

November 9, 2012

DIRECTIVE:           JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 12-16
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TO:                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL JOB CORPS CENTER DIRECTORS

FROM:                 EDNA PRIMROSE  
                          National Director  
                          Office of Job Corps

SUBJECT:             Request for Staffing-Related Cost Data

1. Purpose. To request information from the field regarding staffing-related costs.
2. Background. To address current funding constraints and in an effort to develop additional cost-saving measures, the Office of Job Corps initiated a process for examining overall program costs. Over the past few months, a Staffing Cost Efficiency Workgroup convened to develop cost-efficiency recommendations. One consideration was to examine the costs associated with center staffing.

In order to conduct an analysis of potential savings, additional data is needed and requested.

3. Action. Each Job Corps center shall complete the attached Center Staffing Data Request form, and return it via e-mail 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.

Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

4. Inquiries. Please direct any questions to Marcus Gray at (202) 693-3967.
5. Expiration Date. Until superseded.

Attachment

Center Staffing Data Request form