



MAR 15 2018

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 17-23

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
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name and title.

SUBJECT: Women in Nontraditional Occupations – Annual Recognition of Excellence (BOOT Award)

1. Purpose. To announce the Program Year (PY) 2017 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 fields. This is the 6th year the awards have been granted.
3. 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 working and training in one of these training-program areas are eligible for nomination.

Nominees for the BOOT Award must be Job Corps students or graduates. 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 to 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 appropriate Work-based Learning (WBL) opportunity during their Job Corps training;
- have a desire to continue education in their training areas or plan to apply to apprenticeship programs (current students); OR have successfully entered into a nontraditional career field or 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 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.

4. 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. 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: An application and a video must be submitted for nominees of both student and instructor awards. The National Office award review team determined the videos add significant value to the evaluation process.

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

5. Awards Framework. From the pool of applicants, each region will select one student or graduate for the BOOT Award, and one choice for the Paramount Instructor Award, and forward package to the National Office for consideration.

A panel of judges from several Department of Labor programs will evaluate the packages and select the PY 2017 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 trade. The instructor honoree will receive a certificate of recognition. The National Director will recognize both award winners at a forum to be determined.

Note: Regions may hold regional award ceremonies at their discretion. A regional award process is not required, but is permissible as resources allow.

6. Online Resources. The Women's Corner Web site provides online resources, a resource guide, and a discussion board promoting females in traditional and nontraditional careers. This site, located on the CTT homepage through the Job Corps Community Web site, houses information on previous BOOT Award recipients.
7. Reference. Nomination forms can be found in Attachments A through C of this notice.
8. Action. CTT Managers, instructors and students should submit their nomination forms to their Center Directors. Center Directors who select and approve the nominees must forward the forms to their respective Regional Directors by April 19, 2018.

Regional Directors should forward nominations, including videos, to:
Tracy Bradshaw-Morris, National Office of Job Corps, 200 Constitution Ave, NW, N-4507,
Washington, D.C. 20210, by May 2, 2018.

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

9. Expiration Date. June 29, 2018
10. Inquiries. Inquiries should be directed to Tracy BradshawMorris at (202) 693-8000 or Bradshaw-Morris.T@dol.gov

Attachments

- A – Student Nomination Form
- B – Instructor Nomination Form
- C – Nominee Video Form (to be used by both students and instructors)