

June 2, 2003

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 02-20</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:**            Job Corps Local Area Network/Wide Area Network (LAN/WAN) Rules  
                         Of Behavior For Users

1.     Purpose. To notify Job Corps LAN/WAN users of the requirements contained within the Job Corps Rules of Behavior manual.
2.     Background. The Office of Management and Budget (OMB) Circular A-130 states that all network systems must have a set of rules to govern the use of the LAN/WAN and user behavior while operating within the system. The attached Office of Job Corps Rules of Behavior manual documents the rules of behavior for all users of the Job Corps LAN/WAN. All applications running on the Job Corps LAN/WAN must also be in compliance with the Office of Job Corps Rules of Behavior.

All users will be held accountable for their actions while on the Job Corps LAN/WAN. Employees who violate the Job Corps policy regarding rules of behavior for the Job Corps LAN/WAN may be subject to disciplinary action at the discretion of Job Corps management. Disciplinary actions may include:

- verbal or written warning;
- removal of system access for a specific period of time;
- reassignment of duties; or,
- termination depending on the severity of the violation.

3. Authorities.

- DLMS-9, Department of Labor Management Series 9, Chapter 500, contains department-wide computer security policy
- DLMS-9, Department of Labor Management Series 9, Chapter 1200, contains department-wide appropriate use policy
- DOL Computer Security Handbook, contains computer security procedures, guidance, and standards on a wide range of topics
- NIST 800-18, Computer Security Guidelines

4. Action. The Job Corps LAN/WAN Rules of Behavior manual will be presented to Job Corps LAN/WAN users by their local network point of contact (POC). Users will be required to acknowledge, by signature, that they have read, understand, and accept the Job Corps LAN/WAN rules of behavior.

POCs are required to provide each user at their location with a copy of the Job Corps Rules of Behavior manual. POCs are further required to maintain, on file, the signed acknowledgment page from each Job Corps Rules of Behavior manual issued.

The Office of the Inspector General (OIG) will randomly select a list of Job Corps LAN/WAN users from each center and verify signatures on the Rules of Behavior acknowledgement page. A signed acknowledgement page should be on file for each network user at all locations no later than June 15, 2003.

5. Expiration Date. Until superseded.

6. Inquiries. Questions regarding this Notice should be directed to Pat Tabourn, at 202-693-3292, or email to [tabourn.pat@dol.gov](mailto:tabourn.pat@dol.gov); or email Linda Estep at [estep1@jcdc.jobcorps.org](mailto:estep1@jcdc.jobcorps.org). Inquiries may also be emailed to [jcdcsecurity@jcdc.jobcorps.org](mailto:jcdcsecurity@jcdc.jobcorps.org).

Attachment