

February 22, 2006

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 05-11
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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 Applications 2006 Donald A. Buchannon Scholarship Fund Award

1.     Purpose. To announce the final release of the Donald A. Buchannon Scholarship Fund Award and describe how eligible current and former Job Corps students may compete for one of the seven \$2,000 scholarships.
2.     Background. The Donald A. Buchannon Scholarship Fund was established to commemorate the memory of Don Buchannon, who died in 1989 after 25 years of dedicated service to the Job Corps program and its students.

In 1964, Don began his career in Job Corps as a counselor at the Grants Pass Job Corps Center in Grants Pass, Oregon. His subsequent experiences included serving as Project Manager; Deputy Regional Director and Regional Director in both the Seattle and San Francisco regions; a 2-year assignment at the National Office of Job Corps; and numerous other details and special assignments as needed by the National Director of Job Corps. Don was a valued member of the Job Corps family.

As a tribute to Don's firm belief in the value of education, a scholarship fund was established to remember his many contributions to the Job Corps program. A non-profit 501(c)3 organization was chartered and established in the state of Washington under the title of The Donald A. Buchannon Scholarship Fund. The fund receives income through tax-deductible donations (under Internal Revenue Service guidelines) and interest earned on the account balance.

3. Eligibility for Scholarships. For the final year of this fund, seven \$2,000 scholarships will be awarded to eligible current or former Job Corps students who display exemplary performance in Job Corps and possess the ability and motivation to benefit from further education. Applicants must meet the following criteria:

- a. Applicants must be currently enrolled in the Job Corps Advanced Career Training (ACT) program, desire to continue their academic training and nearing the 3-year enrollment limitation,  
or

Applicants must have been enrolled in Job Corps within the past 2 years and be currently enrolled in a college program or planning to enter an institute of higher learning. (The scholarship is available to students pursuing graduate or post-graduate degrees.)

and

- b. Applicants must have maintained a 2.0 or higher Grade Point Average (on a 4.0 scale) for college-level courses. (This criterion is applicable only if the applicant is presently enrolled in college.)

4. Application Process. All scholarship applicants must complete the attached Scholarship Application Form and submit it to the following address:

Donald A. Buchannon Scholarship Fund  
c/o Sandra Darden  
U.S. Department of Labor/ETA  
National Office of Job Corps Room N4463  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

**Note:** In the interest of giving an applicant the greatest possible consideration, please make every effort to encourage and/or ensure that applications are complete and legible (type or print) when submitted. For those students currently enrolled in college, an official college transcript is required. For students who have been accepted to college but have not yet enrolled in classes, a letter of acceptance from the college is required.

Applications must be postmarked on or before June 30, 2006. Applications received after the deadline will not be accepted. Payment of the scholarship will be made directly to the recipient's educational institution.

5. Selection Process. The selection committee consists of a panel of National Office of Job Corps staff members, who will review the applications and make recommendations for awards to the National Director of Job Corps.

6. Action. Recipients of this Program Instruction are requested to notify staff and students of the call for applications for the Donald A. Buchannon Scholarship.

7. Expiration Date. June 30, 2006

8. Inquiries. Inquiries should be directed to Sandra Darden at (202) 693-3130, or e-mailed to [darden.sandra@dol.gov](mailto:darden.sandra@dol.gov).

Attachment