

March 11, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 10-36</b>
-------------------	--

**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL ETA JOB CORPS CONTRACTING OFFICERS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Program Year 2010 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) 2010 Staff Compensation Supplement (2181S) worksheet.

2. Background. The Job Corps Policy and Requirements Handbook (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 2010 Staff Compensation Supplement (2181S) in the Excel format for all new contracts and contract years beginning on July 1, 2010, through June 30, 2011. Contracts with contract start dates between July 1, 2010, and March 1, 2011, should complete the worksheet immediately and submit no later than March 18, 2011.

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 Until superseded.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](mailto:hess-williams.tina@dol.gov)

Attachment

2181 Staff Compensation Supplement (vPY10.xls)