

February 5, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-24
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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

1. Purpose. To notify the Job Corps community of the updated 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 the requisite training was created and made available to the Job Corps community annually.

The EO training housed on SIMON must be completed by September 30, 2014. This training will be used to meet the Job Corps' EO training requirement identified in the Policy and Requirements Handbook Exhibit 5-4, Required Staff Training for Center, Outreach and Admissions, and Career Transition staff.

3. Action.

a. All contract staff must complete the online EO training by September 30, 2014.

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. Follow the steps below to access the training:

- (1) Click on Learning Center;
- (2) Click on Courses and Enrollment;
- (3) Type EO Training in the Keywords box.

- c. After completing the training, click on Return at the bottom of the screen, which will take you to the training course screen. The link to the short quiz will be active. A passing score of 70 percent is required to complete the training.
- d. After completing the quiz, staff 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 Training.
- e. If a center has staff members who do not maintain access to CITRIX, a CD-ROM containing the training can be requested by contacting the Job Corps Data Center (JCDC) Helpdesk 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 folders.

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

- 3. Expiration Date. September 30, 2014.
- 4. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachments

- A – Contractor Staff User ID Form
- B – National, Regional Office Staff User ID Form
- C – Center Staff User ID Form