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BIBLIOGRAPHY OF

SELECTED

GOVERNMENT

PUBLICATIONS

BULLETIN No. 1421, NOVEMBER 1964





**COUNSELOR'S GUIDE  
TO OCCUPATIONAL  
AND OTHER  
MANPOWER  
INFORMATION  
AN ANNOTATED  
BIBLIOGRAPHY OF  
SELECTED  
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For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C., 20402 - Price 50 cents

## 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:

BUREAU OF EMPLOYMENT SECURITY PUBLICATIONS. USDL. Manpower Administration. Bureau of Employment Security. BES. No. G-219. June 1963. (BES). 37 pp. Free.

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.

## PREFACE

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.

## A BASIC MANPOWER BOOKSHELF

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.

Contents

	Page
Aid to ordering publications .....	ii
A basic manpower bookshelf .....	iv
Introduction .....	vii
Occupational and industry manpower literature .....	1
National information .....	1
State and local area information.....	12
Job descriptions .....	15
Careers in government.....	16
Federal Government jobs overseas.....	21
Manpower problems and policies .....	23
Technological change .....	24
Training and retraining.....	25
Depressed areas .....	28
Worker mobility .....	29
Defense expenditures and manpower needs.....	30
Special groups in the labor force .....	32
Youth .....	32
Summer jobs .....	34
School dropouts.....	35
Women .....	36
High school and college girls.....	39
Apprentices.....	40
Minority groups.....	42
Handicapped workers.....	43
Agricultural migrants.....	46
Older workers .....	48
Special problems and issues.....	51
Educational problems and programs.....	51
Labor standards .....	53
Part-time employment .....	55
Financial assistance for students .....	57
Impact of foreign trade on employment.....	58
Sources of statistics useful to counselors .....	59
Directories, catalogs, and bibliographies .....	67
Appendixes:	
A. Addresses of Federal agencies .....	70
B. How to obtain Federal Government publications.....	75
C. Occupational Outlook Quarterly--Selected cumulative index.....	80
D. Periodicals .....	83
E. Occupational Outlook Service--Ordering information.....	86





## 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."<sup>1</sup>

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.<sup>2</sup> 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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<sup>1</sup> Robert Hoppock, Occupational Information, 2nd ed. (New York, McGraw-Hill Book Company, Inc., 1963), p. 137.

<sup>2</sup> 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.

\* AN OPEN LETTER TO THE COLLEGE GRADUATES OF 1964, FROM SECRETARY OF LABOR W. WILLARD WIRTZ. U.S. Department of Labor News Release No. 6184. May 4, 1964. (USDL). Free.

\* EMPLOYMENT OUTLOOK FOR 1964 GRADUATES OF 2-YEAR COLLEGE PROGRAMS. FROM SECRETARY OF LABOR W. WILLARD WIRTZ. U.S. Department of Labor News Release No. 6223. June 11, 1964. (USDL). Free.

\* 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.

1962 HANDBOOK OF WOMEN WORKERS. USDL. Women's Bureau. Bulletin No. 285. 1963. (GPO). 202 pp. 55 cents.

Presents statistical and descriptive information on the occupations, ages, marital status, earnings and income, and educational attainment of women workers. Comments on the civil and political status of women. Lists the names of professional and social organizations for women. Published biennially.

#### 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.

\* OCCUPATIONAL OUTLOOK HANDBOOK, 1963-64 Edition. Bulletin No. 1375. 1963. (GPO). 792 pp. \$4.75. (See appendix E for ordering information.)

\* OCCUPATIONAL OUTLOOK REPORT SERIES. 109 reprints from Bulletin No. 1375, Occupational Outlook Handbook, 1963-64 Edition. (See appendix E for ordering information.)

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.
- APPAREL 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.
- BOOKKEEPING WORKERS AND OFFICE MACHINE OPERATORS.** Bulletin No. 1375-48. 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.
- CIVIL AVIATION OCCUPATIONS.** Bulletin No. 1375-92. 21 pp. 20 cents.
- CHIROPRACTORS.** Bulletin No. 1375-14. 2 pp. 5 cents.
- COMMERCIAL ARTISTS.** Bulletin No. 1375-8. 4 pp. 5 cents.
- CONSTRUCTION ELECTRICIANS AND ELEVATOR CONSTRUCTORS.** Bulletin No. 1375-59. 13 pp. 10 cents.
- CONSTRUCTION LABORERS AND HOD CARRIERS.** Bulletin No. 1375-60. 9 pp. 10 cents.
- COUNSELORS: SCHOOL, REHABILITATION, AND VOCATIONAL.** Bulletin No. 1375-9. 9 pp. 10 cents.
- DENTAL HYGIENISTS.** Bulletin No. 1375-15. 2 pp. 5 cents.
- DENTAL LABORATORY TECHNICIANS.** 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.
- EARTH SCIENTISTS: GEOLOGISTS, GEOPHYSICISTS, METEOROLOGISTS, AND OCEANOGRAPHERS.** Bulletin No. 1375-10. 13 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.
- ENGINEERS (10 fields).** Bulletin No. 1375-11. 13 pp. 15 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.  
 MOTOR VEHICLES MANUFACTURING. Bulletin No. 1375-101. 10 pp. 10 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.  
 PAINTERS, PAPERHANGERS, GLAZIERS, AND ASBESTOS AND INSULATING  
 WORKERS. Bulletin No. 1375-62. 15 pp. 15 cents.  
 PERFORMING ARTS: MUSICIANS, SINGERS, ACTORS, AND ACTRESSES,  
 AND DANCERS. Bulletin No. 1375-36. 13 pp. 10 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 SCIENTISTS: CHEMISTS, PHYSICISTS, AND ASTRONOMERS.  
 Bulletin No. 1375-39. 11 pp. 10 cents.  
 PHYSICAL THERAPISTS AND OCCUPATIONAL THERAPISTS. Bulletin No. 1375-24.  
 5 pp. 5 cents.  
 PHYSICIANS. Bulletin No. 1375-25. 4 pp. 5 cents.  
 PLASTERERS, LATHERS, AND CEMENT MASONS. Bulletin No. 1375-63.  
 15 pp. 15 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.  
 SHEET-METAL WORKERS AND ROOFERS. Bulletin No. 1375-65. 13 pp. 10 cents.  
 SHIPPING AND RECEIVING CLERKS. Bulletin No. 1375-56. 3 pp. 5 cents.  
 SOCIAL SCIENTISTS: ANTHROPOLOGISTS, ECONOMISTS, HISTORIANS, POLITICAL SCIENTISTS, AND SOCIOLOGISTS. Bulletin No. 1375-42. 12 pp. 10 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.  
 STRUCTURAL-, ORNAMENTAL-, AND REINFORCING-IRON WORKERS AND OPERATING ENGINEERS. Bulletin No. 1375-66. 13 pp. 15 cents.  
 TEACHERS: ELEMENTARY, SECONDARY, AND COLLEGE AND UNIVERSITY.  
 Bulletin No. 1375-44. 11 pp. 10 cents.  
 TECHNICIANS: ENGINEERING, AND SCIENCE TECHNICIANS, DRAFTSMEN AND SURVEYORS. Bulletin No. 1375-45. 15 pp. 15 cents.  
 TELEPHONE OCCUPATIONS. Bulletin No. 1375-108. 14 pp. 15 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.

\* CHOOSING A CAREER--THE ECONOMIC FRAMEWORK. 1964. Bulletin No. 1375-A (GPO). 17 pp. 15 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

of available reprints.) 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:

EMPLOYMENT IN THE ATOMIC ENERGY FIELD. Bulletin No. 1297. (GPO). April 1961. 36 pp. 30 cents.

CHANGING MANPOWER REQUIREMENTS IN BANKING. Published in Monthly Labor Review, September 1962, pp. 989-995. Reprint No. 2401. (BLS). Free reprint.

EMPLOYMENT AND CHANGING OCCUPATIONAL PATTERNS IN THE RAILROAD INDUSTRY. 1947-1960. Bulletin No. 1344. (GPO). February 1963. 32 pp. Out of print.

EMPLOYMENT OUTLOOK AND CHANGING OCCUPATIONAL STRUCTURE IN ELECTRONICS MANUFACTURING. Bulletin No. 1363. (GPO). October 1963. 61 pp. 40 cents.

EMPLOYMENT REQUIREMENTS AND CHANGING OCCUPATIONAL STRUCTURE IN CIVIL AVIATION. Bulletin No. 1367. (GPO). June 1964. 55 pp. 40 cents.

\* \* \*

WHITE-COLLAR EMPLOYMENT: TRENDS AND STRUCTURE: CHARACTERISTICS. Published in Monthly Labor Review, January 1961, pp. 11-18; February 1961, pp. 139-147. Reprint No. 2363. (BLS). Free reprint.

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.



- \* SOCIAL SCIENCE AND YOUR CAREER. 1964. (BLS). Leaflet. Free.  
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.
- \* FOREIGN LANGUAGES AND YOUR CAREER. 1964. (BLS). Leaflet. Free.  
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.)

FURNITURE. Industry Manpower Survey No. 91. May 1959. (BES). Free.

HOUSEHOLD APPLIANCES. Industry Manpower Survey No. 92. June 1959. (BES). Free.

NEWSPAPERS AND COMMERCIAL PRINTING. Industry Manpower Survey No. 94. December 1959. (BES). Free.

PETROLEUM REFINING. Industry Manpower Survey No. 97. December 1960. (BES). Free.

COMPUTING MACHINES. Industry Manpower Survey No. 98. January 1961. (BES). Free.

BLAST FURNACES, STEEL WORKS, AND ROLLING MILLS. Industry Manpower Survey No. 100. May 1961. (BES). Free.

MEAT PACKING. Industry Manpower Survey No. 108. April 1964. (BES). Free.

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

FOOTWEAR. Industry Manpower Survey No. 104. September 1962. (BES). Free.

MISSILES, SPACECRAFT, AND AIRCRAFT. Industry Manpower Survey No. 105. May 1963. (BES). Free.

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CAREER GUIDE FOR DEMAND OCCUPATIONS. 1959. (GPO). 33 pp. 30 cents.  
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.

\* JOB GUIDE FOR YOUNG WORKERS, 1963-64 EDITION. 1963. (GPO). 78 pp. 45 cents.

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.

TECHNICAL OCCUPATIONS IN RESEARCH, DESIGN, AND DEVELOPMENT CONSIDERED AS DIRECTLY SUPPORTING TO ENGINEERS AND PHYSICAL SCIENTISTS. BES. No. E-194. 1961. (GPO). 113 pp. 50 cents.

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

\* CHOOSING YOUR OCCUPATION. 1962. (GPO). 16 pp. 15 cents.

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

### Women's Bureau

CAREERS FOR WOMEN IN RETAILING. Bulletin No. 271. 1959. (GPO). 52 pp. 25 cents.

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.

\* JOB HORIZONS FOR COLLEGE WOMEN IN THE 1960'S. Bulletin No. 288. 1964. (GPO). 78 pp. 30 cents.

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.

CAREERS FOR WOMEN AS TECHNICIANS. Bulletin No. 282. 1961. (GPO). 28 pp. 20 cents.

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.

CAREERS FOR WOMEN IN THE BIOLOGICAL SCIENCES. Bulletin No. 278. 1961. (GPO). 86 pp. 40 cents.

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.

TRAINING OPPORTUNITIES FOR WOMEN AND GIRLS. Bulletin No. 274. Reprinted 1961. (GPO). 64 pp. 30 cents.

See page 39 for annotation.

WOMEN IN THE FEDERAL SERVICE, 1939-1959. Pamphlet No. 4. Revised 1962. (GPO). 21 pp. 15 cents.

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

MEMO TO: COMMUNITIES RE: THE NURSE SHORTAGE. Leaflet No. 29. 1961. (GPO). 5 cents.

See page 39 for annotation.

\* FUTURE JOBS FOR HIGH SCHOOL GIRLS. 1959. (Revision in process). (GPO). 64 pp. 40 cents.

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

Bureau of Apprenticeship and Training (Manpower Administration)

THE NATIONAL APPRENTICESHIP PROGRAM. 1964. (BAT). 31 pp. Free.

See page 41 for annotation.

\* CAREERS IN APPRENTICESHIP. 1963. Issued Jointly with the Office of Education of the Department of Health, Education, and Welfare. (BAT). 10 pp. Free.

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

APPRENTICESHIP AND TRAINING IN CARPENTRY CONSTRUCTION. Bulletin T-153. 1962. (BAT). 56 pp. Free.

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.

\* APPRENTICESHIP--FOR ME? Reprinted 1963. (BAT). Leaflet. Free.

See page 41 for annotation.

Office of Manpower, Automation and Training (Manpower Administration)

GROWTH OF ENGINEERING EMPLOYMENT IN THE UNITED STATES, 1950-1960. Manpower Report No. 1. 1962. (OMAT). 4 pp. Free.

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

TRENDS IN FARM EMPLOYMENT AND TRAINING NEEDS. Manpower Report No. 3. 1962. (OMAT). 4 pp. Free.

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

INDUSTRY EMPLOYMENT GROWTH SINCE WORLD WAR II. Manpower Report No. 5. 1963. (OMAT). 6 pp. Free.

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

\* JOBS, TRAINING AND YOU. 1963. (OMAT). Leaflet. Free.

See page 27 for annotation.

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

Office of Program Analysis

LIBRARY SERVICES. Published in Health, Education, and Welfare Indicators, December 1962. Monthly publication. (OPA). 10 pp. Free reprint.

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.

MANPOWER FOR MEDICAL RESEARCH. Published in Health, Education, and Welfare Indicators, July 1962. Monthly publication. (OPA). 10 pp. Free reprint.

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

Office of Education

CAREERS IN SCIENCE, MATHEMATICS AND ENGINEERING. OE-26007. Bulletin No. 8. 1962. (GPO). 39 pp. 25 cents.

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

TEACHING AS A CAREER. OE-26014. (GPO). 32 pp. 20 cents.

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.

WHAT CAN EDUCATORS DO TODAY TO PROVIDE THE MANPOWER FOR TOMORROW? Published in School Life, October 1962, p. 7. (GPO). 20 cents per copy.

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.

STARTING AND MANAGING A SMALL BUSINESS OF YOUR OWN. SBA. 1.15:1/2. 1962. (GPO). 49 pp. 25 cents.

STARTING AND MANAGING A SMALL CREDIT BUREAU AND COLLECTION SERVICE. SBA. 1.15:2. 1959. (GPO). 187 pp. 60 cents.

STARTING AND MANAGING A SERVICE STATION. SBA. 1.15:3. 1961. (GPO). 80 pp. 35 cents.

STARTING AND MANAGING A SMALL BOOKKEEPING SERVICE. SBA. 1.15:4. 1962. (GPO). 64 pp. 30 cents.

STARTING AND MANAGING A SMALL BUILDING BUSINESS. SBA. 1.15:5. 1962. (GPO). 102 pp. 35 cents.

STARTING AND MANAGING A SMALL MOTEL. SBA. 1.15:7. 1963. (GPO). 70 pp. 30 cents.

## U.S. DEPARTMENT OF THE TREASURY

### Internal Revenue Service

\* CAREERS IN TAX WORK. Document No. 5402. 1962. (Request from your IRS District Office.) 14 pp. Free.

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

\* CAREERS IN ATOMIC ENERGY. 1963. (AEC). 27 pp. Free.

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.

METROPOLITAN AREA DISTRIBUTION OF SCIENTISTS IN THE NATIONAL REGISTER OF SCIENTIFIC AND TECHNICAL PERSONNEL, 1960. NSF 62-33. 1962. (GPO). 4 pp. 5 cents.

GEOGRAPHIC DISTRIBUTION OF SCIENTISTS IN THE NATIONAL REGISTER OF SCIENTIFIC AND TECHNICAL PERSONNEL, 1960. NSF 61-69. 1961. (NSF). 5 pp. Free.

EARNINGS OF AMERICAN SCIENTISTS, 1960. NSF 61-44. 1961. (NSF). 6 pp. Free.

SUMMARY CHARACTERISTICS OF SCIENTISTS REPORTING TO THE NATIONAL REGISTER OF SCIENTIFIC AND TECHNICAL PERSONNEL, 1960, A SPECIAL REPORT FOR 1962 REGISTRANTS. 62-11. 1962. (NSF). 4 pp. Free.

\* \* \*

- \* 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 area 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:

WISCONSIN MANPOWER OUTLOOK-1961-1966--TEACHING PROFESSIONS. Wisconsin State Employment Service, P. O. Box 5039, 4802 Sheboygan Ave., Madison, Wis., 53705. 1962. 37 pp. Free.

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.

MANPOWER RESOURCES, SAN FRANCISCO-OAKLAND BAY AREA, 1960-1970. State of California, Department of Employment, 745 Franklin St., San Francisco, Calif., 94102. 1963. 64 pp. Free.

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.

CLEVELAND AREA SKILL SURVEY 1962-67. Ohio Bureau of Unemployment Compensation, 427 Cleveland Ave., Columbus, Ohio, 43216. 1963. 58 pp. Free.

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.

NORTH CAROLINA STUDY OF TECHNICAL AND SKILLED MANPOWER. Employment Security Commission of North Carolina, Bureau of Employment Security Research, P. O. Box 589, Raleigh, N.C., 27602. 1962. 87 pp. Free.

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

\* THE ARIZONA OCCUPATIONAL OUTLOOK HANDBOOK, PART I. 201 pp. 1963. PART II. 214 pp. 1964. Arizona State Employment Service, 1717 West Jefferson St., Phoenix, Ariz., 85005. Free.

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.

MANPOWER REQUIREMENTS IN ELECTRONICS MANUFACTURING...OUTLOOK TO 1964 IN THE NEW YORK METROPOLITAN AREA. New York State Department of Labor, Division of Employment, 500 Eighth Ave., New York, N.Y., 10018. 1960. 154 pp. Free.

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.

MANPOWER IN OHIO...1960 TO 1970. Bureau of Unemployment Compensation. 427 Cleveland Ave., Columbus, Ohio, 43216. 1963. 61 pp. Free.

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

FLORIDA JOB INFORMATION, CABINET MAKER 1. Florida State Employment Service, 214 N. Duval St., Tallahassee, Fla., 32301. 1961. 5 pp. Free.

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.

\* OCCUPATIONAL GUIDE, FURNITURE FINISHER. Employment Security Agency, State of Idaho, P.O. Box 520, 317 Main St., Boise, Idaho, 83701. 1961. 2 pp. Free.

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

\* OCCUPATIONAL GUIDE, PATTERNMAKER (FOUNDRY), LOS ANGELES-LONG BEACH-ORANGE COUNTY AREA. State of California, Department of Employment, 800 Capitol Ave., Sacramento, Calif., 95814. 1963. 4 pp. Free.

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.



AREA LABOR MARKET TRENDS. USDL. Manpower Administration, Bureau of Employment Security. Monthly publication. (BES). Free.

\* \* \*

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--

PITTSBURGH, PA. 1963. 11 pp. Free.  
SOUTH BEND, IND. 1962. 8 pp. Out of print.  
NEW BEDFORD, MASS. 1963. 10 pp. Free.  
PROVIDENCE-PAWTUCKET, R.I.-MASS. 1963. 10 pp. Free.  
DETROIT, MICH. 1963. 11 pp. Free.  
HUNTINGTON-ASHLAND, W. VA.-KY.-OHIO. 1963. 10 pp. Free.  
FALL RIVER, MASS.-R.I. 1964. 9 pp. Free.  
DULUTH, MINN.-WIS. 1964. 10 pp. Free.

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:

THE NEW DICTIONARY OF OCCUPATIONAL TITLES. Advance account published in Employment Security Review, February 1963. USDL. Manpower Administration. Bureau of Employment Security. (BES). Free reprint.

Other specific sources of job descriptions include:

\* OCCUPATIONAL OUTLOOK HANDBOOK, 1963-64 Edition. USDL. Bureau of Labor Statistics. Bulletin No. 1375. 1963. (GPO). 792 pp. \$4.75.  
See page 2 for annotation.

A DIRECTORY OF...COMMUNITY WAGE SURVEYS 1948--JUNE 1963. USDL. Bureau of Labor Statistics. 1963. (BLS). 27 pp. Free.

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.)

\* THE ARIZONA OCCUPATIONAL OUTLOOK HANDBOOK, PART I. 1963. 201 pp. PART II. 1964. 214 pp. Arizona State Employment Service, 1717 West Jefferson St., Phoenix, Ariz., 85005. Free.

See page 13 for annotation.

\* JOB GUIDE FOR YOUNG WORKERS, 1963-64 EDITION. USDL. Manpower Administration. Bureau of Employment Security. 1963. (GPO). 78 pp. 45 cents.

See page 8 for annotation.

MANPOWER REQUIREMENTS IN ELECTRONICS MANUFACTURING... OUTLOOK TO 1964 IN THE NEW YORK METROPOLITAN AREA. New York State Department of Labor, Division of Employment, 500 Eighth Ave., New York, N.Y. 10018. 1960. 154 pp. Free.

See page 14 for annotation.

EMPLOYMENT OPPORTUNITIES IN THE ATOMIC ENERGY FIELD. (Prepared by the Bureau of Labor Statistics, U.S. Department of Labor, for the Division of Labor Relations, U.S. Atomic Energy Commission.) TID-14314. April 1962. (AEC). 48 pp. 50 cents.

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

OCCUPATIONS OF FEDERAL WHITE-COLLAR WORKERS, OCTOBER 31, 1960. Pamphlet 56-4. 1963. (GPO). 73 pp. 50 cents.

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.

\* FUTURES IN THE FEDERAL GOVERNMENT. Pamphlet 30. 1961. (USCSC). 36 pp. Free.

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

\* OPPORTUNITIES IN TRADES AND CRAFTS WITH THE FEDERAL GOVERNMENT. Pamphlet 58. May 1964. (USCSC). Leaflet. Free.

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.

\* THE WAY TO A JOB IN GOVERNMENT. Pamphlet 47. January 1963. (GPO). Leaflet. 5 cents.

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

\* CAREER SERVICE OPPORTUNITIES IN THE U. S. DEPARTMENT OF AGRICULTURE. Agricultural Handbook 45. 1960. (GPO). 63 pp. 55 cents.

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:

\* SCIENTIFIC CAREERS IN PLANT PEST CONTROL. Miscellaneous Publication No. 854. 1963. (ARS). Free.

\* SCIENTIFIC CAREERS IN CROP RESEARCH. Miscellaneous Publication No. 903. 1963. (ARS). Free.

\* SCIENTIFIC CAREERS IN ANIMAL DISEASE AND PARASITE RESEARCH. Miscellaneous Publication No. 852. 1963. (ARS). Free.

#### Economic Research Service

- \* CAREERS FOR YOU IN AGRICULTURAL ECONOMICS AND STATISTICS. 1961. (ERS). Free.

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

### U.S. Forest Service

- \* CAREERS IN FORESTRY. Miscellaneous Publication No. 249. 1961. (GPO). 22 pp. 20 cents.

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

- \* FACTS ABOUT A CAREER IN THE FBI. 1962. (FBI). Leaflet. Free. Discusses the nature and advantages of some professional, technical, and clerical jobs in the FBI.

## U.S. DEPARTMENT OF INTERIOR

- \* CAREERS IN THE UNITED STATES DEPARTMENT OF THE INTERIOR, A DIRECTORY FOR COLLEGE STUDENTS. 1962. (GPO). 69 pp. 35 cents.

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

- \* OCCUPATIONAL OUTLOOK HANDBOOK, 1963-64 Edition. Bulletin No. 1375. 1963. (GPO). 792 pp. \$4.75.

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

See page 2 for complete annotation.

- \* CAREERS IN THE U.S. DEPARTMENT OF LABOR. 1960. (USDL). 27 pp. Free. Explains the function of the Department of Labor and describes career opportunities, training requirements, training programs, and promotion opportunities in this agency.
- \* CAREER OPPORTUNITIES AS A COMPLIANCE OFFICER. 1963. (USDL). Free. Discusses education requirements, training, and duties of compliance officers in the Department's Bureau of Labor-Management Reports.
- \* CAREER OPPORTUNITIES AS A WAGE-HOUR INVESTIGATOR. Revised 1963. (WHPC). 13 pp. Free.

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.

\* ARMY OCCUPATIONS AND YOU. 1962. 160 pp.

\* UNITED STATES NAVY OCCUPATIONAL HANDBOOK. 1963. (Pages not numbered.)

\* UNITED STATES AIR FORCE OCCUPATIONAL HANDBOOK. 1962. 200 pp.

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\* OCCUPATIONAL SPECIALTIES. U.S. Marine Corps. 1963. (Available at Marine Corps recruiting stations.) 49 pp. Free.

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.

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COMMUNICATION--ELECTRONICS. Published in High School News Service Report. May 1963. U.S. Department of Defense. (HSNS). Free.

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

\* ENGINEERING AND SCIENTIFIC OPPORTUNITIES. 1963. (AEC). 98 pp. Free. 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

\* THE REVENUE OFFICER. Document No. 5028. 1963. (Request from your IRS District Office.) 20 pp. Free.

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:

\* THE UNITED STATES COAST GUARD--A CAREER SERVICE. CG-153(1-64). 1964. 25 pp. Free.

COUNSELOR'S HANDBOOK FOR ADVISING STUDENTS APPLYING FOR APPOINTMENT TO UNITED STATES COAST GUARD ACADEMY. CG-147-3. 1963. 10 pp. Free.

\* THE UNITED STATES COAST GUARD AFTER BOOT CAMP. CG-153-1 (Rev. 3-64). 1964. 29 pp. Free.

### U. S. Secret Service

\* CRIMINAL INVESTIGATOR AND SUPERVISORY CRIMINAL INVESTIGATOR GS-5/15. Criminal Investigating Series GS-1811. 1962. (SS). 12 pp. Free.

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

\* THE DEPARTMENT OF STATE, A CAREER IN WASHINGTON, D.C. Publication 7536. 1963. (GPO). 20 pp. 20 cents.

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.

\* THE FOREIGN SERVICE STAFF, A CAREER IN THE U.S. DEPARTMENT OF STATE. Publication 7535. 1963. (GPO). 28 pp. 25 cents.

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.

\* THE FOREIGN SERVICE OFFICER, A CAREER IN THE U.S. DEPARTMENT OF STATE. Publication 7533. 1963. (GPO). 36 pp. 30 cents.

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

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

U.S. Public Health Service

- \* CAREERS FOR COLLEGE GRADUATES IN THE U.S. PUBLIC HEALTH SERVICE. Public Health Service. 1962. (PHS). 12 pp. Free.

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.

- \* FEDERAL JOBS OVERSEAS. Pamphlet 29. 1962. (USCSC). 10 pp. Free.  
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.
- \* THE U.S. AGRICULTURAL ATTACHÉ, HIS HISTORY AND HIS WORK. USDA. Foreign Agricultural Service. FAS M-91. 1960. (FAS). 14 pp. Free.  
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.
- \* A FUTURE FOR YOU IN THE FOREIGN AGRICULTURAL SERVICE. USDA. Foreign Agricultural Service. Miscellaneous Publication No. 809. 1959. (FAS). 9 pp. Free.  
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.

- \* PEACE CORPS FACTBOOK. (no date). (PC). 26 pp. Free.  
General introduction to the Peace Corps, including its history, methods of selecting personnel, training programs, job locations, and administrative policies.
- \* COLLEGE EDUCATION--PLUS. 1962. (PC). Leaflet. Free.
- \* OPPORTUNITIES FOR JUNIOR COLLEGE GRADUATES IN THE PEACE CORPS. 1962. (PC). Leaflet. Free.
- \* ENGINEERING IN THE PEACE CORPS. 1962. (PC). Leaflet. Free.

- \* REGISTERED NURSES IN THE PEACE CORPS. 1962. (PC). Leaflet. Free.
- \* WOMEN IN THE PEACE CORPS. 1962. (PC). Leaflet. Free.
- \* OLDER VOLUNTEERS IN THE PEACE CORPS. 1962. (PC). Leaflet. Free.
- \* OPPORTUNITIES IN THE PEACE CORPS FOR TRADE AND TECHNICAL SCHOOL GRADUATES. 1962. (PC). Leaflet. Free.



## 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.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1963. USDL. 1963. (GPO). 204 pp. \$1.25.

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.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

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

Government expenditures and employment on manpower requirements. Includes an extensive statistical appendix.

EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES. USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.

Previews and evaluates the programs set up under the Manpower Development and Training Act. Describes the characteristics of trainees, courses of instruction, training facilities, training costs, experimental and demonstration projects, and related subjects. Discusses the need to continue the manpower training program and steps that can be taken to make the program more effective. Includes statistical appendixes.

PEOPLE, SKILLS, AND JOBS; HIGHLIGHTS FROM THE MANPOWER REPORT OF THE PRESIDENT. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1963. (OMAT). 29 pp. Free.

Illustrates with graphs the manpower problems and prospects explained in the first Manpower Report of the President. (See 1963 Manpower Report on page 23.)

SELECTED MANPOWER INDICATORS FOR STATES. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 4. 1963. (OMAT). 52 pp. Free.

Shows variations, as well as relationships, among States on several basic manpower subjects, including employment, unemployment, educational attainment, the nonwhite population, the proportion of workers in white-collar jobs, income, and population and labor force growth to 1970.

INDUSTRY EMPLOYMENT GROWTH SINCE WORLD WAR II. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Report No. 5. 1963. (OMAT). 6 pp. Free.

See page 9 for annotation.

\* AN EXPLANATION OF THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1962. (OMAT). 15 pp. Free.

Reviews the extent of worker underemployment (those working less than 40 hours per week for economic reasons) and unemployment and explains measures in the act that attempt to reduce them.

## 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.

AUTOMATION. The President's Advisory Committee on Labor-Management Policy. January 11, 1962. (CLMP). 11 pp. Free.

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.

IMPACT OF AUTOMATION. USDL. Bureau of Labor Statistics. Bulletin No. 1287. November 1960. (GPO). 114 pp. 60 cents.

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.

IMPLICATIONS OF AUTOMATION AND OTHER TECHNOLOGICAL DEVELOPMENTS. USDL. Bureau of Labor Statistics. Bulletin No. 1319. 1962. (GPO). 136 pp. 65 cents.

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

AUTOMATION: ITS IMPLICATIONS FOR COUNSELING. Published in Occupational Outlook Quarterly, September 1962, pp. 3-6. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.

Discusses the implications of mechanization and automation for guidance counselors.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

See page 23 for annotation.

EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES. USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.

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.

(SEE ALSO: Apprentices, p. 40; Youth, p. 32; and Women, p. 36.)

MANPOWER AND TRAINING...TRENDS...OUTLOOK...PROGRAMS. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 2. 1963. (OMAT). 26 pp. Free.

Describes programs to retrain workers displaced by technological change. Reviews population and labor force participation trends, and discusses the personal characteristics of the unemployed and the changing occupational and industrial composition of employment.

YOUNG WORKERS: THEIR SPECIAL TRAINING NEEDS. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 3. 1963. (OMAT). 19 pp. Free.

See page 33 for annotation.

INDUSTRIAL RETRAINING PROGRAMS FOR TECHNOLOGICAL CHANGE, A STUDY OF THE PERFORMANCE OF OLDER WORKERS. USDL. Bureau of Labor Statistics. Bulletin No. 1368. June 1963. (GPO). 34 pp. 25 cents.

See page 49 for annotation.

TRAINING ACTIVITIES UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDHEW. 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.

REPORT OF THE SECRETARY OF LABOR TO THE CONGRESS ON RESEARCH AND TRAINING ACTIVITIES IN ACCORDANCE WITH SECTION 309 OF THE MANPOWER DEVELOPMENT AND TRAINING ACT, TRANSMITTED TO THE CONGRESS, FEBRUARY 1963. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1963. (GPO). 135 pp. 70 cents.

Evaluates the training programs set up under MDTA and describes the characteristics of trainees.

REPORT OF THE SECRETARY OF LABOR ON RESEARCH AND TRAINING IN ACCORDANCE WITH SECTION 309 OF THE MANPOWER DEVELOPMENT AND TRAINING ACT, TRANSMITTED TO CONGRESS, MARCH 1964. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1964. (GPO). 193 pp. \$1.25.

Provides a continuation of the review and evaluation of programs and progress made under MDTA, as reported in the 1963 edition. (See preceding citation.) Includes statistical appendixes.

EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES. USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.

See page 24 for annotation.

REPORT OF THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE TO THE CONGRESS ON TRAINING ACTIVITIES UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDHEW. Office of Education. OE-80027. 1963. (GPO). 90 pp. 55 cents.

Includes a preliminary assessment of training program data and a discussion of immediate and long-range research needs. Appendixes provide a digest of recommendations made by an Advisory Panel of Consultants on Vocational Education, and appropriation features of the proposed Vocational Education Act of 1963.

MEETING THE MANPOWER PROBLEMS OF: I. AREA REDEVELOPMENT.  
II. AUTOMATION. Published in Employment Security Review, July 1962. pp. 3-44.  
USDL. Manpower Administration. Bureau of Employment Security. (GPO).  
20 cents per copy.

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.

WORK FORCE ADJUSTMENTS TO TECHNOLOGICAL CHANGE. USDL. Manpower Administration. Bureau of Employment Security. 1963. (BES). 62 pp. Free.  
Surveys methods used by employers to cope with manpower problems arising from technological change. Discusses company training programs, and the reassignment and relocation of workers.

ADJUSTMENTS TO THE INTRODUCTION OF OFFICE AUTOMATION. USDL. Bureau of Labor Statistics. Bulletin No. 1276. May 1960. (GPO). 87 pp. 50 cents.

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.

TRAINING FOR A JOB UNDER MDTA. Published in School Life, February 1963, pp. 17-22. USDHEW. Office of Education. (GPO). 20 cents per copy.  
Surveys some training programs set up under the Manpower Development and Training Act. Describes the histories of two typical programs.

PREPARATORY TRADE AND INDUSTRIAL TRAINING PROGRAMS IN PUBLIC SCHOOLS, A DIRECTORY: 1961-62. USDHEW. Office of Education. OE-84028-62. 1962. (GPO). 272 pp. \$1.  
See page 67 for annotation.

LIMITED EDUCATIONAL ATTAINMENT: EXTENT AND CONSEQUENCES. Published in Health, Education, and Welfare Indicators, April 1962. Monthly publication. USDHEW. Office of Program Analysis. (OPA). 8 pp. Free reprint; as long as supply lasts.  
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.)

\* JOBS, TRAINING, AND YOU. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1963. (OMAT). Leaflet. Free.  
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.

\* FARM FAMILIES, YOUTHS, OPERATORS, WORKERS AND THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1962. (OMAT). 8 pp. Free.  
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 under-employment, 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.)

### OCCUPATIONAL TRAINING AND RETRAINING UNDER THE AREA REDEVELOPMENT ACT. USDL. 1961. (USDL). 9 pp. Free.

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

### IMPACT ON WORKERS AND COMMUNITY OF A PLANT SHUTDOWN IN A DEPRESSED AREA. USDL. Bureau of Labor Statistics. Bulletin No. 1264. June 1960. (BLS). 58 pp. 40 cents.

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.

### IMPACT OF TECHNOLOGICAL CHANGE UPON COMMUNITIES AND PUBLIC POLICY. USDC. Area Redevelopment Administration. Prepared for the Industrial Relations Research Association publication, Adjustments to Technological Change. (ARA). 23 pp. Free.

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.

### COOPERATION AMONG AGENCIES IN AREA REDEVELOPMENT. Published in Employment Security Review, November 1962, pp. 25-27. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 20 cents per copy.

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

### SUMMARY LIST OF REDEVELOPMENT AREAS. USDC. Area Redevelopment Administration. 1964. (ARA). Free.

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.

### TRAINING FOR JOBS IN REDEVELOPMENT AREAS. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1962. (OMAT). 36 pp. Free.

Reports on some major accomplishments of occupational training programs set up under the Area Redevelopment Act of 1961. Discusses anticipated projects.

## WORKER MOBILITY

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.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1963. USDL. 1963. (GPO). 204 pp. \$1.25.

See page 23 for annotation.

GEOGRAPHIC CHANGES IN U.S. EMPLOYMENT FROM 1950 TO 1960. Published in Monthly Labor Review, January 1963, pp. 1-10. USDL. Bureau of Labor Statistics. Reprint No. 2411. (BLS). Free reprint.

See page 63 for annotation.

UNEMPLOYMENT AND JOB MOBILITY. Published in Monthly Labor Review, April 1960, pp. 350-358. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 3. Reprint No. 2335. (BLS). Free reprint.

See page 65 for annotation.

GEOGRAPHIC MOBILITY OF YOUNG WORKERS. Published in Occupational Outlook Quarterly, September 1960, pp. 3-6. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.

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

LABOR SUPPLY AND MOBILITY IN A NEWLY INDUSTRIALIZED AREA. USDL. Bureau of Labor Statistics. Bulletin No. 1261. February 1960. (GPO). 47 pp. 35 cents.

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.

MOBILITY AND WORKER ADAPTATION TO ECONOMIC CHANGE IN THE UNITED STATES. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 1. Revised 1963. (OMAT). 77 pp. Free.

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 OF CURRENTLY CRITICAL OCCUPATIONS AND CURRENTLY ESSENTIAL ACTIVITIES. (Joint release, USDC and USDL.) USDL. Manpower Administration. Bureau of Employment Security. BES No. E-129. 1962. (BES). 13 pp. Free.

Explains standards for determining essential activities and critical occupations. Lists and describes currently essential activities and currently critical occupations.

MOBILITY AND WORKER ADAPTATION TO ECONOMIC CHANGE IN THE UNITED STATES. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 1. Revised 1963. (OMAT). 77 pp. Free.

See page 29 for annotation.

\* MILITARY MANPOWER AND THE HIGH SCHOOL STUDENT. Published in Occupational Outlook Quarterly, September 1959, pp. 9-14. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.

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.

\* NEW JOB HORIZONS IN DEFENSE-RELATED WORK. Published in Occupational Outlook Quarterly, December 1963, pp. 9-14. USDL. Bureau of Labor Statistics. (GPO). 35 cents per copy.

See page 6 for annotation.

\* MILITARY SERVICE: OBLIGATION OR OPPORTUNITY? Published in Occupational Outlook Quarterly, September 1963, pp. 7-13. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.

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.

(SEE ALSO: Occupational and Industry Manpower Literature, p. 1, Apprentices, p. 40, Labor Standards, p. 53, Financial Assistance for Students, p. 57.)

EMPLOYMENT OF SCHOOL-AGE YOUTH, OCTOBER 1962. Published in Monthly Labor Review, August 1963, pp. 907-913. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 34. Preprint No. 2420. (BLS). Free preprint.

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.

EMPLOYMENT OF HIGH SCHOOL GRADUATES AND DROPOUTS IN 1962. Published in Monthly Labor Review, July 1963, pp. 772-779. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 32. Preprint No. 2414. (BLS). Free preprint.

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.

**YOUNG WORKERS: THEIR SPECIAL TRAINING NEEDS.** USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 3. 1963. (OMAT). 19 pp. Free.

Reviews the problems of youths seeking jobs, including inadequate education and training. Discusses special problems of Negro youths, juvenile delinquents, youths from low-income families, handicapped youths, rural youths, and school dropouts. Gives statistics on youths in the labor force, by State in 1960, and projections to 1965 and 1970.

**THE CHALLENGE OF JOBLESS YOUTH.** President's Committee on Youth Employment. April 1963. (USDL). 20 pp. Free.

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.

**EDUCATION FOR A CHANGING WORLD OF WORK: REPORT OF A PANEL OF CONSULTANTS ON VOCATIONAL EDUCATION.** USDHEW. Office of Education. OE-80021. 1963. (GPO). 296 pp. \$1.25.

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.

**DESIGN FOR COMMUNITY ACTION.** USDL. Bureau of Labor Standards. Bulletin No. 248. 1962. (GPO). 36 pp. 20 cents.

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

**APPRENTICES, SKILLED CRAFTSMEN AND THE NEGRO: AN ANALYSIS.** New York State Commission Against Discrimination, 270 Broadway, New York, N. Y., 10007. 1960. 137 pp. (Availability unknown.)

See page 41 for annotation.

**YOUTH EMPLOYMENT PROGRAM OF THE UNITED STATES EMPLOYMENT SERVICE.** USDL. Manpower Administration. Bureau of Employment Security. 1962. (BES). 22 pp. Free.

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

**COUNSELING AND EMPLOYMENT SERVICE FOR YOUTH.** USDL. Manpower Administration. Bureau of Employment Security. 1962. (GPO). 84 pp. 40 cents.

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.

\* **JOB GUIDE FOR YOUNG WORKERS, 1963-64 EDITION.** USDL. Manpower Administration. Bureau of Employment Security. 1963. (GPO). 78 pp. 45 cents.

See page 8 for annotation.

- \* FUTURE JOBS FOR HIGH SCHOOL GIRLS. USDL. Women's Bureau. 1959.  
(Revision in process.) (GPO). 64 pp. 40 cents.  
See page 9 for annotation.
- \* ARMY OCCUPATIONS AND YOU. USDD. Department of the Army. 1962.  
160 pp.  
See page 19 for annotation.
- \* FARM FAMILIES, YOUTHS, OPERATORS, WORKERS AND THE MANPOWER  
DEVELOPMENT AND TRAINING ACT. USDL. Manpower Administration. Office  
of Manpower, Automation and Training. 1962. (OMAT). 8 pp. Free.  
Discusses application of the Manpower Development and Training Act to farm  
workers. Describes training programs, travel, and living allowances under  
the act.
- \* TEENAGERS CAN BE HIRED. USDL. Bureau of Labor Standards. 1963. (LSB).  
2 pp. Free.  
See page 55 for annotation.
- MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER  
REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO  
THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.  
See page 23 for annotation.
- REPORT OF THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE TO THE  
CONGRESS ON TRAINING ACTIVITIES UNDER THE MANPOWER DEVELOPMENT  
AND TRAINING ACT. USDHEW. Office of Education. OE-80027. 1963. (GPO).  
90 pp. 55 cents.  
See page 26 for annotation.
- EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES.  
USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.  
See page 24 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.
- \* SUMMER JOBS FOR STUDENTS. USDL. Bureau of Labor Standards. Leaflet 7.  
Revised 1962. (GPO). Single copies, 5 cents.  
Designed to help students find summer employment. Lists some job possibilities.  
Gives some self-help pointers and sources of further information.
  - \* SUMMER JOB LEADS. Published in Occupational Outlook Quarterly, February 1963,  
pp. 25-28. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.  
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.

\* STUDENTS...START YOUR CAREER IN THE SOIL CONSERVATION SERVICE BEFORE YOU GRADUATE. USDA. Soil Conservation Service. Miscellaneous Publication No. 714. 1960. (GPO). Leaflet. 5 cents.

Explains the student trainee program, including training, work experience, and how to become a trainee. Describes briefly the jobs of soil conservationist, engineer, soil scientist, woodland conservationist, agricultural economist, agronomist, and biologist.

### 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.

THE DROPOUT: SCHOOLS SEARCH FOR CLUES TO HIS PROBLEMS. Published in School Life, May 1963, pp. 5-7, 30-33. USDHEW. Office of Education. (OE). Free reprint.

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.

JOBS FOR YOUTH. Published in Employment Security Review, March 1962, pp. 3-32. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 20 cents per copy.

Series of articles explaining youth employment service programs in North Carolina, Montana, California, Texas, Indiana, Illinois, Ohio, New York, Delaware, and the District of Columbia. Emphasizes programs for school dropouts.

EXPANDED EMPLOYMENT SERVICE TO YOUTH. Published in Employment Security Review, March 1963, pp. 3-40. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 20 cents per copy.

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.

YOUNG WORKERS: THEIR SPECIAL TRAINING NEEDS. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 3. 1963. (OMAT). 19 pp. Free.

See page 33 for annotation.

\* FACTBOOK ON THE SCHOOL DROPOUT IN THE WORLD OF WORK. USDL. Bureau of Labor Statistics. Middle Atlantic Region. 341 Ninth Ave., New York, N. Y., 10001. Revised 1964. 19 pp. Free.

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.

- \* KEEP THEM IN SCHOOL. USDL. Bureau of Labor Standards. 1963. (GPO). 8 pp. 10 cents.  
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.
- \* SCHOOL...OR WHAT ELSE? USDL. Bureau of Labor Standards. 1962. (GPO). 11 pp. 10 cents.  
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.
- \* HIGH SCHOOL DROPOUTS, A 20TH CENTURY TRAGEDY. USDHEW. Office of Education. OE-20053. 1963. (GPO). Leaflet. 5 cents.  
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.
- \* STAY IN SCHOOL. USDL. Bureau of Labor Standards. Leaflet No. 8. 1960. (GPO). Single copies, 5 cents.  
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.)

AMERICAN WOMEN, REPORT OF THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN, President's Commission on the Status of Women. 1963. (GPO). 86 pp. \$1.25.

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.

REPORT OF THE COMMITTEE ON EDUCATION. President's Commission on the Status of Women. 1963. (GPO). 71 pp. 50 cents.

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.

REPORT OF THE COMMITTEE ON FEDERAL EMPLOYMENT. President's Commission on the Status of Women. 1963. (GPO). 195 pp. \$1.50.

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.

TODAY'S WOMAN IN TOMORROW'S WORLD, REPORT OF CONFERENCE COMMEMORATING THE 40TH ANNIVERSARY OF THE WOMEN'S BUREAU, JUNE 2 AND 3, 1960, WASHINGTON, D.C. USDL. Women's Bureau. Bulletin No. 276. (GPO). 138 pp. 50 cents.

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.

1962 HANDBOOK OF WOMEN WORKERS. USDL. Women's Bureau. Bulletin No. 285. 1963. (GPO). 202 pp. 55 cents.

See page 2 for annotation.

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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.

REPORT OF CONNECTICUT VALLEY CONFERENCE ON EMPLOYMENT PROBLEMS OF WOMEN. Held at Mount Holyoke College, South Hadley, Mass. March 16-17, 1962. (WB). 31 pp. Free.

REPORT OF THE WORLD OF WORK CONFERENCE ON CAREER AND JOB OPPORTUNITIES. Held at Howard University, Washington, D.C., July 27-28, 1962. (WB). 36 pp. Free.

REPORT OF MICHIGAN CONFERENCE ON PROBLEMS OF EMPLOYED WOMEN. Held at Michigan State University, East Lansing, Mich., September 30, 1961. (WB). 23 pp. Free.

PROBLEMS AND PROSPECTS OF WORKING WOMEN. Held at University of Southern California, Los Angeles, Calif., September 8 and 9, 1961. (WB). 29 pp. Free.

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\* WHAT'S NEW ABOUT WOMEN WORKERS? USDL. Women's Bureau. Leaflet No. 18. Revised 1963. (GPO). 5 cents.

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

MARITAL AND FAMILY CHARACTERISTICS OF WORKERS, MARCH 1962. Published in Monthly Labor Review, January 1963, pp. 24-36. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 26. Reprint No. 2409. (BLS). Free reprint.

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.

\* MEMO ON JOB-FINDING FOR THE MATURE WOMAN. USDL. Women's Bureau. Leaflet No. 13. Revised 1963. (GPO). 5 cents.

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

WOMEN WORKERS IN 1960: GEOGRAPHICAL DIFFERENCES. USDL. Women's Bureau. Bulletin No. 284. 1962. (GPO). 17 pp. 15 cents.

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

PART-TIME EMPLOYMENT FOR WOMEN. USDL. Women's Bureau. Bulletin No. 273. 1960. (GPO). 53 pp. 30 cents.

See page 56 for annotation.

GROWTH AND CHARACTERISTICS OF THE PART-TIME WORK FORCE. Published in Monthly Labor Review, November 1960, pp. 1166-1175. USDL. Special Labor Force Report No. 10. Reprint No. 2356. (BLS). Free reprint.

See page 56 for annotation.

1963 SUMMARY OF STATE LABOR LAWS FOR WOMEN, AS OF DECEMBER 31, 1963. USDL. Women's Bureau. 1964. (WB). 13 pp. Free.

See page 55 for annotation.

INFORMATION ON THE EQUAL PAY ACT OF 1963. USDL. Wage and Hour and Public Contracts Divisions. 1963. (WHPC). 11 pp. Free.

See page 55 for annotation.

HELP FOR HANDICAPPED WOMEN. USDL. Women's Bureau. Pamphlet No. 5. 1958. (GPO). 52 pp. 40 cents.

See page 45 for annotation.



TRAINING OPPORTUNITIES FOR WOMEN AND GIRLS. USDL. Women's Bureau. Bulletin No. 274. Reprinted 1961. (GPO). 64 pp. 30 cents.

Designed to encourage women and girls to seek formal job preparation. Tells what, and where, preparatory training is available for work in specific occupations and industries. Lists names and addresses of State employment and education offices.

TRADE AND INDUSTRIAL EDUCATION FOR GIRLS AND WOMEN, A DIRECTORY OF TRAINING PROGRAMS. USDHEW. Office of Education. OE-84002. 1960. (GPO). 65 pp. 30 cents.

See page 67 for annotation.

\* SUGGESTIONS TO WOMEN AND GIRLS ON TRAINING FOR FUTURE EMPLOYMENT. USDL. Women's Bureau. Leaflet No. 33. Reprinted 1964. (GPO). 10 cents.

Discusses types of training programs available to women and girls and occupational fields for which they can obtain training.

WOMEN IN SCIENTIFIC CAREERS. National Science Foundation. NSF 61-50. 1961. (GPO). 18 pp. 20 cents.

See page 12 for annotation.

MEMO TO: COMMUNITIES RE: THE NURSE SHORTAGE. USDL. Women's Bureau. Leaflet No. 29. 1961. (GPO). 5 cents.

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. 271. 1959. (GPO). 52 pp. 25 cents.

See page 8 for annotation.

WOMEN IN THE FEDERAL SERVICE, 1939-59. USDL. Women's Bureau. Pamphlet No. 4, Revised 1962. (GPO). 21 pp. 15 cents.

See page 9 for annotation.

\* WOMEN IN THE PEACE CORPS. Peace Corps. 1962. (PC). Free.

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. 1959. (GPO). 5 cents.

Discusses careers for women that require science backgrounds.

\* JOB FUTURES FOR GIRLS IN BIOLOGY. USDL. Women's Bureau. Leaflet No. 35. 1961. (GPO). 5 cents.

See page 8 for annotation.

\* JOB HORIZONS FOR COLLEGE WOMEN IN THE 1960'S. USDL. Women's Bureau. Bulletin No. 288. 1964. (GPO). 78 pp. 30 cents.

See page 8 for annotation.

\* JOB-FINDING TECHNIQUES FOR THE COLLEGE WOMAN. USDL. Women's Bureau. Leaflet No. 27. Reprinted 1958. (GPO). 10 cents.

Discusses how to prepare personal folders, canvass possibilities, submit applications, and plan interviews with employers.

FIRST JOBS OF COLLEGE WOMEN, REPORT OF WOMEN GRADUATES, CLASS OF 1957. USDL. Women's Bureau. Bulletin No. 268. 1959. (GPO). 44 pp. 35 cents.

Reports on the relationship of first jobs and college majors of women college graduates. Designed to help women select college majors compatible with long-range occupational interests.

15 YEARS AFTER COLLEGE--A STUDY OF ALUMNAE OF THE CLASS OF 1945. USDL. Women's Bureau. Bulletin No. 283. 1962. (GPO). 26 pp. 15 cents.

Reports on the activities and interests of college-educated women at an age when home and family responsibilities generally make fewer demands upon their time. Points out the necessity of providing mature women college graduates with specialized counseling and training, and employment opportunities.

\* FROM COLLEGE TO WORK. USDL. Women's Bureau. Leaflet No. 31. 1959. (GPO). 5 cents.

Reports on a survey of women college graduates, classes of 1955, 1956, and 1957, regarding job experience.

## 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 apprentice-able 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.

THE NATIONAL APPRENTICESHIP PROGRAM. USDL. Manpower Administration. Bureau of Apprenticeship and Training. 1964. (BAT). 31 pp. Free.

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.

THE BUREAU OF APPRENTICESHIP AND TRAINING. USDL. Manpower Administration. Bureau of Apprenticeship and Training. Reprinted 1963. (BAT). 8 pp. Free.

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.

CAREER PATTERNS OF FORMER APPRENTICES. USDL. Manpower Administration. Bureau of Apprenticeship and Training. Bulletin No. T-147. 1959. (BAT). 21 pp. Free.

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

APPRENTICESHIP AND TRAINING IN CARPENTRY CONSTRUCTION. USDL. Manpower Administration. Bureau of Apprenticeship and Training. Bulletin No. T-153. 1962. (BAT). 56 pp. Free.

See page 9 for annotation.

APPRENTICES, SKILLED CRAFTSMEN AND THE NEGRO: AN ANALYSIS. New York State Commission Against Discrimination, 270 Broadway, New York, N.Y., 10007. 1960. 137 pp. (Availability unknown.)

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

\* PLANNED TRAINING--YOUR FUTURE SECURITY. USDL. Manpower Administration. Bureau of Apprenticeship and Training. Reprinted 1963. (BAT). 8 pp. Free.

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.

\* APPRENTICESHIP--FOR ME? USDL. Manpower Administration. Bureau of Apprenticeship and Training. Reprinted 1963. (BAT). Leaflet. Free.

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

TRAINING OPPORTUNITIES FOR WOMEN AND GIRLS. USDL. Women's Bureau. Bulletin No. 274. Reprinted 1961. (GPO). 64 pp. 30 cents.

See page 39 for annotation.

\* SUGGESTIONS TO WOMEN AND GIRLS ON TRAINING FOR FUTURE EMPLOYMENT. USDL. Women's Bureau. Leaflet No. 33. Reprinted 1964. (GPO). 10 cents.

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.)

AMERICA IS FOR EVERYBODY. USDL. Manpower Administration. Bureau of Employment Security. 1963. (GPO). 19 pp. 30 cents.

Reports the progress of the Negro towards social and economic equality. Discusses Federal Government efforts to end racial discrimination in education, training, and employment. Presents statistics on the number of Negro workers, their unemployment rates, educational attainment, and income levels.

THE ECONOMIC SITUATION OF NEGROES IN THE UNITED STATES. USDL. Bureau of Labor Statistics. Bulletin No. S-3. 1962. (GPO). 32 pp. 20 cents.

Discusses Negro population trends, occupations, unemployment rates, income levels, and educational attainment. Describes employers' hiring practices regarding Negroes. (Latest of six similar surveys published during the last decade.)

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

See page 23 for annotation.

REPORT OF THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE TO THE CONGRESS ON TRAINING ACTIVITIES UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDHEW. Office of Education. OE-80027. 1963. (GPO). 90 pp. 55 cents.

See page 26 for annotation.

EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES. USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.

See page 24 for annotation.

ECONOMIC STATUS OF NONWHITE WORKERS, 1955-62. Published in Monthly Labor Review, July 1963, pp. 780-788. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 33. Preprint No. 2419. (BLS). Free preprint.

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.

THE EQUAL JOB OPPORTUNITY PROGRAM INFORMATION KIT. USDL.  
President's Committee on Equal Employment Opportunity. (EEO). Free.

A collection of current materials on equal employment opportunities, including rules and regulations for firms doing Government contract work.

FOR ALL AMERICANS--EQUALITY IN JOB OPPORTUNITY. President's Committee on Equal Employment Opportunity. 1961. (EEO). Free.

Discusses the organization of the President's Committee on Equal Employment Opportunity--its purpose, authority, and program. Tells how to file a complaint.

THE AMERICAN DREAM--EQUAL OPPORTUNITY. Report on the Community Leaders' Conference Sponsored by President's Committee on Equal Employment Opportunity, Washington, D.C., May 19, 1962. (EEO). 57 pp. Out of print.

Reports on new programs for minority group members in such areas as apprenticeship and other training, vocational and higher education, guidance and counseling, school dropouts, and employment opportunities.

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.

EMPLOYMENT. Economic Growth--Equal Opportunity Research Joint Effort. Report of the Governor's Committee on Unemployment. Springfield, Ill. 1963. (Illinois Information Service, Capitol Bldg., Springfield, Ill., 62706.) 217 pp. \$1.50.

Discusses the problem of unemployment in the State and recommends solutions. Emphasizes the special problems of minority group members.

## 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.

**THE PLACEMENT PROCESS IN VOCATIONAL REHABILITATION COUNSELING.** USDHEW. Vocational Rehabilitation Administration. Rehabilitation Service Series No. 545. 1960. (GPO). 104 pp. 35 cents.

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.

**JOBS FOR THE HANDICAPPED, PROGRAM GUIDE, 1962-63.** President's Committee on Employment of the Handicapped. 1962. (CEH). 18 pp. Free.

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

**SMALL BUSINESS ENTERPRISES FOR THE SEVERELY HANDICAPPED.** USDHEW. Vocational Rehabilitation Administration. Rehabilitation Service Series No. 320. 1955. (GPO). 152 pp. 45 cents.

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.

**THEY RETURN TO WORK...THE JOB ADJUSTMENT OF PSYCHIATRICALY DISABLED VETERANS OF WORLD WAR II AND THE KOREAN CONFLICT.** Veterans Administration. Department of Veterans Benefits. VA Pamphlet No. 22-9. 1963. (GPO). 210 pp. 70 cents.

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.

**OCCUPATIONS OF EPILEPTIC VETERANS OF WORLD WAR II AND THE KOREAN CONFLICT.** Veterans Administration. VA Pamphlet No. 22-6. 1960. (GPO). 62 pp. 40 cents.

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

**THE EMPLOYMENT ADJUSTMENT OF VETERANS WITH HISTORIES OF PSYCHOSIS AND PSYCHONEUROSIS.** Veterans Administration. Department of Veterans Benefits. TR 22-1. 1963. (GPO). 47 pp. 25 cents.

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.

**COUNSELOR'S GUIDE: HOW TO FIND EMPLOYMENT AND PLACE BLIND PERSONS ON JOBS OF AN INDUSTRIAL CHARACTER IN NONINDUSTRIAL AREAS.** USDHEW. Vocational Rehabilitation Administration. Rehabilitation Service Series No. 238. 1960. (OVR). 28 pp. Free.

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.

GUIDE TO JOB PLACEMENT OF THE MENTALLY RETARDED. The President's Committee on Employment of the Handicapped, in cooperation with National Association for Retarded Children and the U.S. Employment Service, Bureau of Employment Security, Manpower Administration, U.S. Department of Labor. 1963. (CEH). 16 pp. Free.

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.

MENTAL RETARDATION. Published in Health, Education, and Welfare Indicators, June 1962. Monthly publication. USDHEW. Office of Program Analysis. (OPA). 11 pp. Free reprint; as long as supply lasts.

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

HELP FOR HANDICAPPED WOMEN. USDL. Women's Bureau. Pamphlet No. 5. 1958. (GPO). 52 pp. 40 cents.

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.

PROGRESS IN SERVING THE HANDICAPPED. Published in Employment Security Review, August-September 1963, pp. 3-26. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 30 cents per copy.

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?"

INDIVIDUAL AND COMMUNITY SERVICES FOR THE HANDICAPPED. Published in Employment Security Review, September 1962, pp. 3-28. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 20 cents per copy.

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.

COUNSELING HANDICAPPED ADOLESCENTS. Veterans Administration. Department of Veterans Benefits. VA Pamphlet No. 22-2. 1958. (GPO). 44 pp. 20 cents.

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.

EMPLOYMENT OF THE PHYSICALLY HANDICAPPED, A BIBLIOGRAPHY. The President's Committee on Employment of the Physically Handicapped and U.S. Library of Congress. 1957. (GPO). 93 pp. 35 cents.

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

\* TIPS FOR HANDICAPPED JOB SEEKERS. SOME DO'S AND DON'TS WHEN APPLYING FOR WORK. President's Committee on Employment of the Handicapped. 1962. (CEH). Leaflet. Free.

Gives advice to handicapped workers who are about to apply for work.

\* OPERATION--VOLUNTEERS. The Women's Committee of the President's Committee on Employment of the Handicapped. 1963. (CEH). Leaflet. Free.

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.

\* AN IMPORTANT MESSAGE FOR STUDENTS ONLY. The President's Committee on Employment of the Handicapped. 1962. (CEH). Leaflet. Free.

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.

EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES. USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.

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.

FARM LABOR SERVICE PROGRESS AND PROSPECTS. Published in Employment Security Review, January 1963, pp. 1-68. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 20 cents per copy.



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."

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

See page 23 for annotation.

PROGRAMS OF NATIONAL ORGANIZATIONS FOR MIGRANT FARM WORKERS AND THEIR FAMILIES. USDL. Bureau of Labor Standards. Bulletin No. 236. 1961. (LSB). 48 pp. Free.

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.

SELECTED REFERENCES ON DOMESTIC MIGRATORY AGRICULTURAL WORKERS--THEIR FAMILIES, PROBLEMS, AND PROGRAMS, 1955-1960. USDL. Bureau of Labor Standards. Bulletin No. 225. 1961. (LSB). 38 pp. Free.

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

CHILDREN IN MIGRANT FAMILIES. A Report to the Committee on Appropriations, U.S. Senate, submitted by U.S. Department of Health, Education, and Welfare, Social Security Administration, Children's Bureau. December 1960. (CB). 61 pp. Free.

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.

PROBLEMS AND TRENDS IN MIGRANT EDUCATION. Published in School Life, July 1963, pp. 5-9. USDHEW. Office of Education. (GPO). 20 cents per copy.

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

HOUSING FOR MIGRANT AGRICULTURAL WORKERS: LABOR CAMP STANDARDS. USDL. Bureau of Labor Standards. Bulletin No. 235. Revised 1962. (GPO). 112 pp. 50 cents.

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.

THE COMMUNITY MEETS THE MIGRANT WORKER. USDL. Bureau of Labor Standards. Bulletin No. 221. 1960. (GPO). 62 pp. 25 cents.

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.

FARM LABOR FACT BOOK. USDL. 1959. (GPO). 240 pp. \$1.

See page 2 for annotation.

\* WHAT CREW LEADERS AND CONTRACTORS OF FARM WORKERS SHOULD KNOW ABOUT CHILD LABOR IN AGRICULTURE UNDER THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Reprinted October 1963. (WHPC). Leaflet. Free.

See page 55 for annotation.

\* AGRICULTURE AND THE CHILD LABOR REQUIREMENTS OF THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Child Labor Bulletin No. 102. Reprinted July 1963. (WHPC). Leaflet. Free.

See page 55 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.)

40+; MEET THE OVER-40 WORKER. USDL. 1960. (GPO). 28 pp. 25 cents.

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

LABOR MARKET EXPERIENCE OF UNEMPLOYED OLDER WORKERS. Published in Monthly Labor Review, March 1963, pp. 282-284. USDL. Bureau of Labor Statistics. (GPO). 75 cents per copy.

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.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

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. November 1960, pp. 3-28. USDL. Manpower Administration. Bureau of Employment Security. (GPO). 20 cents per copy.

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."

INDUSTRIAL RETRAINING PROGRAMS FOR TECHNOLOGICAL CHANGE, A STUDY OF THE PERFORMANCE OF OLDER WORKERS. USDL. Bureau of Labor Statistics. Bulletin No. 1368. June 1963. (GPO). 34 pp. 25 cents.

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.

COMPARATIVE JOB PERFORMANCE BY AGE: OFFICE WORKERS. USDL. Bureau of Labor Statistics. Bulletin No. 1273. February 1960. (GPO). 36 pp. 30 cents.

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.

ADJUSTMENTS TO THE INTRODUCTION OF OFFICE AUTOMATION. USDL. Bureau of Labor Statistics. Bulletin No. 1276. May 1960. (GPO). 87 pp. 50 cents.

See page 27 for annotation.

AGING, JUNE 1963. Monthly publication. USDHEW. Office of Aging. (GPO). 10 cents per copy; 12 monthly issues, \$1.

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:

A VOCATIONAL TRAINING AND PLACEMENT PROGRAM FOR OLDER WORKERS. "Patterns for Progress in Aging." Study No. 2. 1961. (GPO). 10 pp. 15 cents.

A VOCATIONAL COUNSELING PROGRAM FOR OLDER WORKERS. "Patterns for Progress in Aging." Study No. 7. 1961. (GPO). 22 pp. 15 cents.

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THE OLDER AMERICAN. Office of Aging, formerly, President's Council on Aging. 1962-63. (GPO). 73 pp. 50 cents.

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.

\* OLDER VOLUNTEERS IN THE PEACE CORPS. Peace Corps. 1962. (PC).  
Leaflet. Free.

See page 21 for annotation.

\* MEMO ON JOB-FINDING FOR THE MATURE WOMAN. USDL. Women's Bureau.  
Leaflet No. 13. Revised 1963. (GPO). Leaflet. 5 cents.

See page 38 for annotation.

\* JOBS, TRAINING AND YOU. USDL. Manpower Administration. Office of  
Manpower, Automation and Training. 1963. (OMAT). Leaflet. Free.

See page 27 for annotation.

## SPECIAL PROBLEMS AND ISSUES

### EDUCATIONAL PROBLEMS AND PROGRAMS

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.

(SEE ALSO: Financial Assistance for Students, p. 57; and School Dropouts, p. 35.)

LIMITED EDUCATIONAL ATTAINMENT: EXTENT AND CONSEQUENCES. Office of Program Analysis. Published in Health, Education, and Welfare Indicators, April 1962. USDHEW. (OPA). 8 pp. Free reprint; as long as supply lasts.

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.

EDUCATION FOR A CHANGING WORLD OF WORK: REPORT OF A PANEL OF CONSULTANTS ON VOCATIONAL EDUCATION. USDHEW. Office of Education. OE-80021. 1963. (GPO). 296 pp. \$1.25.

See page 33 for annotation.

EDUCATIONAL ATTAINMENT OF WORKERS, MARCH 1962. Published in Monthly Labor Review, May 1963, pp. 504-515. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 30. Reprint No. 2416. (BLS). Free reprint.

See page 64 for annotation.

YOUNG WORKERS: THEIR SPECIAL TRAINING NEEDS. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 3. 1963. (OMAT). 19 pp. Free.

See page 33 for annotation.

THE ACADEMICALLY TALENTED. Published in School Life, March 1963, pp. 9-12. USDHEW. Office of Education. (GPO). 20 cents per copy.

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.

RETENTION IN HIGH SCHOOLS IN LARGE CITIES. USDHEW. Office of Education. OE-24001. 1960. (GPO). 29 pp. 20 cents.

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

HOLDING POWER OF U.S. SCHOOLS RISES. Published in School Life, November-December 1962, p. 35. USDHEW. Office of Education. (GPO). 20 cents per copy.

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

HOW STRONG IS YOUR SCHOOL? USDHEW. Office of Education. OE-20021-61. 1961. (GPO). 13 pp. 10 cents.

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.

EDUCATION PROGRAMS AND SERVICES. NASA. Educational Publications Branch. 1962. (NASA). 12 pp. Free.

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.

REPORT OF THE SECRETARY OF LABOR TO THE CONGRESS ON RESEARCH AND TRAINING ACTIVITIES IN ACCORDANCE WITH SECTION 309 OF THE MANPOWER DEVELOPMENT AND TRAINING ACT, TRANSMITTED TO THE CONGRESS, FEBRUARY 1963. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1963. (GPO). 135 pp. 70 cents.

See page 26 for annotation.

PREPARATORY TRADE AND INDUSTRIAL TRAINING PROGRAMS IN PUBLIC SCHOOLS, A DIRECTORY: 1961-62. USDHEW. Office of Education. OE-84028-62. 1962. (GPO). 272 pp. \$1.

See page 67 for annotation.

FACTBOOK ON THE SCHOOL DROPOUT IN THE WORLD OF WORK. USDL. (Bureau of Labor Statistics, Middle Atlantic Region, 341 Ninth Ave., New York, N. Y., 10001). Revised 1964. 19 pp. Free.

See page 35 for annotation.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

See page 23 for annotation.

REPORT OF THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE TO THE CONGRESS ON TRAINING ACTIVITIES UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDHEW. Office of Education. OE-80027. 1963. (GPO). 90 pp. 55 cents.

See page 26 for annotation.

EDUCATION AND TRAINING: KEY TO DEVELOPMENT OF HUMAN RESOURCES. USDHEW. OE-87030. 1964. (GPO). 50 pp. 40 cents.

See page 24 for annotation.

## 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.

FOR THE JOB YOU CHOOSE WILL YOU NEED A LICENSE? Published in Occupational Outlook Quarterly, May 1963, pp. 9-14. USDL. Bureau of Labor Statistics. (OOS). Free reprint.

Discusses purpose and prevalence of licensing requirements. Lists many occupations that require State licenses and some that require Federal licenses or certificates. Includes selected bibliography.

LABOR LAWS, THEIR EFFECT ON PLACEMENT. Published in Occupational Outlook Quarterly, May 1963, pp. 25-29. (OOS). Free reprint.

Discusses the influences of labor laws on the placement of youth. Designed to assist counselors in the placement process.

EMPLOYMENT OF FULL-TIME STUDENTS IN RETAIL OR SERVICE ESTABLISHMENTS AT SPECIAL MINIMUM WAGES--SUMMARY OF REGULATIONS, PART 519. USDL. Wage and Hour and Public Contracts Divisions. 1962. (WHPC). 7 pp. Free.

Explains those provisions of the Fair Labor Standards Act (Section 14) that permit employment of full-time students in retail and service establishments at rates of pay below the statutory minimum.

STATE MINIMUM-WAGE LAWS AND ORDERS. PART II. ANALYSIS OF RATES AND COVERAGE. USDL. Women's Bureau. Bulletin No. 267. Revised January 1, 1963. (GPO). 107 pp. 40 cents.

Presents, in chart form, minimum wage rates and coverage of State minimum wage laws and orders.

STATE MINIMUM-WAGE LAW AND ORDER PROVISIONS AFFECTING WORKING CONDITIONS. JULY 1, 1942, TO JANUARY 1, 1961. USDL. Women's Bureau. Bulletin No. 280. 1961. (GPO). 147 pp. 75 cents.

Analyzes working condition provisions and other labor laws affecting women covered by State minimum wage laws and orders. Supplement to Women's Bureau Bulletin No. 267, Part II.

STATE HOURS LAWS FOR WOMEN. USDL. Women's Bureau. Bulletin No. 277. Revised 1961. (GPO). 105 pp. 35 cents.

Analyzes, for each State, provisions of the laws regulating daily and weekly hours, day of rest, overtime, meal and rest periods, and nightwork.

\* 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.

\* EMPLOYMENT CERTIFICATES. USDL. Bureau of Labor Standards. Leaflet No. 9. 1964. (LSB). Leaflet. Free.

Briefly describes how certificates protect young workers and employers; gives information on how and where they may be obtained.

EMPLOYMENT CERTIFICATES HELP YOU HELP YOUTH. USDL. Bureau of Labor Standards. Bulletin No. 183. Revised 1964. (LSB). 21 pp. Free.

Designed for employment certificate issuing officers, and suggests good issuing procedures and practices. It illustrates how State and local groups, including counselors, can cooperate with these officers.



1963 SUMMARY OF STATE LABOR LAWS FOR WOMEN, AS OF DECEMBER 31, 1963. USDL. Women's Bureau. 1964. (WB). 13 pp. Free.  
A summary of State laws relating to the employment of women. Covers minimum wages, equal pay, hours of work, maternity leave, and other subjects.

HOUSING FOR MIGRANT AGRICULTURAL WORKERS: LABOR CAMP STANDARDS. USDL. Bureau of Labor Standards. Bulletin No. 235. Revised 1962. (GPO). 112 pp. 50 cents.  
See page 47 for annotation.

HANDY REFERENCE GUIDE TO THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Revised May 1964. (WHPC). 13 pp. Single copies free.  
Discusses provisions of the Fair Labor Standards Act, popularly known as the Federal Wage and Hour Law.

INFORMATION ON THE EQUAL PAY ACT OF 1963. USDL. Wage and Hour and Public Contracts Divisions. 1963. (WHPC). 11 pp. Free.  
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.

A GUIDE TO CHILD-LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Child Labor Bulletin No. 101. 1962. (WHPC). 24 pp. Single copies free.  
Describes some hazardous jobs closed to youths under 18 years of age.

\* WHAT CREW LEADERS AND CONTRACTORS OF FARM WORKERS SHOULD KNOW ABOUT CHILD LABOR IN AGRICULTURE UNDER THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Reprinted October 1963. (WHPC). Leaflet. Free.  
Discusses employment of children under 16 years of age in farm work during school hours.

\* HELP GET CHILDREN INTO SCHOOL...AND OUT OF FARM JOBS DURING SCHOOL HOURS. USDL. Bulletin No. 128. Reprinted 1961. Bureau of Labor Standards and Wage and Hour and Public Contracts Divisions. (WHPC). 9 pp. Free.  
Appeals for public cooperation in enforcing child labor provisions of the Fair Labor Standards Act.

\* AGRICULTURE AND THE CHILD LABOR REQUIREMENTS OF THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Child Labor Bulletin No. 102. Reprinted October 1962. (WHPC). Leaflet. Free.  
Question-and-answer summary of provisions of the Fair Labor Standards Act that apply to child labor in agriculture.

\* TEENAGERS CAN BE HIRED. USDL. Bureau of Labor Standards. 1963. (LSB). 2 pp. Free.  
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.

**GROWTH AND CHARACTERISTICS OF THE PART-TIME WORK FORCE.** Published in Monthly Labor Review, November 1960, pp. 1166-1175. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 10. Reprint No. 2356. (BLS). Free reprint.

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.

**WORK EXPERIENCE OF THE POPULATION IN 1961.** Published in Monthly Labor Review, December 1962, pp. 1347-1358. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 25. Reprint No. 2407. (BLS). Free reprint. See page 63 for annotation.

**MULTIPLE JOBHOLDERS IN MAY 1962.** Published in Monthly Labor Review, May 1963, pp. 516-523. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 29. Reprint No. 2415. (BLS). Free reprint.

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.

**PART-TIME EMPLOYMENT FOR WOMEN.** USDL. Women's Bureau. Bulletin No. 273. 1960. (GPO). 53 pp. 30 cents.

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.

**MOBILITY AND WORKER ADAPTATION TO ECONOMIC CHANGE IN THE UNITED STATES.** USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 1. Revised 1963. (OMAT). 77 pp. Free.

See page 29 for annotation.

\* **SUMMER JOBS FOR STUDENTS.** USDL. Bureau of Labor Standards. Leaflet No. 7. Revised 1962. (GPO). Single copies, 5 cents.

See page 34 for annotation.

## FINANCIAL ASSISTANCE FOR STUDENTS

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.

**FINANCIAL ASSISTANCE FOR COLLEGE STUDENTS: UNDERGRADUATE.** USDHEW. Office of Education. OE-55027. Bulletin 1962, No. 11. 1962. (GPO). 360 pp. \$1.25.

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.

**STUDENT FINANCIAL ASSISTANCE--SELECTED REFERENCES.** USDHEW. Office of Education. Guidance and Counseling Programs Branch. 1963. (OE). 4 pp. Free.

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

**NUCLEAR EDUCATIONAL ASSISTANCE.** U.S. Atomic Energy Commission. 1962. (Request from University Relations Division, Oak Ridge Institute of Nuclear Studies, Oak Ridge, Tenn., 37831.) 24 pp. Free.

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

**SELECTED AEROSPACE CAREER AND SCHOLARSHIP INFORMATION.** USDHEW. 1962. (OE). 15 pp. Free.

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

**LATEST INFORMATION ON SCHOLARSHIPS IN THE SPACE AGE.** Published in Occupational Outlook Quarterly, September 1962, pp. 7-16. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.

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

**A BRIDGE TO COLLEGE: THE NATIONAL DEFENSE STUDENT LOAN PROGRAM.** Published in Occupational Outlook Quarterly, February 1962, pp. 9-12. USDL. Bureau of Labor Statistics. (GPO). 30 cents per copy.

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.

STUDY ABROAD, INTERNATIONAL HANDBOOK, FELLOWSHIPS, SCHOLARSHIPS, EDUCATIONAL EXCHANGE. United Nations Educational, Scientific, and Cultural Organization. Revised each year. (Request from UN Secretariat, New York, N. Y., 10017.) \$3.

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.

THE RELATIONSHIP BETWEEN IMPORTS AND EMPLOYMENT. USDL. Bureau of Labor Statistics. April 1962. (BLS). 143 pp. Free.

A statistical study of the relationship between imports and employment in 27 import-competing industries, 1954-59. Includes a detailed report on the wallpaper, and pottery and chinaware industries.

\* THE AMERICAN WORKER'S STAKE IN FOREIGN TRADE. USDL. 1962. (USDL). 30 pp. Free.

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.

\* ASSISTANCE FOR WORKERS UNDER THE TRADE EXPANSION ACT OF 1962. USDL. 1962. (USDL). 13 pp. Free.

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.

## SOURCES 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.<sup>1</sup> 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.

CATALOG OF UNITED STATES CENSUS PUBLICATIONS. USDC. Bureau of the Census. January-March 1964. Published quarterly. (GPO). 97 pp. 35 cents.  
Lists each of the many U.S. Census of Population publications and gives ordering and price information.

EMPLOYMENT AND EARNINGS STATISTICS FOR STATES AND AREAS, 1939-62. USDL. Bureau of Labor Statistics. Bulletin No. 1370. 1963. (GPO). 633 pp. \$3.50. (Bulletin No. 1370 has been replaced by: EMPLOYMENT AND EARNINGS FOR STATES AND AREAS, 1939-63. USDL. Bureau of Labor Statistics. Bulletin No. 1370-1. 1964. (GPO). 692 pp. \$3.75.)

EMPLOYMENT AND EARNINGS STATISTICS FOR THE UNITED STATES, 1909-62. USDL. Bureau of Labor Statistics. Bulletin No. 1312-1. 1963. (GPO). 632 pp. \$3.50.

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<sup>1</sup> 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.

COUNTY BUSINESS PATTERNS. USDC. Bureau of the Census. (Published every 2-3 years and contains data for the first quarter of the year of publication. The most recent issue contains data for the first quarter of 1962.) (GPO). Published in 10 parts: U.S. summary and 9 geographic regions. Prices range from \$1.25 to \$2.25 per volume.

## 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.<sup>2</sup> 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.

EMPLOYMENT AND EARNINGS. USDL. Bureau of Labor Statistics. (GPO). Published monthly. \$3.50 a year; 45 cents per copy.

## 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

<sup>2</sup> 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.

A DIRECTORY OF...COMMUNITY WAGE SURVEYS, 1948-JUNE 1963. USDL. Bureau of Labor Statistics. 1963. (BLS). 27 pp. Free.

A DIRECTORY OF...INDUSTRY WAGE STUDIES AND UNION SCALE STUDIES, 1950-JUNE 1963. USDL. Bureau of Labor Statistics. 1963. (BLS). 29 pp. Free.

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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

LABOR FORCE AND EMPLOYMENT, 1960-62. Published in Monthly Labor Review, May 1963, pp. 497-503. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 31. Reprint No. 2417. (BLS). Free reprint.

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.

EMPLOYMENT PROJECTIONS TO 1975. Published in Monthly Labor Review, March 1963, pp. 240-248. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 28. Reprint No. 2412. (BLS). Free reprint.

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

OCCUPATIONS OF THE EXPERIENCED CIVILIAN LABOR FORCE AND THE LABOR RESERVE: 1960. USDC. Bureau of the Census. U.S. Census of Population: 1960. Supplementary Reports. PC(S1)-40. December 31, 1962. (BC). 18 pp. 25 cents.

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.

THE OCCUPATIONAL STRUCTURE OF U.S. EMPLOYMENT, 1940-60. Published in Monthly Labor Review, November 1962, pp. 1209-1213. USDL. Bureau of Labor Statistics. Reprint No. 2403. 1962. (BLS). Free reprint.

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 Census. Working Paper No. 5. 1958. (BC). 29 pp. 20 cents.

Provides occupational statistics on workers for each 10th year, 1900 to 1950.

INDUSTRY GROUP BY OCCUPATION: 1960. USDC. Bureau of the Census. U.S. Census of Population: 1960. Supplementary Reports. PC(S1)-27. November 21, 1962. (BC). 8 pp. 10 cents.

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 the Census. U.S. Census of Population: 1960. Supplementary Reports. PC(S1)-33. December 18, 1962. (BC). 9 pp. 10 cents.

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 Report No. 5. 1963. (OMAT). 6 pp. Free.

See page 9 for annotation.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.

See page 23 for annotation.

WHITE-COLLAR EMPLOYMENT: TRENDS AND STRUCTURE: CHARACTERISTICS. Published in Monthly Labor Review, January 1961, pp. 11-18; February 1961, pp. 139-147. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 12. Reprint No. 2363. (BLS). Free reprint.

Reports on recent growth in white-collar employment in comparison with long-term trends. Compares employment levels, educational attainment, income levels, and industrial patterns of employment of white-collar, blue-collar, and service workers.

THE WHITE-COLLAR WORKER IN THE 20TH CENTURY. Published in Occupational Outlook Quarterly, May 1961, pp. 15-22. USDL. Bureau of Labor 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 Review, December 1962, pp. 1347-1358. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 25. Reprint No. 2407. (BLS). Free reprint.

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 in Monthly Labor Review, January 1963, pp. 1-10. USDL. Bureau of Labor Statistics. Reprint No. 2411. (BLS). Free reprint.

Discusses State and regional changes in employment from 1950 to 1960, by broad occupational group.

WOMEN WORKERS IN 1960: GEOGRAPHICAL DIFFERENCES. USDL. Women's Bureau. Bulletin No. 284. 1962. (GPO). 17 pp. 15 cents.  
See page 38 for annotation.

GROWTH OF ENGINEERING EMPLOYMENT IN THE UNITED STATES, 1950-1960. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Report No. 1. 1962. (OMAT). 4 pp. Free.  
See page 9 for annotation.

## 2. SOCIAL AND ECONOMIC CHARACTERISTICS OF WORKERS

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.  
See page 23 for annotation.

MULTIPLE JOBHOLDERS IN MAY 1962. Published in Monthly Labor Review, May 1963, pp. 516-523. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 29. Reprint No. 2415. (BLS). Free reprint.  
See page 56 for annotation.

MARITAL AND FAMILY CHARACTERISTICS OF WORKERS, MARCH 1962. Published in Monthly Labor Review, January 1963, pp. 24-36. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 26. Reprint No. 2409. (BLS). Free reprint.  
See page 38 for annotation.

SELF-EMPLOYMENT IN THE UNITED STATES, 1948-62. Published in Monthly Labor Review, January 1963, pp. 37-43. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 27. Reprint No. 2410. (BLS). Free reprint.  
Discusses the changing significance of self-employed workers in the post-World War II period. Shows employment trends by broad industry division and occupational group. Compares weekly hours and annual weeks worked of self-employed and salaried workers.

EDUCATIONAL ATTAINMENT OF WORKERS, MARCH 1962. Published in Monthly Labor Review, May 1963, pp. 504-515. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 30. Reprint No. 2416. (BLS). Free reprint.

Reports on recent trends in the educational attainment of workers and the relationship of educational attainment to occupation, employment, and income. Compares the changing educational attainment of groups in the labor force such as married women, and adults 25-29 years of age.

GROWTH AND CHARACTERISTICS OF THE PART-TIME WORK FORCE. Published in Monthly Labor Review, November 1960, pp. 1166-1175. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 10. Reprint No. 2356. (BLS). Free reprint.  
See page 56 for annotation.

REPORT OF THE SECRETARY OF LABOR ON RESEARCH AND TRAINING IN ACCORDANCE WITH SECTION 309 OF THE MANPOWER DEVELOPMENT AND TRAINING ACT, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. Manpower Administration. Office of Manpower, Automation and Training. 1964. (GPO). 193 pp. \$1.25.  
See page 26 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:

INCOME, EDUCATION, AND UNEMPLOYMENT IN NEIGHBORHOODS--CHICAGO, ILL. USDL. Bureau of Labor Statistics. 1963. (BLS). 91 pp. Free.

Studies of the following cities are also available:

Atlanta, Ga.	Kansas City, Mo.	Phoenix, Ariz.
Baltimore, Md.	Los Angeles, Calif.	Pittsburgh, Pa.
Birmingham, Ala.	Memphis, Tenn.	St. Louis, Mo.
Boston, Mass.	Milwaukee, Wis.	San Antonio, Tex.
Buffalo, N.Y.	*Minneapolis-St. Paul	San Diego, Calif.
Cincinnati, Ohio	Minn.	San Francisco, Calif.
Cleveland, Ohio	Newark, N.J.	San Juan, P.R.
Dallas, Tex.	New Orleans, La.	Seattle, Wash.
Denver, Colo.	**New York, N.Y.	*Tampa-St. Petersburg,
Detroit, Mich.	Oakland, Calif.	Fla.
Houston, Tex.	Oklahoma City, Okla.	Washington, D.C.
Indianapolis, Ind.	Philadelphia, Pa.	

\* Both cities in one report.

\*\* Each of five boroughs is shown in a separate report.

### 3. UNEMPLOYMENT

UNEMPLOYMENT AND JOB MOBILITY. Published in Monthly Labor Review, April 1960, pp. 350-358. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 3. Reprint No. 2335. (BLS). Free reprint.

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

LONG-TERM UNEMPLOYMENT IN THE UNITED STATES. Published in Monthly Labor Review, June 1961, pp. 601-610. USDL. Bureau of Labor Statistics. Special Labor Force Report No. 17. Reprint No. 2370. (BLS). Free reprint.

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

MANPOWER AND TRAINING...TRENDS...OUTLOOK...PROGRAMS. USDL. Manpower Administration. Office of Manpower, Automation and Training. Manpower Research Bulletin No. 2. 1963. (OMAT). 26 pp. Free.

See page 26 for annotation.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1963. USDL. 1963. (GPO). 204 pp. \$1.25.  
See page 23 for annotation.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING, TRANSMITTED TO THE CONGRESS, MARCH 1964. USDL. 1964. (GPO). 279 pp. \$1.50.  
See page 23 for annotation.

#### 4. WAGES AND INCOME

SUMMARY OF MANUFACTURING EARNINGS SERIES, 1939-JULY 1962. USDL. Bureau of Labor Statistics. Report No. 229. 1962. (BLS). 12 pp. Free.  
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:

PREPARATORY TRADE AND INDUSTRIAL TRAINING PROGRAMS IN PUBLIC SCHOOLS, A DIRECTORY: 1961-62. USDHEW. Office of Education. OE-84028-62. 1962. (GPO). 272 pp. \$1.

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

TRADE AND INDUSTRIAL EDUCATION FOR GIRLS AND WOMEN, A DIRECTORY OF TRAINING PROGRAMS. USDHEW. Office of Education. OE-84002. 1960. (GPO). 65 pp. 30 cents.

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

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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:

HIGHER EDUCATION--BASIC STUDENT CHARGES, 1962-63. 1963. (GPO). 59 pp. 40 cents.

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:

PUBLICATIONS OF THE OFFICE OF EDUCATION. USDHEW. Office of Education. OE-11000C. Bulletin 1963, No. 29. 1963. (GPO). 76 pp. 30 cents.

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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:

LABOR. Price List 33. 1963. (GPO). Free.

OCCUPATIONS, PROFESSIONS AND JOB DESCRIPTIONS. Price List 33A. 1963. (GPO). Free.

EDUCATION. Price List 31. 1963. (GPO). Free.

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.

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

CATALOG OF UNITED STATES CENSUS PUBLICATIONS. 1963. (GPO). 154 pp. 45 cents.

\* \* \*

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

PUBLICATIONS OF THE U.S. DEPARTMENT OF LABOR, SUBJECT LISTING, 1958 to JUNE 1963. 1963. (USDL). Free.

\* \* \*

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

BUREAU OF LABOR STATISTICS CATALOG OF PUBLICATIONS, JANUARY-JUNE 1964. USDL. Bureau of Labor Statistics. 1964. (BLS). Free.

BUREAU OF EMPLOYMENT SECURITY PUBLICATIONS. USDL. Manpower Administration. Bureau of Employment Security. No. G-219. 1963. (BES). Free.

EDUCATIONAL PUBLICATIONS. NASA. 1963. (NASA). Free.

BUREAU OF APPRENTICESHIP AND TRAINING PUBLICATIONS. USDL. Manpower Administration. Bureau of Apprenticeship and Training. 1963. (BAT). Free.

LIST OF OCCUPATIONAL OUTLOOK PUBLICATIONS. USDL. Bureau of Labor Statistics. 1964. (OOS). Free.

PUBLICATIONS OF THE NATIONAL SCIENCE FOUNDATION. NSF. 1963. (NSF). Free.

LIST OF PUBLICATIONS. USDL. Wage and Hour and Public Contracts Divisions. 1963. (WHPC). Free.

PUBLICATIONS OF THE WOMEN'S BUREAU. USDL. Women's Bureau. Leaflet No. 10. 1963. (WB). Free.

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

PUBLICATIONS ON SCIENTIFIC AND TECHNICAL MANPOWER. USDL. Bureau of Labor Statistics. 1962. (BLS). Leaflet. Free.

A bibliography of manpower surveys and studies.

CAREERS IN SCIENCE, MATHEMATICS AND ENGINEERING. USDHEW. Office of Education. OE-26007. Bulletin No. 8. 1962. (GPO). 39 pp. 25 cents.

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.

(Compiled for the National Aeronautics and Space Administration by the National Aviation Education Council.) NASA EP-1. 1961. (GPO). 26 pp. 25 cents.

AERONAUTICS AND SPACE BIBLIOGRAPHY FOR SECONDARY GRADES.

(Compiled for the National Aeronautics and Space Administration by the National Aviation Education Council.) NASA EP-2. 1961. (GPO). 41 pp. 30 cents.

## 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



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

- OE - U.S. Department of Health, Education, and Welfare  
Office of Education  
Publications Distribution Unit  
400 Maryland Ave., SW.  
Washington, D.C. 20202
- OMAT - U.S. Department of Labor  
Manpower Administration  
Office of Manpower, Automation and Training  
Publications, Room 600  
1730 M. St., NW.  
Washington, D.C. 20210
- OOS - U.S. Department of Labor  
Bureau of Labor Statistics  
Occupational Outlook Service  
Washington, D.C. 20212
- OPA - U.S. Department of Health, Education, and Welfare  
Office of the Assistant Secretary (for Legislation)  
Office of Program Analysis  
Room 5140 North  
Washington, D.C. 20201  
Attention: Dr. Earl E. Huyck
- VRA - U.S. Department of Health, Education, and Welfare  
Vocational Rehabilitation Administration  
Publications and Reports Staff  
3rd St. and Independence Ave., SW.  
Washington, D.C. 20201
- PC - Peace Corps  
Public Affairs Support  
Washington, D.C. 20525
- PHS - U.S. Public Health Service  
Office of Personnel  
330 C St., SW.  
Washington, D.C. 20201
- SBA - Small Business Administration  
Publications Unit  
811 Vermont Ave., NW.  
Washington, D.C. 20416
- SS - U.S. Department of Treasury  
U.S. Secret Service  
Treasury Building, Room 1434  
Washington, D.C. 20226
- USCSC - United States Civil Service Commission  
Washington, D.C. 20415
- USDC - United States Department of Commerce  
Office of Publications  
Washington, D.C. 20230

- USDD - U.S. Department of Defense  
Office of Secretary of Defense  
Publications Distribution  
Pentagon, Room 3-B940  
Washington, D.C. 20305
- USDHEW- U.S. Department of Health, Education, and Welfare  
Office of Public Information, Room 5551  
Washington, D.C. 20201
- USDL - U.S. Department of Labor  
Office of Information  
Washington, D.C. 20210
- USDS - U.S. Department of State  
Distribution Section of the Division of  
Publications and Reproduction Services  
Washington, D.C. 20520
- VA - Veterans Administration  
Forms and Publications Depot  
2625 Shirlington Rd.  
Arlington, Va. 22206
- WB - U.S. Department of Labor  
Women's Bureau  
Division of Information and Publications  
Washington, D.C. 20210
- WHPC - U.S. Department of Labor  
Wage and Hour and Public Contracts Divisions  
Office of Information, Room 5133  
Washington, D.C. 20210

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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

1365 Ontario St.  
Cleveland, Ohio 44114

341 Ninth Ave.  
Room 1000  
New York, N.Y. 10001

450 Golden Gate Ave.  
Box 36017  
San Francisco, Calif. 94102

## 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,

and establishments of the Government. Basically, it prints for the Government and sells to the public through its Superintendent of Documents.

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.

Requests for information and orders for priced publications should be addressed to the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402.

## APPENDIX C. OCCUPATIONAL OUTLOOK QUARTERLY--SELECTED CUMULATIVE INDEX

### MANPOWER AND OCCUPATIONAL OUTLOOK

	<u>Issue</u>
Automation in banks.....	December 1962
Aviation, careers in.....	December 1963
Changing profile of the Nation's work force.....	February 1963
Chefs and skilled cooks, opportunities for.....	February 1964
✂ Defense-related work, new job horizons.....	December 1963
Employment outlook: Biochemists.....	February 1964
Employment trends in major industries.....	May 1963
Foreign service careers.....	May 1962
Hotel workers--earnings.....	September 1962
Labor force, U.S. projections, 1970 and 1975.....	May 1963
Mechanics and repairmen, job opportunities.....	September 1963
Meeting the future (occupational projections).....	May 1964
Medical research, scientists in.....	December 1962
Military manpower, coming changes.....	May 1964
✂ Occupational outlook for 1970.....	February 1963
✂ Pupil personnel services.....	September 1963
Railroads, occupational changes.....	December 1962
Scientists and engineers, employment.....	December 1962
Social welfare workers.....	May 1962
✂ Strange new world (NASA program).....	May 1963
Summer jobs.....	February 1963 February 1964
Teacher shortages in elementary and secondary schools.....	December 1963
✂ Teachers, supply and demand, a new look.....	May 1964
Technician jobs, private industry.....	May 1962
Travel field, job opportunities.....	February 1964
White-collar workers, salaries.....	May 1962 May 1963 May 1964
Women in the Federal service.....	September 1962
Young workers in the job market.....	September 1962

<sup>1</sup> 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

	<u>Issue</u>
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
	September 1963
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
	September 1963
	May 1964
Dictionary of Occupational Titles, New .....	September 1963
/Economic setting for vocational guidance .....	September 1963
Guidance institutes (NDEA) .....	May 1962
	February 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  
September 1962  
War on ignorance ..... 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.<sup>1</sup> 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.

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<sup>1</sup>Starting 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.

The Handbook explores employment trends and economic conditions likely for the decade ahead. Now in its sixth edition, it describes nature of work, employment outlook, earnings and working conditions, training and education needed, and prospects for promotion in nearly 30 major industries and hundreds of occupations. The 1963-64 edition of the Handbook--a 792-page volume--is illustrated with many photographs and charts.

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.)

Complete set: \$9.55.

### 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:

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#### 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.