

September 16, 2009

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 09-16
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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:**           PC Upgrade Project Using ARRA Funding

1.     Purpose. To inform Job Corps center directors and information technology (IT) points-of-contact (POCs) about the upcoming personal computer (PC) deployment.
2.     Background. Job Corps received American Recovery and Reinvestment Act (Recovery Act, or ARRA) funding to begin replacing Job Corps staff PCs. With the funding allocated, Job Corps was able to procure 11,028 PCs to begin replacing old staff PCs.

Detailed instructional documentation will be provided at a later date defining the steps necessary to install the PCs and connect them to the Job Corps network. Please note that the POCs will be responsible for deploying the PCs to end users.

While the deployment of 11,028 PCs will modernize a large percentage of the PCs on the Job Corps network, it is understood that there are more PCs on the network that need to be replaced. Job Corps has requested funds for the current program year to continue the replacement of old PCs in use on Job Corps centers. The funding request to continue replacing the remaining staff PCs at Job Corps centers is currently under review.

**IMPORTANT** – In accordance with Information Notice No. 08-45 and its attachment (08-45a), old PCs replaced by this project must be removed from the network and centers must follow Job Corps policy to excess old PCs. Below is the relevant excerpt from Information Notice 08-45a:

***Q: “If we receive new computers, can we keep the old ones for use in other locations on center?”***

*A: “No. The plan as approved requires that the new PCs replace old PCs, beginning with the oldest first, not supplement a center’s PC inventory. Centers must ‘excess’ their old equipment; property-management procedures must be followed.”*

(You may wish to review Information Notice No. 08-45 and its Q and A attachment [08-45a], which are available on the Job Corps Community Web site. The Information Notice provides an overview of Job Corps’ plan for use of \$250 million in economic stimulus funds received through the Recovery Act, and the attachment answers frequently asked questions. After accessing the Community Web site through Citrix, click on “Notices” and then 2008 Information Notices.)

The intent of this PC upgrade project is to remove as many outdated PCs from the Job Corps network as possible in order to facilitate compliance with Office of Management and Budget/Department of Labor (OMB/DOL) security requirements. DOL requires all agencies to comply with the Federal Desktop Core Configuration (FDCC) for Windows operating systems. FDCC is an OMB-approved security configuration for Windows-based PCs (<http://nvd.nist.gov/fdcc/index.cfm>).

In addition to complying with FDCC requirements, the PCs and monitors are compliant with Energy Star and EPEAT requirements. OMB and DOL have mandated that all new electronic equipment purchased must meet all applicable EPEAT standards. You can find out more about EPEAT certifications by copying the following URL into your local Internet browser (<http://www.epeat.net/>).

The Job Corps Data Center (JCDC) will be providing a utility to “wipe” the disks of the old PCs to insure that no sensitive data is left on the disks prior to disposal of the old PCs. The disk wipe utility will be available for download on the network.

3. PC Hardware Specifications. Job Corps has selected the Dell Optiplex 360 PC with the following hardware specifications:

<b>PC and Monitor Hardware Specifications</b>	
<b>PC Specifications</b>	
Processor	2.5 GHz , Dual Core, 2M L2 Cache, 800Mhz FSB
RAM	4GB,Non-ECC,800MHz DDR2,2x2GB
Hard Drive	240GB SATA HDD
Optical Drive	16X DVD+/-RW SATA,
Case	Mini Tower
External Bays	2 - 5.25" bays , 1 - 3.5" bay
Internal Bays	2 - 3.5" bays

Power Supply	255 Watt 80PLUS Power Supply (or better)
Rear I/O	Minimum 6 - USB 2.0
	1 - Serial Port
	1 - Parallel Port
	1 - VGA Port
	1 - audio in and 1- audio out
	1 - Integrated 10/100/1000 Gigabit Network Interface
Expansion Slots	2 - full height PCI slot
	1 - full height PCIe x16
Front I/O	2 - USB 2.0
	Headphone and Microphone
Keyboard	Standard PS/2 or USB Keyboard
Mouse	2 Button Optical Scroll Mouse PS/2 or USB
Operating System	Windows XP Pro SP3
PC Certifications	Minimum Certification for PCs = EPEAT GOLD
Manufacturer Warranty	3 year, 9x5, Next Business Day on-site coverage for parts and labor for PC repairs – does not include monitor
<b>Monitor Specifications</b>	
Monitor	19" Active Matrix TFT LCD Monitor

4. Other PC Project Information.

- a. **Additional PCs.** Job Corps has negotiated with the vendor to lock in the price of the PCs and monitors for 24 months. Job Corps centers have the option to purchase additional PCs at the price negotiated for the bulk purchase. The price per unit is approximately \$707.00 including the monitor, the approved Job Corps image and services referenced above under Manufacturer Warranty. If you are interested, please contact the Technical Assistance Center (800-598-5008) for more information.
- b. **Operating Systems and Software.** Job Corps has opted to continue using Windows XP Professional - Service Pack 3 as the operating system for the PCs. JCDC has developed a standard image that is compliant with the Federal Desktop Core Configuration (FDCC).

Job Corps has contracted with an integrator to apply the Job Corps standard image at an integration facility prior to shipment of the PCs to Job Corps centers.

The PCs will arrive on center with the operating system image pre-installed; however, there will be some steps that the POC will need to take to connect the PCs to the Job Corps network. A detailed list of steps will be provided in a separate document at a later date. The sections below briefly discuss some of the major changes that POCs can expect with the new PC deployment.

- c. **Active Directory Domain Authentication and PC membership.** On first boot, the new PCs will be joined to the Job Corps Active Directory (AD) domain over the WAN. The major advantage of joining the PCs to the Job Corps AD domain is that a central group policy server can manage all PCs. Additionally, there will no longer be a need to establish a local user account on the PC. Users will authenticate to the PC, and to AD, using their current active directory credentials.

Initially JCDC is only requiring new PCs to be joined to the Job Corps AD domain. Once the deployment of all the new PCs is complete, JCDC will request that all staff PCs be joined to the Job Corps domain. The introduction of domain authentication is a major step in centralizing and automating Job Corps compliance with OMB, DOL, and Job Corps IT security policy. Job Corps centers that have established local domains for staff PCs will be required to retire those domains prior to the deployment of the new PCs on the LAN.

- d. **Office 2007 Professional Suite.** The PC image includes the Office 2007 Professional Suite with the exception of the Outlook 2007 e-mail client. The Outlook client will only be available as a published application via Citrix XenApp.
- e. **Cisco Security Agent (CSA)/Cisco Trust Agent (CTA).** The PC image also includes the Cisco Security Agent and Cisco Trust Agent. With the deployment of the new PCs, there will no longer be the ability to remove or exclude PCs from the installation of CSA. When deploying the new PCs, the POC should target those systems with limited physical resources first. Upon completion of the PC deployment, all staff PCs will have CSA and CTA installed and CSA will remain active while the PC is connected to the network.
- f. **Symantec End Point Protection Version 11.** In addition to the Cisco Security Agent, the PCs will come pre-configured with Symantec End Point Protection v. 11. The Symantec client will be centrally managed from JCDC, and all virus signature updates and application updates will be pushed out from Job Corps' centralized AV server.
- g. **Windows Software Update Services.** The application of Windows OS patches and application updates will be controlled from a centralized software update server for all PCs that are part of the domain.
- h. **PointSec Media Encryption.** Per DOL mandate, the image will also contain PointSec Media Encryption to encrypt data transferred to removable media.

5. PC Allocation.

The number of PCs that each center will receive was determined by the following formula:  $OBS/3 * 1.22 = \# \text{ of PCs per center}$ . This formula assumes that the number of staff on a center is approximately 1/3 the published on-board strength (OBS) of the Job Corps center multiplied by a factor of 1.22 which equals a ratio of 1 new PC for every 1.2 staff members.

This formula was not applied to Forest Service centers, as the Forest Service recently purchased new staff PCs with a Forest Service specific image. Forest Service centers will receive 10 Job Corps-provided PCs to be used as spares or for other purposes. The exception is the Blackwell JCC, which has been allocated a quantity of 65 Job Corps PCs by special request.

**The table below defines the PC allocation by center and establishes a tentative deployment schedule.**

**Schedules and PC allocations are subject to change at any time based on new directives or instruction from the National Office of Job Corps. At this time the schedule below should be considered tentative.**

Center Name	PCs/Monitors Qty by Center	Proposed Shipping Dates (the week in which the PCs are shipped to the JCC locations)
<b>4-Week Ramp up time</b>		
<b>Week 1</b>		<b>10/5/2009 - 10/9/2009</b>
Angell	10	
Boxelder	10	
Cass	10	
Curlew	10	
Flatwoods	10	
Frenchburg	10	
Golconda	10	
Great Onyx	10	
Jacobs Creek	10	

Lyndon B Johnson	10	
Mingo	10	
Oconaluftee	10	
Ouachita	10	
Pine Knot	10	
Pine Ridge	10	
Schenck	10	
Trapper Creek	10	
Anaconda	10	
Timber Lake	10	
Wolf Creek	10	
Harpers Ferry	10	
Collbran	61	
Treasure Lake	55	
Weber Basin	68	
Centennial	90	
Columbia Basin	75	
Fort Simcoe	68	
Pivot	19	
Maine Technical Assistance Center	26	
IndyPence	31	

Maui	37	
Wilmington	46	
Springdale	47	
Arecibo	61	
Blue Ridge	61	
Carville	61	
<b>Total Shipped Week 1</b>	<b>1,016</b>	
<b>Week 2</b>		<b>10/12/2009 - 10/16/2009</b>
Exeter	61	
Hartford	61	
Little Rock	61	
New Haven (Conn)	61	
Brooklyn	64	
Blackwell	65	
Bamberg	66	
Kicking Horse	68	
Cincinnati	68	
New Orleans	68	
Roswell	68	
Alaska	75	
Burdick (Quentin N)	75	
Flint Hills	75	
Hawaii	75	
<b>Total Shipped Week 2</b>	<b>1,011</b>	
<b>Week 3</b>		<b>10/19/2009 - 10/23/2009</b>
Laredo	75	
Talking Leaves	75	
Iroquois	77	

Barranquitas	78	
Cassadaga	81	
Gerald R Ford	81	
South Bronx	83	
Carl D Perkins	84	
Detroit	84	
Gulfport	84	
Joliet	84	
Northlands	84	
Gadsden	86	
<b>Total Shipped Week 3</b>	<b>1,056</b>	
<b>Week 4</b>		<b>10/26/2009 - 10/30/2009</b>
Hubert H Humphrey	87	
Batesville	90	
Dayton	90	
Denison	90	
Fred G Acosta	90	
Grafton	90	
Long Beach	90	
Miami	90	
Shriver	90	
Tulsa	90	
Woodland	90	
Inland Empire	93	
<b>Total Shipped Week 4</b>	<b>1,080</b>	
<b>Week 5</b>		<b>11/2/2009 - 11/6/2009</b>
Memphis	94	
Red Rock	96	
Cleveland	96	
Montgomery	97	
Cascades	98	
Flint Genesee	108	
Job Corps Data Center	100	
Ramey	101	
Glenmont	102	

Penobscot	104	
Gainesville	105	
<b>Total Shipped Week 5</b>	<b>1,101</b>	
<b>Week 6</b>		<b>11/9/2009-11/13/2009</b>
Jacksonville	105	
Kittrell	105	
Old Dominion	105	
Shreveport	105	
Paul Simon Chicago	106	
Philadelphia	107	
Oneonta	111	
Loring	114	
Delaware Valley	119	
Brunswick	120	
<b>Total Shipped Week 6</b>	<b>1,097</b>	
<b>Week 7</b>		<b>11/16/2009-11/20/2009</b>
Charleston	120	
Whitney Young	120	
Muhlenberg	122	
Albuquerque	125	
David Carrasco	125	
Phoenix	125	
Potomac	129	
San Jose	132	
Mississippi	136	
<b>Total Shipped Week 7</b>	<b>1,134</b>	
<b>Week 8</b>		<b>11/23/2009-11/27/2009</b>
Sacramento	143	
Excelsior Springs	148	
Homestead	149	
Tongue Point	150	
Woodstock	151	
Atlanta	154	
Edison	159	
<b>Total Shipped Week 8</b>	<b>1,054</b>	
<b>Week 9</b>		<b>11/30/2009 - 12/4/2009</b>
Atterbury	165	

Westover	166	
Sierra Nevada	171	
Keystone	180	
St Louis	181	
San Diego	190	
<b>Total Shipped Week 9</b>	<b>1,053</b>	
<b>Week 10</b>		<b>12/7/2009 - 12/11/2009</b>
Guthrie	194	
North Texas	194	
Los Angeles	220	
Treasure Island	239	
Pittsburgh	254	
<b>Total Shipped Week 10</b>	<b>1,101</b>	
<b>Week 11</b>		<b>12/14/2009 - 12/18/2009</b>
Turner	278	
Clearfield	334	
Earle C Clements	388	
Gary	494	
<b>Total Shipped Week 10</b>	<b>1,494</b>	

6. Action. POCs should prepare for the arrival of the PCs and establish a plan for deployment.

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

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Linda Estep at (888) 886-1303 ext. 7212 or [estep.linda@jobcorps.org](mailto:estep.linda@jobcorps.org), or Gregg Colvin at (888) 886-1303 ext. 7254 or [colvin.gregg@jobcorps.org](mailto:colvin.gregg@jobcorps.org).