

July 14, 2006

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 06-01
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**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:**            Updated Job Corps Rules of Behavior, Version 3.0, Dated July 6, 2006

1.     Purpose. To advise the Job Corps community of the updated Job Corps Rules of Behavior and the necessity for all Job Corps staff to read and sign. This includes National and Regional Office staff who have access to the Career Development Service System (CDSS) suite of applications.
2.     Background. The Office of Management and Budget (OMB) Circular A-130 states that all network systems must have a set of rules to govern the use of the LAN/WAN and user behavior while operating within the system. According to Program Instruction No. 02-20, all users will be held accountable for their actions while on the Job Corps LAN/WAN.

The Job Corps Rules of Behavior have been recently updated. Therefore, all Job Corps staff must read the **updated Rules of Behavior (Version 3.0, dated July 6, 2006)** and must **sign an updated acknowledgement form**. This form should be signed and returned to the local network Point of Contact (POC) by August 15, 2006.

3.     Action. The Job Corps LAN/WAN Rules of Behavior will be presented to Job Corps LAN/WAN users by their local network POC. Users will be required to acknowledge, by signature, that they have read, and that they understand and accept the Job Corps Rules of Behavior.

POCs are required to provide each user at their location with a copy of the Job Corps Rules of Behavior (Version 3.0, dated July 6, 2006). The updated version is also available at the Job Corps training Web site, <http://training.jobcorps.org>.

All POCs are required to maintain, on file, the Job Corps Rules of Behavior signed acknowledgment page for each user. These signed forms must be kept on file for each Job Corps user for a period of 1 year after termination. The Office of the Inspector General (OIG) conducts annual audits and will randomly select a list of Job Corps LAN/WAN users from each center and verify signatures on the Rules of Behavior acknowledgement page.

The National and Regional Office staff should fax the signature page of the Job Corps Rules of Behavior to the attention of the Job Corps Data Center (JCDC) Security, (512) 804-2002.

This Instruction supersedes Program Instruction No. 02-20.

5. Expiration Date. Until superseded.

6. Inquiries. Questions regarding this Instruction should be directed to Lori McElroy, [mcelroy.lori@jobcorps.org](mailto:mcelroy.lori@jobcorps.org), or to Linda Estep, [estep.linda@jobcorps.org](mailto:estep.linda@jobcorps.org). Inquiries may also be emailed to [security@jobcorps.org](mailto:security@jobcorps.org).

Attachment

Job Corps Rules of Behavior, v. 3.0  
(Version 3.0 dated July 6, 2006)