

June 18, 2003

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 02-21
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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:**            Mandatory Security Awareness Training For 2003

1.     Purpose. To advise the Job Corps community of the Department of Labor's (DOL) requirements for Network Security Awareness Training for 2003.
  
2.     Background. The Computer Security Act of 1987 requires 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 management of any agency is required to participate. Job Corps conducts security awareness training by organization and location. The verification and record of this training is kept onsite where the training is conducted. Job Corps has also implemented a database to track training conducted at site level; managers can access this database to verify the completion of staff training.
  
3.     Requirements.
  - a.     All staff who have access to any Job Corps network resources must complete the 2003 Computer Security Awareness Training. (See Section 4, Training Methods)
  
  - b.     Job Corps location/site management or Points of Contact (POC) must verify that each network user at their site has taken the training for 2003; and provide the Security Team with the total number of network users at the location, and the total number of network users trained. (See Section 5, Training Verification)

- c. Security awareness training materials will be available to all network users on June 23, 2003. **The security awareness training and verification must be completed not later than August 15, 2003. The 2003 Security Awareness Training will not be available to the network users after August 29, 2003.**

**Note:** The national office goal is a 70% rate of training completion by July 21, 2003. DOL's Office of Inspector General and Chief Information Office is requesting that a status of completion report be submitted in July.

4. Training Methods. All Job Corps LAN/WAN network users will access the 2003 Security Awareness Web-based Training at their individual workstations. Job Corps offers several ways to access the Web-based training:

- <http://training.jcdcnet.org/security> (from on-center or if you are logged on to the Job Corps Network)
- <http://training.jobcorps.org:7108/security> (off center or Internet access).
- The training can also be accessed from the main menu on the Job Corps Community Security Website at:
  - <http://security.jcdcnet.org/> (on-center)
  - <http://security.jobcorps.org:7108/> (off center)

The Security Website also contains links to DOL and Job Corps policies, procedures, and other information related to security. In the event you cannot access the training, contact the Data Center Helpdesk at 1-800-598-5008 to request assistance

5. Verification of Training. The center and OA/CTS POC will verify completion of the training by sending a weekly report to the Security Team. Off-center/remote users who do not have a POC must fax their verification certificates directly to the Job Corps Security Team at 512-393-7296 or 512-393-7228. The Job Corps Security Team will compile and submit the information to the national office.

6. Action.

- All network users should access the Web-based training from the Security Website.
- After completing the training, center and OA/CTS users should complete the knowledge check, print the "Passed" certificate, sign, and present it to the center and/or OA/CTS POC.

- Remote users who do not have a POC will complete the knowledge check and then fax the signed certificate directly to the Job Corps Security Team at 512-393-7296.
- Center and OA/CTS POCs will verify that all users at their location have completed the training. Every Friday, email the total number of network users trained to date to [jcdcsecurity@jcdc.jobcorps.org](mailto:jcdcsecurity@jcdc.jobcorps.org), or fax the total number of network users trained to date to the Data Center at 512-393-7276. Training and verification must be completed no later than August 15, 2003.
- The Job Corps Security Team will compile submitted data and submit a weekly report to the national and regional offices.

7. Expiration Date. Until superseded.

8. Inquiries. If you have questions and comments regarding Security Awareness Training, email Pat Tabourn, Security Administrator, at [tabourn.pat@dol.gov](mailto:tabourn.pat@dol.gov); or, send inquiries by e-mail to [jcdcsecurity@jcdc.jobcorps.org](mailto:jcdcsecurity@jcdc.jobcorps.org). Also visit 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.jcdnet.org>