AID TO ORDERING PUBLICATIONS

Many of the publications listed in this Guide are available free of charge; the others may be purchased. School and public libraries may be sources for some of these publications.

Federal agency publications

In each citation of Federal publications, agency abbreviations have been used to conserve space. These abbreviations indicate, in the order of their appearance, (1) the name of the issuing agency and (2) the agency (abbreviation in parentheses) to which requests for publications may be directed. Publications that are free may be obtained from issuing agencies as long as supplies last. Virtually all priced publications may be ordered from the Superintendent of Documents, U.S. Government Printing Office. Federal agencies are listed alphabetically, by their abbreviations, in appendix A, along with the address of each agency. (See also appendixes B through E for helpful hints on how and where to order Federal publications.)

State agency publications

State publications that are free may be requested from the agency whose name and address appear immediately following the publication title. Priced publications may be ordered from the organization whose name and address appear in parentheses.

Publication citations in the Guide that are preceded by an asterisk are considered suitable for the use of counselees as well as counselors. The titles of periodicals are underlined for ease in identification. Information on subscriptions to selected periodicals is provided in appendix D.

Counselors may keep abreast of the latest occupational and other related manpower information published by government agencies by requesting free lists of currently available publications from issuing agencies. (See section on directories, catalogs, and bibliographies; and appendix A for the addresses of Federal agencies cited in the Guide.) An example of one type of publication list issued by Federal agencies is annotated below:


Lists the Bureau's free and priced publications, including periodicals. Citations are grouped under broad subject headings as follows: General publications, employment service publications, and unemployment insurance publications. Employment Service publications are subdivided into the following categories: Occupational information, tests and measurements, counseling, service to older workers, service to the handicapped job applicant, labor market information, and farm labor. Includes information on how to obtain the Bureau's publications.
Up-to-date and accurate occupational and other manpower information is essential to wise vocational decisions. In recognition of this need, Federal, State, and local government agencies are issuing an increasing number of publications which inform vocational counselors and others about trends and developments which have implications for career decisions. This Guide was prepared to encourage the wider use of these materials.

This bulletin was prepared by David P. Lafayette, under the supervision of Russell B. Flanders. The study was directed by Bernard Yabroff in the Bureau's Division of Manpower and Occupational Outlook, under the supervision of Sol Swerdloff, Division Chief, and the general direction of Harold Goldstein, Assistant Commissioner for Manpower and Employment Statistics.
Of the hundreds of useful government manpower publications cited in this bibliography, several should be on every counselor's reference bookshelf because they are basic sources of comprehensive, practical, and up-to-date information. These selected publications are identified briefly below, with references to the pages in this bibliography where they are annotated or discussed:

The Occupational Outlook Handbook (pp. 2, 86) is the most comprehensive source of occupational and industry career information available. Published every 2 years by the U.S. Department of Labor's Bureau of Labor Statistics, the 1963-64 edition provides information on the nature of work, long-term employment outlook, and related topics for hundreds of occupations, and major industries.

The Occupational Outlook Report Series (pp. 2, 86) consists of 109 individual reprints of statements published in the Handbook. These reprints enable counselors to make occupation and industry information readily available to students interested in specific careers.

The Occupational Outlook Quarterly (pp. 83, 86) supplements the Handbook by presenting up-to-date occupational outlook and other timely manpower information.

The Dictionary of Occupational Titles (D.O.T.) (p. 15) published by the U.S. Department of Labor's Bureau of Employment Security, is an encyclopedia of job definitions and related data. A revised edition of the D.O.T. will be published in 1965 and will contain information on about 22,000 jobs, of which about 6,000 will be new to the D.O.T.

The Handbook of Women Workers (p. 2) published every 2 years by the U.S. Department of Labor's Women's Bureau, is a sourcebook of facts on women's employment, occupations, earnings, education, and related subjects.

Each major branch of the Armed Forces publishes a comprehensive career handbook, and other helpful materials, which describe occupations and training programs for enlisted men. These publications (p. 19) include: Army Occupations and You; U.S. Navy Occupational Handbook; U.S. Air Force Occupational Handbook; and Occupational Specialties, issued by the U.S. Marine Corps.

In addition to the preceding separate publications, which provide national information, State employment security agencies affiliated with the U.S. Department of Labor publish much valuable information on occupations and employment opportunities in State and local areas (p. 12). These State agencies prepare two principal types of studies--area skill surveys, which analyze current and future occupational requirements in individual labor market areas, and occupational guides, which provide career information for individual occupations or groups of related occupations. State agencies also publish special manpower and labor market studies that deal with future manpower supply, characteristics of the work force, changes in State and area economic activity and the employment structure of industries.
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INTRODUCTION

The task of making sound vocational and educational decisions is a growing challenge. Consider, for example, the quickening pace of technological change in recent years and its effects on job opportunities and job security. Hundreds of thousands of production jobs have disappeared at unequal rates in various regions, occupations, and industries. Educational and training requirements have been raised across a broad range of occupations. At the same time, new industries, products, and processes have generated employment opportunities—many of these in new occupations. Achievement of effective vocational and educational decisions is further complicated by the unusually large numbers of youths and women entering the labor force, and lingering high levels of unemployment among youths, older people, and minority group members.

To meet the challenge, counselors must be informed on the major aspects of the Nation's manpower trends. For example, they should be familiar with the changing job content of occupations; those occupations with excess workers and those with worker shortages; the new occupations resulting from technological change; and those with growing or shrinking employment opportunities. Commenting on the effectiveness of counselors without a full knowledge of occupations, an outstanding leader in the field of counseling points out that "the weak counselor pools his own ignorance of occupations with the ignorance of the client and from this shallow pool tries to help the client to select an appropriate occupation."1

The Counselor's Guide To Occupational and Other Manpower Information is designed primarily to inform counselors of the many types of related information that are published by government agencies. It is a selected bibliography; representative materials have been listed from all Federal agencies, and many State agencies, known to publish career-related information. The Guide, with few exceptions, is also restricted to materials published during the period 1958 through 1963.2 No attempt was made to tap the vast field of private publications; counselors should consult the NVGA Bibliography of Current Occupational Literature, 1963 revision, published by the National Vocational Guidance Association.

For ease of reference, the Guide is divided into individual subject sections. Introductions to each section identify the subject area and associated manpower problems and, where applicable, describe governmental and other policies and programs related to them. The annotated listings follow. The Guide also includes a section on basic statistics available from government sources that can be particularly useful to counselors. Appendixes include helpful hints to counselors on how and where to order government publications.

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2 For earlier references, see Occupational Information for Counselors: An Annotated Bibliography, Revised 1958. (U.S. Department of Labor, September 1958). This publication is out of print, but copies may be available in local libraries.
Counselor's Guide to Occupational and Other Manpower Information

OCCUPATIONAL AND INDUSTRY MANPOWER LITERATURE

There is an urgent need for competent vocational and guidance counseling. Counselors need reliable, up-to-date vocational counseling and guidance materials so they can supply realistic information to counselees. There is a veritable storehouse of materials published by government agencies--both Federal and State--which can help counselors and counselees to achieve the most effective vocational and educational decisions. These publications cover a wide range of subject matters including, for example, job descriptions, industry and occupation employment trends, changing occupational structure in industry, typical entry jobs, training requirements for specific occupations, and how to start and manage small businesses. Some publications are, or include, valuable bibliographies on subjects of particular interest to counselors. Much material published by State agencies deals with current and future occupation employment requirements in individual labor market areas; or the duties and characteristics, qualifications required, employment prospects, and related information for individual occupations or groups of related occupations.

NATIONAL INFORMATION

The Federal Government is the main source of occupational and industry manpower information that is primarily national in scope. A representative sample of the increasing volume of publications, incorporating such information is shown below. The subject matter is varied, but in general deals with careers in individual occupations, employment changes in industries, and education and training programs which lead to jobs in specific fields. Some publications discuss the importance of particular disciplines, such as mathematics and science, to certain career fields.

The U.S. Department of Labor publishes most of these materials, but other Federal agencies also are important sources. Publications are grouped below by issuing agency. Counselors may keep abreast of the latest manpower materials by requesting free lists of currently available publications from issuing agencies.

U.S. DEPARTMENT OF LABOR

Reviews of the national employment outlook in various occupations and occupational fields are published each spring in "open letters" or other news releases from the Secretary of Labor to school graduates. For example, the open letter to college graduates in 1964 briefly described employment prospects in such fields as engineering, the physical sciences, mathematics and statistics, the biological sciences, forestry, the earth sciences, teaching, library work, law, journalism, counseling, the social sciences, health professions, performing arts, civil service, and the Peace Corps.

- 1 -


* THE AMERICAN WORKERS' FACT BOOK. 1960. (GPO). 395 pp. $1.50. Presents, in nontechnical language, the overall picture of labor's place in the economic life of the U.S. Discusses such subjects as living standards; worker groups, including craftsmen, migratory workers, older workers, young workers, and nonwhite workers; industrial safety; wages and hours; labor laws; unemployment insurance; and labor unions. Currently being revised.

* FARM LABOR FACT BOOK. 1959. (GPO). 240 pp. $1. Discusses the particular problems of the many different groups that make up the farm work force, including farm operators, unpaid family workers, hired farm workers, and imported farm workers.


Bureau of Labor Statistics

The most comprehensive source of occupation and industry career information is the Occupational Outlook Handbook, which is revised every two years. The 1963-64 edition of the Handbook provides the most recent information available on nature of work, long-term employment outlook, and other related topics for nearly 700 occupations and 300 major industries. Each occupation and industry statement lists the names and addresses of professional trade organizations and/or labor unions, that can provide additional related information. Reprints of statements are available for individual occupations and industries, and for special groups of occupations. A special reprint of the introduction to the Occupational Outlook Handbook is also available; it discusses, in nontechnical language, the economic factors that will influence the world of work during the period up to 1970 or 1975.


ACCOUNTANTS. Bulletin No. 1375-1. 4 pp. 5 cents.
ADVERTISING, MARKET RESEARCH, AND PUBLIC RELATIONS WORKERS. Bulletin No. 1375-2. 10 pp. 10 cents.
AGRICULTURAL OCCUPATIONS. Bulletin No. 1375-86. 18 pp. 15 cents.
AIR-CONDITIONING AND REFRIGERATION MECHANICS. Bulletin No. 1375-73. 3 pp. 5 cents.
AIRCRAFT, MISSILE, AND SPACECRAFT MANUFACTURING OCCUPATIONS. Bulletin No. 1375-87. 10 pp. 10 cents.
APPLIANCE INDUSTRY. Bulletin No. 1375-88. 9 pp. 10 cents.
APPLIANCE SERVICEMEN. Bulletin No. 1375-74. 4 pp. 5 cents.
ARCHITECTS. Bulletin No. 1375-3. 3 pp. 5 cents.
ATOMIC ENERGY FIELD. Bulletin No. 1375-89. 14 pp. 15 cents.
AUTOMOBILE MECHANICS AND DIESEL MECHANICS. Bulletin No. 1375-75. 7 pp. 10 cents.
BAKING INDUSTRY. Bulletin No. 1375-90. 7 pp. 10 cents.
BANKING OCCUPATIONS. Bulletin No. 1375-91. 8 pp. 10 cents.
BARBERS AND BEAUTY OPERATORS. Bulletin No. 1375-47. 5 pp. 5 cents.
BIOLOGICAL SCIENTISTS. Bulletin No. 1375-4. 6 pp. 10 cents.
BRICKLAYERS, STONEMasons, MARBLE SETTERS, TILE SETTERS, AND TERRAZZO WORKERS. Bulletin No. 1375-57. 15 pp. 15 cents.
BUSINESS MACHINE SERVICEMEN. Bulletin No. 1375-76. 7 pp. 10 cents.
CARPENTERS. Bulletin No. 1375-58. 10 pp. 10 cents.
CASHIERS. Bulletin No. 1375-49. 4 pp. 5 cents.
CHIROPRACTORS. Bulletin No. 1375-14. 2 pp. 5 cents.
COMMERCIAL ARTISTS. Bulletin No. 1375-8. 4 pp. 5 cents.
CONSTRUCTION LABORERS AND HOD CARRIERS. Bulletin No. 1375-60. 9 pp. 10 cents.
DENTAL HYGIENISTS. Bulletin No. 1375-15. 2 pp. 5 cents.
DENTAL LABORATORY TECHNICANS. Bulletin No. 1375-16. 3 pp. 5 cents.
DENTISTS. Bulletin No. 1375-17. 4 pp. 5 cents.
DISPENSING OPTICIANS AND OPTICAL LABORATORY MECHANICS. Bulletin No. 1375-67. 5 pp. 5 cents.
DRIVING OCCUPATIONS. Bulletin No. 1375-68. 20 pp. 15 cents.
ELECTRIC LIGHT AND POWER OCCUPATIONS. Bulletin No. 1375-93. 13 pp. 15 cents.
ELECTRONIC COMPUTER OPERATING PERSONNEL AND PROGRAMMERS. Bulletin No. 1375-50. 8 pp. 10 cents.
ELECTRONICS MANUFACTURING OCCUPATIONS. Bulletin No. 1375-94. 11 pp. 10 cents.
ELECTROPLATERS. Bulletin No. 1375-69. 3 pp. 5 cents.
FACTORY OCCUPATIONS NOT REQUIRING SPECIALIZED TRAINING. Bulletin No. 1375-70. 10 pp. 10 cents.
FBI AGENTS. Bulletin No. 1375-51. 3 pp. 5 cents.
FLOOR COVERING INSTALLERS. Bulletin No. 1375-61. 11 pp. 10 cents.
FORESTERS. Bulletin No. 1375-12. 3 pp. 5 cents.
FORGE SHOP OCCUPATIONS AND BLACKSMITHS. Bulletin No. 1375-71. 6 pp. 10 cents.
FOUNDRY OCCUPATIONS. Bulletin No. 1375-95. 10 pp. 10 cents.
GASOLINE SERVICE STATION ATTENDANTS. Bulletin No. 1375-72. 4 pp. 5 cents.
GEOGRAPHERS. Bulletin No. 1375-13. 4 pp. 5 cents.
GOVERNMENT OCCUPATIONS. Bulletin No. 1375-96. 15 pp. 15 cents.
HOME ECONOMISTS AND DIETITIANS. Bulletin No. 1375-18. 7 pp. 10 cents.
HOSPITAL ADMINISTRATORS. Bulletin No. 1375-19. 3 pp. 5 cents.
HOTEL OCCUPATIONS. Bulletin No. 1375-97. 10 pp. 10 cents.

INDUSTRIAL CHEMICALS INDUSTRY. Bulletin No. 1375-98. 7 pp. 10 cents.

INDUSTRIAL DESIGNERS. Bulletin No. 1375-29. 4 pp. 5 cents.

INSTRUMENT REPAIRMEN. Bulletin No. 1375-77. 4 pp. 5 cents.

INSURANCE OCCUPATIONS. Bulletin No. 1375-99. 5 pp. 5 cents.

INSURANCE AND REAL ESTATE AGENTS AND BROKERS. Bulletin No. 1375-52, 8 pp. 10 cents.

INTERIOR DESIGNERS AND DECORATORS. Bulletin No. 1375-30. 3 pp. 5 cents.

IRON AND STEEL INDUSTRY. Bulletin No. 1375-100. 11 pp. 10 cents.

LANDSCAPE ARCHITECTS. Bulletin No. 1375-31. 4 pp. 5 cents.

LAWYERS. Bulletin No. 1375-32. 4 pp. 5 cents.

LIBRARIANS. Bulletin No. 1375-33. 5 pp. 5 cents.

MACHINING OCCUPATIONS. Bulletin No. 1375-82. 15 pp. 15 cents.

MAINTENANCE ELECTRICIANS. Bulletin No. 1375-78. 4 pp. 5 cents.

MATHEMATICIANS, STATISTICIANS, AND ACTUARIES. Bulletin No. 1375-34. 9 pp. 10 cents.

MEDICAL TECHNOLOGISTS, MEDICAL X-RAY TECHNICIANS, AND MEDICAL RECORD LIBRARIANS. Bulletin No. 1375-20. 9 pp. 10 cents.

MILLWRIGHTS AND INDUSTRIAL MACHINERY REPAIRMEN. Bulletin 1375-79. 5 pp. 5 cents.


NEWSPAPER REPORTERS AND TECHNICAL WRITERS. Bulletin No. 1375-35. 6 pp. 10 cents.

OPTOMETRISTS. Bulletin No. 1375-21. 3 pp. 5 cents.

OSTEOPATHIC PHYSICIANS. Bulletin No. 1375-22. 3 pp. 5 cents.


PERSONNEL WORKERS. Bulletin No. 1375-37. 4 pp. 5 cents.

PETROLEUM PRODUCTION AND REFINING OCCUPATIONS. Bulletin No. 1375-102. 11 pp. 10 cents.

PHARMACISTS. Bulletin No. 1375-23. 4 pp. 5 cents.

PHOTOGRAPHERS. Bulletin No. 1375-38. 3 pp. 5 cents.


PHYSICAL THERAPISTS AND OCCUPATIONAL THERAPISTS. Bulletin No. 1375-24. 5 pp. 5 cents.

PHYSICIANS. Bulletin No. 1375-25. 4 pp. 5 cents.


PLUMBERS AND PIPEFITTERS. Bulletin No. 1375-64. 11 pp. 10 cents.

PODIATRISTS. Bulletin No. 1375-26. 3 pp. 5 cents.

POLICEMEN, POLICEWOMEN, AND FIREMEN. Bulletin No. 1375-53. 6 pp. 10 cents.

POST OFFICE OCCUPATIONS. Bulletin No. 1375-103. 11 pp. 10 cents.

PRINTING OCCUPATIONS. Bulletin No. 1375-83. 18 pp. 15 cents.

PROTESTANT CLERGYMEN. Bulletin No. 1375-5. 4 pp. 5 cents.

PSYCHOLOGISTS. Bulletin No. 1375-40. 4 pp. 5 cents.

PULP, PAPER, AND PAPER PRODUCTS INDUSTRY. Bulletin No. 1375-104. 8 pp. 10 cents.

PURCHASING AGENTS AND INDUSTRIAL TRAFFIC MANAGERS. Bulletin No. 1375-41. 5 pp. 5 cents.

RABBIS. Bulletin No. 1375-6. 3 pp. 5 cents.

RADIO AND TELEVISION BROADCASTING OCCUPATIONS. Bulletin No. 1375-105. 13 pp. 10 cents.

RAILROAD OCCUPATIONS. Bulletin No. 1375-106. 22 pp. 20 cents.

REGISTERED PROFESSIONAL NURSES AND LICENSED PRACTICAL NURSES.
Bulletin No. 1375-27. 6 pp. 10 cents.

RESTAURANT OCCUPATIONS. Bulletin No. 1375-107. 9 pp. 10 cents.

ROMAN CATHOLIC PRIESTS. Bulletin No. 1375-7. 3 pp. 5 cents.

SALESMEN: RETAIL STORES, WHOLESALE TRADE, AND MANUFACTURERS.
Bulletin No. 1375-54. 9 pp. 10 cents.


SHIPPING AND RECEIVING CLERKS. Bulletin No. 1375-56. 3 pp. 5 cents.


SOCIAL WORKERS. Bulletin No. 1375-43. 5 pp. 5 cents.

STATIONARY ENGINEERS. Bulletin No. 1375-84. 4 pp. 5 cents.

STENOGRAPHERS, SECRETARIES, AND TYPISTS. Bulletin No. 1375-55. 5 pp. 5 cents.


TEACHERS: ELEMENTARY, SECONDARY, AND COLLEGE AND UNIVERSITY.
Bulletin No. 1375-44. 11 pp. 10 cents.


TELEVISION AND RADIO SERVICEMEN. Bulletin No. 1375-80. 4 pp. 5 cents.

URBAN PLANNERS. Bulletin No. 1375-46. 4 pp. 5 cents.

VETERINARIANS. Bulletin No. 1375-28. 4 pp. 5 cents.

WATCH REPAIRMEN, AND JEWELERS AND JEWELRY REPAIRMEN. Bulletin No. 1375-81. 8 pp. 10 cents.

WELDERS, OXYGEN AND ARC CUTTERS, AND BOILERMAKING OCCUPATIONS.
Bulletin No. 1375-85. 7 pp. 10 cents.


Discusses, in nontechnical language, expected population and labor force growth and the changing occupational structure of the economy, and their implications for education, training, and future employment opportunities. Directed to counselors, parents, teachers, and others who assist young people in making vocational choices.

* OCCUPATIONAL OUTLOOK BRIEFS. 9 reprints from Bulletin No. 1375, Occupational Outlook Handbook, 1963-64 Edition. (See appendix E for ordering information.) Reprints of statements on the occupational outlook in the major broad occupation groups. Single copies are available from BLS as long as supplies last. Titles of the briefs are as follows:

Business Administration and Related Professions. 3 pp. Free.

Clerical and Related Occupations. 3 pp. Free.

Health Service Occupations. 2 pp. Free.

Professional, Administrative, and Related Occupations. 5 pp. Free.

Protective Service Occupations. 1 p. Free.

Sales Occupations. 3 pp. Free.

Semiskilled and Unskilled Workers. 3 pp. Free.

Service Occupations. 3 pp. Free.

Skilled Workers. 3 pp. Free.

* * *

OCCUPATIONAL OUTLOOK QUARTERLY REPRINTS. The Occupational Outlook Quarterly is a periodical issued as a supplement to the biennial Occupational Outlook Handbook. (OOS). Free reprints. (See appendix D, page 83, for annotation, and appendix C, page 80, for an index to selected recent Quarterly articles and a list

- 5 -
The following citations illustrate the types of occupational and other manpower literature published in the Quarterly:

CAREERS IN AVIATION
Projects civil aviation employment opportunities to 1970 and describes training and licensing requirements for several occupations.

NEW JOB HORIZONS IN DEFENSE-RELATED WORK
Discusses the job outlook in the aerospace, defense, electronics, and atomic energy fields.

WANTED: 45,000 SCIENTISTS FOR MEDICAL RESEARCH
Reports on job opportunities in different fields of medical research. Describes the roles of the Ph. D. and M.D., and the need for technicians.

* * *

Changes in the number of workers employed in industries and occupations are inevitable in an economy typified by changing markets, technology, resource needs, and other characteristics. The Bureau has prepared comprehensive reports on the changing occupational structure, and employment trends in several major industries:


* * *


See page 63 for annotation.

* MATHEMATICS AND YOUR CAREER. 1964. (BLS). Leaflet. Free. Explains the importance of training in mathematics for high school and college students. Tells how to find out whether mathematics is needed for a given career field. Lists OOH reprints describing job opportunities in occupations that require training in mathematics.

* SCIENCE AND YOUR CAREER. 1964. (BLS). Leaflet. Free. Explains the importance of training in the sciences for high school and college students. Tells how training fits into different careers and how to find out whether science is needed for a given career. Lists OOH reprints containing information on careers requiring training in science.
Discusses careers open to students of social science, and the value of social
science courses in many occupations not directly related to the subject. Lists
the OOH reprints describing job opportunities in the field.

Discusses careers in which knowledge of a foreign language is either essential
or a handy extra tool. Lists OOH reprints describing job opportunities where
a foreign language is helpful.

Bureau of Employment Security (Manpower Administration)

Surveys of the manpower situation in selected industries are conducted by the
Bureau. Survey reports usually describe industry employment trends and current
labor needs, by region, State, and labor market area. Changing occupational
patterns in industries are sometimes discussed. Summaries of these reports are
published in Employment Service Review, a monthly publication; separate reprints
are also available. (Prior to January 1964, see issues of the Employment Security
Review.)


(BES). Free.

NEWSPAPERS AND COMMERCIAL PRINTING. Industry Manpower Survey No. 94.

(BES). Free.

(BES). Free.

BLAST FURNACES, STEEL WORKS, AND ROLLING MILLS. Industry Manpower

Free.

TELEPHONE COMMUNICATION. Industry Manpower Survey No. 103. May 1962.
(BES). Free.

Free.

MISSILES, SPACECRAFT, AND AIRCRAFT. Industry Manpower Survey No. 105.

Discusses occupations in current and anticipated short supply that require pre-
employment training. Gives required high school subjects; helpful personal
characteristics such as interest, temperament, and physical condition; and types
of preemployment education and training needed.
Supplies young workers with information on 90 different entry jobs. Discusses working conditions, training and other requirements, avenues of advancement, employment prospects, and location of jobs. Gives advice on how to seek work.

Describes jobs that directly support engineers and physical scientists in research, design, and development activities. Includes bibliography.

Guides the prospective worker in choosing an occupational field to fit his aptitudes and interests.

Women's Bureau

Discusses job opportunities for women in the retailing industry, with emphasis on opportunities in department and specialty stores. Describes some desirable personal qualities and educational requirements. Includes bibliography.

Describes 32 professional and related occupations open to college-trained women. Contains information on the job market for women, graduate education, fellowships and loans, and other data of interest to parents and counselors and to young women preparing for college.

Designated to acquaint counselors, parents, and young women with the abundance of employment opportunities for women and girls in technical occupations. Discusses where women technicians are employed, and their personal characteristics, training requirements, and earnings.

Describes working conditions, earnings, and employment outlook for women in the fields of biological science.

* IS "MATH" IN THE STARS FOR YOU? Leaflet No. 28. 1957. (GPO). 5 cents.
Provides information on occupations for girls qualified in mathematics.

* JOB FUTURES FOR GIRLS IN BIOLOGY. Leaflet No. 35. 1961. (GPO). 5 cents.
Presents some careers for women in fields of biology. Discusses where biologists work, their personal characteristics, and their education and training.

* SCIENCE FUTURES FOR GIRLS. Leaflet No. 32. 1959. (GPO). 5 cents.
See page 39 for annotation.

See page 39 for annotation.
Discusses the status of women workers in the Federal Service, including locations of work, grades and salaries, and occupations. Describes employment trends.

See page 39 for annotation.

Describes many of the occupations that are open to girl high school graduates.

Bureau of Apprenticeship and Training (Manpower Administration)

See page 41 for annotation.

Describes apprenticeship training to high school pupils and counselors. Lists apprenticeable trades and sources of additional information.

Reports on the scope of carpenter apprenticeship among unionized firms in building construction. Gives apprentice training figures by State. Concludes that within most regions and States, the number of apprentices in training is inadequate to meet future needs.

See page 41 for annotation.

Office of Manpower, Automation and Training (Manpower Administration)

Reports on the extent of and reasons for national, regional, and State changes in the employment of engineers from 1950 to 1960.

Discusses farm population and employment trends. Emphasizes the anticipated effects of technological improvements on employment prospects.

Surveys postwar employment growth, by industry, and includes information on changing blue- and white-collar occupational patterns for several industries.

See page 27 for annotation.
U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of Program Analysis


Reviews factors influencing library services in the 1960's, including population and economic growth, shortages of library manpower, and increasing cost and volume of library materials.


Discusses current and future manpower requirements, and national expenditures, for medical research.

Office of Education


A bibliography of selected free or inexpensive career publications dealing with the sciences, mathematics, and engineering.


Designed to interest men and women in careers in the field of education. Discusses the nature of teaching; attributes of good teachers; teaching fields such as elementary grades and exceptional children; and education and certification requirements. Lists sources of additional information.


Suggests a school program that would provide for future manpower needs. Emphasizes the need for education in science for all students.

U.S. DEPARTMENT OF COMMERCE

Small Business Administration

The Small Business Administration publishes a series of booklets on how to start and manage small businesses. These booklets are designed to help prospective owner-managers decide whether they would be capable business managers, and to supply them with some basic management know-how. Several examples of specific questions answered in each booklet are how to start a business, how to buy a going concern, where to locate a business, and how to keep up with developments in the field.


U.S. DEPARTMENT OF THE TREASURY

Internal Revenue Service

Describes jobs in government and industry in the field of taxes. Gives training and education requirements, earnings and benefits, and the employment outlook. Includes bibliography.

U.S. ATOMIC ENERGY COMMISSION

Division of Technical Information

Describes careers in science that deal with the atom. Discusses college scholarships and other financial assistance, and location of jobs. Includes bibliography of sources of financial aid and career materials relating to atomic energy.

NATIONAL SCIENCE FOUNDATION

Scientific Manpower Bulletins, published at irregular intervals by the Foundation, to provide a variety of descriptive and statistical information on occupations in the fields of science and engineering.


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* WOMEN IN SCIENTIFIC CAREERS. NSF 61-50. 1961. (GPO). 18 pp. 20 cents. Presents the educational and occupational characteristics of women in the labor force and in science careers. Discusses some factors controlling women's selection of, and participation in, science careers. Designed to acquaint women students with career possibilities in science and to educate prospective employers concerning the potential of women as technical workers.

STATE AND LOCAL AREA INFORMATION

A growing volume of information on occupations and employment opportunities in State and local areas is being published by State employment security agencies. These State agencies prepare two principal types of studies--area skill surveys and occupational guides. More than 45 State agencies have published one or more such studies since 1957. State agencies have also published special studies that deal with future manpower supply, characteristics of the work force, changes in State and area economies, and the employment structure of industries.

Area skill surveys analyze current and future occupational requirements in individual labor market areas. Survey data provide a basis for anticipating the occupational needs of industry and the supply of qualified manpower. Some specific topics covered by most area skill surveys are: The occupational composition of current employment, by sex and by broad age groups; future employment requirements--usually 2 to 5 years hence--by occupation; apprenticeship and other training programs, and the number of workers in training; employer opinion regarding the need for preemployment or supplementary vocational training; and the current demand-supply situation, by occupation.

Occupational guides contain information on job duties; employment prospects; working conditions; entry methods; advancement opportunities; hours and earnings; and educational, training, and experience qualifications for individual occupations or groups of related occupations. Occupations selected for analysis are usually those important to local industries, or those of interest to particular groups, such as young workers.

Special manpower and labor market studies cover a wide range of subjects: (1) Manpower projections had been completed or were in process by the end of 1963 for at least 12 States--Connecticut, Missouri, Ohio, Rhode Island, South Dakota, Alaska, California, Illinois, Michigan, Mississippi, Montana, and South Carolina. In Rhode Island, the study also dealt with the problem of school dropouts. (2) Studies of State and area economies had been completed or were in process for more than 20 States. For example, 5-year work force summaries had been developed for 8 of the 12 counties designated as redevelopment areas in Nebraska. The Arizona agency was evaluating the economic impact on the community of fluctuations in the use of Mexican nationals as farm laborers. (3) Nearly 20 States were studying the characteristics of their work forces. For example, the New Jersey agency was surveying the characteristics of younger workers in its study, "Youth Employment Opportunities Survey in the Newark Labor Market Area." (4) More than 15 States were engaged in industry analyses. The California agency had completed industry briefs on banking, food
distribution, and canning and preserving. Both the New York and Virgin Islands agencies had completed studies of the hotel industry.

Counselors may request copies of published reports from the reports and analysis section of the individual State agencies.

The U.S. Department of Labor, Manpower Administration, Bureau of Employment Security, has three publications designed to promote wider acquaintance with and increased utilization of labor market information materials issued by State employment security agencies. These publications are:

1. Guide to Local Occupational Information, which lists occupational guides and area skill surveys issued by State agencies through mid-1962;
2. Job Opportunities Information, which lists occupational guides and skill surveys currently available or in process; and
3. Employment Security Research Exchange, which is published semiannually and serves as a clearinghouse for information on the research, reporting, and labor market information activities of the State employment security agencies. These three publications are free upon request to the U.S. Department of Labor, Manpower Administration, Bureau of Employment Security. (For address, see appendix A.)

Examples of studies made by State employment security agencies are given below:


Estimates demand for and supply of junior high and high school teachers for Wisconsin's public schools, 1961-66. Presents information on training requirements, age, sex, grades, and subjects taught.


Analyzes the industry and occupational composition of the area. Area population and labor force are projected to 1970, and manpower needs by occupational group to 1965. Comments on labor force participation of young people and older workers.


Reports on worker requirements for selected occupations, 1962-67. Compares anticipated occupational expansion and replacement demands, and potential labor supply. Shortages in 50 key occupations are indicated.


Anticipates the needs of industries in the State for workers with training in selected technical and skilled occupations.


Part I provides counselors and youths with information on the content of occupations and fields of work in Arizona. It covers more than 90 occupations open to youths who plan to terminate their education at the high school or junior college level. Part II presents similar information for about 90 additional occupations, including many that require a college degree, and discusses technological change and its effect on employment in several of the State's industries. Both parts furnish information on training, wages, lines of entry and advancement, and
employment outlook for the various occupations.


Estimates demand for, and supply of, workers in 41 occupations in the field in 1964. Describes duties, educational requirements, and earnings of workers in 36 of these occupations.


Projects population; civilian labor force, including separate estimates for young, mature, and women workers; and employment by industry and occupation.


Describes the nature of the work, and job opportunities, hours, pay, benefits, advancement opportunities, educational requirements, and working conditions in this trade in Florida.

* UTAH JOB GUIDE, MANAGERIAL OCCUPATIONS. Utah Department of Employment Security, P.O. Box 2100, 174 Social Hall Ave., Salt Lake City, Utah, 84110. Free.

Presents occupational information on more than 20 managerial positions, including manager of apartment house and building, gas service station, restaurant, motel-hotel, and grocery store. Tells how and where to train, gives earnings and employment outlook, and shows where jobs are located.


Discusses the nature of the work, working conditions, wages, and fringe benefits, advancement opportunities, employment prospects, and entry requirements.


Explains the work performed by wood and metal foundry patternmakers, and discusses working conditions, employment prospects, pay and working hours, promotions, and additional sources of information about this trade.

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For specific information about jobs in individual States or local areas, counselors should consult the following government agencies: (1) State employment service offices and (2) State apprenticeship agencies. The State employment service and its local offices have a list of hard-to-fill job vacancies compiled from Bureau of Employment Security interarea clearance lists. Such lists are valuable in locating job openings. State apprenticeship agencies can provide useful information about training opportunities and requirements in many skilled occupations.

The U.S. Department of Labor, Manpower Administration, Bureau of Employment Security, publishes a monthly report called AREA LABOR MARKET TRENDS. This publication reports the adequacy of the labor supply in 150 major labor market areas, and a number of smaller ones, and classifies each area into 1 of 6 categories ranging from labor shortage to high unemployment. Issues of the periodical for odd-numbered months present a roundup of area labor market developments and employment outlook for selected industries and occupations.
The U.S. Employment Service, in cooperation with the U.S. Department of Commerce, Area Redevelopment Administration, publishes a series of reports that provide employment information on labor market areas with substantial and persistent unemployment. Each report includes a description of the area, its economic and manpower characteristics, the nature of local unemployment problems, and a summary of recent labor market developments and outlook. The reports in this series that were published in 1962-mid 1964 are listed below. Counselors may obtain free copies of these reports from the U.S. Department of Labor, Manpower Administration, Bureau of Employment Security, while the supply lasts. (For address, see appendix A.)

AREA REDEVELOPMENT MANPOWER REPORT--

JOB DESCRIPTIONS

Rapidly changing technology creates many new jobs and destroys many others. Also important, however, are the influences of technological advances on job content and, therefore, on training requirements of occupations. Changes in job content are often obscured because job titles remain unchanged.

Job descriptions are available in various types of government publications, including many job guides and wage surveys. Some State governments have published handbooks of occupational briefs, which describe those jobs important to the State's economy. The Dictionary of Occupational Titles, popularly called "The D.O.T.,” is an encyclopedia of job definitions and related information. The present edition was published by the U.S. Department of Labor's Bureau of Employment Security in 1949, with supplements in 1955 and 1959. An up-to-date and completely revised edition of the D.O.T. is scheduled to be published in the spring of 1965. The content and the nature of the revisions in the forthcoming edition are described in:


Other specific sources of job descriptions include:


See page 2 for annotation.


A directory of occupational wage and supplementary benefits surveys conducted
each year for major labor market areas. Each survey report includes job descriptions for occupations included in the survey. (See page 61 for additional information on community wage surveys.)

See page 13 for annotation.

See page 8 for annotation.

See page 14 for annotation.

Describes more than 30 occupations in the atomic energy field.

CAREERS IN GOVERNMENT

Federal, State, and local governments together employ over 9 million workers with many different occupational skills. As in the past 15 years, nearly all of the increase in government employment through the mid-1970's will be in State and local government agencies, according to Bureau of Labor Statistics' estimates. Although employment in the Federal Government is expected to remain stable or increase slightly over the long run, tens of thousands of workers will be needed annually to replace workers who retire, die, or transfer to other fields of work.

Many Federal agencies publish materials that provide information on career opportunities related to their activities. A few examples of such publications are listed below. Counselors and students desiring information on employment in particular agencies should contact them directly. Information on qualifications for specific occupations can be obtained from the U.S. Civil Service Commission (USCSC). Some State and local government agencies also publish information on career opportunities in their agencies.

(SEE ALSO: Occupational and Industry Manpower Literature, p. 1; Summer Jobs, p. 34; and Women, p. 36.)

U.S. CIVIL SERVICE COMMISSION

Gives statistics on the occupations of Federal white-collar workers, by employing agency, and averages and ranges of annual earnings.

* FEDERAL CAREER DIRECTORY, A GUIDE FOR COLLEGE STUDENTS. 1962.
(GPO). 84 pp. 60 cents.
Describes many occupations in the Federal Government that are open to college students. Presents work-and-picture stories of workers and their jobs in various Federal agencies. Includes information on salaries and other benefits.

Describes the Federal Service Entrance Examination, how jobs are filled, starting salaries, agency training programs, and how to apply for jobs.

Tells how to locate U.S. Government jobs in the trades and crafts and how to apply for them.

* SUMMER EMPLOYMENT IN FEDERAL AGENCIES. Pamphlet 45. (Revised each year.) (GPO). 15 cents.
See page 34 for annotation.

Provides general information about steps to be taken in seeking a job in the Federal Civil Service. Tells prospective applicants how to find out about Civil Service examinations; how, when, and where to apply for them; how the tests are scored; and chances of employment. Gives addresses of U.S. Civil Service Commission regional offices.

U. S. DEPARTMENT OF AGRICULTURE

Discusses opportunities for employment in scientific, technical, professional, and administrative occupations in this Department. Describes the nature and location of jobs. Discusses salaries and special benefits for selected occupations.

Agricultural Research Service

The Agricultural Research Service publishes career leaflets that briefly describe the nature and location of jobs, and provide information on salaries and other benefits for selected occupations in that branch of Federal employment. Examples are listed below:


Economic Research Service

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  Describes jobs for economists and statisticians in the Department's Economic Research Service.

U.S. Forest Service

  Discusses careers in technical forestry, including nature of work, requisites for success, and fields of specialization. Lists available Forest Service films.

U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Investigation

  Discusses the nature and advantages of some professional, technical, and clerical jobs in the FBI.

U.S. DEPARTMENT OF INTERIOR

  Describes jobs of professional workers employed by the various bureaus within the Interior Department. Explains the functions of the Department and some benefits of Civil Service employment.

U.S. DEPARTMENT OF LABOR

  Contains statements on the general employment outlook in Federal, State, and local governments, and for many separate occupations, such as teacher, fireman, and policeman.

  See page 2 for complete annotation.

  Explains the function of the Department of Labor and describes career opportunities, training requirements, training programs, and promotion opportunities in this agency.

  Discusses education requirements, training, and duties of compliance officers in the Department's Bureau of Labor-Management Reports.

Describes the nature of work, job qualifications, fringe benefits, and salaries of investigators employed by the Department's Wage and Hour and Public Contracts Divisions.

U.S. DEPARTMENT OF DEFENSE

The U.S. Departments of the Army, Navy, and Air Force each publish career handbooks which describe occupations and training programs for enlisted men. These handbooks are composed of occupational briefs. A section in each brief relates military occupations to civilian occupations. The handbooks also contain information on pay and allowances, and commissioned officer training programs.

Armed forces career handbooks are available at most public and school libraries and military recruiting offices.

* UNITED STATES NAVY OCCUPATIONAL HANDBOOK. 1963. (Pages not numbered.)
* UNITED STATES AIR FORCE OCCUPATIONAL HANDBOOK. 1962. 200 pp.


Describes the occupational fields in the Marine Corps, and some of the specialist jobs within each field. Lists some of the subjects taught and the formal schools used for training Marines in each occupational field.


Discusses the work of the Marine Corps communications technicians--the men who operate and maintain electronic communications systems. Describes training programs and fields of specialization.

U.S. ATOMIC ENERGY COMMISSION


Discusses engineering and scientific occupations in the Atomic Energy Commission. Gives required education and experience, location of work, and salary range for each occupation.

U.S. DEPARTMENT OF THE TREASURY

Internal Revenue Service

Presents information on the job of a revenue officer, including travel opportunities, advanced training possibilities, and salaries and other benefits.

**U.S. Coast Guard**

The U.S. Coast Guard publishes handbooks and other materials that provide information on training and careers available to Coast Guardsmen. These publications can be obtained by writing to the Commandant, U.S. Coast Guard, 1300 E St., NW., Washington, D.C. 20226. Examples are listed below:


**U.S. Secret Service**

  Describes job opportunities in the U.S. Secret Service. Gives education, training, and physical requirements. Tells where to go for more information.

**U.S. Department of State**

  Describes jobs in the U.S. Department of State, including clerical, secretarial, and professional positions. Discusses U.S. Civil Service regulations; pay and promotions; and leave, retirement, and other benefits.

  Describes life in the Foreign Service and gives information on qualifications and conditions of employment; pay and promotions; and leave, allowances, and other benefits. Discusses some representative positions, including secretary, stenographer, pouch clerk, diplomatic courier, and nurse.

  Tells about opportunities in the Foreign Service. Discusses the Foreign Service Officer examination, training, pay and promotions, leave, allowances, and other benefits.
U.S. Public Health Service

   Highlights the many different occupations in the Public Health Service. Tells how to apply for jobs.

Federal Government Jobs Overseas

The Federal Government employs many workers outside the 50 States, in U.S. territories and in foreign countries. They work in a great variety of occupations. Specific occupations include operating engineer, doctor, nurse, teacher, geologist, mining engineer, meteorologist, clerk, stenographer, typist, and social worker.

   Discusses Federal jobs overseas, by employing agency. Explains how jobs are filled, conditions of employment, training and skill requirements, and salaries and benefits. Lists addresses to which job inquiries may be sent.

   Surveys the work of the agricultural attaché—the representative of the American farmer abroad who works to find markets and promote good will for American farm products.

   Describes the function of the Foreign Agricultural Service in overseas attaché posts. Discusses training programs for college and graduate students. Lists fringe benefits and tells how to get more information.

The Peace Corps

The publications listed below illustrate job opportunities in the Peace Corps. Generally, each pamphlet emphasizes the need for volunteers, the nature and location of overseas assignments, personal experiences of some peace corpsmen, types of training, and salaries and other benefits.

   General introduction to the Peace Corps, including its history, methods of selecting personnel, training programs, job locations, and administrative policies.


MANPOWER PROBLEMS AND POLICIES

Unemployment is one of the Nation's major economic problems. Although we have experienced rapid economic growth in recent years, we have not been able to accelerate economic activity and improve the quality, adaptability, and mobility of our labor force sufficiently to obtain full employment. Between 1958 and 1963, unemployment averaged 5.5 percent or more of the civilian labor force and part-time employment grew markedly.

Underlying unemployment and other serious manpower problems has been a lagging rate of economic growth, a swelling labor force, rapid technological innovation, and changes in defense requirements and in the nature of consumer and business demand for goods and services. These developments have altered occupational requirements in favor of jobs requiring greater education and training. Employment in white-collar occupations has risen faster than that in manual occupations. Moreover, among both blue-collar and white-collar occupations, there has been a shift away from jobs requiring relatively little skill.

Also contributing to imbalances in manpower supply and demand are the alarming number of youths who lack job opportunities as well as the education necessary for a rewarding adult life; the unwillingness or inability of many workers to respond quickly to job opportunities and to adjust to changing job requirements; and the existence of serious manpower shortages in some occupations, despite the large supply of unused manpower. And developments lie ahead that will intensify manpower problems--for example, accelerating technological change, rapid growth in the number of young job seekers, and changes in skill requirements.

Our basic manpower problems, as well as measures designed to alleviate them, are the focus of the publications annotated in this section.

Reports on the many factors affecting manpower requirements, resources, utilization, and training. Provides a major contribution to an understanding of the vital role of manpower in our economy. Discusses growth and composition of population, employment trends by occupations and industries, mobility of workers, worker productivity and product demand, and anticipated changes affecting the manpower picture in the future. Includes an extensive statistical appendix.

Reports on technological innovations and related trends in productivity and employment and on the first national survey of the training of American workers. Discusses the educational attainment of the labor force and the problems of disadvantaged workers--rural workers, Negroes and other minority groups, younger workers, and older workers. Discusses the impact of
TECHNOLOGICAL CHANGE

Technological change promises social and economic advances—higher standards of living, better working conditions, and more leisure time. Already, advancing technology has given rise to new industries and new jobs and has relieved men of much heavy physical labor and repetitive and dangerous work. These benefits, however, have not been without cost. Although total employment has reached new peaks, unemployment too has risen, and remains high.

Responsibility for trying to ease the burdens imposed by technological change falls upon employers, workers and their representatives, and government. In recognition of this responsibility, each group has taken action. For example, some business firms have established personnel policies that call for the reassignment and/or retraining of displaced workers. Some recent labor-management agreements provide for early retirements, lump-sum severance pay, and relocation allowances. Also, Congress enacted legislation late in 1963 providing for expansion and redirection of vocational education programs to help upgrade worker skills.
Reports on the benefits and problems flowing from technological advances. 
Recommends private and governmental programs to reduce unemployment without sacrificing high rates of technological change or human values.

A collection of 20 articles reprinted from the Monthly Labor Review. Discusses such subjects as the effects of technological change on labor's longrun objectives, industrial relations, and the social and economic status of workers.

A selected annotated bibliography of materials related to the impact of technological change.

Discusses the implications of mechanization and automation for guidance counselors.

See page 23 for annotation.

See page 24 for annotation.

Training and Retraining

The extension and strengthening of education and training programs are essential to the longrun solution of manpower problems. Unemployed and underemployed men and women need to be trained or retrained in the skills sought by employers. The number of school dropouts also must be reduced, particularly since educational requirements for employment are rising.

Legislation responsive to such needs has been enacted. For example, the Area Redevelopment Act of 1961 and the Manpower Development and Training Act of 1962 (amended in 1963) provide for education and training programs to equip unemployed and underemployed persons for jobs. Under the Trade Expansion Act of 1962, workers who are laid off or working only part time because of increased imports resulting from tariff concessions are eligible for retraining allowances and other financial aid as specified in the act. The Vocational Education Act of 1963 encourages States to establish and expand vocational education programs to provide more students with vocational training and to upgrade workers' skills. Amendments to the National Defense Education Act in 1963 raised the ceiling on Government loans to college students, and provided increased funds for school counseling and testing and for the purchase of a greater variety of teaching equipment in certain subject areas. In addition, the Economic Opportunity Act of 1964 establishes programs to expand opportunities for youth to gain education, vocational training, and useful work experience.


TRAINING ACTIVITIES UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDH EW. Office of Education. 1963. (GPO). 63 pp. 55 cents. Discusses training programs set up under the act, including size of programs, personal characteristics of trainees, nature of training, and post-training work experiences of trainees. Discusses some future directions of training programs.


Reports on worker retraining programs in Massachusetts, Rhode Island, Michigan, Minnesota, and California, and policies of the Nebraska, Pennsylvania, Wisconsin, and Maryland employment services agencies that are designed to counteract the impact of automation on employment.


Reports on worker adjustments to the installation of electronic data processing in a number of offices. Discusses displacement, reassignment, retraining, and changes in the status of workers.


Surveys some training programs set up under the Manpower Development and Training Act. Describes the histories of two typical programs.


See page 67 for annotation.


See page 52 for annotation.

TRAINING DISADVANTAGED GROUPS UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDL. Manpower Administration. Office of Manpower, Automation and Training. Evaluation Report No. 1. 1963. (OMAT). 24 pp. Free. Evaluates the extent to which training programs are meeting the need for marketable skills among disadvantaged groups, including youth, nonwhite, undereducated, and older workers. (First in a series of reports evaluating MDTA training programs.)


Question-and-answer introduction to training programs under the Manpower Development and Training Act. Tells who is eligible, what financial assistance is available, what the duration of training programs is, and how to apply.


See page 34 for annotation.
DEPRESSED AREAS

In some communities and geographic regions, economic growth and employment have lagged markedly since World War II. Shifts in consumer demand, technological change, depletion of natural resources, and outmigration of industrial plants have created pockets of poverty. Typically, these depressed areas are relatively small cities and towns, or groups of such communities, with little diversity in sources of employment, often heavily dependent upon one industry. The Area Redevelopment Act of 1961 seeks to aid areas of substantial or persistent unemployment and underemployment, mainly by encouraging firms to locate plants in these areas and by training unemployed workers to fill existing job vacancies and anticipated new jobs.

(SEE ALSO: Training and Retraining, p. 25.)

Discusses the provisions of the act that refer to training and retraining of workers. Explains how a training program is developed.

Reports on the impact of the shutdown of a major plant in Mount Vernon, Ill. Discusses employment experiences of displaced workers, migration trends, and the role of unemployment insurance.

Discusses some social implications of unemployment caused by rapid technological change. Tells how technological change particularly affects young, older, and nonwhite workers. Explains its special impact on geographical areas and describes how community, State, and Federal Government programs attempt to solve attendant problems.

Discusses the results of an ARA training program in western Maryland.

Lists redevelopment areas by State as of July 1, 1964. Defines the eligibility criterion under the Public Works Acceleration Act of 1962, which makes possible the initiation and rapid acceleration of Federal, State, and local capital improvement projects in areas of substantial and persistent unemployment. Issued quarterly.

Reports on some major accomplishments of occupational training programs set up under the Area Redevelopment Act of 1961. Discusses anticipated projects.
Geographic and occupational mobility are vital to efficient labor market operation. In recent decades, there have been substantial changes in the occupational distribution of job openings and in the nature of job requirements. Yet, because American workers are highly mobile (more than 8 million workers changed jobs in 1961), the labor market has experienced this change with efficiency. Significantly, rising educational levels have been the major force behind the rapid--and, on the whole, successful--adjustment of the work force to changing occupational requirements. Nevertheless, some real barriers to the proper functioning of the labor market do exist. Geographic movement is often restricted by lack of information and by the inability of job seekers to finance transportation, job search, and change of residence. Occupational mobility is often inhibited by absence of adequate education and inability to acquire needed skills. Other factors restricting the mobility of workers include job discrimination against minority group members, and the nontransferability of pension and seniority rights from job to job.

The Federal Government is sponsoring studies to aid in the development of policies to increase worker mobility while preserving the traditional right of workers to freedom of job choice. An amendment to the Manpower Development and Training Act of 1962 (MDTA) authorizes the Secretary of Labor to carry out a number of labor mobility projects designed to assess or demonstrate the feasibility of relocation assistance (grants or loans) in reducing unemployment.


See page 23 for annotation.


See page 63 for annotation.


See page 65 for annotation.


Discusses the concept of labor mobility. Describes who moves and their reasons for moving.


Reports on the economic and personal characteristics of workers attracted to manufacturing employment in a chronically depressed area. Discusses such factors as wages, educational achievement, previous work experience, and reasons for mobility.

Reports on the contributions that policy, programs, and techniques concerning manpower, employment, and social affairs can make for the promotion of economic growth and other objectives. Discusses underemployment, including part-time employment; unemployment; nonparticipation in the labor market; current labor mobility; education and training; and labor-market organization.

DEFENSE EXPENDITURES AND MANPOWER NEEDS

Expenditures for national defense generate a large volume of employment. About 6.7 million persons were employed in defense-related activities in 1963. More than half of these workers were directly employed by the Federal Government—about 2.7 million military personnel and over 1 million civilians in the Defense Department and other Federal agencies. An estimated 3 million workers were employed in defense-related industries supplying missiles, research and development, and other goods and services. Shifts in the size and types of defense programs can influence overall economic activity. The occupational structure of the labor force is also affected. For example, the increased importance of missiles and research and development has resulted in the need for additional thousands of scientists, engineers, and technicians, in some cases aggravating already short supplies. Changes in defense programs have an especially marked impact in States and communities where defense-related employment is a large proportion of total employment. Often, the termination of defense contracts creates pools of unemployment in these areas.

Various programs to help counteract the employment effects of changing defense requirements have been established by the Federal Government. The Area Redevelopment Act of 1961 seeks to encourage business firms to establish facilities in areas with substantial unemployment. Defense expenditures can be used as a tool to reduce unemployment; under certain conditions, defense contracts have been awarded to plants in areas with high unemployment.


Lists and describes currently essential activities and currently critical occupations.


See page 29 for annotation.


Provides information to help high school students evaluate their prospects for entering military service.

* POCKET GUIDE TO AIR FORCE OPPORTUNITIES. USAF Recruiting Service. 1962. (Limited distribution; inquire at Air Force recruiting offices.) 84 pp.

Describes the experiences of an Air Force male recruit from enlistment through basic and technical training. Includes section on women in the Air Force. Discusses fields of training and technical courses for enlisted men.
* UNITED STATES NAVY OCCUPATIONAL HANDBOOK. USDD. Department of the Navy. 1963. (Limited distribution; inquire at Navy recruiting offices.) (Pages not numbered.)
   See page 19 for annotation.

* THE SECRET OF GETTING AHEAD...USDD. Department of the Army. 1962. (Limited distribution; inquire at Army recruiting offices.) 46 pp.
   Explains how to make the most of opportunities in the U.S. Army. Answers questions concerning Army schools, living quarters, athletic facilities, food, hobby opportunities, spiritual guidance, training courses, and enlistment programs.

   See page 6 for annotation.

   Explains why military service is both an obligation and an opportunity. Discusses common misconceptions about military service.
SPECIAL GROUPS IN THE LABOR FORCE

YOUTH

An unprecedented number of young people will enter the labor force in the next few years. Although job prospects for youths who complete college are expected to be highly favorable, school dropouts will face major job problems since in many occupations traditionally open to them employment is expected to increase slowly or even decline. Also, many types of jobs that dropouts qualify for will be among the least secure.

Unemployment is much higher among young people than among adults for a number of reasons. Young persons starting their working careers are unemployed while searching for their first jobs. Once employed, they are especially vulnerable to layoffs because they lack seniority and are relatively inexperienced. Also, they frequently quit jobs and look for others in anticipation of finding more suitable career fields.

Young people having limited education have recently experienced special difficulty in obtaining jobs, as demonstrated by their high unemployment rate in the early 1960's. The employment problems of many youths are complicated not only by inadequate training, but also by the lack of vocational guidance and motivation. The special handicaps faced by racial minorities, rural youth, and physically or mentally handicapped youth create additional employment problems.

Counselors and other educators, parents, representatives of management and labor, and government officials, both on the national and on the local level, face the challenge of developing action programs, or of revising existing programs. Such action programs are illustrated by the summer job programs operated by the Federal Government, and by State and local governments and civic organizations in a number of communities throughout the Nation. In addition, young men and women have opportunities to gain education, vocational training, and useful work experience under programs established by the Economic Opportunity Act of 1964.


Reports on the continuing high unemployment rates for the out-of-school worker, age 16 to 21. Presents statistics on labor force participation, unemployment, and industries and occupations in which the Nation's youth are employed. Points out the social and economic problems of unemployed youths.

Compares unemployment rates and occupations of high school graduates and dropouts. Emphasizes the special problems of nonwhite graduates and dropouts when first entering the labor force.


Presents the Committee's recommendations for reducing the rate of unemployment among youths. Recommends separate programs on Federal, State, and local levels. Presents statistics on youth employment, by race and sex, and by high school graduates and school dropouts.

Evaluates Federal, State, and local vocational and technical education programs in terms of how well they meet the current and anticipated educational and training requirements of workers. Recommends program changes to cope with the changing world of work. Includes an extensive bibliography.

Discusses the community's role in helping to alleviate youth unemployment. Supplies a model program for initiating action. Reviews problems of young jobseekers.

See page 41 for annotation.

Surveys employment services for youth and plans for improving and expanding them. Discusses special services for school dropouts, rural youth, and college graduates.

Provides some basic information necessary for youth counseling and placement. Comments on the relationship of youth to counselors, schools, and the employment service. Special section on placing college students. Prepared as a guide for counselors.

See page 8 for annotation.
SUMMER JOBS

Summer jobs give young people the opportunity to earn money and gain valuable work experience. The money they earn may make it possible to complete high school or go to college. They can develop good work habits and gain actual job knowledge, both of which improve their chances for full-time employment later. Summer jobs also make it possible for young people to test their job interests and aptitudes and, thereby, make sound career decisions.

  Designed to help students find summer employment. Lists some job possibilities. Gives some self-help pointers and sources of further information.

  Tells high school students how and when to look for summer jobs.

* SUMMER EMPLOYMENT IN FEDERAL AGENCIES. USCSC. Pamphlet 45. (Revised each year.) (GPO). 15 cents.
  Discusses the summer employment programs of various Federal agencies. Lists the occupations of summer employees, by agency. Tells how to apply for jobs.
SCHOOL DROPOUTS

A boy or girl who enters today's labor market without a usable skill is committing "economic suicide," according to Secretary of Labor W. Willard Wirtz. In October 1962, more than 1 of every 4 high school dropouts was unemployed—about twice the ratio for June high school graduates. Furthermore, the situation for dropouts can be expected to worsen in the coming years, because workers without at least a high school diploma will have increasing difficulty entering those expanding occupations where educational and training qualifications are high.

Dropouts are handicapped not only by their lack of education and experience, but also by the generally unfavorable image of dropouts among employers. Dropping out of school often suggests lack of motivation and perseverance, difficulty in learning, and the absence of other qualifications that employers look for in job applicants.


Points out some approaches used by State and local school systems to analyze their school dropout problems. Explains why the solution of the dropout problem rests with individual schools.


Series of articles on youth employment service programs. Discusses services provided in the following States: South Carolina, California, Massachusetts, Idaho, Utah, Florida, Michigan, Nebraska, Kentucky, and Rhode Island.


See page 33 for annotation.


Portrays the dropout in today's world of work, using graphs and tables. Compares rates of unemployment and lifetime earnings of school dropouts and graduates. Presents information on some characteristics of dropouts, such as
IQ and reasons for leaving school.


Explains the importance of keeping school-age young people in school. Emphasizes the role of education as a key to better jobs, more pay, and greater job security. Points out how parents can help their children remain in school.


Provides effective arguments to dissuade the potential dropout from leaving school. Explains the importance of a high school education. Contrasts types of jobs and earnings of school dropouts and high school graduates. Suggests ways of going about getting part-time work.


Explains who the dropout is, why he drops out, what happens when he drops out, and what can be done to help dropouts. First in a series of public information pamphlets on the school dropout problem.


Tells the high school student why it is important to continue in school.

WOMEN

The rising number of women workers and their expanding job opportunities testifies to their growing contribution to economic activity. Between 1963 and 1970, the number of women in the labor force is expected to rise from about 25 million to 30 million (1 worker in every 3). About three-fourths of all employed women (about 17 million) were full-time workers in March 1963; part-time women workers accounted for about three-fifths of all part-time workers. Three out of every five women who worked part-time were married.

Despite the growing importance of women workers, women are faced with problems--some long-standing and some new--that limit the full realization of their economic potential. For example, because women's occupational role traditionally was narrowly conceived, the extent of their education and training was usually limited. Consequently, many of the lowest paid jobs in manufacturing and service industries have been filled by women. Although many bars to the employment of women have been dropped, some discriminatory restrictions remain in hiring, training, and promotion.

Women need specialized guidance, counseling, and training. As home and family responsibilities take less time, married women should make informed decisions about education, entry or reentry into the labor market, and leisure time activities. Women who decide to return to work after years of homemaking often have job placement problems because the skills they once possessed are obsolete or forgotten. Young girls need to be made aware of the expanding number of career fields open to them and encouraged to enter occupations commensurate with their potential. The Report of the President's Commission on the Status of Women states that 'From infancy, roles held up to girls deflect talents into narrow channels. Among women of all levels of skill there is need for encouragement to develop broader ranges of aptitudes and carry them into higher education. Imaginative counseling can lift aspirations beyond stubbornly persistent assumptions about 'women's roles' and
'women's interests' and result in choices that have inner authenticity for their makers."

(SEE ALSO: Occupational and Industry Manpower Literature, p. 1; Labor Standards, p. 53; and Sources of Statistics Useful to Counselors, p. 59.)


Presents up-to-date findings and recommendations regarding the opportunities and responsibilities of women in American life. Discusses such subjects as education, the home and community, protective labor legislation, civil and political rights, and special problems of Negro women. Findings carry implications for new policy.


Contains the recommendations and analysis of 15 men and women experts on key education problems--including guidance and counseling, home and family life, education, and continuing education for the mature woman--which condition the status of women in modern society.


Considers the work experience of women in the Federal Civil Service, the Military Service, and the Foreign Service, with the main focus on the policy adopted in 1962 providing for appointments to the Federal Service solely on the basis of merit and fitness and without sex designation. Recommendations on implementation of this policy are included.


Reports opinions of conference speakers and panelists on the expected problems of women workers in tomorrow's world. Discusses special training and educational requirements, family responsibilities, and job discrimination.


See page 2 for annotation.

* * *

Several conferences on the employment problems of women have been sponsored by the Women's Bureau of the U.S. Department of Labor. The purpose of these meetings is to stimulate recognition of the employment problems of women, and to develop interest in their welfare. Reports summarizing sessions of these conferences are available. The following are examples of topics discussed in these reports: Inadequate employment opportunities, special counseling needs, lack of training facilities, part-time work requirements, and job discrimination.


* * *

Briefly describes characteristics of women workers, including occupations, number working full- and part-time, family status, and levels of education.

Compares marital and family characteristics of workers and rates of labor force participation and unemployment. Discusses the economic and social characteristics of women workers in 50 metropolitan areas throughout the country.

Explains the importance of job skills, planning interviews, and social security coverages to mature women seeking work.

Reports geographical shifts in the employment of women, 1950-60. Discusses personal, occupational, and income characteristics of women workers.

See page 56 for annotation.

See page 56 for annotation.

See page 55 for annotation.

See page 55 for annotation.

See page 45 for annotation.

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TRAINING OPPORTUNITIES FOR WOMEN AND GIRLS. USDL. Women's Bureau. 
Designed to encourage women and girls to seek formal job preparation. Tells 
what, and where, preparatory training is available for work in specific occupa-
tions and industries. Lists names and addresses of State employment and 
education offices.

TRADE AND INDUSTRIAL EDUCATION FOR GIRLS AND WOMEN, A DIRECTORY OF 
65 pp. 30 cents.
See page 67 for annotation.

* SUGGESTIONS TO WOMEN AND GIRLS ON TRAINING FOR FUTURE EMPLOYMENT. 
Discusses types of training programs available to women and girls and occupa-
tional fields for which they can obtain training.

(GPO). 18 pp. 20 cents.
See page 12 for annotation.

MEMO TO: COMMUNITIES RE: THE NURSE SHORTAGE. USDL. Women's 
Describes methods by which communities can increase their supply of nurses. 
Discusses typical salaries, working conditions, financial aid, and experimental 
and refresher training programs.

CAREERS FOR WOMEN IN RETAILING. USDL. Women's Bureau. Bulletin No. 
See page 8 for annotation.

WOMEN IN THE FEDERAL SERVICE, 1939-59. USDL. Women's Bureau. 
See page 9 for annotation.

See page 21 for annotation.

HIGH SCHOOL AND COLLEGE GIRLS

* FUTURE JOBS FOR HIGH SCHOOL GIRLS. USDL. Women's Bureau. 1959. 
(Revision in process.) (GPO). 64 pp. 40 cents.
See page 9 for annotation.

* SCIENCE FUTURES FOR GIRLS. USDL. Women's Bureau. Leaflet No. 32. 
Discusses careers for women that require science backgrounds.

* JOB FUTURES FOR GIRLS IN BIOLOGY. USDL. Women's Bureau. Leaflet 
See page 8 for annotation.

* JOB HORIZONS FOR COLLEGE WOMEN IN THE 1960'S. USDL. Women's 
See page 8 for annotation.
APPRENTICES

Apprenticeship is training for those occupations, commonly known as skilled crafts or trades, that requires a wide and diverse range of skills and knowledge, as well as maturity and independence of judgment. There are about 400 apprenticeable occupations, representing about 90 trades.

Training for craftsmanship under apprenticeship programs is based largely on day-to-day practice on the job under the supervision of skilled journeymen. Such training is combined with classroom instruction in all the practical and theoretical aspects of a trade. Apprenticeship provides a job and, at the same time, a long-term training program. The duration of most apprenticeships ranges from 3 to 6 years, depending upon the intricacies of the trade.

Despite the advantages of apprenticeship, only a small proportion of young persons are currently being trained in this manner. At the end of 1962, there were between 225,000 and 250,000 apprentices in the United States, of whom almost 160,000 were covered by programs registered with the Department of Labor or cooperating State agencies. Three major trade groups accounted for almost 90 percent of registered apprentices. About two-thirds of registered apprentices were in the building trades (in the construction industry and elsewhere), 15 percent in metal trades, and 8 percent in printing trades.

The Department of Labor has a long-standing program to promote apprenticeship training. Through its Bureau of Apprenticeship and Training (BAT), the Department encourages the establishment of sound apprenticeship programs and provides technical assistance to industry in setting up such programs. BAT works closely with employers, labor, vocational schools, and others concerned with apprenticeship programs throughout industry. In this undertaking, both labor and management have the assistance of the Bureau's field representatives in each of the 50 States.
Outlines the purpose and scope of the national apprenticeship program. Answers the questions: What is apprenticeship? What are the fundamentals of good apprentice programs? What are the qualifications of apprentices? Lists apprenticeable occupations and length of required training for each.

Describes the nature and purpose of the national apprenticeship program and the functions of the Bureau of Apprenticeship and Training. Lists regional offices of the Bureau.

Reports on the status of apprentices 6 years after completing their training. Traces the occupational mobility and changing economic status of apprentice-trained workers.

See page 9 for annotation.

Discusses the barriers facing young men who desire apprentice training. Emphasizes the particular problems of Negro apprentice applicants.

Discusses apprentice training and its advantages. Tells how to go about choosing a trade. Lists regional offices of the Bureau of Apprenticeship and Training, State apprenticeship agencies, and individual skilled trades in which apprentices are employed.

Explains why young people who enjoy working with both their hands and their heads find apprentice training appealing. Discusses some advantages of apprentice training.

See page 39 for annotation.

See page 39 for annotation.
MINORITY GROUPS

Negroes and other minority groups are often disadvantaged in getting jobs and in career advancement by lack of education and training, and by discrimination. Although the economic status of Negroes has improved steadily in recent decades, they are still behind the majority of citizens in economic well-being. Negroes continue to be concentrated in low-skilled occupations, their educational attainment still lags behind that of whites, and their jobless rate is at least twice that for white workers. Members of other minority groups--for example, Puerto Ricans and Mexicans--have the additional problem of language barriers.

Federal efforts to promote equal job opportunities for Negroes and other minority groups and to protect them from economic discrimination have been intensified in recent years. For example, in March 1961, an Executive order was issued forbidding discrimination in Federal employment and in employment on contracts performed for the Federal Government. In January 1964, the U.S. Department of Labor issued regulations barring the registration of apprenticeship programs that fail to ensure equality of opportunity. Under the Manpower Development and Training Act, members of minority groups are being prepared for occupations that offer greater stability of employment. Under State equal opportunity legislation, job opportunities have become available for minority group members in a number of large mercantile establishments.

(SEE ALSO: Training and Retraining, p. 25.)


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Reports on the changing economic status of nonwhite workers, 1955-62. Presents statistics that illustrate changes in industries and occupations of employment; and compares labor force participation, unemployment rates, income levels, and educational attainment of white and nonwhite workers.


COUNSELING MINORITY GROUP YOUTH: DEVELOPING THE EXPERIENCE OF EQUALITY THROUGH EDUCATION. The Ohio Civil Rights Commission, Columbus, Ohio, 1962. (Ohio Scholarship Tests, 751 Northwest Blvd., Columbus, Ohio, 43212.) 139 pp. 50 cents. Supplies counselors with information to help them guide minority group youths toward equality of opportunity. Discusses social and psychological considerations in counseling, improving the teaching and instructional methods for minority group youth, and testing their individual potential. Presents guidelines for working with minority youths. Includes an excellent bibliography.


HANDICAPPED WORKERS

Vocational rehabilitation of the handicapped is a major problem. More than 2 million persons 14 years of age and over in the United States are sufficiently handicapped to need rehabilitation services to become employable. Handicapped workers as a group have proven themselves to be efficient workers, despite their physical, mental, or emotional impairments. With sufficient motivation, and given the medical care, education, or training needed to make them productive, they can compete with the nonhandicapped. Placement of the handicapped, however, is hindered by bias on the part of many employees. Another obstacle is the lack of conviction on the part of some counselors that their handicapped clients have the abilities needed to perform well on the job.

Action is being taken on many fronts. For example, the President's Committee on Employment of the Handicapped provides a continuing program of public information and education for the employment of the handicapped, and cooperates with all groups interested in their employment, including government agencies, private groups, and individuals. More than 100,000 handicapped persons were rehabilitated
during the 1962 fiscal year under Federal-State vocational rehabilitation programs. The Department of Labor has awarded contracts for experimental projects for training the handicapped. Handicapped workers who lose their jobs in distressed areas, or who are unemployed for long periods, may qualify for assistance under Federal manpower training and retraining programs. In addition, much work has been done by voluntary associations and large industrial employers to help the handicapped—for example, programs to rehabilitate alcoholics.

Discusses how counselors, employers, and communities can find and also create jobs for handicapped workers. Tells how to train handicapped workers for employment. Describes how to "engineer" jobs so that the disabled may work at them.

Discusses community programs designed to create positive attitudes toward handicapped workers. Defines what constitutes a handicap and lists available films, publications, and exhibits.

A catalog of successful small business enterprises of homebound and severely handicapped people. Describes the nature of each enterprise and the capital, equipment, and licensing requirements. Discusses the amount of physical activity involved.

Reports the work experiences and personal adjustments of psychiatrically disabled veterans, by occupation. Their adjustments lend new hope that persons with histories of mental illness can succeed in productive employment.

Describes some professional, clerical, agricultural, mechanical, and manual jobs of veterans with a history of epilepsy. Includes bibliography.

Reports on the occupations and personal adjustments of veterans with histories of functional psychiatric conditions. Discusses vocational potential and work adjustment capacities of these people. Lists industries where they are employed.

Outlines ways to adapt jobs to fit the abilities of blind persons. Lists jobs found in nonindustrial areas that have been successfully performed by blind people.

Presents facts about the mentally retarded and their ability to work. Shows the employment distribution of the mentally retarded by major occupational group. Tells what placement counselors can do to ensure that the skills of mentally retarded workers are adequately appraised by employers before hiring decisions are made.


Reviews the mental retardation problem in the United States. Discusses economic costs, private and public programs of assistance, and anticipated progress.


Describes occupations successfully performed by handicapped women. Suggests ways families with handicapped women may ease their financial burdens. Tells how to promote rehabilitation programs on community levels. Discusses careers related to rehabilitation.


An issue devoted to the problems of placing handicapped workers. Examples of articles are "Training of Handicapped in Ohio," "Specialized Services for the Severely Handicapped," and "Does MDTA Benefit the Handicapped?"


An issue devoted to placement services for the handicapped. Discusses in separate articles such problems as placing the mentally restored, the importance of removing architectural barriers, and jobs for the mentally handicapped.


Discusses the counseling of physically, mentally, and emotionally handicapped adolescents. Provides guidelines for the counseling of handicapped adolescents eligible for educational assistance under the War Orphans' Educational Assistance Act.


An annotated bibliography of publications dealing with the employment aspects of rehabilitation.


Gives advice to handicapped workers who are about to apply for work.
   An invitation to women and women's groups to help "create a climate" of positive attitudes that will result in more jobs for handicapped workers.

   Explains the "Ability Counts" contests sponsored annually by the Committee. Includes a bibliography of background information consisting of autobiographies of persons who have overcome handicaps.

   See page 24 for annotation.

AGRICULTURAL MIGRANTS

Migrant agricultural workers--numbering about 400,000 in recent years--are an economically and socially handicapped group. Their incomes are meager. Their work is seasonal. Most migrants must pay their own travel expenses, and their living expenses are higher while they are away from home. The availability of work when they reach their destination often is uncertain, as are their wage rates and duration of work. Generally, they are not covered by laws providing for minimum wages and unemployment insurance and protecting the right of workers to bargain collectively with employers. In addition, migrant workers--with their low levels of education and special training needs--seldom qualify for nonfarm jobs.

The special problems of migratory farm wage workers have been the focus of action taken on many fronts by Federal, State, and local governments. For example, Federal legislation passed in recent years (1) authorizes Federally insured loans for the improvement of present farm labor housing and for the construction of community housing; (2) provides project grants to pay part of the cost of family health service clinics and of other projects to improve health conditions and services for domestic migratory farm workers and their families; (3) makes possible a start in retraining adult rural workers to acquire industrial skills as well as to work with mechanized farm equipment; and (4) increases the opportunity for rural youths to get preparatory training for industrial occupations.

The U.S. Department of Labor's Employment Service has been expanding the Annual Worker Plan, whereby workers, employers, and employment service officers attempt to regulate and maximize migrant workers' employment and to plan their itineraries in the most beneficial manner. In 1963, this program covered about 40 percent of all the migrant workers. Under the Smaller Communities Program of the Employment Service, mobile teams of State employment service personnel are collecting detailed information on the manpower resources of rural counties in 14 States, offering employment services to sparsely populated areas that cannot support a permanent office, developing training proposals and referring rural people for training, and providing placement and counseling services. The Farm Labor Service is also experimenting with counseling, training, and relocation programs for rural workers.

This issue includes a number of articles concerning agricultural migrant workers; examples are "Migrants are People," "What Migrant Farmworkers Expect from Employers," and "Education for Children of Migrants."

See page 23 for annotation.

Discusses programs to improve the living and working conditions of migratory workers and their families. Gives information on the purpose and scope of each program, organization officials, branch or regional offices, completed studies, and publications issued.

Listings include names of organizations interested in programs on behalf of migratory farm workers and materials available from both governmental and nongovernmental sources.

Comprehensive report on how the problems of migrant families affect the lives of their children. Points out the needs of migrant children for welfare and health services.

Suggests ways of providing for the education of children of migratory agricultural workers.

Provides detailed information on State laws and regulations relating to migrant agricultural housing, including coverage and administration, site and physical facilities, and sanitary facilities. Discusses voluntary State standards and county standards.

Describes the needs of migrant workers and their families, such as community understanding, schooling, health services, adequate income, housing, and social security. Tells about some programs that have been successful in meeting such needs. Points up the increasing cooperation between public agencies and interested private groups.

See page 2 for annotation.
OLDER WORKERS

Older workers are often handicapped in competing for jobs. They are likely to have less formal education than younger people and their education may not be keyed to current occupational demands.

Although older workers are less likely than younger workers to lose their jobs, having greater experience and seniority, older workers who do become unemployed frequently face serious difficulties in getting new jobs. They are frequently handicapped by out-of-date education and skills; they often face age limits in hiring set by employers; or find it difficult to move to areas offering greater employment opportunities because of home ownership, family, and other community ties. Older workers also may be forced to take jobs that make little or no use of their previously acquired skills and experience. Many older workers are unemployed for long periods.

In recent years, both the Federal and State Governments have taken steps to meet the problems of older workers. Notable among these steps was the Manpower Development and Training Act of 1962 (MDTA), which provides for training of unemployed and underemployed workers lacking the skills needed in today's labor market. Recent amendments to MDTA provide for basic literacy training and permit experimentation with relocation allowances designed to assist individuals to leave an area to find appropriate employment. These amendments will facilitate the participation of older workers in training programs. Other action programs include the assignment of older worker specialists to a number of State employment service agencies. These State agencies are also cooperating with training, rehabilitation, and welfare agencies that serve older workers.

(SEE ALSO: Women, p. 36.)

Describes the extent of job discrimination based upon age. Surveys job performance records, pension and insurance costs, and work attitudes of older workers.

Reports the findings of a study of unemployed older persons in Peoria, Ill. Discusses the length of their unemployment, previous work experience, and jobseeking behavior.

See page 23 for annotation.
40+; ABILITY IS AGELESS, A GUIDE TO ACTION. USDL. 1960. (GPO). 17 pp. 15 cents.
Reveals some misconceptions of employers concerning "forty-plus" workers.
Presents some practical ideas for use by civic groups in community information and education campaigns.

SERVING THE OVER-40 WORKER. Published in Employment Security Review.
A series of articles devoted to the employment problems of the over-40 worker.
Examples of these articles are "Experience Unlimited," "Job Development for Older Workers," and "A New Approach to Older Worker Problems."

A study of the types of technological change that give rise to the need for retraining in industry, and the effectiveness with which displaced older workers adapt to such retraining.

Reports on a survey of 6,000 workers in Government and private employment to determine the relative productivity of workers over 45 years of age. Concludes that workers over 45, because of experience and steadier rates of output, equaled, and in some cases exceeded, production rates of younger workers.

See page 27 for annotation.

A series of articles devoted to the employment problems of older workers.
Examples of these articles are "Retirees Who Refuse to Retire" and "Older Workers May Receive Training for Employment."

* * *
A series of case studies of successful activities for and by older people has been published by the Office of Aging of the U.S. Department of Health, Education, and Welfare. Each study provides an account of the nature, history, and development of a project and its impact on older people. Those studies dealing with counseling and placement of older workers are listed below:


* * *

- 49 -
Describes the situation faced by America's 18 million people age 65 and older. Discusses income, health, employment, housing, retirement planning and counseling, volunteer services, education, recreation, and homes for the ill and dependent.

  See page 21 for annotation.

  See page 38 for annotation.

  See page 27 for annotation.
Lack of education and training is a basic factor in unemployment. While steady gains in the educational attainment and formal training of American workers have helped them meet rising standards for jobs and shifting occupational patterns, millions still lack basic education and preparation for work. Thus, in March 1962, more than 300,000 of the unemployed had less than a fifth grade education, and over 800,000 had completed fewer than 8 years of school. These unemployed, because of their limited schooling, have difficulty not only in finding new jobs but also in finding training opportunities.

Education and training requirements for employment are increasing steadily. Yet, about 30 percent of all youths now drop out of school before finishing the 12th grade. All aspects of the employment situation are less favorable for school dropouts than for young people who have at least completed high school. For example, the unemployment rate for school dropouts is higher than for high school graduates, dropouts have difficulty in obtaining full-time work, the jobs they do get are among the less desirable, and their lack of education handicaps them in acquiring training and adapting to technological and occupational changes.

Despite the current and anticipated demand for professional and other highly qualified personnel, more than 100,000 high school graduates with high aptitudes and interest in college fail to continue their education each year because of lack of funds or motivation. Also, about 40 percent of all students who go on to college withdraw before completion of a 4-year program.

To help achieve a work force with the required skills and flexibility, the Federal Government has instituted action programs for manpower development. These programs encompass, but are not limited to, Federal grants to supplement State and local expenditures for vocational education and technical training; training institutes for science teachers and assistance to medical and dental schools; fellowships for postgraduate work in the natural and social sciences, and in engineering, and other professional fields; and inservice training for Federal civilian employees and those in the Armed Forces. The Department of Labor's manpower development programs are, chiefly, the work-training program (Neighborhood Youth Corps) provided by The Economic Opportunity Act; the training activities for which it has responsibility under the Manpower Development and Training Act (MDTA) and the Area Redevelopment Act (ARA); and its program to promote apprenticeship training. Recent amendments to the MDTA, which include basic literary training, will help inadequately trained youth and the undereducated to meet the demands of a changing labor market.

Information on educational problems and programs is available in the publications listed below.

Discusses occupations and earnings, unemployment and underemployment, and public assistance requirements of the functionally illiterate (persons having less than 5 years of formal schooling). Illustrates the social and economic waste resulting from illiteracy. Gives statistics on functional illiteracy by State, and projects educational attainment of the population to 1970 and 1980.


See page 33 for annotation.


See page 64 for annotation.


See page 33 for annotation.


Compares courses studied and class rank of academically talented and average children in public schools. Concludes that the majority of pupils are not performing as well as they are able.


Reports on the extent of, and the reasons for, pupil dropouts in large city high schools, 1951-55.


Shows estimated retention rates of students in public and nonpublic schools from the fifth grade through college entrance.


Explains parts of the National Defense Education Act designed to strengthen curriculum, increase educational equipment, and improve guidance services. Lists nine standards that, if met, ensure that expenditures for education will be responsive to individual and national needs.


Discusses public information programs on peaceful uses of space, including education workshops, institutes, and spacemobiles. Lists publications, motion pictures, and other programs and services for space education.
LABOR STANDARDS

Legal statutes relating to minimum wages, overtime pay, minimum ages for employment, hours of work, length of workday, accident compensation, working conditions, social security, and unemployment insurance are designed to protect the health, wages, and general welfare of workers. In 1961, Congress amended the Fair Labor Standards Act (FLSA) to raise minimum wages and extend the coverage of minimum-wage and overtime-pay laws to new industries, including retail trade. Another recent amendment is the Equal Pay Act of 1963 (effective in mid-1964), which requires that men and women receive equal pay for equal work. Most legislation applicable to women covers minimum wage, maximum daily and weekly hours, nightwork, meal periods, and industrial homework. Child-labor laws restrict the kinds of work young people may do, and the number of hours they may work while school is in session. State labor laws often differ markedly from those enacted by the Federal Government.

Workers dealing with life, health, safety, general welfare, and property are usually required to be licensed. For example, professional workers, such as physicians, dentists, pharmacists, teachers, and certified public accountants, must be licensed. In addition, workers in more than 100 nonprofessional occupations, such as optician, plumber, beautician, and well driller, require licenses in one or more States. Licensing requirements differ by State on such matters as training, experience, and age.


* A MESSAGE TO YOUNG WORKERS ABOUT THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1105. 1964. (WHPC). Leaflet. Free. Briefly highlights the minimum age provisions of the Fair Labor Standards Act. Describes job areas and hours limitations for 14 and 15 year old minors, the hazardous occupations for which an 18 year minimum age is required, and exemptions provided under the act.


A summary of State laws relating to the employment of women. Covers minimum wages, equal pay, hours of work, maternity leave, and other subjects.

See page 47 for annotation.

Discusses provisions of the Fair Labor Standards Act, popularly known as the Federal Wage and Hour Law.

Explains provisions of the Equal Pay Act of 1963 that were enacted to correct wage differentials, based on sex, in industries engaged in commerce or in the production of goods for commerce.

Describes some hazardous jobs closed to youths under 18 years of age.

Discusses employment of children under 16 years of age in farm work during school hours.


Summarizes, by age groups, the types of work in which youths may be employed under child labor laws. Single-card reference for young people and employers.

PART-TIME EMPLOYMENT

One of the notable postwar changes in the utilization of this country's manpower is a marked increase in part-time employment--that is, employment for fewer than
35 hours a week. The great bulk of such employment is voluntary, in the sense that the workers are not seeking full-time employment. Part-time workers are primarily housewives and students who are not available or willing to work full time because of family, school, or other obligations. Another large group is composed of semiretired persons and others who prefer not to work a full week or cannot because of ill health or partial disability.

Workers on part time for economic reasons are those who want full-time work but cannot find it, or who are employed on jobs that are ordinarily full time but have been cut back because of business conditions. These workers accounted for one-fifth of the total employed part time in 1962.

Major tax-reduction legislation enacted by Congress in early 1964 has contributed to a fuller utilization of the Nation's manpower by stimulating consumer and investment forces.


Reports on the incidence of, and reasons for wanting, part-time employment. Describes personal and economic characteristics of part-time workers, including age, sex, race, marital status, occupation, and industry of employment. Presents data on trends in part-and full-time work.


See page 63 for annotation.


Reports on the incidence and causes of multiple jobholding. Describes personal and economic characteristics of multiple jobholders, including age, sex, race, occupation, and industry of employment, and hours of work. Presents data on trends in multiple jobholding.


Discusses some problems of married and single women part-time workers. Gives the number of women part-time workers, by occupational group and industry of employment. Discusses why they work and the importance of their work to the economy.


See page 29 for annotation.


See page 34 for annotation.
Many gifted young people are prevented from attending college by the cost of higher education at a time when modern technology is altering manpower requirements in favor of occupations requiring more education and training. Moreover, the number of young people reaching college age is expected to be about twice as large during the 1960's as during the 1950's, with most of the increase coming during the last half of the decade.

The Federal Government has acted to relieve this problem by developing an extensive program of scholarships and loans under the National Defense Education Act, and by providing for work-study programs in institutions of higher education, under the Economic Opportunity Act. Some Federal Government agencies, such as the Atomic Energy Commission and the National Aeronautics and Space Administration, separately sponsor financial assistance programs for needy and gifted students, often in conjunction with private groups. A vast number of private associations and institutions also give scholarship and loan aid to deserving students.


Comprehensive report on tuition and other costs and availability of financial aid at U.S. colleges. Provides data on size of student body, number receiving scholarships, average dollar amount of scholarships, number of undergraduates employed by the institution, and number and average amount of student loans outstanding for each college.


A list of current publications on private and governmental student financial assistance programs.


Summarizes AEC programs of financial assistance for students, faculty members, and foreign scientists engaged in the study of nuclear science.


Bibliography of career materials pertaining to aviation and space-related fields. Lists sources of scholarships, fellowships, and loans.


Comprehensive discussion of sources and types of scholarships and loans. Gives many practical suggestions to students in search of financial aid.


Explains how the program operates, and tells how students are making use of it.
VACATIONS ABROAD, COURSES, STUDY TOURS, WORK CAMPS. United Nations Educational, Scientific, and Cultural Organization. Revised each year. (Request from UN Secretariat, New York, N.Y., 10017.) $1.75.

Contains information on a variety of educational and cultural vacation activities abroad, including summer schools and seminars, study tours, student and youth hostels, and summer camps. Gives financial aid information. Written in English, French, and Spanish.


Contains information on a wide variety of educational and cultural vacation activities abroad. Also has information on thousands of opportunities for subsidized study and travel and teaching abroad. Lists organizations offering subsidies and the courses and fields of study.

IMPACT OF FOREIGN TRADE ON EMPLOYMENT

Congress recognized the advantage to overall domestic employment from expanding foreign trade as well as the problems created by the displacement of some workers in industries affected by imports, when it passed The Trade Expansion Act of 1962. The provisions of this act include adjustment assistance to workers who are laid off or work part time because of increased imports resulting from trade concessions (as specified in the act). Such assistance includes job training, cash allowances, and job relocation assistance.


Illustrates, with charts and tables, how foreign trade influences U.S. production and employment. Shows how a rapidly changing world has affected our trade position, and how foreign trade influences economic growth rates.


Explains how workers laid off or working only part time because of increased imports resulting from trade concessions may apply for adjustment assistance and tells the kinds of assistance they may receive.
SOURCE OF STATISTICS USEFUL TO COUNSELORS

Federal and State Government agencies compile and publish a great variety of statistics that detail the characteristics of our population and working people. Much of these data can be useful to counselors. For example, such statistics provide information on an occupation's size; whether its workers are geographically concentrated or dispersed, mainly men or women, white or nonwhite, and young or old; and the industries in which its workers are employed. Counselors can use such information, for instance, to identify entry jobs for youths and to help determine the relative importance of particular occupations and industries in their localities.

The purpose of this section of the Guide is to familiarize counselors with employment and related statistics available from several major Federal, State, and local sources. Examples of how counselors can use the statistics are given. The sources depict the social and economic characteristics of State and local area populations or those of the Nation as a whole. Mainly, these sources supply three types of data; employment by occupation and industry, current employment and unemployment, and wages.

(SEE ALSO: Occupational and Industry Manpower Literature, p. 1; Training and Retraining, p. 25.)

I. EMPLOYMENT BY OCCUPATION AND INDUSTRY

a. The U.S. Census of Population, compiled and published every 10th year, is the most comprehensive source of information on employment by occupation and industry. The most recent Census data are for 1960. Counselors will find that the most useful of the many Census reports are those called "Detailed Characteristics," which are available for each State. These reports provide information on the population's social characteristics, such as age, race, school enrollment, and school years completed; and economic characteristics, such as occupation and industry of employment, weekly hours of work, and income. For some characteristics, metropolitan areas with populations exceeding 100,000 are tabulated separately.

b. Employment and Earnings Statistics for States and Areas, 1939-62, provides historical data on employment, average weekly hours, and hourly and weekly earnings, by industry, for States and metropolitan areas. The major industries of each State and area are included.

These two statistical sources can help counselors determine many of the characteristics of State and local markets. By examining Employment and Earnings Statistics for States and Areas, 1939-62, a counselor in Tampa, Fla., for example, can determine many interesting facts about employment in his local area and State. Thus, about 15 percent of the nearly 1.4 million nonagricultural workers in Florida in 1962 were employed in the Tampa-St. Petersburg area. Major concentrations of workers in Florida were in wholesale and retail trade (371,900), manufacturing industries (221,900), and contract construction (112,300). The trend of employment
in the electrical machinery manufacturing industry was rapidly upward between 1955 and 1962, rising from less than 2,000 workers to more than 13,000. In Florida's tobacco manufacturing industry, employment declined from nearly 9,000 in 1955 to 5,500 in 1962. Nearly half of the workers in the electrical machinery industry in Florida in 1962 and more than 60 percent in tobacco manufacturing were in the Tampa-St. Petersburg area.

Florida counselors can find information about the occupations and industries in which workers in both Florida and the Tampa-St. Petersburg area are employed in U.S. Census of Population: 1960 Detailed Characteristics Florida. According to this source, for example, there were about 30,000 male carpenters employed in Florida in 1960; 4 out of every 5 were employed in the construction industry. In the Tampa-St. Petersburg area, about 47 workers were employed as assemblers; almost half were in the electrical machinery industry.

c. County Business Patterns furnishes detailed data on employment in industries, by county. Published every 2-3 years, the latest issue contains data for the first quarter of 1962.

Whereas Employment and Earnings Statistics for States and Areas, 1939-62, gives employment data only for large industries, by State and metropolitan area, County Business Patterns provides such data for all industries, by county. Hence, counselors located outside metropolitan areas (e.g., small cities and rural areas) will find the data in this publication particularly useful. For example, they show that 62 people were employed in shoe stores in Penobscot County, Maine, in mid-March 1962.

d. Employment and Earnings Statistics for the United States, 1909-62, furnishes historical average annual employment data for over 350 nonagricultural industries. Data are included on employment, by sex; production workers; hourly and weekly earnings; and overtime hours. The data in this publication include the totals of the data for individual States published in Employment and Earnings Statistics for States and Areas, 1939-62. By comparing data on the industrial distribution of employment in a particular State or locality with that for the Nation as a whole, counselors can get some idea of whether local trends are in line with national patterns.


Lists each of the many U.S. Census of Population publications and gives ordering and price information.


1 Industry employment totals for 1960 in Employment and Earnings Statistics for States and Areas, 1939-62, and in the U.S. Census of Population differ for several technical reasons. For example, establishment data in the former publication cover wage and salary workers only and are obtained from the payrolls of industrial establishments; whereas, Census data cover all workers in an industry (wage and salary, self-employed, and unpaid family workers) and are obtained through household interviews.
II. CURRENT EMPLOYMENT AND UNEMPLOYMENT

Employment and Earnings, a monthly publication, presents comprehensive statistics on the Nation's labor force; employment and unemployment trends; number of employees, production workers, and women workers (quarterly) in each of about 300 industries; weekly hours; hourly and weekly earnings; payroll and man-hour indexes; and labor turnover rates. In addition, for States and selected metropolitan areas, statistics are provided on employment in major industries, gross hours and earnings of production workers, and labor turnover rates in manufacturing. An annual supplement provides annual averages for all series for recent years.

Counselors can find much useful local information in this publication. For example, in August 1963, production workers in Bakersfield, Calif., averaged $124.53 for a 41.1-hour workweek; total nonagricultural employment in Stockton, Calif., increased from 65,300 to 70,600 from July to August 1962. Most of the employment growth in Stockton in this 1-month period was in manufacturing, which increased from 12,900 to 17,000 workers.

III. WAGES

Community Wage Surveys are published annually for 82 labor market areas. These studies are designed to provide data on occupational earnings, establishment practices, and supplementary wage provisions. The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries and are grouped as follows: Office clerical; professional and technical; maintenance and powerplant; and custodial and material movement. The following examples of the types of information published are from a December 1963 wage survey of Denver, Colo.: 307 stationary engineers had average hourly earnings of $3.04; their earnings ranged from $1.80 per hour to $3.70 per hour. Among the 59,100 employees in the manufacturing plants studied, 188 were maintenance electricians; 183 maintenance machinists; and 92 maintenance carpenters.

Industry Wage Surveys provide information on the average straight-time earnings of workers in particular industries, such as basic iron and steel, foundries, and motor vehicles. Two types of wage surveys are conducted: (1) Those providing information on the average and the distribution of employee earnings without regard to occupation; and (2) Those providing information for selected occupations representative of jobs in particular industries. Such surveys usually include information on supplementary benefits, e.g., paid holidays and paid vacations. Many of these surveys are limited to establishments in selected metropolitan areas or parts of the country. From the surveys described in item 2 above, counselors can compare, for

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2 Month-to-month changes in the statistical series should be interpreted with caution since they may reflect seasonal or short-run fluctuations in economic activity.
example, the earnings of workers in an occupation in various regions and metropolitan areas.

Union Scale Studies are published annually and provide information on the minimum wage scales and maximum schedules of hours at straight-time rates agreed upon through collective bargaining in selected metropolitan areas. Such studies are available for building trades workers, local-transit operating employees, motortruck drivers and helpers, and employees in the printing industry. Counselors can use this information to compare union scales for particular occupations in their areas with those of other areas and the Nation as a whole.


* * *

Reports are available that analyze and interpret many of the basic statistics published by the Federal Government. Some that may be of interest to counselors are listed and annotated below under four general headings:

1. OCCUPATIONAL AND INDUSTRY EMPLOYMENT...TRENDS...OUTLOOK


Reports on trends in labor force participation for some population groups such as teenage boys, older men, men 20-54, and adult women. Discusses industries that are hiring the bulk of new labor force entrants. Contains a special section on employed and unemployed workers.


Assesses the economy's prospective manpower needs and skill requirements. Projects employment growth by major industry and occupational group.


Reports the number of workers employed in each occupation, 1950 and 1960, by sex. Gives unemployment rates and ranges of earnings for each occupation, by race and sex, 1960.


Reports on the changing occupational structure of the labor force. Shows employment trends for occupational groups and some individual occupations.
OCCUPATIONAL TRENDS IN THE U.S., 1900 TO 1959. USDC. Bureau of the
Provides occupational statistics on workers for each 10th year, 1900 to 1950.

U.S. Census of Population: 1960. Supplementary Reports. PC(Sl)-27. November
Gives the number of workers employed in each industry group, by occupation
and sex, 1960.

INDUSTRY OF THE EXPERIENCED LABOR FORCE: 1960. USDC. Bureau of
Presents data on the number of employed workers by industry of employment,
race, and sex, 1960. Gives unemployment rates and ranges of earnings of
workers, by industry, race, and sex, 1959.

INDUSTRY EMPLOYMENT GROWTH SINCE WORLD WAR II. USDL. Manpower
Administration. Office of Manpower, Automation and Training. Manpower
See page 9 for annotation.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER
REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED
See page 23 for annotation.

WHITE-COLLAR EMPLOYMENT: TRENDS AND STRUCTURE: CHARACTER-
ISTICS. Published in Monthly Labor Review, January 1961, pp. 11-18; February
Reports on recent growth in white-collar employment in comparison with
long-term trends. Compares employment levels, educational attainment, in-
come levels, and industrial patterns of employment of white-collar, blue-
collar, and service workers.

THE WHITE-COLLAR WORKER IN THE 20TH CENTURY. Published in Occupa-
Statistics. (GPO). 30 cents per copy.
Reviews changes in employment of white-collar workers since 1900. Discusses
industries that have employed increasing numbers of white-collar workers,
and indicates expected employment growth areas in the future.

WORK EXPERIENCE OF THE POPULATION IN 1961. Published in Monthly Labor
Reports on changes in work experiences of various groups in the labor force.
Gives the occupations and industries of employed and unemployed workers.
Compares the incidence of part-time work in 1961 with former years.

GEOGRAPHIC CHANGES IN U.S. EMPLOYMENT FROM 1950 TO 1960. Published
Discusses State and regional changes in employment from 1950 to 1960, by
broad occupational group.
2. SOCIAL AND ECONOMIC CHARACTERISTICS OF WORKERS


See page 56 for annotation.
The U.S. Department of Labor, Bureau of Labor Statistics, has published statistical studies of 36 cities that provide information on population, male civilian labor force, high school enrollment, educational attainment, income level, and unemployment, by ethnic group and neighborhood. Based on data collected during the 1960 Census of Population, these studies were made to help meet the needs of the President's Committee on Youth Employment for information on areas where environmental factors could be associated with disadvantaged youth. These studies were prepared for cities with populations of 500,000 or more, in addition to a few smaller cities. An illustrative citation follows:


Studies of the following cities are also available:

Atlanta, Ga.  Kansas City, Mo.  Phoenix, Ariz.
Birmingham, Ala.  Memphis, Tenn.  St. Louis, Mo.
Buffalo, N.Y.  *Minneapolis-St. Paul  San Diego, Calif.
Cincinnati, Ohio  Minn.  San Francisco, Calif.
Cleveland, Ohio  Newark, N.J.  San Juan, P.R.
Houston, Tex.  Oklahoma City, Okla.

* Both cities in one report.
** Each of five boroughs is shown in a separate report.

3. UNEMPLOYMENT

Reports on the influence of worker mobility on unemployment rates. Discusses personal characteristics, occupation, and motivations of job changers.

Reports on the extent of long-term unemployment. Describes characteristics of long-term unemployed workers and discusses some economic factors that influence their number.

See page 26 for annotation.
4. WAGES AND INCOME


Reports on trends in hourly and weekly earnings of factory production workers and changes in the Consumer Price Index since 1939. A supplement (No. 1) updates the publication to November 1962, and a revision (1964) carries it through 1963.
DIRECTORIES, CATALOGS, AND BIBLIOGRAPHIES

Many Federal Government agencies publish directories, catalogs, and bibliographies that are valuable sources of information on such subjects as occupations, training programs, statistical publications, teaching aids, and films. A number of these are listed and annotated below:

Directories of schools offering training in specialized fields are compiled and published by the U.S. Department of Health, Education, and Welfare, Office of Education:

Lists programs, by State and city, school, and type of program. Denotes whether courses are available for high school pupils and/or adults.

Lists State-approved training programs in trade, industrial, and health occupations for girls and women, by State.

* * *

The U.S. Department of Health, Education, and Welfare, Office of Education, has published the sixth annual comprehensive report on higher education, giving tuition, fees, and room and board charges of 2,056 institutions:


The Office of Education also has published an annotated list of publications in stock or in press as of June 1963 and available for sale to the public through the U.S. Government Printing Office:


* * *

Comprehensive price lists of Federal Government publications, compiled by broad subject areas, are published annually by the U.S. Government Printing Office. A few lists of particular interest to counselors are shown below:


A semimonthly list of selected Government publications for sale by the GPO also is available free of charge. Counselors interested in receiving this listing regularly should address their request to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

** * **

The U.S. Department of Commerce, Bureau of the Census, has published an annotated catalog of its statistical publications:


** * **

The U.S. Department of Labor publishes each year a list of its recent publications:


** * **

Publication lists are issued periodically by most Federal agencies and are available upon request. Examples of lists of interest to counselors follow:


** * **

Bibliographies of information useful in vocational counseling are available for several career fields:

- 68 -
A bibliography of manpower surveys and studies.

See page 10 for annotation.

GUIDE TO INFORMATION SOURCES FOR EDUCATION IN DISTRIBUTION. USDC. Business and Defense Services Administration. 1961. (GPO). 33 pp. 20 cents.
A guide to materials and other information sources about training in occupations in distributive fields such as retail and wholesale trade. Lists related directories, bibliographies, and catalogs.

* * *

The National Aeronautics and Space Administration has published two bibliographies of books, occupational materials, teaching aids, and films concerned with aerospace. One bibliography is directed toward children in the elementary grades and the other is for students in secondary schools:

AERONAUTICS AND SPACE BIBLIOGRAPHY FOR ELEMENTARY GRADES.

AERONAUTICS AND SPACE BIBLIOGRAPHY FOR SECONDARY GRADES.
APPENDIX A. ADDRESSES OF FEDERAL AGENCIES

AEC - Atomic Energy Commission
P.O. Box 62
Oak Ridge, Tenn. 37831

U.S. Department of Commerce

ARA - Area Redevelopment Administration
Office of Public Affairs
Washington, D.C. 20230

U.S. Department of Agriculture

ARS - Agricultural Research Service
Publications Distribution
Federal Center Building
Hyattsville, Md. 20781

U.S. Department of Labor
Manpower Administration

BAT - Bureau of Apprenticeship and Training
Division of Information and Publications
14th and Constitution Ave., N.W.
Washington, D.C. 20210

U.S. Department of Labor
Manpower Administration

BES - Bureau of Employment Security
Office of Information, Room 5211
Washington, D.C. 20210

U.S. Department of Commerce

BC - Bureau of the Census
Division of Publications and Distribution
Federal Office Building No. 4, Room 2205
Washington, D.C. 20233

U.S. Department of Labor

BLS - Bureau of Labor Statistics
Office of Inquiries and Correspondence
Washington, D.C. 20212
(The addresses of BLS Regional Offices are listed on page 73.)

U.S. Department of Health, Education, and Welfare

CB - Publications Distribution of the Children's Bureau
Welfare Administration, North Building, Room 1524-B
Washington, D.C. 20201

- 70 -
U.S. Department of Labor
CEH - The President's Committee on Employment of the Handicapped
Office of Information, Main Labor Building, Room 7139
Washington, D.C. 20210

U.S. Department of Labor
CLMP - The President's Advisory Committee on Labor-Management Policy
14th Street and Constitution Ave., NW.
Washington, D.C. 20210

U.S. Department of Labor
EEO - The President's Committee on Equal Employment Opportunity
Office of Information
Washington, D.C. 20210

U.S. Department of Agriculture
ERS - Economic Research Service
Office of Management Services
Washington, D.C. 20250

U.S. Department of Agriculture
FAS - Foreign Agricultural Service
Publications Office
South Building, Room 555
Washington, D.C. 20250

FBI - Federal Bureau of Investigation
Room 4264
Washington, D.C. 20535

Superintendent of Documents
GPO - U.S. Government Printing Office
Washington, D.C. 20402

U.S. Department of Defense
HSNS - High School News Service
Building 1 B
Great Lakes, Ill. 60085

U.S. Department of Labor
LSB - Bureau of Labor Standards
Publications Office
Railway Labor Building, Room 403
400 First St., NW.
Washington, D.C. 20210

NASA - National Aeronautics and Space Administration
Educational Programs and Services Branch
Washington, D.C. 20546

NSF - National Science Foundation
Publications Unit
Washington, D.C. 20550
Much of the Government-issued occupational literature of interest to teachers and vocational guidance counselors is prepared by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor.

The BLS has six regional offices located throughout the country. These offices have been designated as agents of the Superintendent of Documents for the purpose of selling priced publications. In addition, they distribute all of the free BLS publications. Each office sends out periodic announcements describing the free and priced materials available through them. To be added to the mailing list of the regional office in your area, write to the office at the address nearest you:

1371 Peachtree St., NE.
Suite 540
Atlanta, Ga. 30309

18 Oliver St.
Boston, Mass. 02110

219 South Dearborn St.
Chicago, Ill. 60604
APPENDIX B. HOW TO OBTAIN FEDERAL GOVERNMENT PUBLICATIONS

Counselors, teachers, and others often have questions about ordering Government publications. The following information about the U.S. Government Printing Office (GPO) tells how to avoid mistakes in dealing with it, and gives ordering procedures and some generally helpful hints on obtaining Government data.

The largest dealer in Government reports, pamphlets, and books is the Superintendent of Documents of the U.S. Government Printing Office. Every day at least 10,000 pieces of mail are delivered to the world's largest printing house. These requests, complaints, orders, inquiries, and miscellany reflect varied images of the Government Printing Office held in the collective mind of the public. Here are a few popular impressions. Are they true or false?

(1) The GPO is a huge information agency dealing with all documents published by the Government.

False. Although the GPO's Division of Public Documents, commonly referred to as Superintendent of Documents, maintains a reference department, searching is limited to identification of the titles available in its sales stock of over 25,000 different publications.

(2) Because of its size, GPO is necessarily slow in filling orders.

False. Despite its size and heavy workload, GPO processes orders relatively quickly—it compares favorably with its counterpart in private industry, the mail-order house. Most delays occur because of insufficient ordering information from the customer. Another frequent time-consuming error is the attempt by customers to order publications through the various Government agencies in Washington, D.C. Most agencies cannot sell publications and must, therefore, refer orders to the Superintendent of Documents.

(3) The Government pays the postage on most publications ordered from GPO.

True. Postage is paid on orders sent by regular mail to addresses in the United States.

(4) GPO allows a discount on large orders.

True. A 25-percent discount is allowed on orders for 100 or more copies of the same publication mailed to one address. This can mean a big saving when ordering for several classes or for different schools in the same system.

(5) The GPO is an excellent source of free Government literature.

False. Teachers who frequently receive review copies from private publishers tend to make this mistake. The GPO is not a source of free literature. As required by law, the Government Printing Office produces the printing for the Congress, Executive Office, the judiciary, and all executive departments, independent offices,

For a free copy of a publication, write directly to the issuing agency or department in Washington. If you do not know which Government agency issued the publication you want, consult your librarian. Bear in mind, however, that the issuing agencies have only limited supplies of their sales publications for free distribution.

Many people, when writing to a particular Government agency to request a free copy of a publication, tack onto the address "Government Printing Office" or "c/o Superintendent of Documents." This amounts to a conflicting address and the post office will always deliver such letters to the GPO. Thus your request for free material is classified as a "sales" transaction.

To make sure you will get a copy of the publication you want, it is safer to purchase it directly through the sales agent, the Superintendent of Documents. With very few exceptions, a remittance should not be sent directly to a Government agency. They are not authorized to handle such remittances and must either refer your order to GPO or return it to you. Some agencies, however, do maintain regional offices throughout the country which, in addition to their specific functions, sell the publications prepared by their own agency. The Labor Department's Bureau of Labor Statistics, with its six regional offices, is a case in point. (For regional office addresses, see appendix A, p. 70.)

HOW TO ORDER

Many avoidable errors are made in ordering publications through the GPO. Be sure to include all of the following information: Title(s) of the publication(s), quantity, price, your name and address, and the remittance.

If the need should arise to check on publications not received, all of the original identifying information should be restated in your query. Preferably, an exact copy of the purchase order should be sent. References to the sender's purchase order number or the date of the original order are meaningless to the GPO in trying to locate your order. Should a second followup be necessary, include all identifying information and state that this is the second followup. In this way, the search will not be duplicated.

VARIOUS METHODS

Schools, boards of education, and other State and local agencies, in ordering publications from the Superintendent of Documents, may meet a seeming impasse: The GPO must have remittance before shipment; the schools cannot issue checks until publications have been delivered. In order to reconcile these differences, several systems have been devised to accommodate schools and other agencies.

Here is how the conflict is solved. In lieu of an invoice subsequent to actual delivery, either a claim voucher or a "pro forma invoice" may be used. These substitute for the invoice and support the disbursement. The various methods of ordering are described on the following pages.
Claim Voucher

The first system of ordering involves claim vouchers, which are blank forms designed, printed, and used by individual schools. These vouchers are as varied in size, color, and text as they are in number. But, whether attached to a purchase order or combined with one in a single form, the voucher basically states that the vendor has delivered goods and has not received payment. This form, when properly executed, suffices for the allocation of funds by the schools.

When such a claim voucher with purchase order is received by the Superintendent of Documents, personnel there will stamp the voucher "Pro Forma Invoice," fill it out in accordance with the purchase order, sign, and even notarize it if requested to do so. Any changes in titles or prices are made on the voucher and purchase order. Both forms are then returned to the school or agency which processes them in accordance with its own regulations and issues a check. The purchase order is then resubmitted with the covering check and the sale is transacted.

Pro Forma Invoice

The second system is like the first except that the piece of paper necessary to support the disbursement is not preprinted by the school but is supplied by the Superintendent of Documents, on request. This pro forma invoice is filled out, as is the claim voucher, to conform with the purchase order, signed, notarized if necessary, and sent out to the school. There it is processed, a check is issued, and the purchase order and one copy of the pro forma invoice are resubmitted with the covering check.

Note that the first step in these systems is merely preliminary paperwork and amounts to a "quotation" by the Superintendent of Documents. No sale is transacted until the paper is returned with the check. Up until that point, the GPO has kept no record of the transaction, has not reserved publications, and has made no shipments. In fact, GPO does not guarantee that prices will remain the same or that publications will be available until the sale is consummated, although ordinarily no such discrepancies occur.

Certified Invoice; Paid Receipt

A third manner of ordering involves paperwork in retrospect. Many schools and agencies, either through special funds or by agreement with their disbursing officials, are able to send checks with their order but require a certified invoice or paid receipt to support the disbursement of these funds. The Superintendent of Documents provides these in the number of copies requested, either on forms provided by the schools or by issuing its own receipts, and these are sent with the shipment of publications. This system avoids the necessity of resubmitting the purchase order and so expedites shipments.

Combination Systems

Combining one of the above three systems with either of the methods of ordering next described has a great advantage: It is not necessary to issue a check for each separate sales transaction. Both of the following methods of ordering are growing in popularity with individuals and other organizations in addition to schools and agencies. Both methods are simple to set up and are paid for by just one check which is issued in accordance with the system described above which best suits a particular school.

Coupons. Special document coupons in 5-cent denominations are sold by the GPO in sets of 20. Discrepancies in price can be corrected and refunds made through
this convenient means of exchange which is simple and flexible. The Superintendent of Documents, which as a rule makes refunds of less than $1 in the form of coupons, finds them so popular that many customers request that all refunds be in that form.

Schools using these coupons are mostly small or branches of larger school systems. Here, the board of education might purchase several hundred dollars' worth of coupons and distribute blocks of, say, $25 or $50 to its various schools. Individual students--rather infrequent purchasers of Government publications--are often encouraged by their teachers to purchase a few dollars' worth of coupons rather than submit a separate money order or check for each transaction.

Depositors' Accounts. Even more popular--and most suitable for schools which order relatively frequently from the GPO--are the depositors' accounts. More than 40,000 of them are currently in use. Probably the ideal ordering system for schools, these accounts can be opened for as little as $25. This method of ordering provides the maximum convenience for schools and State agencies because it enables them to avoid obtaining quotations, sending individual remittances, and preparing claim vouchers for each order.

When such an account is opened, an individual account number is assigned, a supply of special depositors' order blanks is forwarded to the new depositor, and, as orders are received, they are expedited. Annotations are made on the order blanks as to the status of any nondelivered goods and are sent to the depositor, showing charges made and balance on hand. The Superintendent of Documents will advise the depositor when this balance becomes low. There is no charge for maintaining a deposit account.

With these last two methods, the check to cover the cost is procured through the system ordinarily used by the school. But in these instances the purchase order would read, for example, "Special Document Coupons: $50" or "For Depositor's Account: $100." The accompanying claim voucher or pro forma invoice, if requested, would be executed by the Superintendent of Documents and sent to the school. The check that would then be issued by the school or agency would cover the cost of several months' or perhaps a year's supply of Government publications and would eliminate many separate paper processings. Use of coupons or depositors' accounts also facilitates the ordering of low-price publications and subscriptions which might otherwise not have been placed, being thought of as "not worth all that paperwork."

DO'S AND DON'T'S

(1) Do include all the necessary identifying information when ordering publications from GPO.

(2) Do write directly to the issuing agency for publications meant for free distribution. Don't add "GPO" to the address.

(3) Don't add postage when totaling your bill if you want the publications sent by regular mail. Do add the postage if you request air mail, special delivery, or foreign delivery. One-fourth of the purchase price of publications should be added for foreign mail.

(4) Don't send cash or postage stamps in payment. Do send check, or money order, payable to the Superintendent of Documents, or special document coupons with your order unless you are charging the publications against your depositor's account.
(5) Do remember the 25-percent discount allowed on orders for 100 or more copies of the same publication to be mailed to one address. You may find that you can consolidate your order with that of another teacher or counselor.

(6) Do keep abreast of current Government publications for sale. Request that your name be added to the growing list (now over 1 million) of those who receive free the semimonthly list of selected Government publications.

(7) Do separate any request for information from a direct order. If you don't, your order will be held up until the search for information has been completed.

# APPENDIX C. OCCUPATIONAL OUTLOOK QUARTERLY—SELECTED CUMULATIVE INDEX

**MANPOWER AND OCCUPATIONAL OUTLOOK**

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1 This index lists most of the articles (some titles abbreviated to conserve space) that appeared in the *Occupational Outlook Quarterly* in the 2-year period, May 1962-May 1964. Reprints of articles preceded by a dagger are available free of charge from the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Service, Washington, D.C., 20212, as long as supplies last. (See appendix E.)
SERVICE AND WORK PROGRAMS

A new breed of American (Peace Corps) ..................... February 1964
Military service: Obligation or opportunity? ............... September 1963
Mobilization for Youth (MFY) ................................. February 1963
Summer jobs ....................................................... February 1964
The Nation girds for action for youth ........................ May 1964

EDUCATION AND TRAINING

A boost for education ............................................. May 1964
Apprenticeship: A sure road to skills ........................ February 1964
College attendance ................................................ May 1962
College attendance and ability ................................ December 1962
College education, equal opportunity for ...................... February 1964
College women, career opportunities ........................ May 1964
Computer education in high school ............................ December 1962
Disability no job handicap for college graduates .............. December 1963
Education: An advantage for a lifetime ....................... December 1963
Enrollments, school and college ............................... May 1962
High school graduates and dropouts, in the labor market, October 1960 September 1961
Teaching teachers of data processing ........................... May 1964
Uptrend in workers' education .................................. September 1963
Vocational education--great need of the sixties ............... December 1963
Young workers, more effective training programs .......... May 1964

LEGISLATION AND REGULATIONS

Jobs open to minors in retail trade ........................... September 1962
Labor laws: Their effect on placement ........................ May 1963
Licenses--For what jobs? ...................................... May 1963
Manpower Development and Training Act ....................... December 1962

OTHER BACKGROUND MATERIAL FOR COUNSELING

Automation and counseling ..................................... September 1962
Counseling aids, free ........................................... September 1962
Dictionary of Occupational Titles, New .................... September 1963
Economic setting for vocational guidance ..................... May 1964
Guidance institutes (NDEA) .................................... September 1963
How to obtain Government publications ........................ February 1963
Nature and extent of poverty .................................. May 1964
Pupil personnel services ....................................... September 1963
Personal finances: Meeting costs of college ................. December 1963
Search for talent ................................................ December 1963
Vocational rehabilitation .................................. May 1962
War on ignorance ........................................... September 1962
                                                      February 1964
APPENDIX D. PERIODICALS

In several sections of the Guide, references have been made to periodicals published by three Federal Government departments. Several of these periodicals frequently contain information that is of interest to counselors. The titles and prices of these periodicals are listed below, by issuing department. The U.S. Government Printing Office (GPO), Washington, D.C., 20402, handles all requests for subscriptions that are priced. (See appendix B.) Free periodicals may be obtained upon request to issuing agencies.

U.S. DEPARTMENT OF LABOR

OCCUPATIONAL OUTLOOK QUARTERLY. Current issues, 35 cents per copy. $1.25 per year.
A quarterly publication reviewing current developments affecting employment opportunities. Includes summaries of articles on industry employment and changing occupational structure; and reports on occupational and industry employment trends, education and training requirements, and other subjects of interest to counselors. Issued as a supplement to the biennial Occupational Outlook Handbook.

EMPLOYMENT SERVICE REVIEW.¹ 30 cents per copy. $3 per year.
A monthly publication containing articles on employment service operations in the fields of manpower development and utilization. Presents articles on occupational developments, manpower trends, community and industry occupational surveys, and training requirements.

EMPLOYMENT AND EARNINGS. 45 cents per copy. $3.50 per year. Annual Supplement $1.
A monthly publication presenting statistics on labor force, employment, earnings, hours, and labor turnover, based on industry payrolls. Data are provided on employment by State and metropolitan areas, by industry. An Annual Supplement with statistical averages for the preceding year is available toward the end of each year.

MONTHLY LABOR REVIEW. 75 cents per copy. $7.50 per year.
A monthly publication presenting studies, reports, and special articles on labor and BLS survey findings. A separate section provides current statistics on employment, labor turnover, earnings and hours, prices, etc. (reissued subsequently as an Annual Supplement). Special departments summarize developments in industrial relations and court decisions. Includes book reviews, book notes, and a chronology of labor events.

¹Starting with January 1964, two periodicals of the U.S. Department of Labor, Manpower Administration, Bureau of Employment Security--The Labor Market and Employment Security and Employment Security Review--have been replaced by the Unemployment Insurance Review and Employment Service Review. The change reflects both the growth of the Services and the distinct areas of their application.
AREA LABOR MARKET TRENDS. Free. (BES).
See page 15 for annotation.

EMPLOYMENT SECURITY RESEARCH EXCHANGE. Free. (BES).
A semiannual publication that serves as a clearinghouse for information on the research, reporting, and labor market information activities of State employment security agencies and other research groups. Lists research projects which, as of the date of the State report, were recently completed, in progress, or definitely planned. The listed studies are grouped by subject matter, including job opportunities research; studies of employment office services to workers and employers; and special manpower and labor market studies.

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

SCHOOL LIFE. 20 cents per copy. $1.75 per year.
Published nine times during the school year. Reports on important trends in American education. Summarizes major publications of the Office of Education, presents pertinent statistics, reviews Federal and State school legislation, and publishes studies and opinions on such problem areas as school dropouts and education for special groups.

HEALTH, EDUCATION, AND WELFARE INDICATORS. 45 cents per copy. $5 per year.
This monthly publication contains feature articles on important problems and issues in health, education, and welfare. It includes timely summaries of Presidential messages and reports of Presidential Commissions and of new legislation. Month-to-month changes and relationships are presented and interpreted through the use of brief text, charts, tables, and source notes.

Individual reprints of articles published in the Indicators may be obtained without charge from the Office of Program Analysis (OPA). A number of articles published from June 1963 through July 1964 are generally available as reprints. Titles include: National Defense Education Act, 1958-1963 (December 1963); Vocational Education: Report of the Panel of Consultants (July 1963); Appalachia (June 1964); and A New Look at School Dropouts (April 1964).

A hundred-page compilation of articles published from October 1963 through February 1964 in the Indicators has been issued by the Department of Health, Education, and Welfare. This publication, entitled 1963: Year of Legislative Achievements in Education, includes legislative summaries and background papers on higher education and educational assistance for health professions; vocational education and manpower developments and training; and Federal funds for education. Available from the U.S. Government Printing Office (GPO) at 55 cents per copy.

In addition, articles published in the Indicators between February 1962 and June 1963 have been brought together in New Directions in Health, Education, and Welfare, which is available from the U.S. Government Printing Office (GPO) at $1.50 per copy.

U.S. DEPARTMENT OF DEFENSE

HIGH SCHOOL NEWS SERVICE REPORT. Free. (HSNS).
The report, published monthly during the school year, is designed primarily as
a reference source for counselors and others who are called upon to furnish students with specific information on current personnel programs of the U.S. Armed Forces. The first issue of the year describes basic facts about military service. The remaining monthly issues, intended primarily for student readership, contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Articles are printed in detachable form to facilitate posting and classroom use.

HIGH SCHOOL NEWS SERVICE CLIPSHEET. Free. (HSNS).
Published monthly during the school year as a supplement to the High School News Service Report, the Clipsheet is designed for bulletin board use and deals with a single topic of interest to students who expect to serve in the Armed Forces.
APPENDIX E. OCCUPATIONAL OUTLOOK SERVICE-ORDERING INFORMATION

The Occupational Outlook Service includes the following publications:

1. Occupational Outlook Handbook

The Occupational Outlook Handbook, compiled by the U.S. Department of Labor's Bureau of Labor Statistics, is a basic reference book of occupational information. It is based on data gathered from industry, labor organizations, trade associations, professional societies, Government agencies, and educational institutions.


Single copy: $4.75.

2. Occupational Outlook Report Series

The reports in the Handbook are reproduced in a series of 109 reprints, each of which covers a single occupation, an industry, or a group of related occupations. (One reprint discusses, in nontechnical language, expected population and labor force growth and the changing occupational structure of the economy.) These reprints enable counselors to make occupational information easily available to more students interested in specific careers. Teachers can use the reports as motivational aids in relating school subjects to earning a living. Librarians who keep a file of occupational information will find these reprints helpful in extending their resources to a greater number of people. Single reprints can be ordered. (See text pages 2 through 5 for a complete list, with prices.)


3. Occupational Outlook Quarterly

The Occupational Outlook Quarterly supplements the Handbook. It expands and updates occupational outlook and manpower information between Handbook editions. Published four times during each school year (September, December, February, and May), the Quarterly presents timely articles on studies by Government and private organizations and valuable contributions from outstanding authorities on automation, manpower, economics, education, and guidance. (See appendix C for a selected cumulative index of Quarterly articles.)

Single copies: 35 cents.
Annual subscription: $1.25 domestic; $1.75 foreign.
3-in-1 Occupational Outlook Service

The 3-in-1 Occupational Outlook Service consists of the following:

1 copy of the Occupational Outlook Handbook
2 complete sets of the Occupational Outlook Report Series
A 2-year subscription to the Occupational Outlook Quarterly

3-in-1 Service: $26.35.

Order single copies, or complete sets, of the above publications from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402; or from any of the six regional offices of the Bureau of Labor Statistics, U.S. Department of Labor. (See appendix A, p. 70, for addresses.) Send check or money order. (See appendix B for How To Obtain Federal Government Publications.)

4. Free Occupational Outlook Publications

Free occupational briefs, wall charts, and reprints of articles from the Quarterly are available. Occupational briefs describe the employment outlook in each of the broad occupational groups. (See page 5 for annotation.) Wall charts emphasize graphically the salient facts about various occupations and industries. Reprints from the Quarterly deal with the employment outlook in new occupational areas, the impact of technological changes, and other subjects of interest to young people, counselors, and teachers. Free publications are announced in the Quarterly. (Available reprints from the Quarterly are noted in appendix C.)

Write to the Occupational Outlook Service, Bureau of Labor Statistics, U.S. Department of Labor, Washington, D.C., 20212, to request the list of Free Occupational Outlook Publications and to have your name placed on the mailing list.