



May 6, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-45
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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: Edna Primrose
National Director
Office of Job Corps

SUBJECT: Clarification on Personal Computer (PC) Upgrade Project Using American Recovery and Reinvestment Act (ARRA) Funding

1. Purpose. To provide clarification on the replacement of 11,028 PCs with funds from the American Recovery and Reinvestment Act (ARRA).
2. Background. As stated in Program Instruction Notice No. 09-16, Job Corps received 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.

JCDC Notice 09-042 and 09-042A provided detailed instructional documentation defining the steps necessary to install the PCs and connect them to the Job Corps network.

While this deployment will modernize a large percentage of the PCs on the Job Corps network, we recognize that there are more PCs on the network that need to be replaced.

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.”

The intent of this PC upgrade project is to remove as many outdated PCs from the Job Corps network as possible in order to facilitate compliance with the Office of Management and Budget/Department of Labor (OMB/DOL) security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 Electronic Product Environmental Assessment Tool (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) provided a utility to “wipe” the disks of the old PCs, ensuring that no sensitive data is left on the disks prior to disposal. The disk wipe utility will be available for download on the network.

3. Action. If the center has received more ARRA staff PCs than are needed, instructions have been provided for repurposing these ARRA PCs for student network (see JCDC Notice 09-152a, Instruction on Using a Dell 360 PC on the JCSN).

4. Expiration Date. Until superseded.

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