

August 2, 2011

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 11-02
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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

FROM: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Additional Race and Ethnicity Categories in the Career
 Development Services System (CDSS) Suite of Applications

1. Purpose. To inform the field that the current categories used to collect data on race and ethnicity will be expanded to allow Job Corps applicants and students to choose multiracial/ethnicity designations.
2. Background. Job Corps currently utilizes the six minimum categories identified for use by federal agencies: American Indian or Alaska Native; Asian; Black or African American; Hispanic or Latino; Native Hawaiian or Other Pacific Islander; and White.

In order to serve our population better and collect more accurate data on race/ethnicity, we will now be able to offer multiracial/ethnic applicants the choice of selecting more than one race/ethnicity category. Based on the recommendations given by the Office of the Solicitor, Job Corps will follow the guidelines outlined in the Office of Management and Budget's (OMB) revision of Statistical Policy Directive No. 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting Notice (effective January 2003) when requesting racial and/or ethnicity data from our population.

The following applications will be modified to reflect this enhancement: OASIS, SCOUT, CIS, EIS, CTS, and NEMO. Below is the new list of 21 categories that will be available.

- American Indian or Alaska Native
- Asian
- Black or African American

- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- American Indian/Alaska Native and Asian
- American Indian/Alaska Native and Black/African American
- American Indian/Alaska Native and Hispanic/Latino
- American Indian/Alaska Native and Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native and White
- Asian and Black/African American
- Asian and Hispanic or Latino
- Asian and Native Hawaiian/Other Pacific Islander
- Asian and White
- Black/African American and Hispanic or Latino
- Black/African American and Native Hawaiian/Other Pacific Islander
- Black/African American and White
- Hispanic/Latino and Native Hawaiian/Other Pacific Islander
- Hispanic/Latino and White
- Native Hawaiian/Other Pacific Islander and White

3. Reference. Office of Management and Budget's (OMB) revision of Statistical Policy Directive No. 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting Notice.

4. Action. Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

5. Effective Date. August 1, 2011.

6. Expiration Date. Until superseded.

7. Inquiries. Inquiries should be directed to either Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov; or Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.