September 6, 2001

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-07

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: 2001 Information Technology Scholarship Call for Nominations

1.   <u>Purpose</u>. To announce the 2001 Information Technology (IT) Scholarship Award in the amount of $5,000, and to outline the application process.

2.   <u>Background</u>. The Federation of Government Information Processing Council/Industry Advisory Council (FGIPC/IAC) Scholarship is intended to provide Job Corps students and graduates the opportunity to pursue careers in the IT industry. One IT Scholarship will be awarded to a current or former Job Corps student, in each of the Department of Labor Job Corps' regions (Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Dallas, Denver, San Francisco, and Seattle), to pursue a certificate or degree in the IT field.

The IT Scholarship Fund was established as a result of interest expressed by the Industry Advisory Council of the FGIPC. The scholarship offers students financial support to continue their training in the IT field, as well as, assists in filling the shortage of skilled IT workers. The Third Annual Golf Tournament, sponsored by the FGIPC/IAC, was held August 6, 2001, at the Lansdowne Golf Resort in Leesburg, Virginia. Industry and government representatives came together to support this event, which generated approximately $45,000 for IT scholarships.

It is expected that the scholarship fund will continue to receive income through the efforts of the IAC's annual golf tournament. Funds raised are being managed through the National Job Corps Association (NJCA) for the purpose of maintaining and distributing this scholarship fund. The winners of the 2000 IT Scholarship awards are provided at Attachment A.

3.	Eligibility for Scholarships. A $5,000 scholarship will be awarded to a current or former Job Corps student in each region, who is currently pursuing or intends to pursue a career in the IT field. All candidates must have participated for a minimum of 6 months in a Job Corps computer related field, possess a high school diploma or a GED, and:

a.	Nominated candidates must meet the following criteria:

(1)	Be currently enrolled in a Job Corps computer-related vocational training or Advanced Career Training (ACT) program, and have the desire to continue his/her academic training in the IT field;

or,

(2)	Have graduated from a Job Corps center with a certificate in a computer-related field and be currently enrolled in, or planning to attend college or enroll in an IT certification program.

b.	Additional criteria:

(1)	Two letters of recommendation are necessary to accurately determine if the student demonstrates, or demonstrated, a high level of enthusiasm and determination while enrolled in Job Corps. The letters of recommendation should include information on the student's persistence, willingness to inspire and assist other students, as well as, their initiative to participate in out of classroom exercises or independent projects.

(2)	The candidate must be able to articulate, in an essay, their career plans in the IT field and their aptitude, ability, enthusiasm, and commitment to the IT field. The candidate may be asked to participate in a personal or telephone interview.

c.	The following restrictions apply to the training programs the candidates may wish to attend:

(1)	The training must ultimately lead to an industry-recognized and established certification.

(2)	The training provider, other than institutions of higher education, whether private or public, must be accredited and licensed by companies who sponsor the certification being taught.

4.	Nomination Process. Information submitted should be in sufficient detail to permit a substantive assessment of the evaluation factors. Candidates may be nominated by anyone having knowledge of the current or former student who is eligible for consideration (e.g., Job Corps center staff, students, alumni association members, screeners, Women in Community Service (WICS) members, Joint Action in Community Service (JACS) members, or other

individuals from the community). Candidates may also nominate themselves. The following information should be included in order to constitute a valid submission:

  a.   Job Corps IT Scholarship Application Form (Attachment B), to be prepared by the candidate;

  b.   Two letters of recommendation (at least one from a Job Corps staff member); and,

  c.   An essay by the candidate stating his/her aspiration for a career in the IT field.

5.   <u>Application Process</u>. The candidate or sponsor must submit all items listed in Section 4, Nomination Process, to their respective regional office by **October 1, 2001**. Regional offices will review all nominations in accordance with Section 3, Eligibility for Scholarships, select their winner, and submit the winning nomination to the National Director of Job Corps by **October 22, 2001.**

6.   <u>Selection Process</u>.

  a.   Regional Offices:

        The regional director will appoint a committee to review and evaluate all nominations, utilizing the following procedure:

        The regional review committee shall:

        (1)   Select one regional candidate who is most qualified based upon the selection criteria;

        (2)   Submit the winning nomination application and supporting documents to the National Director of Job Corps by **October 22, 2001**.

        (3)   Notify sponsors of the action taken on the application (i.e., selected for national review or returned/not selected).

        The regional review committee may:

        (1)   Interview the candidates in person or by telephone; and/or,

        (2)   Interview the candidate's Job Corps sponsor, supervisor, or employer in person or by telephone.

b.   National Offices:

The National Director of Job Corps will announce the scholarship winner for each region.   Regional directors will be advised of any additional information concerning award related administrative matters.

7.   Payment Procedures. Each recipient of the IT Scholarship will be eligible to receive up to $5,000 in reimbursable expenses associated with the pursuit of a certificate or degree program in the IT field. The payment process will be determined in consultation with the recipient. Each recipient may choose to have the NJCA make checks payable directly to the educational institution for the exact amount of the tuition and educational-related expenses, or they may choose to provide receipts and certification of completion, and be directly reimbursed for expenses.

8.   Action.

a.   *REGIONAL DIRECTORS, AGENCY DIRECTORS, AND CENTER DIRECTORS* should:

(1)   Inform all staff of the 2001 Job Corps IT Scholarship and invite them to sponsor a candidate who will submit the attached application form. Recruiting, screening, and placement agencies operating in home localities should be encouraged to search for outstanding current or former IT students in their areas as well;

(2)   Promote the 2001 Job Corps IT Scholarship with local media to encourage nominations and recognize nominees; and,

(3)   Ensure nominations are submitted to the appropriate regional office by **October 1, 2001**.

b.   *REGIONAL DIRECTORS* should review applications according to the selection process, outlined in Section 6, and submit their regional award winner to the National Director of Job Corps by **October 22, 2001**.

c.   The *NATIONAL DIRECTOR* will announce the scholarship winners for each region.

9.   Expiration Date. Until superseded.

10.   Inquiries. Inquiries should be directed to Paul Milam at 202/693-3119, or e-mail to PMilam@doleta.gov.

Attachment A – Job Corps 2000 IT Scholarship Winners
Attachment B – Job Corps 2001 IT Scholarship Application Form

Attachment A

2000 Information Technology Scholarship Winners

James E. Morrill

James Morrill is a student at the Penobscot Job Corps Center in Bangor, Maine. He has completed the Web Design program and is enrolled in the Accounting program. James is also enrolled at the University College of Bangor pursuing an Associate's Degree in Computer Information Systems.

Nelson Diaz

Nelson Diaz recently graduated from the Cassadaga Job Corps Center in Cassadaga, New York, in the Office Skills trade. Nelson's desire to continue his education led him to apply and be accepted to the advanced training program at the Edison Job Corps Center in Edison, New Jersey. While at Edison, he will complete his Microsoft Certified System Engineer/A+ certification. Nelson would like to continue his technology training to become a network engineer or a web site developer.

John Fox

John Fox has completed his trade in Computer Repair at the Woodland Job Corps Center in Laurel, Maryland, after only five months. He is currently on a Workbase Learning assignment as a Management Information Systems Technician on the center. John's career goal is to obtain a Bachelor's Degree in Computer Science and Computer Graphics.

James E. Williams

James Williams is presently enrolled at the Homestead Job Corps Center in Miami, Florida. He is working toward completion of the Computer Repair and Networking trade. In just a few months after entering Job Corps, James has earned a GED, maintained an excellent academic record and excelled in his chosen trade. He plans to continue his education right through to a Master's Degree in Computer Engineering.

Darrick Smith

Darrick Smith graduated from the Guthrie Job Corps Center in Guthrie, Oklahoma, in May 2000. He completed the Computer Operations trade and has enrolled in Langston University in Oklahoma. Darrick would like to combine his love for computers with his love for raising cattle. He is studying for his Management Information Systems Degree.

Crystal Lehner-Cooksey

Crystal Lehner-Cooksey is currently a student at the Quentin N. Burdick Job Corps Center in Minot, North Dakota. Crystal is enrolled in the Data Entry Terminal Operator program. Her interest in computers started at the age of 10 and an early childhood hobby has turned into a career passion. Crystal has begun taking courses at Minot State University-Bottineau. She plans to pursue a degree in Network Engineering.

Rama K. Brooks

Rama Brooks completed Computer Repair Services and earned a CompTIA A+ Certified Computer Technician Certification at the Atterbury Job Corps Center in Edinburgh, Indiana. Currently, he is the student shop foreman, and has been assisting the teachers with teaching the entry level classes. He would like to work for Microsoft and is pursuing a Microsoft Certified System Engineer certification.

Darien Royston

Darien Royston attends the Excelsior Springs Job Corps Center in Excelsior Springs, Missouri, where he is pursuing his trade in Business/Clerical Occupations. Exposure to the Business trade has sparked his interest in the field of Information Technology and he is currently awaiting a response from the Advanced Training Program at the Edison Job Corps Center. Darien is working toward A+ and Microsoft Certifications.

Brandy Walker

Brandy Walker is currently enrolled at the Fred G. Acosta Job Corps Center in Tucson, Arizona. Brandy's dedication to her future has her traveling 28 miles daily to the center and she still manages to have an impeccable attendance record. She will begin Pima Community College in the Spring 2001 semester. Her goal is to earn a degree in Computer Information Systems.

Adela Olvera

Adela Olvera graduated from the Tongue Point Job Corps Center in Astoria, Oregon. She completed the Business/Clerical Occupations vocation and is currently enrolled in Tongue Point's Advanced Training Program at Clatsop Community College. Adela has used the skills she learned in Job Corps together with her bilingual skills to excel in her part-time job at a local car dealership. Upon graduation from community college Adela plans on enrolling at Portland State University.

Attachment B

JOB CORPS 2001 INFORMATION TECHNOLOGY (IT) SCHOLARSHIP
APPLICATION FORM

CANDIDATE'S NAME: _____

CURRENT ADDRESS: _____

_____

TELEPHONE NUMBER: _____

SSN#: _____   BIRTHDATE: _____

SPONSOR'S NAME: _____

TELEPHONE NUMBER: _____

JOB CORPS ENROLLMENT DATES: _____   _____
                                     From (MM/DD/YY)   To* (MM/DD/YY)

CENTER (current or former): _____

*If currently enrolled in Job Corps, indicate projected completion date.

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1.   CURRENT OR INTENDED EDUCATIONAL INSTITUTION (i.e., college, university, certified training provider):

_____

_____

2.   EDUCATIONAL ACHIEVEMENTS TO DATE:

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_____

_____

3.   VOCATIONAL PROGRAM(S) COMPLETED AT JOB CORPS:

_____

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_____

3a.   JOB CORPS GRADUATE? (YES/NO)_____

4.   HONORS, AWARDS, ACHIEVEMENTS, COMMUNITY SERVICE, SCHOOL-TO-
        WORK, ETC., WHILE IN JOB CORPS:

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4a.   AFTER JOB CORPS:_____

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_____

_____

5.   ATTACH AT LEAST TWO LETTERS OF RECOMMENDATION (including at least
        one from a Job Corps staff member).

6.   ATTACH AN ESSAY DETAILING YOUR ASPIRATIONS IN THE IT FIELD.

7.   I certify that all information provided is true and accurate to the best of my knowledge.

        _____   _____
                          Signature   Date