

August 6, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-08
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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: Minimum Configuration for Computers on the Job Corps Network

1. Purpose. To provide the minimum configuration for any computers on the Job Corps network.
2. Background. Due to an increasing demand for technology, many centers have asked to use older Personal Computers (PCs) on the student network or in other locations on center. The National Office has reviewed these requests and determined that it may be acceptable to use older PCs in some instances; however, due to National Institute of Standards and Technology (NIST) and security requirements, all PCs on the Job Corps network must meet a minimum standard configuration.

Please reference PRH Change Notice 10-02, Attachment E, Appendix 505, Administration and Management of Job Corps Contractor-held Government Furnished Property, dated July 23, 2010 for detailed description of property policy.

The minimum configuration for any PC connected to the Job Corps network (student or staff) is as follows:

- Intel Pentium Processor, 500 MHz or higher
- Windows XP Professional
- 512 MB Minimum RAM
- 500 MB or higher free hard disk space
- Ethernet connection

3. Action. Each Job Corps Center shall ensure that all PCs on the Job Corps network meet or exceed this minimum requirement. Any PC that does not meet this minimum requirement should be removed from the network.

Attention: Please note that the re-use of “older PCs” **does not** mean those PCs that were replaced by American Recovery and Reinvestment Act (ARRA) PCs. The PCs replaced by ARRA computers are to be disposed of per Job Corps Program Instruction No. 09-45, entitled, Clarification on Personal Computer (PC) Upgrade Project Using ARRA Funding, dated May 6, 2010.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Clint Barton at barton.clint@jobcorps.org or Linda Estep at estep.linda@jobcorps.org.