

February 15, 2005

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 04-16
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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:**            Call for 2005 Harpers Ferry Memorial and Joint Action in  
                          Community Service Scholarship Awards Applications

1.     Purpose. To announce the availability of the Harpers Ferry Memorial and Joint Action in Community Service (JACS) scholarship awards, and to describe procedures by which eligible current and former Job Corps students may compete for the \$1,000 scholarships.

2.     Background. The **Harpers Ferry Memorial Scholarship Fund** was established in 1996 to commemorate the lives of eight Harpers Ferry Job Corps students who perished in a MARC/AMTRAK train collision. The students were traveling home for a holiday weekend from Job Corps when the accident occurred on February 16, 1996, in Silver Spring, Maryland.

The scholarship is awarded annually to one or more individuals in the amount of \$1,000 to help defray the costs of academic or vocational training. The recipients of this annual award are announced each spring. The scholarship is paid directly to each student's educational institution and is to be used specifically for tuition, books, school supplies, and/or campus lodging.

Joint Action in Community Service, Inc. (JACS) administers the Harpers Ferry Memorial Scholarship Fund for the U.S. Department of Labor (DOL).

The **JACS Scholarship Program** was launched in 1986 with the Jerome D. Schaller Scholarship Award, which was established to commemorate the life of Jerome

D. Schaller, who had served as the President of JACS, Inc. for 12 years at the time of his passing. In 1993, the name of the award was changed to the JACS Scholarship Award, in order to more appropriately reflect the various donors contributing to this scholarship fund.

Although the number of \$1,000 scholarships awarded will vary from year to year, it is customary for JACS to designate one recipient as the Jerome D. Schaller scholar each year. The annual award recipients are announced in the Spring. The scholarship is paid directly to each student's educational institution and is to be used specifically for tuition, books, school supplies, and/or campus lodging.

3. Application Guidelines and Procedures. Attachment A – Harpers Ferry Memorial and JACS Scholarship: Guidelines on Eligibility, Application Requirements and Procedures provides instructions with regard to the scholarship application process. Attachment B is the Harpers Ferry Memorial/JACS Scholarship Awards Application form.

4. Deadline. April 1, 2005.

5. Action. Addressees are requested to announce the availability of the scholarships and to assist qualified applicants in submitting the appropriate documentation. This Instruction supersedes Program Instruction 03-19.

6. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096, or emailed to [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov); or Susan Burns in the JACS National Office at (202) 537-0996 or toll-free at (800) 522-7776, or emailed to [sburns@jacsinc.org](mailto:sburns@jacsinc.org).

#### Attachments

A – Harpers Ferry Memorial and JACS Scholarships: Guidelines on Eligibility, Application Requirements and Procedures

B – Harpers Ferry Memorial and JACS Scholarship Application form