



AUG 24 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-05

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
ALL CENTER USERS

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 nondiscrimination and EO provisions of the Workforce Innovation and Opportunity 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 the JCLN must be completed by **September 30, 2017**. 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, 2017.
 - b. Open a browser inside Citrix (not from local desktop), and go to <http://lms.jobcorps.org>
 - c. At the login page, enter your Job Corps Citrix email address (e.g., lastname.firstname@jobcorps.org) and your Citrix password.
 - d. At the home screen, click the Training Catalog tab at the top.

- e. At the Training Catalog, you can browse by keyword (e.g., “EO”). Click **Search**.
- f. Click the course name to launch the course.
- g. Click **Enroll** to begin.
- h. 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 Helpdesk at 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.

3. Expiration Date. September 30, 2017.

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