

July 11, 2005

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-01

TO: ALL JOB CORPS NATIONAL OFFICE 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 2005

1. Purpose. To advise the Job Corps community of the Department of Labor's (DOL) requirements for Network Security Awareness Training for 2005 for all Job Corps program staff that have access to the 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 involved with the management, use, and/or operation of any federal computer system associated with any agency are required to participate in this training. 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 2005 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 application in the CDSS suite, or that 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) and wide area network (WAN) users will access the 2005 Security Awareness Web-based Training at their individual workstations or remote location. All users must use Microsoft Internet Explorer 6.0 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 2005, and must also provide the 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 31, 2005. 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 will be available to all network users on July 11, 2005. **The Security Awareness Training and verification must be completed no later than August 31, 2005.**

4. Training Methods. All Job Corps LAN/WAN network users will access the 2005 Security Awareness Web-based Training at their individual workstations through the following URL:

- <http://training.jobcorps.org/>

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 "Text-Only Version" link from the Security page on the Training Web site to access the text-only version of the 2005 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. Citrix users must use the Text-Only version of the training.

5. Training Verification. The center and OA/CTS POC will verify completion of the training and send a preliminary status report on August 15, 2005, and a final report on August 31, 2005. 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 15, 2005. 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 to Attention: Job Corps' Security Team at (512) 804-2012. The Job Corps Security Team will compile and submit the information to the National Office. (See Attachment for a sample report.)

6. Action.

- All network users should access the Web-based training from the Training Web site, <http://training.jobcorps.org>.
- After completing the training, including the quiz, 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 training and quiz and then fax the signed certificate directly to Job Corps TAC, ATTN: Security Team at (512) 804-2012.
- Center and OA/CTS POCs will verify that all users at their location have completed the training by completing the verification form (attached). A preliminary report will be emailed to jcdcsecurity@jobcorps.org. The preliminary report should be directed to the attention of the Job Corps Security Team by August 15, 2005. All training must be completed by August 31, 2005. Final center verification and reporting must be completed by September 2, 2005.
- 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 7, 2005.

This Program Instruction supersedes Instruction 04-05.

7. Expiration Date. Until superseded.

8. Inquiries. Direct all inquiries regarding Security Awareness Training to Linda Estep at estep.linda@jobcorps.org; or contact Lori McElroy at mcelroy.lori@jobcorps.org; or send an email to jcdcsecurity@jobcorps.org. For additional information and updates please visit the Job Corps Training Web site at <http://training.jobcorps.org>.

Attachments

A – Security Awareness Status Report (Sample)

B – Security Awareness Training Verification Report