

February 10, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-23
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Minimum Configuration Requirements for Computers on the Job Corps Network

1. Purpose. To remind users of the minimum configuration requirements for all computers on the Job Corps network.
2. Background. Due to an increasing demand for technology, centers have inquired about purchasing computers for use on student and staff networks as center funds become available.

The Regional and National offices must review these requests, and the Job Corps Data Center must receive a demo model of the proposed system in order to determine Job Corps image compatibility. All PCs on the Job Corps network must meet minimum National Institute for Standards and Technology and security requirements, which are included as part of the Job Corps computer image.

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 (available on the Job Corps Community Web site) 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 or AMD Processor, 1 GHz or higher
- At least Windows 7 Professional
- At least 2 GB minimum RAM
- 2 GB or higher free hard-disk space

- 10/100/1000 based Ethernet connection
- SVGA (color) monitor with a screen resolution of at least 800 x 600 (1024 recommended)
- Mouse or compatible pointing device

3. Action. Each Job Corps center shall ensure all new PCs added to the Job Corps network meet or exceed this requirement. Existing PCs that do not meet these requirements and are currently using the Job Corps security suite (i.e., Big Fix and McAfee) may continue to be used on the Job Corps network until PC replacements are distributed.

Addressees are to ensure this Program Instruction notice 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 Until superseded.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.