

August 12, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-02
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Equal Opportunity Training Reminder

1. Purpose. To remind the Job Corps community of the continuing requirement to complete the annual Equal Opportunity (EO) training located in Staff Instructional Management Online Network (SIMON).

2. Background. Job Corps staff should be knowledgeable of nondiscrimination and EO provisions of the Workforce Investment Act as they relate to the operation of the Job Corps program. The Office of Job Corps and the Civil Rights Center (CRC) entered into a signed agreement to ensure that the requisite training was created and made available to the Job Corps community on an annual basis.

The EO training housed on SIMON must be completed by September 30, 2013. This training will be used to meet the Job Corps' EO training requirement identified in the Policy and Requirements Handbook (PRH) Chapter 5, Exhibit 5-4, Required Staff Training for Center, Outreach and Admissions, and Career Transition Staff.

3. Action.

- a. All staff (National Office, Regional Office, Job Corps Center, Outreach and Admissions, and Career Transition) must complete the online EO training by September 30, 2013.
- b. The EO training is accessible through SIMON, which can be accessed through Job Corps Citrix (Applications tab). A CITRIX login is required to access the system. All staff members should follow the below steps to access the training:
 - (1) Log on to SIMON;
 - (2) Click on "Learning Center";

- (3) Click on “Courses Information and Enrollment;”
 - (4) Type “EO Training” in the “Keywords” box.
 - (5) Click on the course title to launch the presentation.
- c. After completing the training, click on “Return” at the bottom of the screen. You will be returned to the training course screen. The link to the short quiz will be active. A passing score of 70 percent on the quiz is required to complete the training.
- d. After completing the quiz, staff members should follow the steps below to download the Job Corps Equal Opportunity Training certificate:
 - (1) Click on “Personal KC” on the left side of the screen;
 - (2) Click on the “Transcript” tab;
 - (3) Click certificate next to Job Corps Equal Opportunity (EO) Training FY 2013.
- e. If a center has staff members that do not maintain access to CITRIX, a CD-ROM containing the training is available by contacting the Job Corps Data Center (JCDC) Help Desk at helpdesk-JCDC-TAC@jobcorps.org.
- f. A copy of the Job Corps Equal Opportunity Training certificate should be filed in the staff members’ personnel folder.

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

3. Expiration. September 30, 2013.

4. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachments

A – Contractor Staff User ID Request Form (Citrix Accounts)

B – National/Regional Office Staff User ID Request Form

C – Center Staff User ID Request Form