

August 12, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO 10-09
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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: Job Corps 2010 Information Systems Security Awareness Training

1. Purpose. To advise the Job Corps community of the Department of Labor's (DOL) requirements for Information Systems Security Awareness Training for Program Year 2010 for all Job Corps program staff who have access to Job Corps Career Development Services System (CDSS) applications, or who 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.

3. Action. The Security Awareness Training must be completed no later than September 10, 2010. Job Corps program staff required to complete the 2010 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.

Note: 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, please follow the instructions below:

- a. Users will log on to the Job Corps network at <https://access.jobcorps.org>.
- b. Once the Security Awareness Training (SAT) is deployed, users will be automatically directed to a General Login System (GLS) instead of the Citrix Applications.

Note: The GLS has been developed to direct every user to the Program Year 2010 Security Awareness Training. This training **MUST** be successfully completed before users will be permitted to access any other application in the system.

- c. Once the training is successfully completed, users will be returned to their Job Corps Citrix.

The training consists of a self-running video presentation followed by a quiz. Users must achieve a score of 70 percent to pass the quiz. Users who do not pass the quiz may review the training video and retake the quiz.

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. Points of Contact (POCs) may access the Security Awareness Training results and verify completion of training for all staff members through the POC Admin tool.

The mandatory Information Systems Security Awareness Training for Job Corps program staff will be available to the Job Corps community during the week of August 16, 2010. Prior to full deployment, the JCDC will pilot the SAT 2010 with several centers for quality assurance. Centers that participate in the pilot will not have to take the SAT again when it is fully deployed.

Once it is deployed, users logging on to the Job Corps network will be redirected to the 2010 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 2010 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 10, 2010.

**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.**

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Janis Pearson at [pearson.janis@jobcorps.org](mailto:pearson.janis@jobcorps.org) or Linda Estep at [estep.linda@jobcorps.org](mailto:estep.linda@jobcorps.org).