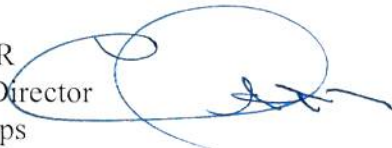




DEC 13 2019

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 19-03
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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: DEBRA A. CARR
Acting National Director
Office of Job Corps 

SUBJECT: Discontinuation of Government-Paid GSA Online Defensive Driving Course for Job Corps Contractor Staff

1. Purpose. To notify the Job Corps community that effective immediately Job Corps contractor staff are no longer authorized to complete and receive credit for the General Services Administration (GSA) Online Defensive Driving Course.
2. Background. Job Corps Program Instruction Notice No. 16-03, Driving Safety, issued July 18, 2016, required "at a minimum, all Job Corps center, and Outreach and Admissions and Career Transition Services (OA/CTS) staff who operate motor vehicles, must complete the General Services Administration (GSA) Online Defensive Driving Course, which can be accessed at <http://www.gsa.gov/portal/content/105002>, prior to operating GOVs for the first time."

Through discussions with Job Corps and the Department of Labor's Fleet Manager, OJC was informed that GSA will no longer provide the GSA Online Defensive Driving Course to Job Corps contractor staff at the government's expense. GSA's Online Defensive Driving Course is administered by the National Safety Council (NSC). The NSC will provide the training at the contractor's expense.

3. Action. All Job Corps non-federal staff must stop accessing the GSA Online Defensive Driving Course portal to complete the required training. Center operators can access the same 4-hour Defensive Driving Course through the NSC at <https://www.nsc.org/safety-training/defensive-driving/courses/online/2-and-4-hour-course>. Center operators should register and purchase the course for each of their staff members requiring the training.

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

4. Effective Date. Immediately.
5. Expiration Date. Until superseded.
6. Inquiries. Direct all inquiries to Heather Edmonds at (202) 693-3774 or edmonds.heather.r@dol.gov.