

August 20, 2001

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 01- 02</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR 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 CDSS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** PY 2000 National Director's Awards Program

1. Purpose. To solicit feedback on the redesign of Job Corps' PY 2000 National Director's Award Program.

2. Background. The National Office of Job Corps established the National Director's Award Program to acknowledge outstanding achievements within the Job Corps system that further our mission of providing quality services to students. Awards are typically given annually. Last year's award program was postponed in order to analyze the award system and redesign it to reflect new program priorities such as the Career Development Services System (CDSS).

Job Corps' National Director's Award Program has been re-instituted for PY 2000. We are requesting your input on the attached award redesign proposal to ensure that this year's award is in alignment with new program strategies and the goals and objectives of the Workforce Investment Act. The attached proposal contains information on the types of award categories proposed, as well as nomination and selection procedures.

3. Action. Please review the attached information and provide your comments to the Division of National Program Management and Accountability, attention: Dale Fischer, by August 31, 2001. Once the categories are finalized, we will follow-up with a request for nominations.

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Notice should be addressed to Dale Fischer at (202) 693-3131; email: [dfischer@doleta.gov](mailto:dfischer@doleta.gov).

Attachment

## **RECOMMENDATIONS FOR PY 2000 NATIONAL DIRECTOR-S AWARD DESIGN**

The following six award categories are recommended for the PY 2000 National Director-s Award Program:

1. Outstanding National Contribution
2. Outstanding Safety and Health Program
3. Outstanding Achievement - Centers
4. Outstanding Achievement - Outreach and Admissions Providers
5. Outstanding Achievement - Career Transition Services Providers
6. Most Improved Job Corps Center

The descriptions below demonstrate how each award category highlights distinct areas of excellence that are deemed critically important to Job Corps=overall success as a national program.

### **Outstanding National Contribution**

This award category acknowledges a special programmatic contribution that has national impact on the entire Job Corps system. Eligible organizations could include a range of Job Corps stakeholders; however, it is important that the contribution be significant with system-wide impact. The final award decision will be made by the National Director. The nomination process should include input from regional offices and the broader Job Corps community.

### **Outstanding Safety and Health Program (One Per Region)**

The Outstanding Safety and Health Program award acknowledges programs that have substantial positive impact on a center-s safety and health environment. There will be one award recipient per region. A committee comprised of safety and health experts from Job Corps, OASAM, and OSHA will determine award criteria and select nominees. The final award decisions will be made by the National Director. Sources of information for award nomination will include the number of deficiencies cited in annual safety reviews; timeliness of abatement; the reduction of accidents, injuries, and illnesses; and overall safety ratings derived from Student Satisfaction Surveys.

### **Outstanding Achievement – Centers**

This award acknowledges exemplary performance by a center. It will be a two-tier award. Top performers will receive recognition as “outstanding achievers.” Additionally, a second tier of centers will be acknowledged as “highly effective performers.” The award decision will primarily be based on overall OMS ratings. However, other measurements will also be considered such as On Board Strength, Weekly Termination, Quality Ratings, Student Satisfaction Survey data, and center financial data (to determine if the center operated within the bounds of reasonable budget parameters). Basing the award primarily on overall OMS will ensure that key CDSS goals - student commitment, student achievement, and placement quality - are given proper emphasis. Partnering

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organizations, such as subcontractors and NTCs that are instrumental in supporting a center's exemplary performance, should also be acknowledged during the award presentation.

**Outstanding Achievement - Outreach and Admissions Providers**

This award acknowledges exemplary performance by Outreach and Admissions providers. The award will be based primarily on the overall OAOMS rating, meaning that award recipients will have exemplary performance in Outreach and Admissions measures. To be considered, operators must meet or exceed their goals for both input and student commitment. Partnering organizations that are instrumental in supporting the OA provider's exemplary performance should also be acknowledged during the award presentation.

**Outstanding Achievement - Career Transition Services Providers**

This award acknowledges exemplary performance by Career Transition Services providers. The awards will be based on the overall POMS rating, meaning that award recipients will have exemplary performance in Career Transition Period outcomes, including placement of graduates and former enrollees and high levels of compensation within their respective labor markets. Partnering organizations that are instrumental in supporting the Career Transition Services provider's exemplary performance should also be acknowledged during the award presentation.

**Most Improved Job Corps Center**

This award acknowledges dramatic improvement by a Job Corps center. Regional offices will be asked to provide information on centers that they believe should be considered for this award. Moreover, trends in performance data will be analyzed to determine final award recipients.