIRE EXTINGUISHERS**	**SOURCE**
a	Inspect all portable fire extinguishers monthly for damage, correct pressure, condition of the hose and nozzle, and broken seals. Document inspections on inspection tag. Replace all fire extinguishers that fail the inspection.	NFPA 10
b	During monthly inspections, ensure that the proper extinguisher type is present (i.e., Type ABC for most	NFPA 10

	applications, Type K within 30 feet of cooking appliances).	
c	During monthly inspections, ensure that fire extinguishers are readily accessible and that the carrying handle is located between 3.5 feet and 5 feet above floor level. Records for manual inspections shall be kept on a tag or label attached to the fire extinguisher.	NFPA 10
d	Conduct annual external visual examination of all fire extinguishers for obvious physical damage, corrosion, or nozzle blockage and to verify that the operating instructions are present, legible, and facing forward, and that the HMIS information is present and legible, and to determine if a 6-year interval examination or hydrostatic test is due. Replace all fire extinguishers that fail the inspection.	NFPA 10
e	Conduct annual inspection of all portable fire extinguishers verifying that the extinguisher is not blocked by furniture or equipment. Relocate all fire extinguishers that fail the inspection.	NFPA 10
f	All fire extinguishers that store an extinguishing agent under pressure must have the contents completely drained or removed once every 6 years (from manufacturing date), inspected, and refilled. As an alternative, the fire extinguishers must be replaced every 6 years.	NFPA 10
g	All ABC type and dry chemical fire extinguishers shall be hydrostatically tested every 12 years by a contractor with a certification program acceptable to local Authority Having Jurisdiction (AHJ).	NFPA 10
10	**EMERGENCY EYEWASH SYSTEMS**	**SOURCE**
a	Inspect and flush each emergency eyewash system weekly to verify proper flow and clearing the plumbing of any deposits. Document weekly inspection and flushing on inspection tag.	ANSI Z358.1-2014
b	Inspect emergency eyewash systems annually for proper assembly and installation, accessibility within 10 seconds, proper lighting and signage, and to ensure flush time of a full 15 minutes.	ANSI Z358.1-2014
11	**KITCHEN HOOD SYSTEMS**	**SOURCE**
a	Inspect kitchen hood exhaust systems at least quarterly by properly trained, qualified, and certified contractor to ensure proper operation.	NFPA 96
b	Clean grease from kitchen hood exhaust systems at least semiannually or as determined by inspection by properly trained, qualified, and certified contractor.	NFPA 96
c	Inspect kitchen hood fire suppression systems monthly to ensure proper operations, manual actuators are unobstructed, tamper indicators and seals are intact, there is no physical damage, and pressure gauges, if provided, are in operable range. Inspections shall be documented on inspection tag.	NFPA 17A
d	Inspect and service kitchen hood fire suppression systems every 6 months by a properly trained and qualified contractor to include a check of all actuation components, fire alarm interconnect switches, exhaust fan(s) and makeup air unit(s) interlocks, replacement of fusible links and sprinkler heads	NFPA 17A

	(unless bulb type), nozzles, fuel and electric shutoffs as required.	
e	Fusible links on fire damper assemblies shall be replaced at least semiannually or more frequently as necessary by a certified person acceptable to the Authority Having Jurisdiction. The year of manufacture and the date of installation of the fusible links shall be documented.	NFPA 96
f	Instructions shall be provided to new employees on hiring and to all employees semiannually on the use of portable fire extinguishers and the manual actuation of the kitchen hood fire extinguishing system.	NFPA 96
g	Test fire alarm interconnect switches annually to verify receipt of a signal at the fire alarm control panel.	NFPA 72
12	**FIRE ALARM AND SMOKE DETECTION SYSTEMS**	**SOURCE**
a	Conduct daily visual check of fire alarm panels for alarms, troubles, or system errors, and take appropriate action to resolve.	
b	Conduct and document annual fire alarm system testing by a qualified licensed contractor in accordance with NFPA 72. Fire alarm system inspection, testing, and maintenance shall include also magnetic door holders, elevator recall, fire suppression system and sprinkler system flow, pressure, and tamper switches. If any component is replaced or repaired, testing is required according to Table 14.4.3.2 of NFPA 72	NFPA 72
c	Conduct and document semiannual visual inspection of fire alarm system components by a qualified licensed contractor in accordance with the schedules in NFPA 72, Table 14.3.1. Clean the devices from dust. Faulty devices shall be replaced. This includes inspection of control equipment to ensure system is in normal condition, checking of fuses, LEDs, power supply, batteries for corrosion or leakage, and trouble signals.	NFPA 72
d	Conduct and document annual fire alarm system testing by a qualified and licensed contractor according to NFPA 72, Table 14.4.3.2. This includes duct smoke detection system and associated fire dampers. Sensitivity of smoke detectors shall be tested in accordance with Section 14.4.4.3 of NFPA 72 by a certified/licensed fire protection/alarm contractor.	NFPA 72
e	Inspect, test and maintain all Carbon Monoxide alarms/detectors in accordance with Tables 8.3.1, and 8.4.3 of NFPA 720, and manufacturer's published instructions. Replace all non-operable CO detectors.	NFPA 720
f	A record of all inspections, tests and maintenance shall be documented and shall be retained until the next test and for 1 year thereafter.	NFPA 72 NFPA 720

13	FIRE SUPPRESSION SYSTEMS	SOURCE
a	For all systems, conduct quarterly test to simulate alarms, flow water, and exercise all valves using a qualified and licensed contractor.	NFPA 25
b	For all fire sprinkler systems, conduct all inspection, testing and maintenance in accordance with Table 5.5.1.2 of NFPA 25. Perform annual visual inspection of all heads, piping and other components and conduct test to simulate alarms, flow water, and exercise all valves using a qualified and licensed fire protection/alarm contractor. Maintain a minimum clearance of 18 inches between the sprinkler head deflectors and top of the storage. Any sprinkler head that shows sign of leakage, corrosion, physical damage, loss of fluid in glass bulb, or loaded with dust or painted shall be replaced.	NFPA 25
c	For systems with fire pumps, perform inspections, testing, and maintenance IAW table 8.1.1.2 of NFPA 25 using a qualified and licensed contractor.	NFPA 25
d	For systems with water storage tanks, perform inspections, testing, and maintenance IAW table 9.1.1.2 of NFPA 25 using a qualified and licensed contractor.	NFPA 25
e	Backflow preventer devices on sprinkler systems must be tested annually at the designed flow rate of the fire protection system (forward flow test) by a qualified and licensed contractor. In addition, backflow preventers must be tested IAW any state or local jurisdiction requirements when applicable. Backflow prevention assemblies shall be inspected internally every 5 years to verify that all components operate correctly, move freely, and are in good condition.	NFPA 25, Local Jurisdiction
f	For dry systems, every 3 years, in addition to the annual inspection, conduct full visual inspection of all heads, piping and other components, simulate alarms, flow water, exercise all valves and perform full trip test every 3 years by a licensed fire protection contractor. Auxiliary drains in dry pipe sprinkler systems shall be drained after each operation of the system, before the onset of freezing weather conditions, and thereafter as needed.	NFPA 25
g	For all systems, every 5 years, in addition to the annual inspection, perform interior condition and obstruction investigation of pipe network, check valves, hydrostatically test fire department connections (FDCs), replace or recalibrate gauges, clean or replace strainers, filters, orifices by a licensed fire protection contractor.	NFPA 25
h	Ensure Post Indicator Valve (PIV) is protected by an electronic device connected to the building fire alarm system or protected with a padlock.	Industry Standard
i	Air compressors dedicated to water-based fire protection systems shall be inspected, tested and maintained in accordance with Sections 13.10.2, 13.10.3 and 13.10.4 of NFPA 25.	NFPA 25
j	Fire department connections (FDC) shall be inspected quarterly in accordance with Section 13.8.1 of NFPA 25. The piping from the fire department connection to the fire department check valve shall be hydrostatically tested at 150 psi for 2 hours at	NFPA 25

	least once every 5 years.	
k	For standpipe and hose systems perform inspections, testing and maintenance requirements in accordance with Section 6.1.1 of NFPA 25 by a licensed fire protection contractor to determine that components are free of corrosion, foreign material, physical damage, tampering, or other conditions that adversely affect system operation.	NFPA 25
l	Where sprinkler heads have been in service for 50 years, they shall be replaced or representative samples from one or more sample areas shall be tested. Dry sprinkler head such as the ones in the walk-in coolers/freezers that have been in service for 10 years shall be replaced or representative samples shall be tested and then retested at 10-year intervals. Replacement of any sprinkler systems will be funded outside of the Center Operator's contact.	NFPA 25
14	**FIRE HYDRANT SYSTEMS**	**SOURCE**
a	Inspect all fire hydrants annually and after each operation for inaccessibility, leaks in outlets, cracks in barrel, tightness of outlet caps, worn outlet threads, and availability of operating wrench. Monitor nozzles shall be inspected semiannually for leakage, physical damage and corrosion.	NFPA 25
b	Conduct annual maintenance of fire hydrants to include lubrication of stems, caps, plugs, and threads and conduct annual inspection to ensure proper operation.	NFPA 25
c	Conduct annual testing of fire hydrants with full flow for at least one minute per hydrant (or until all foreign material has cleared) to ensure hydrants are functioning properly and removal of sediment.	NFPA 25
d	Hydrants shall be kept free of snow, ice, or other materials and protected against mechanical damage so that free access is ensured.	NFPA 25
e	Underground and exposed piping shall be flow tested at a minimum 5-year intervals to the satisfaction of the Authority Having Jurisdiction (AHJ) to ensure that the required flow and pressure are available for fire protection.	NFPA 25
15	**GROUND AND ELEVATED WATER STORAGE TANKS**	**SOURCE**
a	Inspect ground and elevated water storage tanks to include tank structure at minimum every 5 years by qualified contractor.	AWWA D101-53
b	Flush tanks at minimum every 5 years or more frequently in areas prone to sediment problems.	AWWA D101-53
16	**WATER TREATMENT SYSTEMS**	**SOURCE**
a	Schedule and document (in CMMS) quarterly environmental health inspection by qualified non-Center authority IAW local jurisdiction requirements.	Local Jurisdiction
b	Document daily amount of water treated, amount of chlorine used, and daily free chlorine residual IAW local jurisdiction requirements.	Local Jurisdiction

c	Inspect systems at least weekly and in accordance with local jurisdiction requirements to verify that primary and secondary treatment systems are working properly.	Local Jurisdiction
d	Ensure bacterial and chemical tests are performed by state or local health authorities in accordance with local jurisdiction requirements.	Local Jurisdiction
e	If applicable, inspect all water softeners system(s) at least weekly for proper operation, leakage, and level of salt and water in the tank, alarms/error codes in accordance with manufacturer's published instructions and maintenance manual.	O&M Manual
f	If applicable, inspect all sand filtration system(s) at least weekly for proper operation, leakage, filter baskets cleanliness, and condition of pumps as per manufacturer's published operation and maintenance manuals. Backwash and flush the sand tank as per manufacturer's published instructions. Replace sand in 5 -10 year intervals or as per manufacturer's published instructions.	O&M Manual
17	**WASTEWATER TREATMENT SYSTEMS**	**SOURCE**
a	Schedule and document quarterly environmental health inspection by qualified non-Center authority IAW local jurisdiction requirements (N/A for septic systems).	Local Jurisdiction
b	Ensure wastewater treatment operators are licensed and trained per state, federal, and local requirements.	Local Jurisdiction
c	Keep records of water treatment variables (pH, dissolved oxygen, total suspended solids, BOD) as needed to check the system's operation in accordance with local jurisdiction requirements.	Local Jurisdiction
d	Inspect system daily for undesirable objects and chemicals, and remove as needed and educate users as needed.	Local Jurisdiction
e	For septic systems, check tank level daily and pump the tank well before solids reach the overflow.	Industry Standard
f	For septic systems, inspect and remove debris from pretreatment devices daily and pump solids from trap periodically, as needed.	Industry Standard
g	For septic systems, inspect and clean effluent filters at least semi-annually and replace if it is becoming brittle, has cracked, is twisted or damaged, or is showing signs of wear.	Industry Standard
h	For septic systems, inspection drain field for odors and seepage or ponding monthly.	Industry Standard
i	For lagoons, conduct periodic mowing and if possible, removal of burrowing animals from lagoon banks.	Industry Standard
j	For lagoons, inspect for noxious odor, floating plant life, excessive algae or high solid content in effluent at least monthly.	Industry Standard
k	For packaged plants, inspect system daily in accordance with manufacturer's instructions to ensure pre-treatment devices, aeration tanks, sludge pumps, settling tanks, dosing tanks/pumps, chlorination/de-chlorination systems are working properly.	O&M Manual
l	For packaged plants, maintain system in accordance with manufacturer's instructions to include scraping of hopper walls, washing of plant structures, lubrication	O&M Manual

	of mechanical devices, replacement of air filters and belts as needed, cleaning of diffusers.	
m	Collect and analyze wastewater samples as required by federal, state, and local jurisdictions in accordance with the requirements for the receiving stream.	Local Jurisdiction
18	**COOLING TOWERS**	**SOURCE**
a	Maintain cooling tower systems IAW manufacturer's instructions, but at least annually, to include seasonal flushing and blowdown, inspections, lubrication, exercising of valves, and adjustment and replacement of belts.	O&M Manual
b	Exercise cooling tower valves and associated chilled water piping valves at least annually to ensure proper operation.	Industry Standard
c	Inspect all components annually and perform component maintenance in accordance with manufacturer's instructions.	O&M Manual
d	Treat cooling tower water at least monthly or as required with corrosion inhibitor and biocide to mitigate scale buildup and bacteria. Test water at regular intervals to ensure proper dosage of water treatment additives.	O&M Manual
e	Ensure a backflow preventer is installed to prevent backflow from cooling tower water to potable water. Inspect and test the backflow preventer annually by a qualified contractor to ensure proper operation.	International Plumbing Code
19	**BOILER SYSTEMS**	**SOURCE**
a	Maintenance of boilers at least annually and in accordance with manufacturer's instructions to include controls adjustments, fuel filter inspection/replacement, drain valve blowdown, combustion chamber and refractory inspection/cleaning, inspection of safety devices, and tuning to ensure optimal performance. Perform the following by a qualified contractor in accordance with local requirements: **Daily**- Perform the following: Blow down the bottom of the boiler, blow down the water column (open drain slowly to prevent float damage), track boiler pressure and temperature to determine if it is keeping up with the load, take the stack temperature reading to determine how efficiently the boiler is operating (a well-tuned boiler should have a stack temperature ranging between 50-100 F above the steam or hot water temperature). For hydronic boiler, monitor the supply and return temperatures, look through the boiler's sight port in the furnace and observe the flame for any evidence of impingement and possible soot buildup, observe the water softener, dealkalizer, chemical feed system and any other equipment that supports the boiler to ensure proper operation and required levels of salt and chemicals, and take water samples on a regular basis and compare them to the recommendations. **Weekly-** Perform the following: Conduct an evaporation test on the low water level control(s) to ensure proper operation and burner shutoff at the low	O&M Manual

	water point, check the condition of the gauge glass on the low water cutoff for wear and etching, check the operation of the fuel supply valves, check the single point positioning system on the burner, and if applicable, look for wear, slip and hysteresis, observe the operating and modulating controls, and while watching the pressure gauge, see if they are turning on and off at the respective setpoints, pull out the flame scanner to ensure the burner shuts off at the prescribed time, check the indicating or running lights and alarms to make sure they are functioning properly, assess the motors for noise and vibration, look for leaks of fuel, water or flue gas, check the high- and low-gas pressure switches and the combustion air proving switch. **Monthly-** Check the following: Burner's diffusers for any deformation, burning or cracking, burner's pilot tube, free movement of air damper device(s), and entire outside of the boiler for signs of hot spots. **Semi-annually**- Perform the following: Remove and inspect the low water cutoff bowl and its interconnecting piping, pay close attention to the condition of the head assembly's wiring and switches, and check the pump alignment on all the base-mounted pumps in the boiler room, and reset combustion using a combustion analyzer for reading Oxygen, Carbon Monoxide and Nitrogen Oxide (NOx). **Annually**- Perform the following: Properly shutdown the boiler and open the access doors to expose the fireside of the boiler, thoroughly clean the tubes and tube sheets, inspect the insulating materials, looking for any degradation, check the refractory insulation for any cracks (cracks of 1/8-inch or less are okay), on the waterside, look for heavy scaling and bridging of the tubes with scale, look for evidence of oxygen corrosion, check the gas valves and conduct safety test recommended by the valve manufacturer, check the safety valve to make sure there is no sign of leakage, ensure that all of the electrical connections are tight on the control panel, inspect accessories such as vented feedwater receiver, deaerator and chemical feed systems (if these are part of the boiler system).	
b	Exercise boiler valves and associated hot water piping valves at least annually to ensure proper operation.	Industry Standard
c	Boilers will be tested and certified annually as required in accordance with federal, state, and local jurisdiction requirements by a qualified contractor.	Local Jurisdiction
d	Treat boiler closed loop water at least monthly or as required with corrosion inhibitor to mitigate scale buildup. Test water at regular intervals to ensure proper dosage. Consider specialized contractor if in-house capability is not available. Ensure the chemical used is compatible with the system(s) gaskets and components. Consult with a certified water treatment contractor for proper concentration and chemical usage.	O&M Manual
e	Ensure a backflow preventer is installed on closed loop boiler systems to prevent backflow from boiler water to potable water and inspect and test the	International Plumbing Code

	backflow preventer annually by a qualified contractor to ensure proper operation.	
20	**HVAC SYSTEMS**	**SOURCE**
a	**Caution:** While working on the fans or any rotating and moving parts/equipment, the main electrical switch/disconnect has to be locked open and tagged per NEC requirements.	NEC
b	Replace air filters as soon as they are visibly dirty but at least every 3 months.	O&M Manual
c	Maintain HVAC systems at least annually in accordance with manufacturer's instructions to include inspection, lubrication, recalibration, evaporator/condenser coil cleaning, and adjustment and replacement of belts. **Seasonal Maintenance** **Cooling Season-** At the beginning of the cooling season perform the following: Check the unit's drain pans and condensate piping to ensure that there are no blockages, inspect the evaporator and condenser coils for dirt, bent fins, etc. If the coils appear dirty, clean them according to the manufacturer's coil cleaning instructions and recommended product(s), manually rotate the condenser fan(s) to ensure free movement and check motor bearings for wear, verify that all of the fan mounting hardware is tight, inspect the Fire Alarm and Return Air damper hinges and pins to ensure that all moving parts are securely mounted, keep the fan blades clean as necessary, verify that all damper linkages move freely and lubricate with white grease as necessary, check supply fan motor bearings; repair or replace the motor as necessary, check the fan shaft bearings for wear, replace the bearings as necessary, check the supply fan belt (replace and adjust tension of the belt if it is frayed or worn in accordance with manufacturer's part selection and installation), verify that all wire terminal connections are tight, remove any corrosion present on the exterior surfaces of the unit and repaint these areas, generally inspect the unit for unusual conditions (e.g., loose access panels, leaking piping connections, etc.), make sure that all retaining screws are reinstalled in the unit access panels once these checks are complete, with the unit running, check and record the: ambient temperature; compressor suction and discharge pressures (each circuit); superheat (each circuit); record this data on an "operator's maintenance log" and compare with unit manufacturer's published data; if pressures indicate a refrigerant shortage, measure the system superheat and recharge the system with manufacturer's recommended refrigerant and amount (*Do not release refrigerant to the atmosphere. If adding or removing refrigerant is required, the service technician must comply with all federal, state and local laws)* **Heating Season -** Perform the following at the beginning of heating season: Inspect the unit's air filters, and clean or replace them if found to be dirty, check supply fan motor bearings; repair or replace	O&M Manual

	the motor as necessary, inspect both the main unit control panel and heat section control box for loose electrical components and terminal connections, as well as damaged wire insulation, clean burner area, verify gas heat system operates properly (check condition of the ignitors, ignition module, purging fan, electronic gas valve, flow switches, etc.).	
d	At least annually, clean HVAC units as well as fan intake grills, exhaust, and return grills.	Industry Standard
e	Check and change set points during seasonal changeover (at least semi-annually) to ensure temperature settings optimize comfort and economy.	Industry Standard
f	Inspect all clothes dryers vent(s) and ductwork system monthly for accumulation of lint, dust and debris. Clean, vacuum and brush accumulated lint, dust and debris inside the ductwork system(s) in its entire length. Consider specialized duct cleaning contractor if in-house capability is not available.	Industry Standard
21	**HVAC CONTROLS**	**SOURCE**
a	Maintain HVAC controls seasonally but at least semi-annually IAW manufacturer's instructions. Recommend controls maintenance and adjustments be completed by a qualified contractor unless in-house controls expertise is available.	O&M Manual
22	**OTHER MECHANICAL SYSTEMS**	**SOURCE**
a	Chillers and Refrigeration Equipment - Maintain in accordance with manufacturer's instructions to include quarterly inspections, annual lubrication and adjustments, and repairs as needed.	O&M Manual
b	Steam Distribution Systems - Test system condensate and feed water quarterly and treat as necessary. At least quarterly, inspect safety devices for proper operation, inspect/clear blowdown system, inspect/clean steam traps, condensate receiving tank(s), pumps, controls.	Industry Standard
c	Geothermal Systems - Maintain geothermal systems in accordance with manufacturer's instructions to include weekly inspection and adjustment of antifreeze levels and water treatment system, quarterly cleaning of indoor components and inspection of visible piping system, and quarterly inspection and adjustment of controls as needed. Ensure the chemical used is compatible with the system(s) gaskets and components. Consult with a certified water treatment contractor for proper concentration and chemical usage. use a qualified contractor if in-house capability is not available. Perform the following on the water source heat pump units by a qualified/licensed personnel or a qualified/licensed HVAC contractor: - Filters should be inspected at least every three months, and replaced when it is evident they are dirty. Establish a regular maintenance schedule. - Visually inspect the unit annually. Pay special attention to hose assemblies. Repair any leaks and replace deteriorated hoses immediately. - Check the contactors and relays within the	O&M Manual

	control panel at least once a year. Check the tightness of the various wiring connections within the control panel. - Check condensate drain pans for algae growth every three months. If algae growth is apparent, consult a water treatment specialist for proper chemical treatment. - Conduct an amperage checks on the compressor annually. Amperage draw should not exceed normal full load or rated load amps by more than 10 percent of the values noted on the unit nameplate. Maintain a log of amperage values to detect deterioration prior to component failure. - Clean heat exchangers annually. Inspect heat exchangers regularly and clean more frequently if the unit is located in a “dirty” environment. - Lubricate fan motors annually. Conduct amperage checks annually. Amperage draw should not exceed normal full load or rated load amps by more than 10 percent of the values noted on the unit nameplate. Maintain a log of amperage values to detect deterioration prior to component failure. - Check the strainers on the pumps and water-source heat pump units quarterly. Should it be found contaminated with dirt and scaling as a result of bad water, the heat exchanger will have to be back flushed and cleaned with a chemical that will remove the scale. This service should be performed by an experienced service person. - For units incorporating a negative trap design, ensure that the condensate system is primed with water at all times.	
d	Furnaces - Maintain furnaces in accordance with manufacturer's instructions to include quarterly inspection of fuel and air filters and replacement as needed, and quarterly inspection of belt tension and condition and replacement as needed.	O&M Manual
e	Other (Unit Heaters, etc.) - Maintain other mechanical equipment IAW manufacturer's instructions. Check once a year for contamination, and if necessary clean with compressed air, check the connections in the control box, check the operation of the thermostat.	O&M Manual
f	Fans – The bearings of the smaller fan types cannot be lubricated, If the larger fans are of the re-lubricated type, they shall be lubricated every six months. Check the belt tension quarterly (the belt type, belt tension, number and size of belts and pulley could be located on the fan housing).	
g	Water, Glycol and steam heat exchangers- Glycol-charged heat exchangers must be checked annually for the actual percentage of glycol in the water, check the air intake once a year for contamination, and if necessary clean with compressed air against the direction of the air flow or clean the air intake with a vacuum cleaner, check for leakage. Check the operation of the frost protection thermostat and check the correct control sequence when the thermostat trips.	

23	**PLUMBING SYSTEMS**	**SOURCE**
a	Backflow Preventers – Test and inspect backflow preventer assemblies annually by a qualified contractor to ensure proper operation.	International Plumbing Code
b	Conduct quarterly inspection of gas, water, and drainage piping systems and fixtures for leaks, insulation damage, and proper operation. Repair or replace system components as needed.	International Plumbing Code
c	Lift Stations - Conduct quarterly inspection of pump lift stations for proper operation and maintenance/repairs as needed.	Industry Standard
d	Water Heaters - Maintain water heaters in accordance with manufacturer's instructions to include quarterly inspection for proper set point, check condition of water and drain as needed, check condition of element and replace as needed, and check for any leaks and corrosion.	O&M Manual
e	Exercise water and wastewater valves at least annually to ensure proper operation.	Industry Standard
f	When buildings are vacant, planned for reuse and the water system is not regularly used, flush water lines on an on-going basis. Open all faucets at least once per day. At least biweekly, completely flush the water system both hot and cold starting at the supply and flushing outward from the supply for a minimum of 10 minutes. Remove and clean aerators, showerheads and filters.	Industry Standard
g	Pools – Maintain pools in accordance with International Swimming Pool and Spa Code (ISPSC), CDC guidance, State requirements, and local jurisdiction requirements, to include water testing and health inspection requirements.	ISPSC, CDC Guidance, State and local jurisdiction requirements
24	**GREASE INTERCEPTOR SYSTEMS**	**SOURCE**
a	Inspect system at least monthly for obstructions and leaks.	O&M Manual
b	Schedule grease removal/disposal by qualified contractor in accordance with manufacturer's recommendations but at least quarterly.	O&M Manual
c	Do not dump cooking grease down drains. Store waste grease in approved containers outside the facility and schedule disposal through qualified contractor as needed.	Industry Practice
25	**RENEWABLE ENERGY SYSTEMS**	**SOURCE**
a	Solar Water Systems - Inspect quarterly for leaks, loose connections, insulation wear, proper pump operations, and proper controls operations on a quarterly basis. Consider a specialty contractor if in-house capability is not available.	O&M Manual
b	Solar Electric Systems - Inspect quarterly for damage, loose connections, and proper controls operations. All work shall be performed by a qualified licensed contractor. The work shall be performed in accordance with IFC, NFPA 70 (NEC) and Standards.	O&M Manual NEC, IFC
c	Wind Turbine Systems - Maintain and inspect wind turbines at least quarterly and in accordance with manufacturer’s recommendations by qualified	O&M Manual, NEC

	contractor.	
26	**ELECTRICAL SYSTEMS**	**SOURCE**
a	Transformers – For outdoor transformers, inspect quarterly for leaks, corrosion, and structural support issues and remove brush and other debris from around transformers. Ensure transformer enclosures are proper locked to ensure safety. Ensure indoor transformers have adequate natural ventilation and are unobstructed. Inspect the fuses and cables in all transformers. Inspection must be performed by qualified technician or contractor, ensuring systems are de-engergized first. If de-energization is not possible, appropriate PPE and mitigation for arc-flash and electrical shock hazard must be employed.	National Electric Code
b	Electrical Panels – Inspect quarterly for breaker failure, proper securing of panel doors, and loose connections and correct any deficiencies. Inspection must be performed by qualified technician or contractor, ensuring systems are de-engergized first. If de-energization is not possible, appropriate PPE and mitigation for arc-flash and electrical shock hazard must be employed. Check to ensure panel board circuit directory is accurate and correct any deficiencies. Ensure all blank panel spaces are covered by circuit breaker filler plates. Keep panels clean from lint and dirt. Ensure all panels have 3 foot unobstructed clearance.	National Electric Code
c	Electrical Panel Directories – Ensure that all switchboards, panelboards and disconnects to have a complete directory to ensure the safe operation of the electrical system, especially in an emergency. Every circuit, including spare and circuit modification shall be accurately and legibly identified as to its clear, evident and specific purpose or use. The identification must be included in a circuit directory that is located on the face or inside of the panel door. Directories shall be updated anytime there is a change in circuit or use.	National Electric Code
d	Electrical Receptacles (Interior and Exterior) - Inspect quarterly and replace damaged receptacles and receptacle covers as needed. Inspect GFCI receptacles quarterly for proper operation and replace as needed. Inspect exterior receptacle weatherproof covers and replace as needed. Inspect all receptacles for the proper polarity.	National Electric Code
e	Wood Power Poles – Inspect at least every 5 years by a qualified contractor for structural integrity and suitability for use in accordance with OSHA 1910.269 Appendix D requirements.	OSHA 1910.269 Appendix D
f	Electrical Equipment - Ensure electrical equipment such as switchgear, switchboards, panel boards, industrial control panels, meter socket enclosures and motor control centers are assessed and labeled for Arc Flash per National Electric Code 70E Standards for Electrical Safety Requirements for Employee Workplaces. Review the Arc Flash assessment every 5 years and update.	National Electric Code

27	EMERGENCY GENERATORS	SOURCE
a	Maintain engine and generator at least quarterly and in accordance frequencies and tasks recommended by manufacturer and IAW NFPA 110 by a properly trained technician or contractor.	O&M Manual, NFPA 110
b	Conduct and document monthly load test of generator system in accordance with NFPA 110 by a properly trained technician or contractor.	NFPA 110
c	Inspect transfer switches at least quarterly to include checking of connections, inspection or testing for evidence of overheating and excessive contact erosion, removal of dust and dirt, and replacement of contacts when required.	NFPA 110
d	Inspect generator storage batteries weekly, including electrolyte levels and battery voltage, in compliance with manufacturer's specifications.	NFPA 110 O&M Manual
e	Records shall be created and maintained for all emergency power generators inspections, operational tests, exercising, repairs, and modifications. The record shall include the date of the maintenance report, identification of the servicing personnel, and notation of any unsatisfactory condition and the corrective action taken, including parts replaced and testing of any repair in the time recommended by the manufacturer.	NFPA 110 ASTM D 975
28	**EMERGENCY EGRESS LIGHTING AND MEANS OF EGRESS MARKING SYSTEMS**	**SOURCE**
a	Test all emergency egress backup lighting systems (including exit signs) monthly for at least 30 seconds by depressing the test button on unit.	NFPA 101
b	Test all central emergency egress backup lighting systems (including exit signs) annually for at least 1.5 hours via simulated power outage. Expiration label of tritium exit sign shall be protected from damage and shall be registered in the maintenance book.	NFPA 101
c	Inspect emergency lights and exit sign batteries for corrosion or leakage monthly and replace if required.	NFPA 101
d	Floor evacuation diagrams reflecting the actual floor arrangement and exit locations shall be posted and oriented in a location and manner acceptable to the Authority Having Jurisdiction.	NFPA 101
e	Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.	NFPA 101
29	**LIGHTING SYSTEMS**	**SOURCE**
a	Conduct quarterly night-time inspections of exterior lighting systems and re-lamping as required to ensure safe illumination levels during hours of darkness. Check ballasts and photocells for operation and replace as needed. Replace any damaged or missing lenses.	Industry Standard
b	Conduct quarterly interior lighting system inspections and re-lamping as required to ensure adequate illumination levels. Ensure all fixtures have proper lenses or guards for lamp protection. Replace and damaged or missing lenses.	Industry Standard

30	LIGHTNING PROTECTION SYSTEMS	SOURCE
a	Inspect, test, and maintain at least annually via UL-certified lightning protection system contractor IAW NFPA 780.	NFPA 780
31	**BUILDING ENVELOPE SYSTEMS**	**SOURCE**
a	Inspect and maintain roofs at least twice per year to include removal of debris from drainage devices, inspection of flashing systems and penetrations for leaks, inspection of interior finishes for water damage, and repairs as needed.	Industry Standard and Warranty Requirements
b	Inspect downspouts and gutters at least quarterly. Remove dirt, debris, leaves, and other undesirable material. Install splash blocks as needed to prevent erosion. Redirect surface drainage if grading is towards a building's exterior by installing swales or grading towards storm water facilities. Regrade soil to slope surface drainage away from buildings, adding soil as needed.	Industry Standard
c	Inspect windows annually for proper operation and sealing and replace weather-stripping as needed.	Industry Standard
d	Inspect building envelope system annually for leaks and/or damage and repair as needed.	Industry Standard
e	Inspect exposed building envelope surfaces annually and protect as needed (e.g. repaint).	Industry Standard
32	**BUILDING INTERIOR FINISHES**	**SOURCE**
a	Inspect building interior finishes annually to include ceiling tiles, flooring, wall finishes and repair, replace, repaint as required to maintain a safe, clean and presentable environment for students and staff.	Industry Standard
33	**DOOR SYSTEMS**	**SOURCE**
a	Inspect all exterior and interior doors annually to ensure proper operation; replace or repair hardware and components as required for proper operation.	NFPA 101
34	**ELEVATORS**	**SOURCE**
a	Perform monthly maintenance of elevators by a qualified contractor in accordance with manufacturer's published instructions.	O&M Manual
b	Conduct and document annual testing of elevators in accordance with ASME A17.1 (and state/local requirements if applicable) by a qualified contractor.	ASME A17.1
c	Conduct and document elevator load test every 5 years IAW ASME A17.1 (and state/local requirements if applicable) by a qualified contractor.	ASME A17.1
35	**KITCHEN EQUIPMENT PREVENTIVE MAINTENANCE**	**SOURCE**
a	Inspect and maintain kitchen equipment including refrigeration systems, steamers, ovens, garbage disposals, and dishwashers at least annually and in accordance with manufacturer's instructions.	O&M Manual
b	Inspect and service the cooking equipment at least annually by properly trained and qualified persons. Cooking equipment that collects grease below the	NFPA 96

	surface, behind the equipment, or in cooking equipment flue gas exhaust, such as griddles or char broilers, shall be inspected and, if found with grease accumulation, cleaned by a properly trained, qualified, and certified person(s) acceptable to the Authority Having Jurisdiction.	
36	**HAZARDOUS MATERIALS MANAGEMENT**	**SOURCE**
a	Conduct a quarterly inspection to ensure that flammable liquids are stored in an approved flammable storage locker with appropriate signage and ventilation. Inspect all flammable storage cabinets door locking system to ensure their proper functionality.	CFR 1926.152
37	**FURNITURE AND FURNISHINGS**	**SOURCE**
a	Inspect furniture and furnishings at least annually for excessive wear, serviceability and safety.	Industry Standard
38	**DAILY VISUAL CHECKS**	**SOURCE**
a	Conduct a daily visual check of the following systems (as applicable) to identify, document, and ultimately resolve, any major anomalies to include water and wastewater leaks, inoperable equipment, alarm conditions, noisy bearings; squealing belts; and tripped or unsafe electrical systems: major HVAC systems including chillers, boilers, package HVAC systems with a cooling capacity of 5-Ton or larger, and cooling towers; main electrical rooms; fire alarm panels; irrigation systems; pump and lift stations; and main water and wastewater plants and/or piping systems, and security systems.	Industry Standard

FORM 5-06
ADMINISTRATION AND MANAGEMENT OF JOB CORPS CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY: PROPERTY CUSTODIAN'S REQUEST TO DESIGNATE EXCESS PROPERTY

TO: _____, Contract Property Manager (CPM)

FROM: _____, Property Custodian Name

DATE:_____ LOCATION:_____

The below-listed property is reported as excess property and suggested condition code shown. CPMs will inspect all property reported by the Property Custodian to confirm condition and usability.

CPMs: See Job Corps Property Policy – Disposition of Excess Property in Job Corps (for Contractor-Held GFP) for specific procedures.

Item	Description	Serial # (or "N/A")	Condition Code*	CPM Initials	Reassigned/Location	Moved into Disposition	CPM Initials	Date

*Condition Code Key:

1 = Excellent Condition (in new or used condition, which can be used immediately without modifications or repairs)

4 = Usable Condition (shows some wear, but can be used without significant repair)

7 = Repairable Condition (is unusable in its current condition but can be economically repaired)

X = Salvage Condition (has value in excess of its basic material content but repair is impractical or uneconomical)

S = Scrap Condition (has no value above its basic material content)

FORM 5-07
CENTER SUSTAINABILITY MEASURES UPDATE

Center Name: _____ Reporting Period: _____ Date: _____
(January - June, or July - December)

Sustainability Measure	Relevant Supporting Documents and Notes*	Estimated % Complete	Documentation Provided	Verification By (Name & Title)	Facility Related Problems of Issues**	Progress During Reporting Period; Compliance Status Notes
Energy Conservation	Implementation of energy conservation measures, including those identified in energy/water audits, and any new or modified procedures.		☐			
Water Conservation	Implementation of measures in the Water Conservation Program Plan, and any new or modified procedures. Include identification of ways to reduce or eliminate potable water use for irrigation.		☐			
Waste Reduction and Diversion	Implementation of measures in the Solid Waste Management Policy, and any new or modified procedures.		☐			
Greenhouse Gas Emissions Reduction	Steps taken to reduce both direct emissions (energy generation and purchase) and indirect emissions (business travel, commuting travel, student transportation, and from the increased use of renewable energy).		☐			
Integrated Operations and Maintenance	Identification of modifications to operational procedures; printouts of computerized maintenance management systems with occupant feedback capabilities.		☐			
Environmental Purchasing	Environmentally preferred purchasing policy for ongoing consumables and durable goods that will protect the environment and public health, conserve natural resources, and minimize waste.		☐			
Outdoor Water Irrigation	Identification of ways to reduce or eliminate potable water use for irrigation. (May be addressed by Water Conservation Program Plan.)		☐			
Stormwater Management	Stormwater runoff mitigation strategy and stormwater pollution plan. (May be addressed by Water Conservation Program Plan or Spill Prevention Control and Countermeasure plan.)		☐			

Sustainability Measure	Relevant Supporting Documents and Notes*	Estimated % Complete	Documentation Provided	Verification By (Name & Title)	Facility Related Problems of Issues**	Progress During Reporting Period; Compliance Status Notes
Integrated Pest Management	Integrated pest management techniques utilized at center to minimize pesticide use.		☐			
Ozone Depleting Compounds	Documentation of the elimination of ozone-depleting compounds and the alternative environmentally preferable products used.		☐			
Tobacco Smoke Control	Documentation of controls to prevent smoking within 25 feet of building entrances, operable windows, and building ventilation intakes, or documented smoking policy.		☐			
Moisture Control	Moisture control policy.		☐			

* Submit supporting documents and notes to the checklist. If sustainability measures are not feasible due to cost or other considerations, submit documentation explaining why.
** Problems or issues that occurred during the reporting period that significantly impacted the centers ability to demonstrate acceptable conservation and sustainability.

FORM 5-08
RIGHT TO USE PHOTOGRAPHIC LIKENESS OR MOVING IMAGES RELEASE FORM FOR ADULT STUDENTS

I,_____, grant to the Job Corps Program of the United States Department of Labor, the right to use and publish photographic likenesses or pictures of me or moving images captured by a video camera or other means. I may be included in the photographic likenesses, pictures, or moving images in whole or in part, in conjunction with my own name, or reproductions thereof, made through any medium, including the Internet, for the purpose of advertising in promotion of the Job Corps Program.

I waive any right that I may have to inspect or approve the finished product or the advertising or other copy, or the use of the portraits, photographic likenesses of pictures, or moving images of me.

I release the Job Corps Program and the United States Department of Labor, and all persons acting under the direct permission or authority of the Job Corps Director from any liability that may arise out of the use of the portraits, photographic likenesses, or moving images if used for the purpose of advertising in promotion of the Job Corps Program.

Dated: _____, 20___

_____
Student Signature

Witness:_____

_____
Name (Printed)

_____
Job Corps Center

_____
Class/Department

Identifier (color of shirt, etc.): _____

_____

_____

ACKNOWLEDGMENT

I have read this document and it was fully explained to me by a Job Corps representative.

Witness:_____

_____
Student Signature

FORM 5-09
RIGHT TO USE PHOTOGRAPHIC LIKENESS OR MOVING IMAGES RELEASE FORM FOR MINORS

I,_____(name of parent), as _____ (father or mother or guardian) of_____(name of student), a minor, grant to the Job Corps Program of the United States Department of Labor, the right to use and publish photographic likenesses or pictures of_____(name of student) or moving images captured by a video camera or other means. I understand that my child may be included in photographic likenesses, pictures, or moving images in whole or in part, in conjunction with his or her own name, or reproductions thereof, made through any medium, including Internet, for the purpose of advertising in promotion of the Job Corps Program.

I waive any right that I may have to inspect or approve the finished product or the advertising or other copy, or the use of the portraits, photographic likenesses or pictures, or moving images of my child.

I release the Job Corps Program and the United States Department of Labor, and all persons acting under the direct permission or authority of the Job Corps Director from any liability that may arise out of the use of the portraits, photographic likenesses, or moving images if used for the purpose of advertising in promotion of the Job Corps Program.

Dated: _____, 20___

_____
Parent Signature

Witness:_____

_____
Name (Printed)

_____
Student Name

_____
Job Corps Center

_____
Class/Department

Identifier (color of shirt, etc.): _____

_____

_____

ACKNOWLEDGMENT

I have read this document and it was fully explained to me by a Job Corps representative.

Witness:_____

_____
Parent Signature

FORM 5-10
JOB CORPS CENTER OPERATOR TRANSITION
FACILITIES, HEALTH/SAFETY, AND FLEET VEHICLE CHECKLIST

INSTRUCTIONS

During transition of operators at a Job Corps Center, the incumbent operator is responsible for reviewing this checklist with the new operator and providing the applicable deliverables listed on this checklist to facilitate a successful transition of center facilities, health/safety, and fleet vehicle documentation. Both operators shall sign the checklist when complete and submit to the Region prior to transition completion.

	FACILITIES TRANSITION DELIVERABLES	YES	NO	N/A
1	Provide inventory and location of facility as-built drawings			
2	Provide inventory and location of facility equipment operations & maintenance manuals			
3	Provide all training materials for facility equipment and systems including video training and training manuals			
4	Provide list of all preventive and corrective maintenance vendors used by outgoing vendor (elevator, fire alarm/suppression, HVAC controls, pest management, etc.)			
5	Provide copy of preventive maintenance plan and all facilities maintenance records (corrective and preventive)			
6	Conduct review of all outstanding Work Orders in the Computerized Maintenance Management System (CMMS) Brightly			
7	Provide copy of required life safety system inspection reports			
a	Fire alarm annual inspection and maintenance reports			
b	Fire suppression annual inspection and maintenance reports			
c	Kitchen hood fire suppression annual inspection and maintenance reports			
d	Boiler inspection reports			
e	Backflow prevention device certification and inspection reports			
f	Elevator certificates and inspection/maintenance reports			
8	Food service health and safety inspection report and certificate			
9	Provide all facility keys and overview of keying system and key control measures			
10	Verify username and passcodes for all computer systems with the outgoing operator, such as HVAC controls software, CMMS system, Energy Watchdog, FNC/CRA Request System, etc.			
11	Provide copies of all utility bills and utility agreements			
12	Review list of all outstanding FNC and O&M deficiencies			
	FLEET/TRANSPORTATION TRANSITION DELIVERABLES	**YES**	**NO**	**N/A**
1	Provide vehicle daily logs and maintenance/repair logs			

	SAFETY/HEALTH TRANSITION DELIVERABLES	YES	NO	N/A
1	Center Occupational Safety and Health Plan (see Section 5.1 R15)			
2	Fire safety training, drills, and inspections (see Section 5.1 R17)			
3	Incidents requiring OSHA notification (see Section 5.4 R4)			
4	Hearing Conservation Plan related documents including noise surveys (Section 5.1 R25)			
5	Hazardous Materials Management documentation including inventory, spills, and releases (Section 5.9 R7)			
6	Polychlorinated Biphenyls (PCBs) containing equipment inventory and all related documents (Section 5.13 R2)			
7	Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs) documentation and records (see Section 5.13 R3)			
8	Spill Prevention, Control, and Countermeasure (SPCC) plan (if required) (see Section 5.13 R3)			
9	Lead documentation and records (see Section 5.9 R8)			
10	Asbestos documentation and records (see Section 5.9 R9)			
11	File containing SDSs for chemicals previously used on-center (see Section 5.9 R10)			
12	Mercury documentation and records (see Section 5.13 R4)			
13	Hexavalent Chromium documentation and records (see Section 5.9 R11)			
14	Respirable Crystalline Silica documentation and records (see Section 5.9 R12)			
15	Documentation as required by Safe Drinking Water Act (see Section 5.13 R6) (if center is Water Treatment Plant (WTP) operator)			
16	Influent and Effluent monitoring data and documentation as required by the discharge permit (see Section 5.13 R6) (if center is Waste-Water Treatment Plant (WWTP) operator)			
17	Confined Space Entry Program related documents including inventory (Section 5.1 R22)			
18	Previous five years - OSHA 300A for students (Section 5.9 R18)			
19	Temperature monitoring logs for refrigerators and freezers (Section 5.10 R1)			

SIGNATURES

INCUMBENT OPERATOR (Printed Name, Title, Signature, Date)

NEW OPERATOR (Printed Name, Title, Signature, Date)