

## CENTER STAFFING DATA REQUEST

Center Name:

Center Operator:

Center Size Category: (check appropriate size category)

	<300
	301 – 500
	501 – 800
	>801

Please provide the information requested below. Unless otherwise specified, provide data for the period October 1, 2011 – September 30, 2012.

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1. **Overall Staffing:** For each personnel category, indicate the number of FTE as represented on the approved Organization and Staffing chart. In addition to center-employed personnel, include any subcontracted FTE.

Personnel Category	Total FTE	Ratio to Contracted OBS <i>(Total FTE/OBS)</i>	Comments
Academic Personnel			
CTT Personnel (include NTCs)			
Career Success Personnel			
Support Personnel			
Medical Personnel			
Administrative Personnel			
Facility Maintenance Personnel			
Security Personnel			
Total Personnel			

2. **Management Structure:** Provide the following information regarding the center's key management team. (Include approved positions, even if currently vacant.)

<b>MANAGEMENT PERSONNEL</b>	<b>FTE</b>	<b>Salary &amp; Fringes per FTE</b>	<b>Comments</b> (Center titles if different and areas of responsibility)
Center Director			
Deputy Center Director			
Administration Director/Manager			
Programs Director			
CTT Manager			
Academic Manager			
Career Success Manager (Residential Living)			
<b>TOTAL Management Personnel</b>			

3. OCT/ACT Coordinator Utilization: Please complete the table below regarding your OCT/ACT program for the period October 1, 2011 - September 30, 2012.

	# Slots	% Utilization	# FTE Assigned
Off Center Training			
Advanced Career Training			

4. Subcontracted Programs: Provide the information requested below for Academic and CTT programs subcontracted by your center for the most recent contract/program year. (For NTC programs, provide # FTE only.)

Type of Program/Service	Total Annual Cost of Subcontract	G&A	Fee	# of FTE

Submit the above data to the Office of Job Corps, attention Marcus Gray at [gray.marcus@dol.gov](mailto:gray.marcus@dol.gov), no later than close of business November 13, 2012.