

November 3, 2015

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| <b>DIRECTIVE:</b> | <b>JOB CORPS INFORMATION NOTICE 15-15</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:** Frequently Asked Questions (FAQs) for Ensuring Equal Opportunity for Transgender Applicants and Students

1. Purpose. To announce the release of FAQs for Ensuring Equal Opportunity for Transgender Applicants and Students.
2. Background. The National Office of Job Corps released Program Instruction Notice 14-31, entitled “Ensuring Equal Access for Transgender Applicants and Students to the Job Corps Program” May 1, 2015. This Program Instruction Notice provided centers with definitions of transgender-related terms, background information, and guidance for working with transgender applicants and students.

Following the release of Program Instruction Notice 14-31, Job Corps provided six Webinar sessions to provide additional training on the content included in the Program Instruction Notice. Participants had the opportunity to ask questions during these Webinar sessions. Questions presented during the Webinar, along with questions posed to the National Office of Job Corps, were compiled into a document entitled “Frequently Asked Questions (FAQs) for Ensuring Equal Opportunity for Transgender Applicants and Students.” This document is designed to provide additional clarification on strategies to ensure equal opportunity for transgender applicants and students.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.

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

Attachment

Frequently Asked Questions (FAQs) for Ensuring Equal Opportunity for Transgender Applicants and Students