Attachment B

December 4, 1997

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 97-17

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 PLACEMENT
CONTRACTORS

FROM: MARY H. SILVA
National Director
Job Corps

SUBJECT: The Co-existence of Proprietary Center Information Systems and the
Center Information System (CIS) Network Infrastructure and Schedule for
Proprietary Systems Phase Out

1.   <u>Purpose</u>.

        a.   To notify Job Corps centers and center operators of the guidelines and requirements that must be met prior to the installation of proprietary (i.e., custom developed and private) systems (e.g., SMS, Data5, El Cid) on the CIS network infrastructure.

        b.   To notify Job Corps centers and operators who are currently utilizing such proprietary systems for data collection and reporting, the need to begin pro-rating and/or phasing out the implementations of such systems due to CIS deployment in December of 1998.

2.   <u>Background</u>. The Job Corps Data Center (JCDC) is currently in the process of implementing the CIS Networks (LANs/WANs) at all Job Corps centers across the nation. As part of the CIS network implementation, workstations, servers and associated network hardware are issued to Job Corps centers for the use of Office automation tools. Centers have attempted to utilize the CIS servers, workstations, routers and network connecting hardware, hereinafter referred to as the CIS network, as a platform for the implementation of proprietary accounting, recording and reporting environments (i.e. SMS, Data 5, El Cid, etc...). Because the implementation of such platforms may cause functional problems with the CIS network, guidelines must be put in place to determine the feasibility of installing these existing proprietary systems.

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The following sections establish the guidelines which must be adhered to, as non-compliance with these guidelines could result in excessive downtime of the network hardware.

Job Corps centers will be faced with the need to concurrently support both the center specific proprietary systems and the new requirements of the CIS application. Centers must begin to plan for the migration to the CIS application while maintaining support for the older systems. The JCDC can assist with this process, provided that the guidelines set forth in this Program Instruction and preceding Program Instructions 96-22, 96-33, 96-34 and 97-16 are adhered to.

3.   Guidelines for the application of Proprietary System Applications to the CIS Network Infrastructure.

In order for the JCDC to effectively manage the application of proprietary systems to the CIS Network, the following process must be followed:

a.   The Job Corps center must submit a detailed plan of the proposed system application prior to the implementation of such applications for review to Linda Estep at the JCDC.

b.   The Job Corps center must submit the software of the Client and Server portions of the proprietary software for testing and approval prior to the implementation of the application across the CIS network infrastructure and its workstations to Linda Estep. Approval must be obtained in writing from the National Office or appointed designee prior to the implementation of the proposed proprietary Client/Server applications. If the application is a stand-alone application and is intended to be implemented on a CIS specific workstation (one of the PC's provided by the JCDC), the installation of the application must be requested in writing by the Center Operator to Linda Estep and approved to be installed on the CIS network by the National Office or appointed designee.

c.   The JCDC is in the process of constructing CIS networks at Job Corps centers. **Implementation of separate networks on any Job Corps center that does not meet the guidelines set forth in this and preceding Program Instructions will not be permitted on Job Corps centers.** This includes the implementation of the Center Operator's WAN/LAN network infrastructures.

d.   Upon completion of the implementation of the CIS network at a Job Corps center, **all Center Operator implemented WAN/LAN environments or private ISP services will be disconnected if they are not in compliance with the JCDC naming standards and violate the over all integrity of the Job Corps WAN/LAN network.** Any interconnection to the CIS network must be approved in writing by the National Office or appointed designee.

e.   No modifications will be made to the CIS wiring standards without the consent of the National Office. This includes the installation of additional wiring, modifications to the patched infrastructure, the addition of network connecting hardware, or any additional interconnection to the CIS provided network hardware.

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4.   <u>CIS Deployment</u>. Job Corps centers who are currently utilizing proprietary systems (i.e., SMS, Data5, El Cid etc) for data collection and reporting, should begin planning to pro-rate and/or phase out the implementation of such systems due to CIS deployment in December of 1998. Additional information regarding the CIS pilot testing and nation-wide implementation will be forthcoming.

5.   <u>Action</u>. Job Corps Center Directors and Job Corp Center Operators must submit a letter or e-mail message of committed compliance with this and all associated Program Instructions 96-22, 96-33, 96-34, and 97-xx by January 2, 1998 to:

>   Linda Estep
>   Job Corps Data Center
>   205 6th Street, Bldg. 5159
>   San Marcos, TX 7866
>   E-mail: EstepL

6.   <u>Expiration Date</u>. Until superseded.

7.   <u>Inquiries</u>. Inquiries concerning this Instruction should be addressed to Linda Estep (EstepL:OJC) at the National Office, or Eric Vazquez (Vazqueem:JCDC) at the JCDC (800-598-5008).

Attachments