

October 9, 2003

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-06
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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: Security Awareness Training Audits

1. Purpose. To advise the Job Corps community of the Security Awareness Training preparation requirement for the 2004 Office of the Inspector General (OIG) audit.
2. Background. The 2003 Security Awareness Training ended on August 29, 2003. In order for the Security Team to assist the Job Corps community with its preparation for the 2004 OIG audit, and to provide management with an accurate training report for the 2003 Security Awareness Training, an internal review must be conducted.

The Job Corps Security Team will conduct internal reviews for the 2003 Security Awareness and Security Orientation Training from November 14, 2003 through January 15, 2004. In order to accommodate users who were unable to take the annual training (extended medical leave, detail, etc.), the national office will make the 2003 Security Awareness Training available to all network users until June 2004. The training will then be replaced with the 2004 Security Awareness Training module.

3. Action. Center Points of Contact (POC) and Job Corps Security Team security awareness responsibilities are noted below.

a. POC responsibilities:

- POCs must provide a list of new employees (i.e., only new employees with Job Corps network accounts) hired from January 1, 2003 through August 29,

2003. The employee's name and start date must be included. Employee lists should be emailed to jcdcsecurity@jcdc.jobcorps.org no later than November 14, 2003.

The 2001 and 2002 training results have been converted and can now be accessed under the "New Employee Information Security Orientation" section of the Security Awareness Training results database. This information is available at <http://training.jcdcnet.org/test/reports/testcompletion.aspx> (inside the network), and at <http://training.jobcorps.org:7108/test/reports/testcompletion.aspx> (outside the network).

Note: Program Instruction Notice 02-01 (Security Awareness Training) states that training attendance forms/certificates and the training database will be audited on an annual basis. In preparation for the OIG security audit, POCs must ensure that they have copies of the signed training certificates at their location. Although these forms/certificates will not be required for the internal review, POCs may be asked to provide this information during the OIG audit.

b. Job Corps Security Team requirements for each review:

2003 Security Awareness Training Review

The Security Team will:

- Request current network user listings from the Job Corps Data Center Network Administrator for each Job Corps location.
- Compare current network user listings to the 2003 Security Awareness Results Database.
- Provide the POC with a preliminary report showing the results of the initial review.
- Work with the POC and the Network Administrator to resolve issues regarding users who appear to have not taken the training. Some users may have been terminated, or on extended leave or on detail, etc. The Security Team will ask POCs to provide an explanation as to why those users were unable to complete the training by the August 29th deadline. This information will be kept on file along with a copy of the status report.

Security Awareness Orientation Review

- The Security Team will compare new employee lists provided by POCs against the orientation database for verification of training.

Reporting to Regional Directors

- The Security Team will provide status reports to each regional office at the end of each week during the audit period (November 14, 2003 through January 15, 2004). The status reports will indicate which centers have been audited to date and the status of their training. The first report will be submitted on November 21, 2003 and a final report will be submitted to the national and regional offices on January 17, 2004.

Addressees are to ensure that a copy of this Instruction is distributed to the appropriate staff.

4. Expiration Date. January 17, 2004

5. Inquiries. For questions and comments regarding the Security Awareness Reviews, please contact Pat Tabourn at (202)-693-7212, or email to tabourn.pat@dol.gov, or Linda Estep estep1@jcdc.jobcorps.org. Please see 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.jcdcnnet.org>