

June 5, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-33
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TO: ALL JOB CORPS CENTER OPERATORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Reporting Accrued Leave for Center Staff

1. Purpose. To request that each contract center operator provide the total value of accrued leave for center staff, by center, as of May 31, 2007, and August 31, 2007.

2. Background. The U.S. Department of Labor is required to prepare financial statements on a quarterly basis. Leave accrued by center staff is a significant liability in the Department's statements. In previous years, a sample of centers was asked to provide this information, since centers do not currently provide the value of their accrued leave on form 2110. This year, each contract center operator is asked to provide this data so the Department can base its accrued leave total on values reported for all centers rather than on sample-based data. The 2110 will be revised in PY 07 to incorporate this data.

3. Action.

- a. By June 15, 2007, contract center operators should report, by center, the total value of accrued leave for center staff as of May 31, 2007.
- b. By September 14, 2007, contract center operators should report, by center, the total value of accrued leave for center staff as of August 31, 2007.
- c. Contract center operators should e-mail these reports by the due dates to kopp.kenneth@dol.gov.
- d. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

Note: Civilian Conservation Centers (CCCs) are exempt from these requirements.

4. Expiration Date. September 30, 2007.

5. Inquiries. Inquiries should be directed to Ken Kopp at (202) 693-2751 or Kopp.Kenneth@dol.gov.