

April 9, 2002

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01-25
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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: Job Corps Mandatory Security Awareness Training

1. Purpose. To advise the Job Corps community of the Department of Labor's (DOL) requirements for Network Security Awareness Training.

2. Background. The Computer Security Act of 1987 requires that each federal agency provide mandatory training periodically and annually for computer security awareness and for accepted computer security practices. All staff who are involved with the management, use, or operation of any federal computer system associated with the supervision of any agency is required to participate. Presently, Job Corps conducts security awareness training by organization and location. The verification and record of this training is kept at the site level. Requirements from DOL have necessitated that Job Corps institute new procedures and policies to verify training completion for all Job Corps staff.

3. Requirements. The requirements to be implemented by Job Corps are as follows:
 - a. All staff who have access to any Job Corps network resources must view the DOL "All Employees Training Session" video on Computer Security Awareness. (See Section 4, Training Methods.)

 - b. Job Corps location/site management must obtain verification from each staff person who views the training video and provide the national office with the total number of staff/users at the location and the total number of staff/users trained. (See Section 5, Training Verification.)

- c. Security awareness training materials and videos became available to all staff/users on April 1, 2002. The security awareness training and verification must be completed not later than May 21, 2002.
4. Training Methods. All Job Corps LAN/WAN staff/users shall view the “All Employees Training Session” video at their individual workstations by using Cisco IP/TV viewer software provided by the Job Corps Data Center (JCDC). (LAN/WAN users are primarily center staff.)

Off-center/remote staff/users will access Web-based training made available by the JCDC. Type the following URL in the Internet Explorer address bar to access the training materials <http://training.jobcorps.org/security/awareness.html>. In the event you cannot access the training, contact the data center helpdesk to request the training on CD.

5. Verification of Training. The center and OA/CTS POC will verify completion of the training by sending a weekly report to the JCDC. Off-center/remote users who do not have a POC shall send their verification certificates directly to the JCDC. The JCDC will compile and submit the information to the national office. Training and verification must be completed not later than May 21, 2002, in order to meet the DOL deadline.

6. Action. Actions taken shall be appropriate to the location of the staff/user.

- Center users shall launch Cisco IP/TV viewer at their workstation and select “On Demand Videos,” then “Security Awareness Training.” Press the Control and Page Up (Ctrl+PgUp) keys together to display the video in full screen mode on your monitor. The security video takes about 45 minutes to complete. Contact your center POC to install Cisco IP/TV viewer if not currently installed on your workstation.
- Off-center/remote users shall access the web-based streaming video at <http://training.jobcorps.org/security/awareness.html> using Internet Explorer 5.0 or greater.
- After viewing the video, center and OA/CTS users shall inform the center an/or OA/CTS POC that the training is completed by first completing the knowledge check at <http://training.jobcorps.org/KC/login.asp> then printing the “Passed” certificate, signing, and presenting it to the center and/or OA/CTS POC. The 10-question knowledge check is taken directly from the video content.
- Remote User Action. Remote users who do not have a POC shall complete the knowledge check at <http://training.jobcorps.org/KC/login.asp>, then FAX the signed certificate directly to the JCDC at 512-393-7287.
- Center and OA/CTS POC Action. Verify that all users have signed a “Certificate of Completion” for the Security Awareness Training. Have all users sign the training attendance form (see Attachment). At the end of each week, on Friday, or as forms are filled in, FAX the forms to the JCDC at 512-393-7287. Training and verification must be completed not later than May 21, 2002.

- JCDC Action. The JCDC will compile submitted data and submit a weekly report to the national office.

7. Expiration Date. Until superseded

8. Inquiries. If you have questions and comments regarding the Security Awareness Training, please contact Linda Estep, at estep1@jcdc.jobcorps.org, or send inquiries to deployment@jcdc.jobcorps.org.

- From outside Job Corps network: <http://deployment.jobcorps.org>
- From inside Job Corps network: <http://deployment.jcdcnet.org>

Attachment