March 6, 2012

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 11-53

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
                    ALL JOB CORPS REGIONAL OFFICE STAFF
                    ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
                    National Director
                    Office of Job Corps

SUBJECT: Safeguarding Personally Identifiable Information Webinar
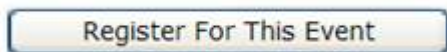

1.   Purpose. To provide **mandatory** training to Outreach and Admission (OA) staff and Career Transition Services (CTS) staff on safeguarding Personally Identifiable Information (PII).

2.   Action. OA and CTS agencies are encouraged to adjust staff schedules so that all staff can participate. Due to the limited number of phone lines, staff should aggregate to the greatest degree possible (e.g., conference room viewing).

        The webinar is offered at the following times:

        Thursday, March 8 at 10 a.m. CST – Call in: (888) 677-9048; Pass code 74472#
        Friday, March 9 at 3 p.m. CST – Call in: (888) 677-9048; Pass code 22446#

        URL: http://webclass.jobcorps.org/oapii/

        The webinars will be posted in the Event Registration area of Job Corps Community website. To register, log on using your Citrix credentials. Then click **Event Registration** from the navigation menu at left, and select the event you wish to attend. Click on the **Register For This Event** button (see image below).

        Addressees are to ensure this Information Notice is distributed to all appropriate staff.

3.   Expiration Date. March 9, 2012.

4.   Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.