

November 27, 2007

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 07-12</b>
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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, Ed.D.  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            New OMB Requirements for Access to Job Corps Data

1.     Purpose. To inform contractors of the OMB requirements outlined in M-06-16 and how they will be affected by the implementation of the new requirements.
2.     Background. In the wake of incidents involving loss of PII at various government agencies, new mandates have been issued that will help ensure that sensitive information is protected at all times. Job Corps Information Notice 07-13 notified the Job Corps community of the requirement to encrypt all data on mobile computers/devices carrying Job Corps data by December 31, 2007, unless the data is determined to be non-sensitive, in writing, by the Deputy Secretary or his/her designee. As of the date of issuance of this notice no waivers have been granted for Job Corps data to reside on non-government issued laptops or PCs residing outside the Job Corps network.

Job Corps will continue to allow contractors to access Job Corps systems via Citrix. Contractors will still have the ability to interact with the CDSS suite through Citrix and save reports to home directories located on the Job Corps network.

Per OMB requirements, Job Corps data will no longer be available for download to non-government issued unencrypted laptops or PCs located outside of the Job Corps network after December 31, 2007.

Only active OA/CTS users who conduct recruitment or placement activities outside of the Job Corps network will be issued government funded laptops with bios level encryption, removable media encryption and 2 factor authentication tokens that will allow those users to download, print and store data to the local storage media on the laptop or print from that laptop.

Circumvention of this policy through alternate means of data transfer or third-party applications is in direct violation of OMB mandate M06-16.

3. Action. Contractors who have been authorized to access Job Corps data will continue to have access to that data. However, as of December 31, 2007, compliance requires that we restrict contractors from downloading, saving, printing, or capturing screen shots of Job Corps data from outside the security perimeter of the Job Corps network.

4. Expiration. Until superseded.

5. Inquiries. Inquiries should be directed to Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).