***Monthly Staffing Report Summary Instructions (December 2023)***

***Purpose***

The monthly Staffing Report Summary provides NETL management with data relative to the number and location of Contractor FTEs (full-time equivalents) charged to each funding source within a contract. NETL uses this information in budgeting and planning exercises. In addition, to fulfill data requests from Headquarters for site support contract FTEs.

***Instructions***

***The numbered items below correspond to the specific fields in the reporting template.***

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| **Item** | **Description** |
| **1** | Enter the contractor’s name and address. |
| **2** | Enter the contract number. |
| **3** | Enter inclusive dates of the current reporting period. |
|  | **\*\*\*NOTE\*\*\*****The Items below must track the exact Accounting FlexField (AFF) used in the contract funding modification. If more than one AFF was used to fund a Task/Activity, then a separate row for each unique AFF must be entered on this report.****Enter the FTEs by AFF at each site location.** |
| **4** | Enter the CLIN/SubCLIN/Task/Activity number, in numerical order, for the FTEs being reported. |
| **5** | Enter the six-digit “**Reporting Entity**” identified in Field 4 of the AFF string provided in the contract funding modification.  |
| **6** | Enter the seven-digit “**Program Number**” used to fund the Task/Activity. This number will correspond to Field 6 of the AFF string provided in the contract funding modification. If multiple program numbers exist, enter each one on a separate line. |
| **7** | Enter the seven-digit “**Project Number**” (if applicable). This number will correspond to Field 7 of the AFF string provided in the contract funding modification. If a number is not provided, enter zeros. |
| **8** | Enter the seven-digit “**Work for Others (WFO)**” number (if applicable). This number will correspond to Field 8 of the AFF string provided in the contract funding modification. If a number is not provided, enter zeros. |
| **9** | Enter the seven-digit “**Local Use**” number (if applicable). This number will correspond to Field 9 of the AFF string provided in the contract funding modification. If a number is not provided, enter zeros. |
| **10** | Enter the total FTE cost charged to each AFF string for the current reporting period. |
| **11** | Enter the number of FTEs by NETL site location for each reported AFF string. |
|  | **\*\*\*NOTE\*\*\*****Offsite is defined as any property not owned or leased by NETL.** |
| **12** | Enter the headcount of employees at both on and off-site locations as of the end of the reporting period. |