



November 2, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-24
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ST. LOUIS CENTER DIRECTOR AND POC
POTOMAC CENTER DIRECTOR AND POC
FRED G. ACOSTA CENTER DIRECTOR AND POC
BROOKLYN CENTER DIRECTOR AND POC
ATLANTA CENTER DIRECTOR AND POC
SOUTH BRONX CENTER DIRECTOR AND POC
KITTRELL CENTER DIRECTOR AND POC
ANGELL CENTER DIRECTOR AND POC
SHREVEPORT CENTER DIRECTOR AND POC
CHICAGO CENTER DIRECTOR AND POC
HOMESTEAD CENTER DIRECTOR AND POC
LOS ANGELES CENTER DIRECTOR AND POC
SAN JOSE CENTER DIRECTOR AND POC
ALASKA CENTER DIRECTOR AND POC
MIAMI CENTER DIRECTOR AND POC
NORTH TEXAS CENTER DIRECTOR AND POC

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: Switch Infrastructure Upgrade Using ARRA Funding

1. Purpose. To inform Job Corps center directors and information technology (IT) points of contact (POC) about the pending network switch infrastructure upgrade at your center.
2. Background. Job Corps received American Recovery and Reinvestment Act (Recovery Act, or ARRA) funding to begin upgrading the Job Corps center switch infrastructure. The ARRA funding allocated will enable Job Corps to upgrade the switch infrastructure at 17 Job Corps centers (including both of the Los Angeles Job Corps center networks).

These ARRA-funded upgrades represent Phase I of the switch upgrade project. Funding has been allocated for a second phase, which will upgrade the switch infrastructure at an additional 23 Job Corps centers. Phase II is currently in procurement and the deployment schedule is dependent upon contract award.

Job Corps centers were selected for this project based on the size of the currently deployed switch infrastructure and the age of the switches. Below is the list of centers included in this project and the proposed deployment schedule. **Please note that this schedule is subject to change.** The Job Corps Data Center (JCDC) will communicate any schedule changes to the centers participating in this project as soon as they become known.

Job Corps Center Name	Schedule	Install Start Date	Install End Date
St Louis	1st week	11/30/2009	12/4/2009
Potomac	1st week	11/30/2009	12/4/2009
Fred Acosta	2nd week	12/7/2009	12/11/2009
Brooklyn	2nd week	12/7/2009	12/11/2009
Atlanta	2nd week	12/7/2009	12/11/2009
South Bronx	3rd week	12/14/2009	12/18/2009
Kittrell	3rd week	12/14/2009	12/18/2009
Angell	3rd week	12/14/2009	12/18/2009
Shreveport	3rd week	12/14/2009	12/18/2009
Chicago	4th week	1/4/2010	1/8/2010
Homestead	4th week	1/4/2010	1/8/2010
Los Angeles 1	4th week	1/4/2010	1/8/2010
San Jose	4th week	1/4/2010	1/8/2010
Alaska	5th week	1/11/2010	1/15/2010
Miami	5th week	1/11/2010	1/15/2010
Los Angeles 2	5th week	1/11/2010	1/15/2010
North Texas	6th week	1/18/2010	1/22/2010

JCDC has partnered with a vendor for installation services. The vendor will pre-configure the switch equipment to the maximum degree possible at the vendor integration facility prior to shipment.

After the equipment has been configured, the vendor will ship it to the center 5 days prior to the arrival of the deployment technician.

Once the equipment has been shipped, JCDC will initiate an electronic property transfer in the Electronic Property Management System (EPMS). JCDC will designate this property in the EPMS as ARRA-funded property. Upon receiving the equipment, the center property officer and POC should visually inspect the equipment for any damage and verify that all of the equipment has been received. If all of the equipment has been received and is in good condition, the center property officer should accept the EPMS transfer from JCDC.

POCs will be provided with a detailed deployment document that will define the vendor, Job Corps center, and JCDC responsibilities; however, POCs must ensure that the following requirements have been completed prior to the arrival of the deployment technician:

- a. The uninterruptable power supply (UPS) must be installed and operational in the main telecommunications closet prior to the arrival of the deployment technician.
 - b. POCs should have a plan in place to provide physical access to all telecommunications closets on center.
 - c. POCs should notify end users to expect outages during the week of the deployment.
 - d. POCs shall provide the deployment technicians with a map of the center and maps of each building on campus indicating the location of the telecom closets in that building.
 - e. POCs should be prepared to notify JCDC, by sending an e-mail to SwitchDeployment@jobcorps.org, of any issues that arise during the deployment so that JCDC can take corrective action if required.
 - f. POCs should thoroughly review the detailed deployment documentation and submit any questions regarding the deployment instructions via e-mail to SwitchDeployment@jobcorps.org.
3. Action. POCs should review the detailed deployment documentation and respond with any questions or concerns to SwitchDeployment@jobcorps.org.
 4. Expiration Date. Until superseded.
 5. Inquiries. Please direct all inquiries to Linda Estep at estep.linda@jobcorps.org or Gregg Colvin at colvin.gregg@jobcorps.org.