

April 17, 2017

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 16-26
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Upcoming Webinar Training on Completing Significant Incident Reports

1. Purpose. To inform the Job Corps community of upcoming Webinar training for center staff responsible for preparing and/or submitting Significant Incident Reports (SIRs).
2. Background. Section 5.5 of the Policy and Requirements Handbook (PRH) requires centers to report certain types of incidents via the SIRs system. In addition to providing documentation of significant incidents, SIRs help provide the National and Regional offices with important insight into the operational effectiveness of the Job Corps program. This allows them to respond to issues more quickly and effectively, and to deploy resources in areas of greatest risk. The training aims to ensure the submitted SIRs are accurate, complete, and written well.
3. Date and Times. Webinars will be offered as follows:

Wednesday, April 26, 2017 – 12:30 to 2:00 p.m., Central
Thursday, April 27, 2017 – 12:30 to 2:00 p.m., Central (repeat session)
4. Action. We strongly encourage staff to attend the training. Attendees may register for by going to the Event Board on the Job Corps Community Web site. Find the session you wish to attend, and then click “**Register for This Event.**” You will receive a confirmation e-mail with the connection information for that session, or be notified that the session is full, in which case you can register for a different session. We encourage early registration. The training will be recorded and available for future use for individuals who are unable to attend the live sessions.
5. Inquiries. Inquiries should be directed to Janis Pearson at Pearson.Janis@jobcorps.org, or Linda Estep at Estep.Linda@dol.gov .