

Attachment B

INSTRUCTIONS FOR PREPARING EXCEL WORKSHEET FOR PY 2003 BUDGETED COMPENSATION LEVELS FOR: OUTREACH/ADMISSIONS & CAREER TRANSITION SERVICES STAFF	
GENERAL INSTRUCTIONS	
Purpose	To provide information that is needed to determine contract budget increases, if any, that are needed to adjust salaries in the targeted positions to competitive levels.
Worksheet Structure	The EXCEL worksheet that contractors are expected to fill out includes 5 separate tabs. Contractors make entries in only the first two tabs (CONTRACT_DATA and AVG_GEO_ADJ). The CONTRACT_DATA tab is used for the entry of current salary and other staff compensation information. AVG_GEO_ADJ is used to enter FTE levels and geographic adjustment factors for each local venue maintained under the contract in order to compute the FTE-weighted average geographic adjustment factor that will be applied to the contract as a whole. The remaining 3 tabs contain reference information or are technical in nature as follows: GEO_ADJ contains the geographic cost adjustment factors for all relevant localities in the U.S. ; ROCCO_COMP contains a basic table of the recommended salary levels, along with formulas that fine-tune the levels based 1) on the average geographic cost adjustment that is determined for each contract; 2) as well as an appropriate adjustment for time-based cost inflation; DATA_TRANSPOSE is used by the national office to assist in the exportation of the EXCEL spreadsheet data into a more powerful data base management format.
Prime Contractors vs Subcontractors	It is desirable that prime contractors report data on all of the targeted positions that are in place under their contract with DOL, including any positions that are staffed by subcontractor employees. However, if a subcontractor declines to share detailed staff compensation information with the prime contractor, the prime contractor should contact the DOL national office to determine the means by which DOL may obtain the information. This will normally be through arrangements for the subcontractor to report its data directly to DOL.
Submit Worksheets To:	Completed worksheets should be transmitted as spreadsheet attachment to the following e-mail address within DOL's Office of Job Corps: conboy.chris@dol.gov .
Due Date	Completed worksheets should be transmitted to the above e-mail address by August 15, 2003.

Attachment B

Make Copies and Rename	It is recommended that recipients of these instructions make copies of this spreadsheet, giving them new file names. It is suggested that the file name of the worksheets that are submitted to DOL incorporate the contractor name and the AAPP number that DOL has assigned to the contract.
Key Dates	The information to be provided in the worksheet should be that which is/was in effect on 8/1/2003. The assumed effective date of any funded salary adjustments is assumed to be 10/1/2003.
Making Entries	Make entries in the green-shaded cells. The yellow-shaded cells are filled by formulas. The worksheet comes pre-loaded with example data. Simply overwrite the example data with a center's "live" data.
Worksheet Integrity	The EXCEL worksheets that are being provided to you are enabled for making entries only in the green-shaded cells in the first two tabs. Entries are not allowed in any other cells within the spreadsheet. The worksheets are further protected against adding or deleting rows or columns or otherwise revising the structure of the spreadsheet. It is important that contractors do not disable these protections. To do so will only result in national office delays in completing the computations and analyses that will lead to budget increases for most contracts later this year.
Agreement with 2181	The budget data supplied for the current contract year and the next contract year, if any, should be in agreement with the current 2181 that is in place for the contract that is being profiled. If this is not the case, you must promptly contact the national office with the reasons why an exception to this basic ground rule is appropriate.
If Rocco Levels Are Thought to Be Inappropriate	If a contractor determines that the "Rocco Recommended" salary level for one or more position titles is not realistic, the contractor should nonetheless proceed to fill out the worksheet with the Rocco salary levels and then provide its justification for an alternative salary level in the comments section of the CONTRACT_DATA sheet.
I. HEADING INFORMATION: CONTRACT_DATA TAB (Entries in green-shaded cells only)	
A. Contractor Name	Enter name of contractor organization.
B. DOL Contract Number	Enter the "number" assigned to the contract by DOL.
C. Center Contract or Stand-Alone OA/CTS	Enter "Center" or "Standalone", whichever appropriately describes the contract for which data is being provided.

Attachment B

D. Performance Venue	Caption the geographic scope of the OA and/or CTS activities. It usually will suffice to identify the state or states in which the services are being furnished under the contract.
E. Current Performance Period	Enter the inclusive dates of the contract performance period as it is as of August 1, 2003 . The from date is the initial contract start date, which might be different than the start date of the current contract year.
F. AAPP Number	Enter the AAPP number that DOL has assigned to identify this contract. Call the national office (Chris Conboy @ 202 693 3093) if you do not know the AAPP number.
G. Geographic Adjustor for this Contract	This is a percentage value and it is the result of information that is entered in the AVG_GEO_ADJ tab.
H. Contract Year Start Dates	In space 1), enter the start date of the contract year that will be in effect as of August 1, 2003 . In space 2),. Enter the start date of the next contract year, if there are any that are remaining under the contract.
II. ANNUAL BUDGETED PERSONNEL EXPENSE: CONTRACT_DATA TAB (Entries in green-shaded cells only)	
Structure	This section is divided into separate parts for Outreach/Admissions staff (Part A) and Career Transition staff (Part B), respectively. Fill out one or both parts, whatever applies to the contract in question. Both parts are structured the same, so the same basic definitions and instructions apply.
Positions Listed (rows)	The position titles listed are generally well known in the Job Corps community. If your OA/CTS contract or center uses different nomenclature, it should be a simple matter to relate the center's job titles to the titles pre-printed on the worksheet. If there are any ambiguous or "gray areas", please contact the Job Corps National Office for a determination on whether or not a particular local position title equates to a pre-printed position title. A number of "Other" rows are available in case the pre-printed job titles do not suffice in full.

Attachment B

<p>Budgeted FTE (column a)</p>	<p>The focus is on budgeted positions, which is not the same as positions that happen to be occupied at the time the worksheet is completed. For each position title listed, identify the number of FTE positions that are funded in the budget for the current contract year. It is assumed that this number will remain the same in the next contract year. If this is not so, provide an explanatory note in the comments section. Also note that prime contractors should not provide data on any positions that are being reported directly to DOL by a subcontractor.</p>
<p>Average Budgeted Base Salaries - Current Contract Year (column b), Next Contract Year (column c)</p>	<p>The focus is on budgeted annual salaries, which is not the same thing as salaries that are actually being paid to current employees at the time the worksheet is being completed. For each position title listed, enter the average (mean) budgeted annual base salary for both the current contract year and the next contract year (if any option extensions remain on the current center contract). The average mean base salary is computed by taking the annual base salary for each position reflected, summing these amounts, and dividing the sum by the FTE positions reflected. Also note that prime contractors should not provide data on any positions that are being reported directly to DOL by a subcontractor.</p>
<p>Budgeted Costs- Current Contract Year (column d), Next Contract Year (column e)</p>	<p>For different positions titles, these columns contain formulas that compute the base salary costs budgeted in the current contract year and the next contract year.</p>
<p>Rocco Recommended Salaries - Pay Level (column f)</p>	<p>For each pre-printed position title, the Rocco-recommended pay level is pre-entered on the worksheet. For non-standard “Other” position titles, it will be necessary to enter the pay level which best corresponds to the duties and responsibilities.</p>

Attachment B

<p>Rocco Recommended Salaries - Current Contract Year (column g), Next Contract Year (column h)</p>	<p>For both the current contract year and the next contract year (if any), the mid-point annual salaries that match the Rocco-recommended pay levels are pre-entered on the worksheet. This includes an appropriate adjustment based on geographic location, along with a further appropriate inflation adjustment based on differences between the time frame of the Rocco salaries and the time frame of the contract year. There is no assurance at this time that DOL has sufficient funds to fund salaries at 100% of these levels across the board. These salary levels are being displayed only for informational and reference purposes at this time. It is further the case that differences in contractors’ benefit levels will be taken into account in DOL’s computation of new target salary levels.</p>
<p>Other Salary Expense/Savings</p>	<p>In the green-shaded cells enter the amounts budgeted for other salary expenses and/or savings in the pre-printed item categories. An “other” row is provided for item categories beyond those that are pre-printed. Separate entries are needed for the current contract year and the next contract year, if any.</p>
<p>Employer-Paid Fringe Benefits- Those That Are Sensitive to Base Salary, Those That are Not Sensitive to Base Salary</p>	<p>In the green-shaded cells, enter the amounts budgeted for employer-paid fringe benefits. A break-out is needed in terms of those benefits that are sensitive to (ie, tied directly to) salary payments and those benefits that are not directly sensitive to salary payments. Separate entries are needed for the current contract year and the next contract year, if any.</p>
<p>Other Personnel Expense Not Listed Above</p>	<p>In the green-shaded cells, enter any remaining amounts reflected in the 2181 budget for OA or CTS personnel expense. Separate entries are needed for the current contract year and the next contract year, if any. In the green-shaded space provided, please describe the nature of these expenses.</p>
<p>AVG_GEO_ADJ TAB</p>	

Attachment B

<p>Purpose of this Tab</p>	<p>Many of the contracts that are subject to this exercise involve operations and services in more than one locality. This creates an obvious complication with respect to the application of geographic adjustment factors, which are provided on a locality-by-locality basis. This tab is designed to compute a correctly weighted average geographic adjustment factor for contracts that operate in multiple locations. The tab also returns the correct geographic adjustment factor for a contract that operates in a single location. This tab must be completed for all contracts, be they single location or multiple location.</p>
<p>Entries Required</p>	<p>In the green-shaded cells, a row of information must be supplied for each locality where the contractor maintains OA and/or CTS staff under the contract. There are three elements of information required for each locality</p>
<p>Office Location (column a)</p>	<p>Identify the city and state of each locality where staff are based.</p>
<p>Geo Adjustor (column b)</p>	<p>Refer to the "GEO_ADJ" tab and look up each of your OA/CTS sites on the table of localities that are provided in this tab. In column b, enter the correct percentage amount for each site on your list.</p>
<p>Budgeted FTEs</p>	<p>For each site on your list, enter the number of OA and/or CTS FTE's that are budgeted to staff that site.</p>
<p>Weighted Average</p>	<p>The fairly computed FTE-weighted average for the contract as a whole is displayed in this block near the top of the tab. This average is then fed into the CONTRACT_DATA tab as a key informational element.</p>