

March 15, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 12-27</b>
-------------------	--

**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:** ROBERT W. PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Women in Nontraditional Occupations – Annual Recognition of Excellence

1. Purpose. To solicit nominees from the Job Corps Community for the 2013 Better Occupational Opportunities for Tradeswomen (B.O.O.T.) student recognition award and the Paramount Instructor Award.
2. Background. In 2012, the Office of Job Corps established the 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. Two awards were established: the Better Occupational Opportunities for Tradeswomen (B.O.O.T.) Award for student recognition; and the Paramount Instructor Award for instructor recognition.

Nontraditional occupations for women are described by the Department of Labor as those in which women comprise 25 percent or less of those employed. The Job Corps Career Technical Training (CTT) programs classified as nontraditional include: Advanced Manufacturing; Automotive and Machine Repair; Construction; 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 year's recognition program.

3. Nomination Criteria. Nominees for the student B.O.O.T. Award must be a female student or graduate from a nontraditional Job Corps training program. To be considered for the Paramount Instructor Award, a female instructor must provide instruction in a nontraditional training program. Nominees in both categories 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.

Student nominees for the B.O.O.T. Award must:

- Be fully engaged in a General Educational Development (GED) or high school diploma program, or have already achieved an academic credential.
- Be working toward completion or completed a Career Technical Skills Training (CTST) project or Work-based Learning (WBL) opportunity during her Job Corps training.
- Have a desire to continue education in their training areas or plan to apply to an apprenticeship program (current students); or, have successfully entered into a nontraditional career field, or be currently enrolled in/graduated from a community college/secondary education or an apprenticeship program (graduates).
- Have already demonstrated success in a nontraditional occupation, or promoted, supported and encouraged female students and graduates to pursue nontraditional occupations.
- Have demonstrated success during the career technical training day and shown a willingness to assist other students in the classroom, during career exploration activities and while participating in work-based learning or community service projects.

4. Nomination Process. Please read the following instructions carefully, as the process has been modified slightly from last year.

**Student award:** A center staff member can nominate a promising female student or graduate who meets the criteria outlined above, and who demonstrates potential in her nontraditional field. The Center Director must approve the nominee prior to submitting the application to the Regional Office for consideration. National Training Contractor (NTC) or career transition services staff may nominate graduates who also meet approval of the originating center staff.

**Instructor award:** A center manager or student can nominate an inspiring female instructor in a nontraditional training program. However, it is highly recommended that **both** a student and a staff representative complete a nomination form on behalf of an instructor, so both points of view can be represented.

**Required documentation: An application and video must be submitted for student and instructor award nominees. Note:** This is a change from the 2012 process; last year, videos were optional. The Office of Job Corps award review team found the videos added such value to the evaluation process, and they are required for all nominees.

- Student Nomination Form
- Instructor Nomination Form
- Nominee Video Form

5. Awards Framework. Regions may consider nominees from each of the following nontraditional training areas: Advanced Manufacturing; Automotive and Machine Repair; Construction; Renewable Resources and Energy; and Transportation. **From the pool, each**

**region will select its top choice for student or graduate for the B.O.O.T. Award and its top choice for the Paramount Instructor Award and forward to the Office of Job Corps for consideration.**

A panel of judges from several U.S. Department of Labor programs will evaluate the nomination packages and select the 2013 winners. The student recipient will receive a custom-made boot award, created by a selected Job Corps center's staff and students. The instructor honoree will receive a Certificate of Recognition. Both award winners will be recognized by the National Director. Each regional winner will receive a letter of recognition from the National Director.

6. Reference. Nomination forms can be found in Attachments A through C of this notice.

7. Action. CTT managers, instructors and students who identify a nominee should submit a nomination form to their Center Directors. Center Directors who select and approve the nominees must forward the nomination forms to their respective Regional Directors **by April 5, 2013.**

Regional Directors should forward nominations and videos to: Marcia Hampton, ETA/Office of Job Corps, 200 Constitution Ave, NW, Room N-4507, Washington, D.C. 20210, **by April 19, 2013.**

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

8. Expiration Date. April 19, 2013.

9. Inquiries. Inquiries should be directed to Marcia Hampton at (202) 693-2626 or [hampton.marcia@dol.gov](mailto:hampton.marcia@dol.gov).

#### Attachments

Attachment A – Student Nomination Form

Attachment B – Instructor Nomination Form

Attachment C – Nominee Video Form (to be used by both students and instructors)