February 14, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 11-17

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
             ALL JOB CORPS REGIONAL DIRECTORS
             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 Information System Security Awareness Training 2012

1.   Purpose. To inform the Job Corps community that an updated version of Job Corps' mandatory annual information system Security Awareness Training (SAT) will be released on February 29, 2012, and to instruct Information Technology Points of Contact (IT POC) on ensuring their system users are able to access and complete the training without their accounts being disabled.

2.   Background. The Job Corps program recently experienced the loss of two paper-based Personally Identifiable Information (PII) files due to theft and misplacement. To mitigate the likelihood of recurrence, Job Corps is taking a number of remediation actions. One action is enhancing the language in the SAT to address the safe transport and storage of PII.

        The Department of Labor's Computer Security Handbook (ed. 4, Volume 2) requires that all system users "shall receive basic information system security awareness material at least on an annual basis." In response to the recent incident of PII loss, and to fulfill the requirement to administer security awareness training no less than annually, Job Corps will release the 2012 information system Security Awareness Training (2012 SAT) on **February 29, 2012**.

        Job Corps program staff required to complete the 2012 SAT include all center, Outreach and Admissions, Career Transition Services, National Training Contractor, and other contractor staff who have access to any application in the Career Development Services System suite, or who have a Job Corps network (i.e., Citrix) user account. This includes new hires. This year, and each year moving forward, federal and contract staff at the National and Regional offices are also required to take Job Corps' SAT.

        All Job Corps system users (including National and Regional staff) must complete the training by March 31, 2012 or their accounts will be disabled**.**

3.   Action. In order to ensure the smooth administration of the 2012 SAT (i.e., to avoid accounts being disabled), IT POCs should do the following:

a.   **Instruct system users on how to access the 2012 SAT.**
System users must log on to the Job Corps network at https://access.jobcorps.org (If a saved shortcut is being used, ensure that it is directing to this URL).

NOTE: The URL must be access.jobcorps.org.

When logging on to the Job Corps network, users will be redirected to the Security Awareness Training. They will have to complete the training in order to proceed to any application on the network. The training will take about 30 minutes to complete. After viewing the training, they will need to click on "Proceed to Quiz," and correctly answer all the questions in order to pass the training and complete the 2012 SAT requirement.

If any issues with the training arise, contact the Job Corps Data Center (JCDC) Help Desk at (800) 598-5008, option #5, to request assistance.

b.   **Use POC Admin to ensure that systems users have taken the 2012 SAT before the March 31, 2012 disable deadline.**
IT POCs will be able to log in to the POC Admin application to view the 2012 SAT results (log in and click the "Security Awareness Training" tab). By checking the results before the deadline, POCs can follow up with system users who have not yet taken the 2012 SAT, and help them to avoid having their accounts disabled.

c.   **Avoid account disabling as a result of SAT non-compliance.**
System users who do not complete the 2012 SAT before March 31, 2012 will have their Citrix accounts disabled. Any accounts that are disabled due to SAT non-compliance will not be re-enabled until the Center Director receives authorization to re-enable from Linda Estep. Once authorization is given, JCDC will re-enable the account, and the user will be required to log in and complete the 2012 SAT before midnight that day, or the account will become disabled again.

4.   Expiration. Until superseded.

5.   Inquiries. Inquiries should be directed to Christopher Cale at (888) 886-1303 x7223 or cale.chris@jobcorps.org, or Linda Estep at (888) 886-1303 x7212 or estep.linda@dol.gov.