

Attachment A

May 13, 1997

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 96-33
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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 CONTRACTOR

FROM: MARY H. SILVA
National Director
Job Corps

SUBJECT: Center Wiring\Office Automation Issues

1. Purpose. The purpose of this Program Instruction is to provide insight and direction to the Job Corps centers for the newly implemented LANs for the Center Information System (CIS) and Center Office Automation (COA) Projects.

2. Background. Program Instruction No. 96-22, dated March 11, 1997, established a process to expedite the installation of center wiring. Due to several problems, the National Office is requesting the following center actions to be implemented for each of the issues as outlined below:

a. Issue: Center implemented connectivity, though intended to be beneficial, has caused operational failures within newly implemented cable plants. This problem is caused by non-standard center added network drops, patch cords, and electronic components to include servers, hubs and routers. Centers have been responsible for extended down time upon arrival of Job Corps Data Center (JCDC) staff due to non-standard implementations that have been installed without the proper guidance of technical staff. Hence, additional resources have been required to correct existing infrastructure problems and resolve the associated issues, detracting from the focus of the CIS and COA deployments.

Solution: All Job Corps centers must submit documentation detailing the connectivity that they wish to include on the center LAN/WAN along with the specific configurations of associated components such as routers, servers, hubs, workstations, and patch cables. This documentation must be submitted to the JCDC Operations Staff for approval prior to its deployment at a center. The JCDC will review the requested connectivity and provide the

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required guidance to implement such connectivity in accordance with existing specifications. In the event of failure to submit such documentation, the JCDC will disconnect the networks, ports, and associated components from the network, as the configuration of these components may have national impact on the overall Job Corps Network. All network wiring must be in accordance with Program Instruction 96-22, or it will be removed from the cable plant infrastructure.

b. Issue: Many Job Corps centers are currently implementing networks that are not in accordance with the JCDC Addressing and Naming standards. Local Internet Service Provider (ISP) support and Center Operator WAN support to Job Corps centers is common throughout the nation. Many existing networks or networks currently under implementation are being configured in accordance with the local ISP addressing or Center Operator WAN addressing schemes. This causes routing and security issues with regard to Job Corps specific confidential data that is available to Job Corps Network users.

Solution: The Job Corps Network is configured as a Private Intranet, with monitoring capabilities and firewall support to protect those connected to the Job Corps Networks from unauthorized users interested in your sites data. Hence, it is imperative for both routing and privacy reasons that the Job Corps private Intranet be supported. All other networks that do not comply with the Addressing and Naming Standards will be removed. All Job Corps sites will be implemented in accordance with the published Job Corps Naming and Addressing Standards. All existing WAN circuits must be migrated to the Job Corps Network Naming and Addressing Standards or these circuits will be disconnected so that the networks security is not jeopardized. Additionally all existing WAN Circuits will be terminated on the JCDC provided router. This will ensure that unauthorized access to the Job Corps Network is via a firewall.

c. Issue: Unauthorized administration of the NetWare 4.11 server.

Solution: Administration of file servers implemented by the JCDC is the responsibility of the JCDC. User accounts and mail boxes for the servers will be maintained remotely by the JCDC System Administration Staff. All adds, moves and changes with regard to user access will be handled by the JCDC Staff.

The attached naming conventions for the Job Corps Center Networks will be used by the network administrator in building the Job Corps centers network. Consistent naming conventions will reduce the administrative overhead, reduce training time for users, make the uses of the directory services easier to maintain by the JCDC. Please do not feel that you need to understand in detail the attached document. The naming standards will part of the network installation of the servers/workstations by the JCDC technical team.

3. Effective Date. Immediately.

4. Expiration Date. Ongoing.

5. Inquiries. Inquiries regarding this Program Instruction should be directed to Linda Estep (512-393-7212) or Eric M. Vazquez (512-393-7222) at the JCDC.

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Standard Naming Conventions for Job Corps Center Networks