January 19, 2017

DIRECTIVE:	JOB CORPS INFORMATION NOTICE 16-21

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

FROM: LENITA JACOBS-SIMMONS
                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 members can participate. Due to the limited number of phone lines, staff should aggregate to the greatest degree possible (e.g., conference room viewing).
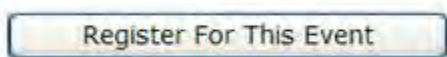
    The Webinar will be offered at the following times:

- January 24, 2:00 p.m., Central

- January 26, 11:00 a.m., Central

    Please adjust for your time zone.

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

    The webinars will be posted in the Event Registration area of Job Corps Community Web site. 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. January 30, 2017.

4.   Inquiries. Inquiries should be directed to Linda Estep at estep.linda@jobcorps.org.