

September 27, 2004

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-08

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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: 2004 Information Technology Scholarship Call for Nominations

1. Purpose. To announce the 2004 Information Technology (IT) Scholarship Award in the amount of \$2,500 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 with 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's six Job Corps Regions (Boston, Philadelphia, Atlanta, Chicago, Dallas, and San Francisco), 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 (IAC) of the FGIPC. This scholarship fund offers students financial support to continue their training in the IT field. The scholarship also assists in filling the labor shortage of skilled IT workers.

The IAC's annual golf tournament primarily funds the IT Scholarship Fund. On Monday, April 5, 2004, the 6th Annual IAC Golf & Tennis Charity Tournament was held at the River Creek Country Club in Leesburg, VA, to benefit local charities and Job Corps. Industry and government representatives came together to support this event,

which generated \$15,000 for IT scholarships. The funds raised are being managed through the National Job Corps Association's (NJCA) Foundation For Youth Opportunities for the purpose of maintaining and distributing scholarship funds. The winners of the 2003 IT Scholarship awards are provided in Attachment A.

3. Eligibility for Scholarships. A \$2,500 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. At a minimum, all candidates must have participated in a Job Corps computer related field for six months, and possess a high school diploma or a GED.

a. Nominated candidates must also:

(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 to enroll in an IT certification program.

b. Additional criteria for being awarded the IT scholarship are listed below.

(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 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 also 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, admissions counselors, career transition specialists, 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)
- 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 **October 29, 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 **December 3, 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 **December 3, 2004; and,**
- (3) notify sponsors of the action taken on the application (e.g., 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 from each region in a subsequent Information Notice. 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 \$2,500 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's foundation make checks payable directly to the educational institution for the exact amount of the tuition and education-related expenses, or they may choose to provide receipts and certification of completion and be directly reimbursed for expenses.

The \$2,500 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. Action.

- a. Regional Directors, Agency Directors, and Center Directors should:
- (1) Inform all staff of the 2004 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.
 - (2) Ensure nominations are submitted to the appropriate Regional Office by **October 29, 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 **December 3, 2004**.

- c. The National Director will announce the scholarship winners for each region.

This Directive supersedes Program Instruction 03-11.

- 9. Expiration Date. December 3, 2004.

- 10. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106, or emailed to Marshall.Linda@dol.gov; or Sarah McGowan at (703) 548-8535, or emailed to Smcgowan@lrg.inc.

Attachments:

A – Job Corps 2003 IT Scholarship Winners

B – Job Corps 2004 IT Scholarship Application Form