

Mass Workforce Issuance

Workforce Issuance No. 07- 46

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley Director
Department of Workforce Development

Date: July 12, 2007

Subject: **Laptop/Notebook Computer Inventory**

Purpose: To inform Local Workforce Investment Boards, One-Stop Career Center Operators, and other local workforce development partners about an upcoming inventory of all Division of Career Services (“DET”) laptop/notebook computers.

Background: The Executive Office of Labor and Workforce Development’s Internal Control and Workplace Security Department has initiated an inventory of all laptop/notebook computers bearing a “DET” asset tag number. This inventory will collect information on laptop computer usage, solely for the purposes of identifying and protecting confidential information.

When completed, the information gathered through this inventory will assist Internal Control to identify appropriate measures (such as installation of encryption software) to protect and secure potentially sensitive, confidential, and personally identifiable information as well as provide practical guidance to laptop users concerning protections for equipment and information.

The Division of Career Services’ Information and Performance Reporting Department is responsible for identifying and inventorying all “DET” laptop computers that are located within DCS, Career Centers, and partner organizations.

Laptop computers that do not bear a “DET” tag will not be included in this current inventory.

DCS’s Information and Performance Reporting Department will be assisted by DCS’s Field Operations Office and the DCS Field Managers. The technical services of local IT Coordinators are also requested for this inventory.

The inventory will proceed as follows:

- 1) Conduct a physical audit of each laptop computer by completing the attached inventory form. A separate form should be completed for every “DET” – tagged laptop.
- 2) Return all completed inventory forms to DCS’s Information and Performance Reporting Department. Completed inventory forms can be mailed to:

Marilyn Boyle
Division of Career Services
Information & Performance Reporting Department
19 Staniford Street, 2nd Floor
Boston, MA 02114

Action

Required: Local Workforce Investment Boards, One-Stop Career Center Operators, and other local workforce development partners should inform managers, staff and their IT Coordinators of this upcoming inventory. Specific instructions will be provided under separate cover to the DCS Field Managers and IT Coordinators who will be involved with the inventory. The laptop inventory forms should be completed and returned to DCS by August 10, 2007.

Inquiries: Any questions related to this correspondence should be directed to Marilyn Boyle at mboyle@detma.org .

Attached: Laptop Inventory Form - Attachment A
Laptop Inventory Form Instruction Sheet – Attachment B