September 15, 2003

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<tr><td colspan="2">DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 03-05</td></tr>
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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: Process for Obtaining Approval for Information Technology Projects at Job Corps Centers

1.   <u>Purpose</u>. To inform Job Corps centers, center operators, and support contractors of the procedure for submitting requests for approval of all center Information Technology (IT) projects.

2.   <u>Background</u>. The national office requires that centers have all technology-funded projects identified, reviewed, and approved by the regional office prior to submission to the national office. The implementation of this procedure will assist in controlling IT related costs, identifying any cost savings and/or more efficient approaches for IT projects. Most importantly, this process will determine the benefits to students. The formalization of the process will ensure that the national and regional offices are aware of IT projects being implemented at centers. It will also provide a tracking mechanism that will facilitate the approval, funding, and implementation of IT projects.

       IT projects are defined as any project that will require the use or access to a Job Corps Center Local Area Network (LAN) and/or the Job Corps Wide Area Network (WAN). A few examples of projects that would fall under the above definition include:

     a.   the addition of data or voice drops at a Job Corps center;

     b.   the demolition and/or construction of a building that requires a connection to the LAN;

c.	requests for enhancements to production applications such as CIS/OASIS/CTS; or,

d.	network connectivity to a corporate or other office outside of the Job Corps Private Network.

3.	<u>IT Project Approval Procedure</u>.

a.	All IT projects must be first submitted to the regional office for approval using the attached IT Project Approval Form.

b.	After approval by the regional office, the regional office will forward the IT Project Approval Form to the National Office Technical Review Team for technical review and approval.

c.	Once approved by the Technical Review Team, the National Office Deputy Director, or designee, must provide final approval.

d.	After national office approval, a project number will be assigned to the project.

e.	The National Office Technical Review Team will track progress of the project until completion.

All IT projects are required to receive approval from the national office prior to implementation, regardless of the source of the funding for the project.

An example of this process is a request by a center for additional workstations for student use. The center would submit the IT Project Approval Form to the regional director, who would then evaluate the request and approve or disapprove. If the regional office disapproves the request, the form will be returned to the requestor with an explanation from the regional office. If the regional office approves the project, the IT Project Approval Form would then be forwarded to the national office for technical review and final approval. Upon receiving approval by the national office, a project number would be assigned to the IT project by the National Office Technical Review Team.

Another example is a request from a center operator to connect Job Corps centers that they manage to the corporate network. The initial request would be sent to a regional director or designee. If this IT request is approved by the region, the request would be forwarded to the national office for technical review and final approval. Upon receiving approval by the national office, a project number would be assigned to the project by the national office technical team.

4.	<u>IT Project Approval Form</u>. The attached IT Project Approval Form is also available on the Job Corps Deployment Website at <u>http://deployment.jcdcnet.org</u> (inside the network), or <u>http://deployment.jobcorps.org:7108/</u> (outside the network). The form can be saved to a local computer, or completed on-line and emailed to the designated approval contact. Once a form is

received from the final approval authority, a project number will be assigned. The form is to be forwarded to the National Office Technical Review Team for tracking to completion. The requestor must use this number to contact the Technical Review Team to obtain status information on the project.

5.   Action. Job Corps centers, center operators, and support contractors are to ensure that an IT Project Approval Form is completed and submitted for approval for all Job Corps center IT projects.

6.   Expiration Date. Until superseded.

7.   Inquiries. Inquiries should be addressed to or; or Linda Estep at 512-396-7212 or email to EstepL@jcdc.jobcorps.org. or Brian Kennedy at 202-693-3117, or email to kennedy.brian.v@dol.gov

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