

September 20, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-08

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: ESTHER JOHNSON, Ed. D.
National Director
Office of Job Corps

SUBJECT: Mandatory Annual Account Recertification for Career Development Services System Suite of Applications Using the Job Corps Segregation of Duties and Account Management Policies and Procedures

1. Purpose. To notify the Job Corps community of the federal requirements, policies and guidelines associated with the Career Development Services System (CDSS) Suite of Applications Account Recertification process. To provide updated copies of these policies and outline the 2007 Account Recertification process. The Segregation of Duties and Account Management Policies should be used to ensure procedures are in place to limit staff access to only those functions necessary for their job and enforce general account maintenance procedures. These policies, procedures and guidelines are necessary to maintain data integrity and must be followed by the Job Corps community at all times.

2. Background. Job Corps continues to ensure compliance with federal security requirements, the Job Corps Segregation of Duties, Account Management Policies and Procedures by conducting an annual Account Recertification audit for the CDSS Suite of Applications.

3. Action. Regional Offices and Job Corps center operators must ensure compliance to the following. Effective immediately, Job Corps Center Directors, and OA/CTS Contract Managers must:

a. Policy review:

- (1) Read the Segregation of Duties and Account Management documents (Attachments A and B).
 - (2) Ensure these policies and procedures are incorporated into their agency's Standard Operating Procedures (SOP). If any exceptions exist as defined below in Section 4, Exceptions, it will be necessary to request approval from Job Corps Data Center (JCDC) Security to use compensating controls and provide supporting documentation by October 15, 2007.
 - (3) If any of these exceptions exist, please contact jcdcsecurity@jobcorps.org for further instructions.
- b. For CIS Recertifications:
- (1) Review the CIS Account Recertification Instructions (Attachment C).
 - (2) Verify and update all user accounts and user account profiles using the instructions.
- c. For CTS and OASIS Recertifications:
- (1) Review the CTS Account Recertification Instructions (Attachment D) and the OASIS Account Recertification Instructions (Attachment E).
 - (2) Review the list of user accounts and profiles provided by the JCDC to each Center Director, POC, and OA/CTS Contract Manager. **Lists for CTS and OASIS will be sent in a separate communication from the JCDC.**
 - (3) Verify and update all user accounts and user account profiles using the instructions.
- d. Send the following to the attention of the JCDC Security team via fax at **512-804-2002 by COB October 15, 2007.**
- (1) The attached CDSS Account Recertification form (Attachment G) for each CDSS application, certifying accounts have been verified and updated in compliance with the Segregation of Duties and Account Management Policies. There will be three separate forms that should be returned, one for CTS, CIS, and OASIS. These must be signed and dated by the application POC and the Center Director or contracting official.

e. Support conference calls will be scheduled as needed.

4. Exceptions to the Segregation of Duties. In those instances where duties and system access to critical system functions cannot be fully segregated (normally due to staffing constraints), compensating controls must be established (at each location) as appropriate. Compensating controls are additional procedures designed to reduce the risk of errors, irregularities or fraudulent activities. Procedures could include such controls as maintaining logs, monitoring staff activities, dual authorization requirements, and documented reviews of input/output. Special permission must be obtained by the National or Regional Offices in addition to JCDC Security to qualify for use of a compensating control. These requests should be rare and must be accompanied by complete documentation including a justification and each compensating control to be used. All records must be strictly maintained and periodic audits will be performed for those centers with compensating controls in place. If a condition exists that warrants an exception, first obtain National or Regional Office approval and forward this to jcdcsecurity@jobcorps.org for final approval.

5. Multiple System Access. According to the Segregation of Duties Policies and Procedures, “No individual user should have access to all three student-tracking applications – Outreach & Admissions Student Input System (OASIS), Career Transition System (CTS), and the Center Information System (CIS) – unless special authorization is obtained from the National or Regional Office. For example, the National Office may authorize an employee to have access to all three systems to conduct internal audits at Job Corps centers.” If this condition exists for any user, it is necessary to complete the Authorization to Access Multiple Applications (Attachment F), obtain the required approvals, and maintain these forms onsite for future audits.

NOTE: JCDC Security continues to conduct quarterly center audits which require each center to provide evidence of the New User Account request forms with appropriate signatures for all major applications (CIS, CTS, and OASIS). According to the Account Management Policies and Procedures, all POCs must verify the approvals and requested accesses indicated on the New User ID Request form and keep a copy of this form on file for one (1) year beyond the separation date of the user. User ID request forms are available at the following Web site: <http://forms.jobcorps.org/datacenter/logins.htm>

6. Expiration Date. Until superseded.

7. Inquiries. Questions or comments may be addressed to Christopher Cale at cale.chris@jobcorps.org, 888-886-1303 ext 7223, Linda Estep, estep.linda@jobcorps.org, 888-886-1303 ext 7212, or the JCDC Technical Assistance Center at (800) 598-5008.

Attachments

A – Job Corps Segregation of Duties Policies and Procedures

B – Job Corps Account Management Policies and Procedures

C – CIS Account Recertification Instructions

D – CTS Account Recertification Instructions

E – OASIS Account Recertification Instructions

F – Job Corps Authorization for Access to Multiple Applications

G – Job Corps CDSS Account Recertification Forms