

March 7, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-22
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TO: ALL JOB CORPS NATIONAL OFFICE 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

1. Purpose. To provide information about the Job Corps Equal Opportunity Conference to be held April 6, 2005, at the San Francisco Marriott Hotel in San Francisco, California.

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 held Equal Opportunity Conferences in Atlanta and Dallas in the Fall of 2004 (Information Notices 04-02 and 04-06). A third conference, scheduled for November 16-17, 2004, in San Francisco was canceled because of an ongoing labor dispute. As a result, **the third conference has been rescheduled for April 6, 2005.**

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

- a. Relevant federal equal opportunity and nondiscrimination laws and regulations;
- b. Specific policy changes related to the Job Corps disability initiative;

- c. 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. EEO Conference Participants. **Attendance is mandatory** for Regional Office staff, Job Corps Center Directors, senior operating contractor/agency staff, and senior Outreach and Admissions/Career Transition Services (OA/CTS) contractor staff in the San Francisco region.

5. EEO Conference Logistics. The conference provides one full day of training, beginning at 8:00 a.m. and ending at 5:30 p.m. (On-site registration will be held from 7:30 a.m. to 8:00 a.m.) The conference will be held at the San Francisco Marriott Hotel, 55 Fourth Street, San Francisco, California, 94103, (415) 896-1600.

6. EEO Conference Registration. Training slots for this conference are limited. Participants must register online at www.jobcorpshealth.com. The online registration form must be completed and submitted **no later than March 14, 2005**. Because of limited meeting space, registration forms received after March 14 may not be accepted. **Registration is on a first-come, first-serve basis.**

Note: Registration information from the November 2004 conference will not be used. Therefore, all participants who previously registered will need to register again.

7. EEO Conference Hotel and Travel Information. Participants are responsible for making their own travel and hotel arrangements, and Job Corps centers (or Regional Offices/agencies, as appropriate) are responsible for all expenses incurred. The sleeping room rate is \$126.00 per night plus tax (14%) for a single or double room. Note that the room and tax rates listed for the hotel are subject to change if the federal per diem or California state tax increases. **Hotel reservations must be made by March 14, 2005.**

To obtain the reduced room rate, identify yourself to the hotel reservations clerk as a participant in the Job Corps 2005 Conference (**group name: Job Corps 2005**). The reduced rate will apply prior to and following the conference subject to availability.

The hotel requires that rooms be guaranteed with a valid credit card number. Please be aware that 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. April 6, 2005.

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