

July 27, 2004

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 04-05
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Mandatory Network Security Awareness Training for 2004

1. Purpose. To advise the Job Corps community of the Department of Labor's (DOL) requirements for Network Security Awareness Training for 2004 for Job Corps' program staff that have access to Job Corps' Career Development Service System (CDSS) applications or have a Job Corps network user account.

2. Background. The Federal Information Security Management Act (FISMA) of 2002 requires employees using federal computer systems to receive annual Information Technology (IT) Security Awareness and Training.

The Computer Security Act of 1987 requires each federal agency to 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, and/or operation of any federal computer system associated with 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 on-site where the training is conducted. Job Corps has also implemented a database to track training conducted at the center level. Managers can access this database to verify the completion of staff training.

3. Requirements.

- a. All staff having access to any Job Corps network resources must complete the 2004 Computer Security Awareness Training. This includes all center, Outreach and Admissions (OA), Career Transition Services (CTS), and other contractor staff that have access to any CDSS suite of applications, or have a Job Corps

network user account. This does not include federal and contract staff at the National Office or Regional Offices who are required to take similar training prepared by DOL.

- b. All Job Corps local area network (LAN)/wide area network (WAN) network users will access the 2004 Security Awareness Web-based Training at their individual workstations or remote location. All users must use Microsoft Internet Explorer 5.0 or higher to access <http://training.jobcorps.org>.
- c. Job Corps center management or Points of Contact (POC) must verify that each network user at their site has taken the training for 2004; and provide Job Corps' Security Team with the total number of network users at the location, the total number of network users trained, and a list of the network users who did not complete the training along with an explanation as to why. (See Section 5, Training Verification.)

Note: Network accounts will be deactivated for users who do not complete the training by August 27, 2004. Accounts will be reactivated once the mandatory training is completed and the POC contacts the Job Corps Data Center (JCDC). Exceptions will be made for users who are on extended leave, reassignment, etc.

- d. Security Awareness Training materials were available to all network users on July 9, 2004. **The Security Awareness Training and verification must be completed no later than August 27, 2004.**

Note: The goal of the National Office is an 80% completion rate by July 31, 2004. DOL's Office of Inspector General and the Chief Information Office are requesting that a status of completion report be submitted by mid August and a final completion report at the end of August.

4. Training Methods. All Job Corps LAN/WAN network users will access the 2004 Security Awareness Web-based Training at their individual workstations. Job Corps offers several ways to access the Web-based training:

- <http://training.jcdcnnet.org/> (on center or if logged onto the Job Corps Network)
- <http://training.jobcorps.org/> (off-center/remote users)

The Web site also contains links to DOL and Job Corps policies and procedures, and other information related to security. In the event that you cannot access the training, contact the JCDC Helpdesk at (800) 598-5008 to request assistance. If you have trouble viewing the video, or if you are a remote user with a low-bandwidth dial-up connection, please select the "Dial-Up Version" link from the Training Web site's home page to access the text-only version of the 2004 Security Awareness Training.

Note: You may also access the training from your Citrix desktop, but audio voice-over will not be available through the Citrix interface. You will be required to read the top half of each page in order to complete the quiz successfully.

5. Training Verification. The center and OA/CTS POC will verify completion of the training and send a preliminary status report on August 13, 2004 and a final report on August 31, 2004. The preliminary report should contain the center name, total number of active network users, and the total number of active network users trained as of August 13, 2004. The final report should contain the center name, total number of active network users, total number active network users trained, and a list of the users who have not completed the training and justification. Off-center/remote users who do not have a POC must fax their verification certificates directly to Job Corps' Security Team at (512) 804-2053 or (512) 804-2046. Job Corps' Security Team will compile and submit the information to the National Office. (See Attachment for sample reports.)

6. Action.

- All network users should access the Web-based training from the Training Web site.
- After completing the training, including the knowledge check, center and OA/CTS users should print the "Passed" certificate. They should then 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 Job Corps' Security Team at (512) 804-2053 or (512) 804-2046.
- Center and OA/CTS POCs will verify that all users at their location have completed the training. A preliminary report will be emailed to jcdcsecurity@jcdc.jobcorps.org. The preliminary report should be directed to the attention of the Job Corps Security Team by August 13, 2004. All training must be completed by August 27, 2004. Final center verification and reporting must be completed by August 31, 2004.
- Job Corps' Security Team will compile submitted data and submit a preliminary report to the National Office, Regional Offices, and the DOL Chief Information Office. The final report will be submitted to the Chief Information Office by September 3, 2004.

7. Expiration Date. Until superseded.

8. Inquiries. Direct all inquiries regarding Security Awareness Training to Linda Estep at estep.linda@jobcorps.org; or contact Pat Tabourn, Security Manager, at tabourn.pat@dol.gov; or send an email to <mailto:jcdcsecurity@jcdc.jobcorps.org>. For additional information and updates please visit the Job Corps Training Web site at <http://training.jobcorps.org>.

Attachment

SECURITY AWARENESS STATUS REPORT AS OF August 13, 2004

EXAMPLE

Center Name	National Job Corps Data Center
Total Number of Network Users at this Location:	80
Total Number of Network Users Trained:	70

Explanation: Please provide a brief explanation if your center is not at 80% compliance.

FINAL SECURITY AWARENESS STATUS REPORT – AUGUST 31, 2004

Center Name	National Job Corps Data Center
Total Number of Network Users at this Location:	80
Total Number of Network Users Trained:	79
List of Individuals Who Have Not Completed the Training and a Brief Explanation:	John Doe (on extended medical leave)