June 20, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-43

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 R. JOHNSON, Ed.D.
                   National Director
                   Office of Job Corps

SUBJECT: Requests for E-mail and Internet Activity Logs

1.   Purpose. To inform the Job Corps community about the protocol for requesting Internet and e-mail activity logs from the Job Corps Data Center (JCDC).

2.   Background. In recent months, JCDC has received a number of requests from center staff for user activity logs on specific users for a specified time period. These requests come to the JCDC through the Help Desk, or through an e-mail or phone call to a specific staff person.

      Since these requests typically involve a span of time in the past, and the period for which they are requested may span months or years, the information is not readily available. Staff may find it necessary to spend considerable time and effort to retrieve and compile the requested information. The requests generally do not make clear the purpose and intent of the request, or the requestor may indicate that the information is needed for an ongoing investigation.

3.   Action. Effective immediately, the National Office of Job Corps requires that all requests for activity logs on current or former Job Corps staff or students be submitted directly to the National Director of Job Corps. Additionally, the following information is required in each request:

      a.   Requestor must state the purpose of requesting the information.

      b.   Requestor must state how the National Office of Job Corps will benefit from this information.

      c.   Requestor must include the full name(s) of the individual(s) about whom the information is requested.

      d.   Requestor must include his or her name and contact information.

      e.   Request must be signed by Center/Agency Director or designee.

After a request is received, one of the following will occur:

      a.   Requests with missing or incomplete information will be automatically denied.

      b.   If the request is approved, requestors will receive notification and a timeline for when they may expect to receive the requested information.

      c.   If the request is denied, requestors will be notified.

4.   <u>Action</u>. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

5.   <u>Expiration Date</u>. Until superseded.

6.   <u>Inquiries</u>. Inquiries should be directed to Linda Estep at <u>estep.linda@jobcorps.org</u>.