

February 21, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 11-20
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Women in Nontraditional Occupations Achievement Awards Program

1. Purpose. To inform the Job Corps community of the *Women in Nontraditional Occupations Achievement Awards* program.
2. Background. The National Office of Job Corps has established *Women in Nontraditional Occupations Achievement Awards* to recognize the aspirations and successes of female students, graduates, and instructors who have dedicated themselves to training and working in nontraditional occupations.

Nontraditional occupations for women are described by the Department of Labor as those in which women comprise 25 percent or less of those employed. Job Corps Career Technical Training (CTT) programs classified as nontraditional are: construction; advanced manufacturing; automotive and machine repair; renewable resources and energy; and transportation. Female students, graduates, and instructors working and training in one of these Training Program Areas (TPA) are eligible for nomination. Centers and regions are encouraged to participate in this recognition program.

Nomination Criteria

To be considered for the *Women in Nontraditional Occupations Recognition Awards*, the nominee must be a female student or graduate from a nontraditional Job Corps training program, or a female instructor in a nontraditional training program. The nominee can demonstrate through a 3-minute video or application how she plans to or is currently using her education and training to work in her desired career field.

Student awards: A center staff member can nominate a promising female student or graduate who demonstrates potential in her nontraditional field.

Instructor award: A center manager or student can nominate an inspiring female instructor in a nontraditional training program.

Nominees will show commitment to their own success and the success of others by encouraging female students to enter into nontraditional occupations. The award recipients will serve as role models who will encourage other females to consider nontraditional trades, and work to empower females to pursue their goals beyond gender-based boundaries.

Further consideration for student and graduate nominations are based on the following:

Nomination Process

Information provided about the nominee must include academic, CTT achievements, and personal accomplishments.

- Student Nomination Application (Attachment A)
- Paramount Instructor Nomination Form (Attachment B)
- Optional Nominee Highlight Video Form (Attachment C)

Academic and Career Technical Training Achievements

- The nominee must already be fully engaged in a GED or high school diploma program, or have already achieved either or both credentials.
- The nominee must be working toward completion or has completed a Career Technical Skills Training (CTST) project or Work Based Learning (WBL) opportunity during her Job Corps training.

Personal Accomplishments

Nominees must:

- Have a desire to continue education in their training area, or plan to apply to an apprenticeship program; or
- Have successfully entered into a nontraditional career field or is currently enrolled in (or graduated from) a community college/secondary education or an apprenticeship program.

Professional Accomplishments

Nominees must have:

- Demonstrated success in a nontraditional occupation; or
- Promoted, supported and encouraged female students and graduates to pursue nontraditional occupations.

Awards Framework

Certificate of Recognition Honorees: Each region may consider nominees from each of the following training areas for a maximum of five honorees. These certificates are provided and presented by the Regional Director.

- Construction

- Advanced Manufacturing
- Automotive and Machine Repair
- Renewable Resources and Energy
- Transportation

Diamond Award Honorees: From the pool of candidates to receive Certificates of Recognition, each region will select one student or graduate for the Diamond Award. The Diamond Award honoree will receive a wooden plaque, and her nomination is forwarded to the National Office for national recognition. The wooden plaque is provided by the region and presented by the Regional Director at a regional conference or other venue. The region may select one instructor and forward to the National Office.

Gold Award Honorees: The National Office will select one student or graduate for the national honor from the pool of Diamond Awardees. The Gold recipient will receive a full set of upgraded tools related to her occupation, a \$500 gift certificate and a custom made *Better Occupational Opportunities for Tradeswomen (BOOT) Award*. The *BOOT Award* is created by Job Corps staff and students. The National Director will present the *Boot Award* and the \$500 cash prize at a forum to be determined. An upgraded set of tools or trade-specific equipment will be donated by a National Training Contractor (NTC).

Paramount Instructor Award: The National Director selects an honoree who will receive a Certificate of Recognition.

3. Reference. Nomination forms can be found in Attachments A through C of this notice.
4. Action. CTT managers, instructors and students who identify a nominee should submit a nomination application to their Center Director. Center Directors who select and approve the nominees must forward the nomination application to their respective Regional Directors by March 14, 2012.

Regional Directors should forward nominations – including videos for the Gold Award and the Paramount Instructor Award – to: Tracy Bradshaw-Morris, National Office of Job Corps, 200 Constitution Ave, NW, Washington, D.C. 20210 by March 23, 2012.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. March 23, 2012.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov.

Attachments

- A – Student Nomination Form
- B – Paramount Instructor Nomination Form
- C – Optional Video Nominee Highlight Form