

GOVERNMENT JOBS
OPPORTUNITIES FOR EMPLOYMENT
IN THE
INDEPENDENT OFFICES, AGENCIES, AND ESTABLISHMENTS
OF
THE FEDERAL GOVERNMENT

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OF
THE FEDERAL GOVERNMENT

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Bryan J. Griffin

PREFACE

The purpose of this study is to acquaint the high school trainee in Trade and Industrial Education with the opportunities for a job career in the independent offices, agencies, and establishments of the Federal Government; to point out to him the numerous positions in government service for which the Trade and Industrial Education and the part-time training program will serve as an excellent foundation; to acquaint him with the fact that there are splendid opportunities for the young Trade and Industrial Education graduate to step into clerical or stenographic jobs and work into higher administrative positions; to show him that there are many opportunities for the young high school trainee to step into a skilled trade in the government service and receive pay while he is learning; to acquaint him with the fact that there are opportunities for the high school graduate to secure training while in employment in various professional fields of government service; and to point out to him where future employment desired requires college preparation.

Many of the governmental departments are being rapidly expanded and there is a great need for additional personnel, due to the defense program, in occupations which are essential to national defense. Thousands of mechanical, clerical, and technical workers are needed.

In the midst of this hurricane world and its rapidly changing conditions there has arisen a feeling of insecurity and bafflement among high school boys and girls who are faced with the problem of planning futures and adjusting to the unsettled situations. Many high school boys feel that the only course left open is to join in the

military phase of the program. The glide of the Navy's new battleships down into the sea; the rumble of the Army's new tanks as they impatiently stand ready for action; the drone of the nation's giant bombers as they sweep across the sky, tend to make the patriotic American youth feel that military enlistment is the only way that he can serve. However, if he enters a job in industry or in the government machinery which is back of it, all his skills and his energies may be trained to fill a vital need, and his role may play just as important a part in making this the "arsenal of democracy". Behind the military forces stand the skills, the energies, and the patriotism of American labor and the governmental machinery of the various Federal agencies, offices, and establishments, fusing many minds and many talents, keeping a steady flow of man-power flowing where it is needed, turning the wheels of industry, insuring the success of the defense program, and preserving the democratic way of life.

This study was made to ascertain to what extent the high school graduate in Trade and Industrial Education and the part-time training program is needed in the expanding independent offices, agencies, and establishments of the Federal Government and to determine in what offices, agencies, and establishments he can find opportunity for a job career.

TABLE OF CONTENTS

CHAPTER	PAGE
I. INTRODUCTION	1
II. THE FEDERAL MERIT SYSTEM USED IN SELECTING EMPLOYEES	3
III. THE CIVIL SERVICE COMMISSION	7
IV. THE FEDERAL SECURITY AGENCY	8
The Social Security Board	9
The Public Health Service	10
The Food and Drug Administration	11
The Civilian Conservation Corps	11
The United States Office of Education	12
V. THE FEDERAL WORKS AGENCY	17
The Public Buildings Administration	17
The Public Roads Administration	18
The Public Works Administration	18
The Work Projects Administration	18
The United States Housing Authority	18
VI. THE FEDERAL LOAN AGENCY	22
Disaster Loan Corporation	22
Electric Home and Farm Authority	22
Export-Import Bank	22
Federal Home Loan Bank Board	23
Reconstruction Finance Corporation	24
VII. FEDERAL COMMUNICATIONS COMMISSION	26
VIII. FEDERAL DEPOSIT INSURANCE CORPORATION	28
IX. FEDERAL POWER COMMISSION	29
X. FEDERAL RESERVE SYSTEM	31
XI. FEDERAL TRADE COMMISSION	32
XII. INTERSTATE COMMERCE COMMISSION	33
XIII. MARITIME LABOR BOARD	34
XIV. NATIONAL LABOR RELATIONS BOARD	35
XV. NATIONAL MEDIATION BOARD	36
XVI. RAILROAD RETIREMENT BOARD	37

TABLE OF CONTENTS (CONTINUED)

CHAPTER	PAGE
XVII. THE SECURITIES AND EXCHANGE COMMISSION	38
XVIII. THE SMITHSONIAN INSTITUTION	40
XIX. THE TENNESSEE VALLEY AUTHORITY	42
XX. THE NATIONAL ARCHIVES	46
XXI. THE VETERANS' ADMINISTRATION	48
XXII. AMERICAN BATTLE MONUMENTS COMMISSION	51
XXIII. UNITED STATES MARITIME COMMISSION	52
XXIV. NATIONAL CAPITAL PARK AND PLANNING COMMISSION	55
XXV. NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS	56
XXVI. UNITED STATES TARIFF COMMISSION	57
XXVII. SUMMARY	59
BIBLIOGRAPHY	63
APPENDIX	71

CHAPTER I

INTRODUCTION

This study is intended as a reference for the coordinator of trade and industrial education and the day trade teacher, and as vocational information for the trade and industrial student who may desire to enter government services in the independent offices, agencies, and establishments.

A study of the various independent offices, agencies, and establishments of the Federal Government has been made to determine what positions are available for the Trade and Industrial trainee; what opportunities for employment this service offers; and what qualifications are necessary to secure the existing jobs. The results of this study are intended to help the high school Trade and Industrial Education student select the job which he most desires for a career; to help him plan his high school course to fill the needs and requirements of that particular job; and to inform him about what further training he will need.

Since many of these agencies have recently been established, little has been written on the departments or their personnel. Directors or their assistants, in most of the offices, have been kind enough to furnish the writer with data pertaining to the purpose for which the department was established, the requirements of the office, the personnel, qualifications necessary, and salaries paid. Through the kindness of Master Sgt. Morris Swett, Librarian, Fort Sill Library, government books, manuscripts, and documents, including the Official United States Register, of that library were made available.

Having assisted many students in past years prepare for entrance into various fields of government service, the writer is aware of the shortage of material on the independent offices, agencies, and establishments of the Federal Government. This study is intended to meet a vital need of the high school student or the prospective industrial and commercial worker.

The career opportunity with the Federal Government is greater than the average individual realizes. The Federal Government offers the youth of America thousands of desirable jobs since, next to the Soviet Union, it is the world's largest employer. Somewhere within the departments of the government is a future for the capable young person whether he wants to be a welder, engineer, stenographer, mechanic, nurse, clerk, or accountant, because every occupation is represented in the complex system of our government.

Government jobs are secured in one of three ways: by election, by appointment, or by the civil service merit system. No elective jobs come within the bounds of the independent offices, agencies, or establishments. The heads of most of the agencies are appointed by the President of the United States by and with the consent of the Senate. In some of the independent agencies the jobs within the agency are filled by appointment by the director, while in others only the higher ranking assistants are appointed and all other jobs are filled by selection from the civil service register. In other agencies practically all jobs are filled from the civil service rolls.

CHAPTER II

THE FEDERAL MERIT SYSTEM

The Civil Service Act and the civil service rules which it authorized are the principal legal authority for the Federal Merit System. The terms "classified status", "classified service", and "classified positions" are used to distinguish the employees and positions to which the act and rules apply from the other Federal employees and positions.¹

The central office of the United State Civil Service Commission announces examinations for positions in the Washington headquarters of Federal Agencies and for Federal field positions which it appears advisable to fill through nation-wide examinations as provided for under the Civil Service Act. Information about examinations may be obtained from the board of United States civil service examiners at the post office or customhouse in any city of the United States which has a post office of the first or second class, from the United States Civil Service Commission, Washington, D. C., or from any of the district offices.²

Examinations for positions in the mechanical trades and skilled occupations at Federal reclamation, irrigation, and engineering projects, ordnance establishments, navy yards, and other naval stations, are announced by the board of United States civil service examiners at the station or project. Information about such examinations may be obtained from the secretary of the board at the project where employment is desired.³

1. U. S. Civil Service Commission Bulletin, Federal Employment, p.6.

2. Ibid. p.22.

3. U. S. Bulletin, loc.cit.

The public is notified that an examination will be held through a bulletin known as an examination announcement.⁴ Each of these announcements contains all available information about the examination, including the name of the position to be filled, the entrance salary, the deadline for filing applications, the duties of the position, the requirement which must be met by competitors, the basis on which competitors will be rated, the application forms and proof of qualifications which must be submitted, and the sources from which the application forms may be obtained. On the day when the examination is thrown open to competition a notice to that effect is posted on the bulletin board of the post office or other Federal building in every city with a first or second class post office in the area for which the examination is announced. The examination is given further publicity through the press and otherwise.

During the fiscal year ending June 30, 1940, the Commission examined 855,872 applicants, and 106,436 appointments were made.⁵ The constant objective of the Federal Civil Service is to get the best man for the job through honest competition. The civil service job holder has to prove his superiority in his field against the best competition, and he is considered the best in his line.

Employees in most branches of the service receive equal pay for equal work, because their salaries are determined through studies of the difficulty and responsibility of the job and the qualifications required. After fifteen years of service, or after having reached the retirement age fixed for their positions, employees receive annuities from a fund

4. Ibid. p.21

5. The Congressional Directory, 1941, p.609

which has been established in part from money deducted from their salaries during the years of their employment. Employees who, after serving five years or more, become totally disabled for useful and efficient service in their positions because of disease or injury, also are entitled to annuities. Pay increases are fixed by Classification Laws. Vacations on pay, short hours, pleasant work, and paid sick leave are among the benefits offered by a job under Civil Service.⁶

Positions within the Civil Service are divided into five services; professional and scientific; subprofessional; clerical-mechanical; clerical, administrative, and fiscal; and custodial. Each of these is divided into grades, arranged in ascending order of salary rates, which increase in proportion to the difficulty and responsibility of the position and the qualifications required to fill it. Entrance to the service is usually at the lowest salary rate for the grade. Higher salaried positions are filled through promotion. Many Federal positions not required to be filled through civil service are voluntarily filled this way by appointing officers.⁷

To illustrate the procedure for obtaining a position under Federal civil service rules, I shall use the case of an applicant for a position of stenographer-typist because it is one which a high school graduate of a Trade and Industrial and Commercial Education program is qualified to fill. The applicant should file with the central office of the United States Civil Service Commission a request for notification of the next examination for stenographer-typist. When the examination is

6. Ibid. p.5

7. Ibid. p.65

announced, the applicant is sent an examination announcement and an application form. He executes the application form and files it with the commission. He then studies the sample questions for the stenographer-typist examination which are printed in the announcement. He receives an admission card, and presents it to the person conducting the examination. He takes the examination and later receives a report of his rating on the examination. Meanwhile a register card has been prepared and filed in its proper place among the cards of other eligibles from the same examination. The Commission later receives a request for the certification of eligibles to fill a stenographer position in some agency of the government. In reply, it sends this agency a certificate containing the applicant's name. The appointing officer selects the applicant for the position and sends the Commission a report notifying it of his action.⁸

For Junior Typist, the applicant must have attained a rating of at least 70 in the general test. Applicant for Senior Typist must meet the minimum standards required of Junior Typist in the separate subjects of the examination and in addition must attain in the entire Typist examination average percentages of at least 70. Competitors will not be rated eligible as Senior Stenographers unless they qualify as Senior Typists. Salary for Junior Typist is \$1260 a year. From the Senior Stenographer register some appointments at \$1620, and higher salaries, may be made to secretarial and other positions.

8. Ibid. p. 86

CHAPTER III

THE CIVIL SERVICE COMMISSION

The United States Civil Service Commission is composed of three commissioners who are appointed by the President of the United States with the consent of the Senate.¹ No qualifications are specified. The Commission provides for open competitive examinations for testing the fitness of applicants for the classified service; certifies to appointing officers from among those passing with the highest grades; apportions appointments in the departments at Washington among the States, Territories, and District of Columbia; administers regulations on political activity relating to Federally classified employees and certain state and local employees participating in federally financed activities; maintains service records of permanent employees of the civil service; makes investigations relative to enforcement of civil service rules, and administers various Acts of Congress.²

There are 1,768 persons holding employment under the Civil Service Commission.³ The central office of the Commission is at Washington, D. C., but there are thirteen district offices in the United States and four in the outlying possessions.

1. The Civil Service Act and Rules, 1939, p. 1

2. United States Civil Service Commission, Federal Employment under the Merit System, 1940, p. 5

3. The World Almanac, 1940, p. 832

CHAPTER IV

THE FEDERAL SECURITY AGENCY

The Federal Security Agency came into existence under the Re-organization Act of 1939. It coordinates the activities of the Social Security Board, the Public Health Service, Food and Drug Administration, United States Employment Service which is consolidated with the Board, Civilian Conservation Corps, and National Youth Administration. Under the jurisdiction of the Agency are Howard University, Columbia Institution for the Deaf, Freedmen's Hospital, and St. Elizabeth's Hospital. The Agency also represents the Government in carrying on the work of the American Printing House for the Blind and part of the Office of Education, film and radio services, which were formerly under the National Emergency Council.¹

The purposes of the agencies are to promote social and economic security, educational opportunities, and the health of the citizens of the United States. The Administrator is appointed by the President with the consent of the Senate and receives a salary of \$12,000 a year. He appoints his assistant who receives a salary of \$9,000. He also appoints the personnel of his staff. Other positions are filled under civil service regulations, with a few specified exceptions such as commissioned physicians in the Public Health Service and a few positions in the administrative staff of the National Youth Administration.²

The Federal Security Agency fills positions, whenever possible through the promotion or transfer of present employees, thus establishing a career service. Usually, new employees are recruited for only the lower grades of work.

1. Digest of Purposes of Federal Agencies, 1941, p.31

2. Civil Service Act and Rules, 1939, p. 186

There are 27,065 jobs under the Federal Security Agency. The classified service is applied to 20,310 of these jobs.

The Social Security Board makes recommendations on methods of providing economic security; administers old-age and survivors benefits; approves State unemployment compensation laws; makes grants-in-aid to States for old-age assistance, aid to blind, and aid to dependent children; and promotes a national system of employment offices.³ There are three members of the board, as well as various directors and consultants. The board is appointed by the President with the consent of the Senate.⁴ Under this establishment there are 9,661 persons employed, 9,543 of them under civil service rules.⁵ A great amount of office work is done by this agency and many office machines are used. Examinations are given for each type of machine operator, and for practically all of these positions a graduate of a high school course in Trade and Industrial and Commercial Education, with its part-time training program, can qualify. Such jobs as calculating machine operator, addressograph operator, alphabetic card punch operator, flat bed bookkeeping machine operator, mimeograph operator, multigraph operator, graphotype operator, and tabulating machine operator are open to him. Many clerks, stenographers, and typists are required to carry on this correspondence and other office details of the many visitors, social case workers, and others who head the various offices.⁶

3. Digest of Purposes of Federal Agencies, 1941, p.33

4. Congressional Directory, 1941, p. 647

5. The World Almanac, 1940, p. 832

6. U. S. Civil Service Bulletin, "Working for Uncle Sam", p. 3

The Public Health Service protects the public health and prevents the spread of human diseases; administers laws regulating manufacture and sale of biological products; conducts marine hospitals, two hospitals for narcotic addicts, and the National Leprosarium, supervises medical services in Federal penal and correctional institutions; and administers Freedman's and St. Elizabeth's Hospitals.⁷ The Surgeon General heads this service.⁸ One division of this establishment is the Nursing Service whose staff is composed of nurses, research workers, consultants, and clerks. Requirements for appointment to the Nursing Service are graduation from an accredited high school; graduation from an accredited school of nursing; state registration, qualification with the United States Civil Service Commission and certification to the Public Health Service. Promotions are made within the service based on efficiency and length of service. Salaries range from \$1620 to \$2900 per annum.⁹ A high school graduate of a Trade and Industrial and part time training program can qualify as student nurse at a beginning salary of \$288 a year including quarters, subsistence, laundry, and medical attention.¹⁰ Other jobs in this department of government service for which he can qualify are baker, salary \$1500; cook, \$1500; matron, \$1080; and hospital attendant, \$600.¹¹

7. Digest of Purposes of Federal Agencies, p. 33

8. Congressional Directory, 1941, p. 384

9. Nursing Information Bureau, Nursing and the Registered Professional Nurse, 1940, p. 41

10. U. S. Civil Service Examination Application, No. 56, Assembled.

11. Supplemental Form A-114, February, 1941

The Food and Drug Administration enforces the Food, Drug, and Cosmetic Act, the Tea Act, the Import Milk Act, the Caustic Poison Act, and the Filled Milk Act.¹² At its field stations and in its laboratories it inspects and analyzes samples of products to detect adulteration or misbrands.¹³ It is headed by a Commissioner. The personnel of 900 persons includes administrative officers, chemists, bacteriologists, physicians, veterinarians, entomologists, pharmacologists, microscopists, plant pathologists, inspectors, and other specialists, with the necessary staff of clerks, stenographers, and other helpers. Salaries are in line with the classification schedule under civil service. Specialists connected with the department draw salaries of \$2000 to \$6400, and higher.¹⁴

Positions on the staffs of these specialists are the only ones open to the high school graduate of a Trade and Industrial and part-time employment program. These include typists, stenographers, clerks, and other helpers.

The Civilian Conservation Corps provides employment and vocational training for youthful citizens of the United States who are unemployed and in need of employment, through performance of useful public work in connection with the development and conservation of natural resources.¹⁵ Its head, appointed by the President, coordinates the work of the five agencies which have an interest in CCC: the War, Labor, Agriculture, and Interior Departments, and the Veterans' Administration.¹⁶

12. P. V. McNutt, Functions of the Federal Security Agency, p. 13

13. Digest of Purposes of Federal Agencies, p. 32

14. Fifty-sixth Annual Report, Civil Service Commission, 1940

15. Civil Service Act and Rules, 1939, p. 186

16. Digest of Purposes of Federal Agencies, p. 32

According to Mr. J. J. McEntee, the Director, almost 3,000,000 men have learned to live healthfully together; have been taught the mechanics of engines; have become experts in driving heavy tractors and transport trucks; and have been trained as welders, telephone men, woodworkers, surveyors, field radio operators, photographers, and cooks. At present, two thousand skilled mechanics are being trained in the camps' forty-four central repair shops.¹⁷ The youths operate 4,000 pieces of automotive equipment, trucks, tractors, drag-lines, and scrapes. The CCC operates 29 bakers and cooks schools, 31 schools for junior officers, ten radio schools, and one camp for training aviation mechanics. Enrollees receive small salaries, part of which is withheld and returned to their dependents.¹⁸

The United States Office of Education makes educational surveys; promotes vocational rehabilitation of disabled persons; supervises the administration of funds for land-grant colleges; collects and gives out information on education in the United States and foreign countries; and establishes adult civic education demonstration centers. It is headed by the Commissioner of Education and a staff of assistants.¹⁹ It is the sponsoring agency of a program of job training including preemployment refresher courses; training courses in Trade and Industrial Education supplementary to employment; training for out-of-school rural and non-rural youth; training for NYA enrollees; engineering training in cooperation with State Boards of Vocational Education;²⁰ training in CCC camps;²¹ and training of airport attendants in cooperation with the

17. Functions of Federal Security Agency, p. 5

18. Morris Sheppard, *The Army of the United States, 1939*, p. 187

19. *Civil Service Act and Rules, 1939*, p. 136

20. *Digest of Purposes of Federal Agencies*, p. 33

21. *Defense Job Training, Office of Education, A Condensed Guide*.

Civil Aeronautics Administration with funds supplied by Work Projects Administration.²²

Many types of positions are on the list of the Federal Security Agency. Some of the professional fields in which the Agency is interested are economics, social work administration, labor, public finance, public administration, personnel, industrial engineering, and accounting, but the high school graduate is not immediately qualified to fill any of these.^{23,24} However, the high school graduate of a Trade and Industrial Education course would do well to find employment in one of the lower grade positions which he is qualified to fill, and strive for later appointment to one of the higher jobs.²⁵

Each office has its staff of stenographers, messengers, filing clerks, statistical clerks, sorting machine operators, duplicating machine operators, telephone operators, photo-stat operators, blue print operators, photographers, multigraph operators, and other machine²⁶ operators for any of which a graduate of a high school course in Trade and Industrial and Commercial Education can qualify. Other jobs in this agency require persons skilled in the trades such as bakers, barbers, blacksmiths, boatbuilders, boilermakers, bulldozer operators, cabinet-makers, carpenters, chefs, cooks, meat cutters, and mechanics. Trade and Industrial Education graduates can qualify for these jobs, as well as for the many custodial jobs in the various offices.

22. Bulletin 5404, 1940, Office of Education

23. Letter, Director of Personnel, Federal Security Agency, 1941

24. Fifty-sixth Annual Report, Civil Service Commission, 1940

25. Mellett, Defense Employment and Training for Employment, p. 21

26. U.S. Civil Service Commission Announcement, No. 215, Unassembled

The graduate of a high school Trade and Industrial Education and part-time training program is qualified to fill the lower grades of clerical positions.²⁷ All higher grades are filled by promotion based on merit and length of service, as vacancies occur. General clerical work which includes mailing, filing, and recording, comprises the duties. There are numerous types of clerical positions. Among those open to Trade and Industrial Education graduates are Under File Clerk, the duties of which include performance of simple routine clerical work involving receiving, dispatching, classifying, recording, or filing correspondence or other office records; Junior File Clerk, performing more difficult duties and varied work of the same nature; Assistant File and Record Clerk positions are open only as promotions after one proves successful in one of the former grades; File and Record Clerk represents another promotion for the person in the lower grades who proves responsible and efficient; and Statistical Clerk whose duties include performance of simple routine statistical and clerical tasks involved in the collection and compilation of statistical data and its preparation into reports.²⁸ After proving successful in the elementary positions as statistical clerk, the Trade and Industrial Education graduate has a splendid chance for advancement as vacancies occur.²⁹ Every department of government has constant use for such employees. Mathematical ability is one important qualification.

27. U. S. Civil Service Examination Announcement, Clerk

28. Fifty-sixth Annual Report, U. S. Civil Service Commission

29. U. S. Civil Service Commission, Federal Employment, p. 67

The high school graduate of Trade and Industrial Education with courses in chemistry or physics may enter government service as minor laboratory apprentice. There are many government services such as laboratory assistant³⁰ and printer's assistant³¹ in which professional and technical employees can use untrained assistants to help them in the performance of their duties. Of course the high school graduate must start at a low salary, but if he is ambitious he may learn his selected trade and advance to a responsible position. His first duties will include routine tasks, such as setting up laboratory equipment and taking it down; cleaning and sterilizing instruments; filling, labeling, and sealing bottles of liquids or samples; and similar work. If he has a definite liking for scientific work he may find employment in the Public Health Service or the Food and Drug Administration of the Federal Security Agency or in various other department of the Federal government. He must have a willingness to perform tasks which are assigned and to learn duties. Spare time study in his chosen field will be needed, but his future can be what he will make it.³²

The job of assistant messenger is open to the graduate of a high school course in Trade and Industrial Education. Beginning duties include running of errands, carrying messages, distributing office supplies, and simple routine clerical work. For the student without a knowledge of commercial courses but with some training in office work in

30. U. S. Civil Service Examination Announcement, No. 9-340, Assembled, 2nd Amendment

31. U. S. Civil Service Examination Announcement, No. 182, Assembled

32. U. S. Civil Service Commission, Federal Employment Under the Merit System, p. 67

his part-time training program and a liking for office duties this branch of government work is a good entering wedge, and a stepping stone to higher positions.³³

The graduate of a high school course in Trade and Industrial Education and part-time training program is qualified to fill a position as minor library assistant in the various government schools, hospitals, and institutions of this agency as well as the other departments and establishments of the government.

A great amount of office work is done in the Social Security Department, and in other agencies of the Federal Security Agency. Numerous machine operators are required. The high school graduate of a Trade and Industrial Education and part-time training program is qualified to fill these if his apprentice training has been received in an office where he has been trained to use some of these machines. Jobs of this nature which he can fill include those of alphabetic Card Punch Operator, Junior Calculating Machine Operator, Graphotype Operator, and others.³⁴ Separate examinations are given for each type of machine operator. The duties include the operation of the particular machine, and speed and accuracy in collecting and filing material used in the performance of the duties of the position are required.³⁵

33. U. S. Civil Service Examination Announcement, No. 104

34. U. S. Civil Service Examination Announcement, No. 215

35. U. S. Civil Service Examination Announcement, No. 144

CHAPTER V
THE FEDERAL WORKS AGENCY

The Federal Works Agency deals with public works and the administration of Federal grants and loans for purposes of construction. It is headed by an Administrator, appointed by the President with the consent of the Senate, whose salary is \$12,000 per annum. The Commissioners of the various constituent units of the Federal Works Agency are also appointed by the President on the recommendation of the Federal Works Administrator. The Assistant Administrator receives a salary of \$9,000 per annum; the Commissioner of Public Buildings receives \$9,000; the Commissioner of Public Works, \$10,000; and the Commissioner of the Work Projects Administration, \$10,000.¹

Most of the buildings in use by the Federal Government are designed, constructed, and maintained by the Public Buildings Administration.² The Treasury Department must have custom-houses; the Coast Guard needs air stations; the Department of Justice must have penitentiaries and courthouses; the Department of Labor, immigration depots; the Public Health Service, hospitals and quarantine stations; the Post Office Department, various buildings; and the Department of State, Ambassadors' residences and embassies. The Public Buildings Administration remodels and extends existing buildings, carries out necessary repairs, and acquires new building sites.³

1. Civil Service Act and Rules, 1939, pp. 188-189

2. Carmody, First Annual Report, Federal Works Agency, p. 241

3. Ibid. 67-93

The Public Roads Administration is the road building and planning agency of the Federal Government. Its function includes improvement of the Federal aid system; improvement of secondary roads, construction of roads in national parks and national forests; and research on building methods.⁴

The Public Works Administration has had charge of a vast construction job started in 1933 to create employment and to promote economic recovery. It has built many kinds of public works from small rural schools to bridges, tunnels, and great hydroelectric developments.⁵

The Work Projects Administration was created to provide jobs for unemployed workers on useful public projects.⁶

The United States Housing Authority was created to clear the slums of America and provide adequate housing for families of the lowest income group.⁷

The specialized nature of much of the work performed in the various departments of the Federal Works Agency has required the institution of training programs in many fields. Such programs are adding greatly to the working efficiency of employees and have contributed to a balanced employment policy.

Approximately 300 men have attended the course in operation of refrigeration plants and air-conditioning machinery, in the three years of its operation. More than 2,750 persons have attended the Guard School of Instruction, operated to train the large number of guards necessary

4. Ibid. p. 243

5. Civil Service Act and Rules, 1939, p. 190

6. Carmody, Op.Cid., p. 31

7. Ibid., p. 54

to protect public buildings in the District of Columbia. Those enrolled are instructed in fire fighting, the use of firearms and the regulations, routine and customs of guard activity.⁸ A high school graduate of a Trade and Industrial Education course and part-time training program meets all the qualifications necessary to enter training for jobs in these departments.⁹

In addition to guards of the Public Buildings Administration, eight other Government agencies have used these training facilities for the improvement of their personnel. Since 1929, 37 courses in soils for highway engineers have been conducted by the Public Roads Administration, in order that engineers might keep abreast of rapidly developing research in this important field. In the new and widening field of public housing training courses have been instituted in various phases of management, and numerous courses for clerical and stenographic personnel have been given. Clerical courses are given to the employees of the Work Projects Administration, the subjects dealt with including correspondence and secretarial training.¹⁰

Positions in this agency which the high school graduate of Trade and Industrial Education and part-time training program is qualified to fill include those of typist, stenographer,¹¹ minor laboratory apprentice, library assistant, machine operator, telephone operator, and elevator conductor.

The high school graduate of a Trade and Industrial Education and part-time training program is also qualified to fill the position of

8. Ibid., p. 22

9. U. S. Civil Service Examination Announcement, No. 9-386 Unas.

10. Carmody, op.cit., p. 23

11. John W. Studebaker, Defense Job Training, A Condensed Guide.

mechanical helper (both tractor and automotive). Pay is at the rate of \$4.08 per diem and the duties are indicated by the title of the position.¹²

He can also qualify as general mechanic, after certain experience on the job, either in the branch of plumbing and sewers which includes plumbing, sheetmetal work, and steamfitting; or in the branch of carpentry which includes manufacture of doors, sashes, windows, repair and upkeep of mill machinery, cabinet making, and mason or cement finishing.¹³

Following a period of experience on the job the high school graduate of a Trade and Industrial Education and part-time training program is qualified to fill the following jobs, also mechanic in the specified trades or occupations of stove or furnace repairman, sheetmetal worker or ironworker,¹⁴ machinist's helper,¹⁵ or checker, labor and materials, junior or under checker.¹⁶ Details regarding requirement, duties and pay may be obtained from the announcement of each examination.

After qualifying in experience, the high school graduate of a Trade and Industrial Education and part-time training program is qualified to fill the position of superintendent of construction in the Federal Works Agency.¹⁷ His duties, under general supervision, are to direct the foremen, laborers, and mechanics on large construction projects; to coordinate the work and activities of such foremen as the concrete

12. U. S. Civil Service Examination Announcement, No. 9-211, Unas.

13. U. S. Civil Service Examination Announcement, No. 9-262, Unas.

14. U. S. Civil Service Examination Announcement, No. 9-263, Unas.

15. U. S. Civil Service Examination Announcement, No. 9-210, Unas.

16. U. S. Civil Service Examination Announcement, No. 9-34, Unas.

17. Letter, Office of Administrator, Federal Works Agency

foreman, steel foreman, carpenter foreman, etc.; to supervise the installation of mechanical and electrical equipment; to inspect materials and workmanship to see that they conform to specifications; and to organize men and materials for efficient construction operations. The difficulty of the work performed, the degree of supervision to which the employee is subject, or which he exercises, and the responsibility assumed, will vary with the grade of the position. Salaries range from \$3200 to \$5600 a year.¹⁸

18. Carmody, op.cit., p. 241

CHAPTER VI
THE FEDERAL LOAN AGENCY

The Federal Loan Agency includes a group of lending agencies which formerly were independent and whose purpose is to stimulate and stabilize the financial, industrial, and commercial enterprises of the country.¹ There are 19,546 persons employed in this establishment² which is headed by an administrator whose salary is \$12,000 per annum. He appoints the assistant administrator whose salary is \$9,000 a year.³

The Disaster Loan Corporation is under this agency and it makes loans where they are needed because of catastrophes in specified years. It is managed by officers and agents appointed by the Reconstruction Finance Corporation.⁴

The purpose of the Electric Home and Farm Authority is "to aid in the distribution, sale, and installation of electrical and gas apparatus, equipment, and appliances." It finances the purchase of domestic electrical and gas equipment for homes and farms. Personnel, with the exception of a few administrative positions, are secured from registers of the Civil Service Commission. Salaries are under the Classified Schedule.⁵

The Export-Import Bank aids in financing exports and imports and exchange of commodities between the United States and any of its possessions or any foreign country.⁶ There are 33 persons on the staff

1. Digest of Purposes of Federal Agencies, p. 37

2. World Almanac, 1940, p. 832

3. Civil Service Act and Rules, 1939, pp. 191-192

4. Congressional Directory, 1941, p. 630

5. Electric Home and Farm Authority, Circular N. Rev. 40, p. 1

6. Letter, Assistant Secretary, Export-Import Bank of Washington

in Washington. The stenographers, and other employees are under Civil Service, with the exceptions of those in the higher positions who are lawyers or banking and trade experts with years of experience.⁷

The Federal Home Loan Bank Board supervises the Federal Home Loan Bank System, charters and supervises Federal Savings and Loan Associations, the operation of the Home Owners' Loan Corporation, and the operation of the Federal Savings and Loan Insurance Corporation.⁸ Nearly 3,900 savings and loan associations and other financing institutions are linked through the system in the largest home mortgage credit system in the world; savings of investors in nearly 2300 of these institutions are protected through the Federal Savings and Loan Insurance Corporation; and thousands of home owners are on their way to debt-free home ownership.⁹ Hundreds of experts in the field of business have employment in this establishment, including auditors, architects, financial advisers, directors of personnel and general counselors.

The Federal National Mortgage Association purchases and sells mortgages which have been insured by the Federal Housing Administration. It is controlled and operated by the Reconstruction Finance Corporation. Its objectives are to establish a market for first mortgages insured under the National Housing Act, covering properties upon which are located newly constructed houses; to facilitate the construction and financing of economically sound rental housing projects; and to make available to individual and institutional investors, bonds issued by the

7. Digest of Purposes of Federal Agencies, p. 38

8. Ibid. p. 37

9. The Federal Home Loan Bank Board, Government Bulletin, 1941, p. 1

Association.¹⁰ The work of this department is quite diversified and ranges from general routine tasks, such as messenger work and filing, to highly technical operations such as engineering. Salaries are commensurate with the positions, which are filled by appointment by the Board of Directors from the Civil Service register.¹¹

The Reconstruction Finance Corporation provides emergency financing facilities for financial institutions;¹² aids in financing agriculture, commerce, and industry; aids the government in its national defense program; purchases nonassessable stock, capital notes, or debentures of national mortgage associations,¹³ and other financial institutions; and makes loans as prescribed by law. It furnishes personnel for the Federal National Mortgage Association, the Disaster Loan Corporation, and the RFC Mortgage Company. Its work is quite diversified and ranges from general routine tasks to highly technical operations. Salaries are commensurate with the positions, and positions are filled from the civil service register.

Positions in the Federal Loan Agency which the high school graduate of Trade and Industrial and Commercial Education program is qualified to fill include those of junior typist, senior typist, junior stenographer,¹⁴ senior stenographer, various grades and types of clerical positions, assistant messenger,¹⁵ library assistant, machine^{16,17} operator, telephone operator, elevator conductor, all of which have

10. Circular No. 1 of the Federal National Mortgage Association, p. 1

11. Circular No. 4 of the Federal National Mortgage Association, p. 1

12. Digest of Purposes of Federal Agencies, p. 38

13. Jesse H. Jones, Reconstruction Finance Corporation, Seven Year Report, 1939, p. 1

14. U. S. Civil Service Service Examination Announcement, No. 9-18

been discussed under Chapter IV, as well as some of the secretarial positions after qualifying by service in some of the above mentioned lower branches of service.

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15. U. S. Civil Service Examination Announcement, No. 104
 16. U. S. Civil Service Examination Announcement, No. 215
 17. U. S. Civil Service Examination Announcement, No. 144

CHAPTER VII

THE FEDERAL COMMUNICATIONS COMMISSION

The Federal Communications Commission provides for the regulation of interstate and foreign communication by radio or by wire aiming toward more effective communication service. It has the licensing and regulation of radio stations and operators.¹

The Commission operates seven monitoring stations in various parts of the country. These stations make measurements of frequencies and determine the quality of emissions and also spot interference. New bases for mobile operation are being established at points throughout the United States and its possessions.²

The field division employs less than two hundred persons. Functions of this division are inspection of stations licensed by the Commission, and the issuance of licenses; investigation of illegal operations; inspection of ship and other marine radio stations; and general regulatory supervision.

The Commission makes appointments to positions in its departments from the registers of the United States Civil Service lists, with the exception of a few key positions. At the close of the fiscal year there were 434 employees in the Washington offices and 191 in its field offices.³ Due to the national defense emergency the field force is being greatly expanded, and several hundred inspectors and other experts

1. Federal Communications Press Release (41838) p. 1

2. Ibid. p. 2

3. Letter, Secretary of the Federal Communications Commission, Washington, D. C.

will be employed, but the additional personnel will come from the Civil Service rolls.⁴

The many operators and other employees needed in connection with the additional radio stations in the enlarged field of this department can well receive their fundamental training in a course of Trade and Industrial Education, serving their apprenticeship at a local radio station.⁵

Physics should be included in the course of study of the high school trainee who plans to become a radio operator or a radio repair man. The high school graduate of a Trade and Industrial Education and part-time training program is qualified to fill the position of assistant radio operator or radio repair man.⁶ By application to his job he may be given advancement to a higher position.

4. U. S. Civil Service Commission Announcement, No. 10-847

5. U. S. Civil Service Commission Announcement, No. 9-379

6. U. S. Civil Service Commission Announcement, No. 10-978

CHAPTER VIII

THE FEDERAL DEPOSIT INSURANCE CORPORATION

The Federal Deposit Insurance Corporation insures the deposits of all banks which are entitled to the benefits of insurance under the law. It pays depositors of insured banks closed without provisions having been made to pay claims of the depositors; it acts as receiver for suspended banks; and prevents development of unsafe banking practices.¹ The management is vested in a board of three directors, one the Comptroller of the Currency, and the other two appointed by the President with the consent of the Senate.²

There are 1,396 persons employed, 545 of these being taken from the civil service rolls. Positions of a clerical and custodial nature in the Washington office number 353, and in the field 495.³

A suggested course of study for a high school student interested in a job in this establishment would include enrollment in Trade and Industrial Education with courses in typewriting, shorthand, book-keeping, and the part-time training program with a bank or an insurance office as the training station. Experience in modern business methods as well as training in use of the many modern machines in the bank or in the office is of untold value.

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1. Annual Report, Federal Deposit Corporation, 1939, p. 9
 2. Civil Service Act and Rules, 1939, p. 91
 3. Letter from Director of Personnel, Federal Deposit Insurance Corporation, Washington, D. C.

CHAPTER IX

THE FEDERAL POWER COMMISSION

The Federal Power Commission provides for improvement of waterways and promotion of interests of interstate or foreign commerce through development of water power on streams subject to Federal jurisdiction, or on public lands by private or governmental agencies which are licensed by the Commission. In addition to the chairman, vice chairman, and three other members of the commission, the staff includes specialists in the various divisions.¹

The employees number about 900 qualifications being largely in the fields of engineering, accounting, and law. Stenographers, typists, secretaries, and various clerks and trained operators are also employed. Salaries are prescribed by the Civil Service Commission and appointments made from those rolls for all positions under \$3200 per annum. Above that figure, the appointments are based upon the qualifications of the individual to meet the requirements of an expert in the particular field.²

Commercial classes, typewriting, shorthand and bookkeeping courses, and courses in economics as well as the cooperative program for part-time training on the job offer adequate preparation for students in high school Trade and Industrial Education courses to qualify for positions of stenographer, typist, secretary, elevator conductor and mechanic, addressograph operator and custodian.

The graduate of a high school course in Trade and Industrial Education and the part-time training program is qualified to fill the

1. Federal Power Commission Publication, May 1, 1941

2. Letter, Personnel Division, Federal Power Commission, May 1, 1941

positions of assistant engineering draftsman, engineering draftsman, senior engineering draftsman, principal engineering draftsman, or chief engineering draftsman, after he can qualify in experience.³ The duties are, under immediate supervision or professional guidance, to perform subprofessional work in one of the optional branches of drafting in which appointment is made. The duties performed and the responsibilities assumed will vary according to the grade of the position. Salaries range from \$1620 to \$2600 a year.

The high school graduate of a Trade and Industrial Education and part-time training program is qualified, when he has fulfilled the experience requirement, without further education, to fill the positions of associate superintendent of construction and superintendent of construction at salaries of \$3200 and \$3800 a year, respectively.⁴

3. U. S. Civil Service Examination Announcement, No. 28

4. U. S. Civil Service Examination Announcement, No. 49

CHAPTER X

THE FEDERAL RESERVE SYSTEM

The purposes of the Federal Reserve System are to provide for the establishment of Federal Reserve banks, to furnish an elastic currency, to afford means of rediscounting commercial paper, to establish a more effective supervision of banking in the United States, and for other purposes. The Board of Governors exercises supervisory functions.

The system includes twelve Federal Reserve banks and twenty-four branches located in different sections of the country; more than 6,000 member banks; the Federal Open Market Committee; and the Federal Advisory Council. This organization hires persons trained largely as accountants, economists, statisticians, lawyers, stenographers and calculating machine operators. The applicant employed is the one best qualified for it by training and experience, and salaries are comparable to those paid under the classified service for similar work. There are 425 employees and all are unclassified.¹

Many employees in this department need special training beyond that offered by a high school. For the major positions a course in Trade and Industrial Education has no real value. Exceptions to this are the jobs as secretaries, typists, clerks, stenographers, telephone operators, custodians, addressograph and other machine operators, elevator conductors, and messengers. These jobs have been discussed in detail under Chapter IV.

1. Letter, Office of Board of Governors, Federal Reserve System, Washington, D. C.

CHAPTER XI

THE FEDERAL TRADE COMMISSION

The Federal Trade Commission attempts to prevent unfair methods of competition and deceptive acts and tries to promote fair competition in interstate and foreign commerce. Upon request of the Attorney General the Commission investigates and reports upon alleged violations of the antitrust laws.¹

Employed in this department are 687 persons, whose salaries are paid in accordance with the Civil Service regulations.² The Commission which heads this department is an administrative tribunal with its five members appointed for a term of seven years each by the President with the approval of the Senate.^{3,4} Positions excepted by statute from civil service regulations include a secretary and clerk to each commissioner, attorneys, special experts, and examiners. Each commissioner receives a salary of \$10,000 a year. The Commission appoints a secretary who receives a salary of \$5,000 a year, and has authority to employ and fix the compensation of such attorneys, special experts, examiners, clerks, and other employees as it may find necessary.⁵

Except for the positions of secretary, messenger, telephone operator, office machine operator, and custodian, jobs in this department have little connection with day trade or cooperative part-time classes. These have been discussed under Chapter IV.

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1. Annual Report, Federal Trade Commission, 1940, p. 1
 2. World Almanac, 1940, p. 757
 3. Letter, Secretary, Federal Trade Commission, Washington, D. C.
 4. Annual Report, Federal Trade Commission, 1940, p. 8
 5. The Congressional Directory, 1941, p. 687

CHAPTER XII

THE INTERSTATE COMMERCE COMMISSION

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The Interstate Commerce Commission is empowered to regulate, in the public interest, common carriers engaged in transportation in interstate commerce, and in foreign commerce within the United States. It attempts to promote safe and efficient service and encourages fair wages and equitable working conditions.¹

There are eleven members on the Commission. They appoint a secretary, an assistant secretary, a chief counsel, and such attorneys, examiners, special agents, and clerks as are necessary to the proper performance of duties.² There are 2,621 employed, all but 26 of whom come under Civil Service regulations.^{3,4}

Positions of secretary, typist, and stenographer may be filled by a graduate of a Trade and Industrial and Commercial program in high school. These have been discussed under Chapter IV.

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1. Digest of Purposes of Federal Agencies, p. 43
 2. The Congressional Directory, 1941, p. 669
 3. The World Almanac, 1940, p. 832
 4. The Congressional Directory, 1941, p. 393

CHAPTER XIII

THE MARITIME LABOR BOARD

The Maritime Labor Board was established to encourage maritime employers and their employees to make and maintain written collective agreements; to settle disputes in order to avoid interruptions to water-borne commerce; and to stabilize maritime labor relations.¹

The Board consists of three members appointed by the President, with the consent of the Senate. Each member receives a salary of \$10,000 per annum and necessary traveling and subsistence expenses. The Board appoints such experts and assistants, and officers and other employees, as are essential in performing the duties of the Board.² Among its employees are mediators, economists, clerks, stenographers, and typists. The Civil Service Commission, in every case, determines the eligibility of persons applying for these positions. Positions as mediators or economists require previous experience in the respective fields.³

Twenty-eight persons have employment under this Board.⁴ Secretaries, typists, and clerks may well receive their training in cooperative part-time classes, under a Trade and Industrial and Commercial Education program.

1. Digest of Purposes of Federal Agencies, p. 44

2. The Merchant Marine Act of 1936, Sec. 1007, Title X, p. 4

3. Letter, Paul F. Steiner, Administrative Assistant, Maritime Labor Board

4. The World Almanac, 1940, p. 832

CHAPTER XIV

THE NATIONAL LABOR RELATIONS BOARD

The National Labor Relations Board affirms the right of employees to full freedom in self-organization and collective bargaining, and declares unlawful labor practices which might deny these rights.¹

A Chairman heads the board. On the staff are a General Counsel, an Acting Secretary, an Assistant General Counsel, a Chief Trial Examiner, a Director of Publications, a Director of Personnel, and a Chief Clerk.² There are 841 persons employed in this department, 454 of whom are under Civil Service regulations, while 387 are unclassified.³

Members of the Board are appointed by the President, with the consent of the Senate. Each member receives a salary of \$10,000 a year and is not allowed to engage in any other employment. The Board appoints, without regard to the provisions of the civil service laws, such attorneys, examiners, regional directors, and other employees as are needed.⁴ Positions of attorney, examiner, and director require more than a high school education.⁵ However, there are positions of secretary, typist, and clerk where adequate training can be received under a Trade and Industrial and Commercial Education program in high school.

1. Digest of Purposes of Federal Agencies, p. 45

2. Congressional Directory, 1941, p. 398

3. World Almanac, 1940, p. 832

4. National Labor Relations Act (49 Stat. 449) pp. 3-4

5. Fifth Annual Report, National Labor Relations Board, 1940, pp. 9-10

CHAPTER XV

THE NATIONAL MEDIATION BOARD

The National Mediation Board facilitates, through the process of mediation, the making and maintenance of labor agreements between railroads or air line and their employees, establishing the rates of pay, the hours of work, and the working rules of these employees.¹

There are three members, a secretary, an assistant secretary, and eleven mediators on the board. The members of the Board are appointed by the President, with the consent of the Senate.² The beginning salary for a mediator is \$3800 annually and a considerable amount of experience in actual negotiations in wages and rules agreements is required to qualify for these positions. There are twenty-five employees, mostly clerks and stenographers. All persons with the board are subject to rules and regulations of the Civil Service Commission.³

1. The Railway Labor Act and The National Mediation Board, 1940,
p. 9

2. The Congressional Directory, 1941, p. 398, p. 685

3. R. F. Cole, Secretary, National Mediation Board, letter.

CHAPTER XVI

THE RAILROAD RETIREMENT BOARD

The Railroad Retirement Board administers a retirement system for the payment of annuities and pensions to aged and disabled railroad employees, and an unemployment insurance-employment service system for the payment of benefits to and securing the reemployment of railroad employees who become unemployed.¹

There are three members appointed by the President, heading a staff of assistants.² Employment in this department is held by 2,598 persons, all but 55 of whom come under civil service.³ The positions for which the graduate of a high school Trade and Industrial and Commercial Education program can qualify are those of typist, secretary, stenographer, messenger, telephone operator, and custodian.

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1. The Congressional Directory, 1941, p. 688, p. 400
 2. The World Almanac, 1940, p. 832
 3. Civil Service Act and Rules, pp. 164-165

CHAPTER XVII

THE SECURITIES AND EXCHANGE COMMISSION

The functions of the Securities and Exchange Commission fall within these classes: supervision of registration of security issues and suppression of fraudulent practices in sale of securities; supervision and regulation of trading in outstanding securities on the stock exchanges and in the markets; regulation of public utility holding companies; supervision of indentures in the public offering of new security issues; registration and regulation of investment companies and advisers under the Investment Company and Investment Advisers Acts of 1940; and other duties.¹

Under the Board of Commissioners the department is in several divisions including Legal, Registration, Trading and Exchange, Public Utilities, Reorganization, Investment Company, and Administrative. There are nine regional offices, each headed by an administrator. There are 1,576 persons employed in this department, more than half of whom are within the Civil Service. The only exceptions of appointments from the Civil Service rolls are for attorneys, who must be members of the bar, and experts who must be persons possessing highly specialized or technical experience in either securities, utilities, or corporate organizations.²

The range of compensation for expert positions³ is from \$3200 to \$5600 per annum, with a few key positions paying higher salaries.

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1. Digest of Purposes of Federal Agencies, p. 46
 2. Letter, Assistant Director of Personnel, Securities and Exchange Commission, Washington, D. C.
 3. Sixth Annual Report, Securities and Exchange Commission, 1940, pp. 1-11

The remuneration paid attorneys is \$2000 a year for the junior grade up to \$5600 a year for principal attorneys. Classified Civil Service employees in this organization receive salaries from \$1080 a year upward, but with very few positions paying more than \$3200 a year.⁴

The expert positions require specialized training, but many of the civil service jobs in this governmental department can be secured by graduates of a Trade and Industrial Education program in high school. Commercial work and part-time training program prepare the student to qualify for many of the secretarial and clerical jobs. For detailed information on these jobs, see Chapter IV.

4. Letter, op.cit.

CHAPTER XVIII

THE SMITHSONIAN INSTITUTION

The Smithsonian Institution is a government bureau originally founded through the beneficence of James Smithson, an Englishman, as an institution of learning and research. It is located in Washington, D. C., and has the threefold purpose of increasing knowledge by research, diffusing it by means of publications, and exchanging the results of investigations with other countries. It is administered by two bodies; one consisting of the President, the Vice President, the Chief Justice, and the members of the Cabinet; and the other consisting of two members of the first Establishment, the Vice President and Chief Justice, and three Senators, three Representatives, and six citizens from as many different states, two of whom must be residents of the city of Washington, who make up a Board of Regents. The members of the board are appointed by joint resolution of Congress. The Bureaus under the Smithsonian Institution are supported by appropriation of Congress.¹

Government Bureaus² which come under the direction of the Smithsonian Institution are the National Museum, the National Gallery of Arts, the National Collection of Fine Arts, the Freer Gallery of Art, the Bureau of American Ethnology, the International Exchanges, the National Zoological Park, the Astrophysical Observatory, the Division of Radiation and Organisms, and the Smithsonian Gallery of Art Commission.

Employed in this bureau are 489 persons. Salaries of Aids vary from \$1,680 to \$2,300 per annum. These assist the research staff and are

1. The Congressional Directory, 1941, p. 693

2. Ibid. p. 403

engaged in a wide variety of activities including preparation of fossils, taxidermy, philately, osteology, history, library work, in addition to several of the fields in biology, geology, and engineering. There are about thirty such positions in the Museum, but vacancies occur infrequently.

On the professional staff there are about twenty-eight positions up to and including the rank of assistant or associate curator. For the higher curatorial positions which pay \$4,600 per annum, the vacancies are usually filled by promotion from the assistant or associate curators. The salary range for assistant curators and below varies from \$2,000 to \$3,200 per year. The work is concerned with the fields of biology, anthropology, geology, history, and engineering and vacancies do not occur very frequently. All positions are filled through Civil Service.³ With the exception of the secretarial, clerical, and custodial jobs, positions in this bureau have no connection with Trade and Industrial Education and part-time classes. The secretarial and clerical jobs are discussed in detail under Chapter IV.

3. Letter, Office of Smithsonian Institution, Washington, D. C.

CHAPTER XIX

THE TENNESSEE VALLEY AUTHORITY

The Tennessee Valley Authority provides for maintenance and operation of Government-owned properties in the vicinity of Muscle Shoals, Alabama, and unified development and control of the water resources of the Tennessee River and its tributaries through the construction of dams to provide navigation, control floods, and produce power; utilization of the power for the purpose of determining the relative costs of public and private power operation, and distribution of this power to the greatest number of people; experimentation to lower the cost of production, distribution, and application of the major elements of fertilizers, and promotion of the national defense by maintaining a plant ready to manufacture nitrates; planning for the complete Tennessee River watershed, including erosion control, forestation, the further use of mineral resources, the promotion and coordination of industry and agriculture, surveys and plans for the proper use of land and other natural resources, and the general social and economic well-being of the Valley.¹

Departments within the Authority include the Office of the Board of Directors; the Office of the General Manager; Management Service Departments which include Personnel, Finance, Legal, Materials, Land Acquisition, and Office Service; Water Control in the River Channel; Water Power Utilization; Water Control of the Land; and Regional Survey and Demonstration.²

1. Digest of Purposes of Federal Agencies, p. 47

2. Administrative Bulletin No. 30-2, 1941, p. 1-3

There are 12,149 persons employed under this Authority, all in the Unclassified Service.³ Although the Authority is exempt from the provisions of civil service laws, civil service ratings are considered along with other evidences of qualifications. Employees transferred to the Authority from the classified civil service are eligible to retain their civil service status and retirement benefits. The Authority's personnel needs are served from its own application registers and files, and applications with other government agencies are not recorded with the Authority. Appointments and promotions are made on the basis of merit and efficiency.

The Board of Directors which heads the Authority is composed of three members appointed by the President, by and with the advice and consent of the Senate. The President designates the chairman, but all other officials, agents, and employees are designated and selected by the board. Each member of the board receives an annual salary of \$10,000, quarters, and actual expenses.⁴

Positions to which appointments are made by the board include those of managers, assistant managers, officers, employees, attorneys, and agents. Salaries vary with the duties involved and are defined by the board. Stenographers, typists, secretaries, and clerks are employed in the various offices. Exceptionally competent stenographers and secretaries are demanded. Candidates who have supplemented their high school training with college work or the equivalent and have demonstrated resourcefulness, tact, and intelligence are better qualified for the

3. World Almanac, 1940, p. 832

4. TVA Salary Schedule - 1626 - (PH-11-39)

duties which they are called upon to perform. A year or more of stenographic experience in a well-organized office is desirable and almost requisite. Preliminary requirements are the ability to type accurately from plain copy at the rate of fifty words a minute and to take accurate shorthand at one hundred words a minute.

Persons interested in any of the administrative, professional, technical, and supervisory positions or in the stenographic or clerical positions, have the necessary qualifications, and have not already filed applications are invited to do so by means of letters giving full details of previous education, training, experience, and interests. Information desired includes age, education and other training, employment or professional record (including dates, names of employers, earnings, nature of duties, etc.) personal and professional interests, reports and other writings, as well as other pertinent data.⁵ Annual salary grades are assigned to positions upon a basis of duties and responsibilities involved. The classification of annual positions conforms generally with standards prevailing in the classified Federal service. Annual employees who have rendered satisfactory service of not less than one year in a grade are eligible for salary increases within grades.⁶

Workmen are drawn as far as possible from the Tennessee Valley area. Construction projects are necessarily temporary, and the Authority does not encourage migration of men from other sections without the prospect of reasonably permanent employment. There are large numbers of well-qualified craftsmen and laborers in the region, and workmen are

5. Letter, TVA Office, Knoxville, Tennessee

6. Tennessee Valley Authority Act (299567-41-1)

called from outside the Tennessee Valley Area only when men well qualified for certain special jobs cannot be obtained in the area.⁷ Hourly rates of pay are determined upon a basis of occupational classification and are not less than those prevailing for work of a similar nature in the vicinity of the Authority's operations. Applications should be made to the Tennessee Valley Authority, Knoxville, Tennessee.

A high school Trade and Industrial Education program offers training which will qualify the graduate for the positions of stenographer, typist, secretary, clerk, typewriter repairman, telephone operator, tabulating machine operator, stonemason, statistical clerk, sorting machine operator, rotoprint operator, photographer, photostat and blueprint operator, plasterer, sheetmetal worker, mimeograph operator, painter, assistant engineman, assistant electrician, addressographer, and other similar jobs. Other jobs of a professional or technical nature which require specialized training have no connection with a Trade and Industrial Education program. Positions of stenographer, typist, secretary, clerk, telephone operator, and the various machine operators are discussed under Chapter IV. Positions of mechanical helper, both tractor and automotive, general mechanic, senior operator (highway building equipment), machinist, and superintendent of construction are discussed fully under Chapter V.

7. TVA Government Bulletin 321 (PD-10-40) p. 3-4

CHAPTER XX

THE NATIONAL ARCHIVES

For records worth keeping over long periods of time, or permanently, The National Archives provides in its building a haven where they are protected from injurious atmospheric conditions, insects, dirt, fire, and theft, and where, should the occasion arise, the successive floors of concrete and steel would provide a degree of resistance to aerial bombardment comparable to that afforded by new archival structures which have been built in Europe recently, to cope with such hazards.¹ These records include motion picture films, sound recordings of historical activities of the United States, Presidential Proclamations, Executive Orders, and other documents. The Division of the Federal Register publishes Presidential proclamations and other important documents and supervises and coordinates the form, style, arrangement, and indexing of the codification of the administrative laws of the various Government agencies.²

Salaries for the various types of work in The National Archives begin at \$1,260 per annum. There are subprofessional and professional positions with initial salary rates of \$1260, \$1440, \$1620, \$1800, \$2000, \$2600, \$3200, \$3800, and \$4600, depending upon the difficulty of the work and responsibility involved.³

All positions in The National Archives are subject to the rules and regulations of the Civil Service Commission and must be filled through

1. Digest of Purposes of Federal Agencies, p. 47

2. World Almanac, 1940, p. 289

3. Letter, Chief of Division of Personnel, National Archives

that agency.⁴ There are about 400 employees on the staff. Advanced specialization is required for the person who aspires to a professional position in the National Archives. Qualifications and requirements of secretarial and stenographic positions may be met by the graduate of a Trade and Industrial Education course, with necessary commercial courses, in high school. For further information on these jobs see Chapter IV.⁵

4. Civil Service Act and Rules, p. 169

5. Sixth Annual Report of Archivist of United States, p. 38

CHAPTER XXI

THE VETERANS' ADMINISTRATION

The Veterans' Administration administers all laws which pertain to members, of former years, of the naval and military forces of the United States. It gives relief to veterans and to dependents of deceased veterans of all wars, and to veterans and dependents of deceased veterans who served in the Government military and naval establishments during peace times.¹

The Veterans' Administration employs many types and classifications of personnel: managers, physicians, nurses, pharmacists, aides, dietitians, laboratorians, dental mechanics, librarians, firemen, carpenters, painters, plumbers, electricians, automechanics, chauffeurs, laborers, clerks, stenographers, typists, chefs, bakers, mess attendants, hospital attendants, barbers, matrons, housekeepers, maids, laundry helpers, and seamstresses. Salaries range from \$1020 to \$9000 per annum. The total personnel numbers about 44,000.

All positions are filled in accordance with Civil Service rules and regulations, and eligibility for appointment is obtained by qualifying in the proper Civil Service examination.² The higher grade positions are usually filled through the promotion or transfer of qualified personnel on duty. The lower grade positions are filled by selection from Civil Service registers.

Requirements of a big per cent of the jobs of this Administration may be met by the graduate of a Trade and Industrial Education program.

1. Letter, Director of Personnel, Veterans Administration

2. Civil Service Act and Rules, p. 170

Such jobs as under file clerk, stock clerk, assistant statistical clerk, stenographer, typist, messenger, telephone operator, elevator conductor, typewriter repairman, carpenter, painter, plumber, electrician, auto-mechanic, chauffeur, clerk, laborer, chef, baker, meat cutter, mess attendant, hospital attendant, barber, matron, housekeeper, maid, laundry helper, and seamstress may be filled by the graduate of a Trade and Industrial Education program where apprenticeship has been served in the chosen trade. In some of the jobs, experience before entering civil service is required, but in most cases the apprentice training in connection with the cooperative part-time classes is sufficient. Evening trade classes provide valuable preparation for many of these jobs.

Positions of stenographer, typist, secretary, clerk, telephone operator, and the various machine operators which the high school graduate of Trade and Industrial Education and commercial courses is qualified to fill are discussed fully under Chapter IV. Positions of mechanical helper, general mechanic, machinist, and superintendent of construction which also come within the Veterans' Administration, are discussed under Chapter V. Other positions within this Administration which the high school graduate in Trade and Industrial Education is qualified to fill include that of baker whose duties are as indicated by the title of the position and include both bread and pastry baking; cook, the duties of which are indicated by the title of the examination; and meat cutter whose duties are to store and cut meats, to receive and weigh meat, and in general to take carcass of beef and handle it from carcass until meat is ready to serve as steaks, chops, rib roasts, etc. and to perform related work as required.³

3. Information gathered from the following Civil Service Examination Announcements:

Junior Bookkeeping Machine Operator, No. 9-45, Assembled

Junior Multigraph Operator, No. 144, Unassembled

Addressograph Operator, No. 215, Unassembled

Assistant Messenger, No. 104, Assembled

Baker, No. 9-154, Unassembled

Cook, No. 9-191, Unassembled

Meat Cutter, No. 9-153, Unassembled

Attendant, Supplemental Form A-114

Student Nurse, No. 56, Assembled

CHAPTER XXII

THE AMERICAN BATTLE MONUMENTS COMMISSION

The American Battle Monuments Commission commemorates the services of the American forces in Europe during the World War by the erection of suitable memorials, by the preparation and publication of historical information; administers and maintains the American national cemeteries and memorials in Europe; and exercises control over the erection of memorials in Europe by American citizens, states, municipalities, or associations.¹

There are 121 persons employed in this department.² The Commission's construction program was completed several years ago, and has little need for architectural, technical, or professional services other than those which are secured from other agencies of the government. However, additional services are acquired by contract when needed.

The personnel of the Commission are appointed after selection from certificates of eligibles furnished by the Civil Service Commission. Most appointments are made from the stenographic and clerical registers at entrance salaries of \$1260 or \$1440 per annum, with the opportunity of qualifying for promotion to vacancies which may occur in higher positions,³ and the graduate of a Trade and Industrial and Commercial Education program is immediately qualified to fill these jobs.

1. The Congressional Directory, 1941, p. 608

2. The World Almanac, 1940, p. 832

3. Letter, Secretary American Battle Monuments Commission, Washington, D. C.

CHAPTER XXIII

THE UNITED STATES MARITIME COMMISSION

According to the Merchant Marine Act of 1936, "It is necessary for the national defense and development of its foreign and domestic commerce that the United States shall have a merchant marine (a) sufficient to carry its domestic water-borne export and import foreign commerce of the United States and to provide shipping service on all routes essential for maintaining the flow of such domestic and foreign water-borne commerce at all times, (b) capable of serving as a naval and military auxiliary in time of war or national emergency, (c) owned and operated under the United States flag by citizens of the United States insofar as possible, and (d) composed of the best-equipped, safest, and most suitable types of vessels, constructed in the United States and manned with a trained and efficient personnel. It is hereby declared to be the policy of the United States to foster the development and encourage the maintenance of such a merchant marine."¹

With the exception of a comparatively few positions all of which require specialized training and experience in maritime activities, all appointments in this organization must be made in accordance with Civil Service regulations.² There are 1,371 persons employed.³

Examinations are now being conducted to establish registers to fill vacancies in this Commission for positions with salaries of \$2000 to \$5600 a year, but all of these require college or specialized training

1. Digest of Purposes of Federal Agencies, p. 49

2. Letter, Director of Personnel, U. S. Maritime Commission

3. World Almanac, 1940, p. 832

beyond high school.⁴ Many secretaries, clerks, and stenographers are required by this commission, their salaries being in accordance with the various certified grades. A Trade and Industrial and Commercial Education program offers training which will qualify the student to fill many of these jobs.

The high school graduate of a Trade and Industrial Education course with its part-time employment program can, after qualifying in experience, fill the position of marine surveyor under the United States Maritime Commission. The salary is \$3200 a year and the duties, under general supervision, are to conduct complete independent surveys of ocean-going merchant vessels, including the inspection of hulls, appurtenances, engines, boilers, machinery and equipment, and the preparation of detailed reports covering all defects and requirements as to repair and maintenance, including cost estimates; and to perform related work as required.⁵

The high school graduate of a Trade and Industrial Education course, after qualifying in experience, can fill the position of expediter (marine propelling and outfitting equipment) under the United State Maritime Commission. The salary is \$3200 a year and the duties are, under general supervision and with considerable opportunity for the exercise of initiative, resourcefulness, and independent action, to perform a variety of duties bearing directly upon the progress of production in manufacturing plants throughout the United States; to follow a schedule of visits to manufacturing plants producing marine propelling

4. Letter, Director of Personnel, U. S. Maritime Commission

5. U. S. Civil Service Examination, Announcement No. 72, Unassembled

and outfitting equipment prior to time of delivery, and to ascertain by investigation the status of production and probability of delay; to prepare reports and recommendations regarding the status of production, covering such factors as facilities of the plant, materials and methods used, economic status and practical ability of the manufacturer to produce, the date when material and equipment can be produced and delivered, and the necessary changes in the schedule of production; to follow up and expedite shipments in transit; and to serve as a contact with manufacturers in the rescheduling of orders.⁶

The graduate of a high school Trade and Industrial Education and part-time training program can qualify for the position of Junior Inspector, Engineering Materials, with a salary of \$1620 a year. He may enter one of the optional branches, steel hulls, mechanical, electrical, or radio. If he applies himself to the job he may be promoted to the higher position of Associate, Assistant, or Senior Inspector with a top salary of \$2600 a year.⁷

6. U. S. Civil Service Examination Announcement, No. 62, Unassembled

7. U. S. Civil Service Examination Announcement, No. 9-43, Unassembled

CHAPTER XXIV

THE NATIONAL CAPITAL PARK AND PLANNING COMMISSION

The National Capital Park and Planning Commission was created for the purpose of preserving the flow of water in Rock Creek, preventing the pollution of Rock Creek and the Potomac and Anacostia rivers, preserving forests and natural scenery in and about Washington, and to provide for the development of the park and playground system of the National Capital. It employs only twenty persons, all of whom are employed through civil service. Their duties are in connection with the acquisition of land and other functions usually devolving upon a municipal planning commission. Salaries which range from \$1080 to \$3000 per annum, are paid through appropriations by Congress.¹

This small board employs a few secretaries who may qualify for positions in the department upon graduation from high school where courses in Trade and Industrial Education and the part-time training program have been taken, but the remainder of the positions have no connection with a Trade and Industrial Education program. For detailed information concerning the secretarial and stenographic positions under this Commission for which the high school graduate of a Trade and Industrial Education and commercial course can qualify, see Chapter IV.

1. Letter, The Secretary of the Capital Park and Planning Commission, Washington, D. C.

CHAPTER XXV

THE NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS

The National Advisory Committee for Aeronautics was established to "supervise and direct the scientific study of the problems of flight, with a view to their practical solution" and to "direct and conduct research and experiment in aeronautics." There are fifteen members appointed by the President, two representatives each of the War and Navy Departments, two representatives from the Civil Aeronautics Administration, one representative each from the Smithsonian Institution, the United States Weather Bureau, and the National Bureau of Standards, and six additional persons who are "acquainted with the needs of aeronautical science, either civil or military, or skilled in aeronautical engineering or its allied sciences." All members serve without remuneration.¹

All positions in this organization are filled through Civil Service, salaries ranging from \$720 to \$9000 a year. There are about 900 employees whose qualifications vary from a grade school education to a number of years of university work plus years of research experience.² Requirements for such positions as stenographer, typist, secretary, and custodian, are met by a Trade and Industrial and Commercial Education program.^{3,4}

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1. The Twenty-sixth Annual Report of the National Advisory Committee for Aeronautics, 1940, p. 19
 2. Letter from Assistant Secretary, National Advisory Committee for Aeronautics, Washington, D. C.
 3. U. S. Civil Service Commission Announcement, No. 144, Unassembled
 4. U. S. Civil Service Commission Announcement, No. 9-45, Assembled

CHAPTER XXVI

THE UNITED STATES TARIFF COMMISSION

The United States Tariff Commission investigates and reports upon all tariff matters and makes investigations and reports and furnishes any information which may be required by the President, the House Ways and Means Committee, the Senate Finance Committee, or either branch of Congress.¹

There are 305 persons employed,² most of whom have a broad economics background, and in the higher grade positions, considerable specialization in tariffs, international trade, and international economic relations. There are technical positions which call for experience in various industrial fields, such as iron and steel, chemicals, paper and pulp.³ There are about 150 persons in the professional group, but the turnover is not great for there are few vacancies. The entrance salary of a junior professional employee is usually \$2000 per annum. Appointments are made from the Civil Service register. With the exception of stenographic and custodial positions, including office device operators, telephone operators, and stock clerks, and jobs connected with a few of the industrial fields, such as the synthetic organic chemicals industry,⁴ the Trade and Industrial Education program is not adequate preparation for the positions in this department.

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1. The Twenty-fourth Annual Report of the United States Tariff Commission, 1940, p. 2
 2. The World Almanac, 1940, p. 832
 3. The Twenty-fourth Annual Report of the United States Tariff Commission, 1940, p. 30
 4. U. S. Civil Service Commission Announcement, No. 9-340, Assembled

CHAPTER XXVII

SUMMARY

The high school youth who is interested in a job career with the Federal Government should first study his own interests and his own capabilities. He should then make a thorough study of the fields of government service in which he aspires to engage, learning which fields offer opportunities for growth, development, and permanency. He should read newspapers, magazines, and books on government and politics; attend lectures; and avail himself of every opportunity to get better acquainted with his possible future employer. If the job in the field in which he is interested comes under the Civil Service Rules, he should inquire at his local post office for information regarding applications and qualifications for the position which he has in mind, or write to the Civil Service Commission, Washington, D. C., for the needed information.

The high school youth should take advantage of local library facilities and learn all he possibly can regarding jobs in the field in which he is interested. He should, if possible, make personal acquaintance of persons engaged in this type of work. Experience is valuable, and part-time employment with apprentice training in his chosen line of future employment, will be invaluable in qualifying for employment in government service. The student should plan his high school courses with his chosen field in mind. Any school offering a commercial course and a part-time trade and industrial or day-trade program will give the student the training he needs to enter jobs available in government service, without special or college training.

This study has shown that the positions of stenographer, typist, and secretary in government service are numerous. Each independent

office, agency, and establishment has its clerical staff, for stenography and typing form a large part of all government office work. A graduate of a Trade and Industrial Education program in high school is qualified to secure employment in this type of work provided preliminary commercial courses have been taken previous to enrollment in the part-time Trade and Industrial program. After appointment is received to a civil service job in stenography, chances are excellent for promotion for the youth who takes advantage of his opportunities.

The lower grades of clerical positions are open to graduates of Trade and Industrial Education courses in high school. Vacancies in the higher grades of clerical positions are usually made from the lower grades. For persons with exceptional talent the chances for promotion are excellent, even to higher positions as heads of bureaus, assistant secretarial positions, or to administrative positions.¹

For the youth who plans to enter the stenographic or clerical field in government service, the high school course should include English, history, mathematics, spelling, and all commercial subjects. To succeed a stenographer should have tact, patience, initiative, a good memory, a pleasing voice and be neat and well groomed.

Many office machine operators are required in government service. The high school graduate of a Trade and Industrial Education program can qualify for this type of position if he has received training in operating these machines in his part-time training program. Office machines which are in use in the various independent agencies, offices and independent establishments of the government, and require

1. Taylor, Federal Employment Under the Merit System, p. 67

operators include calculating machines, card-punch machines, automatic blueprint and photostat machines, tabulating machines, sorting machines, billing machines, and addressographs. Operators need clerical training and courses in penmanship, spelling, and arithmetic.

This study has shown that there is a very real need in government service for skilled craftsmen. The Trade and Industrial Education program fills a vital service to the high school student as well as to the government in offering day trade and cooperative part-time classes. The graduate of a Trade and Industrial Education program is qualified to fill a position as plumber, sheetmetal worker, machinist, painter, patternmaker, blacksmith, electrician, aviation metalsmith, under blue print operator, dictating machine transcriber, etc. if his apprentice training has been in the chosen line of work.

If the high school graduate desires he may qualify to entire apprentice training in his chosen skilled trade, a program which the government is now sponsoring.² Here he will have a chance to improve in one of the skilled trades and get paid for learning it. His high school Trade and Industrial Education training program will give him a better chance to secure this vocational opportunity where competition is very great. The Government needs all-round machinists and other metal trades workers, and day trade courses offered in the Trade and Industrial Education program are excellent foundation training.

Although there are not very many jobs for chauffeurs in the government service, the qualifications for these attractive jobs are met by the high school trainee whose apprenticeship training has been

2. Mellett, Defense Employment and Training for Employment, p. 6

served in a garage or machine shop where he has learned to make minor repairs to a car, after he is able to show six months of paid experience as a chauffeur, for mechanical training is a requirement of the job.

The graduate of a high school course in Trade and Industrial Education can qualify for appointment as junior custodial officer and if he has had his training in a skilled trade such as plumbing or electricity, he may be promoted to position of prison instructor in his chosen trade. He is also eligible to other positions which are similar, such as prison guard, watchman for some federal building, etc.

The Tennessee Valley Authority and the Veterans' Administration are the two independent agencies of the Federal Government which are the largest employers of workers, both skilled and unskilled, for which the graduate of a high school Trade and Industrial Education program can qualify.

The lowest grade of engineering aid is open to the high school graduate, and a course in Trade and Industrial Education with apprentice training, is a valuable foundation for him. Although his job may be only that of rodman or some other type of engineering aid, if he proves his ability it is possible that he can advance to the position of engineer, without college preparation.

This study has shown that there are thousands of jobs in the independent offices, agencies, and establishments of the Federal Government which the high school graduate of a Trade and Industrial Education course is qualified to secure and fill, where he will have an opportunity for worthwhile remuneration, service to society and to himself, and greater security than many jobs outside the government service offer.

Time and space are not sufficient to give the qualifications for all of the occupations represented among the 165,000 or more employees in the independent agencies. The writer has therefore given the qualifications for a few of the occupations in which many are employed, so that an idea can be gained of the requirements for government service. Information on any job not listed may be had by writing to the United States Civil Service Commission, Washington, D. C.

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Letter, Veterans' Administration

Part V

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No. 9-45	Assembled
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APPENDIX

Only one copy of the following list could be secured and, therefore, could not be included in this thesis. Anyone desiring to get copies of this material may order them from the Civil Service Commission, Washington, D. C.

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