

October 19, 2001

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 01-09</b>
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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 CTS CONTRACTORS

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

**SUBJECT:** Learning Resource Center (LRC) Re-verification Agreement

1. Purpose. Each Job Corps center is working with the Job Corps Data Center (JCDC) to re-verify the operational status of its Learning Resource Center (LRC). This verification is to ensure that the hardware and video conferencing equipment will be operational for the center's CIS video conferencing training and other computer-based and related training.

2. Background. The National Office has requested that the JCDC re-verify the operational status of each center's LRC to ensure that the equipment is properly configured and operational. During the verification process activities conducted to date, center staff has reported missing video cameras, speakers, microphones and headsets, as well as memory removed from computers in the LRC. Some center Points of Contact have also reported instances where the LRCs are not supervised and the students have full access to the LRC any time of the day, resulting in reconfiguration of, or inappropriate use of, workstations (e.g., downloading of inappropriate screensavers and installation of unauthorized software). Due to missing equipment and/or installation of additional software, center LRCs may not function.

As indicated in Job Corps Program Instruction 99-02, the intent of the LRC is to provide a dedicated location for students and staff to use the latest computer technology to access online materials, conduct job searches, and participate in live video broadcasts and on-line computer-based training. It is essential for each center's LRC to be operational in order for CIS and other training to occur - all hardware and other equipment must be in place and configured properly.

3. Action. Each Job Corps center should check to see that computers and related equipment are in

place. To ensure that the LRC is fully operational, the Data Center will re-verify that the LRC equipment is in place and functioning properly. The re-verification will include testing of all of the equipment provided for the LRC: 15 workstations, keyboards, mice and monitors, 14 eyeball cameras, 14 handsets or headsets, 1 Sony PTZ Camera, 1 set of PC speakers, and 1 area microphone. Verification is successful when all LRC workstations are able to log into the Novell Server, launch the VCON client and successfully participate in a videoconference, and successfully launch the IPTV client and attach to a multi-cast session.

The center and center operator are to ensure that the LRC equipment is maintained, and if equipment is found missing, they must follow the procedures set forth in the Property Management Handbook 359, Chapter VII: Disposition of Property, Section 6: Missing, Stolen Destroyed, or Damaged Property.

Once these actions are completed, the JCDC will request the center to confirm the re-verification of the LRC equipment in writing (see attached form). It will then be the center's responsibility to ensure that the configuration of the LRC is monitored and maintained in a secure area, and unauthorized software is not installed. Re-verification forms are to be forwarded to Gregg Colvin ([ColvinG@jcdc.jobcorps.org](mailto:ColvinG@jcdc.jobcorps.org)), ATTN: LCR Re-verification Team, 205 6<sup>th</sup> Street, San Marcos, TX 78666.

4. Expiration Date. Until superseded.

5. Inquires. Questions regarding this Program Instruction should be addressed to Linda Estep at [EstepL@jcdc.jobcorps.org](mailto:EstepL@jcdc.jobcorps.org), Gregg Colvin at [ColvinG@jcdc.jobcorps.org](mailto:ColvinG@jcdc.jobcorps.org), or call the JCDC Technical Assistance Center at 800-598-5008.

Attachment

Learning Resource Center Re-verification Form

## **Learning Resource Center (LRC) Re-verification Form**

This document certifies that the LRC re-verification was completed on \_\_\_\_\_ (Date)  
at the \_\_\_\_\_ Job Corps Center by \_\_\_\_\_ (Center POC Name)  
and \_\_\_\_\_ (JCDC Technical Name).

At the time of this re-verification, all Learning Resource Center (LRC) equipment is in place and operational including: 15 workstations, keyboards, mice and monitors, 14 eyeball cameras, 14 handsets or headsets, 1 Sony PTZ Camera, 1 set of PC speakers, and 1 area microphone. At the time of this test all workstations are able to log into the Novell Server, launch the VCON client and successfully participate in a video conference. In addition each work station was able to successfully launch the IPTV client and attach to a multi-cast session.

The center and center operator are to ensure that the LRC equipment is maintained and if equipment is found missing, they must follow the procedures set forth in the Property Management Handbook 359, Chapter VII: Disposition of Property, Section 6: Missing, Stolen Destroyed, or Damaged Property.

The center and center operator are required to provide proper monitoring and security (i.e. doors locked when LRC not in use, no student access without supervision) in order to ensure it's continued operation.

The regional office will be notified in cases where equipment is continuously missing and proper monitoring of the LRC is not being conducted.

Center Director: \_\_\_\_\_ Date: \_\_\_\_\_

Center Point of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed LRC re-verification form to  
Gregg Colvin ([ColvinG@jcdc.jobcorps.org](mailto:ColvinG@jcdc.jobcorps.org)) or  
FAX: 512-393-7296 or  
Mail to:  
Job Corps Data Center  
ATTN: Gregg Colvin  
RE: LRC Re-verification Form  
205 6<sup>th</sup> Street

San Marcos, TX 78666