

March 18, 2005

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-19

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: 2005 Job Corps Hall of Fame Call for Nominations

1. Purpose. To request nominations for Job Corps premier graduate honor, the 2005 Job Corps Hall of Fame Award, and to provide application guidelines.

2. Background. 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 education, career and community service.

The names of Hall of Fame award winners are engraved on a plaque located in the reception area of the Job Corps Office of National Director in Washington, DC. Each year, the awardee is presented with a cash award of \$1,000 and a personal plaque that recognizes his or her selection to the Hall of Fame.

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 Attachment A 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) Those submitting candidate packets may wish to note that in the criteria for selection, emphasis is placed on growth the applicant has made as a result of his or her enrollment in Job Corps, and the success that was achieved and can be attributed to that experience.
 - (3) To ensure that panel members have a manageable number of packets to evaluate, nominations are 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.
 - (4) Ensure recommendations are submitted to the appropriate Regional Office by **May 16, 2005**.
- b. **REGIONAL DIRECTORS** should submit **not more than two nominations** to the National Director of Job Corps by **May 30, 2005**. Nominations should be based upon the selection criteria stated in Attachment A and the selection procedures in Attachment B.
 - c. The National Director of Job Corps will select and announce the award winner.

This Instruction supersedes Program Instruction 03-20.

4. Expiration Date. May 30, 2005.

5. Inquiries. Inquiries should be directed to Carl Osborne at (202) 693-3531, or emailed to osborne.carl@dol.gov.

Attachment A – Selection Criteria

Attachment B – Selection Procedures

Attachment C – Panel Member Rating Sheet

Job Corps Hall of Fame Selection Criteria

Candidates must have participated for at least 6 months in the Job Corps program and must have been separated from Job Corps at least 5 years prior to the nomination due date of May 16, 2005, (candidates must have been separated from Job Corps before May 16, 2000.) 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 a vocational trade.
- 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. For example: career progression, rapidity and level of promotions, awards, or citations received.
- Educational achievements, such as diplomas, degrees, awards, etc.; and,
- Community and/or other achievements. For example: community service, volunteer efforts, civil rights contributions, acts of heroism, contributions to the Job Corps program, etc.

Nomination Packet Submission

Information provided about the nominee should be in sufficient 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, newspaper 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 the quantity of pages in the application packet.

Packets for candidates may be submitted by anyone having knowledge of the candidate. For example: Center Directors, students, alumni associations, Job Corps admissions counselors, Women in Community Service (WICS), Joint Action in Community Service (JACS) individuals, or others from the community.

All of the following nominee information must be included in the application packet:

- First, middle and last name
- Social Security Number
- 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)
- Personal history
- Achievements summary
- 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 requested will result in the disqualification of the nomination.

Job Corps Hall of Fame Selection Process

Regional Offices

The Regional Director will appoint a committee to review and evaluate all candidates. The committee will:

- Use the Panel Member Rating Sheet (Attachment C) to review and evaluate all candidates.
- Interview the candidate by telephone or in person (unless nominated posthumously or 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 personal records.
- Select the candidates who are qualified based on the rating criteria.
- Submit nomination packets, consisting of a resume and exhibits for not more than two regional nominees to the National Director of Job Corps by May 30, 2005. The Regional Panel Member Rating Sheet should not be included with the submission packet.
- Notify the individuals who nominated candidates of the action taken on their nominees. For example: selected for national review, or not selected for national review.

National Office

- A Job Corps Hall of Fame Selection Committee, consisting of National Office of Job Corps staff will be formed to evaluate each nomination. The Selection Committee will review all regional nominations to ensure 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: *Regional nominees that are not selected for the Hall of Fame should be informed in writing by the appropriate Regional Director.*

- The appropriate Regional Director will be advised of the nominee selected for the Job Corps Hall of Fame award. Logistical information will be provided to the awardees by the National Office of Job Corps.

Presentation of the award will be made by the National Director of Job Corps.

Job Corps Hall of Fame Panel Member Rating Sheet

REGION/CENTER			
CANDIDATE			
ADDRESS (include zip code)			
PANEL REVIEWER			
<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>Did the candidate separate from Job Corps at least 5 years prior to regional selection?</p>			
RATING FACTORS	POINTS	S C O R E	REMARKS
PRE-SEPARATION ACTIVITIES			
Personal conduct, growth and performance in Job Corps	20		
POST-SEPARATION ACTIVITIES			
1. Employment Related Achievements	40		
2. Educational Achievements	20		
3. Community and Other Achievements	20		
TOTAL	100		

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