June 29, 2006

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 05-26

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: ESTHER R. JOHNSON
                    National Director
                    Office of Job Corps

SUBJECT: Survey of Computer Systems Containing Personally Identifiable
                    Information of Job Corps Students

1.   <u>Purpose</u>. To identify all computer systems that contain Personally Identifiable Information (PII) of Job Corps students.

2.   <u>Background</u>. Recent events reported in the media underscore the potentially serious consequences of lapses in maintaining the security of PII   (e.g., names, social security numbers, etc.). Safeguarding sensitive information is a critical responsibility that must be taken seriously at all times. It is of paramount importance to identify all computer systems that may contain PII of Job Corps students, including:

        a.   Any computer systems that collect and/or store any personal data of Job Corps students, and from which the student's identity is apparent, or can reasonably be ascertained.

        b.   Any corporate/agency-developed, center-developed or 3rd party vendor-developed systems, including small homegrown systems using Access, ACT, or other tools.

     The attached survey should be completed for **each** computer system that contains Job Corps students' personal data.

     NOTE: Systems developed and managed by the Job Corps Data Center (JCDC) are not included in this survey.

3.   Action. The addressees are to ensure that a copy of this Program Instruction is distributed to the appropriate staff. National Office Division Chiefs, Regional Directors, and contractor corporate representatives are responsible for ensuring that the attached survey is completed for each of the systems. The surveys should be completed electronically and saved to a file. The file should then be sent by e-mail to Linda Estep at estep.linda@jobcorps.org no later than July 21, 2006.

4.   Expiration Date. Until superseded.

5.   Inquiries. Inquiries should be directed to Linda Estep at estep.linda@jobcorps.org or (888) 886-1303 ext. 7212.

Attachment

Survey of Computer Systems with PII of Job Corps Students