



JAN 24 2020

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 19-09
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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: DEBRA A. CARR
Interim National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Debra Carr", with a smaller signature below it that says "for Debra Carr".

SUBJECT: Women in Nontraditional Occupations – Annual Recognition of Excellence

1. Purpose. To announce the Program Year 2019 *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. This is the seventh (7th) year the awards will be given to the successful nominee of 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 working and training in one of these training program areas are eligible for nomination.

Nominees for the *BOOT Award* must be female students or graduates 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 must show commitment to their own success and the success of others by encouraging female students to enter nontraditional occupations. The award recipients will serve as role models who will encourage 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 completed a Career Technical Skills Training program or appropriate Work-based Learning (WBL) opportunity during her Job Corps training;
- have a desire to continue education in her training area or plan to apply to an apprenticeship program (current students); OR have successfully entered 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.

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: Nomination forms and video submissions have been updated to an electronic paperless process. To access and submit a nomination and the corresponding video [click here](#). The 2019 Women in Nontraditional Occupations Achievement Awards home page includes tabs to select the appropriate nomination forms: Nominate a Student, Nominate an Instructor, and Submit a Nominee Video. Select the appropriate form, complete each line item, and download supporting documents into the form as outlined in the instructions.

- **Nominate a Student** – There are three types of files that need to be downloaded: Electronic Training Achievement Record/E-TAR Cover Page, Credential Attainment Accomplishments to Date, and Additional Supporting Documents.

Complete the form and download document files in the appropriate sections of the nomination form as outlined in the instructions. Then select the “Submit” tab to submit your form.

- **Nominate an Instructor** – Up to six different people can nominate an instructor, including students and Job Corps Center officials/staff. Each must complete a “Nominate an Instructor” form.
- **Nominee Video Submission** - Complete the form and upload the video file in the appropriate section of the form as outlined in the instructions. Then select the “Submit” tab to submit your video. The National Office Awards Review Team determined that a video adds significant value to the evaluation process, so all nominees are encouraged to submit videos.

6. Awards Framework. From the pool of applicants, each center will select one student or graduate for the *BOOT Award*, and one choice for the Paramount Instructor Award. Nominees from each region will be forwarded to the Regional Office for consideration. 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 to the National Office for consideration.

A panel of judges from several Department of Labor programs will evaluate the nomination submissions and select the Program Year 2019 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 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.

7. Reference. Nomination forms can be accessed by [clicking here](#).

8. Action. CTT managers, instructors and students should submit their nominees using the forms found at the 2019 Women in Nontraditional Occupations Achievement Awards home page, as indicated in the Reference section above. Center directors who select and approve the nominees must submit the nomination forms and videos to their respective regional directors by **February 21, 2020**.

Regional directors must submit nomination and videos by **March 27, 2020** to be considered in the final competition.

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

9. Expiration Date. **April 27, 2020**.

10. Inquiries. Inquiries should be directed to Tracy Bradshaw Morris at (202) 693-8000 or Bradshaw-Morris.T@dol.gov.