June 13, 2005

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DIRECTIVE:      JOB CORPS PROGRAM INSTRUCTION NO. 04-29
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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: Employment and Training Administration Web Review
               Process

1.   Purpose. To inform the Job Corps community of the review process for verifying 508 compliance and content appropriateness for all Job Corps Web sites. All Job Corps Web sites must undergo and pass both 508 and content review no later than August 9, 2005.

2.   Background. Beginning in September 2004, URLs for Job Corps Web sites were submitted to the Employment and Training Administration (ETA) so that ETA could begin the process of reviewing the Web sites for 508 and content compliance. In the months since the process began, there have been several issues of concern. At one point, for example, all Web sites were ordered to be put under password protection until the review process could be completed. Due to the length of time it takes to complete these reviews and the importance of Job Corps Web sites as recruitment tools and information resources, the National Office of Job Corps requested that Web sites be allowed to reopen under specific conditions. The National Office was subsequently able to obtain a 6-month grace period from the Department of Labor (DOL) and permission to re-open Job Corps sites to the public, under the following conditions:

      a.   Web site owners **must continue** to work towards having these Web sites 508 compliant and content approved **no later than August 9, 2005**. All Job Corps Web sites intended for a public audience will still need to undergo and pass a 508-compliance review. Web sites that have

passed the 508 review will then undergo a content review. Web sites that are not 508 compliant at the end of the 6-month grace period will become unavailable to the public and require the user ID/password to access.

b.　　Second, all public Web sites must provide a statement on their pages that provides a point of contact for people who may have difficulty using the Web site, so that they can request assistance. The following statement has been approved by ETA, and may be copied and modified to fit your Web site as needed:

> *The Office of Job Corps is committed to ensuring its Web sites are accessible to the widest possible audience. We are continually improving accessibility by following all recommended guidelines outlined in Section 508 of the Rehabilitation Act Amendments of 1998. Should you require assistance with any portion of this site, contact [email address of owner goes here].*

c.　　Under the terms of our agreement with ETA Office of Performance and Technology (PROTECH), outlined in Job Corps Data Center (JCDC) Notice 04-142, all Job Corps Web sites are permitted to reopen without the user name and password during the review period. However, in order to reopen, Web site owners need to add the accessibility disclaimer (see Item b above) to the Web site's Home page.

Once the accessibility disclaimer has been added, Web site owner/managers should notify the Job Corps Web Manager by email (pearson.janis@jobcorps.org) that the disclaimer has been added. Technical staff will go to the Web site and verify the disclaimer, then send the Web site owner an email acknowledging verification. At that point, Web site owners have permission to remove the user ID and password from the Web site. However, all Web sites must still meet the 508 requirements no later than **August 9, 2005**. Any Web site that has not been verified 508 compliant at that time will again be required to close to the public, and be accessible only through a user ID/password.

d.　　Four disclaimers are required on all Web sites in order to pass the ETA PROTECH 508 and content audits: 1) an accessibility disclaimer, 2) the DOL standard disclaimer, 3) the Freedom of Information Act (FOIA) and 4) Privacy Act Statement. These last three disclaimers must be accessible from every page of the Web site.

An excerpt from the ETA ***Recommended Policies and Guidelines for Federal Public Websites Final Report of the Interagency Committee on Government Information Submitted to the Office of Management and Budget*** is provided as an attachment to this Instruction.

3. <u>Process for a Web site to become certified 508 compliant.</u>

   a. Web site owner submits 508 request to Web Manager at: pearson.janis@jobcorps.org.

   b. Web Manager submits URL to ETA Webmaster.

   c. ETA does an automated review. If the Web site passes the automated 508 review, a manual review follows. Once the Web site is determined to be 508 compliant, the Web site owner is notified and a 508 certificate is issued.

   d. The Web site then undergoes a content audit. Content audits look for typos "wordos" (inappropriate use of a word, for example using the word "to" when "too" should have been used), verify disclaimers, assess content depth, page titles, etc. Issues are noted and sent to the Web site owner/manager. Once the Web site is determined to be content compliant, Web site owner/manager receives notification.

   e. Once Web sites have passed both content and 508 reviews, **any substantial changes to pages or changes to Web site design** will necessitate another review for the altered pages.

   f. During the review process, ETA issues reports on the audit findings. Reports are forwarded on to the Web site owners. It is up to the Web site owner/manager to then make the required changes and notify the JCDC Web Manager when the Web site is ready for another review.

Once a Web site has been certified 508 compliant and has passed the content review, any existing URLs for that Web site will then have to resolve to a "jobcorps.gov" domain. This means that whatever the Web site's current URL is, it will become *http://[sitename].jobcorps.gov*. Web site owners will provide the correct IP address to the Web Manager (Janis Pearson) so that technical staff can work with ETA to redirect the current URL to the jobcorps.gov domain.

The National Office of Job Corps has already secured the "jobcorps.gov" domain for use on all Job Corps Web sites. **It is not necessary for sites to change hosts or create new URLs**.

However, the JCDC will need to have the correct IP address for the Web site in order to redirect any existing URLs associated with the Web site to its new jobcorps.gov URL.

ETA PROTECH is currently developing procedures for use of their automated Web tracking system (Webzerve) to be used by Web site owners.

4.   Action. As of August 9, 2005, all Job Corps Web sites must be certified 508 compliant and have content approval before public availability. Sites that have been certified as both 508 and content compliant must provide their IP address to Janis Pearson so that technical staff can direct the link on the ETA public site.

Addressees are to ensure that a copy of this Instruction is distributed to the appropriate staff.

5.   Expiration Date. Until superseded.

6.   Inquiries. Questions or comments may be emailed to Janis Pearson at pearson.janis@jobcorps.org, or to Linda Estep at estep.linda@jobcorps.org. Phone inquiries may be directed to the Technical Assistance Center (TAC) at (800) 598-5008.

Attachment