

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Unemployment Insurance
	<b>CORRESPONDENCE SYMBOL</b> OUI/DPM
	<b>DATE</b> October 29, 2020

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 3-21**

**TO: STATE WORKFORCE AGENCIES**

**FROM: JOHN PALLASCH**  
Assistant Secretary



**SUBJECT: Replacement of Information Technology Hardware supporting the State Unemployment Insurance Data Base Management System (UIDBMS)**

1. **Purpose.** To provide State Workforce Agencies (SWAs) with advance notice of the upcoming distribution of new Hewlett Packard (HP) Proliant DL20 computer systems.
2. **Action Requested.** The U.S. Department of Labor’s (Department) Employment and Training Administration (ETA) requests that State Workforce Administrators provide the information in this Unemployment Insurance Program Letter (UIPL) and the attachments to the appropriate program and information technology staff who will assist with the migration from the current Sun Server X4-2 to the new HP Proliant DL20 computer systems.
3. **Summary and Background.**
  - a. **Summary.** The Department has purchased, configured, and will ship to each SWA (see schedule below in Section 4) the HP Proliant DL20 that stores important Unemployment Insurance (UI) program workload, financial, and performance data extracted from state UI Benefits and Tax systems and through which states electronically transmit data they are required to report to the Department. The current Sun Server X4-2 server is no longer produced or supported, and therefore the Department will be providing each state with this new and upgraded server (computer system) over the next three months.
  - b. **Background.** Over the last 30 years, the Department has replaced the states’ Sun Systems on an intermittent basis when the servers reached their end of useful life and were no longer manufactured and supported by the vendor. In 2016, the Department provided the states with the current Sun Systems. As with past replacements, these systems have reached the end of useful life and are no longer being produced and/or maintained by the vendor.

<b>RESCISSIONS</b> UIPL 6-15, Change 1	<b>EXPIRATION DATE</b> February 1, 2021
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**4 Upgrade Overview.**

- a. **Hardware.** The Department selected the HP Proliant DL20 system as the replacement server for SWAs. This new system has larger disk drives and faster central processing units (CPUs) and allows for future expansion. The new system is designed and configured to support current web-based applications. Each state will receive the following hardware and equipment:

<b>System / Equipment</b>
HP Proliant DL20 System / cables

- b. **Software.** The Department’s technical support staff in the Office of the Chief Information Officer will work closely with State System Administrators (previously referred to as State Sun System Administrators) to transfer all software and data from the current servers to the new servers. The transition should be transparent for the current users and system administrators, and thus no additional training is anticipated.
- c. **State Migration Schedule.** In October 2020, the Department’s technical support staff will contact each State System Administrator to coordinate the migration timeline schedule. The tentative timeline schedule for each state migration is displayed in the table below. The schedule may shift due to unforeseen issues with the installation of the computer system with the states’ migration. If the schedule is changed, the Department will notify the State System Administrator. The Department’s technical staff will also be in contact with each State System Administrator to provide additional information on the implementation process. The projected completion date for this project is January 2021.

Below is the tentative migration schedule. This schedule is contingent on the availability of the State System Administrator.

<b>Phase 1 – States</b>							
<b>Migration Timeframe – October 15 – 30, 2020</b>							
<b>State</b>		<b>State</b>		<b>State</b>		<b>State</b>	
<b>*TC</b>		<b>GA</b>		<b>DC</b>		<b>SC</b>	
<b>CA</b>		<b>MD</b>		<b>VA</b>			
<b>Phase II – States</b>							
<b>Migration Timeframe – November 01 – 15, 2020</b>							
<b>AK</b>		<b>VI</b>		<b>OR</b>		<b>NE</b>	
<b>PR</b>		<b>WA</b>		<b>ID</b>			
<b>Phase III – States</b>							
<b>Migration Timeframe – November 15 – 30, 2020</b>							
<b>WI</b>		<b>MT</b>		<b>FL</b>		<b>MS</b>	
<b>HI</b>		<b>AZ</b>		<b>ME</b>		<b>AR</b>	
<b>Phase IV – States</b>							
<b>Migration Timeframe – December 1 – 15, 2020</b>							
<b>ND</b>		<b>WY</b>		<b>TX</b>		<b>VT</b>	
<b>WV</b>		<b>NV</b>		<b>NC</b>		<b>LA</b>	
<b>Phase V – States</b>							

Migration Timeframe – December 15 – 31, 2020							
KS		SD		CO		MN	
AL		NH		NM		OK	
Phase VI – States							
Migration Timeframe – January 1 - 15, 2021							
IA		UT		TN		KY	
MO		NY		NJ		IN	
Phase VII – States							
Migration Timeframe – January 15 - 31, 2021							
IL		MA		DE		OH	
CT		PA		MI		MA	

\*Training Center

Each State System Administrator or other designated staff will receive a pre-filled transfer form (which is currently under development) to accept possession of the new HP Proliant DL20 computer system. The completed transfer form must be signed by the State System Administrator and dated, and the State System Administrator should return it via email to the email address on the form. Also, if any changes are made (*i.e.*, server location moved or the point of contact has changed), the State System Administrator will need to update the transfer form. The State System Administrator should also sign, date, and return any updated transfer forms.

**d. Disposal of X4-2 (Current State Sun Systems).**

- i. Two (2) weeks after the upgrade to the new system is complete, the Department’s technical support staff will remotely access all legacy state X4-2 servers to remove the state user accounts and home directories, the UI Database (UIDB) Informix database software and data, and the application software. This “soft” removal of any personally identifiable information (PII) information is an incremental step prior to the “WipeDisk” process discussed below.
- ii. Two (2) weeks after the upgrade to the new system is complete, the Department will mail to each SWA a Compact Disc (CD)/Digital Versatile Disc (DVD), which will include bootable self-initiating custom software. This software (State-WipeDisk- X4-2) will execute a data destruction “WipeDisk” process on the old X4-2 server cleansing the entire disk(s) 12 times.
- iii. The Department’s technical support staff will contact the individual State System Administrator to schedule the “WipeDisk” process on the old X4-2 server and will provide technical assistance to the state Sun System Administrator to complete the process.
- iv. Once the “WipeDisk” process is complete, the State System Administrator should notify the Office of Unemployment Insurance (OUI) Hotline (1-800-473- 0188) that the “WipeDisk” process is complete. The OUI Hotline will annotate on an Electronic Media Disposal Sanitation Certificate (DL1-55A form) that the system has been cleansed.

Once the system is cleansed, each SWA will package the old X4-2 server for shipment to the Department's National Office. Unlike in past upgrades, the Department is not providing the SWA the option of retaining the old server for the SWA's use. The SWA must ship the X4-2 server to the Department for disposal. The SWA will send the X4-2 to:

U.S. Department of Labor  
Attention: Operations / Tim Carroll  
200 Constitution Ave. N.W., S-4021  
Washington, D.C. 20210

5. **Inquiries.** Please direct questions to the appropriate ETA Regional Office.

6. **Reference.**

- Unemployment Insurance Program Letter (UIPL) No. 06-15, Change 1 *Update to the Upgrade Plan for Replacement of State-based Information Technology Hardware for the Unemployment Insurance Data Base System.*  
[https://wdr.doleta.gov/directives/attach/UIPL/UIPL\\_6-15-Change1.pdf](https://wdr.doleta.gov/directives/attach/UIPL/UIPL_6-15-Change1.pdf)

7. **Attachments.**

- Attachment I: System Configuration
- Attachment II: Upgrade Plan
- Attachment III: Operational and Maintenance Responsibilities for the Unemployment Insurance Database Management System – State UIDBMS

**SYSTEM CONFIGURATION**

**Hewlett Packard (HP)  
Proliant DL20 Server  
Configuration**

**Hardware**

- HP Proliant DL20 Server
  - 4-core 3.5 GHz Intel Xenon Processor
  - 16GB DDR3-1600 memory
  - 4 1TB Serial Advanced Technology Attachment (SATA) 2.5-inch hard disk drives
  - 2 500w Power Supply kits
  - Hewlett Packard Enterprise (HPE) Integrated Lights-Out Manager
- RedHat Linux 7 and Java JBOSS Enterprise Application Platform software
- RedHat Linux 7 Universal Serial Bus (USB) drive

The HP Proliant DL20 integrates with all diverse clients on the network such as Apple, Microsoft Windows 7/8/2000/10/NT/XP, UNIX and LINUX workstations providing Transmission Control Protocol/Internet Protocol (TCP/IP) connectivity over Ethernet Local Access Networks (LANs) through Hypertext Transfer Protocol (HTTP) and Secure Shell (SSH).

**Software**

- RedHat Linux7 Operating System
- Unemployment Insurance Database Management System (UIDBMS) State Workforce Agency Software Suite

## **UPGRADE PLAN**

Initially, the Department of Labor (Department's) National Office operations staff will install all software and middleware on new Hewlett Packard (HP) Proliant DL20 servers. After which, the system will be shipped to each State Workforce Agency (SWA) based upon the schedule outlined in Section 4 of this Unemployment Insurance Program Letter (UIPL).

- The Department's technical staff will contact the State System Administrator to discuss the hardware upgrade as outlined in Section 4 of this UIPL.
- Based on the schedule, the Department's technical staff will provide the State System Administrator with the necessary assistance required to install the new system. Once the new system is set up and adequately tested in the state, all existing data/information on the old system including the external drive will be deleted to ensure privacy of state data as outlined in Section 4 of this UIPL.

The Department will keep all State System Administrators informed regarding any updates to the implementation process. The projected completion date for this project is January 2021. More detailed information will follow concerning the installation plans and this effort will be coordinated in detail with the State System Administrators.

### **Special Technical Notes:**

- The new HP Proliant DL20 systems will be patched over the internet and will require an internet connection to access Red Hat Enterprise Linux (RHEL)'s patch repository.

**Operational and Maintenance Responsibilities for the State Unemployment Insurance Database Management System (UIDBMS)**

Purpose - To inform State Workforce Agencies (SWAs) about responsibilities related to the State UIDBMS

Background – The State UIDBMS hardware and operating system are provided, patched, and maintained by the United States Department of Labor (Department). UIDBMS applications residing on this hardware are also maintained and updated by the Department. On a daily basis, the Department retrieves files from states' UIDBMS servers that are then uploaded to the National Office UIDBMS. Within these file transactions, the Department does not store any Personally Identifiable Information (PII) that are stored in the State UIDBMS.

State UIDBMS – HP ProLiant DL20 running RedHat Linux 7 with a Jboss Enterprise Application Platform application server and Informix database

Maintenance Schedule

- Who is Responsible – The Department's Unix administrator
- Why – To maintain current Operating System (OS) patch levels and install any needed security patches
- When – Quarterly

Back-up Schedule

- When – Nightly, Monthly and Yearly
- Who is Responsible – State System Administrators are required to rotate a Universal Serial Bus (USB) drive nightly, and manually execute a monthly and yearly backup

Technical Support Helpdesk Contact Information

- 1-800-473-0188
- [hotline@uis.doleta.gov](mailto:hotline@uis.doleta.gov)