

January 3, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-41
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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: ROBERT PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Career Technical Training (CTT) Competition
for 2013 Secretary's Honor Awards

1. Purpose. To announce a CTT Program Competition to design and build the physical award for the 2013 Secretary's Honor Award recipients. The theme of the Secretary's Honor Awards Ceremony, which marks the 100th anniversary of the Department of Labor (DOL), is "Then, Now, Next."

2. Background. Each year the DOL's Secretary's Honor Awards Ceremony recognizes employees and groups of employees who have demonstrated excellence in promoting the Department's mission in all of the secretary's goals.

For the past couple of years, Job Corps training programs have participated in creating and crafting unique honor awards. The press release regarding the Job Corps students who worked on the 2012 Secretary's Honor Awards can be accessed at <http://www.dol.gov/opa/media/press/opa/OPA20120927.htm>. The video highlighting these students can be seen at <http://www.dol.gov/dol/media/webcast/20120509-medallion/>. See Attachment A for pictures of Job Corps awards used at prior award ceremonies.

3. 2013 Secretary's Honor Awards Ceremony. Secretary Hilda Solis will host the 2013 awards ceremony May 9, 2013. Following the ceremony, each region hosts its own ceremony where they award and publically recognize regional staff members and peers.

As this country's premier federal youth training and development program, Job Corps is tasked with the designing the award. Therefore, the Office of Job Corps is inviting CTT programs systemwide to design and produce a prototype award. This is an opportunity for Job Corps to showcase its students' artistic talents and technical craftsmanship. The Office of Job Corps and the Office of the Secretary of Labor will select from competing designs and prototypes. The finalist will then produce its winning design in the required quantity, to be presented to the award recipients at the May ceremony.

4. Action.

a. **Competition Phase 1** involves designing and submitting a single prototype award to Regional Offices. This competition has a strict timeline, and all interested centers should note the following dates:

- (1) **January 7, 2013 - February 13, 2013:** Job Corps centers design and construct single prototypes.
- (2) **February 14, 2013:** Job Corps centers submit prototype award to Regional Offices. All submissions must arrive at the Regional Offices by close of business February 15, 2013.
- (3) **February 15, 2013 – February 22, 2013:** Regional Offices select top three prototypes to submit to Office of Job Corps.
- (4) **February 25, 2013:** Office of Job Corps must receive the physical prototypes and completed competition form by close of business.

Mail form and prototype to Marcia Hampton at:
U.S. Department of Labor
Office of Job Corps
200 Constitution Ave. NW
Room N-4463
Washington, DC 20210

- (5) **March 1, 2013:** The Office of Job Corps selects finalists and notifies the winning team.

b. **Production Phase 1** involves the winning CTT team producing up to 50 replicas of the final design:

- (1) **March 1, 2013 – May 3, 2013:** Production phase for approximately 50 awards.
- (2) **May 6, 2013:** The Office of Job Corps must receive of approximately 50 awards.

Mail winning honor awards to Marcia Hampton at the above address.

c. **Production Phase 2** involves the winning CTT team producing 75 awards.

May 6, 2013 – June 28, 2013: Production phase of 75 awards for those recipients not attending the May ceremony. The Office of Job Corps will give shipping instructions, and will absorb shipping costs.

d. **Criteria and Expectations**

- (1) High quality design, craftsmanship and production;

- (2) Primary material(s) should be wood and/or metal, and preferred materials should be salvaged, recycled, and/or eco-friendly;
- (3) Dimensions must not exceed 1 foot square, and should be sturdy and easily transportable for air travel;
- (4) Award should be memorable, desirable and reflect DOL and its rich history;
- (5) The project should include the DOL's logo. See Attachment B for seal;
- (6) The project should incorporate the 100 year anniversary of DOL, including the "Then, Now, Next" theme. See Attachment C for DOL Centennial logo;
- (7) Collaboration between training programs (e.g., carpentry and welding) and between centers is allowed and encouraged;
- (8) The prototype must be submitted with the competition form (Attachment D), and plan to create approximately 125 awards in total (50, plus 75); and
- (9) Projects will be judged on adherence to all criteria, quality of design and craftsmanship, and percentage of recycled material.

e. **Mail form and prototype to Marcia Hampton.**

5. **Funding.** If funding is needed for material, though salvaged and recycled materials are strongly encouraged, centers may allocate funds from the CTT training budget.
6. **Recognition.** The winning team will be featured in various media campaigns.
7. **Expiration Date.** June 28, 2013.
8. **Inquiries.** Inquiries should be directed to Marcia Hampton at (202) 693-2626 or hampton.marcia@dol.gov, or Bill Renwick at (202) 693-3108 or renwick.bill@dol.gov.

Attachments

- A – Previous Awards
- B – DOL Master Logo
- C – DOL Centennial Logo
- D – Honor Awards Prototype Competition Form