

February 15, 2005

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 04-15
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE 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:**            Job Corps Executive Management Program

1.     Purpose. To announce the availability of graduate Fellowships leading to a Master of Science degree in Management through the Job Corps Executive Management Program (JCEMP); to provide admission standards for applicants; and to outline the application process.

2.     Background. Congress has earmarked \$297,000 to develop a specialized Executive Master of Science Degree in Management for Job Corps line and middle management staff at Job Corps centers and Outreach/Admissions-Career Transition Services (O/A-CTS) offices. This degree will be offered to 10 graduate Fellows (students in the JCEMP). The JCEMP will be located at, and administered by, Minot State University's (MSU) College of Business, Minot, North Dakota.

The program will consist of 30 credits of graduate classes delivered through a combination of in-residence courses at MSU, and distance learning education developed and managed by MSU. During the single 5-week-in-residence session, Job Corps Fellows will pursue their studies at the MSU campus in Minot, North Dakota. The remainder of the course will be provided by distance learning, which allows the Fellows to perform their studies while at home and at their respective Job Corps offices. This method of delivery affords Job Corps staff from all Job Corps regions access to the program.

This program also addresses the Department of Labor's (DOL) need for the development of potential Job Corps center directors and senior staff and directly correlates to the Department's succession management initiative. The program will

provide a quality, graduate educational experience for current and future Job Corps leaders through education and training that combines theory, advanced practical business concepts, and the applied aspects unique to the Job Corps system.

The program covers tuition, room, and textbooks, but does not cover transportation to and from the university, nor food during the summer semester. The applicant's current Job Corps employer will absorb these costs. The applicant agrees to reimburse his/her current Job Corps employer for these costs if he/she voluntarily or involuntarily fails to complete the program.

JCEMP Fellows will attend an on-campus session that includes orientation, meetings with faculty advisors, completing an introductory finance course, and completing three on-campus courses from **June 9, 2005** to **July 15, 2005**. The Fellows will return to their respective homes to complete Financial Management courses online through **August 12, 2005**. The Fellows will be operating from their home locations, with their employers' agreements that time will be made available to them to work on the distance learning courses. The fall semester (2005) will consist of nine credit hours (three classes) to be delivered online. During the spring semester (2006) the students will complete three online courses (Job Corps-specific individual projects and two classes.) **May 2006** will be reserved for evaluation and reporting.

Potential applicants for these JCEMP Fellowships may wish to note that in the criteria for selection, emphasis is placed on applicant career growth opportunities within the Job Corps system. Applicants should demonstrate high levels of academic and management potential and a long-term commitment to Job Corps.

There will be 10 JCEMP Fellowships awarded. To ensure fair representation, and to provide application reviewers with a manageable number of applications, each region should submit no fewer than two applications, but no more than six. The National Office encourages those canvassing for potential applicants to seek out individuals whose potential within Job Corps is particularly noteworthy. It should also be noted that applicants should not already be at the Senior Management level, nor located in corporate offices or parent federal agency offices. The purpose of the grant is to offer exceptional line and middle management staff at the Job Corps centers and/or OA/CTS offices the opportunity for future advancement, thus enhancing the Department's succession management initiative.

3. Eligibility for JCEMP Fellowships. Successful applicants will receive a JCEMP Fellowship that covers all tuition and textbooks during the entire program, as well as room costs and basic student supplies while in residence at MSU.

MSU eligibility requirements include:

- A Baccalaureate Degree from a regionally-accredited educational institution
- A minimum undergraduate grade point average of 2.75 (on a 4.0 scale)

- Applicants **must not** be in default on a **federal student loan** or can show satisfactory arrangements to repay it
- Male applicants must be registered with the Selective Service

Additional requirements apply to international students. See MSU's 2004-2005 Graduate catalog, page 89.

In addition to the eligibility requirements listed above, the National Office of Job Corps has established the following eligibility requirements:

- The applicant has been employed in a Job Corps position for at least the past 2 years.
- The applicant works at a Job Corps center or O/A-CTS office in a position that is no higher than the middle management level. Also, federal staff working on Civilian Conservation Centers (CCCs) will be permitted to participate since funds appropriated for these activities are provided from operational program funds, just as contract center funds are provided. The restriction that bars Federal employees from participating applies only to DOL staff and parent agency staff who are not directly employed at a center or at an O/A-CTS office.

#### 4. Application Timeline.

- All applicants must submit two complete copies of their applications to their respective Job Corps Regional Office by **March 11, 2005**. The Regional Office will perform an initial screening and qualifications check of each applicant.
- Qualified applications will be forwarded to Mr. Gerard O'Hare, Program Manager, Dallas Regional Office of Job Corps, 1999 Broadway, Suite 1760, Denver, CO 80202, no later than **March 21, 2005**.

Each Regional Office will notify applicants as to whether their application was submitted for further consideration, or return the application with a brief explanation as to why it was not submitted for further consideration.

- Mr. O'Hare, in association with professional educators from MSU, will screen candidates to ensure qualifications and equitable distribution of Fellowships among the regions. Upon completion of his initial screening, Mr. O'Hare will ensure that qualified applications are forwarded to the selection committee at MSU by **March 28, 2005**.

- MSU will inform the National Office of Job Corps of the outcome of the applications no later than **April 27, 2005**.
- Successful applicants will be notified of their acceptance by **May 4, 2005**.

## **JOB CORPS EXECUTIVE MANAGEMENT PROGRAM APPLICATION PROCESS**

### **Job Corps Regional Office**

The Job Corps Regional Office will verify that all of the following items required by the University are attached and complete:

- A completed Graduate School Application Form (see Attachment B of this document). Refer to the Special Guidelines for Completing the Application Form (Attachment A). Faxed or e-mailed copies are acceptable.
- A 1,500-word autobiography in which applicants address their professional backgrounds, career goals, how this program fits into their career goals and their management philosophies. Autobiographies will also be used to measure applicants' organizational and writing skills.
- Copies of **unofficial** transcripts from regionally-accredited educational institutions verifying receipt of a Baccalaureate Degree. Copies must be submitted with original applications to the Regional Office. Faxed or e-mailed copies are acceptable. At the same time, students must request that **official** transcripts be sent directly from their university records office to: Dr. Gary Ross, Director, JCEMP, Minot State University, 500 University Ave. W., Minot, ND 58707.
- Employer's Letter of Support, stating that the duties, responsibilities and additional costs of the participant will be absorbed by the employer at no additional cost to the Federal Government. The letter should also state that the employee's position in the organization will not be compromised by their participation in the Master's Program. Faxed or e-mailed copies are acceptable. (See Attachment F for sample format.)
- The applicant has signed a service commitment to the Job Corps program for a period of no less than 2 years after issuance of the Master of Science degree in Management. (See Attachment G for sample format.) Faxed or e-mailed copies are acceptable.
- Three letters of recommendation. The letters must be included in the application packet. These letters should be completed by persons familiar with the applicant's academic and/or professional achievements. The applicant should send a Letter of Recommendation for Graduate Admission to

each reference, who should then return the completed letter to the applicant in a **sealed envelope**. **The applicant should not open the envelopes**, but include them in the application package (See Attachment C and D).

- Immunization records (See Attachment E) **must** be included in the application packet.

Applicants to this program are exempt from the normal Minot State University application fee of \$35.00.

Applicants must also have a minimum undergraduate grade point average of 2.75 (on a 4.0 scale) before they can be admitted to this program. Students without this requirement must appeal to the Director of JCEMP and receive special written permission to be considered for admission.

5. Action. Regional Directors should inform all eligible staff of this Fellowship and invite them to request additional information and prepare applications for admission. Each Regional Director should submit no fewer than two, but no more than six applications to Gerard O'Hare, Program Manager in the Dallas Regional Office for further processing. This Instruction supersedes Program Instruction No. 03-08.

6. Expiration Date. March 11, 2005

7. Inquiries. Questions should be directed to:

Mr. Gerard O'Hare, Program Manager  
Dallas Regional Office  
1999 Broadway, Suite 1760  
Denver, CO 80202-5716  
Telephone: (303) 844-1630 (ext. 15)  
Fax: (303) 844-1638  
E-mail: [ohare.gerard@dol.gov](mailto:ohare.gerard@dol.gov)

Dr. Gary Ross  
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500 University Avenue West  
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Attachments:

Attachment A: Special Guidelines for Completing the Application Form – Job Corps Executive Management Program

Attachment B: Graduate School Application

Attachment C: Academic Letter of Recommendation for Graduate Admission

Attachment D: Professional Letter of Recommendation for Graduate Admission

- Attachment E: Immunization Records
- Attachment F: Format for Employer's Letter of Support
- Attachment G: Format for Applicant's Service Commitment