

December 17, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-27
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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: Use of Non-Standard Computer Applications to Track Job Corps
Student Information

1. Purpose. To reaffirm the guidelines for use of non-standard computer applications for tracking Job Corps students' information.
2. Background. Safeguarding sensitive information and protecting Job Corps students' privacy is a critical responsibility. On September 22, 2006, the National Office of Job Corps issued Program Instruction 06-08 to provide guidelines for the use of computer applications containing Job Corps students' personally identifiable information (PII).

Personal data of Job Corps students, from which a student's identity is apparent, or can reasonably be ascertained, include the following:

- Name
- Date of Birth
- Social Security Number
- Other number originated by a government that specifically identifies an individual
- Photographic Identifiers (e.g., photograph image, x-rays, and video)
- Driver's License
- Biometric Identifiers (e.g., fingerprint and voiceprint)
- Mother's Maiden Name
- Vehicle Identifiers (e.g., license plates)
- Mailing Address
- Phone Numbers (e.g., phone, fax, and cell)
- Medical Records Numbers
- Medical Notes

- Financial Account Information and/or Numbers
- Certificates (e.g., birth, death, and marriage)
- Legal Documents or Notes (e.g., divorce decree, criminal records)
- Device Identifiers (e.g., pacemaker, hearing aid, etc.)
- Web URLs
- E-mail Address
- Education Records

In addition, the Office of Management and Budget (OMB) and the Department of Labor have established various policies and guidelines for Enterprise Architecture (EA) and system security. In order to operate, all government computer systems must obtain Certification & Accreditation (C&A) and Authority to Operate (ATO). The National Office of Job Corps has a well-established priority to support application systems: “Consolidation, Standardization, and Integration.”

3. Action. The Career Development Services System (CDSS) Suite of Applications, developed and maintained by the National Office, is the only authorized computer system to be used by the Job Corps community to manage Job Corps student information. Job Corps contractors shall not use Job Corps funds directly or indirectly for any non-standard computer applications for tracking Job Corps student data. Use of any non-standard computer applications containing Job Corps student data must be approved by the National Director or her designee.

If Job Corps contractors would like to request enhancements to the CDSS Suite, they may submit an Application/Development Change Request (form available on the Job Corps Community website, under Forms>JCDC Forms) to the National Office for approval.

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

4. Expiration. Until superseded.
5. Inquiries. Inquiries should be directed to Linda Estep at estep.linda@dol.gov.