



AUG 22 2018

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 18-01
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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
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in dark ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name and title.

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. The Office of Job Corps and the Civil Rights Center entered into an agreement to ensure the requisite training was created and available to the Job Corps community annually.

Staff members must complete the EO training housed on the JCLN by **September 30, 2018**. This training is required per 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, 2018.
 - 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 is available through Job Corps Data Center Helpdesk at Helpdesk-JCDC-TAC@jobcorps.org.
- i. A copy of the Job Corps Equal Opportunity Training Certificate must go into each staff member’s personnel folders.

All appropriate staff must receive this Program Instruction Notice.

- 4. Expiration Date. September 30, 2018.
- 5. Inquiries. Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.