

September 13, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-06
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Job Corps Equal Opportunity Conference for Senior Managers in
Dallas/Chicago and San Francisco

1. **Purpose.** To provide information regarding the Job Corps Equal Opportunity Conference.
2. **Background.** Job Corps is committed to meeting its equal opportunity and nondiscrimination duties and responsibilities. Over the years Job Corps has taken many measures to ensure equal opportunity to all applicants and students. These measures include revisions to the Policy and Requirements Handbook (PRH), training for staff at all levels, and the creation of center disability programs. To continue the program's commitment to equal opportunity, the National Office of Job Corps will sponsor three Equal Opportunity Conferences this fall. The conferences will be held in Atlanta, Dallas, and San Francisco.

Session	Regions Invited	Dates
Session 1 – Atlanta	Boston, Philadelphia, Atlanta	September 28-29, 2004
Session 2 – Dallas	Dallas, Chicago	October 21-22, 2004
Session 3 – San Francisco	San Francisco	November 16-17, 2004

Note: This Notice provides detailed information for only the Dallas and San Francisco conferences. Detailed information for the Atlanta conference was previously released in Job Corps Information Notice No. 04-02.

3. Conference Objectives. This conference will provide participants with information about:

- relevant federal equal opportunity and nondiscrimination laws and regulations;
- specific policy changes related to the Job Corps disability initiative; and,
- tools/strategies to help facilitate the implementation of effective equal opportunity programs.

Participants will also have an opportunity to discuss specific civil rights issues and learn from case scenarios.

4. Conference Participants. **Attendance is mandatory** for regional office staff, center directors, senior operating contractor/agency staff, and senior Outreach and Admission (OA)/Career Transition Services (CTS) contractor staff from the Dallas, Chicago, and San Francisco regions.

5. Conference Logistics. The conference provides one full day of training, beginning at noon on the first day and ending at 11:45 a.m. on the second day. The schedule of the week's events is as follows:

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 st Day	12:00 p.m. – 1:00 p.m. 1:00 p.m. – 5:30 p.m.	Registration Conference Sessions
2 nd Day	7:00 a.m. – 7:30 a.m. 7:30 a.m. – 11:45 a.m. 11:45 a.m.	Breakfast Conference Sessions Conference Adjourns

Session/Dates	Location	Invited Participants
Session 2—Dallas October 21-22, 2004 Hotel Room Rate: \$95.00 per night plus tax (15%)*	The Westin Galleria Dallas 13340 Dallas Parkway Dallas, TX 75240-1933 972-934-9494 Deadline for registration and hotel reservation: September 24, 2004	Region 4-Dallas Region 5-Chicago Regional office staff, center directors, senior operating contractor/agency staff, and senior OA/CTS contractor staff
Session 3—San Francisco November 16-17, 2004 Hotel Room Rate: \$139.00 per night plus tax (14.08%)*	The Westin St. Francis 335 Powell Street San Francisco, CA 94102-1875 415-397-7000 Deadline for registration and hotel reservation: October 11, 2004	Region 6-San Francisco Regional office staff, center directors, senior operating contractor/agency staff, and senior OA/CTS contractor staff

*Hotel rates are subject to change if the federal per diem or Texas/California state tax increases

6. Conference Registration. **Training slots for this conference are limited.** Participants must register online at www.jobcorpshealth.com. The online registration form must be completed **no later than September 24, 2004, for the Dallas conference, and October 11, 2004, for the San Francisco conference.** Due to limited meeting space, registration forms received after that date may not be accepted. **Registration is on a first-come, first-serve basis.**

7. Hotel and Travel Information. Participants are responsible for making their own travel and hotel arrangements, and centers (or regional offices/agencies, as appropriate) are responsible for all expenses incurred.

To obtain the reduced room rate, identify yourself to the hotel reservations clerk as a participant in the Department of Labor Job Corps Equal Opportunity Conference. The reduced rate will apply prior to and following the conference subject to availability.

The hotels require that rooms be guaranteed with a valid credit card number. If you do not check in at the hotel on your scheduled day of arrival, the first night will be charged to your credit card and you will be responsible for paying those charges. Also, a fee will be charged for early departures. When you check in, be sure to review your scheduled departure date to ensure that it is accurate. Humanitas is not responsible for any charges incurred by attendees.

When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly.

8. Action. Regional directors, operating contractors/agencies, and OA/CTS contractors should bring this Notice to the attention of all staff that will be attending the conference in order to meet the registration deadlines.

9. Expiration Date. November 16, 2004.

10. Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116, or emailed to grove.barbara@dol.gov.