

## Revised

March 22, 2004

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-20 Revised
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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: 2004 Job Corps Hall of Fame Call for Nominations

1. Purpose. To request nominations for Job Corps' premier graduate for the **2004 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 accomplishments 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 also displayed in the national director's office. Each year, the winner is presented with a cash award of \$1,000 and a personal plaque that recognizes his or her selection to the Hall of Fame. The nominee selected for the 2004 Job Corps Hall of Fame Award will be honored during the Ninth Annual Alpha Awards ceremony on **July 28, 2004**.

Those submitting candidate packets may wish to note that in the criteria for selection, emphasis is placed on the growth the student has made as a result of his or her enrollment in Job Corps and the success that was achieved and attributable 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 the Attachment to this Instruction 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; and,
- (3) Ensure recommendations are submitted to the appropriate regional office by **April 30, 2004.**

b. **REGIONAL DIRECTORS** should submit nominations of **not more than two** candidates to the National Director of Job Corps by **May 7, 2004**. Regional nominations should be based upon the selection criteria and procedures contained in the Attachment to this 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. May 7, 2004.

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

Attachment

## Attachment

### JOB CORPS HALL OF FAME SELECTION CRITERIA

Candidates must have participated for at least six 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 a GED or high school diploma, and must have completed a vocational trade or received a combination of vocational and academic credentials.
- The nominee must have demonstrated personal growth while enrolled in Job Corps. 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 that 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.); and,
- 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 been separated from Job Corps at least five years prior to the regional nomination due date of April 16, 2004 (before April 16, 1999).*

#### Nomination Packet Submission

Information provided on the nominee should be sufficient in 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, newspapers 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.

## Attachment A

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). All of the following information must be included in the packet resume:

- 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 all of 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), and the following procedures:

- Interview the candidate by telephone or in person (unless nominated posthumously or the nominee is 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)
- Submit nomination packets, consisting of a resume and exhibits, for not more than two regional nominees to the National Director of Job Corps by April 30, 2004. Do not include the regional Panel Member Rating Sheet with the submission.
- Notify the individuals who nominated candidates of the action taken on behalf of their nominees (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 to ensure that the required information is included. The Selection Committee will then review and evaluate all nominations, select the three top nominees, and submit them to the National Director of Job Corps for final selection and approval.

*Note: In recognition of their accomplishments, regional nominees that are 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 as the Job Corps Hall of Fame awardee. Logistical information concerning travel to the award's site and other administrative matters will be provided to the awardee 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 Ninth Annual Alpha Awards banquet, scheduled for **July 28, 2004**. The Job Corps National Office will provide travel arrangements and funds for this purpose.

**Attachment**

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

<b>REGION/CENTER</b>			
<b>CANDIDATE</b>			
<b>ADDRESS (include zip code)</b>			
<b>PANEL REVIEWER</b>			
<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 separate from Job Corps at least 5 years prior to regional selection?</p> <p><i>NOTE: Candidates must have separated from Job Corps at least 5 years prior to the regional nomination due date of April 16, 2004.</i></p>			
<b>RATING FACTORS</b>	<b>POINTS</b>	<b>SCORE</b>	<b>REMARKS</b>
<b>PRE-SEPARATION ACTIVITIES</b>	N/A	N/A	
Personal conduct, growth and performance in Job Corps	20		
<b>POST-SEPARATION ACTIVITIES</b>	N/A	N/A	
1. Employment Related Achievements	40		
2. Educational Achievements	20		
3. Community and Other Achievements	20		
<b>TOTAL</b>	100		

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