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Agency Recruiting Programs.

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Civil Service Commission, Rashington, D.C. Bureau of

Recruiting and Examining,

REPORT NO

BRE-62

PUE DATE NOTE

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CE 007 278; For the Federal Career Directory, see CE

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DESCRIPTORS . \*Career Opportunities: \*College Graduates:

Directories; Employment Opportunities; \*Employment

Qualifications; \*Pederal Government; \*Program

Descriptions; Public Service Occupations;

\*Recruitment

IDENTIFIEES

\*Federal Agencies

ABSTRACT

The publication, a catalog describing Federal agency recruiting and career information activities, is intended as a desk reference for college counselors and placement advisors working in the area of government placement. To be most helpful, it should be used as a companion piece to other Pederal career literature such as the Pederal Career Directory and the Guide to Pederal Career Literature. For each of 40 government agencies, information in chart form: (1) identifies the organizational locale, title, and address of the management official at the national level who has overall responsibility for the agency's college relations and recruitment activities, (2) notes whether the agency recruits on college campuses, (3) indicates if career literature, speakers, exhibits, and group tours and briefings are available, (4) shows which agencies encourage direct contact from students, (5) lists the principal backgrounds (academic majors and degree levels) from which the agency recruits, (6) identifies principal career entry positions and grades recruited, and (7) presents capsule summaries of recruiting program characteristics and miscellaneous additional information. (Author/MS)

F-D1262

EOC 7077

# Federal Recruiting 1976-1977

A Summary of Federal Agency Recruiting Programs

U S DEPAREMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

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U.S. Civil Service Commission Washington, D.C.

**BRE-62** 

# INTRODUCTION

Federal Recruiting '76 is designed to help meet a need often expressed by directors of college placement and career planning officials for a catalog describing Federal agency recruiting and career information activities. It summarizes, by agency, how the Government is organized for college recruitment and employment information purposes. Listings include the types of services agencies provide to schools, the kinds of academic majors and degree levels sought, and the contact point within each agency which is responsible for college liaison activities.

This publication is intended as a desk reference for counselors and placement advisors working in the area of Government placement. To be most helpful, it should be used as a companion piece to other Federal career literature, such as the Federal Career Directory; the Guide to Federal Career Literature, the semannual newsletter Trends in Federal Hiring, the quarterly listing of open competitions Current Federal Examination Announcements (AN 2279), and the examination announcements covering the fields listed

Information in this publication was gathered from Federal agencies on their recruitment plans for 1976. Although an effort was made to incorporate as many agencies as possible, the listing is not all inclusive. The types and numbers of positions for which agencies plan to recruit are estimates and, as such, are subject to change. However, although specific numbers may change, this catalog gives an overview of Federal agencies recruitment activities and the kinds of backgrounds they are generally seeking from applicants.

One final word about contacting Federal agencies for employment information, the agencies listed in this publication fill nearly all of their positions from among persons having eligibility on Civil Service Commission inventories or eligible lists. Students should be strongly encouraged to establish elibility on appropriate lists either prior to or concurrently with contacting Federal agencies. Competition for most entry level positions is intense and eligibility scores below 90 are rarely reached except for positions in the engineering and health fields.

Office of College Relations

Bureau of Recruiting and Examining
U.S. Civil Service Commission

# GLOSSARY

National Recruitment Management Office

Identifies the organizational locale, title, and address of the management official at the national level who has overall responsibility for the agency's college relations and requitment activities.

Scheduled FY'76 Oncampus Visits

Notes whether the agency recruits on college campuses through campus interviews with candidates for specific vacancies—i.e., similar to private sector recruitment procedures.

Career Information

Indicates, for each agency, whether career literature, speakers, exhibits, and group tours and briefings are available. Inquiries about these services should be directed to the particular National Recruitment Management Office or localing as noted under "Miscellaneous Additional Information".

Encourages Direct Contact for Students

Notes those agencies which welcome contacts either with their National Recruitment Management Office or field offices as noted under "Miscellaneous 'Additional Information". For most positions candidates, should obtain eligibility under the appropriate CSC examination prior to contacting an agency.

Academic Majors and Degree Levels

Lists the principal backgrounds for which the agency recruits. Does not cover every staffing category.

Positions and Grades Recurited

Principal career entry positions. Does not cover all staffing activities.

Miscellaneous Additional Information

Capsule summaries of recruiting program characteristics.



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Positions and Grades Recruited

Miscellaneous . Additional Information

4-year degree 🚓

4 year degree- Agriculture, Health and Education are the most desirable areas of study VISTA

Peace Corps Volunteers

Very active oncampus recruitment of ACTIDN volunteers is conducted by 5 Regional Service Centers located at: New York, New York; Washington, D.C., Chicago, IL, Dallas, TX, San Francisco, CA. For one year following completion of tour, former ACTIDN and Peace Corps volunteers may be appointed to Federal service without competition, if they meet the qualification standards.

4 year degree in Animal Science (Meat) Agronomy Agriculture Agricultural Commondity Grader (Grain & Meat) • GS-5/7

Advanced academic degree in the life and physical sciences

variety of positions GS-9

Doctors of Veterinary Medicine

Veterinary Medical Officer GS-9

4 year degree in.
Agriculture
Statistics
Mathematics
Economics

variety of positions 2' GS-5/7.

Bachelor's or Master's degree in Agriculture

vallous Agricultural specialties GS-5/7/9

Finance, Nutrition, Public and Business Administration

Summer Feeding Program Monitor

GS⋅5

Approximately 35 college visits nationwide for Agnicultural Commodity Graders, primary options are in Grain and Meat. Forty vacancies are anticipated in FY 76. High standing on CSC register of eligibles is required Contacts should be made through the Nat'i. Recultment Management Office.

Recruitment is decentralized to 4 regional offices located at. Beltsville, MD; New Orleans, LA; Peoria, IL; Berkeley, CA. Recruiting representatives are located on or near the campuses of land-grant universities. Candidates are required to have eligibility on the appropriate register.

Conducts active on campus recruitment at the 10 schools of veterinary medicine nationwide. For most veterinary schools, a veterinarian who lives or works in close proximity has been designated as pecruiter. 150 vacancies for Veterinary Medical Officer are anticipated in FY76.

Contact should be made through the Nat'l Recruitment . Management Office.

Recruitment is highly decentralized. FHA State Directors are responsible for recruitment within their jurisdictions. The Nat'l Recruitment Management Office can provide information as to the location of State Directors.

Recruitment is decentralized to 5 regional offices. San Francisco (Western); Chicago (Midwest); Dallas (West-Central); Atlanta (Southeast); Princeton, NJ (Northeast). Dnly Princeton, NJ is actively recruiting for 150 summer positions in New York City as Summer Feeding Program Monitors. Eligibility is established through CSC Job Ann. #414 (Group III).

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Academic Majors and Positions and Grades Miscellaneous Degree Levels Recruited Additional Information Master's degree in Economics, Oncampus recruitment in FY'76 is limited to schools relatively Economist primarily Agricultural Economics near to the Washington, D.C. and Houston, TX offices of FAS. Approximately 10-15 vacancies are anticipated. In late FY'76 a few additional visits may be conducted by personnel traveling in the All degree levels in Soil Scientists, Hydrologists, The 9 regional offices have been delegated the responsibility for Forestry Biologists, Entomologists, other college recruitment within their respective geographic áreas. Soil Science Biological and Physical Science Albuquerque, NM (Southwestern) . Entomology Specialties Atlanta, GA (Southern) Hydrology GS-5/7/9 Denver, CO. (Rocky Mr.) Fish and Wildlife Biology Juneau, AK (Alaska) Milwaukee, WI (Eastern) Missoula, MT. (Northern) San Francisco, CA (California) Portland, OR (Pacific Northwest) Ogden, UT (Intermountain) BSEE Electrical/Electronic Conducts interviews at approximately 30 colleges nationwide for MSEE and Mechanical Engineer engineers. Twelve vacancies are anticipated in Washington, D.C. **BSME** GS-5/7/9 during FY'76. To determine whether a field recruiter is located MSME close to a college or university, contact the Nat'l Recruitment Management Office. BS degree in Soil Conservation/ Soil Conservationist Does not anticipate filling many positions in FY'76. Each state Science, Agronomy, Forestry Soil Scientist office maintains recruitment contact with at least one to three General Agriculture, Range Range Conservationist universities. A listing of state offices is available through the Nat'l Conservation, Ag./Civil Aq. Engineer Management Recruitment Office. Engingering, Wildlife Biology, Çıvil Engıneer 'Ag. Economics, Ag. Education GS-5/7 Air Force recruitment is highly decentralized through 15 commands. Within separate commands, recrustment is further decentralized to the installation level. Accounting or Business Accountants & Auditors Eligibility under CSC Ann. 425 advised prior to contacts. Administration majors with 24 GS-5/7hours of accounting



B.S.E.E

Recrusts in surrounding states (lowa, Nebraska, Kansas) and in

Missouri. 14 college visits are scheduled for FY'76. A total of

15 vacancies are anticipated.

Electrical Engineer.

GS-5/7/9

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# Positions and Grades Recruited

# Miscellaneous Additonal Information

BS/MS Industrial Eng
BA/BS Architecture
BS Mech & Civil Eng.
BS Nursing
and various occupations filled
from the PACE register

All Engineering disciplines, especially electronic, serospace, mechanical, chemical

B.S.E.E. M.S.E.E (Kessler AFB)

Graduate degrees in engineering & accounting (Chanute AFB)

Bachelor's & Master's.
Engineering, Business,
Nursing, Accounting,
Guidance Counselor-Recreation

All degree levels in engineering and physical sciences

Bachelor's degree in engineering business administration accounting Transportation Specialist, Budget Analyst, Management Analyst, Safety Specialist, Logistics Mgmt. Specialist, Personnel Mgmt. Specialist

Engineer GS 5 through 12

Electronie Aerospace Chemical -Mechanical

Engineer GS-5/9 (esp. electrical)

Training Instructor GS-5/9

Computer Scientist Engineer Mathematician Physicist

GS-5/11

Electronic Engineer GS-5/7 There are seven recruiting offices, each has jurisdiction over its respective state. Tinker AFB, OK, Hill AFB, UT, Kelly AFB, TX, McClellan AFB, CA, Robins AFB, GA, Newark AFB, OH, Wright Patterson AFB, OH (also covers Kentucky). "Agency welcoms contact from students only after eligibility has been established on the appropriate CSC register."

Conducts oncampus interviews and participates in career days at approximately 75 colleges nationwide recruiting for engineers. Anticipates about 125 vacancies in FY76. Recruitment activity—conducted by following installations:

Aeronautical Systems Div, Wright-Patterson AFB, OH;
Electronic Systems Div, L.G. Hanscom AFB, MA;
Air Force Flight Test Center, Edwards AFB, CA;
Armament Dev. & Test Center, Eglin AFB, FL;
Rome Air Dev. Center, Griffiss AFB, NY;
Air Force Eastern Test Range, Patrick AFB, FL;
Each covers the geographic local within a 500 mile radius.\* About half of the vacancies are at Wright-Patterson AFB.

Recruitment is being conducted for about 48 vacancies by the Civilian Personnel Offices at three installations: Chanute AFB, IL; Kessler AFB, MS; Roese AFB, TX. The majority are at Chanute AFB. A total of about 20 colleges are to be visited in FY'76. Advisory services vary with the installation.

College liaison is limited to the three major college/university campuses in Alaska. Student contact should be through the Civilian Personnel Officer at Eilson AFB or Elmerdorf AFB.

One installation of the Tactical Air Command, Holloman AFB, which covers New Mexico and West Texas, will conduct limited recruitment for 5 anticipated vacancies:

Recruitment is decentralized to the installation level. Two installations, Griffiss AFB, NY and 96 Combat Support Group, Dyess AFB, TX, plan a total of 25 college visits, recruiting for about 45 vacancies. Bulk of vacancies are for electronics engineers and are located at Griffiss AFB.



*	DEPARTMENT DF THE ARMY U.S. Army Materiel Command Chief, Special Recruitment and Career Intern Management Branch 5001 Eisenhower Avenue Alexandria, VA 22333 703-274-8501	Yes X	ed FY 76 ous Visits	Career Lit.	Career In Advisory Speakers X	formation Services Exhibits	Group Tours	Encourages Direct Contact from Students
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Positions and Grades Recruited

Miscellaneous
Additional Information

4 year degree in engineering

General Engineer
Safety Engineer
Metiranical Engineer
Electrical Engineer
Chemical Engineer
Aeronautical Engineer
Crint Engineer
Industrial Engineer

Degree in engineering and the physical sciences

Cryst Engineer'
Mechanical EngineerElectrical Engineer

and positions in the biological and physical sciences

GS-5/7

Engineering (electrical, mechanical), Physical Sciences, Computer Science, Economics (advanced blegree), Area Studies (Middle East) and Foreign Languages (Arabic, Portuguese, Russian, & Chinese)

Bachelors
Liberal Arts,
Society Pences,
Business and Public Administration

Bachelor's and Master's
Statistics<sup>17</sup>
Computer Science
Mathematics
Social Sciences (with statistics)

variety of positions

Personnel Mgmt Specialist
Personnel Staffing Spec.
Employee Development Specialist
GS-5/7

Statistician
Mathematician
Computer Specialist
Social Sciences Analyst
GS-5/7/9

Conducts approximately 150 college visits nationwide for engineers. Anticipares about 100 engineer vacancies for AMC formal schools and 100 engineer vacancies for on the job training at research and development centers at AMC installations nationwide. Recruiting is decentralized to three field placement offices.

Davenport, IA (Mud-Vest),
Philadelphia, PA (Northeast).
Atlanta, GA (Southerd, Western).
The Atlanta Office is conducting the most active recruitment program in FY76. Advisory services are available through local installations and activities.

Recruitment is decentralized to 50 + local engineering divisions and districts. Approximately 150 college visits are conducted nationwide for candidates in engineering and the biological and physical sciences. In FY76 a total of about 408 engineer/scientist vacancies are anticipated at 150 installations.

, All positions are located in the Washington, D.C. area

The majority of entry level positions are in the Washington, D.C. area. Students should establish eligibility on the appropriate civil service registers and rank high on the list.

Recruitment is conducted by the Nat'l Recruitment Management Office which visits approximately 56 colleges nationwide. A total of 95 vacancies is anticipated in FY'76; 50 of these vacancies are for statisticians (in the social science areas).

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Positions and Grades
. Recruited

Miscellaneous Additional Information

Graduate degree in Business Administration, Economics or related field variety of positions

Naval Architect graduates and Engineering graduates with interest in manne activities

Engineer Naval Architect GS-5/7

All degree levels
Engineering
Chemistry
Physics
Computer Science

Professional Scientists and Engineers

GS-7 through 12

All degree levels: Engineering Cartography Physics Meteorolgy Meteorologists, Physicists, Geodesists, Engineers GS-5/7

Egonomics, Marketing. Urban Planning

variety of positions GS-5/7

Bachelor's and Master's Chemistry Engineering (Mechanical, Chemical, Electrical preferred for Patent Examiner positions) variety of positions

Agency welcomes contacts only after students have established eligibility on the appropriate CSC register. The six Regional Offices are located at: Atlanta, Philadelphia, Chicago, Dallas, San Francisco and New York.

Anticipated hiring for FY'76 is extremely limited. Contact should be made through the Nat'l Recountment Management Office.

Plans to recruit at 12 colleges this spring. Approximately 70 variancies, located in Eastern U.S., are anticipated. Contact should be made through the Nat'l Recountment Management Office.

Requests for career information and advisory services should be directed through the Personnel Office of the appropriate local BOAA installation. Local installations are receptive to student contact.

Availability of advisory services varies with the organizational segment.

Does not anticipate recruiting op campus for the remainder of FY76. However, during a normal year approximately 100 colleges are visited nationwide to recruit for about 120 vacancies in the field of engineering; physics and chemistry.

CSA plans to do no college level recruiting this fiscal year.

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# Positions and Grades Recruited

### Miscellaneous Additional Information

4 year degree in
Economics, Engineering, Phys
Sciences, Computer Science,
Business Adm., Law, Pharmacy,
Chemistry, English, Journalism,
Education

variety of positions GS-5/7 Field offices are located in the 10 OMB Regional Office cibes and in New Orleans, Minneapolis, Cleveland and Los Angeles. Direct contact from graduating seniors should be made during the months of April, May and June.

Bachelor's and Master's AOP 'Math Electronic Eng. Operations Research Computer Programer Electronic Engineer Ops. Research Analyst GS-5/7 DCA anticipates only 17 vacancies in FY'76 in the fields listed.

Of the three offices with recruitment responsibility, only one, the Defense Communications Engineering Center at Reston, VA, is conducting interviews at about 7 colleges.

B.S., B B.A., M.B.A. in Accounting Strong ADP interest/core courses are desirable) • Auditor ... G\$\*\$77/9 Recruitment is decentralized through six regional offices located at. Atlanta; Chicago; Los Angeles; San Francisco; Philadelphia; Waltham, Mass. Scheduled oncampus interview visits are very limited. DCAA welcomes contact only after students have established eligibility on the appropriate CSC register.

Bachelor's and Master's.
Computer Science
Civil/Structural Eng.
International Econ.
Foreign Languages

Comp. Programer Vulnerability Eng. Economist Intell. Res. Specialist GS-5/7 Bilingual Res. Tech. GS-5 All recruitment activities are conducted by the Nat'l Recruitment Management Office, which plans 15 college visits in FY'76. In the 5 fields listed, anticipated vacancies total 35. These positions are located in D.C. and overseas. Candidates with a Bachelor's degree in a foreign language, who apply for a clerical position overseas, must type 40 wpm.

Bulk of hiring is from the PACE register for Special Agent positions. Recruitment responsibility is centralized in the Washington, D.C. ~ office.

B.S. and B.A.:
Cartography, Geography,
Geodisy, Geology, Math, Forestry,
Cwu Engineering, Computer
Science, Physics

Cartographer GS-5 Geodisist GS-5 Oceanographer GS-5/7 Comp. Specialist GS-5/7 Colleges should contact one of the three recruiting offices: DMA Hydrographic Center and DMA Topographic Center at Washington, D.C., and DMA Aerospace Center at St. Louis AFS, MO. Approximately 68 college visits are planned in FY 76 to recruit for about 96 vacancies. Most vacancies are at the Aerospace Center, which has the most active recruitment. Student contact should be made through the personnel director of the local installation.

Plan to do no college level recruiting for this fiscal year.



Department Agency or Major Component and	Schedule Oncamp	d FY 76 Tus Visits	-		formation Services		Encour- ages Direct
National Recruitment Management Office	Yes	No .	Career Lit	Sbeakers	Exhibits	Group Tours	Contact from Students
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Positions and Grades Recruited

Miscellaneous Additional Information

Accounting ,
Law

Management: (Pub Adm , Bus
Adm , Econ., Political Science,
Criminal Justice)
Scientific Technical
Chem Physics, all Eng
options, Math, Ops Res
Analyst, Geology, Occanography,
Indust. Hygienist, Health
Physicist
All Oegree Levels

GS-7/9/11 in positions filled by the academic majors listed EROA is actively recruiting through the Wash., O.C. office and 14 field offices located at San Francisco, Albuquerque, Laramie, WY, Savannah River, S.C., Idaho Falis, Oak Ridge, TN: Pritsburg, Richfand, WA; Las Vegas; Schnectady, NY, Bartlesville, OK, Grand Forks, WY, Morgantown, WV, Chicago. ERDA plans to visit approx. 200 schools for recruitment and career days. About 207 vacancies are anticipated in FY76 in the fields listed, 82 of these are at Headquarters.

Bachelor's and Master's Engineering Sanitary Civil Chemical Engineer.

Sanitary Civil Mechanical Environmental GS-5/7/9

Loan Analysts

Accountants

(Agricultural),

GS-577

Recruitment is decentralized. In addition to ter regional offices (see OMB Regional Office cities) there are 5 offices located at: Cincinnati, OH; Las Vegas, NV, Research Triangle Park, NC; Ann Arbor, MI; Corvallis, OR. Recruitment activity will involve about 100 odlege visits nationwide and participation in 50 career days. Primary emphasis will be to recruit for approx. 300 engipeering and physical science vacancies. Recruitment varies considerably among offices. The most active are Atlanta, Boston, Kansas City, New York City, and Research Triangle Park.

M.S recultural Economics with erophasis on ag. credit/ag. finance

Bachelor's degree in accounting

Bachelor's and Master's Business Administration Accounting Finance Savings and Loan Examiner GS:5/7

Recruitment is decentralized through 12 district offices. Boston, New York, Pittsburgh; Atlanta; Cincinnati; Chicago; Indianapolis; Des Moines, Little Bock, Topeka; San Francisco; Seattle. Approximately 40 vacancies are anticipated nationwide.

Recruitment is decentralized through three regional offices.

in FY76 is extremely low. .

Columbia, SC; St. Louis, MO; Bloomington, MN. The Nat'l

Recruitment Management Office has the jurisdiction over hiring in the Washington, O.C. area. The estimated number of vacancies

Bachelor's degree in almost any field for entry level positions (filled from PACE register) Transportation Industry
Analysts, Marine Insurance
Examiners

GS-5/7.

Most entry level positions are located in the Washington, O.C. area. Agency welcomes contact only after the student has established eligibility on the appropriate CSC register.

	Schedule	d F.Y '76	•		formation		Encour- ages
Department, Agency or Major Component and National Recruitment Management Office	Uncamp	us Visits	· .	Advisory	Services	••	Direct Contact
	Yes *	No	Career Lit	Speakers	Exhibits	Group Tours	from Students
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Positions and Grades Recruited

Miscellaneous Additional Information

Bachelor's and Master's Accounting Business Administration Economics Environmental Sciences

Accountant/Auditor GS-5/7 Engineer GS-5/7/9 Economist GS-5/7/9 Environmental Specialist GS 5/7/9 Centralized recruitment for the Bureau of Power and Bureau of Natural Gas is conducted by the Nat'l Recruitment Management Office. The Office of Accounting and Finance at Washington, D.C. manages its own recruitment. Approximately 30 college visits are scheduled in FY76 to recruit for a total of about 30 yacancies.

Because of the nature of the work and the experience qualification requirement for mediator positions, there is no

College Recruitment Program.

Law school graduates

Attorney Law Clerk

GS.11

The Nat'l Recruitment Management Office recruits for attorneys nationwide for the eleven regional offices. Approx. 34 law schools are visited at the beginning of the school year, no later than Mid-November. Approximately 50-60 vacancies are anticipated annually.

Primarily—
Auditor and Management
Auditor

GS-7/9

Approximately 150 college visits nationwide are planned for FY76. A total of 290 vacancies are anticipated. All positions will be filled through appropriate CSC announcements. GAD seeks applicants having outstanding academic achievement. Recruitment is decentralized through 15 Regional Offices located in the 10 DMB Regional Office cities and in Norfolk, Detroit, Cincinnati, Los Angeles and Wash., D.C.

The most desirable are
Accounting
Architecture
Business Administration
Public Administration
Economics
Engineering
Mathematics
History (American)
at the Bachelor's and Master's
levels and other occupations

primarily covered by PACE

Variety of positions GS-5/7/9

While college recruitment is coordinated nationwide by the College Relations Coordinator, each of the 10 regions (and the Central Office Deparations Div. at Wash., D.C.) is responsible for its own accruitment. Regional Offices are located at: San Francisco, Atlanta, Chicago, Kansas City, Denver, Boston, New York, Fort Worth, Aubur, WA and Wash., D.C. Some regions may schedule oncampus interview visits for specific positions. Contact by placement directors should be made through the Regional personnel office in their geographic area.

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	Department Agency or Major Component and	Schedul	ea FY '76 ous Visits	/	Career In Advisory	formation Services		Encour: ages Direct
	National Recruitment Management Office	Yes	No	Career Lit	Speakers	Exhibits	Group Tours	Contact from Students
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Positions and Grades Recruited '

Miscellaneous Additional information

Bachelor's degree. Printing Management Printing Technology Printing Specialist GS-5 Recruitment activities are limited to the 9 colleges nationwide which offer degrees in printing management. Approx. 25 vacancies are anticipated at the Central Office. Contact should be made through the Nat'l Recruitment Management Office.

4 year Liberal Arts degree Most desirable majors are Economics Business Administration Social Insurance Representative Trainee (at district offices) .

Social Insurance Claims
Examiner Trainee
(at payment centers)
• GS 5

SSA has an active recruitment program which is decentralized. This year group meetings on campus may replace individual interviews. Approx. 1500-1800 vacancies nationwide will be filled from the PACE register in FY'76, primarily in the positions listed. Contact can be made through one of the 10 DHEW Regional Offices (see OMB Regional Office cities), a local district office of SSA, or the Nat'l Recruitment Management Office. Chicago, Şan Francisco, New York and Atlanta Regions do the most hiring.

Recruitment is decentralized through 10 Regional Offices (See OMB Regional Office cities). The Nat'l Recruitment Management Office has recruitment responsibility for the Wash., D.C. area. HUD has an expanding Cooperative Education Program through which participants can be converted non-competitively to career-conditional appointments.

No college recruitment program

Only 2 of the 9-area offices, Phoenix and Albuque que, conduct oncampus recruitment. A total of 100-300 vacancies are anticipated in these 2 areas, primarily in the educational field. All applicants for teaching positions must be certified by a state board before they are employed by BIA. Albuquerque also recruits on a small scale for engineers and foresters.

Recruitment responsibility is delegated to a Research Center in Denver, HQ at Wash., D.C. and 7 regional offices located at: Boise, ID, Sacramento, CA; Boulder City, NV; Salt Lake City, UT; Amarillo, TX; Billings, MT, Denver, CO. In FY'76 a total of 56 college visits are planned. Recruitment activity varies with Regional Offices at Denver and Amarillo and HQ planning no college visits Approx. 85 vacancies are anticipated nationwide.

Teacher (Elem. & Sec.). Gurdance Counselor GS-5/7/9

B.S. Engineering. Civil Hydraulic Mechanical Electricat Engineer

GS-5/7



Department, Agency or Major Component and		ed FY '76 us Visits	.9		formation Services		Encour- ages Direct
National Recruitment Management Office	Yes	No.	Career Lit	Speakers	Exhibits	Group Tours	Contact from Students
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# Positions and Grades Recruited

# Miscellaneous Additional Information

All degree levels, Geology Geophysics Petroleum Eng. Mining Eng. Hydrology Geologist Geophysicist Petroleum Engineer Mining Eng. Technician Hydrologist GS-5 through 13 Anticipates approx. 80 vacancies nationwide in FY76. Regional Offices at Reston, VA, Mexilo Park, CA, Denver, CO, Rollo, MO and Atlanta. GA plan a total of 110 college visits.

Contact can be made through the Nat'l Recruitment Management Office or the appropriate Regional Office.

Few positions are filled at the entry level. Coal Mine Health and

although none is anticigated this fiscal year.

Safety is the one organizational segment that does some recruiting,

Engineering.
Civit
Mechanical
Mining
General
All degree leyels

Park Aid \*Park Technician GS-4 Oncampus interviews are conducted nationwide. Primary interest is in seasonal type employment and cooperative education programs. Recruitment is decentralized through 9 regional offices located at: Boston (North-Atlantic states); Philadelphia (Mid-Atlantic); Atlanta (Southeast); Omaha (Midwest); Denver (Rocky Mountain states); Sante Fe (Southwest); San Francisco (Western); Seattle (Pacific Northwest); Wash., D.C. (National Capitol Parks).

Bachelor's and Master's. Accounting Transportation Economics

Law school graduates

Accountant/Auditor Transportation Specs Tariff Examiner Economist GS-5/7 Attor by GS-9/11

Special Agent

At this time only the FBI and Office of Deputy Attorney Gen.

Approximately half of the 55 anticipated vacaociesoare for

Atlanta: Philadelphia: Fort Worth; San Francisco

Attorney positions. About 50 oncampus visits are planned in the

fall of FY'76. Recruitment is conducted by the Headquarters at

Wash., D.C. and 6 regional offices located at: Boston; Chicago;

J.D., L.L.B. 4 year degree in accounting Recruiting is decentralized. Regional and field offices assist, Headquarters with recruiting.

No college recruitment program.

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Department Agency or Major Component and National Recruitment Management Office	Schedule Oncamp	ed FY '76 Jus Visits		Career In Advisory	formation Services		Encour- ages Direct
	Yes	No	Career .	Speakers	Exhibits	Group Tours	Contact from Students
DEPARTMENT OF JUSTICE (continued)					. •		
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Positions and Grades Recruited

Miscellaneous Additoral Information

Law Clerk Attorney

The Nat'l Recruitment Management-Office recruits nationwide in October/November at 161 law schools for its Honor Law Graduates Program. Approximately 167 vacancies are anticipated in FY 76.

Safety Engineer Industrial Hygienist

GS-5 through 11 Eng. Technician GS-5/7 Economist GS-5/9 Attorney

GS-9

In areas of Aerospace ·Technology? Engineering **Physics** Mathematic

**Physicist** Mathematician Engineer; Mechanical • Electronic/Electrical Aeronautic Aerospace

GS-7 through 11

recruiting oncampus with six college visits planted and 37 vacancies anticipated in FY76.

Recruitment is decentralized through 10 regional offices located in

OMB regional office cities. At this time only the Dallas region is

Regruitment is decentralized. Each of 9 installations recruit nationwide with a primary emphasis on the geographic area in which the installation is located. An agency total of approx, 135 college visits is planned, and 100-150 vacancies are anticipated. The 9. installations are:

Ames Res. Center, Moffett Field, CA Flight Res. Center, Edwards, CA Goddard Space Flight Center, MD Kennedy Space Center, FU Langley Res. Center, Hampton, VA Leves Res. Center, Cleveland, QH . Johnson Spate Center, Houston, TX Marshall Space Flight Center, AL Wallops Flight Center, VA

HQ Personnel Division, recruits for positions in Washington, D.C

B.A. and M.A.: Arts and Humanities Accounting

Program Spec. GS-7 Grants-Spec. Ġ\$\5/7/9 Accountant GS-5/7

The Wat'l Recruitment Management Office plans to conduct 20 college visits in FY76. The 56 anticipated vacancies are located in Washington, D.C. (There are no regional offices.) NFAH encourages contact-only after students have established eligibility on an appropriate CSC register.

Department Agency or Major Component and		Scheduled FY 76 Oncampus Visits		Career Information Advisory Services			Encour- ages Direct	
National Recruitment Menagement Office	Yes	No	Career Lit	Speakers	Exhibits .•	Group Tours ·	Contact "from Students	
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Ft. George G. Meade, MD 20755  Atth: M321 4  301-796-6161	•	•						
DEPARTMENT OF THE NAVY	•						-	
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Head of Recruiting Branch  Ballston Tówers ≠2				,	. 7	- 1		
801 North Randolph Street Artington, VA 22203 703-692-4911	*	-5.					**	
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SELECTIVE SERVICE SYSTEM	. ,				, -	·		
1724 F Street, N.W. Washington, O.C. 20435		. x	- :					
SECURITIES AND EXCHANGE COMMISSION			3		•		· · .	
Assistant Director of Personnel 500 North Capital Street Washington, D.C. 20549 202-755-4884	. x	,	8	* 1			x	
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Positions and Grades

'Recruited

Miscellaneous ·
Additional Information

24 semester hours in one or a combination of subjects, such as: Labor Relations, Industrial Relations, Personnel Administration, Business Administration, Political Science, Economics, Labor Economics, Labor Law, Accounting, Law

Field Examiner GS-5/7 Recruitment is decentralized through 31 regional offices. . . . . Approximately 60 vacancies are anticipated nationwide in FY76.

Electronic Engineering
Computer Science
Mathematics
Asian, Slavic and Middle Eastern
languages
all degree levels

GS 7 through GS-12 in fields listed and general liberal arts graduates

All recruiting is exempt from competitive Civil Service procedures. For all positions U.S. citizenship and background investigations are required. Liberal Arts and Mathematics Majors may qualify for interviews through the NSA Professional Qualifications test, given by 40 different campuses in late Nov. Contact should be through the Nat'l Recruitment Management Office which plans to conduct approximately 162 college visits in FY76.

Send SF-171 to Nat'l Recruit-Iment Management Office

B.S. and M.S.: Engineering (all options) Physical Sciences

Engineer

Recruitment is highly decentralized. There are approx. 350 installations nationwide, most located on the coast or nearby. Anticipate 1000 college visits for all of Navy at about 400 schools, recruiting primarily for engineers (all options). In FY 75 there were 800 hires. Refer to CSC publication "Who's Hiring Engineers" for specific vacancy information. Contact can be made through the nearest installation or CAPSO N.

Limited opportunities exist in the areas of procurement, logistics, financial management and personnel. Recruitment for these areas is centralized and conducted by CAPSO N.

There is no college recruitment program.

Law students in upper 1/3 of class and M.B.A. — must establish CSC eligibility prior to contact.

, Attorney - GS-11 Oncampus visits are limited to law schools. The Wash., D.C. office conducts on-site law school interviews with third year students at 15-20 schools per year. The 9 regional offices also make on-site contacts with law schools in their Regions. These offices are located at: Boston; New York; Atlanta; Chicago, Forth Worth; Denver; Los Angeles; Seattle; Arlington, VA:

Department, Agency or Major Component and		Scheduled F.Y '76 Oncampus Visits		-	Encour- ages Direct		
	National Recruitment Management Office	Yes	No	Career Lit .	Speakers	Exhibits Group	Contact from a Students
	SMALL BUSINESS ADMINISTRATION '			-			
•	* Chief, Employment Division .1441 L Street, N.W.		x	×	,		×
3 '	Washington, D.C. 20416, 202-382-7815	-			~		
	DEPARTMENT OF STATE		٠				• ·
,	Foreign Service	ر .	х	: x	х	· .	x
>	Board of Examiners for the Foreign Service Box 9317, Rosslyn Station				,	. ·	
٠	Arlington, VA 22209 703-235-9392	, ;	e		و غ		
• ;	U.S. Agency for International Development Chief, Recruitment Branch Office of Personnel and Manpower	<b>X</b>		X	· X		` x
•	Washington, D.C. 20523				, , ,	•	•
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	DEPARTMENT OF TRANSPORTATION		•	.*	•	, , , ,	
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•	Federal Aviation Administration APT-220	, x		×	×		, x
•`	Personnel Staffing & Benefits Branch 800 Independence Ave., S.W/ Washington, D.C. 20591 202-426-8833	- ر.		ب			
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Positions and Grades Recruited Miscellaneous Additional information

Bachelor's degree Accounting
Business Administration

Loan.Specialists, other Business Specialists GS-5/7 Oncompus interview visits are not scrieduled because applications from civil service lists provide an adequate source of highly-qualified college level candidates for the small number of entry-level professional and technical jobs.

Background in
Economics
Business Administration
Public Administration
Labor Affairs

Foreign Service Officer

The Foreign Service is exempt from competitive Crist Service procedures. The Foreign Service examination for F.S. Officer is given once a year in December, in many cities throughout the U.S. and overseas. Contact is to be made through the Nat'l Recruitment Management Office.

Master's in
Public Health
Business Administration
(Finance or Acctg.)
MA/MS:
Agniculture
Ag. Economics

International Development

FSR-7

50 vacancies are anticipated in FY'76. Contact is to be made \_ through the Nat'l Recruitment Management Office. All intern positions are in the Foreign Service Reserve which is exempt from competitive Civil Service procedures.

Naval Architecture Civil, Mechanical and Electrical Engineering

Economics
Anthropology
Rural Sociology

Naval Architects Engineers

GS-5/7

Interested students with the listed majors should contact the Nat'l Recruitment Management Office.  $\label{eq:contact} ^{\dagger}$ 

Students who are interest in positions at Traffic Control Specialists and Electronics Technicians

Engineer GS-5/7
Electronics Tech. GS-5/7
Computer Spec. GS-5

Recruitment is decentralized. 5 Regions and 1 Experimental Center are currently recruiting. Southern Region (Atlanta), Great Lakes Region (Des Plaines, IL), Central Region (Kansas City), Rocky Mt. Region (Denver), Western Region (Los Angeles); National Aviation Facilities Experimental Center, Atlantic City, NJ. About 170 vacancies are anticipated nationwide; the bulk are found in the Southern and Great Lakes Regions. A total of 20 college visits are planned. All but the Central Region plan visits.

Department, Agency or Major Component and	Schedi Oncar	uled FY '76 npus Visits	Career Information Advisory Services				Encour- ages Direct
National Recruitment Management Office	Yes	No	Career Lit.	Speakers	Exhibits	Group Tours	Contact from Students
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St. Lawrence Seaway Development Corp.	Ì	х	•	х	х	х	·
Personnel Office	į	,	·.•	.	1		
P.O. Box 520 Massina, New York 13662						•	
315-764-4237					ł		
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DÉPARTMENT OF THE TRÉASURY	•				• •		:
Bureau of Alcohol, Tobacco & Firearms Chief, Employment Br., Personnel Drv. Room 2226 1200 Pennsylvania Ave., N.W. Washington, D.C. 20226 202-961-7321		, X	. x	X			. x
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* Administrator of National Banks					. '	. 1	
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Positions and Grades \* Recruited

Miscellaneous Additonal Information

B.S. and M.S.: Civil Engineering

Civil Engineer GS-5[7/9 Oncampus interviews are conducted by the Nat'l Recruitment Management Office at approx. 100 colleges nationwide for civil engineers at both the Bacheler's and Master's degree levels. Contact can be made through the personnel officer of the closest Regional Office for advisory services and by interested students. Major field installations are located at: Delmar, NY; Atlanta; Baltimore; Homewood, IL; Fort Worth, TX; Kansas City, MD; San Francisco; Denver; Portland, OR; Arlington, VA.

Most estimated vacancies (30) are at the GS-5/7 level.

Close liarson is maintained with four local area colleges. Advisory services are provided primarily to these local colleges.

Bachelor's and Master's: Law Enforcement Business Administration Criminology Police Admi/Science

Bachelor's and Master's
Accounting
Business Administration
Economics
Banking
Finance
2 years of study toward a degree
in a business discipline for the
"Cooperative Work-Study
Program"

Bachelor's degree in a business discipline or law enforcement field Law Degree Asst. National Bank Examiner and Asst. in trusts, GS-5 Financial Intern, GS-4 (co-op program)

Customs Inspector GS-5/7
Customs Patrol Afficer GS-5
Import Specialist GS-5
Special Agent GS-9/11
Accountant/Auditor GS-5/7

Recruitment is decentralized through 7 Regional Offices: Dallas (Southwest); Philadelphia (Mid-Atlantic); Chicago (Mid-West); New York (North-Atlantic); Atlanta (Southeast); Cincinatti (Central); San Francisco (Western). Gontact is encouraged only from those students who have established eligibility on the Treasury Enforcement Agent register maintained by the Civil Service Commission. High standing on Civil Service lists is required.

Recrusment is decentralized through 14 Regional Recruiting Offices:
Boston; New York; Miladelphia; Cleveland; Richmond, VA: Atlasta:
Chicago; Memphis; Minneapolis; Kansas City; Dallas; Denver; Portland;
San Francisco. College visits in FY76 will total approx. 175, with each region planning visits. About 150 vacancies are anticipated nationwide.

Recruitment is decentralized through § Regional Personnel Offices and HQ at Wash., D.C. HQ, Boston, New York, Houston, San Francisco and Los Angeles will actively recruit for a total of approx. 240 vacancies in FY76, conducting about 140 college vists. Any recruitment done by the remaining Regional Personnel Offices (Baltimore, Miami, New Orleans, Chicago) will be on a more limited basis. Contact is encouraged only from those students who have established eligibility on the appropriate CSC register.

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National Recruitment Management Office	•	Yes	No	• Career Lit	Speakers	Exhibits	Group Fours	Contact from Students	
DEPARTMENT OF THE TREASURY Continued	d)						-		
Internal Revenue Service		x		. х	х	x x	×	-x	
Nat's Recruitment Coordinator				,,				^	
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Washington, D.C. 20224		,		·	1				
Atm: Room 706, Warner Building			-			_	•		
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Director, Recruitment & Placement Service (054E)	۲,	х	.	х	x	x	х	,	
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# Positions and Grades Recruited

### Miscellaneous Additional Information

Bachelor's degree primarily in accounting/business majors

Revenue Agent/Officer Tax Auditor Special Agent GS-5/7

Recruitment is highly decentralized. Contact should be made through the local IRS office listed in the telephone directory. Nationwide, approx. 1000 oncampus visits are planned in FY'76. A minimum of 2650 vacancies are anticipated primarily in the positions of Revenue Agent (1000+). Tax Auditor (750+) and Revenue Officer (500+).

Advisory services are available through the local field offices of the U.S. Secret Service

B.A. and M.A. degrees. Slavic & other Eastern European Lang. & Lit.

All academic majors and digree levels.

Master's degree: Political Science, International Relations, History, Journalism, Education, Public Adm.

All degree-fevels in bealth-related fields.

**Exhibit Tour Guide** (temporary) Public Affairs Trainee (30 vacancies) Asst. Cultural Affairs Information Officer

FSS-9

FS10-8\*

(7 vacancies)

Physician Deotist Nurse and in numerous other occupational fields, all of which are covered by CSC announcements, such as: Accounting (BS/BA) Social Work (M.S.W.) Library Science (MS) L.L.B., J.D.

Engineering (B.S.)

Oncampus recruitment is extremely limited, as the number of vacancies is quite low. The agency has 3 separate entry-level programs, all exempt from competitive Civil Service procedures.

Each installation is individually responsible for its recruitment activities and direct relationships with local colleges. The installations are too numerous to list. In the area of special programs, VA provides clinical training for baccalaureate and graduate students in such fields as:psychology, dietetics, nursing, speech pathology, audiology, rehabilitation therapy, and social work.