December 3, 2003

| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NO. 03-11 |

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 Information Technology Scholarship Call for Nominations

1.   Purpose. To announce the 2003 Information Technology (IT) Scholarship Award in the amount of $3,000, and to outline the application process.

2.   Background. 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 Fifth Annual Golf Tournament, sponsored by the FGIPC/IAC, was held April 14, 2003, at the River Creek Country Club in Leesburg, Virginia. Industry and government representatives came together to support this event, which generated approximately $30,000 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 scholarship funds. The winners of the 2002 IT Scholarship awards are provided at Attachment A.

3.	Eligibility for Scholarships. A $3,000 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.   Application Process. The candidate or sponsor must submit all items listed in Section 4, Nomination Process, to their respective regional office by **January 13, 2004**. 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 **February 14, 2004.**

6.   Selection Process.

      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 **February 14, 2004**; and,

      (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 Office:

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.   <u>Payment Procedures</u>. Each recipient of the IT Scholarship will be eligible to receive up to $3,000 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.

The $3,000 scholarship may be used for up to 3 years after the award has been granted. Reimbursable expenses may include: tuition, books and reference materials required for courses, on-campus room and board; and other expenses directly related to the pursuit of a certificate or degree program in the IT field.

8.   <u>Action</u>.

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

(1)   Inform all staff of the 2003 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 2003 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 **January 13, 2004**.

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 **February 14, 2004**.

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

9.   <u>Expiration Date</u>. January 13, 2004.

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

Attachments:

A – Job Corps 2002 IT Scholarship Winners

B – Job Corps 2003 IT Scholarship Application Form