

February 25, 2003

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-16
------------	-----------------------------------------

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTOR  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG  
National Director  
Office of Job Corps

SUBJECT: Performance Based Service Contracting – Revised Incentive Fee  
Computation Worksheet

1. Purpose. To provide a replacement for the previously distributed Incentive Fee Computation Worksheet.
2. Background. On May 16, 2003, Job Corps issued Information Notice No. 02-24, Performance Based Service Contracting – Reconciliation of Incentive Fees. An Excel worksheet was provided for use in calculating incentive fee adjustments. However, the worksheet did not accurately calculate the Performance Excellence Bonus for centers that exceed the top threshold of the OMS rating scale.
3. Action. Effectively immediately, discontinue the use of the Incentive Fee Computation Worksheet provided in JCIN No. 02-24, and use the attached revised Incentive Fee Computation Worksheet V2.
4. Expiration Date. Until superseded.
5. Inquiries. Please direct inquiries to Pat Putnins at 206-553-7938 x8065, or email to [putnins.patricia@dol.gov](mailto:putnins.patricia@dol.gov); or contact Tina Hess-Williams at 202-693-3125, or email to [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov).

Attachment