

December 4, 1007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-13
--

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: **PointSec Media Encryption Training for Job Corps Staff**

1. Purpose. To inform the Job Corps community of mandatory training on PointSec Media Encryption (PME).

2. Background. In the wake of incidents involving loss of Personally Identifiable Information (PII) at various government agencies, new mandates have been issued that will help ensure that sensitive information is protected at all times. In response to the mandates, Job Corps will install PointSec Media Encryption software on all Job Corps network computers. As a result of this installation, all files moved to any portable media device (CDs, DVDs, USB drives) will be encrypted, and users will need to have a password and the PME utility on the portable medium, in order to access the files. Users will be responsible for setting their own passwords; however, Points of Contact (POCs) will have the ability to reset passwords for users at their center. All data on mobile computers/devices carrying Job Corps data must be encrypted by December 31, 2007, unless the data is determined to be non-sensitive, in writing, by the Deputy Secretary or his/her designee.

The Job Corps Data Center (JCDC) is currently developing training materials to familiarize users with the encryption process and how to access encrypted files. This training will be made available through SIMON and will be mandatory for all network users. Just as with Security Awareness Training, POCs will need to certify that all network users at their respective centers have taken the training. A separate notification will be provided when this training is available.

A separate spotlight training for POCs will be available prior to center deployment of PME, to help POCs understand the changes and how to assist users on their centers with password resets or other issues when needed. POCs will receive notification of the training schedule prior to deployment at their center.

3. Action. Job Corps network users will access the mandatory training through SIMON (<http://simon.jobcorps.org>) when it becomes available. POCs will certify that all users have completed this training prior to the installation of PME.

4. Expiration. Until superseded.

5. Inquiries. Inquiries should be directed to Janis Pearson , pearson.janis@jobcorps.org, or Linda Estep at estep.linda@dol.gov.