This publication describes occupational guidance related material available from federal government agencies. Availability and sources are cited in the introduction or within the description. The guide is divided into eight chapters. Chapter 1 covers occupational information, including material that describes the nature of work in occupations: the education, training, special skills, and personal qualities usually needed to enter them: the job outlook: opportunities for advancement: earnings. Chapter 2 discusses opportunities for self-employment, summer jobs, overseas jobs, and part-time and temporary jobs. Chapter 3 includes materials covering special categories of workers, including college graduates, minorities, veterans, young workers, and women. Chapter 4 includes general material on apprenticeship, education, and financial aid for students. Chapter 5 covers materials on job search--finding jobs, applying for them, taking tests, and interviewing. Chapter 6 includes materials on career education. Chapter 7 lists sources of statistics that can be useful for counselors. Chapter 8 provides references to other bibliographies. (YLB)
Up-to-date and accurate occupational information is essential in making wise career decisions. Federal Government agencies issue a wide variety of career guidance publications, as well as related materials on education, training, job search, career education, and special programs for disadvantaged groups. The purpose of this publication is to inform interested parties about these publications, and about Federal programs which gather, analyze, and disseminate occupational and career information, in accordance with section 12 (a) of the Career Education Incentive Act (Public Law 95-207) of 1978.

This bulletin was prepared by Kathy Wilson, under the direction of Dania E. Hecker, in the Bureau's Division of Occupational Outlook. James V. Petrone assisted in the research and compilation of materials.

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Introduction

The first step for students exploring careers is to explore themselves—to identify their talents, take stock of their strengths and weaknesses, and think about career goals. Students also need to be aware of the types of jobs that match their interests, aptitudes, and aspirations. To help students explore their options, counselors need sound vocational and educational decisions, counselors need occupational information. This should include materials on current trends for the Nation as a whole and detailed information on occupations—the nature of the work; education, training, experience needed for entry; aptitudes and personal characteristics needed for success; job prospects; earnings; and working conditions. Counselors also need information about education and training programs, financial aid, and Government programs for special groups in the labor force.

This publication describes occupational guidance and related materials available from Federal Government agencies. Through legislative mandate, agencies collect, analyze, and publish information on a variety of topics of interest to counselors, students, parents, and others concerned with careers. As employers, most agencies also develop information about the job opportunities they offer.

In addition, the Federal Government participates in several Federal-State cooperative programs for developing and disseminating occupational information. The Occupational Employment Statistics program produces State and area data on current and projected occupational employment. (See Occupational Employment Statistics Handbook under Regional, State, and local information). Further information is available from State employment security agencies listed in appendix A. National and State Occupational Information Coordinating Committees were mandated by the 1976 Education Act Amendments to establish a communications network through which occupational and training information would be developed, tested, and shared across the country. Further information is available from State committees listed in appendix B. As part of its mandate, the National Occupational Information Coordinating Committee has compiled a listing of examples of State-developed occupational information, including computerized systems; videotape and microfiche tools; and printed material on occupational characteristics, job search, and training and occupational preparation. The listing appears in appendix C.

The listings include government career guidance material issued up to the summer of 1979. No arbitrary age limit was set for publications. Rather, the current usefulness of each item was judged individually. Some material issued in the early 1970’s, with job descriptions and other information still considered accurate, was included, but some material published during the mid-1970’s which has become outdated was excluded.

Publications with no price indicated are available free of charge from the issuing agency while the supply lasts. Priced publications with a GPO Stock Number are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. All Bureau of Labor Statistics publications also are available from the Bureau’s regional offices. Make checks or money orders payable to the Superintendent of Documents. (There is a $1.00 minimum on mail orders. A 25 percent discount is allowed for orders of 100 copies or more sent to one address.)

Some publications listed are out of print and are so noted. They may be available at Federal Depository Libraries. (Addresses of Federal Depository Libraries are available from the Library of the U.S. Government Printing Office, Washington, D.C. 20402).

Many of the publications listed are available through the Education Resources Information Center (ERIC) System. Many libraries maintain collections of ERIC documents, and most publications in the ERIC system may be purchased in paper copy and microfiche from ERIC Document Reproduction Service, P.O. Box 190, Arlington, Va. 22201. For more information, see Questions about Education Theory, Curriculums, Career Information? Ask ERIC, under Occupational Information—Comprehensive Information.

This Guide is divided into eight chapters. Chapter I covers occupational information, including material that describes the nature of work in occupations; the education, training, special skills, and personal qualities usually needed to enter them; the job outlook; opportunities for advancement; earnings; and so forth. Chapter II discusses opportunities for self-employment, summer jobs, overseas jobs, and part-time and temporary jobs. Chapter III includes materials covering special categories of workers, including college graduates, minorities, veterans, young workers, and women. Chapter IV includes general material on apprenticeship, education, and financial aid for students. Chapter V covers materials on job search—finding jobs, applying for them, taking tests, and interviewing. Chapter VI includes materials on career education. Chapter VII lists sources of statistics that can be useful for counselors. Chapter VIII provides references to other bibliographies.
Chapter I

Occupational Information

Comprehensive information
Regional, State, and local information
Accounting
Agriculture
Arts and humanities
Banking and finance
Clerical occupations
Communications
Computers
Construction
Education and related occupations
Environment, natural resources, and related occupations
Federal employment
  General
  College graduates
  Agencies
  Armed Forces
Foreign languages
Health
  General
  Occupations
Law careers
Law enforcement
Liberal arts
Manufacturing
Marketing
Recreation and sports
Science and engineering
Social work
Transportation
Utilities
Working with older people
Comprehensive information

Materials in this section are basic sources of information covering a broad range of occupations.

The Bureau of Labor Statistics of the U.S. Department of Labor conducts a continuing program to gather and disseminate information about occupations and employment trends. The material described below contains occupational outlook information helpful to students, guidance counselors, placement officials, and others interested in job outlook.

Occupational Outlook Handbook, 1980-81 Edition is an "encyclopedia of careers" covering several hundred occupations and 35 major industries. For each occupation and industry discussed, information is included on what the work is like, job prospects to 1990, personal qualifications, training and educational requirements, working conditions, earnings, chances for advancement, and where to find additional information. Bulletin 2075,1980. 672 pp. Paper cover, $8.00; cloth cover, $11. Published biennially.

Reprints from the Occupational Outlook Handbook, 1980-81 Edition, are leaflets containing information on several related occupations or about a major industry such as nuclear energy. The reprints are especially useful to jobseekers who want to know about a single field and to counselors who must stretch the contents of one Occupational Outlook Handbook among many students. A listing of the occupations and industries in each reprint is given in the Handbook, and also may be obtained free of charge from any BLS regional office. Price per reprint, $1.25; price for a complete set of 42 reprints comprising the entire Handbook, $9.


Jobs for Which is a series of five leaflets, based on the Occupational Outlook Handbook, 1980-81 Edition, that list jobs that require specified levels of education. Titles are: Jobs for Which...
- You Can Qualify If You're Not a High School Graduate.
- You Can Qualify If You're a High School Graduate.
- You Can Train Through Apprenticeship.
- You Probably Will Need Some College or Specialized Training.
- You Probably Will Need A College Education.

For each job listed, information is included about the qualifications and training needed and the employment outlook to 1990. 1979.

Looking Ahead to a Career, 1978-79 Edition is a filmstrip with cassette sound track showing employment trends in occupations and industries—which ones are growing and which ones are declining. Also discussed are the outlook for college graduates, occupational "clusters", sources of job openings, and the way the Bureau of Labor Statistics determines occupational outlook. Running time: 27 minutes. $12.50 per set.

Matching Personal and Job Characteristics is a table listing 23 job characteristics—for example, works with detail, outdoor work available, initiative required—and showing which characteristics are associated with each of 281 occupations. Kathy Wilson, Occupational Outlook Quarterly, Fall 1978, pp. 2-13. Reprint available, GPO Stock No. 029-001-02274-3. $9.

Your Career is a series of 11 leaflets on careers:
- Clerical Jobs and Your Career.
- Ecology and Your Career.
- English and Your Career.
- Foreign Languages and Your Career.
- Health Careers Without a College Degree.
- Liberal Arts and Your Career.
- Math and Your Career.
- Mechanics and Your Career.
- Science and Your Career.
- Social Science and Your Career.
- The Outdoors and Your Career.

Each discusses the types of jobs that may be available to persons with an interest or proficiency in a particular academic subject or field. 1980. Leaflets are also listed in the following pages under subject headings.

Occupational Projections and Training Data, Revised 1980 shows, for each of several hundred white-collar, blue-collar, and service jobs, employment in 1978, projected employment requirements for 1990, average annual openings during 1978-90, and available statistics on the number of people completing training in each field. Also discusses long-term employment prospects for college graduates. Bulletin 2058.

Occupational Outlook Quarterly is a periodical to help young people, education planners, and guidance counselors keep abreast of current occupational and employment developments. The Quarterly, written in nontechnical language, contains articles on new occupations, training opportunities, salary trends, career counseling programs, and the results of new occupational studies by the Bureau of Labor Statistics. Yearly subscription is $6., single copies $1.75 each. Individual articles are listed in the following pages under subject headings.

Exploring Careers is a career education resource designed for middle school/junior high school students. It promotes career awareness through stories about people at work, photographs, evaluative questions, suggested activities, and career games. It can be purchased as a single volume, as 15 separate booklets— one for each chapter—or as a set of 15 booklets. Bulletin 2001. 1979. 550 pp. GPO Stock No. 029-001-02224-7. $10.

Chapters of Exploring Careers, available for $2 each, are:

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Career Education: Selected U.S. Government Audiovisuals is a catalog of career guidance audiovisual material developed by Federal agencies and available for rent or purchase. Order forms included. October 1977. 34 pp. For a copy or for information, write to National Audio Visual Center, National Archives and Records Services, General Services Administration, Order Section DA, Washington, D.C. 20409, or call (301) 763-1896.


**Accounting**


**Agriculture**

(Also see Special groups in the labor force—Farm workers)


Agricultural Commodity Grader, Opportunities in the Federal Government describes the work of graders—processed fruit and vegetable (GS-5 and -7), fresh fruit and vegetable (GS-5, -7 and -9), poultry (GS-5 and -7), dairy (GS-5, -7 and -9), and meat (GS-5, -7 and -9)—the location of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 453, October 1979. 8 pp.

Agricultural Commodity Grader (Grain) (Grades GS-5, -7, and -9) describes the work of graders, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. Ch-5-08.


Biological and Agricultural Technicians, Federal Opportunities in the Washington-Metropolitan D.C. Area describes nature of the work in 10 specializations of research technician work—microbiology, laboratory animals, biochemistry, insects, plants, husbandry (animal science), soils, fisheries, wildlife, and general—and entry requirements for grades GS-4 through -9 and application procedures. U.S. Office of Personnel Management, Washington Area Office Announcement WA-B-07, revised February 1979. 6 pp. Similar announcements are available for other areas.

Careers in FmHA describes the Farmers Home Administration, the work of its professional employees, training provided, entry requirements, and application procedures. Lists addresses of FmHA offices. U.S. Department of Agriculture, Farmers Home Administration, March 1977. 16 pp.


Careers in the Exciting Field of International Agriculture With the Foreign Agricultural Service describes the Service and the work of its agricultural marketing specialists, public administrators, and international secretaries; opportunities for professional development; entry requirements; and application procedures. U.S. Department of Agriculture, Foreign Agricultural Service. May 1976. 12 pp.

Farm Credit Administration Examination Announcement 435 describes the farm credit system, the work of auditors, credit examiners, and credit plant operations specialists, entry requirements, and application procedures. Farm Credit Administration. April 1978. 11 pp.


T: U.S. Department of Agriculture's Science and Education Administration has a series of 8-page pamphlets describing employment opportunities in agricultural research.


Arts and humanities

A Preliminary Exploration of Occupations in the Arts and Humanities discusses clustering of arts and humanities occupations, career ladder and lattice possibilities, the methods used to project job opportunities, and the competencies and skills required for these occupations. U.S. Department of Health, Education, and Welfare. Office of Education. 1975. 192 pp. A limited number of copies are available from Education Research Centers, Inc., 44 Brattle St., Cambridge, Mass. 02138. $10.

An Annotated Bibliography of Selected Curriculum Materials in the Arts and Humanities, while primarily focusing on curriculum materials, also lists publications, films, and other materials describing occupations in dance, music, theatre, and entertainment: visual arts, the media, writing, and the humanities. U.S. Department of Health, Education, and Welfare. Office of Education. 1975, 226 pp. A limited number of copies are available from Education Research Centers, Inc., 44 Brattle St., Cambridge, Mass. 02138. $10.


Career Exploration Series has been prepared by the U.S. Office of Education, Bureau of Occupational and Adult Education. The series, listed below, consists of six student guidebooks and three books for teachers and counselors.

Student Guidebooks. The following books (each subtitled A Student Guidebook) have been prepared for students interested in career possibilities in the arts and humanities. All include photographs and sources of additional information. Some have glossaries, names of related associations, charts, case studies, or lists of job titles. Each is written to give a complete and realistic picture of a career field and how to get into it (for grades 7-12).


The following books for educators have been prepared in conjunction with the Guidebook series but may be used independently.


Exploring Arts and Humanities Careers in the Community: A Program Planning Guide. 1976. 64 pp. GPO Stock No. 017-080-01643-5. $2.40.

391 Ways to Explore Arts and Humanities Careers: Classroom Activities in Dance, Music, Theater and Media, Visual Arts and Crafts, Writing, and Humanities. 1976. 168 pp. GPO Stock No. 017-080-01644-3. $2.60.


Smithsonian Opportunities for Research and Study in History, Art, Science describes the Smithsonian Institution's academic programs, its major research activities, and the research interests of the individual members of its professional staff. Comments on programs for visiting scholars, scientists, and students, and provides general information about stipends and grants for study, application procedures for academic appointments, and deadlines for applications. Smithsonian Institution, Office of Academic Studies. 1977. 152 pp.


Banking and finance

A Career in Bank Supervision describes the Federal Deposit Insurance Corporation, the work of its bank examiners, entry qualifications, opportunities for professional development, and application procedures. Federal Deposit Insurance Corporation. 8 pp.


Accountants, Auditors, IRS Agents, Opportunities in the Federal Government describes the work in these occupations, the locations of jobs, entry requirements, opportunities for professional development, and application procedures. U.S. Office of Personnel Management Announcement No. 425. revised May 1979. 8 pp.


Farm Credit Administration Examination Announcement 435 describes the farm credit system, the work of auditors, credit examiners, and credit and operations specialists: entry requirements, and application procedures.

Federal Reserve Notes, Career Opportunities at the Board of Governors of the Federal Reserve System describes the mission of the Board, its employment opportunities in economics, finance, law, and data processing; and advancement opportu-


I Got a Job as a Savings and Loan Examiner describes the Loan Board, the work of its savings and loan examiners, entry qualifications, opportunities for professional development, and application procedures. Federal Home Loan Bank Board. 12 pp.

Clerical occupations


Stenographers and Typists, Opportunities in the Federal Government describes entry qualifications for grades GS-2 through GS-5 and application procedures for jobs in the Washington, D.C. area.

**Computers**

Computer Specialist, Opportunities in the Federal Government GS-7 through GS–12 describes the kinds of problems computer specialists work on; the job duties of computer programmers, computer systems analysts, computer equipment analysts, and computer specialists; entry requirements; and application procedures. U.S. Office of Personnel Management Announcement No. WA-5-06, revised December 1977. 6 pp. Similar announcements are available for other areas.


**Social Security Careers: Computer Programmers**

**Construction**

Construction Industry Series is a set of student manuals and instructor’s guides designed for a course for high school students. It was prepared by the U.S. Department of Health, Education, and Welfare, Office of Education. The following manual and guide are designed for the occupational preparation level. (A series of six manuals and six guides designed for the occupational exploration level. A series of six manuals and six guides designed for the occupational preparation level also is available.)

**Careers in Construction—Instructor’s Guide** contains suggested activities to be used in exploring career opportunities in the construction field. Reprinted 1976. 60 pp. GPO Stock No. 017-080-01414-9. $4.15.
Education and related occupations


Career Opportunities in the Environmental Protection Agency describes the agency, the types and locations of jobs available, and application procedures. U.S. Environmental Protection Agency. 1977. 12 pp.

Career Opportunities in the Environmental Protection Agency describes the agency, the types and locations of jobs available, and application procedures. U.S. Environmental Protection Agency. 17 pp.

Challenge in Wood Research describes the wood research program of the Forest Service, the work of its technologists, engineers, chemists, physicists, mathematicians, pathologists, and entomologists; and entry requirements and application procedures. U.S. Department of Agriculture. Forest Service Miscellaneous Publication No. 1054, 1967. 14 pp.


Exploring Careers in the Natural Resources: A Student Resource Guide for the Middle School. Section A is designed to help students develop knowledge of their personal strengths and weaknesses and understand the relationship of those characteristics to educational and vocational choices. Section B contains information on duties, characteristics of the job, employment prospects, and advancement opportunities for natural resources occupations, including those in air pollution control, fisheries, forestry, land use planning, minerals and mineral fuels, and wildlife and rangeland management. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 1973. 90 pp. Available from ERIC.

Forest Service Guide: Professional Opportunities in Natural Resource Management, Planning and Research describes the Forest Service career opportunities in forestry, engineering, geology, hydrology, landscape architecture, range conservation, research, soil science and wildlife management; entry requirements; and application procedures. U.S. Department of Agriculture, Forest Service Miscellaneous Publication 1282, November 1974. 20 pp.


Opportunity in Resource Management describes the Bureau of Land Management and the work of its employees in forest, range, minerals, and watershed management; fire protection; recreation; wildlife biology; ecology; land classification; land law examining; resource economics; engineering; data processing; and administration. Describes entry requirements and application procedures. U.S. Department of the Interior, Bureau of Land Management. 1976. 40 pp.


Federal Employment

General

Current Federal Examination Announcements is a periodic listing of Federal job announcements which are issued on a nationwide basis. These announcements describe, for each occupation, the nature of the work, pay grades, entry requirements, and application procedures. U.S. Office of Personnel Management AN 2279. Revised quarterly. Individual announcements in the April–June 1979 listing are included in this publication under appropriate subject headings. Current listings are available from Federal Job Information Centers (see below).


Federal Employment Outlook is a summary of career fields and locales for which opportunities are most favorable for well-qualified applicants or for which chances for appointment are extremely limited. U.S. Office of Personnel Management BRE 74, September–November 1979. Revised periodically.

Pace Your Way to a Government Job describes the Professional and Administrative Career Examination (PACE), which college graduates and people with qualifying experience must pass to be considered for entry-level positions in about 120 technical, professional, and administrative occupations. Christine Egan. Occupational Outlook Quarterly, Winter 1977, pp. 10–15.


Standard Form 171 provides a step-by-step guide to preparing the Personal Qualifications Statement which summarizes an individual's experience and skills, education, training, awards, and outside activities. It is used by most Federal agencies in selecting job applicants for positions. Occupational Outlook Quarterly, Winter 1977, pp. 16–23.

Summer Jobs: Opportunities in the Federal Government contains information on summer employment for clerical jobs in grades GS–1 through GS–4 and for specialized positions in grades GS–5 and above requiring a bachelor's degree or equivalent experience. Provides information on trades and labor jobs and special summer employment programs. Lists Office of Personnel Management area offices.


U.S. Government Manual 1979/80 contains information about the legislative, judicial, and executive branches of Government, including Cabinet-level departments and independent agencies. It describes the work and administrative structure of each organization and lists the names and addresses of major officials. Most entries include a source of information about employment with the agency and a list of agency publications. General Services Administration. 914 pp, 1979. GPO Stock No. 006-000-00982-5. $7.50.


College graduates


Trends in Federal Hiring is a newsletter for college and university placement directors that provides current information about entry-level staffing needs by college major, occupation, and agency. U.S. Office of Personnel Management.

Agencies

The following publications, issued by Federal agencies, describe career opportunities in a number of occupations in the Federal service. Publications covering only one occupation, or agencies whose work is covered under another heading, are classified under the appropriate occupational heading.

A Career in Labor Management Relations as a Field Examiner describes the work of field examiners, entry requirements, opportunities for career development, and salaries. National Labor Relations Board. 1976. 20 pp.


Career Opportunities describes the Commodity Futures Trading Commission; its career opportunities for attorneys, accountants, economists, statisticians, and secretaries; entry requirements; opportunities for advancement; and application procedures. Commodity Futures Trading Commission. 12 pp. 1979.

Career Paths in the Department of Labor describes the department and provides job briefs for 52 occupations in the department, covering the work, entry qualifications, location of jobs, and the level of competition for jobs. U.S. Department of Labor, Office of the Assistant Secretary for Administration and Management. 1978. 27 pp.

Careers, United States Army Corps of Engineers describes the mission of the Corps, the work of its civilian employees in a wide range of fields, and the location of jobs. Department of Defense, U.S. Army Corps of Engineers. 36 pp.


Central Intelligence Agency describes the agency, the work of its employees, entry requirements, opportunities for professional development, and application procedures. Central Intelligence Agency. January 1976. 8 pp.

Do It in 3 describes the General Services Administration, job assignments and academic background desired for 23 occupations, and the 3-year professional development program. General Services Administration. 1974. 20 pp.


Opportunities for College Graduates describes jobs in the Government Printing Office in accounting, data processing, library science, printing management, and

Professional Careers with Census describes the Bureau and the work of its employees in demography, economics, research and development, data collection and processing, data systems and operations, and administration. Discusses professional development and application procedures. U.S. Department of Commerce, Bureau of the Census. 1975. 21 pp.

Smithsonian Opportunities for Research and Study in History, Art, Science describes the Smithsonian Institution's academic programs, its major research activities, and the research interests of the individual members of its professional staff. Comments on programs for visiting scholars, scientists, and students, and provides general information about stipends and grants for study, application procedures for academic appointments, and deadlines for applications. Smithsonian Institution, Office of Academic Studies. 1977. 152 pp.

The Federal Communications Commission and You describes the FCC, its career opportunities, and pay and benefits. Federal Communications Commission. 6 pp.


Armed Forces

The Armed Forces publish a great deal of material describing special enlistment programs, officer training, opportunities for women, reserve programs, and other aspects of military careers. Publications are available from local recruiting offices or by writing to the following addresses: U.S. Army Recruiting Command, Fort Sheridan, Ill. 60037; Navy Recruiting Command (Code 40), 4015 Wilson Blvd., Arlington, Va. 22203; USAF Recruiting Service, Directorate of Recruiting Operations, Randolph Air Force Base, Tex. 78148; Headquarters, U.S. Marine Corps, Washington, D.C. 20380; Commandant, (G-PMR), U.S. Coast Guard, Washington, D.C. 20590. Selected publications are listed below.

Air Force—A Great Way of Life is a counselor's reference book which describes programs for enlisted personnel and officers.

The Officer in the United States Air Force describes opportunities in a number of career areas. 1977. 53 pp.

Army Occupational Handbook was prepared for students, guidance counselors, and Army recruiters. For each enlisted occupational specialty, it describes job duties, desirable aptitudes and interests, training provided, and related civilian occupations. 1976. 96 pp.

Help Yourself, A Guide to Enlisted Careers in the Coast Guard describes desirable aptitudes and interests, training provided, and related civilian occupations for Coast Guard jobs. 1977. 22 pp.

Opportunities After College. Coast Guard describes the job duties of Coast Guard officers, pay and benefits, and the officer candidate school. 1977. 14 pp.

Academic Appointment Guide is a desk-top calendar which describes Marine Corps programs.


The Navy Officer describes officer commissioning programs, training provided, and opportunities for advancement. June 1979. 44 pp.

Military-Civilian Occupational Source Book gives titles and descriptions of military jobs and indicates equivalent civilian jobs. Civilian job titles are based on the Dictionary of Occupational Titles and the U.S. Office of Education Career Clustering System; military titles are based on the enlisted classification (job/rating) systems of the five military services. It emphasizes the commonality between military and civilian occupations to stimulate qualified young men and women to investigate the military services as a source of immediate employment and of basic and advanced technical training which they can use in their military or civilian careers. An introductory section discusses enlistment, training, pay, promotion, and advanced educational programs. Department of Defense, U.S. Military Enlistment Processing Center, Fort Sheridan, Ill. 60037. Second Edition, January 1978-DOD 1304. 12Y. 293 pp.

Foreign Languages


Foreign Languages and Careers describes the wide range of jobs in which knowledge of a foreign language is essential or helpful. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.
Health
(Also see Working with older people.)

General


Job Descriptions and Organizational Analysis for Hospitals and Related Health Services discusses the functions performed in hospitals and, for several hundred occupations, describes job duties; education, training, and experience required; desirable worker traits; and the relationship to other occupations. Also lists related professional associations or organizations. U.S. Department of Labor, Manpower Administration. Revised 1971. reprinted 1978. 732 pp. GPO Stock No. 029-014-00020-5. $10.25.


Opportunities for Dentists in the Veterans Administration describes the work of dentists in the VA, educational opportunities available, entry requirements, and application procedures. VA Pamphlet IB 10-5, May 1974. 4 pp.


Career Opportunities as a Medical Record Librarian GS-5 thru GS-12 describes the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 331, September 1977. 4 pp.


Nurse Anesthetists in Veterans Administration Hospitals describes the work, entry requirements, and application procedures. Veterans Administration. VA Pamphlet IB 10-12, August 1976. 4 pp.

Nurse Careers in the Veterans Administration describes the duties of nurses in the VA, educational opportunities, entry requirements, application procedures, and locations of jobs. Veterans Administration. VA Pamphlet IB 10-11, May 1977. 24 pp.


describes the medical and research programs of the VA educational opportunities, entry requirements, and application procedures. VA Pamphlet IB 10-15, January 1978. 10 pp.


Professional Opportunities in the Veterans Administration for Psychologists (Clinical or Counseling) and for Psychology Technicians, Psychology Aids, and Graduate Student Trainees describes the VA's Department of Medicine and Surgery and the Department of Veterans Benefits, the work of VA psychologists and support personnel, entry requirements, application procedures, and job locations. Veterans Administration. VA Pamphlet 05-44, March 1977. 4 pp.


Careers for Voluntary Service Officers describes the work of coordinating the volunteer program in Veterans Administration hospitals and application procedures. Veterans Administration. VA Pamphlet 05-44, March 1977. 4 pp.


Rehabilitation Therapist in the Veterans Administration describes the VA's Rehabilitation Medicine Service; the work of and entry requirements for corrective, educational, manual arts, occupational, physical, and recreational therapists; application procedures; and job locations. Veterans Administration. VA Pamphlet IB 10-7, August 1975. 16 pp.


Legal and Quasi-Legal Positions in the Veterans Administration describes the VA and the work of its lawyers and claims examiners, entry requirements, promotion opportunities, and application procedures. Veterans Administration. VA Pamphlet 05-51, November 1975. 16 pp.


Information for Applicants for Attorney Positions discusses the role of attorneys in the work of the Federal Communications Commission, entry qualifications, and application procedures. Federal Communications. 5 pp.

Law careers


Law enforcement


Border Patrol Agent, Customs Patrol Officer, Opportunities in the Federal Government GS-5 describes the work of agents and officers and the training they receive, the location of positions, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. DS-8-01, February 21, 1978. 6 pp.

Careers in Criminal Justice lists occupations in law enforcement, courts, and corrections, and explains how to obtain additional information on these careers. Discusses affirmative action programs and innovations in the criminal justice system. U.S. Department of Justice, Law Enforcement Assistance Administration. 1977. 20 pp.


FBI Career Opportunities describes the job of FBI agent as well as ot her positions in the Bureau, entry requirements, training new employees receive, and salary and benefits. U.S. Department of Justice, Federal Bureau of Investigation. 1977. 10 pp.

How to Become a Fingerprint Examiner with the FBI describes entry requirements, advancement opportunities, and earnings. U.S. Department of Justice, Federal Bureau of Investigation. 1977. 4 pp.


Special Agent describes duties of special agents, entry requirements, the training they receive, and pay and benefits. U.S. Department of the Treasury, United States Secret Service. 5 pp.


United States Secret Service Uniformed Division discusses duties of officers, entry requirements and the training they receive, salary, and benefits. U.S. Department of the Treasury, United States Secret Service. 5 pp.


What Good is a Degree in English? This article indicates that the study of English can be a valuable preparation for students planning careers in medicine, law, and business. It is based on information obtained in a survey of medical schools, law schools, and large industrial organizations. Linwood Orange, Occupational Outlook Quarterly. Winter 1971. pp. 3-10.

Manufacturing

Exploring Manufacturing Occupations. The following two publications prepared by the U.S. Department of Health, Education, and Welfare, Office of Education, help secondary school students explore careers in manufacturing occupations. A variety of course designs and development techniques allows the teacher and students jointly to design an individualized course of instruction. Descriptions of manufacturing industries form the basis for exploration activities.

Student's Manual discusses the manufacturing process and, for 21 industries, describes the types of goods produced, typical jobs, and working conditions, and discusses the future of the industry. 1976. 104 pp.

Manufacturing


FBI Career Opportunities describes the job of FBI agent as well as other positions in the Bureau, entry requirements, training new employees receive, and salary and benefits. U.S. Department of Justice, Federal Bureau of Investigation. 1977. 10 pp.

How to Become a Fingerprint Examiner with the FBI describes entry requirements, advancement opportunities, and earnings. U.S. Department of Justice, Federal Bureau of Investigation. 1977. 4 pp.


Special Agent describes duties of special agents, entry requirements, the training they receive, and pay and benefits. U.S. Department of the Treasury, United States Secret Service. 5 pp.


United States Secret Service Uniformed Division discusses duties of officers, entry requirements and the training they receive, salary, and benefits. U.S. Department of the Treasury, United States Secret Service. 5 pp.


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Manufacturing

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Student's Manual discusses the manufacturing process and, for 21 industries, describes the types of goods produced, typical jobs, and working conditions, and discusses the future of the industry. 1976. 104 pp.
The following publications form a direct follow up to the preceding two listings.

**Student's Manual** contains a general overview of the quality control and inspection field, as well as occupational preparation materials. 1976. 127 pp. GPO Stock No. 017-080-01656-7. $2.

**Instructor's Guide** provides curriculum development guidelines as well as a variety of instructional resources on the quality control and inspection field. 1976. 127 pp. GPO Stock No. 017-080-01656-7. $2.

### Marketing

**Cafeteria and Retail Management Careers in Veterans Administration Hospital Canteens** describes the work of canteen officers, entry requirements, professional development, and application procedures. Veterans Administration. VA Pamphlet 10-81. April 1973. 12 pp.

**Career Exploration in Marketing and Distribution** is a complete course outline and curriculum about career opportunities in marketing and distribution. The course materials are divided in two parts: (1) a general discussion of career decisionmaking skills, and (2) an explanation of marketing and distribution principles, occupations in the field, and skills necessary for those considering such occupations. U.S. Department of Health, Education, and Welfare, Office of Education. Bureau of Occupational and Adult Education. 1975. 332 pp. GPO Stock No. 017-080-01494-7. $4.65.

**Career Exploration in the Fashion Industry: A Suggested Program Guide** introduces the field and presents suggestions for a career exploration program. Five sections, or resource modules, cover an overview of the industry, fashion merchandising, apparel design and production, textile design and production, and drycleaning and laundering. Contains a profile of occupations in each part of the industry, including places of employment and job responsibilities. U.S. Department of Health, Education, and Welfare, Office of Education. Bureau of Occupational and Adult Education. 1973. Available from ERIC.

**The Retail Trade: Selected Department Store Occupations** describes job duties, education, experience, and training requirements, and aptitudes, interests, and temperaments needed for 45 department store occupations. U.S. Department of Labor, Manpower Administration. 1972. 103 pp. (Out of print.)

### Recreation and sports


**The Drive to Win. Careers in Professional Sports** describes, for baseball, football, basketball, and ice hockey, how people make their way to professional teams and the competition they face, training and playing seasons, working conditions, earnings, and the kinds of jobs in the sport players have after their playing days end. Harold Blitz. Occupational Outlook Quarterly. Summer 1973. pp. 2-16.

**Career Exploration in Hospitality and Recreation** contains five units, each with a teacher's guide and student materials. Beginning units focus on the development of career decisionmaking skills in the context of hospitality and recreation occupations. Later units provide information on jobs in the field. U.S. Department of Health, Education and Welfare, Office of Education. Bureau of Occupational and Adult Education. 1976. 219 pp. Available from ERIC.


### Science and engineering

(Also see Agriculture; Environment, natural resources, and related occupations; and Health.)

**A Soil Science Career for You in the SCS** describes the work of soil scientists in the Soil Conservation Service, opportunities for professional development, and application procedures. U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 716. revised December 1975. 8 pp. GPO Stock No. 001-000-03496-1. $3.35.


Aerospace Bibliography (Sixth Edition) lists books, periodicals, and other educational materials related to space flight, space science, and career opportunities in the space program, coded by reading level. National Aeronautics and Space Administration. January 1972. 116 pp. GPO Stock No. 033-000-00460-5. $1.40.

Careers for Engineers, Mathematicians, Computer Scientists at the National Security Agency discusses the mission of the agency, the work of its employees, opportunities for professional development, and pay and benefits. 17 pp. National Security Agency.


Engineers and Scientists, Civilian Career Opportunities with Navy describes the work of the Navy's civilian engineers and physical scientists and the location of jobs. Department of the Navy, Navy Civilian Personnel-Command. 16 pp.


Opportunities with FCC describes the work of its electronics engineers, and application procedures. Federal Communications Commission. 5 pp.


Road to Your Success, Opportunities for Young Engineers in the Federal Highway Administration provides information for engineering students interested in careers in highway and highway-bridge engineering. U.S. Department of Transportation, Federal Highway Administration. GPO Stock No. 050-001-00092. $1.20.


Your Future in Aerospace Engineering and Management describes the Naval Air Systems Command, the work of its engineers and scientists, and opportunities for professional development. Department of the Navy, Naval Air Systems Command. 24 pp.

Transportation

A Civilian Career in the Coast Guard describes the mission of the Coast Guard and its job opportunities in accounting, data processing, and management. U.S. Department of Transportation, U.S. Coast Guard. 1973. 5 pp.

Career Opportunities describes career fields within the Interstate Commerce Commission—attorney, accountant, transportation analyst, economist, statistician, secretary, and typist. Interstate Commerce Commission. 16 pp.


Aircraft Maintenance, GA-300-I23


The Social Worker in the VA describes the mission of the Veterans Administration, the job duties, opportunities for professional development, entry requirements, application procedures, and location of jobs. Veterans Administration. VA Pamphlet IB 10-10. June 1976. 11 pp.

Social work


Utilities

Career Opportunities in the Electric Power and Gas Utilities Industries presents overviews of the two industries and describes nature of the work, education, training, experience, and worker traits needed for entry for 61 occupations. Also contains a glossary and a list of publications about the industries. U.S. Department of Labor, Employment and Training Administration. 1978. 136 pp. GPO Stock No. 029-000-00341-6. $3.25.


Working with Older People

Working with Older People is a 27-page pamphlet which provides brief descriptions, including educational requirements, of nine occupations in the field of aging. It also lists sources of more information and State agencies on aging. Nine other pamphlets (see below) each devoted to a single occupation provide more detail on nature of the work, entry requirements, employment outlook, and earnings. Each is based on research which was originally presented in the Occupational Outlook Quarterly. They were prepared by the Bureau of Labor Statistics for the Administration on Aging of the Department of Health, Education, and Welfare. They are available from the Bureau of Labor Statistics and from State agencies on aging.


Working with Older People. The entire issue of the Occupational Outlook Quarterly, Fall 1976, is devoted to working with the elderly. It contains an overview of the field, as well as articles on individual occupations listed above.

Chapter II

Special categories of work

Overseas jobs
Part-time and temporary jobs
Self-employment
Summer jobs
Overseas jobs


Careers in the Exciting Field of International Agriculture with the Foreign Agricultural Service describes the Service and the work of its agricultural marketing specialists, public administrators, and international secretaries; discusses opportunities for professional development, entry requirements, and application procedures. U.S. Department of Agriculture, Foreign Agricultural Service. 1976. 12 pp.


Employment With the International Organizations is a fact sheet describing employment opportunities in international organizations, such as the United Nations, the World Bank, and the Organization of American States, and the skills and educational background needed. U.S. Department of State. October 1977. 9 pp.

Examination for Foreign Service Officer Careers discusses career development and promotion opportunities, entry requirements, and application procedures and provides a list of examination locations. Also discusses the written examination, including sample test questions, and other techniques used to evaluate candidates. U.S. Department of State, Board of Examiners for the Foreign Service. Issued annually.


Federal Jobs Overseas lists agencies employing overseas personnel, the kinds of positions they may be recruiting for and addresses for employment inquiries, along with general information on entry requirements and tours of duty. U.S. Office of Personnel Management BRE-18. April 1979. 14 pp.

Opportunities Overseas, Agriculturalists Employment With the International Organizations describes opportunities with the Agency for International Development in the field of agriculture, the entry requirements, and application procedures. U.S. Department of State. Agency for International Development. August 1977. 1 p.

Opportunities Overseas, International Development Intern Program describes a two-year career program leading to positions of increasing responsibility in professional and managerial jobs in the Agency for International Development. The entry requirements, the training provided, and application procedures. U.S. Department of State. Agency for International Development. January 1979. 2 pp.

Opportunities Overseas, Secretaries—Africa/Middle East Asia/Latin-America describes opportunities with the Agency for International Development, entry requirements, orientation and training provided, and application procedures. U.S. Department of State, Agency for International Development. August 1978. 1 pp.

Peace Corps, An Action Program describes the work of Peace Corps volunteers, the kinds of skills needed, and countries where they are needed. ACTION/Peace Corps. Action Pamphlet 4200.12, 1977. 20 pp.


Part-time and temporary jobs


Is temporary Work for You? describes how temporary help contractors operate.

**Self-employment**

Checklist for Going Into Business provides tips on assessing your ability to start a business and how to get started. U.S. Small Business Administration Small Marketers Aid 71. 1978. 12 pp. It is reprinted in the Winter 1979 issue of *Occupational Outlook Quarterly*. The SBA also publishes a number of other free pamphlets which provide assistance in detailed aspects of operating a business.


**Summer jobs**


Summer Jobs: Opportunities in the Federal Government contains information on summer employment for clerical jobs in grades GS-1 through GS-4 and for specialized positions in grades GS-5 and above requiring a bachelor’s degree or equivalent experience. Provides information on trades and labor jobs and special summer employment programs. Lists Office of Personnel Management area offices and agency addresses. U.S. Office of Personnel Management Announcement No. 414, April 1979. 28 pp. Revised annually.


Chapter III

Special groups in the labor force

College graduates
Ex-offenders
Farm workers
Handicapped workers
Minorities
Older workers
Veterans
Women
Young workers
College graduates
(Also see Federal employment-College graduates.)


College Education on the Job: The Graduate's Viewpoint presents findings of a national study of college graduates (who entered college in 1961 and had been working full time for up to 10 years) to determine the utilization and value of higher education in employment. Focuses on utilization of knowledge obtained in undergraduate study, and includes graduates' views on the ways in which their college education contributed to their long-run development. Ann Stouffer Bisconti and Lewis C. Solmon. U.S. Department of Health, Education, and Welfare, National Institute of Education. 1977. 53 pp.

College Graduates—Their Work Experiences Following Commencement discusses a survey of 1972 college graduates—the kinds of jobs they found, their job search methods, and those who were unemployed. Anne M. Young. Occupational Outlook Quarterly. Summer 1975. pp. 35–36.


Ex-offenders

Employment Needs of Women Offenders: A Program Design has three parts. The first is a report, "Focus on the Employment Needs of Women Offenders." The second discusses how an organization can carry out a program for women offenders. The final section contains samples of relevant materials and a resource directory. U.S. Department of Labor, Women's Bureau. Pamphlet 13. 1977. 63 pp.

Women Offenders: Must We Bar Them From Employment? describes a program for women offenders initiated in 1975 by the Women's Bureau. It explains what the program does, how it works, and how others may become involved. U.S. Department of Labor, Women's Bureau. Leaflet 57. 1977.


Farm workers


Guide to Farm Jobs, Eastern Seaboard States provides a map of crop areas and indicates the seasonal work periods for each crop and the U.S. Employment Service offices to contact for more information. U.S. Department of Labor. Employment and Training Administration. October 1978.

Migrant and Seasonal Farmworker Program, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. U.S. Department of Labor. Employment and Training Administration. Consumer Information Leaflet No. USDL-10 (ETA-6). November 1978. 1 p. A compilation of all 22 fact sheets is titled Employment and Training Highlights.
Migrant and Seasonal Farmworker Programs: presents charts and statistical data, including income and life expectancy of migrant farmworkers. Briefly describes programs aimed at improving living conditions for these workers through on-the-job and classroom training and services such as health and medical care. U.S. Department of Labor, Employment and Training Administration. 1978. 36 pp.


Guide to Job Placement of Mentally Retarded People presents the facts about mentally retarded workers for those helping them find jobs and for prospective employers. The President's Committee on Employment of the Handicapped. 1974. 47 pp.


How to Get a Job provides guidance to mentally retarded jobseekers on assessing their skills, finding sources of assistance in finding a job, applying for a job, and dealing with supervisors. It also contains a list of 100 jobs in which retarded individuals may function well. The President's Committee on Employment of the Handicapped. 1977. 29 pp. A 13-page Teachers Manual also is available.

Interviewing Guides for Specific Disabilities were developed for the U.S. Employment Service to acquaint the counselor or interviewer with the nature of the disability and to assist in understanding the medical terminology associated with it. They are useful in helping to determine an applicant’s employment capabilities. Guides include:

- Alcoholism. 1969. 9 pp. GPO Stock No. 029–000-00353-0. $1.


Preparing for Work is a checklist to assess the readiness of mentally retarded people for work. It can be used by teachers, counselors, work-study specialists, families of mentally retarded people, and mentally retarded people themselves. The President's Committee on Employment of the Handicapped. 1978. 17 pp.

Program for the Handicapped, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. Consumer Information Leaflet No. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USD-7 (ETA-3). May 1978. 1 p. A compilation of all 22 fact

Handicapped workers

A Bright Future. Your Guide To Work is a booklet for people who have had mental or emotional illnesses. It covers how to assess your abilities, where you can turn for help, how to look for a job, what you should do in a job interview, and what to do once on the job. Also lists State sources of assistance. The Mental Health Association and The President's Committee on Employment of the Handicapped. 1977. 29 pp.

A Handbook on the Legal Rights of Handicapped People is a summary of Federal, District of Columbia, Maryland, and Virginia laws designed to aid handicapped citizens. Intended to serve as a model for the development of similar regional handbooks around the country. The President's Committee on Employment of the Handicapped. 1977. 103 pp. GPO Stock No. 040–000-00355-0. $1.80.

Able-Disabled Battling Against Barriers describes the “Able-Disabled Advocacy” model program in San Diego, offering work experience, counseling, and placement services to the disabled. Shirley Bues Neill. Worklife. October 1978, pp. 8–11.

About Jobs and Mentally Retarded People covers evaluation of the skills of mentally retarded people, ways they can prepare for work, vocational rehabilitation, job hunting, and potential employers. Lists State sources of assistance. The President's Committee on Employment of the Handicapped and the National Association for Retarded Citizens. 1978. 35 pp.

Preparing for Work is a checklist to assess the readiness of mentally retarded people for work. It can be used by teachers, counselors, work-study specialists, families of mentally retarded people, and mentally retarded people themselves. The President's Committee on Employment of the Handicapped. 1978. 17 pp.

Program for the Handicapped, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. Consumer Information Leaflet No. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USD-7 (ETA-3). May 1978. 1 p. A compilation of all 22 fact
Minorities

Counseling Black Teenage Girls explores some of the reasons why black teenage girls have higher unemployment rates than any other group in the labor force and describes steps school counselors may take to improve the situation. Gloria Stevenson. Occupational Outlook Quarterly, Summer 1975, pp. 2–13.

Counseling the American Indian examines the relationships between counseling and the Indian heritage and describes some special programs designed to aid Indians. Mary Ellen Ayres. Occupational Outlook Quarterly, Spring 1977, pp. 22–29.

Counseling Hispanic Americans describes the Hispanic community and programs to help Hispanic Americans obtain education and jobs. Mary Ellen Ayres. Occupational Outlook Quarterly, Summer 1979, pp. 2–8.

Directory for Reaching Minority and Women’s Groups contains names, addresses, and telephone numbers of approximately 5,000 government agencies and community action, ethnic service, civil rights, human resources, educational, business, and media organizations that may be helpful to those involved in equal employment or civil rights work. U.S. Department of Labor, Bureau of Apprenticeship and Training. 1979. 300 pp. GPO Stock No. 029-000-00357-2. $4.50.


Selected List of Postsecondary Education Opportunities for Minorities and Women lists sources of information on educational opportunities and financial aid. Programs and financial aid not limited to women and minorities also are listed. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education. 1979. 100 pp. GPO Stock No. 017-080-02040-8. $3.75.


You Can Help Them is a guide for teachers, guidance counselors, social service workers, and others describing the Job Corps and what it can do for disadvantaged young men and women. U.S. Department of Labor, Job Corps. 1971. 10 pp.

Older workers

Employment Services for Older Workers, U.S. Department of Labor Highlights, one of a series of fact sheets describes the services, who are served, how to apply, and where to get more information U.S. Department of Labor, Employment and Training Administration Consumer Information Leaflet No. USDL-50 (ET-181), November 1978. 2 pp. A compilation of all 22 fact sheets is titled Employment and Training Highlights.

Mature Women Workers: A Profile is a statistical profile of women workers ages 45 years of age and older. It includes tables on employment and unemployment, education, educational distribution, income, and hiring arrangements U.S. Department of Labor, Women's Bureau 1976. 12 pp. GPO Stock No. 029-001-00040-2 $1.35

Memo to Mature Jobseekers suggests techniques for assembling records, checking job sources, following up on leads, and making the most of interviews U.S. Department of Labor, Employment and Training Administration 1978. 2 pp.


Programs for Older Workers, U.S. Department of Labor Highlights, one of a series of fact sheets describes how the programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration Consumer Information Leaflet No. USDL-12 (ET-181), November 1978. 1 pp. A compilation of all 22 fact sheets is titled Employment and Training Highlights.

Veterans

Affirmative Action to Employ Disabled Veterans and Veterans of the Vietnam Era: A Pocket Guide is an explanation of section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It tells who is a veteran, what employers have to do for veterans, how and where to look for jobs, and how to file a complaint. The President's Committee on Employment of the Handicapped. 20 pp.

B-Day for Veterans' Jobs describes a government funded effort to provide work for unemployed veterans. Robert R. Nathan. Worksite July 1977. pp. 2-7

Disabled Veterans on the Job Front describes the Disabled Veterans Outreach Program to locate and help find jobs for unemployed disabled veterans. Michael J. Walker. Worksite November 1978. pp. 28-31

Federal Benefits for Veterans and Dependents describes the full range of benefits and services, including those for education, training, and job placement. Veterans Administration 1978. 2 pp.

Q&A With the Chairman of the (HIRE) Board discusses the Help Through Industry Retraining and Employment (HIRE) program to help unemployed Vietnam era and disabled veterans. Worksite January 1978. pp. 19-21

Veterans' Employment Programs, U.S. Department of Labor Highlights, one of a series of fact sheets describes how the programs work, who are served, how to apply, and where to get more information U.S. Department of Labor, Employment and Training Administration Consumer Information Leaflet No. USDL-9 (ET-181), November 1978. 2 pp. A compilation of all 22 fact sheets is titled Employment and Training Highlights.

Women

1975 Handbook on Women Workers is a 3 part handbook of facts about the status of women in the work force. Part I deals with women's economic status, their education, and political status. Part III describes the status of women as workers and the barriers to women in apprenticeship. U.S. Department of Labor, Women's Bureau 1975. 438 pp. GPO Stock No. 029-001-00037-2 $4.70


Counseling Black Teenage Girls explores some of the reasons why black teenage girls have higher unemployment rates than any other group in the labor force and describes steps school counselors may take to improve the situation. Gloria Stevenson, Occupational Outlook Quarterly, Summer 1975, pp. 2-13.


Employment Needs of Women Offenders: A Program Design has three parts. The first is a report of the Women's Bureau program "Focus on Employment Needs of Women Offenders." The second discusses how an organization can carry out a program for women offenders. The final section contains samples of relevant materials and a resource directory. U.S. Department of Labor, Women's Bureau Pamphlet 13, 1977. 63 pp.

Far From the Surrey with the Fringe on Top describes the entry of Oklahoma women into jobs traditionally reserved for men, with the help of CETA. Daris Wedge, Worklife, January 1979, pp. 2-7.

From Homemaking to Moneymaking offers advice for homemakers entering the labor force on assessing one's skills, choosing a career, writing a resume, looking for a job, and interviewing for a position. Gail M. Martin, Occupational Outlook Quarterly, Winter 1978, pp. 2-10.

Minority Women, Professional Work describes the Minority Women's Employment Program (MWEP), designed to place underutilized college-educated minority women in managerial, professional, and technical jobs for which they qualify. Robert Glover, Alexis Herman, and Allan King. 5 pp. Reproduced from Manpower, July 1975. Available from U.S. Department of Labor, Women's Bureau.


Nontraditional Vocational Educational Programs for Women, Final Report discusses ways to increase occupational opportunities for women in vocational areas that have been traditionally limited to males. Presents data and conclusions based on samples of current and former students, and the parents of student respondents. U.S. Department of Health, Education, and Welfare, Office of Education. 1977. 297 pp.


Publications of the Women's Bureau is a bibliography of Women's Bureau publications, including information on how to order. Department of Labor, Women's Bureau. May 1978. 4 pp.

Selected List of Postsecondary Education Opportunities for Minorities and Women lists sources of information on educational opportunities and financial aid. Programs and financial aid not limited to women and minorities are also listed. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education. 1979. 100 pp. GPO Stock No. 017-080-02040-8. $3.75.

Stampede with Approval by the Women's Bureau describes three training programs specifically set up for women, which the Labor Department's Women's Bureau has chosen to serve as models. Judy Harkison, Worklife, January 1978, pp. 26-32.


The Earnings Gap Between Women and Men describes earnings differences between men and women and discusses some reasons for the gap, such as differences in occupational status, educational attainment, work experience, and overtime work. U.S. Department of Labor, Women's Bureau. Revised October 1976. 12 pp. GPO Stock No. 029-016-00046-1. $3.55.


The Women's Bureau: 55 Years of Participation With Women is a pamphlet describing the Women's Bureau and its goals. U.S. Department of Labor, Women's Bureau. 1975. 1 p.


Women and Work, published monthly contains short articles on reports, statistics, new laws and government decisions, and other items relating to women in the labor force. U.S. Department of Labor, Office of Information, Publications and Reports.

Women and Work describes the increasing attachment of women to the labor force, but their continued segregation into traditionally female jobs. It is based on the results of a longitudinal survey of young women. Marc Weinstein, Occupational Outlook Quarterly, Summer 1979, pp. 24-26.

Women and Work reviews what has been learned about women and work, mainly, but not exclusively, from research and development projects sponsored by the


Women in Management. Selected Recent References is an annotated bibliography primarily of books and articles published from 1975 to 1977. Sections include development, training, and recruitment; women in business; women on boards of directors; and women in education. U.S. Department of Labor Library. February 1978. 29 pp. GPO Stock No. 029-000-00317-3. $1.40.


Women in Traditionally Male Jobs: The Experience of Ten Public Utility Companies examines the experiences of companies sponsoring programs to move women into traditionally male jobs. It includes information obtained from the women as well as from their peers, subordinates, and supervisors and from other managers concerned with the equal opportunity program. U.S. Department of Labor, Employment and Training Administration. R&D Monograph 65. 1978. 136 pp. GPO Stock No. 029-000-00351-3. $3.25.

Women Offenders: Must We Bar Them From Employment? describes a special program for women offenders, initiated in 1975 by the Women's Bureau. It explains what the program does, how it works, and how others may become involved. U.S. Department of Labor, Women's Bureau Leaflet 57. 1977.


Young workers

A Message To Young Workers about the Fair Labor Standards Act, as Amended in 1974 describes standards affecting workers under age 18 concerning types of work and hours permitted under the Act. U.S. Department of Labor, Wage and Hour Division WH Publication 1236, revised 1976.


Employment and Training Programs for Youth. U.S. Department of Labor Highlights, one of a series of fact sheets, describes the programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-16 (ETA-12). November 1978. 2 pp. A compilation of all 22 fact sheets is titled Employment and Training Highlights.


Job Corps. U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the Job Corps program works, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-6 (ETA-2). June 1978. 1 p. A compilation of all 22 fact sheets is titled Employment and Training Highlights.

Putting America's Future to Work describes a number of Federal youth employment and training programs. U.S. Department of Labor, Office of Youth Programs. 1979. 21 pp.

The Young Workers and the Law: A Guide for 14-18 Year Olds is for young people who are employed or seeking employment. It discusses the steps in obtaining employment and explains young people's rights and responsibilities as beginning employees. Provides information on social security requirements, work permits, taxes, insurance, working hours, hazardous occupations, cooperative education, and work study programs. U.S. Department of Health, Education, and Welfare, Office of Education. 1977. 46 pp.

The Job Corps—Cornerstone of Youth Employment and Training Efforts describes the services provided to corps members and improvements in the Job Corps since its inception. U.S. Department of Labor, Employment and Training Administration, Office of Youth Programs. 1978. 8 pp.

Training Opportunities in the Job Corps, A Directory of Job Corps Centers and Courses provides information on the location, capacity, and type of courses provided and the name of the organization operating the center. U.S. Department of Labor, Employment and Training Administration, Revised 1978. 24 pp.

"We Need a Rite of Passage Between School and Work" examines the difficulties young people face in finding their place in the world of work and discusses efforts to surmount these problems. Richard F. Schubert, Occupational Outlook Quarterly, Summer 1975. pp. 30-34.


You Can Help Them is a guide for teachers, guidance counselors, social service workers, and others describing the Job Corps and what it can do for disadvantaged young men and women. U.S. Department of Labor, Job Corps. 1971. 10 pp.
Chapter IV

Apprenticeship, education, and financial aid
Apprenticeship

General

A Woman's Guide to Apprenticeship describes the apprenticeship system and how to become an apprentice, as well as the status of women as skilled craft workers and the barriers to women in apprenticeship. U.S. Department of Labor, Women's Bureau. 1978. 24 pp.


Apprenticeship Now, describes what apprenticeships are, how to qualify for them, and where to go for more information. Christine Egan, Occupational Outlook Quarterly, Summer 1978. pp. 2-19.

Apprenticeship: Past and Present is primarily a history of apprenticeship, but also discusses current programs and new directions in apprenticeship. U.S. Department of Labor, Employment and Training Administration. 1977. 28 pp.


Apprenticeship, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how apprenticeship programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-15 (ETA-11). November 1978. 1 p. A compilation of all 22 fact sheets is titled Employment and Training Highlights.


New Directions for Apprenticeship Policy describes how the Department of Labor is extending apprenticeship programs into previously untapped areas. James P. Mitchell, Worklife, January 1977, pp. 2-6.

Recruits March Toward Apprenticeship describes a program of the Bureau of Apprenticeship and Training for accredited apprenticeship in the Armed Forces, which can provide a stepping stone to civilian jobs. Ted Shields, Worklife, October 1978, pp. 3-7.


Occupations

Automobile Mechanic Apprenticeship Program describes the training received by apprentices, certification of mechanics, and application procedures. Shirley Rudney, Occupational Outlook Quarterly, Summer 1978, pp. 20-21.

National Apprenticeship and Training Standards is a series of free pamphlets listing the apprenticeship standards for specific trades. Each pamphlet describes a trade's apprenticeship system, entry qualifications, previous work experience recommended, and relevant Federal regulations, and provides a sample apprenticeship agreement. U.S. Department of Labor, Bureau of Apprenticeship and Training. Individual titles are listed below:

- National Apprenticeship Standards for Automotive Service Councils, 1977. (Automobile mechanic, automobile body repairer, and automobile painter.)
- National Apprenticeship and Training Standards for the Graphic Arts International Union, 1975. (Lithographers, photoengravers, gravure workers, bookbinders, and finishers.)
- National Apprenticeship Standards for the Lathing Industry, Revised 1976. (Lathers.)
- National Apprenticeship and Training
Standards for Optical Technician. (Contact lens technician) 1974.


National Apprenticeship Standards for the UAW (United Automobile, Aerospace, and Agricultural Implement Workers of America). Revised 1977. (Covers a wide range of occupations.)

The Saucerer's Apprentice describes an apprenticeship program for cooks. Shirley Rudney, Occupational Outlook Quarterly, Fall 1977, pp. 32-33.

Education

A Timetable for College Bound Youth is designed to help high school students, on the road to college keep track of what they should do and when they should do it. Occupational Outlook Quarterly, Fall 1978, p. 32.

Allied Health Education Programs in Junior and Senior Colleges. Guidance Edition is a directory of allied health and public health education programs, as of October 1975. It lists programs in 28 occupational categories, including administration, biomedical engineering, clinical laboratory services (medical technology), dental services, and dietetic and nutrition services. For each group, lists institutions providing training, school program title and occupational title, award conferred, length of program, total enrollment, prerequisite courses, entrance requirements, financial aid, and tuition. Also lists professional organizations and State Health Careers Councils. U.S. Department of Health, Education, and Welfare, Health Resources Administration, Bureau of Health Manpower. DHWE Publication No. (HRA) 78-30. 1978. 600 pp. (Out of print.) A Health Planners edition with greater emphasis on data on enrollment, graduates, and number of programs also is published.

Health Occupations Training Programs Administered by Hospitals, April 15, 1976 is a directory of hospital-administered allied health and nursing programs. It is a companion to Allied Health Education Programs in Junior and Senior Colleges. Section I contains an alphabetical listing of occupational training categories, including administration, biomedical engineering, clinical laboratory services, dental services, and dietetic and nutrition services. For each, indicates length of the program, year program began, educational entrance requirements, and number of graduates. Section II presents a listing, by State and city, of hospitals with training programs. U.S. Department of Health, Education, and Welfare. Health Resources Administration, Bureau of Health Manpower. DHWE Publication No. (HRA) 77-84. December 1977. 362 pp. GPO Stock No. 017-022-00585-9. $5.75.


Directory of Aviation Majors and Curriculums Offered by Colleges and Universities lists institutions offering 2-year, baccalaureate, and higher degree programs in flight attendant and customer service occupations, aviation administration, aviation technology, aeronautical and astronautical (aerospace) engineering, flight technology (pilot training), and air traffic control. U.S. Department of Transportation, Federal Aviation Administration. 1977. 66 pp.


Directory of Postsecondary Schools with Occupational Programs 1978 is a listing of noncollegiate public and private schools by State (and indexed by program) which can be used to identify schools offering training for particular occupations. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. 1978. 376 pp. GPO Stock No. 017-080-01992-2. $5.25. Published biennially since 1970.

Programs and Schools, a Supplement to the Directory of Postsecondary Schools With Occupational Programs 1978 lists names and addresses of noncollegiate schools by vocational program. U.S. Department of Health, Education, and Welfare, National Center for Education Statis-
Directory of Training and Education Resources in Occupational Safety and Health is a guide to academic programs, short courses and workshops, audiovisuals, publications, and other resources for fields including: Health and hygiene, medicine and disease, health nursing, psychology, radiological health and protection, toxicology and chemistry, noise and audiology, environmental measurement and control, human engineering, safety engineering, accident prevention, fire safety, and dangerous materials. U.S. Department of Health, Education and Welfare, National Institute for Occupational Safety and Health, Division of Training and manpower Development. February 1975. 381 pp.

Directory of Transportation Education lists postsecondary institutions that offer degree programs in transportation and related areas, and regularly scheduled seminars, workshops, or institutes. U.S. Department of Transportation, Office of the Secretary. September 1976. 204 pp. GPO Stock No. 050-000-00121-1. $2.80.

Get Credit for What You Know describes ways of getting a high school diploma equivalency certificate and college credit through examinations which evaluate learning no matter how it has been acquired. U.S. Department of Labor, Women's Bureau. Leaflet 56 (revised). January 1974. 8 pp. GPO Stock No. 029-000-00201-1. $2.20.


Medical School: Start Planning Now provides advice to high school students and college freshmen on steps which may increase their chances of acceptance in medical school. Occupational Outlook Quarterly, Winter 1976. pp. 11-12.


The Ten O’Clock Scholar. Alternative Ways to Earn College Credit describes four ways to earn college credit: Correspondence instruction and independent study; off-campus programs; non-collegiate instruction received through businesses, labor unions, government agencies, and other organizations; and on the basis of experience and knowledge, regardless of how that knowledge was attained. Christine Egan. Occupational Outlook Quarterly, Fall 1977. pp. 2-13.


Where School and Industry Meet describes programs in which college students alternate between classroom and work that contributes to what the students learn at school. Mary Ellen Ayres, Occupational Outlook Quarterly, Fall 1978. pp. 21-23.

The Student in the Workplace describes the experience of two college students working for the Federal Government through a co-op program. Gail M. Martin, Occupational Outlook Quarterly, Fall 1978. pp. 24-25.

Occupational Training in Industry describes the results of a survey of selected metalworking industries which investigated the extent to which employers provided structured training to workers in 14 manual occupations and the reasons why training was provided. James Neary, Occupational Outlook Quarterly, Fall 1977. p. 29.

Financial aid

Catalogue of Federal Education Assistance Programs 1978 is composed of brief descriptions of. and extensive indexes to Federal programs which provide educational benefits to the public. For each program, describes the assistance provided, the purpose for which it is available, who can apply for it, and where to apply. U.S. Department of Health, Education, and Welfare, Office of Education. 1978. 756 pp. GPO Stock No. 017-080-01865-9. $6.25.


It's a Two Way Street. The National Health Service Corps Scholarship Program for Students of Medicine, Osteopathy, and Dentistry describes the program of financial support to eligible students who commit themselves to serve people who live in medically underserved areas in inner cities and small towns, on Indian reservations, and in prisons. U.S. Department of Health, Education, and Welfare, Health Resources Administration...
The Nursing Student Loan Program is a 2-page fact sheet describing the program available from U.S. Department of Health, Education, and Welfare, Health Resources Administration, Bureau of Health Manpower, Student and Institutional Assistance Branch.

Selected List of Postsecondary Education Opportunities for Minorities and Women lists sources of information on educational opportunities and financial aid. Programs and financial aid not limited to women or minorities also are listed. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education. 1979. 100 pp. GPO Stock No. 917-980-02040-8. $3.75.

Student Consumer's Guide, Six Federal Financial Aid Programs, 1980-81 describes the basic educational opportunity grant, the supplemental educational opportunity grant, college work-study, the national direct student loan, the guaranteed student loan, and the health education assistance loan programs. U.S. Department of Health, Education, and Welfare, Office of Education. 1979. 16 pp.
Chapter V

Job search
Beginner's Guide to Work describes, for new workers, what employers are likely to expect of them—being at work on time, following instructions, and taking responsibility for the work they do. It also discusses what employers can expect of employees—explaining what their job duties are, paying salaries, and providing a safe working environment. Gloria Stevenson. Occupational Outlook Quarterly, Winter 1974, pp. 12-16.


Computerized Placement Systems, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the systems work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-47 (ETA-21). February 1978. 2 pp. A compilation of all 22 fact sheets is titled Employment and Training Highlights.


Employment Service/Job Service U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-11 (ETA-7). June 1978. 2 pp. A compilation of all 22 fact sheets is titled Employment and Training Highlights.


From Homemaking to Moneymaking offers advice for homemakers entering the labor force on assessing one's skills, choosing a career, writing a resume, looking for a job, and interviewing for a position. Gail M. Martin. Occupational Outlook Quarterly. Winter 1978, pp. 2-10.

Getting Chosen: The Job Interview and Before tells how to prepare for an interview and how to act during the interview, including how to handle difficult questions, and suggests questions you can ask. It also lists 50 questions asked by employers during interviews with college seniors and 14 negative factors listed by employers which most often lead to rejection. Gail M. Martin. Occupational Outlook Quarterly. Spring 1979. pp. 2-9.


How to Get a Job provides guidance to mentally retarded jobseekers on assessing their skills, finding sources of assistance in finding a job, applying for a job, and dealing with supervisors. It also contains a list of 100 jobs in which retarded individuals may function well. The President's Committee on Employment of the Handicapped. 1977. 29 pp. A 13-page Teacher's Manual also is available.


Job Service Centers Give Free Assistance to Job Seekers describes the services provided. Occupational Outlook Quarterly. Winter 1978, p. 11.

Memo to Mature Jobseekers suggests techniques for assembling records, checking job services, following up on leads, and making the most of interviews. U.S. Department of Labor, Employment and Training Administration. 1978. 2 pp.

Merchandising Your Job Talents offers suggestions on appraising your qualifications and career goals, preparing a resume, finding sources of job information, taking tests, and preparing for an interview. U.S. Department of Labor, Employment and Training Administration. 1978. 24 pp. GPO Stock No. 029-000-00304-1. $1.20.

Occupations in Demand At Job Service Offices is a monthly publication in a newspaper format. It lists occupations for which large numbers of job openings were reported in public employment service computerized job banks. It identifies, by job title, openings available nationwide, pay ranges, and geographic areas with relatively large concentrations of job openings. Available free from the U.S. Employment Service. Attn: TET, Employment and Training Administration, U.S. Department of Labor, Washington, D.C. 20213.

The Employment Service describes the mission of the U.S. Employment Service and the services it provides. Copies of this 12-page pamphlet may be obtained from State Employment Service offices or from the U.S. Department of Labor, Employment and Training Administration, Washington, D.C. 20213.


Words from the Workplace is a glossary of idioms commonly used in the world of work. It is designed for newcomers to the labor force. Occupational Outlook Quarterly. Winter 1974. pp. 17-20.

Chapter VI

Career education
The summer 1977 edition of the *Occupational Outlook Quarterly* contains five articles on career education.

**Why Johnny and Joann Can't Work**, by Kenneth J. Hoyt. In this article, the author, Director of the U.S. Office of Career Education, answers questions about the career education movement and discusses criticism leveled against it.

**Can Career Education Get Off the Ground?** by Sidney C. High, Jr. Lists six goals of career education and cites evidence that these goals are being met.

**A Checklist on Career Education and Comprehensive Placement in the Senior High School**, by Alex Kacen, provides a checklist for counselors to use in evaluating how comprehensive their placement services are.

**Community Resources for Career Education**, by Kenneth B. Hoyt, describes organizations such as Junior Achievement, the Girl Scouts and Boy Scouts, and a number of large corporations that can help young people understand the relationship between education and work. The article is based on a booklet of the same title (see below, *Monographs on Career Education*).

**Government Resources for Career Education** describes government programs that offer aid to school career education programs, ranging from publications to developmental grants.

**Monographs on Career Education**, published by the U.S. Department of Health, Education, and Welfare, Office of Education, present a wide variety of views about career education. Some titles are:

- Community Resources for Career Education. Kenneth Hoyt. 1976. 30 pp. GPO Stock No. 017-080-01615-0. $5.50.
- School Counselors and Career Education. Kenneth Hoyt. 1976. 27 pp. GPO Stock No. 017-080-01528-5. $5.50.


**Issues of Sex Bias and Sex Fairness in Career Interest Measurement** is a collection of papers addressing the problem of sex stereotyping of occupations, particularly with reference to the use of interest inventories in career guidance. Esther E. Diamond, editor. Spring 1975. 219 pp.

**The External Degree as a Credential: Graduates' Experiences in Employment and Further Study**, the third and final report on independent, off-campus study as a primary mode of instruction, examines the value of degrees gained by this form of study. Carol P. Sosdian and Laure M. Sharp. April 1978. 124 pp.
Chapter VII

Statistics

General
Education
Labor force
Wages
General


How Accurate Are BLS Manpower Projections? This article discusses the need for occupational projections and evaluates past projections. Occupational Outlook Quarterly, Fall 1975, pp. 32-34.


Labor force

Employment and Earnings provides detailed data on the labor force, employment, and unemployment; employment status of Vietnam-era veterans; employment, hours, earnings, and labor turnover in nonfarm business establishments; output per hour, hourly compensation, and unit labor costs; insured unemployment, nationally and by State and area; charts; and technical notes on concepts and methods. U.S. Department of Labor, Bureau of Labor Statistics. Monthly. Annual subscription, $22. $27.50 foreign; single copy, $2.75.

Employment Projections for the 1980's consists of reprints of four articles from the Monthly Labor Review plus additional tables: (1) "Labor Force Projections to 1990:


Special Labor Force Reports. These reports on the labor force, reprinted from the Monthly Labor Review, are based, for the most part, on supplemental questions asked in the monthly Current Population Survey. Some titles follow:


Industry Wage Surveys. A broad range of industries are surveyed to provide data by occupation on hourly earnings or weekly salaries, and on non-wage practices and benefits. Results published first, as available, in individual reports for areas by region; summary results for all areas appear in issues of the Monthly Labor Review and as separate summary tabulations; final results appear in a single bulletin. U.S. Department of Labor, Bureau of Labor Statistics.


Union Wages and Benefits. Results of periodic surveys of wage rates, hours of work, and selected benefits in effect on the first workday in July for specified crafts or jobs, as provided in labor-management agreements. Preliminary listings for individual areas issued as available by regional offices; final results for all areas later summarized in a single bulletin. U.S. Department of Labor, Bureau of Labor Statistics.
Chapter VIII

Bibliographies and publications lists


Appendix A.
State Employment Security Agencies

State employment security agencies develop occupational projections and related employment statistics in cooperation with the Bureau of Labor Statistics of the U.S. Department of Labor. The following list gives the addresses of employment security agency research directors.

Alabama
Chief, Research and Statistics, Department of Industrial Relations, Industrial Relations Bldg., 619 Monroe St., Montgomery, Ala. 36130.

Alaska
Chief, Research and Analysis, Employment Security Division, Department of Labor, P.O. Box 3-7000, Juneau, Alaska 99802.

Arizona
Chief, Labor Market Information, Research and Analysis, Department of Economic Security, P.O. Box 6123, Phoenix, Ariz. 85005.

Arkansas
Chief, Research and Statistics, Employment Security Division, P.O. Box 2981, Little Rock, Ark. 72203.

California
Chief, Employment Data and Research Division, Employment Development Department, P.O. Box 1679, Sacramento, Calif. 95801.

Colorado
Chief, Research and Analysis, Division of Employment, Department of Labor and Employment, 1210 Sherman St., Denver, Colo. 80203.

Connecticut
Director, Research and Information, Connecticut Employment Security Division, 200 Folly Brook Blvd., Wethersfield, Conn. 06109.

Delaware

District of Columbia
Chief, Branch of Labor Market Information and Analysis, D.C. Department of Labor, 605 G St. NW., Room 1000, Washington, D.C. 20001.

Florida

Georgia
Director, Information Systems, Employment Security Agency, Department of Labor, 254 Washington St. SW., Atlanta, Ga. 30334.

Hawaii
Chief, Research and Statistics, Department of Labor and Industrial Relations, P.O. Box 3680, Honolulu, Hawaii 96811.

Idaho
Chief, Research and Analysis, Department of Employment, P.O. Box 35, Boise, Idaho 83707.

Illinois
Manager, Research and Analysis Division, Bureau of Employment Security, Department of Labor, 910 South Michigan Ave., Chicago, Ill. 60605.

Indiana
Chief of Research, Employment Security Division, 10 North Senate Ave., Indianapolis, Ind. 46204.

Iowa
Chief, Research and Statistics, Department of Job Services, 1000 East Grand Ave., Des Moines, Iowa 50319.

Kansas
Chief, Research and Analysis, Department of Human Resources, 401 Topeka Avenue, Topeka, Kans. 66603.

Kentucky
Chief, Research and Special Projects, Department of Human Resources, 275 E. Main St., Frankfort, Ky. 40601.

Louisiana
Chief, Research and Statistics, Department of Employment Security, P.O. Box 44094, Baton Rouge, La. 70804.

Maine
Director, Manpower Research Division, Employment Security Commission, 20 Union St., Augusta, Maine 04330.

Maryland
Director, Research and Analysis, Department of Human Resources, 1100 North Eutaw St., Baltimore, Md. 21201.

Massachusetts
Director, Information and Research, Division of Employment Security, Hurley Bldg., Government Center, Boston, Mass. 02114.

Michigan
Director, Research and Statistics Division, Employment Security Commission, Department of Labor Bldg., 7310 Woodward Ave., Detroit, Mich. 48202.

Minnesota
Acting Director, Research and Statistics Services, Department of Economic Security, 390 North Robert St., St. Paul, Minn. 55101.

Mississippi
Chief, Research and Statistics, Employment Security Commission, P.O. Box 1699, Jackson, Miss. 39205.

Missouri
Chief, Research and Statistics, Division of Employment Security, Department of Labor and Industrial Relations, P.O. Box 59, Jefferson City, Mo. 65101.
Montana
Chief, Research and Analysis, Employment Security Division, P.O. Box 1728, Helena, Mont. 59601.

Nebraska
Chief, Research and Statistics, Division of Employment, Department of Labor, P.O. Box 94600, Lincoln, Nebr. 68509.

Nevada
Chief, Employment Security Research, Employment Security Department, 500 East Third St., Carson City, Nev. 89713.

New Hampshire
Director, Economic Analysis and Reports, Department of Employment Security, 32 South Main St., Concord, N.H. 03301.

New Jersey
Director, Division of Planning and Research, Department of Labor and Industry, P.O. Box 2765, Trenton, N.J. 08625.

New Mexico

New York
Director, Division of Research and Statistics, Department of Labor, State Campus, Bldg. 12, Albany, N.Y. 12240.

North Carolina
Director, Bureau of Employment Security Research, Employment Security Commission, P.O. Box 25903, Raleigh, N.C. 27611.

North Dakota
Chief, Research and Statistics, Employment Security Bureau, P.O. Box 1537, Bismarck, N. Dak. 58501.

Ohio
Director, Division of Research and Statistics, Bureau of Employment Services, 145 South Front St., Columbus, Ohio 43216.

Oklahoma
Chief, Research and Planning Division, Employment Security Commission, 310 Will Rogers Memorial Office Bldg., Oklahoma City, Okla. 73105.

Oregon
Assistant Administrator, Research and Statistics, Employment Division, 875 Union St. NE., Salem, Oreg. 97311.

Pennsylvania

Puerto Rico

Rhode Island

South Carolina
Director, Manpower Research and Analysis, Employment Security Commission, P.O. Box 995, Columbia, S.C. 29202.

South Dakota
Chief, Research and Statistics, Employment Security Department, 607 North Fourth St., Box 730, Aberdeen, S. Dak. 57401.

Tennessee
Chief, Research and Statistics, Department of Employment Security, Cordell Hull Bldg., Room 519, Nashville, Tenn. 37219.

Texas

Utah
Director, Research and Analysis, Department of Employment Security, P.O. Box 11249, Salt Lake City, Utah 84147.

Vermont
Commissioner, Virginia Employment Commission, P.O. Box 1358, Richmond, Va. 23211.

Virginia

Washington
Chief, Research and Statistics, Department of Labor, 112 California Ave., Charleston, W. Va. 25305.

Wisconsin
Director, Research and Statistics, Department of Industry, Labor and Human Relations, P.O. Box 7944, Madison, Wis. 53701.

Wyoming
Chief, Research and Analysis, Employment Security Commission, P.O. Box 2760, Casper, Wyo. 82601.
Appendix B.
State Occupational Information Coordinating Committees

National and State Occupational Information Coordinating Committees (SOICC's) were mandated by the 1976 Education Act Amendments to establish a communications network through which occupational and training information would be developed, tested, and shared across the country. The mission of SOICC's is to oversee the organization of occupational information into a comprehensive occupational information system and to encourage the use of the system by counselors, education and training planners, job placement specialists, and individuals seeking career information. Addresses of these State committees are listed below.

Alabama
Director.
Alabama Occupational Information Coordinating Committee.
State Department of Education.
First Southern Towers, Suite 402.
100 Commerce St.
Montgomery, Ala. 36104.

Alaska
Director.
Alaska Occupational Information Coordinating Committee.
Pouc'h F-State Office Building.
Juneau, Alaska 99811.

American Samoa
State Director for Vocational Education.
Government of American Samoa.
Pago Pago, American Samoa 96799.

Arizona
Director.
Arizona State Occupational Information Coordinating Committee.
1535 West Jefferson, Room 345.
Phoeni(x, Ariz. 85007.

Arkansas
Director.
Arkansas State Occupational Information Coordinating Committee.
Post Office Box 5162.
Little Rock, Ark. 72205.

California
Director.
California Occupational Information Coordinating Committee.
535 East Main Street.
Ventura, Calif. 93009.

Colorado
Director.
Colorado Occupational Information Coordinating Committee.
770 Grant, Room 222.
Denver, Colo. 80203.

Connecticut
Director.
Connecticut State Occupational Information Coordinating Committee.
Hartman Hall.
55 Elizabeth Street.
Hartford, Conn. 06105.

Delaware
Director.
State Occupational Information Coordinating Committee of Delaware.
820 North French Street.
Wilmington, Del. 19801.

District of Columbia
Director.
District of Columbia Occupational Information Coordinating Committee.
500 C Street N.W., Suite 621.
Washington, D.C. 20001.

Florida
Director.
Florida Occupational Information Coordinating Committee.
325 John Knox Road, Suite L-500.
Tallahassee, Fla. 32303.

Georgia
Director.
State Occupational Information Coordinating Committee.
151 Ellis Street N.E., Suite 504.
Atlanta, Ga. 30304.

Guam
Director.
Guam Occupational Information Coordinating Committee.
Post Office Box 2817.
Agana, Guam 96910.

Hawaii
Director.
Hawaii State Occupational Information Coordinating Committee.
1164 Bishop Street, Suite 502.
Honolulu, Hawaii 96813.

Idaho
Director.
State Occupational Information Coordinating Committee.
Len B. Jordan Building.
650 W. State Street.
Boise, Idaho 83720.

Illinois
Director.
Illinois Occupational Information Coordinating Committee.
623 E. Adams Street.
Post Office Box 1587.
Springfield, Ill. 62705.

Indiana
SOICC Contact.
Indiana Office of Manpower Development.
State Board of Vocational and Technical Education.
17 W. Market Street.
401 Illinois Building.
Indianapolis, Ind. 46204.

Iowa
Director.
Iowa State Occupational Information Coordinating Committee.
523 East 12th Street.
Des Moines, Iowa 50319.

Kansas
Director.
Kansas Occupational Information Coordinating Committee.
634 S. Harrison, Suite C.
Topeka, Kans. 66603.

Kentucky
Director.
Kentucky Occupational Information Coordinating Committee.
103 Bridge Street.
Frankfort, Ky. 40601.

Louisiana
Director.
Louisiana State Occupational Information Coordinating Committee.
P.O. Box 44094.
Baton Rouge, La. 70804.

Maine
Director.
State Occupational Information Coordinating Committee.
State House Station 71.
Augusta, Maine 04330.

Maryland
Director.
Maryland Occupational Information Coordinating Committee.
Department of Human Resources.
1100 N. Eutaw St.
Baltimore, Md. 21201.
Massachusetts
Director,
Massachusetts Occupational Information
Coordinating Committee,
Park Square Building, Suite 341,
31 St. James Ave.,
Boston, Mass. 02116.

Michigan
Director,
Michigan Occupational Information
Coordinating Committee,
309 N. Washington,
P.O. Box 30015,
Lansing, Mich. 48909.

Minnesota
Director,
Department of Economic Security,
690 American Center Building,
150 East Kellogg Boulevard,
St. Paul, Minn. 55101.

Mississippi
Director,
Vocational Technical-Education,
Post Office Box 771,
Jackson, Miss. 39205.

Missouri
Director,
Missouri Occupational Information
Coordinating Committee,
8300 East High Street,
Jefferson City, Mo. 65101.

Montana
Director,
Montana State Occupational Information
Coordinating Committee,
Post Office Box 1728,
Helena, Mont. 59601.

Nebraska
Director,
State Occupational Information
Coordinating Committee,
W. 300 Nebraska Hall,
University of Nebraska,
Lincoln, Nebr. 68588.

New Hampshire
Director,
Department of Employment Security,
32 South Main Street,
Concord, N.H. 03301.

New Jersey
Director,
New Jersey Occupational Information
Coordinating Committee,
Department of Labor and Industry,
Division of Planning and Research,
Post Office Box 2765,
Trenton, N.J. 08625.

New Mexico
Director,
New Mexico State Occupational
Information Coordinating Committee,
Executive Plaza,
4219 Montgomery Blvd., N.E.,
Albuquerque, N.M. 87125.

New York
Director,
State Department of Labor,
Labor Department Building 12,
State Campus,
Albany, N.Y. 12240.

North Carolina
Director,
North Carolina Department of
Administration,
112 W. Lane St.,
Raleigh, N.C. 27611.

North Dakota
Director,
State Occupational Information
Coordinating Committee,
1424 W. Century Avenue,
Post Office Box 1537,
Bismarck, N. Dak. 58501.

Northern Mariana Islands
Director,
Northern Mariana Islands Occupational
Information Coordinating Committee,
Post Office Box 149,
Saipan, Northern Mariana Islands 96950.

Ohio
Director,
State Department Building,
5–65 South Front Street, Room 904,
Columbus, Ohio 43215.

Oklahoma
Director,
State Occupational Information
Coordinating Committee,
School of Occupational and Adult
Education,
Oklahoma State University,
1515 West 6th Street,
Stillwater, Okla. 74074.

Oregon
Director,
Oregon Occupational Information
Coordinating Committee,
875 Union Street N.E.,
Salem, Oreg. 97311.

Pennsylvania
Director,
Pennsylvania Occupational Information
Coordinating Committee,
Labor and Industry Building,
7th and Forster Streets, Room 1008,
Harrisburg, Pa. 17121.

Puerto Rico
Director,
Puerto Rico Occupational Information
Coordinating Committee,
414 Barbosa Avenue,
Hato Rey, P.R. 00917.

Rhode Island
Director,
Rhode Island Occupational Information
Coordinating Committee,
22 Hayes Street, Room 315,
Providence, R.I. 02908.

South Carolina
Director,
State Occupational
Information Coordinating Committee,
1550 Gadsden Street,

South Dakota
Director,
South Dakota Occupational Information
Coordinating Committee,
108 East Missouri,
Pierre, S. Dak. 57501.

Tennessee
Director,
Tennessee Occupational Information
Coordinating Committee,
512 Cordell Hull Building,
Nashville, Tenn. 37219.
Texas
Director,
State Occupational Information
Coordinating Committee,
Texas Employment Commission Building,
15th and Congress,
Austin, Tex. 78778.

Trust Territory of the Pacific Islands
Occupational Information Coordinating
Committee,
Office of Planning and Statistics,
Saipan, MariPan Island 96950.

Utah
Director,
Occupational Information Coordinating
Committee,
State Board of Education,
250 E. 5th St., South
Salt Lake City, Utah 84111.

Vermont
Director,
Vermont Occupational Information
Coordinating Committee,
Post Office Box 488,
Montpelier, Vt. 05602.

Virginia
Director,
Vocational and Adult Education,
Department of Education,
Post Office Box 60,
Richmond, Va. 23216.

Virgin Islands
Director,
Virgin Islands Occupational Information
Coordinating Committee,
Department of Education,
Charlotte Amalie,
St. Thomas, Virgin Islands 00801.

Washington
Director,
Commission for Vocational Education,
Building 17, Industrial Park,
Mail Stop LS-10,
Olympia, Wash. 98504.

West Virginia
Director,
West Virginia State Occupational
Information Coordinating Committee,
Capitol Complex,
Building #6, Room B-221,
Charleston, W. Va. 25305.

Wisconsin
Director,
Wisconsin Occupational Information
Coordinating Committee,
Educational Sciences Building, Room 952,
1025 W. Johnson,
Madison, Wis. 53706.

Wyoming
Director,
Wyoming Occupational Information
Coordinating Committee,
1520 East 5th Street,
Cheyenne, Wyo. 82002.
Appendix C.
Examples of State Occupational Information

Table C-1. Computer-based systems for delivery of occupational information

<table>
<thead>
<tr>
<th>State</th>
<th>Title of project</th>
<th>Source/Contact</th>
<th>Abstract/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Eureka, Sigi; CIVIS, GIS, Discover, et al.</td>
<td>Commercial systems</td>
<td>Occupational guidance and decision-making information is provided by these systems although little local information is included. Most provide job descriptions, worker traits, hiring specifications, national outlook, and training requirements. Further, some systems include data on students. All are interactive.</td>
</tr>
<tr>
<td>New Jersey</td>
<td>Computer-assisted Career Information System (CACIS)</td>
<td>Asbury Park Computer Center</td>
<td>The primary objectives of CACIS are to generate student interest in career planning and to improve the realism of student career decisions. The substance of the CACIS model is the interactive process between the counselor and the student. Services of CACIS include: Development of student data bank; development of student profiles for occupational information and counseling; educational information; job placement; development of assessment instruments; follow-up of graduate students and dropouts; longitudinal studies in career areas; development of localized resource data banks, which include people in the community willing to assist the school, companies, and agencies; and resources in the school such as films, books, periodicals, etc.</td>
</tr>
<tr>
<td>North Carolina</td>
<td>CIS</td>
<td>State Occupational Information Coordinating Committee</td>
<td>When completed, CIS will be a computerized delivery system using the Standard Occupational Classification.</td>
</tr>
</tbody>
</table>

Table C-2. Noncomputerized guidance and occupational information tools

<table>
<thead>
<tr>
<th>State</th>
<th>Title of project</th>
<th>Source/Contact</th>
<th>Abstract/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Microfiche OIDS</td>
<td>State employment security agency</td>
<td>The microfiche presents 114 worker trait groups: extensive information on job characteristics and training facilities; lists of potential employers; and job-search tips.</td>
</tr>
<tr>
<td>Michigan</td>
<td>MOIS-Microfiche</td>
<td>Michigan Occupational Information System (MOIS)</td>
<td>Information on microfiche is the same as that on an MOIS computer-based system.</td>
</tr>
<tr>
<td>Oregon</td>
<td>Search; CIS-Needlesort</td>
<td></td>
<td>Decks with information comparable to that available in the CIS package comprise the needlesort system. Access to occupational characteristics and requirements is by needle through punched cards, using a Quest Questionnaire.</td>
</tr>
<tr>
<td>Texas</td>
<td>OIDS Microfiche</td>
<td>State employment security agency</td>
<td>The Texas system is an adaptation of the California system.</td>
</tr>
<tr>
<td>Various</td>
<td>VIEW</td>
<td>Vocational education and local education agencies</td>
<td>VIEW is composed of aperture and camera cards that provide four pages of information on a specific occupation. Each view script covers job description, preparation and training needs, job prospects, wages, working conditions, and related jobs. VIEW is a commercial package and, except for a few items, data are standard copy; wage and outlook data are local. Also, the package includes an apprenticeship deck for the same States.</td>
</tr>
</tbody>
</table>
Table C-3. Publications and printed materials containing occupational characteristics

<table>
<thead>
<tr>
<th>State</th>
<th>Title of project</th>
<th>Source/Contact</th>
<th>Abstract/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Counselor's Newsletter</td>
<td>Labor Market Information, Research and Analysis, Bureau of Employment and Training, Department of Economic Security</td>
<td>A monthly newsletter sent to vocational counselors to keep them informed on labor market and job search information programs, and publications of the U.S. Department of Labor and the U.S. Office of Education.</td>
</tr>
<tr>
<td>Arizona</td>
<td>Careers Today, MiniGuides</td>
<td>State employment security agency</td>
<td>These publications describe job characteristics, job-search tips, related jobs, and jobs in industry, wages, outlook, qualifications, and training.</td>
</tr>
<tr>
<td></td>
<td>Career Education Matrix</td>
<td>Career Education Projects, Arizona Department of Education</td>
<td>The matrix is a &quot;road map&quot; for career education in Arizona which has received international recognition. The matrix illustrates how career education provides for program articulation at four grade levels: Primary, Intermediate, Junior High, and High School.</td>
</tr>
<tr>
<td></td>
<td>Career Education Project Profiles</td>
<td>Career Education Projects, Arizona Department of Education</td>
<td>Project profiles describe various exemplary projects being conducted throughout Arizona.</td>
</tr>
<tr>
<td>California</td>
<td>Career Guides for Entry Occupations</td>
<td>Occupational Field Center of State employment security agency</td>
<td>Training, areas of work, national job outlook, promotion or advancement potential, and related jobs are discussed.</td>
</tr>
<tr>
<td></td>
<td>Occupational Guides</td>
<td>State employment security agency</td>
<td>Guides address job duties, employment outlook, working conditions, pay and hours, entrance requirements, training, promotions, and how to find the job, and direct the reader to additional sources of information.</td>
</tr>
<tr>
<td>Florida</td>
<td>Broward County Employers' Training Needs Assessment</td>
<td>Dr. Mantha Mehallis, Project Director, Broward Community College</td>
<td>Employers' (industrial, nonindustrial, and government) training needs assessment with 1-, 2-, and 5-year projections. Personal interviews with employers used to determine training needs and which educational agencies could best fulfill the needs, and to inform employers of results in order to begin planning for the needed programs. Also analyzes employee qualifications, recruitment, incentives, employment and training of the handicapped, and affirmative action.</td>
</tr>
<tr>
<td>Idaho</td>
<td>Occupational Guide Series</td>
<td>State employment security agency</td>
<td>Three booklets provide helpful data on specific occupations. Local data are obtained by a questionnaire administered to employers.</td>
</tr>
<tr>
<td>State</td>
<td>Title of Project</td>
<td>Source/Contact</td>
<td>Abstract/Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------------</td>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Iowa      | Career Guides                                        | State employment security agency | These booklets, designed to provide guidance to those entering the job market, are based on qualifications required to enter a specific occupational field, except for a special volume on licensed occupations in Iowa. Each booklet contains information about the requirements, working conditions, and employment outlook for every occupation within its covers. Guides have been published for the following areas:  
  - Building Trade Careers  
  - Clerical Careers (recently revised)  
  - Food Services Careers  
  - Health Careers (recently revised)  
  - Licensed Occupations in Iowa (revision soon to be released) |
| Kansas    | Kansas Job Guides                                    | State employment security agency | These booklets contain short statements on the characteristics of a job cluster, e.g., clerical jobs.                                                                                          |
| Maine     | Careers in the Maine Woods                           | State employment security agency | For careers in the Maine woods, discusses job duties, work environment, physical and educational requirements, and advancement. Includes a glossary of logging terms, a map of job site concentrations, and an industry organization chart. |
| Massachusetts | Manpower Data Package for Planning Employment and Training Programs Based Upon the 1976 Survey of Income and Education | Research and Program Development, Department of Manpower Development | Four-page pamphlets that describe selected occupations. Information covers job duties, work environment, physical requirements, earnings, hours of work, future demand, advancement potential, common attitudes, interests and temperaments, education requirements, other requirements, location of jobs, institutions that provide training, and related occupations. |
| Michigan  | MOISCRIPrnts                                         | MOIS                         | Detailed information on the demographic, labor force, and earnings characteristics of Massachusetts residents from the 1976 Survey of Income and Education. Data are available for all persons, youth, and for persons in poverty in the State of Massachusetts. |
| Missouri  | Occupational Profiles                                | Division of Employment Security | Profiles provide the following information related to individual occupations:  
  - Job description, working conditions, pay and hours, personal characteristics, entrance and training, advancement, benefits, disadvantages, licenses and unions, employment outlook, and sources of additional data. |
<p>| Nevada    | Occupational Guides                                  | Employment Security Division  | Information on specific occupations includes the job and job duties, employment outlook, pay and hours, working conditions, promotion, entrance requirements, how to train, finding the job, additional information, and acknowledgements. |</p>
<table>
<thead>
<tr>
<th>State</th>
<th>Title of project</th>
<th>Source/Contact</th>
<th>Abstract/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jersey</td>
<td>Handbook of Occupations and Projections for Employment (HOPE)</td>
<td>Department of Labor and Industry</td>
<td>The objective of this project was to establish a labor market analysis curriculum that would integrate, better than prior publications, the realities of the world of work with the world of education. This publication presents brief descriptions of job duties, industry settings, wages, and employment prospects in occupations. Work experience necessary, suitable interests and abilities, and educational, licensing, or certification requirements are listed.</td>
</tr>
<tr>
<td>New York</td>
<td>Job Profiles</td>
<td>Division of Employment</td>
<td>Profiles of applicant and job-order characteristics for selected occupations are prepared for the various labor market areas. Information in each profile includes job description, vocational preparation required, job characteristics, common applicant characteristics, number of openings filled, number of openings currently on file, and a comparison of the characteristics of jobseekers referred and jobseekers placed.</td>
</tr>
<tr>
<td>Oregon</td>
<td>Miniguides</td>
<td>State employment security agency</td>
<td>Brochures include, for an occupation, a job description, worker traits and specifications, pay, hours of work, industrial attachment, related jobs, and how and where to train.</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Job Opportunity Guide</td>
<td>State employment security agency</td>
<td>Small brochures cover the job description, place of work, skills needed, pay, hours, training requirements, and related jobs.</td>
</tr>
<tr>
<td></td>
<td>PENNSCRIPTS</td>
<td>State Department of Vocational Education</td>
<td>These occupational descriptions on microfiche include such information as working conditions, worker requirements, earnings potential, employment outlook, educational requirements, review questions, and additional sources of information.</td>
</tr>
<tr>
<td>South Carolina</td>
<td>Entry Occupations in South Carolina</td>
<td>Employment Security Commission</td>
<td>This publication is a guide to jobs at the entry level and to services available to jobseekers who are entry workers or who need training or other services to help them become employable. The occupations included generally are suitable for applicants with a high school education or less. Some information is provided on the nature of the jobs, the requirements, working conditions, employment prospects, and entry wage rates.</td>
</tr>
<tr>
<td>South Carolina</td>
<td>Wage Rates and Fringe Benefits</td>
<td>Employment Security Commission</td>
<td>This report contains entry wage rate data for job openings received from manufacturing and nonmanufacturing firms in the Charleston, Columbia, Florence, and Greenville Job Bank areas. Fringe benefits are listed as either frequently observed or infrequently observed. Wage rates and fringe benefits are representative only of occupations coded to nine digits of the DOT that are listed with the Employment Service.</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Information Packets</td>
<td>Occupational Analysis Field Center, State employment security agency</td>
<td>These bound books are industry based and contain descriptions of processes, career opportunities, earnings, benefits, working conditions, training, and entry. Also contain a 1-page summary of each job in the subject industry.</td>
</tr>
<tr>
<td>State</td>
<td>Title of project</td>
<td>Source/Contact</td>
<td>Abstract/Description</td>
</tr>
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</tr>
<tr>
<td>Arizona</td>
<td>Job Openings—Who, What, Where, When</td>
<td>State employment security agency (SESA)</td>
<td>Describes labor availability for frequently listed occupations in Arizona and provides a table for wage conversion, Standard Industrial Classification codes, and a directory of Employment Service offices.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Looking for a Part-time Job, Jobs for Middle-aged Job Seekers</td>
<td>SESA</td>
<td>Contains short descriptions of kinds of jobs most readily available to middle-aged and part-time employees.</td>
</tr>
<tr>
<td>Delaware</td>
<td>How to Get and Hold the Right Job</td>
<td>SESA</td>
<td>Discusses decisionmaking and self-assessment and prepares the reader to develop a personal work history and profile, take a job interview, and write a resume.</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Job Bank Analysis</td>
<td>SESA</td>
<td>Published monthly, this analysis provides occupational characteristics (salary, education, and experience requirements) and the geographic location of the jobs processed through the Washington Metropolitan Area Job Bank. Data are compiled from the daily job orders received during the calendar month. Jobs are evaluated in terms of number and location of orders, number and location of openings, employers' educational requirements, salary offered, and employers' experience requirements.</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Summer jobs in Hawaii</td>
<td>SESA</td>
<td>Lists potential summer jobs by group. Includes information on government programs for youth, college student programs, summer fun programs, and job searching in Hawaii.</td>
</tr>
<tr>
<td>New York</td>
<td>Hiring specifications</td>
<td>SESA</td>
<td>Contains data on wages, education and experience required, the workweek, and the industry. Based on job openings received and processed by the Employment Service in the City of New York.</td>
</tr>
<tr>
<td>South Carolina</td>
<td>Firms that Employ Workers in Selected Occupations</td>
<td>SESA</td>
<td>A computer printout which lists, by occupation, employers who currently employ individuals in the occupations.</td>
</tr>
<tr>
<td>State</td>
<td>Title of project</td>
<td>Source/Contact</td>
<td>Abstract/Description</td>
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</tr>
<tr>
<td>Arizona</td>
<td>Comprehensive Manpower Delivery System Outline</td>
<td>Office of Economic Planning and Development</td>
<td>A catalog of the full range of manpower agencies and programs in Arizona. Each entry gives information on the geographic area served, the program's target groups, training activities and services available, most recent funding levels, and the agency's planning cycle.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Vocational Career Guide</td>
<td>State Department of Education</td>
<td>A comprehensive inventory of vocational career education in Connecticut, to assist students and guidance counselors in learning about the schools and programs in Connecticut that provide formal education for careers below the baccalaureate level, including public and private schools, colleges, and universities.</td>
</tr>
<tr>
<td></td>
<td>Health Careers in Connecticut</td>
<td>Connecticut Institute for Health Manpower Resources, Inc.</td>
<td>Lists training opportunities available in high schools, 2- and 4-year public and private colleges, vocational technical schools, health care facilities, State agencies, and universities, Part I lists the names and addresses of all Connecticut institutions that offer health education or training programs, including programs operated by each school agency and health-care facility. Part II lists all health occupations for which educational opportunities exist within the State. Part III is a chart that shows the location of employment opportunities for selected occupations in health care and related facilities in Connecticut. Part IV gives general descriptions of the listed occupations and professions.</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Directory of Educational Requirements for Selected Occupations</td>
<td>State employment security agency</td>
<td>Lists occupations in which, based on the 1970 Census, 100 or more persons are employed. Data are available on educational requirements, institutions of higher education, and agencies offering free employment services.</td>
</tr>
<tr>
<td>Iowa</td>
<td>Opportunities in Iowa Area Schools</td>
<td>Department of Public Instruction</td>
<td>An initial source of information on Iowa’s area schools. It is intended to provide, in a single publication, an explanation of the Statewide system of area schools.</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Louisiana’s Occupational Education Program</td>
<td>State Department of Education</td>
<td>Presents general descriptions of various course offerings in vocational-technical schools. A course outline is provided and the schools that offer the course are listed.</td>
</tr>
<tr>
<td>Nevada</td>
<td>Labor Unions, Committees and Licensing Agencies</td>
<td>Employment Security Department</td>
<td>This publication: (1) lists the local unions for individuals with trade skills; (2) serves as a directory of joint apprenticeship committees and approved on-the-job training programs; and (3) provides a comprehensive listing of Nevada’s occupational licensing agencies. Occupational training information is listed alphabetically, by subject and by the name of the organization. Data include background information on the school or training agency, general requirements for admission, course offerings, fees, and how to apply. Also provided is information regarding training courses for veterans. Provides information on postsecondary education for health professions (including mental health professions) offered in Nevada colleges, hospitals, and vocational schools.</td>
</tr>
<tr>
<td>New Jersey</td>
<td>An Inventory of Health Professions Education Programs</td>
<td>State Department of Higher Education</td>
<td>Contains selected institutional characteristics and a complete listing of all degree or certificate programs approved by the New Jersey Board of Higher Education.</td>
</tr>
<tr>
<td></td>
<td>Institutional Characteristics of New Jersey Licensed Colleges and Universities</td>
<td>State Department of Higher Education</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Title of Project</td>
<td>Source/Contact</td>
<td>Abstract/Description</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>North Carolina</td>
<td>Educational Guide</td>
<td>North Carolina Community Colleges and Technical Institutes</td>
<td>The guide provides: • General information regarding admission policies, guidance and counseling services, tuition and fees, financial aid, student activities, and job placement • Brief explanation of the types of educational programs available with a listing of courses and curricula offered • Curriculum offerings in each institution • Descriptions of the curricula offered and a listing of the institutions that offer them • Descriptions of the continuing education programs offered in the State.</td>
</tr>
<tr>
<td>North Dakota</td>
<td>Directory of Post-secondary Vocational-Technical Education</td>
<td>Vermont Advisory Council for Vocational Technical Education</td>
<td>A compilation of the postsecondary vocational-technical education programs offered in the State of North Dakota by both public and private vocational schools. The Directory is divided into three major categories: • <strong>Contents By Cluster</strong> — An alphabetical listing of occupational programs offered and schools that offer specific training in each occupation. • <strong>Contents By School</strong> — An alphabetical listing of the public and private vocational-technical schools. Listed under each school are the programs offered.  • <strong>Program Descriptions</strong> — A detailed outline of training programs. Information on each program includes: program title, name and address of school, contact person, nature of work, starting dates and length of programs, helpful high school courses, job opportunities, admission requirements, expenses, and scholarship information.</td>
</tr>
<tr>
<td>Vermont</td>
<td>Adult and Continuing Education Study Guide</td>
<td>Vermont Advisory Council for Vocational Technical Education</td>
<td>A survey was conducted of schools, businesses, government agencies, and nonprofit institutions to gather data on training made available to employees or the general public. Extensive information is provided on each organization that responded.</td>
</tr>
</tbody>
</table>
Appendix D. Federal Agencies

The following addresses are for agency headquarters offices. Most agencies also have regional offices, which may be able to provide copies of publications. Publications of the Office of Personnel Management may be obtained from Federal Job Information Centers. Addresses are listed in the white pages of telephone directories under United States Government. Addresses of Bureau of Labor Statistics regional offices are listed on the inside back cover of this publication.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION/Peace Corps</td>
<td>806 Connecticut Ave. N.W. Washington, D.C. 20525</td>
</tr>
<tr>
<td>ACTION/Vista</td>
<td>806 Connecticut Ave. N.W. Washington, D.C. 20525</td>
</tr>
<tr>
<td>U.S. Department of Agriculture</td>
<td>Fourteenth St. and Independence Ave., S.W. Washington, D.C. 20250</td>
</tr>
<tr>
<td>Agriculture Extension Service</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Animal and Plant Health Inspection Service</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Economics, Statistics, and Cooperatives Service</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Farmers Home Administration</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Forest Service</td>
<td>Department of Agriculture P.O. Box 2417 Washington, D.C. 20013</td>
</tr>
<tr>
<td>Food and Nutrition Service</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Foreign Agricultural Service</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Rural Electrification Administration</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Science and Education Administration</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Soil Conservation Service</td>
<td>Department of Agriculture Washington, D.C. 20250</td>
</tr>
<tr>
<td>Statistical Reporting Service (Write to Economics, Statistics, and Cooperatives Service)</td>
<td></td>
</tr>
<tr>
<td>U.S. Arms Control and Disarmament Agency</td>
<td>Department of State Building Washington, D.C. 20451</td>
</tr>
<tr>
<td>Central Intelligence Agency</td>
<td>Washington, D.C. 20505</td>
</tr>
<tr>
<td>Civil Aeronautics Board</td>
<td>1825 Connecticut Ave. N.W. Washington, D.C. 20428</td>
</tr>
<tr>
<td>U.S. Department of Commerce</td>
<td>Fourteenth St. Between Constitution Ave. and E St. N.W. Washington, D.C. 20230</td>
</tr>
<tr>
<td>Bureau of the Census</td>
<td>Department of Commerce Washington, D.C. 20233</td>
</tr>
<tr>
<td>Industry and Trade Administration</td>
<td>Department of Commerce Washington, D.C. 20230</td>
</tr>
<tr>
<td>Maritime Administration</td>
<td>Department of Commerce Washington, D.C. 20230</td>
</tr>
<tr>
<td>National Oceanic and Atmospheric Administration</td>
<td>Department of Commerce 6010 Executive Blvd Rockville, Md. 20852</td>
</tr>
<tr>
<td>Commodity Futures Trading Commission</td>
<td>2033 K St. N.W. Washington, D.C. 20581</td>
</tr>
<tr>
<td>Department of Defense</td>
<td>The Pentagon Washington, D.C. 20301</td>
</tr>
<tr>
<td>U.S. Army Audit Agency</td>
<td>Washington, D.C. 20310</td>
</tr>
<tr>
<td>U.S. Army Corps of Engineers</td>
<td>Washington, D.C. 20314</td>
</tr>
<tr>
<td>Defense Contract Audit Agency</td>
<td>Cameron Station Alexandria, Va. 22314</td>
</tr>
<tr>
<td>Naval Air Systems Command (AIR-90A3)</td>
<td>Department of the Navy Washington, D.C. 20361</td>
</tr>
<tr>
<td>Naval Electronic Systems Command (Code 903)</td>
<td>Department of the Navy Washington, D.C. 20360</td>
</tr>
<tr>
<td>Navy Civilian Personnel Command</td>
<td>Recruitment Programs Branch 801 North Randolph St. Arlington, Va. 22203</td>
</tr>
<tr>
<td>U.S. Department of Energy</td>
<td>Washington, D.C. 20585</td>
</tr>
<tr>
<td>Environmental Protection Agency</td>
<td>401 M St. S.W. Washington, D.C. 20460</td>
</tr>
<tr>
<td>Export-Import Bank of the United States</td>
<td>811 Vermont Ave. N.W. Washington, D.C. 20571</td>
</tr>
<tr>
<td>Farm Credit Administration</td>
<td>490 L'Enfant Plaza East S.W. Washington, D.C. 20578</td>
</tr>
<tr>
<td>Federal Communications Commission</td>
<td>1919 M St. N.W. Washington, D.C. 20554</td>
</tr>
<tr>
<td>Federal Deposit Insurance Corporation</td>
<td>550 Seventeenth St. N.W. Washington, D.C. 20429</td>
</tr>
<tr>
<td>Federal Home Loan Bank Board</td>
<td>1700 G St. N.W. Washington, D.C. 20552</td>
</tr>
<tr>
<td>Federal Maritime Commission</td>
<td>1100 L St. N.W. Washington, D.C. 20573</td>
</tr>
<tr>
<td>Federal Mediation and Conciliation Service</td>
<td>2100 K St. N.W. Washington, D.C. 20427</td>
</tr>
<tr>
<td>Federal Reserve System</td>
<td>Twentieth St. and Constitution Ave. N.W. Washington, D.C. 20551</td>
</tr>
<tr>
<td>Federal Trade Commission</td>
<td>Pennsylvania Ave. at Sixth St. N.W. Washington, D.C. 20580</td>
</tr>
<tr>
<td>General Services Administration</td>
<td>Eighteenth and F Sts. N.W. Washington, D.C. 20405</td>
</tr>
</tbody>
</table>
Job Corps
Employment and Training Administration
Washington, D.C. 20213

Office of Youth Programs
Employment and Training Administration
Washington, D.C. 20213

United States Employment Service
Employment and Training Administration
Washington, D.C. 20213

Manpower Administration
(Name changed to Employment and Training Administration)

Women's Bureau
Department of Labor
Washington, D.C. 20210

National Aeronautics and Space Administration
400 Maryland Ave. S.W.
Washington, D.C. 20546

National Labor Relations Board
1717 Pennsylvania Ave. N.W.
Washington, D.C. 20570

National Security Agency
Ft. George G. Meade, Md. 20755

National Science Foundation
1800 G St. N.W.
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