

February 4, 2016

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 15-13
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Women in Nontraditional Occupations – Annual Recognition of Excellence

1. Purpose. To announce the Program Year 2015 *Better Occupational Opportunities for Tradeswomen (BOOT)* student recognition award, and the *Paramount Instructor Award*.
2. Background. The National Office of Job Corps created the *Women in Nontraditional Occupations Achievement Awards* to recognize the aspirations and successes of female students and graduates, and instructors who have dedicated themselves to training and working in nontraditional occupations. The awards included are: the *Better Occupational Opportunities for Tradeswomen (BOOT) Award* for student recognition; and the *Paramount Instructor Award* for instructor recognition.
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 and graduates, and instructors training and working in one of these Training Program Areas are eligible for nomination.

Nominees for the *BOOT Award* 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 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 *BOOT Award* must:

- Be fully engaged in a high school equivalency 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 project or an appropriate Work-Based Learning (WBL) opportunity.
- Have a desire to continue education in their training area or plan to apply to an apprenticeship program (current students); or have successfully entered into a nontraditional career field. Be currently enrolled in/or graduated from a community college or other secondary education institution or an apprenticeship program (graduates).
- Have 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 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 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: Both an application **and** a video must be submitted for both types of award nominees: student and instructor. The National Office Award Review Team determined that the videos add significant value to the evaluation process.

- 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 following nontraditional training areas: Advanced Manufacturing; Automotive and Machine Repair; Construction; Renewable Resources and Energy; and Transportation. From the pool, each region will select one student or graduate for the *BOOT Award*, and one instructor for the *Paramount Instructor Award*, and submit to the National Office for consideration.

A panel of judgesz from several Department of Labor programs will evaluate the nomination packages and select the Program Year 2015 winners. The student honoree will receive a customized recognition award, a cash career-transition prize, and a professional tool kit reflective of the student’s designated trade. The instructor honoree will receive a Certificate of Recognition. The National Director will recognize both award winners at a forum.

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. Online Resources. The Women’s Corner website provides online resources, a resource guide, and a discussion board promoting females in traditional and nontraditional careers. Information about previous *BOOT Award* recipients is located on this website, which can be accessed via the Career Technical Training homepage through the Job Corps Community website.
8. Reference. Nomination forms can be found in Attachments A through C of this notice.
9. Action. CTT Managers, Instructors and students should submit their nominations to their Center Director using the attached nomination form. Center Directors should select and submit the nomination forms of approved nominees to their respective Regional Directors by **February 26, 2016.**

Regional Directors should forward nominations, including videos, to: Marcia Hampton, National Office of Job Corps, 200 Constitution Ave, NW, N-4507, Washington, D.C. 20210, by **March 18, 2016.**

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

10. Expiration Date. March 18, 2016.
11. Inquiries. Inquiries should be directed to Marcia Hampton at (202) 693-2626 or 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)