

March 10, 2006

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 05-17
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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 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 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. The U. S. Congress has earmarked \$446,800 to develop a specialized Executive Master of Science degree in Management for Job Corps line and middle management staff at centers and Outreach/Admissions-Career Transition Services (O/A-CTS) offices, and to offer this degree to 16 Fellows (students in the Job Corps Executive Management Program). The Job Corps Executive Management Program will be located at and administered by the College of Business at Minot State University (MSU).

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 8-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 centers. This method of delivery affords Job Corps staff from all Job Corps regions easy access to the program.

This program addresses a U.S. Department of Labor (DOL) need for the development of potential Job Corps Center Directors and senior staff and directly correlates to the DOLs "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.

Fellows will attend an on-campus session that includes orientation, meetings with faculty advisors, completing an introductory finance course, and three on-campus courses from **May 31, 2006, to July 28, 2006**. Fellows will return to their homes and Job Corps centers to complete the remaining course online. 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 2006 semester will consist of 9 credit hours (three classes) to be delivered online. In the 2007 spring semester students will complete three online courses. **May 2007** will be reserved for evaluation and reporting.

Potential Fellows emphasis will be placed on applicant career growth opportunities within the Job Corps "family" when selecting from the completed applications. Applicants should demonstrate high levels of academic and management potential, and a long-term commitment to Job Corps. Since there will be 16 Fellowships, in order to ensure fair representation and to provide application reviewers with a manageable number of applications, each region should submit no fewer than three but no more than six applications. We encourage those canvassing for potential applicants to seek out individuals whose potential within Job Corps is particularly noteworthy.

Also note 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 Fellowships is to offer exceptional line and middle management staff at Job Corps centers and/or OA/CTS offices the opportunity for future advancement, thus enhancing DOLs "succession management" initiative.

3. Eligibility for Fellowships. Successful applicants will receive a 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.

Minot State University eligibility requirements include:

- Applicants must possess a baccalaureate degree from a regionally accredited educational institution.

- Applicants must have a minimum undergraduate grade point average of at least 2.75 on a 4.0 scale.
- Applicants **must not** be in default on a **federal student loan** or must be able to show satisfactory repayments arrangements.
- Male applicants must be registered with the Selective Service.
- Additional requirements apply to international students. See MSU's 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 middle-management level. Also, federal staff working on Civilian Conservation Centers (CCCs) will be permitted to participate since funds appropriated to these activities are provided from operational program funds, just as contract center funds are. The restriction that bars federal employees from participating applies only to DOL staff and parent agency staff who are not directly employed on a center or at an O/A-CTS office.

#### 4. Application Timeline.

- a. All applicants must submit two complete copies of their applications to their respective Job Corps Regional Offices by **March 30, 2006**.
- b. The Regional Office will perform an initial screening and qualifications' check for each applicant and three qualified applications will be forwarded to Patricia Rivers, Project Manager, U.S. Department of Labor, Office of Job Corps, 525 Griffin St., Room 403, Dallas, Texas 75202, no later than **April 6, 2006**. Each Regional Office will notify applicants as to whether their application was submitted for further consideration or return the application with a brief explanation for why it was not.
- c. Ms. Rivers, in association with professional educators from MSU will screen candidates to ensure qualifications and equitable distribution of fellowships amongst regions. Upon completion of initial screening, Ms. Rivers will ensure that qualified applications are forwarded to the selection committee at MSU by **April 13, 2006**.

- d. MSU will inform the National Office of Job Corps of the outcome of the applications no later than **April 24, 2006**. Successful applicants will be notified by **May 5, 2006** of their acceptance.

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

### **Job Corps Regional Office**

Each 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 attached Special Guidelines for Completing the Application Form (Attachment A). Faxed or e-mailed copies are acceptable.
- A 1,500-word autobiography in which the applicant address his or her professional backgrounds, career goals, how this program fits into career goals, and management philosophy. Autobiographies will measure applicants' organizational and writing skills.
- A current resume.
- Copies of **unofficial** transcripts from regionally accredited educational institutions verifying receipt of a baccalaureate degree must be submitted with original applications to the Regional Office. Faxed or e-mailed copies are acceptable. Simultaneously, students must request **official** transcripts to be sent directly from their university records office to: Dr. John Girard, Director, JCEMP, Minot State University, 500 University Ave. W., Minot, North Dakota 58707
- Employer's Letter of Support, stating that the employer will absorb the duties, responsibilities, and additional costs of the participant at no additional cost to the government. The letter should also state that the employee's position in the organization will not be compromised by their participation with the Master's Program. Faxed or e-mailed copies are acceptable. (See Attachment F for sample format.)
- The applicant has signed a service commitment with the Job Corps family for a period of no less than 2 years after issuance of the Master of Science in Management degree. (See Attachment G for sample format.) Faxed or e-mailed copies are acceptable.
- Three letters of recommendation must be included in the application packet. These letters should be completed by persons familiar with the applicant's academic and/or professional achievements. Applicant should

send a Letter of Recommendation for Graduate Admission to each reference person who should return the completed letters to applicant in a **sealed envelope. Applicant should not open the envelopes**, but include them in their application package. (See Attachment C & D of this document.) Faxed or e-mailed copies are acceptable.

- Immunization records **must** be included in application packet. (See Attachment E of this document)
- Applicants to this program are exempt from the normal Application fee of \$35.
- Applicants must 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 from that region to Pat Rivers, Project Manager in Region IV Office of Job Corps for further processing.

Addressees are to ensure that a copy of this Instruction is distributed to all appropriate staff.

This Instruction supersedes Program Instruction 04-15.

6. Expiration Date. May 31, 2006.

7. Inquiries. Inquiries should be directed to:

Ms. Patricia Rivers, Project Manager  
U.S. Department of Labor  
Office of Job Corps  
525 Griffin St., Rm. 403  
Dallas, Texas 75202  
Telephone: (214) 767-6845  
Fax: (214) 767-2148  
E-mail: [rivers.pat@dol.gov](mailto:rivers.pat@dol.gov)

or

Dr. John Girard  
College of Business  
Minot State University  
500 University Avenue West  
Minot, North Dakota 58707  
Telephone: (701) 858-3194  
Fax: (701) 858-3295  
E-mail: [john.girard@minotstateu.edu](mailto:john.girard@minotstateu.edu)

#### Attachments

- A – Special Guidelines for Completing the Application Form – Job Corps Executive Management Program
- B – Graduate School Application
- C – **Academic** Letter of Recommendation for Graduate Admission
- D – **Professional** Letter of Recommendation for Graduate Admission
- E – Immunization Records
- F – Format for Employer's Letter of Support
- G – Format for Applicant's Service Commitment