

September 6, 2002

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 02-01

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: Computer Security Awareness Training Requirements

1. Purpose. The purpose of this document is to provide Job Corps with clear guidelines for conducting Computer Security Awareness Training for all Job Corps LAN/WAN users.

2. Objectives. The objectives of the Job Corps Computer Security Awareness Training Program are to:

- Introduce employees to the basic concepts behind computer security practices and the importance of protecting the information from vulnerabilities to known threats.
- Train employees to apply security measures while performing tasks that relate to their particular positions.

3. Effective Date. Immediately

4. Authorities.

- Computer Security Act of 1987 (Public Law 100-235)
- OMB Circular A-130
- NIST Special Publication 800-16/Computer Security Training Guidelines, NIST Special Publication 500-172

5. Management Reviews. Management reviews of Computer Security Awareness and Training will be conducted annually.

6. Policy. The JCDC will establish a Computer Security Awareness and Training Program to assure that federal and contractor personnel involved in the management, operation, programming, maintenance, or use of computers are aware of their security responsibilities and have clear guidelines for fulfilling them.

All new Job Corps LAN/WAN users will receive a computer security awareness briefing as part of their orientation within 60 days of their start date, and all employees will be provided with refresher awareness materials and training annually.

Individuals assigned responsibilities for computer security shall be provided with in-depth training regarding security techniques, methodologies for evaluating threats and vulnerabilities that affect specific computer systems and applications, and selection and implementation of controls and safeguards.

New training materials and training plans will be developed each year. Types of training to be provided are as follows:

- a. Initial Training: The POC for each Job Corps center and the JCDC Security Team shall provide initial security training to new employees within 60 days of their start date.
- b. Continuing Training: The POC and the JCDC Security Team shall provide training whenever there is a significant change in the agency information, security environment, or procedures, or when an employee enters a new position that deals with sensitive information.
- c. Refresher Training: Computer security refresher training shall be given annually by the JCDC Security and Training Teams and POCs.

7. Standards.

- All users of Job Corps information technology resources must receive education and training on security issues, obligations, procedures, and consequences of violations.
- User profiles shall be established for each Job Corps LAN/WAN user for the purpose of tracking the types of training received by individual users.
- Help desk analysts shall receive training on how to handle issues related to computer security.

- Periodic training shall be provided to end-users for major security policy and procedural changes.
- Computer security information shall be updated and distributed via email, brochure, or memo as necessary. Such information shall include user login procedures, user accountability, etc.
- All JCDC employees and LAN/WAN users shall receive security awareness training at least once a year. Such training will include on-the-job training, seminars, and the distribution of brochures, pamphlets, posters, and email alerts.
- All Job Corps LAN/WAN site users shall receive security awareness training at least once a year. Such training will include self-paced training using CBT applications, security training videos, and the distribution of posters and email alerts.
- As a part of the initial orientation and training, the Job Corps LAN/WAN Rules of Behavior will be presented to Job Corps LAN/WAN users. Users will be required to acknowledge that they understand and accept the Job Corps LAN/WAN system rules.
- All new Job Corps employees shall receive computer training within 60 days of employment. Such training shall include selecting and protecting passwords, protecting printed and electronic data, and appropriate use of data.

8. Seminars. Security seminars will be planned throughout the year for JCDC users.

9. Training Requirements.

Center directors and OA/CTS managers will identify employees responsible for the management and use of computer systems that process sensitive information. Center directors, OA/CTS managers, or the site point of contact (POC) will work with the JCDC Security and Training Teams to ensure that the following groups are properly trained:

- Center directors and OA/CTS managers will receive security awareness training in computer security basics, computer security policy and procedures, contingency planning, etc.
- Functional managers shall receive: 1) awareness training in computer security basics; 2) implementation level training in security planning and management, and in computer security policy and procedures; and, 3) performance level training in contingency planning and systems life cycle management.
- Information resource management, security, and audit personnel shall receive: 1) awareness training in computer security basics; and, 2) performance level training

in security planning and management, computer security policies and procedures, contingency planning, and systems life cycle management.

- Information technology management and operations personnel shall receive: 1) awareness training in computer security basics; and, 2) performance level training in security planning and management, computer security policies, and procedures.
- End users shall receive: 1) awareness training in computer security basics; 2) security planning and management; and, 3) performance level training in computer security policies and procedures, and contingency planning.

10. Training Materials. Beginning September 1, 2002, security training will consist of two phases. The first phase, which all new employees must take within 60 days of their employment start date, is the DOL Orientation Security Training. The second phase is the Job Corps specific training that is required annually for all employees. The Security Team will develop and distribute materials for new security training each year.

- DOL Orientation Security Training can be taken at <http://training.jobcorps.org>.
- Subsequent training and location will be distributed at a later date this year.

The POCs and the center directors will receive a training attendance list of staff members who have completed the training. It is the center's responsibility to ensure that each staff member completes the security training in a timely manner. Centers will be required to keep the training attendance forms on file for 1 year as proof of training.

Training attendance forms and the training database will be audited on an annual basis and an annual audit report will be submitted to the Job Corps National and Regional Offices for review.

11. Scope and Applicability. These requirements apply to all Job Corps LAN/WAN users.

12. Action. Addressees are to ensure that a copy of this Instruction is distributed to appropriate staff.

13. Expiration Date. Until superseded.

14. Inquiries. If you have questions or comments regarding the Computer Security Awareness Training, please contact Linda Estep (512) 393-7212, or email to estepL@jcdc.jobcorps.org.

Attachment