

September 4, 2001

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-05
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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 TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CDSS CONTRACTORS

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

SUBJECT: Center Information System (CIS) Initial Deployment Activities

1. Purpose. To provide information on the status of initial deployment activities for CIS.
2. Background. The CIS application is currently being beta tested at selected Job Corps centers. This will allow current Job Corps center users to test the application and provide feedback to the Job Corps Data Center (JCDC) about software bugs or problems that may cause CIS to not function properly. Some of these problems may be caused by PCs that do not work correctly or do not have adequate available disk space or memory. Beta testing can also uncover problems with network connectivity, such as bad network cables, network cards, or any other component that will render the PC unable to communicate with the network.
3. Center and JCDC Action: Initial Deployment Steps for CIS. Preparation for CIS deployment and the results of beta testing have given the JCDC valuable information needed to develop the initial steps for CIS deployment. The JCDC will follow the procedures listed below in order to prepare centers for physical implementation of CIS.
 - **Identification of users at the Job Corps centers who will be using CIS:** The JCDC will coordinate with each Job Corps center to identify the staff members (users) who will be using CIS. The center Point of Contact (POC) will be responsible for creating a list of users. Each authorized user must have a Novell login account in order to use CIS. Users cannot bypass the Novell Login screen. After the list of users is compiled and sent back to the JCDC, the JCDC will make sure that each user has a valid Novell account, and if not, the JCDC will take the necessary steps to establish an account.

- **Ensuring that all CIS PCs are in the proper location:** The POC at each center will need to work with the staff at their center to determine if the CIS PCs are located in the right place. Each staff member who will use CIS will need to have a PC in close proximity for convenience.
- **Check all PCs for capacity to support CIS:** After the user list and all Novell login accounts have been verified for the center, steps will be taken to ensure that each PC slated to run CIS has the necessary hardware resources to do so. The JCDC will remotely check each computer to determine the total amount of disk space and available memory. *Any PC that does not have the required amount of disk space and available memory must be reported by the center POC and/or JCDC staff and considered a priority since the equipment may need to be replaced or upgraded before CIS deployment.*
- **Verify connectivity to the CIS application and database servers:** The JCDC has developed a “CIS Connectivity Tool” that will be deployed to each certified PC on each Job Corps center, using the same software “push out” technology that will be used to deploy the CIS application. The center’s POC will be responsible for going to each PC that will be running CIS and running the connectivity tool to test the capacity of each PC to be able to communicate to the CIS application server and the CIS database server. After the test is run, a screen will be displayed indicating success or failure. Any PC that fails the test **must be assessed** by the center POC and/or JCDC staff.

4. Why are these steps important? It is important for the JCDC and each Job Corps center to perform the above steps in order to:

- Ensure that all staff members who will need to run CIS are identified and have a valid Novell login account.
- Ensure that all PCs that will need to run the CIS application are identified and have adequate disk space and memory available.
- Ensure that each PC has the capacity to connect to the CIS application and database servers at the Job Corps Data Center in San Marcos, TX.

All of these requirements **must** be met prior to CIS being deployed to a center. The JCDC will begin the process of performing these steps immediately. Each center will be contacted directly by the JCDC.

5. Action. Addressees are to ensure that copies of this Program Instruction are distributed to their appropriate staff.
6. Expiration Date. Until superseded.
7. Inquiries. If you have questions and comments regarding CIS deployment, please contact Linda Estep, National Office or Steve Ferrell, deployment manager, at the Job Corps Data Center (1-800-598-5008, x7202). Please use electronic mail for communicating questions about this information at deployment@jcdc.jobcorps.org. Also review the Job Corps Community Web Site under **CDSS Deployment** to look for additional and updated information.