

November 29, 2002

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 02-06</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:**                    Account Management and Security Awareness Audits

1. Purpose. To advise the Job Corps community of Account Management and Security Awareness Orientation Training Audits preparation requirements.
2. Background. Beginning this year, the Office of Inspector General (OIG) is now required to conduct Federal Information Systems Control Audit Manual (FISCAM) audits at the Job Corps Data Center (JCDC), as well as at Job Corps centers, which will be randomly selected by the OIG. The next OIG audit is scheduled for March or April of 2003. Centers need to be prepared for the Account Management and Security Awareness Orientation Training portions of the upcoming security audit.

The Job Corps Security Team will conduct account management and security orientation training audits from December 23, 2002 through January 17, 2003.

3. Action. Both the Point of Contact (POC) at the centers and the Job Corps Security Team have specific responsibilities required for the Account Management and Security Awareness audits as noted below:
  - a. POC Responsibilities
    - POCs must provide a list of new employees hired from July 1 through November 15, 2002, and a list of employees who terminated employment with Job Corps from July 1 through November 15, 2002. The employee name and start/termination date must be included.

- Employee lists are to be faxed to the JCDC at (512) 393-7296 (Attention: Security) by December 20, 2002.
- Program Instruction Notice 02-03 (Network Account Management Requirements) requires that centers have User ID Request Forms on file for all user accounts, effective September 16, 2002. Program Instruction Notice 02-01 (Security Awareness Training) states that training attendance forms and the training database will be audited on an annual basis. In preparation for the OIG security audit, POCs will be asked to fax copies of user ID Request Forms (for CIS, FMS, and Novell users) and Security Awareness Training attendance forms for those employees that are randomly selected by the Security Team.

*NOTE: Attendance forms or copies of signed Training Certificates will be accepted for the Security Awareness Training portion of the audit.*

b. Job Corps Security Team Responsibilities

- Compare Employee Lists Against Database. The Security Team will compare the new and terminated employees lists provided by the POCs against the database/user forms for verification of accounts and training.
- Report to the Regional Directors. Status reports will be provided to each regional office at the end of each week during the audit period (December 23, 2002 through January 17, 2003). The following information will be reported:
  - (1) Date Information Requested
  - (2) Date Information Received
  - (3) Status of Findings

A final report will be submitted to the national and regional offices on January 21, 2003.

4. Expiration Date. January 22, 2003
5. Inquiries. If you have questions and comments regarding Account Management and Security Awareness Orientation Training Audits, please contact Pat Tabourn, Security Administrator (ptabourn@doleta.gov) or Linda Estep ([estep1@jcdc.jobcorps.org](mailto:estep1@jcdc.jobcorps.org)). Please send inquiries by e-mail to [jcdcsecurity@jcdc.jobcorps.org](mailto:jcdcsecurity@jcdc.jobcorps.org) and see the Job Corps Security Site for additional information and updates.

From outside Job Corps network: <http://security.jobcorps.org:7108>

From inside Job Corps network: <http://security.jcdcnet.org>