

August 31, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-11</b>
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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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Equal Opportunity Training Reminder

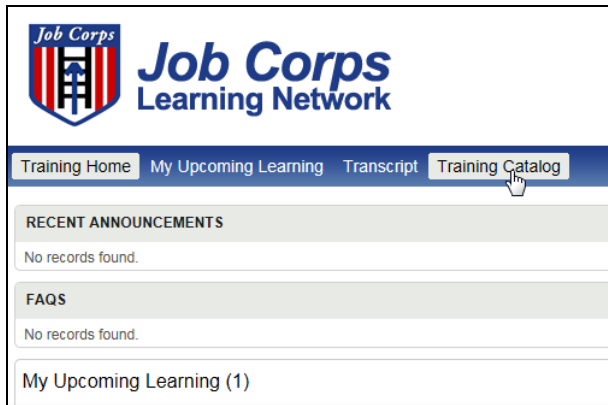
1. Purpose. To remind the Job Corps community to complete the Equal Opportunity (EO) training located on the Job Corps Learning Network (JCLN).

2. Background. Job Corps staff should be knowledgeable of non-discrimination and EO provisions of the Workforce Innovation and Opportunity Act as they relate to the operation of the program. The Office of Job Corps and the Civil Rights Center (CRC) entered into a signed agreement to ensure requisite training was created and made available to the Job Corps community annually.

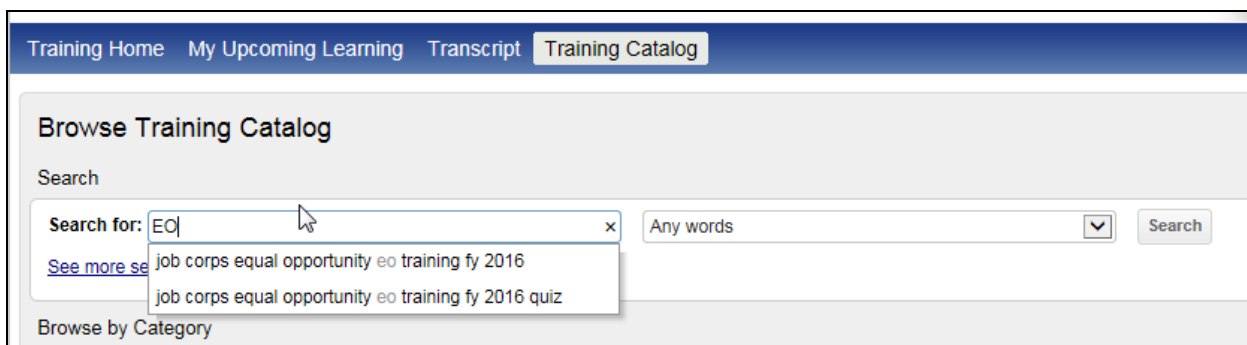
The EO training housed on the JCLN must be completed by **September 30, 2016**. This training will be used to meet the EO training requirement identified in the Policy and Requirements Handbook Exhibit 5-4, Required Staff Training for Center, Outreach and Admissions, and Career Transition staff.

3. Action.

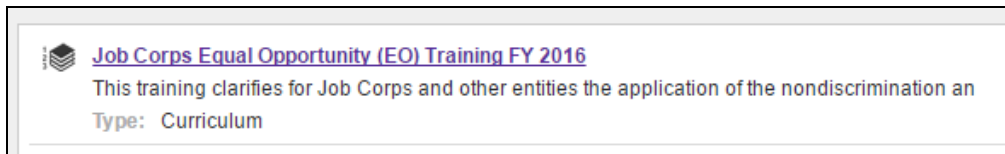
- a. All contract staff must complete the online EO training by September 30, 2016.
- b. Open a browser inside Citrix (not from local desktop), and go to <http://lms.jobcorps.org>.
- c. At the login page, enter your Citrix e-mail address (e.g., [lastname.firstname@jobcorps.org](mailto:lastname.firstname@jobcorps.org)), and your Citrix password.
- d. At the home screen, click the "Training Catalog" tab at the top (see image below).



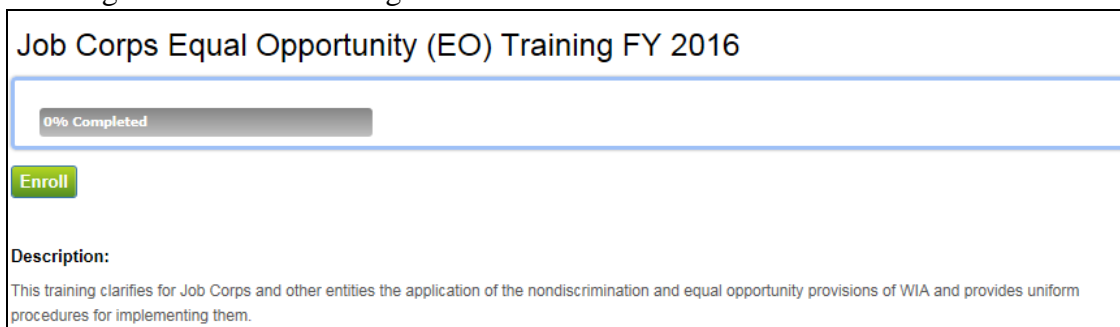
e. In “Training Catalog,” you can browse by keyword (e.g., “EO”). Click **Search**.



f. Click the course name of the curriculum to launch the course.



g. Click **Enroll** to begin.



h. If a center has staff members who do not maintain CITRIX access, a CD-ROM of the training can be obtained through the Job Corps Data Center Helpdesk at [Helpdesk-JCDC-TAC@jobcorps.org](mailto:Helpdesk-JCDC-TAC@jobcorps.org).

- i. 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.

4. Expiration Date. September 30, 2016.

5. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).