

March 24, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-28
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL SUPPORT AND TRAINING CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG  
National Director  
Office of Job Corps

SUBJECT: Information Systems and E-mail Platform Migration

1. Purpose. To inform the Job Corps community of the migration from the Novell Netware/ GroupWise server and email platform to the Windows 2003 server and Exchange 2003 and e-mail platform.

2. Background. To comply with Office of the Inspector General's requirements, Job Corps will transition from the Novell Netware and GroupWise server and email platform to the Windows 2003 and Exchange 2003 server and e-mail platform. The first pilot for the transition began on March 1st and is expected to last three weeks. Upon successful completion of the pilot, the National Data Center (NDC) will begin deployment to the field. A tentative deployment schedule is attached to this document; however the schedule is subject to change. The order of the schedule is based on the number of staff at each location. The deployment will focus on centers with the largest staff levels first and work toward centers with smaller staff levels. It is the goal of this project to be completed with the initial phase of the deployment by mid-summer 2004.

The scope of this project is the Job Corps staff environment and does not address student IT requirements. The National Office of Job Corps is evaluating different strategies to meet student information technology requirements.

3. User Information. The Windows 2003/Exchange platform will be centralized at the NDC. Job Corps staff will access the new environment through a Citrix MetaFrame XP client session. Citrix MetaFrame XP is a terminal emulation program that will allow Job Corps users, with a valid account, to access the Job Corps network and the CDSS suite of production applications from inside or outside the Job Corps network. Citrix MetaFrame XP will also allow

Job Corps administrative staff, with a valid network account, to access production applications and email from a home office or any other location with connectivity to the Internet.

One of the goals of the Network Server and email migration is to provide local points of contact (POCs) greater access to administer network user accounts at their location. The new environment will allow the local POC rights to create and disable both network and email accounts, and reset passwords.

When accessing the Citrix MetaFrame environment the first time, staff will be directed to access a Web site. The Citrix client will download and automatically install to the PC. Staff will then be prompted to login and change their password. After changing their passwords, they can begin working in the new environment. Once authenticated, staff can access applications in the CDSS Suite, Outlook 2003, MS Office Professional 2003, and Internet Explorer. The configuration of the PC will not change. After center conversions are complete, staff will only be able to access the CDSS suite from within the Citrix environment.

Users will still be able to browse the Internet using a locally installed browser, and will still have access to all non-Job Corps specific programs such as corporate email, financial or human resource applications installed on their computer. The NDC will be migrating end user email from the GroupWise account to the new Exchange account. Upon completion of the email migration, the Novell servers will be disconnected from the network and turned off.

It is important to note that the NDC will not be replacing PCs at this time. The use of Citrix will allow Job Corps to continue using older workstations while still providing the most current Microsoft Operating System to each user through Citrix. The NDC will be providing “blast” images of Windows XP Professional for machines that meet the minimum hardware requirements.

*Note: The current Job Corps standard used to create usernames will change to become compliant with the Common Email System (CES) policy published by the Department of Labor, Office of the Chief Information Officer. The new username standard will be structured as described below:*

<LastName>.<FirstName>[.<MI>][<#>]@jobcorps.org

- LastName refers to the user’s last name
- FirstName refers to the user’s first name
- MI (Middle Initial) option will only be used if there is more than one user with the same LastName and FirstName
- # is a number. This option will only be used when there is more than one user with the same LastName, FirstName and Middle Initial
- Name suffixes such as Jr. or Sr. will not be used

- Hyphenated first and/or last names may be used for the FirstName or LastName, respectively. Example: [smith-jones.mary@jobcorps.org](mailto:smith-jones.mary@jobcorps.org)
- The User ID may be upper or lower case

Examples:

[Doe.John@jobcorps.org](mailto:Doe.John@jobcorps.org) (for the first John Doe)

[Doe.John.L@jobcorps.org](mailto:Doe.John.L@jobcorps.org) (for the second John Doe with the middle initial of “L”.)

[Doe.John.L1@jobcorps.org](mailto:Doe.John.L1@jobcorps.org) (For the third John Doe, with the same middle initial as the second John Doe.)

The existing email addresses using the old username nomenclature (DoeJ@jcdc.jobcorps.org) will be supported for a period of six months after conversion to the Microsoft Exchange messaging platform. After the six-month grace period, the old email addresses will be deactivated. All existing email in your active GroupWise account will be copied to your new Outlook email account.

4. Action. Staff and POCs should begin to educate themselves on how to use the Outlook client to send and receive email. Online training on how to use Outlook and other Microsoft Products can be found at the following URL: <http://deployment.jcdcnetwork.org/mell/eng/default.htm> from inside the Job Corps Network. The training is not available from outside the Job Corps Network.
5. Expiration Date. Until superseded.
6. Inquiries. For more detailed information regarding the Network Server and email migration project, please contact Gregg Colvin at 512-393-7254, or email to [colving@jcdc.jobcorps.org](mailto:colving@jcdc.jobcorps.org) ; or Linda Estep at [EstepL@jcdc.jobcorps.org](mailto:EstepL@jcdc.jobcorps.org).

Attachment