

July 10, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 09-02
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TO: **ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS**

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

SUBJECT: **PY 2009 Staff Compensation Supplement (2181S)**

1. Purpose. To provide Job Corps center operators and Outreach and Admissions/Career Transition Services (OA/CTS) contractors with the program year (PY) 2009 Staff Compensation Supplement (2181S).
2. Background. PRH Chapter 5, Appendices 502 and 503, require contractors to submit a Staff Compensation Supplement (2181S) annually with their contract year budget.
3. Action. All center operators and OA/CTS contractors will complete the PY 2009 Staff Compensation Supplement (2181S) in the Excel format for all new contracts and contract years beginning on July 1, 2009 through June 30, 2010.

Job Corps Regional Offices will forward, via e-mail, the completed Staff Compensation Supplements in Excel format to their respective Job Corps National Office budget analyst upon receipt. PDF versions of the Staff Compensation Supplements will not be accepted.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or hess-williams.tina@dol.gov.

Attachment

Job Corps 2181 Center Budget – Staff Compensation Supplement (vPY09.xls)