

February 13, 2017

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-28</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL REGIONAL OCM CONTRACTING OFFICERS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Staff Compensation Report

1. Purpose. To provide Job Corps Center Operators, Outreach/Admissions and Career Transition Services contractors with the January 2017 Staff Compensation 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 annually with their contract year budget. Although this requirement remains in effect, collection of current, real-time data is required.
3. Action. All Center Operators and OA/CTS contractors will complete the January 2017 Staff Compensation worksheet in the Excel format for all active contracts. Submissions will be e-mailed to Tina Hess-Williams at [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov), and are due no later than Tuesday, February 28, 2017. PDF versions will not be accepted and contractors submitting such will be deemed nonresponsive.
4. General Instructions.
  - A. Contractors will make entry in green shaded cells only. The yellow cells contain formulas and are, therefore, locked.
  - B. Multiple Full-time Employees (FTEs) for a single position will be reported as an aggregate average. For example, five academic instructors will be stated as five FTEs with the salary stated as an average of the five.
  - C. Driver's education instructors will be reported separately from academic instructors.
  - D. Contractors will use prepopulated position titles unless a position is so unique as to not fit an existing position. Adding position titles, while possible, is discouraged.

- E. For stratified positions, such as RA-I and RA-II, will be averaged together if both positions are within the same grade.
- F. Do not report student FTEs or Work-based Learning (WBL) positions.
- G. FTEs for split positions such as maintenance worker/driver and security office/driver must report the prorated FTEs on Lines 18 or 20 and Line 09.
- H. Position titles are prepopulated under the proper 2110 reporting lines. If a contractor reports a position on another personnel line for his/her monthly 2110 report, the position must be reported on the correct 2110 line for this submission.
- I. In the fringe reporting sections, fringe must be reported as follows:
  - 1. *Benefits Subject to Salary* include statutory taxes, employer taxes (Workers Comp, FICA, unemployment insurance) as well as, 401K matching and any other employer-provided fringe that is based on salary.
  - 2. *Benefits Not Subject to Salary* include insurances, tuition reimbursement and the like. Bonuses provided as a hard dollar amount and not a percentage of salaries are also reported here.

5. Expiration Date. February 28, 2017.

6. Inquiries. Inquiries about this Program Instruction Notice should be directed to Tina Hess-Williams at [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov).

Attachment

Staff Compensation January 2017