

July 11, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 08-03</b>
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**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:** Mandatory Information Systems Security Awareness Training for 2008

1. Purpose. To advise the Job Corps community of Department of Labor (DOL) requirements for Network Security Awareness Training for 2008 for all Job Corps program staff who have access to Job Corps Career Development Services System (CDSS) applications, or have a Job Corps network user account.
2. Background. The Federal Information Security Management Act (FISMA) of 2002 requires employees using federal computer systems to receive annual Information Systems Security Awareness Training.

The Computer Security Act of 1987 requires each federal agency to provide mandatory training periodically and annually for computer security awareness and for accepted computer security practices. All staff involved with the management, use, and/or operation of any federal computer system associated with any agency are required to participate in this training.

Job Corps program staff required to complete the 2008 Information Systems Security Awareness Training include all center, Outreach and Admissions (OA), Career Transition Services (CTS), National Training Contractor (NTC), and other contractor staff who have access to any application in the CDSS suite, or have a Job Corps network user account. This includes new hires. This does not include federal and contract staff at the National or Regional Offices who are required to take similar training prepared by DOL.

Job Corps conducts security awareness training by organization and location. A record of this training is kept on-site where the training is conducted, and a consolidated report verifying staff training is also sent to the Job Corps Security Team at the Job Corps Data Center (JCDC).

Job Corps will provide a means for information technology (IT) Points of Contact (POCs) to access the Security Awareness Training results and verify completion of training for all staff members through the Staff Instructional Management Online Network (SIMON).

3. Accessing the Training. The mandatory Network Security Awareness Training for Job Corps program staff will be available through SIMON as of July 14, 2008. SIMON can be accessed through the Citrix portal, <http://access.jobcorps.org/> (inside the Job Corps network) or <https://access.jobcorps.org/> (outside the Job Corps network). The link for the 2008 Security Awareness Training is on the menu bar at the top of the home page. (The security training for Job Corps staff also contains links to DOL and Job Corps policies and procedures, as well as other information related to security.)

All Job Corps local area network (LAN) and wide area network (WAN) users will access the 2008 Web-based Information Systems Security Awareness Training at their individual workstation or remote location. Microsoft Internet Explorer 6.0 or higher is required to access the training.

If you cannot access the training, contact the JCDC Help Desk at (800) 598-5008 to request assistance.

4. Action. The Security Awareness Training and verification must be completed no later than August 15, 2008; and the final report on the training status of all network users must be submitted by close of business on August 29, 2008:

a. Network Users.

- (1) Network users must complete the training between July 14, 2008, when the training becomes available online, and August 15, 2008. Note that network accounts will be deactivated for users who do not complete the training by August 15, 2008. Accounts will be reactivated when the mandatory training is completed and the POC informs the Job Corps Security Team at JCDC. Exceptions will be made for users who are on extended leave, reassignment, etc. However, those users will need to be documented by their POC as explained in b(1) below.
- (2) After completing the training, including the quiz, center and OA/CTS users should print the "Passed" certificate. They should then sign and present it to their center or OA/CTS POC.
- (3) New hires should take (and pass) the Security Awareness Training through SIMON within 60 days of hire, and submit their certificate to their POC.
- (4) Remote users who do not have a POC should complete the training and fax the signed verification certificate directly to Job Corps at (877) 389-9451, addressed "Attention: Job Corps Security Team."

b. POCs.

- (1) Center and OA/CTS POCs must verify completion or noncompletion of the training by all users at their location by completing the attached Security Awareness Training Verification Report. This final report should contain the center name, total number of active network users, total number of active network users trained, and a list of the users who have not completed the training with a justification for each.

The POC verification tool is available from the front page of the training. POCs will click the link *View SAT 2008 Completers* (POC Admins Only) to access results for their center or OA/CTS.

- (2) POCs should fax the final report described in b(1) above by close of business on August 29, 2008, to “Attention: Job Corps Security Team” at (877) 389-9451.
- (3) POCs must keep all signed Security Awareness Training certificates on file for a minimum of 1 year following the employee’s separation from Job Corps.

c. Job Corps Security Team. The Job Corps Security Team will compile submitted data and submit a consolidated report to the National Office, Regional Offices, and DOL Chief Information Officer.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. August 29, 2008.

6. Inquiries. Inquiries should be directed to Christopher Cale at [cale.chris@jobcorps.org](mailto:cale.chris@jobcorps.org), Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov), or JCDC at [jcdcsecurity@jobcorps.org](mailto:jcdcsecurity@jobcorps.org).

Attachments

A – Information Systems Security Awareness Training Verification Report

B – 2008 Information Systems Security Awareness Training Instructions