

June 30, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-27

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: Mandatory Network Security Awareness Training for 2006

1. Purpose. To advise the Job Corps community of the Department of Labor's (DOL) requirements for Network Security Awareness Training for 2006 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 will also provide a means for managers and IT Points of Contact (POCs) to access the Security Awareness Training results for all staff members through SIMON. This access should be used to verify the completion of staff training. Information on how to access this information will be provided to managers and POCs in a separate notice.

3. Requirements.

- a. All staff having access to any Job Corps network resources must complete the 2006 Computer Security Awareness Training **by August 15, 2006**. 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. Job Corps Center Management or OA/CTS POCs must verify completion of the training by each network user at their site and send a final report by **August 15, 2006**. The final report should contain the center name, total number of active network users, total number active network users trained, a list of the users who have not completed the training and a justification for each user. Off-center/remote users who do not have a POC must fax their verification certificate directly to the Job Corps Technical Assistance Center (TAC). The Job Corps Security Team will compile and submit the information to the National Office.

Note: Network accounts will be deactivated for users who do not complete the training by August 15, 2006. 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., however, those users will need to be documented per item (b) above.

4. Training Methods. Training will be available through SIMON, the Job Corps Staff Instructional Management Online Network on July 10, 2006. SIMON can be accessed through the following URL: <https://simon.jobcorps.org/>. The Security Training also contains links to DOL and Job Corps policies and procedures, and other information related to security.

All Job Corps local area network (LAN) and wide area network (WAN) users will access the 2006 Security Awareness Web-based Training at their individual workstations or remote location. Microsoft Internet Explorer 6.0 or higher is required to access the training. If you have trouble viewing the training, or if you are a remote user with a low-bandwidth dial-up connection, please select the "Text-Only Version" link from the Job Corps Security Awareness Training page to access the text-only version of the training. 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. In the event that you cannot access the training, contact the JCDC Helpdesk at (800) 598-5008 to request assistance.

5. Action. Addressees are to ensure that a copy of this Instruction is distributed to all appropriate staff.

- a. All network users should access and complete the Web-based training from the SIMON Web site, <https://simon.jobcorps.org/>
- b. 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. The POC must keep all signed Security Awareness Training Certificates on file for a minimum of 1 year following the employee's separation with Job Corps.
- c. Remote users who do not have a POC will complete the training and quiz, and then fax the signed certificate directly to Job Corps, ATTN: Security Team at (512) 804-2002.
- d. Center and OA/CTS POCs will verify that all users at their location have completed the training by completing the verification form (attached). All training and reporting must be completed by **August 15, 2006**. This form must be signed and faxed to Job Corps ATTN: Security Team at (512) 804-2002.
- e. Job Corps' Security Team will compile submitted data and provide a report to the National Office, Regional Offices, and the DOL Chief Information Office.

This Program Instruction supersedes Instruction 04-05.

6. Expiration Date. Until superseded.

7. Inquiries. Inquiries should be e-mailed to Linda Estep at estep.linda@jobcorps.org; or Lori McElroy at mcelroy.lori@jobcorps.org; or jcdcsecurity@jobcorps.org. For additional information and updates please visit the Job Corps Community Web site at <http://jcweb.jobcorps.org/>.

Attachment

Security Awareness Training Verification Report