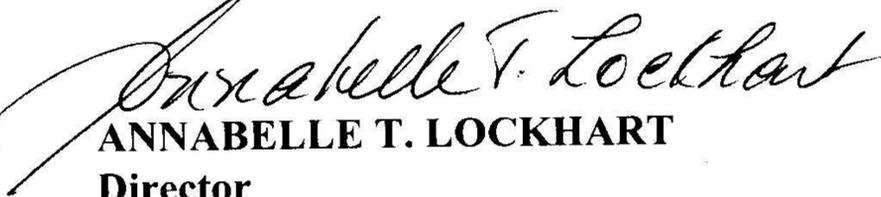




U.S. Department of Labor Office of the Assistant Secretary for Administration and Management CIVIL RIGHTS CENTER Room N-4123 200 Constitution Avenue, NW Washington, DC 20210	CRC Information Bulletin No. 2007-1
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TO: WORKFORCE INVESTMENT ACT (WIA) ADMINISTRATORS
STATE WORKFORCE AGENCY ADMINISTRATORS
JOB CORPS CONTRACTORS
JOB CORPS CENTER DIRECTORS
STATE WIA EQUAL OPPORTUNITY OFFICERS
STATE WORKFORCE AGENCY EQUAL OPPORTUNITY OFFICERS
SENIOR COMMUNITY SERVICE EMPLOYMENT GRANTEEES

FROM: 
ANNABELLE T. LOCKHART
Director
Civil Rights Center

**SUBJECT: Announcement of the U.S. Department of Labor 2007 National Equal
 Opportunity Professional Development Forum**

Purpose. This is to announce the opening of registration for the 2007 National Equal Opportunity Professional Development Forum, which is being held September 12-14, 2007 at the Hyatt Regency Capitol Hill, located at 400 New Jersey Ave., NW, Washington, DC 20001.

The national forum is the Department's positive efforts to provide compliance assistance in securing voluntary compliance with civil rights laws from its financial assistance recipients. This most important event represents the Department's commitment to assisting its grantees to administer workforce programs and activities in a manner that fosters equality of opportunity for all of our nation's workers and job seekers. The overall objectives of the national forum are:

1. To enhance knowledge and to provide a vehicle for educating workforce systems professionals on applicable civil rights laws and regulations;
2. To provide solutions to help in the implementation of effective equal opportunity programs; and
3. To heighten awareness about current day issues in the ever-evolving world of civil rights.

This is the 18th consecutive year that the Department has hosted a national training and development event. The 2007 forum is held in partnership with the Equal Opportunity Committee of the National Association of State Workforce Agencies, Inc. (NASWA). This organization is the national association of State agencies that administers Unemployment Insurance, Wagner-Peyser Act, labor market information, and in some States Workforce Investment Act programs, in the 50 states, District of

Columbia, Puerto Rico, and the Virgin Islands. The mission of NASWA is to strengthen the National Workforce Development System through advocacy, and information exchange. Over the past 17 years the national forum has exploded with popularity, and has become a must attend event for workforce system professionals, particularly those with direct equal opportunity responsibilities. The forum is a significant learning experience, and represents the U.S. Department of Labor's commitment to assisting its grantees and contractors to fulfill their equal opportunity and nondiscrimination obligations. In addition, the forum provides an important event for grantees and contractors to demonstrate their required obligation to support their Equal Opportunity Officers and their staff. Each year the forum is attended by workforce professionals who represent workforce programs at the national, State and local levels including: Job Corps, Employment Services, Unemployment Insurance Services, Migrant and Seasonal Farmworkers programs, Indian and Native Americans programs, Older Workers programs, and Workforce Investment Act (WIA) programs. The forum is designed for any workforce system professional. All workforce system Equal Opportunity Officers and persons with equal opportunity responsibilities are strongly encouraged to attend the forum.

Forum Highlights. The forum design features three (3) plenary sessions and 30 concentrated instructional and informational workshops. The workshops cover a broad range of current civil rights issues uniquely suited to helping equal opportunity professionals in the workforce system maintain their competencies and better equip them to administer effective equal opportunity programs. The workshop topics will have offerings that deal with all of the laws applicable to U.S. Department of Labor financial assistance recipients. Forum workshops will include skill-building classes on topics such as complaint investigative techniques and equal opportunity monitoring. There will also be workshops on federal accommodation requirements for persons with disabilities, sexual harassment, serving persons who are Limited English Proficient (LEP), religious activities, alternative dispute resolution, and promising practices in carrying out the Equal Opportunity Officer's responsibilities.

For the plenary sessions, speakers have been invited that are top level leaders of the U.S. Department of Labor, U. S. Equal Employment Opportunity Commission, U.S. Department of Justice, National Association of State Workforce Agencies, Inc., and other nationally recognized civil rights institutions. Workshop presenters will be experts in the field of civil rights.

Registration. The forum registration fee is \$400. In addition to the workshops and plenary sessions the forum fee includes continental breakfast at the start of each day, mid-morning and mid-afternoon breaks, full lunches, and an evening partnership networking reception.

To register for the forum, simply follow the instructions in completing the registration form. Please limit one registrant for each registration form. The forum registration form is available on CRC's website <http://www.dol.gov/oasam/programs/crc/crcwelcome.htm>. You may print a copy of the registration form from the website and submit to TATC for processing. Registration will begin June 11, 2007. The forum registration booklet will also be mailed separately.

The forum registration fee may be made by purchase order, check, or money order. All payments are to be made payable to TATC.

The mailing address for TATC is as follows:

TATC Consulting
7315 Wisconsin Ave., Suite 1200W
Bethesda, MD 20814
Attn: Terry Williams
240-482-3813

The forum will be held at the following location:

Hyatt Regency Capitol Hill
400 New Jersey Ave., NW
Washington, DC 20210
202-737-1234

Forum registrants must make their own hotel reservations. The hotel is guaranteeing a government rate of \$195.00 per night (plus local tax) on a first-come basis for rooms starting September 11, 2007 through September 14, 2007. Upon request, the hotel has accessible rooms for individuals with disabilities, and non-smoking rooms.

Action Required. All workforce system Administrators and Directors are strongly urged to authorize the attendance of their Equal Opportunity Officer(s) and other staff with equal opportunity responsibility. In addition, State-level WIA Administrators and Directors are also requested to petition their LWIA Boards and Directors to permit their Equal Opportunity Officers to attend the forum.

Inquiries. For information and assistance on any matter regarding the forum, please contact Vicky Best-Morris at (202) 693-6512 (voice), (202)693-6515 (TTY), or e-mail at best-morris.vicky@dol.gov.