

August 18, 2009

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 09-12</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:**               LYNN A. INTREPIDI  
                          Interim National Director  
                          Office of Job Corps

**SUBJECT:**           Mandatory Information Systems Security Awareness Training for  
                          PY 2009

1.     Purpose. To advise the Job Corps community of Department of Labor (DOL) requirements for Information Systems Security Awareness Training for Program Year 2009 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 employees involved with the management, use, and/or operation of any federal computer system associated with any agency are required to participate in training.

Job Corps program staff required to complete the 2009 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 who 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, as they are required to take similar training prepared by DOL.

To access the training, users will log on as normal to the Job Corps network through Citrix, using the URL <https://access.jobcorps.org>. However, on the date of SAT 2009 deployment, users will arrive at a new General Login System (GLS) instead of the Citrix

Applications. The GLS has been developed to direct every user to the PY 2009 Security Awareness Training. This training **MUST** be successfully completed before users will be permitted to access any other application in the system.

**NOTE: Upon deployment of the new GLS, existing bookmarks to <https://access.jobcorps.org> may not work. Users may have to delete the existing bookmark and recreate it. Additionally, users may be prompted to add the following URL to the list of trusted sites in Internet Explorer: <https://access2.jobcorps.org>.**

Job Corps tracks and maintains a record of the training for each staff person. The record is maintained in the Active Directory database on the Job Corps network. 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. Additional information for POCs will be forthcoming.

3. Accessing the Training. The mandatory Information Systems Security Awareness Training for Job Corps program staff will be available to the Job Corps community as of August 23, 2009. When logging on to the Job Corps network, users will be redirected to the Security Awareness Training. They will have to complete the training in order to proceed to any application on the network. All Job Corps Local Area Network (LAN) and Wide Area Network (WAN) users will access the 2009 Information Systems Security Awareness Training at their individual workstation or remote location. Active Directory accounts will be disabled for users who do not complete the training by close of business (COB) September 16, 2009.

**If you experience issues with the training, contact the Job Corps Data Center (JCDC) Help Desk at (800) 598-5008, option #5, to request assistance.**

4. Action. The Security Awareness Training must be completed no later than September 16, 2009:

a. Network and RSA token users.

Network users and remote users who access the system using RSA tokens must complete the training between August 23, 2009, when the training becomes available online, and September 16, 2009. Active Directory accounts and two factor authentication tokens will be disabled for users who do not complete the training by COB September 16, 2009.

b. Remote (non-token, SSL VPN) users.

Remote users who do not use two factor authentication tokens to authenticate to the Job Corps network will be required to access the from General Login System through a published application. Remote users are required to complete the training no later than COB September 16, 2009. Please note that remote users may include staff whose computers are assigned to a Student VLAN and use the external Citrix Web interface to access production applications. Remote users will access Security Awareness Training from a published application available on the applications screen after logging in via the external secure gateway (<https://access.jobcorps.org>).



Upon clicking on the published application icon, users will be redirected to the GLS login screen where they will need to log in a second time with their Active Directory credentials in order to complete Security Awareness Training.

Remote users must complete the training no later than COB September 16, 2009. After successfully completing the Security Awareness Training, remote users do not need to repeat the process. Active Directory accounts will be disabled for remote users who do not complete the training by September 16, 2009.

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

5. Expiration Date. September 16, 2009.
6. Inquiries. Inquiries should be directed to Christopher Cale at [cale.chris@jobcorps.org](mailto:cale.chris@jobcorps.org) or Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).