

March 12, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-30
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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: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Achievement Awards  
and *Females in Nontraditional Trades Resource Guide*

1. Purpose. To announce the third annual 2014 Better Occupational Opportunities for Tradeswomen (BOOT) student recognition award, and the Paramount Instructor Award. Additionally, to announce the release of the *Females in Nontraditional Trades Resource Guide*.
2. Background. In 2011, in response to a departmental goal to promote women in nontraditional careers, the Office of Job Corps created the Women in Nontraditional Occupations Achievement Awards. These awards recognize the aspirations and successes of female students, graduates, and instructors who have dedicated themselves to training and working in nontraditional occupations. The awards include: the BOOT Award, and the Paramount Instructor Award.
4. Nomination Criteria. 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 (TPAs) are eligible for nomination.

Nominees for the BOOT Awards must be a female student or graduate from a nontraditional Job Corps training program. To be considered for the Paramount Instructor Award, the instructor must teach in a nontraditional training program. Nominees in both categories will show commitment to their own successes and the successes 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:

- Already be fully engaged in a General Educational Development (GED) or high school diploma program, or have already achieved either or both credentials;
- Be working toward completion or have 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 demonstrated success in a nontraditional occupation, or promoted, supported or encouraged female students and graduates to pursue nontraditional occupations; and
- Have demonstrated success during the CTT Day, and have a willingness to assist other students in the classroom, during career exploration activities, and while participating in WBL or community service projects.

5. Nomination Process. Please read the following instructions carefully to ensure a successful submission and review process.

**Student award:** A center staff member can nominate a promising female student or graduate who meets the criteria outlined above, and demonstrates potential in a 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 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 a video must be submitted for both award nominees. Also:

- Student Nomination Form (Attachment A)
- Instructor Nomination Form (Attachment B)
- Nominee Video Form (Attachment C)

6. Awards Framework. Each region may consider nominees from each of the categories listed under, "Nomination Criteria." From the pool, each region will select one student or graduate for the BOOT Award and one choice for the Paramount Instructor Award, and forward to the Office of Job Corps for consideration.

A panel of judges from several Department of Labor programs will evaluate the nomination packages, and select the 2014 winners. The student recipient will receive a custom-made boot, created by a selected Job Corps center staff and students (see IN 13-44 regarding student competition). The instructor honoree will receive a Certificate of Recognition. The National Director will recognize both award winners in a forum to be determined.

**Note:** Regions may hold regional award ceremonies at their discretion. A regional award process is no longer required, but is permissible as resources allow.

7. Resource Guide. To further underscore the importance of this issue, and to assist the Job Corps community in supporting the success of female students into nontraditional trades, the Office of Job Corps has developed some new tools.

The *Females in Nontraditional Trades Resource Guide* is available on the Job Corps Community CTT web site. The guide includes recruitment tips for encouraging young women to enter nontraditional trades, links to recommended curriculum, and classroom tips for keeping young women engaged in their pursuit of career training in the trades. The resource guide also provides a list of women-oriented organizations that promote females in the workforce, and provide resources, often at no cost, in support of recruitment, retention, and workforce readiness.

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

9. Action. CTT Managers, instructors and students who identify a nominee should submit a nomination forms to their Center Directors. Center Directors who select and approve the nominees must forward the nomination forms to their respective Regional Directors by **April 4, 2014.**

Regional Directors should forward nominations by **May 2, 2014,** including videos, to:

Marcia Hampton  
Office of Job Corps  
200 Constitution Ave., NW  
Washington, D.C. 20210

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

10. Expiration Date. May 2, 2014.

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

Attachments

A – Student Nomination Form

B – Instructor Nomination Form

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

*D – Females in Nontraditional Trades Resource Guide*