

February 13, 2003

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 02-15
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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 CTS CONTRACTORS

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

SUBJECT: 2003 Job Corps Hall of Fame Call for Nominations

1. Purpose. To request nominations for Job Corps' premier student honor for the **2003 Job Corps Hall of Fame Award**, and to provide guidelines for nominations.
2. Background. One of the most significant responsibilities of the Job Corps program is to acknowledge the accomplishments and creative talents of our students and to share with others how Job Corps has changed our students' lives. The Job Corps Hall of Fame Award was created in 1979 to recognize the outstanding personal growth and achievements of our former students. Selection of each year's award winner is based upon accomplishment in areas such as education, career, and community work.

The names of the past Hall of Fame award winners are engraved on a plaque located in the reception area of the Job Corps National Director's office in Washington, DC. The achievements of past Hall of Fame honorees are described in an album displayed near the plaque. Each year, the winner of the award is presented with a cash award of \$1,000 and a personal plaque that recognizes their selection to the Hall of Fame. The nominee selected for the 2003 Job Corps Hall of Fame Award will be honored during the Eighth Annual Alpha Awards ceremony on **July 23, 2003**.

Those submitting candidate packets may wish to note that in the criteria for selection, emphasis is placed on growth the student has made as a result of his or her enrollment in Job Corps and the success that was achieved and can be attributed to that experience.

Additionally, in order to ensure that panel members have a manageable number of packets to evaluate, nominations are again limited to two per region. We encourage those canvassing for candidates to seek out individuals whose Job Corps experience has had a direct impact on the nominee's current success.

3. Action.

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

- (1) Inform all staff, support agents, and "Friends of Job Corps" within their jurisdiction of the Hall of Fame Award, and invite them to submit nominations (see Attachment A for selection criteria). Since recruiting, screening, and placement agencies operate in home localities, they should be encouraged to search for outstanding former students in their home localities as well.
- (2) Promote the Hall of Fame Award among local media to encourage nominations and recognize nominees.
- (3) Ensure recommendations are submitted to the appropriate regional office by **March 28, 2003**.

b. REGIONAL DIRECTORS should submit nominations of **not more than two** candidates to the National Director of Job Corps by **April 17, 2003**. Regional nominations should be based upon the selection criteria and procedures contained in Attachment A of this Program Instruction.

c. The **NATIONAL DIRECTOR** will select and announce the award winner.

Note: It is very important that we recognize our former students for their achievements and successes while attending Job Corps and subsequent to their separation. The Hall of Fame Award is one way of accomplishing this objective. Therefore, the National Director of Job Corps expects each region to submit two nominees for this award to the national office.

4. Expiration Date. April 17, 2003.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099, or email to MFitzhugh@doleta.gov.

Attachments

A – Job Corps Hall of Fame Selection Criteria

B – Panel Member Rating Sheet

Attachment A

JOB CORPS HALL OF FAME SELECTION CRITERIA

Candidates must have participated for at least 6 months in the Job Corps program. Further consideration for election as a nominee to the Job Corps Hall of Fame should also be based upon the following criteria:

Pre-Separation Activities

- While enrolled in Job Corps, the nominee must have received the following:
 - a. GED or high school diploma
 - b. completed a vocational trade
 - c. received a combination of vocational and academic credentials
- Personal Growth. For example, demonstrated improvement in social and personal skills as a result of Job Corps training as contrasted with the student's previous home or school environment.

Post-Separation Accomplishments

- Employment-related achievements which can be traced to Job Corps training (e.g. career progression, rapidity and level of promotions, awards, citations received)
- Educational achievements (e.g., diplomas, degrees, awards, etc.)
- Community and/or other achievements (e.g., community service, volunteer efforts, civil rights contributions, acts of heroism, contribution to the Job Corps program, etc.)

NOTE: Candidates must have separated from Job Corps at least 5 years prior to the regional nomination due date of April 17, 2003.

Nomination Packet Submission

Information provided on the nominee should be in sufficient detail to permit a substantive assessment of the selection criteria; however, nomination packet resumes are limited to five pages of text. Attached exhibits, such as letters of recommendation, photographs, newspaper articles, certificates, and other supporting documentation should not exceed 15 pages. Packets will be evaluated on the quality of the candidate's achievements, and not on the size of his/her packet.

Packets for candidates may be submitted by anyone having knowledge of the candidate (e.g., center director, students, alumni association, Job Corps screeners, WICS, JACS, or other individuals from the community). The following information must be included in the packet resume:

Attachment A

- First, middle, and last name of the nominee
- Social Security Number of the nominee
- Personal history
- Achievement summary
- Current address
- Telephone number (including area code)
- Job Corps center assignment
- Period of enrollment (from MM/YY to MM/YY)
- Vocational training received (graduate or non-graduate)
- Period of achievement after separation (from MM/YY to MM/YY)
- Names of three individuals in the community who are familiar with the candidate's achievements

NOTE: Failure to provide the information as requested will result in the rejection of the nomination.

SELECTION PROCESS

Regional Offices

The regional director will appoint a committee to review and evaluate all candidates utilizing the "Panel Member Rating Sheet" (Attachment B), and the following procedures:

- Interview the candidate by telephone or in person (unless nominated posthumously or otherwise unavailable).
- Interview the candidate's supervisor/employer in person or by telephone, if the candidate's achievement is in a work related area.
- Review the candidate's Job Corps personnel records.
- Select the candidates who are qualified based on the rating criteria (Attachment B).

Attachment A

- Submit nomination packets consisting of a resume and attached exhibits for not more than two regional nominees to the National Director of Job Corps by April 17, 2003. The Regional Panel Member Rating Sheet should not be included with the submission).
- Notify individuals who recommended candidates of the action taken on the recommendation (i.e., selected for national review or returned, not selected).

National Office

- A Job Corps Hall of Fame Selection Committee, consisting of Job Corps National Office staff, will be formed to evaluate each nomination. The Selection Committee will review all regional nominations upon receipt to ensure that all required information is included. The Selection Committee will then review and evaluate all nominations, select the three top nominations, and submit them to the Director of Job Corps for final selection and approval.
- In recognition of their accomplishments, regional nominees not selected for the Hall of Fame will be informed in writing by the appropriate regional director.
- The appropriate regional director will be advised of the nominee selected for the Job Corps Hall of Fame. Logistical information concerning travel to the awards site, and other administrative matters will be transmitted to the selected candidate by the Job Corps National Office.
- Presentation of the award will be made by the National Director of Job Corps, or his designee, at the Eighth Annual Alpha Awards banquet activities, scheduled for **July 23, 2003**. The Job Corps National Office will provide travel arrangements and funds for this purpose.

Attachment B

**PANEL MEMBER RATING SHEET
JOB CORPS HALL OF FAME**

REGION/CENTER			
CANDIDATE			
ADDRESS (include zip code)			
PANEL REVIEWER			
<p>A. Did the candidate participate for at least 6 months in the Job Corps program?</p> <p>B. Did the candidate receive a GED or high school diploma while enrolled in Job Corps?</p> <p>C. Did the candidate complete a vocational trade?</p> <p>D. Did the candidate receive a combination of vocational and academic credentials?</p>			
<p>Did the candidate leave Job Corps at least 5 years prior to regional selection? <i>NOTE: Candidates must have separated from Job Corps at least 5 years prior to the regional nomination due date of April 17, 2003.</i></p>			
RATING FACTORS	POINTS	SCORE	REMARKS
PRE-SEPARATION ACTIVITIES			
Personal conduct, growth and performance in Job Corps	20		
POST-SEPARATION ACTIVITIES			
1. Employment Related Achievements	40		
2. Educational Achievements	20		
3. Community and Other Achievements	20		
TOTAL			

Use the remarks section to justify numerical scores awarded and make any additional comments below.