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PLEASE POST

FEBRUARY 1975

COLLEGE OF FINE ARTS

POSITION: Horn

RESPONSIBILITIES: Studio horn (majors, secondaries, and non-majors); brass chamber music; ancillary field (e.g., music theory-literature); faculty brass and woodwind quintets

RANK: Instructor or Assistant Professor.

SALARY: Open (commensurate with experience and training)

APPOINTMENT BEGINS: August 25, 1975

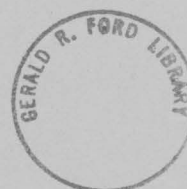
QUALIFICATIONS: Master's degree; proven teaching ability; performance ability appropriate for Principal Horn position with the Wichita Symphony Orchestra

DEPARTMENT: The Division of Music has approximately 500 music majors and offers the following degrees: Bachelor of Music and Bachelor of Music Education; Master of Music and Master of Music Education. Opportunity for music instruction is extended freely to students outside of the Division of Music.

UNIVERSITY: Wichita State University is located in culturally advantaged Wichita, Kansas, a city of 300,000. Current enrollment at the university is over 15,000. It is the policy of Wichita State University to provide equal opportunity in employment and upward mobility for all qualified persons, to prohibit discrimination in employment because of race, sex, color, religion, or national origin.

APPLICATIONS: Please send inquiries, credentials, and audition tapes at the earliest possible date, but no later than April 1, 1975, to:

Professor Don A. Hummel
Division of Music, Box #53
Wichita State University
Wichita, Kansas 67208



JOB OPPORTUNITIES
Telephone: 437-2110,
437-2131
or visit
Room 101 Hayden Hall

NORTHEASTERN UNIVERSITY

360 Huntington Avenue
Boston, Massachusetts 02115



ASSISTANT PROFESSOR

#426
3/3/75

ANIMAL PHYSIOLOGY

(To Start September 1975)

Responsibilities and Facilities:

Teaching human physiology to nursing students and other students in paramedical programs, supervising teaching assistants, developing a personal research program, and directing graduate student research.

Teaching load is an equated 12 hours per week of lecture and laboratory teaching.

The Biology Department is moderate in size. Present physiology staff include cardiovascular physiologist, endocrinologist, cell physiologist, invertebrate osino-regulatory physiologist, sensory (visual) physiologist, microbial and plant physiologists.

A marine station provides notable opportunity for physiologist whose research specialty involves work with marine vertebrates or invertebrates.

Other facilities located on the Boston campus include temperature and light-controlled animal rooms, aquarium room, workshop, darkroom, ultracentrifuges, electron microscopes.

A large greenhouse is within easy reach in Woburn, adjacent to the University's main suburban campus.

Qualifications:

Ph. D. required. Background with substantial physiological laboratory experience with the various systems of vertebrates, including mammals, is required. Some experience teaching introductory physiology is desirable.

Salary: About \$12,500 and upwards depending upon qualifications for a 3-quarter, 39-week academic year.

Interested candidates please submit (1) complete curriculum vitae, (2) three to five letters of recommendation, (3) reprints of published papers to:

F. D. Crisley, Chairman
Biology Department
Northeastern University
360 Huntington Avenue
Boston, MA 02115



NORTHEASTERN IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

JOB OPPORTUNITIES
Telephone: 437-2110,
437-2131
or visit
Room 101 Hayden Hall

NORTHEASTERN UNIVERSITY

360 Huntington Avenue
Boston, Massachusetts 02115



#420

February 21, 1975

ASSISTANT PROFESSOR IN PHARMACY
To Start September, 1975

Responsibilities: Teaching undergraduate and graduate courses in the area of pharmaceuticals - biopharmaceuticals.
Research in the area of pharmaceuticals - biopharmaceuticals.

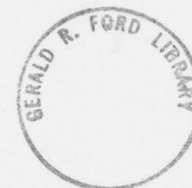
Qualifications: Required: B.S. in Pharmacy and Ph.D. in Pharmacy

Desired but not essential: Teaching and/or research in the area of pharmaceuticals - biopharmaceuticals

Salary: Commensurate with qualifications and experience.

Contact: Dr. P. L. Madan
Room 110 Mugar Life Sciences Building
Northeastern University
360 Huntington Avenue
Boston, Massachusetts 02115

Telephone: 437-3213





Department of Geography

University of Montana
Missoula, Montana 59801
(406) 243-0211

February 28, 1975

GEOGRAPHY FACULTY POSITION

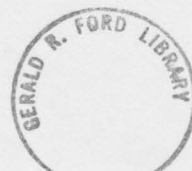
ASSISTANT PROFESSOR. September 1, 1975. Minimum salary \$11,500.

Ph.D. required. Geomorphologist, preferably with interest in rural and regional planning. Closing date for applications and letters of recommendation May 5. The University of Montana is an Equal Opportunity Employer. Women and members of minorities are encouraged to apply.

Apply: Dr. John M. Crowley, Chairman, Department of Geography.

Phone: 406-243-4302

PLEASE POST AND CIRCULATE



PART-TIME AND TEMPORARY FACULTY POSITIONS
SCRIPPS COLLEGE, CLAREMONT, CALIFORNIA 91711
FOR SEPTEMBER, 1975

- ART: Visiting Assistant Professor in Art; M.F.A. required. College or University level drawing and painting teaching experience. Studio instruction in drawing, painting, and design using a variety of materials, including acrylic paints, and various drawing media. This is a non-renewable, part-time, 2/5 position, for one year, beginning Fall 1975, one course each semester, salary \$3600 (\$1800 per semester). Applications close March 15, 1975. Contact Professor James Fuller, Chairman, Art Department, Scripps College, Claremont, California 91711. SCRIPPS IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER.
- ART: Visiting Assistant Professor in Art; M.F.A. or comparable professional experience required. Experience in teaching fabric design on the college level needed. Studio instructor to teach two courses in beginning and advanced weaving and off loom construction methods, beginning and advanced instruction in fabric design including methods of batik, tie dye, and other techniques, to graduate and undergraduate students. This is a temporary position for Fall semester 1975 only, salary \$2,000 per course. Applications close March 15, 1975. Contact Professor Neda Al-Hilali, Assistant Professor of Art, Scripps College, Claremont, California 91711. SCRIPPS IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER.
- DRAMA: Part-time Technical Director and Lecturer in Drama; Bachelor's Degree required, M.A. or M.F.A. preferred. Opening for a part-time technical director and teacher of technical theater for the Four College Players of Claremont Men's, Harvey Mudd, Pitzer, and Scripps Colleges. Position to include the development of working designs, building, painting, and use of all sets for two major productions each semester, including setting and control of theater lighting, sound, etc. Teaching includes the instruction of students in the theory and practice of the above, and the ability to supervise and direct student assistants. This is a one-year appointment only, beginning Fall 1975, salary \$5,000 for the year. Applications close April 25, 1975. Contact Professor Jesse Swan, Scripps College, Claremont, California 91711. SCRIPPS IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER.
- FRENCH: Associate or Assistant Professor in French; Ph.D. required, considerable and distinguished teaching experience preferred, publications desirable. Opening (for one year only) for specialist in 20th Century French Literature with interest and ability also in Comparative Literature and College's interdisciplinary Humanities program. One lower-division French language course also part of teaching load. This is a full-time sabbatical replacement opening (for one year only) beginning Fall 1975, minimum salary for Associate Professor \$15,000; minimum salary for Assistant Professor \$11,500. Applications close March 15, 1975. Contact Dr. Thais Lindstrom, Chairman of the French Search Committee, Scripps College, Claremont, California 91711. SCRIPPS IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER.



BIOCHEMISTRY POSITION

The University of Nebraska, Lincoln invites applications and nominations for a position to be filled by a biochemist. The 9-month appointment is a joint appointment between The School of Life Sciences and the Department of Chemistry. A starting date of August 15, 1975 is planned for the position, proposed to be at the assistant professor rank. Salary depends upon training and experience.

QUALIFICATIONS

Applicants should hold a Ph.D. degree and have postdoctoral experience, all areas of interest in contemporary biochemistry will be considered. Evaluation of candidates will be based on the potential ability and desire of the individual towards developing a rigorous research program and to be an effective university teacher.

DUTIES

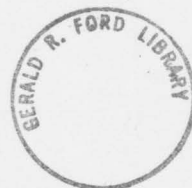
The successful candidate will be expected to direct research for students at the B.S., M.S. and Ph.D. level and to teach undergraduate and graduate courses in biochemistry. Preference will be given to those capable of teaching freshman or sophomore level courses in the Life Sciences area or in Chemistry.

APPLICANTS AND INQUIRIES

Applications should include a professional vita, three letters reference and a research interest statement. The deadline for applications is April 15, 1975. Please address all nominations, inquiries and applications to the chairman of the search committee:

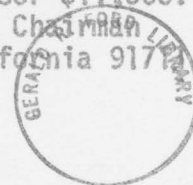
Dr. N. K. Gupta
Department of Chemistry
University of Nebraska
Lincoln, Nebraska 68508

THE UNIVERSITY OF NEBRASKA IS AN EQUAL OPPORTUNITY EMPLOYER



PART-TIME AND TEMPORARY FACULTY POSITIONS
SCRIPPS COLLEGE, CLAREMONT, CALIFORNIA 91711
FOR SEPTEMBER, 1975

- ART: Visiting Assistant Professor in Art; M.F.A. required. College or University level drawing and painting teaching experience. Studio instruction in drawing, painting, and design using a variety of materials, including acrylic paints, and various drawing media. This is a non-renewable, part-time, 2/5 position, for one year, beginning Fall 1975, one course each semester, salary \$3600 (\$1800 per semester). Applications close March 15, 1975. Contact Professor James Fuller, Chairman, Art Department, Scripps College, Claremont, California 91711. SCRIPPS IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER.
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FACULTY OPENING FOR 1975

AUGUSTANA COLLEGE

SIOUX FALLS, SOUTH DAKOTA 57102

DEPARTMENT: Music

RANK: Instructor or Assistant Professor

SPECIAL REQUIREMENTS: Master's required; D.M.A. or Ph.D. preferred;
teaching and performance experience helpful

ASSIGNMENT: Director for Collegiate Choir (70-voice "second" choir)
Director for Madrigal Singers
Soprano or alto voice of performance quality
Teacher of applied voice
Some experience with and interest in opera performance
desirable although not mandatory

STARTING DATE: September, 1975

SALARY: Competitive; dependent upon training and experience. \$10,000
minimum for Instructor

FRINGE BENEFITS: \$20,000 life insurance; basic hospitalization and medical;
major medical; disability insurance; TIAA/CREF; leave
program; tuition remission; faculty conference fund.

WRITE TO: Dr. William R. Matthews
Vice President for Academic Affairs
Augustana College
Sioux Falls, South Dakota 57102

Augustana College is a liberal arts undergraduate institution of 2,000 students located in a city of 85,000 people. Augustana College has offered quality education for over 100 years and is South Dakota's largest private college.

An Equal Opportunity Affirmative Action Employer





TEMPLE UNIVERSITY

COLLEGE OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE
PHILADELPHIA, PENNSYLVANIA 19122

DEPARTMENT OF RECREATION
AND LEISURE STUDIES

February 19, 1975

ANNOUNCEMENT OF POSITION VACANCY

Position Description

Teach undergraduate and graduate courses in Recreation and Leisure Studies. Teaching emphasis should be on program administration, leadership development and camp administration. There will also be a responsibility for advising students and assisting in Departmental research and service projects.

Qualifications

A Ph.D or Ed.D degree in Recreation is preferred. However, individuals with a Master's degree may be considered if they have had outstanding teaching or professional experience in recreation and possess the potential and desire to complete the doctorate.

Salary

Academic rank and salary commensurate with qualifications. However, the level of the position at the present time is Assistant Professor with a starting salary of \$13,500 - \$14,000 for the academic year.

Effective Date

September 1, 1975

General Information

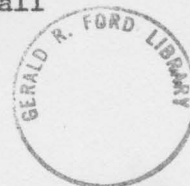
The University: Temple's strategic location at the heart of a great metropolitan center, and within reasonable traveling distance of two other metropolitan centers, places it in a close proximity to a wide variety of recreation and park agencies. The University is located at the approximate geographic center of the Delaware Valley Region which itself spans a nine county area and encompasses a metropolitan population of over five million. The region and the University provide an unusual and outstanding learning laboratory for the recreation and leisure studies students as well as viable avenues for employment.

With an enrollment of more than 30,000 students, Temple is one of the nation's largest universities. Its curricula span a broad spectrum. Students earn bachelor's degrees in 60 different fields, master's degrees in 61 areas, and doctorates in 56 specialties. The faculty numbers nearly 3,000.

Application Procedures

Send letter of application, college transcripts, personal vita sheet and three letters of recommendation to:

Dr. Charles E. Hartsoe, Chairman
Department of Recreation and Leisure Studies
College of HPERD - Pearson Hall
Broad and Montgomery Avenue
Philadelphia, PA 19122



Temple University is an Equal Opportunity Employer.



TEMPLE UNIVERSITY

COLLEGE OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE
PHILADELPHIA, PENNSYLVANIA 19122

DEPARTMENT OF RECREATION
AND LEISURE STUDIES

February 19, 1975

ANNOUNCEMENT OF POSITION VACANCY

Position Description

Teach undergraduate and graduate courses in Recreation and Leisure Studies. Teaching emphasis should be on therapeutic recreation. There will also be a responsibility for advising students and assisting in Departmental research and service projects.

Qualifications

A Ph.D or Ed.D degree in Recreation is preferred. However, individuals with a Master's degree may be considered if they have had outstanding teaching or professional experience in recreation and possess the potential and desire to complete the doctorate.

Salary

Academic rank and salary commensurate with qualifications. However, the level of the position at the present time is Assistant Professor with a starting salary of \$13,500 - \$14,000 for the academic year.

Effective Date

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Dr. Charles E. Hartsoe, Chairman
Department of Recreation and Leisure Studies
College of HPERD - Pearson Hall
Broad and Montgomery Avenue
Philadelphia, PA 19122

Temple University is an Equal Opportunity Employer.



notice of position vacancy



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Vacancy No.

Y-75-53H

Issue Date:

February 19, 1975

Closing Date: *

OPEN CONTINUOUSLY

Position: Clerk-Typists, GS-322-2/3/4; Clerk-Stenographers, GS-312-3/4/5; Clerk (Typing), GS-301-5; Secretary (Typing), GS-318-5; Secretary (Stenography), GS-318-6.
(NONE EMPLOYED UNDER FAIR LABOR STANDARDS ACT AS AMENDED)
Location: Headquarters, Secretarial Assistance Staff, Washington, D.C.

DUTIES: Come to visit your beautiful nation's Capital and consider employment with a Cabinet-level agency. This is where it's happening! World affairs are an every day news item. History is being made here, and you'd be helping to make it.

Come to Washington, D.C. and feel a close kinship with the rest of the world. HUD can help make your dream come true by paying your travel and moving expenses. Lillian Westray will even assist you in finding housing. Why don't you give her a call on 202-755-5401?

(CONTINUED ON PAGE 2)

BASIC QUALIFICATIONS: Civil Service Commission requirements: Must meet Civil Service Commission requirements; must be proficient in your skills, and in addition meet the following requirements for each grade.

Clerk-Typist, GS-322-2 and Clerk-Stenographer, GS-312-3
Successful completion of 4 year high school course; or six months of typing or stenography experience, as appropriate.

Clerk-Typist, GS-322-3 and Clerk-Stenographer, GS-312-4
Successful completion of one academic year of substantially full-time study in a resident school above the high school level; or one year of typing or stenography experience, as appropriate.

Clerk-Typist, GS-322-4 and Clerk-Stenographer, GS-312-5
Successful completion of two academic years of substantially full-time study in a resident school above the high school level; or two years of typing or stenography experience, as appropriate; or one year of education as described (CONTINUED ON PAGE 2)
Selective Factors: Dependable, cooperative attitude, initiative and judgement in carrying out responsibilities, good leave record, and satisfactory reference check with previous employer, schools, and personal references.

Alice Cavanaugh

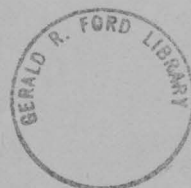
The servicing Personnel Officer is _____

*Represents date after which selection panel may convene to consider applications.
Applications received between this date and up to day panel meets will also be considered.
Candidates may apply as indicated below:

1. Headquarters employees are to submit Form HUD-878.7, Request for Merit Staffing Consideration.
2. Field employees are to send a Merit Staffing Resume, Form HUD-878.6, and indicate the vacancy for which they are applying and whether they are to be considered for lateral reassignment or promotion only.
3. Outside applicants are to submit Standard Form 171, Personal Qualifications Statement.
4. All forms are to be sent to Room 2258 HUD Building, 451 - 7th Street, S.W., Washington, D.C. 20410.

HUD-878.4 (2-73) Previous edition is obsolete

HUD is an Equal Opportunity Employer



Vacancy No Y-75-53H

Clerk-Typists, GS-322-2/3/4; Clerk-Stenographers, GS-312-3/4/5; Clerk (Typing), GS-301-5; Secretary (Typing), GS-318-5; and Secretary (Stenography), GS-318-6.

DUTIES (Continued):

General clerical duties including typing, shorthand, filing, xeroxing, answering the telephone and other miscellaneous duties. The positions are located in the Secretarial Assistance Staff where the employees work throughout the Department, (yes, THE SECRETARY'S OFFICE too), wherever they are needed.

QUALIFICATIONS (Continued):

described in above plus one year of typing or stenography experience, as appropriate.

Clerk(typing), GS-301-5

General Experience: One year of progressively responsible general office experience.

Specialized Experience: Two years of general office experience which included significant typing responsibilities requiring a high degree of proficiency.

Secretary (Typing), GS-318-5

General Experience: Two and one-half years of typing, stenographic, or general clerical work of which six months must have demonstrated ability to perform secretarial work above the trainee level; for example, answering telephone calls, receiving visitors, composing or reviewing correspondence, obtaining and presenting information, or serving as a personal clerical assistant or aide.

Specialized Experience: One-half year of experience in secretarial work involving responsibility for serving as the principal personal office assistant to a designated supervisor, and which included participation in the work of the supervisor through a close and direct working relationship and involved most or all of the kinds of duties described under General Experience. Must be proficient in typing skills. Appropriate education may be substituted for general experience, and part of the specialized experience. Must also meet Whitten requirements, where applicable.

Secretary (Stenography), GS-318-6

General Experience: Two and one-half years of typing, stenographic or general clerical work of which six months was spent in secretarial work above the trainee level; for example, answering telephone calls, receiving visitors, composing or reviewing correspondence, obtaining and presenting information, or serving as a personal clerical assistant or aide.

Specialized Experience: One year of specialized experience in secretarial work which must have involved responsibility for serving as the principal personal office assistant to a designated supervisor and included participation in the work of the supervisor through a close and direct working relationship which involves most of the kind of duties described under General Experience. Must be proficient in typing and stenographic skills.

Appropriate education may be substituted for general experience, and part of the specialized experience.



March, 1975

DEPARTMENT

**ENGINEERING TECHNOLOGY
SCHOOL OF SCIENCE AND TECHNOLOGY**

**JOB
DESCRIPTION**

INSTRUCTOR OF BUILDING CONSTRUCTION TECHNOLOGY.

Twelve credit hour teaching load in building construction undergraduate courses with specific instructional and advisory duties related to building construction; ability to develop new courses, function with on-going courses and participate in the revision of present programs; ability to work effectively with both associate and baccalaureate degree students.

**TERM OF
APPOINTMENT**

Academic year (9 months)
Commencing September 1975.

QUALIFICATIONS

Master's Degree with considerable building construction experience.

**RANK AND
SALARY**

INSTRUCTOR OR ASSISTANT PROFESSOR
Salary commensurate with qualifications.

LOCATION

LAKE SUPERIOR STATE COLLEGE, a state-supported institution, is located in the Eastern Upper Peninsula of Michigan, six hours from Detroit by non-stop Highway. The Eastern Upper Peninsula abounds with recreational opportunities for those who enjoy the out of doors. The climate is ideal during the summer, with temperatures normally in the 70's. A wide variety of winter sports is also available. Sault Ste. Marie, "Center of clean air and fresh water" (pollen count is nil), is a city of 16,000. It has more than 20 churches, two score special interest clubs and associations, and an excellent school system. Across the river is the twin city of Sault Ste. Marie, Ontario, population, 75,000.

APPLY TO

**DIRECTOR OF EMPLOYEE RELATIONS, Attention: Department of Engineering
Technology, Lake Superior State College, Sault Ste. Marie, Michigan 49783.**



LAKE SUPERIOR STATE COLLEGE
SAULT SAINTE MARIE, MICHIGAN **EQUAL OPPORTUNITY EMPLOYER**

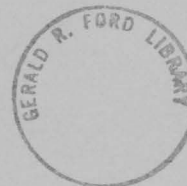


CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF PHYSICAL EDUCATION
Fullerton, California 92634

ANNOUNCEMENT OF ONE YEAR VACANCY

- Position Available: September 1, 1975 - Academic Year Appointment to replace faculty on leave.
- Probable Rank: Assistant Professor
(Salary commensurate with education and experience - probable range \$11,880 - 12,480).
- Assignment: Teaching undergraduate major classes in movement anatomy, biomechanics and analysis of skill technique in individual and dual sports; teach physical education activity classes offered in general education program.
- Qualifications: Doctorate or substantial work toward completion of the doctorate. Applicants must have advanced work and/or teaching experience at the college/university level in areas specified.
- Application: Letter of application, resume and confidential papers of qualified applicants should be sent to:
- Dr. Eula M. Stovall, Chair
Department of Physical Education
California State University, Fullerton
Fullerton, California 92634
- Phone: (714) 870-3316
- Deadline: All material requested must be received by April 10th to be considered.

CSUF, as an Equal Opportunity Employer, is committed to an Affirmative Action Policy which involves positive action in the hiring of ethnic minorities and women.



CALIFORNIA STATE UNIVERSITY, CHICO
School of Business
West First and Normal
Chico, CA 95929

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION	LECTURER, VISITING ASSISTANT PROFESSOR AND VISITING ASSOCIATE PROFESSOR, Business Administration								
DATE	Appointment Effective September 1, 1975								
GENERAL DESCRIPTION	A Lecturer appointment is for one year only. A visiting Assistant Professor or Visiting Associate Professor appointment may be negotiated for one to three years. The position is for the academic year (September to June) with no specific assignment in summers. Typically, the instructor teaches 12 units per semester, involving two to three preparations. In addition to teaching, the instructor participates in curriculum development, advising, and in other matters related to the business programs.								
QUALIFICATIONS									
Subject Matter Knowledge:	Must be qualified to teach in one or more of the following subject areas: <table><tbody><tr><td>Accounting</td><td>Office Administration</td></tr><tr><td>Management</td><td>Statistics</td></tr><tr><td>Personnel</td><td>Finance</td></tr><tr><td></td><td>Marketing</td></tr></tbody></table>	Accounting	Office Administration	Management	Statistics	Personnel	Finance		Marketing
Accounting	Office Administration								
Management	Statistics								
Personnel	Finance								
	Marketing								
Education:	Equivalent or possession of Master's degree; commitment to complete the Ph.D. or D.B.A.; demonstrated teaching effectiveness; ability to relate to and work with minority groups; desire to continue to learn.								
Experience:	Work experience at the managerial level is desired, but not essential.								
ANNUAL COMPENSATION	\$12,000 to \$19,000, depending on experience, educational background and qualifications.								



THE WORK
ENVIRONMENT

The School of Business presently offers degree programs in business administration with options in accounting, finance, management, marketing, personnel and industrial relations, and quantitative analysis. These programs are related closely to complementary programs in economics, computer science, and industrial engineering. Degree programs are also offered in business education and office administration.

Programs at the baccalaureate and Master's levels encompass those providing for specialization as well as integrative programs. Currently, there are over 80 full-time students enrolled in the graduate programs. There are approximately 1,200 undergraduate majors in business.

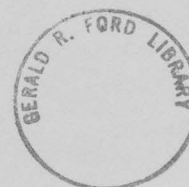
The California State University, Chico, campus is located approximately 100 miles north of Sacramento and is about three hours' driving distance from San Francisco. The city of Chico offers smog-free environment with distinct but relatively mild climatic seasons. The city has excellent schools, an urban area population of 40,000, and is economically dependent upon the University as the major industry of the area.

The city of Chico is in the heart of California's finest recreational areas. Excellent skiing, boating, hunting, and fishing opportunities are within one hour's drive.

CSU, Chico, is one of the few residential campuses in The California State University and Colleges system. Most students attend full-time and are drawn from the metropolitan areas of San Francisco and Los Angeles, as well as other parts of the state.

INTERESTED APPLICANTS SHOULD CONTACT CHAIRMAN, FACULTY RECRUITING COMMITTEE,
SCHOOL OF BUSINESS

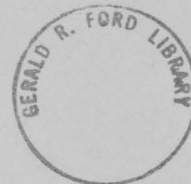
ALL PERSONS, REGARDLESS OF RACE, NATIONAL ORIGIN, SEX, OR RELIGION,
ARE URGED TO APPLY



CALIFORNIA STATE UNIVERSITY, CHICO
School of Business
West First and Normal
Chico, CA 95929

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION	LECTURER, VISITING ASSISTANT PROFESSOR AND VISITING ASSOCIATE PROFESSOR, Accounting and Law
DATE	Appointment Effective September 1, 1975
GENERAL DESCRIPTION	A Lecturer appointment is for one year only. A Visiting Assistant Professor or Visiting Associate Professor appointment may be negotiated for one to three years. The position is for the academic year (September to June) with no specific assignment in summers. Typically, the instructor teaches 12 units per semester, involving two to three preparations. In addition to teaching, the instructor participates in curriculum development, advising, and in other matters related to the business programs.
QUALIFICATIONS	
Subject Matter Knowledge:	Must be qualified to teach the following subjects: Principles of Accounting Taxes Advanced Taxes Business Law
Education:	LL.B. or J.D. plus an M.B.A. or equivalent Master's degree. Preference will be given to candidates who have a commitment to complete a Ph.D. or D.B.A. in business or related fields. C.P.A. Certificate required.
Experience:	Work experience at the managerial level is desired, but not essential.
ANNUAL COMPENSATION	\$12,000 to \$19,000, depending on experience, educational background and qualifications.



THE WORK
ENVIRONMENT

The School of Business presently offers degree programs in business administration with options in accounting, finance, management, marketing, personnel and industrial relations, and quantitative analysis. These programs are related closely to complementary programs in economics, computer science, and industrial engineering. Degree programs are also offered in business education and office administration.

Programs at the baccalaureate and Master's levels encompass those providing for specialization as well as integrative programs. Currently, there are over 80 full-time students enrolled in the graduate programs. There are approximately 1,200 undergraduate majors in business.

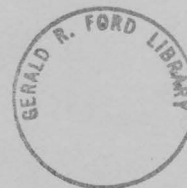
The California State University, Chico, campus is located approximately 100 miles north of Sacramento and is about three hours' driving distance from San Francisco. The city of Chico offers smog-free environment with distinct but relatively mild climatic seasons. The city has excellent schools, an urban area population of 40,000, and is economically dependent upon the University as the major industry of the area.

The city of Chico is in the heart of California's finest recreational areas. Excellent skiing, boating, hunting, and fishing opportunities are within one hour's drive.

CSU, Chico, is one of the few residential campuses in The California State University and Colleges system. Most students attend full-time and are drawn from the metropolitan areas of San Francisco and Los Angeles, as well as other parts of the state.

INTERESTED APPLICANTS SHOULD CONTACT CHAIRMAN, FACULTY RECRUITING COMMITTEE,
SCHOOL OF BUSINESS

ALL PERSONS, REGARDLESS OF RACE, NATIONAL ORIGIN, SEX, OR RELIGION,
ARE URGED TO APPLY



AVAILABLE POSITIONS AT WICHE

2/21/75

If you are interested in or know of a qualified person for one of these positions, please contact Jean Gribble.

GENERAL REGIONAL PROGRAMS

*Program Director I - Nursing	Immediately
*Project Manager, Nursing (Program Director II)	Immediately
*Administrative Assistant, Nursing (Staff Associate II)	Immediately
*Coordinator of National Conferences, Nursing (Staff Associate III)	Immediately
*Coordinator of State Pilot Testing, Nursing (Senior Staff Associate III)	Immediately
*Coordinator of Demonstration Projects, Nursing (Senior Staff Associate III)	Immediately
*Coordinator of Training, Nursing (Senior Staff Associate III)	Immediately
*Regional Programs Coordinator, Nursing (Senior Staff Associate III)	Immediately
*Coordinator of Development of Long-Term Data Bank, Nursing (Senior Staff Associate III)	Immediately
*Secretary III, Nursing	Immediately
*Secretary I, Nursing	Immediately
*Secretary I, Nursing	Immediately
*Secretary I, Nursing	Immediately
*Clerk-Typist, Nursing	Immediately
Secretary II-Cont. Ed. & Library Resources Program	Immediately
Graduate Assistant/Associate, Nursing Program (temporary)	Immediately

NCHEMS

Sr. Staff Associate	Immediately
Graduate Assistant/Associate (Part-Time)	Immediately
Secretary I	March 1, 1975
Secretary I	Immediately

ADMINISTRATION

Mailing Equipment Operator I	Immediately
Clerk I	Immediately
*1 year appointment.	



OVERSEAS VACANCY LISTING

DEPARTMENT OF THE NAVY



ISSUED BY: OVERSEAS AND RETURN PLACEMENT STAFF
DEPARTMENT OF THE NAVY
WASHINGTON, D. C. 20390

NAVSOP-3078

17 March 1975

There will be no discrimination because of race, age, sex, color, religion, national origin, lawful political affiliation, physical handicap, or marital status.

DoD employees affected by reduction-in-force or base closure are given preference in filling positions listed in this announcement. For any vacancy listed, tentative action to fill by merit promotion procedures may be cancelled upon identification of available, qualified employees who are in positions about to be eliminated.

Under existing regulations, priority consideration will be given first to current Navy and Marine Corps employees and, second, to current employees of other Defense departments and agencies.

Except in rare cases, applications are accepted only from current or former Federal employees 21 years of age or older who have civil service status. An applicant who is not a Federal career or career conditional employee or a reinstatement eligible should apply ONLY for positions which state that applications will be accepted from nonstatus individuals.

General information about overseas areas is found at the end of this vacancy list.

Forward a Standard Form 171, CSC 909, and two current supervisory appraisals to the address indicated.

SPECIAL RECRUITMENT ASSISTANCE REQUESTED FOR:

NAVY CALIBRATION LABORATORY, NAVAL STATION, ADAK, ALASKA

NAVY CALIBRATION LABORATORY, NAVAL AIR STATION, AGANA, GUAM

NAVY CALIBRATION LABORATORY, NAVAL AIR FACILITY, ATSUGI, JAPAN

NAVY CALIBRATION LABORATORY ANNEX, MARINE CORPS AIR STATION, IWAKUNI, JAPAN

NAVY CALIBRATION LABORATORY, NAVAL AIR STATION, CUBI POINT, PHILIPPINES

Forward SF 171, CSC 909 and two current supervisory appraisals to: Naval Air Systems Command Representative, Pacific (Code 111), Building 11, Naval Air Station, North Island, San Diego CA 92135

ELECTRONICS TECHNICIAN, GS-856-7 or 9, \$10,520 or \$12,841 p.a. Performs calibration and repair tasks on precision measurement equipment to maintain measurement accuracy and reliability. By means of precise electronic measurements, ensures that all of the integrated components of the various subsystems are operating properly and within established tolerances; certifies that the overall measurement system has performed to prescribed standards. May serve as team leader on special projects. Performs "on-site" calibration of large, non-portable measurement system (Position will be filled commensurate with qualification of selectee. At the GS-7 level, incumbent will receive correspondingly less difficult assignments and will be given closer supervision.) Selectee will be required to accept temporary and permanent assignments and changes in assignments to such duties and geographic locations as the Commander may direct, including travel to and from temporary duty stations by military aircraft or naval vessels. 74-39

ALASKA

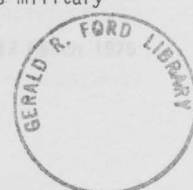
Naval Station, Adak -- Civilian Personnel Department, Naval Station, Box 2, FPO Seattle 98791

SUPERVISORY FIREFIGHTER (GENERAL), GS-081-8, \$11,640 p.a. Operations Department. 2-75

SUPERVISORY FIREFIGHTER (GENERAL), GS-081-7, \$10,520 p.a. Operations Department. 3-75

PERSONNEL STAFFING SPECIALIST, GS-212-9, \$12,841 p.a. Responsible for recruitment, staffing and placement from supervisory and technical through entrance level clerical and trade positions. Initiates off-island recruitment requests and processes new employees on board. Assists in Annual Maintenance Review of all positions and responsible for PD and JD files. Member of Special Examiners, Civil Service Commission, Adak: Schedules, conducts and scores tests; liaison with Anchorage and Seattle Interagency Boards, and assists, advises and tests military personnel concerning Veteran Transition Program. READVERTISEMENT 37-14

LIBRARIAN, GS-1410-7, \$10,520 p.a. Administration Department, Special Services Division. 4-75



- *BOILER PLANT OPERATOR, WG-5402-10, \$9.13-\$10.66 p.h.
- *DIESEL ELECTRIC PLANT CONTROLMAN, WG-5452-11, \$9.51-\$11.09 p.h.
- *HEAVY MOBILE EQUIPMENT MECHANIC, WG-5803-10, \$9.13-\$10.66 p.h.
- *AUTOMOTIVE MECHANIC, WG-5823-10, \$9.13-\$10.66 p.h.
- *ADVERTISED CONTINUOUSLY TO PROVIDE A CONTINUING FILE OF QUALIFIED APPLICANTS.

BERMUDA

U.S. Naval Air Station -- Commanding Officer, U.S. Naval Air Station, FPO New York 09560 (ATTN: Civilian Personnel Department.)

FIRE PROTECTION INSPECTOR, GS-081-5, \$8,500 p.a. Responsible for basewide fire prevention services including fire prevention inspection and extinguisher maintenance for the station proper, the operating airfield, NASA Tracking installation and on and off-base fuel storage facilities. This position is on a forty hour work week. BDA-75-9

ELECTRICAL ENGINEER, GS-850-11, \$15,481 p.a. Responsible for all electrical facilities of the installation. Designs electrical and communication systems common to a Naval Air Station, such as airfield, power plants, hangers, administration buildings, housing, hospital, schools, maintenance and storage buildings, etc. Develops preliminary and final designs, analysis, plans, and quantity and cost estimates for the electrical engineering features of projects of construction, extension, modification, or rehabilitation. Projects involve a wide variety of electrical features embracing such items as airfield lighting, power plants, underground distribution lines, substation, high and low voltage distribution in buildings, street lighting, telephone system and alarm systems, and special services. BDA-75-6

MESS MANAGER, GS-1101-11, \$15,481 p.a. Position is that of Commissioned Officers' Mess (Closed) Mess Manager and supervisor of the Consolidated Package Store. Plans and organizes all Mess and BOQ activities both at NAS and NAS Annex. Oversees purchasing of all food, beverages, supplies and equipment from Navy Exchange, Commissary, military and civilian sources. Oversees the hiring, training and supervision of employees. Inspects facilities and equipment for proper operation, maintenance and conformance with fire regulations. Insures that proper sanitation measures of all Mess and BOQ facilities and personnel are maintained. Supervises the senior civilian housekeeper assigned to the BOQ. Responsible for the operation of the Consolidated Package Store including purchasing, receiving, warehousing, retail sales, accounting, etc. The store has annual sales of approximately \$200,000. BDA-75-8

PUMPING EQUIPMENT MECHANIC, WG-5328-9, \$5.44-\$6.35 p.h. Operates and maintains three potable and non-potable water systems, including all valves, pumps, chlorinators, filters, reservoirs, water catchments and pipe lines. BDA-75-3

DIESEL ENGINE MECHANIC, WG-5344-10, \$5.66-\$6.61 p.h. Provides operational and preventive maintenance of all manually and automatically operated diesel or gasoline powered electrical generating equipment. Performs mechanical inspections and repair duties in the general maintenance, repair and overhaul of 5 to 1000 KW capacity units and associated power plant equipment. READVERTISEMENT 500712

ELECTRIC POWER CONTROLLER, WG-5407-10, \$5.66-\$6.61 p.h. Controls operation of steam, hot water boilers and auxiliary equipment in the Annex Branch, Utilities Division, Public Works Department. Generates steam at pressures up to 200 PSIG for use in building heating, industrial processes and Station laundry operation. Performs operational maintenance and major repairs to boilers and power plant equipment. Assumes duties of Electric Power Controller, WG-11 during emergencies. BDA-75-4

Officer in Charge of Construction/Resident Officer in Charge of Construction, Naval Facilities Engineering Command Contracts, Atlantic Division -- Civilian Personnel Office (Code 142), Navy Public Works Center, Norfolk VA 23511

CONSTRUCTION REPRESENTATIVE, GS-809-9, \$12,841 p.a. Duty Station: Bermuda. Acquisition Department, Construction Division, OICC/ROICC Office. The incumbent maintains surveillance over contract construction operations, is responsible for overall accuracy, completeness and coordination of all phases of inspections of the projects assigned. Incumbent interprets contract plans and specifications. Arranges and coordinates required field tests on the work in progress. Reviews and approves work. Performs other miscellaneous duties as required. Occasional travel. 19

CANAL ZONE

U.S. Naval Support Activity, Rodman -- Consolidated Civilian Personnel Office, U.S. Naval Support Activity, FPO New York 09585

ELECTRICIAN (HIGH VOLTAGE), MG-2810-10, \$5.66-\$6.37 p.h. Maintenance/Utilities Division, Public Works Department. Requires ability to install, repair and maintain commonly used electric power generating and distributing equipment; knowledge of electrical theory such as power factor; ability to read and understand circuit diagrams of interconnections and to diagnose problems and determine corrective action for electric power equipment. 75-1

CUBA

U.S. Naval Station, Guantanamo Bay -- Consolidated Civilian Personnel Office, U.S. Naval Station, Box 77, FPO New York 09593

ACCOUNTANT, GS-510-12, \$18,463 p.a. Supervisor, Systems/Internal Review Division, Comptroller Department. Responsible for management information systems, primarily in resources management, detailed systems design for ADP applications for programming, and manual procedures to support and control mechanized systems or operate manual systems;

special studies, analyses and investigations of Comptroller responsibility, audit and inventory boards for non-appropriated fund activities, liaison with and assistance to internal auditors of the Naval Audit Service, time-keeping and payroll functions, and the cost reduction program. 30-004-75

CONSTRUCTION REPRESENTATIVE (ELECTRICAL), GS-809-9, \$12,841 p.a. ROICC. Investigates/inspects/tests materials/equipment. Estimates work; develops requirements. Requires strong electrical background for desalinization and power-plant expansion projects. READVERTISEMENT 80-003-75

ELECTRICAL ENGINEER, GS-850-11 or 12, \$15,481 or \$18,463 p.a. Consultant to Guantanamo Bay complex and Chief, Electrical Branch, Engineering Division, Public Works Department. Responsible for solving engineering problems in all areas and especially in the combined Desalinization and Power Plant, which constitutes the sole source of water and steam-generated power for the Base, along with the electrical power transmission and distribution system, plus diesel generating plants. The Electrical Branch is responsible for designs, plans and drawings, specifications, studies, and inspections of construction/repair projects involving electrical work. Requires experience in operation and maintenance of both mechanical and electrical utilities and initiative and technical competence. Professional engineering registration is required. (CLOSING DATE: 31 MAR 75) 10-306-74

UTILITIES SUPERINTENDENT, GS-1601-12, \$18,463 p.a. Senior utilities specialist at the Base. Responsible for all utilities service facilities under cognizance of Public Works Department, and for production of water, electricity, and steam for the Base. Plants system and equipment are valued in excess of \$26 million. Supervises approximately 50-60 military and 70 civilian employees, mostly at the journeyman level. Requires ability to analyze problems and adjust operations to meet emergency requirements, to establish program objectives and performance goals, and to supervise employees and coordinate work of several organizational segments. READVERTISEMENT (CLOSING DATE: 20 MAR 75) 10-355-74

TRANSPORTATION EQUIPMENT MAINTENANCE GENERAL FOREMAN, WS-5851-13, \$8.24-\$9.61 p.h. Maintenance/Repair Branch, Transportation Division, Public Works Department. Responsible for management of the Branch in preventive maintenance, overhaul and repair of approximately 1,000 items of automotive equipment and construction and allied equipment. Coordinates distribution of workload, manpower and equipment; plans shop organization and layout; establishes employee job training programs; regularly inspects shops and surrounding areas. (Candidates who applied previously should not reapply; their applications will be reevaluated.) READVERTISEMENT 10-189-73

METALWORKING SHOPS FOREMAN, WS-38950-10, \$7.36-\$8.59 p.h. Metal Trades Branch, Maintenance Division, Public Works Department. Responsible for planning, assigning and coordinating the work and overall operation of the Metal Working Shops. Supervises over twenty employees who accomplish all types of sheetmetal work, installation, maintenance and welding operations. 10-389-74

ENGLAND

Commander in Chief, U.S. Naval Forces, Europe, London -- Consolidated Civilian Personnel Office, U.S. Naval Activities, Box 60, FPO New York 09510

MANAGEMENT ANALYST, GS-343-12, \$18,463 p.a. As Assistant Force Management Services Officer (AFMSO), assists in advising CINCUSNAVEUR, members of his staff, and components of the command on problems of management and staffing. This function extends to devising, explaining, and defending the CINCUSNAVEUR position on important problems of management and staffing by defining the overall management problems of the command and studying and recommending solutions to important problems affecting the entire command. Frequently performs independent management improvement studies; participates in surveys and inspections; conducts mission, tasks, and functions reviews of naval activities in the NAVEUR area; administers or assists FMSO in administration of certain assigned programs including command briefing, civilian substitution, position management, incentive awards, foreign disclosure, and automated data system. All applicants, except those that qualify on the basis of education, must have had one year of experience at the GS-11 level. (CLOSING DATE: 7 APR 75) 75-1

GREECE

U.S. Naval Fleet Support Office, Athens -- Civilian Personnel Office, 7206th Air Base Group (DPC), APO New York 09223

SHIP SURVEYOR (GENERAL), WD-6701-8, \$7.36-\$8.59 p.h. (Two vacancies) Duty Stations: Athens; Naples. Performs journeyman-level duties requiring skills in trades of hull repair, electrical systems and mechanical systems. Inspects work to insure adherence to sound ship and marine practices. READVERTISEMENT 73-90

GUAM

U.S. Navy Publications and Printing Service Branch Office (NPPSBO) -- Consolidated Industrial Relations Office, U.S. Naval Station, Box 183, FPO San Francisco 96630

PRINTING OFFICER, GS-1654-12, \$18,463 p.a. As Director, provides publications and printing services for the COMNAV Marianas area in accordance with the Navy Industrial Fund Charter and assures the economical and efficient provision of publications and printing requirements for the area serviced. Is assigned collateral duty as representative of the Command Director of Publications and Printing to advise and assist the Commander, Naval Forces, Marianas, on all matters pertaining to publications and printing. NPPSBO-1

ITALY

U.S. Naval Communication Station, Naples -- Consolidated Civilian Personnel Office, U.S. Naval Support Activity, FPO New York 09521

COMMUNICATIONS SPECIALIST, GS-393-11, \$15,481 p.a. Data Processing Manager. Ensures equipment operations associated with the NAVCOMPARS meet prescribed specifications by managing both hardware and software to facilitate uninterrupted, smooth operation of the system. Devises testing procedures and recommends systems modifications. Develops guidelines for operation of NAVCOMPARS to be incorporated into the Standard Operating Procedures for all Operations functions of the command. Assists in establishing a continuing training program for development of operator skills. Requires one-year's experience in EDP operation. READVERTISEMENT 74-22

U.S. Naval Regional Procurement Office, Naples -- Address as above

SUPERVISORY CONTRACT SPECIALIST, GS-1102-13, \$21,816 p.a. The incumbent of this position is NRPO Naples Senior Contract Specialist and supervises directly, or through subordinate supervisors, the work of the Contracts Division which includes six contract specialists in Naples and three in Athens. Serves as the Naples office principal contracting officer with unlimited contracting officer authority. Serves as the Technical Assistant to the Officer in Charge on matters relating to procurement policy and field management. The incumbent must be capable of meeting and effectively dealing with Government, business and industrial representatives at the executive level. In order to carry out the responsibilities of this position, the incumbent must be free to travel up to 30% of the time in order to perform on site negotiation or administration, as required. Knowledge of the Italian language is desired. Applications will not be accepted by CCPO, NAVSUPACT Naples after 16 April 1975. 75-4

CONTRACT SPECIALIST, GS-1102-12, \$18,463 p.a. Directly supervises the work of four Contract Specialists in the General Contracts Branch. Provides advice and guidance to subordinates and to requiring activities. Reviews contractual actions transacted by the General Contracts Branch to insure that proper contract procedures have been followed and are properly documented. Receives general supervision from the Division Director. In order to carry out the responsibilities of this position, the incumbent must be free to travel up to 30% of the time in order to perform on site negotiation or administration as required. Fluency in a European language, preferably Italian, is desirable. Applications will not be accepted by CCPO, NAVSUPACT Naples after 16 April 1975. 75-3

JAPAN

Commander Fleet Activities, Yokosuka -- Consolidated Civilian Personnel Office, Commander Fleet Activities, FPO Seattle 98762

ASSISTANT PERSONNEL OFFICER, GS-201-13, \$21,816 p.a. Serves in a dual capacity as Assistant Director of the CCPO and as the Base Industrial Security Officer. As Assistant Director of the CCPO, responsible for the supervision of the day-to-day operations of a comprehensive personnel management program which services U.S. and local national appropriated and non-appropriated fund employees. As Industrial Security Officer, responsible for the control of access to the naval base and issuance of passes for U.S. citizens and local nationals. Lead-Time recruitment. Applicants should have extensive experience in two or more personnel specialties, preferably in classification and staffing. Selectee will be expected to report for duty in July 1975. Initial recruitment limited to Navy employees eligible for lateral reassignment. 4-75

SUPERVISORY PERSONNEL MANAGEMENT SPECIALIST, GS-201-12, \$18,463 p.a. Duty Station: Atsugi. Position is located in the U.S. Naval Air Facility (NAF) Atsugi Branch Office of the Consolidated Civilian Personnel Office, Commander Fleet Activities, Yokosuka. As Head of the Branch Office, responsible for the local national and U.S. civil service civilian personnel management programs for NAF Atsugi, Commander Fleet Air, Western Pacific and various tenant commands located at NAF Atsugi. Works under the general supervision of the Director of the Consolidated Civilian Personnel Office, Yokosuka. Initial recruitment limited to Navy employees eligible for reassignment at the GS-12 level. 2-75

Military Sealift Command Far East, Yokohama -- Address as above

PROCUREMENT ANALYST, GS-1102-11, \$15,481 p.a. As Director, Procurement Division, responsible for the effective accomplishment of all functions pertaining to the Division. This includes the carryout of procurement policies, plans, procedures, coordination, as well as budgetary matters. He determines the method of procurement and directs the preparation of contract documents and insures that these documents meet the requirements of procurement directives. Responsible for distribution of request for proposals; accepting and providing safe custody of offers; officiating at proposal opening and furnishing pertinent information to industry representatives. As a member of the negotiation conference group, coordinates action of auditors, engineers and legal counsel and advises in Government procurement regulations and good business practices. Initial recruitment limited to Navy employees eligible for lateral reassignment. Incumbent must be prepared to make many and in some cases extended temporary additional duty trips to various Far East locations in the course of conducting negotiations. 3-75

U.S. Marine Corps Air Station, Iwakuni -- Civilian Personnel Office, U.S. Marine Corps Air Station, FPO Seattle 98764

GENERAL ENGINEER, GS-801-11, \$15,481 p.a. Serves as Chief of the Engineering Branch, Engineering and Planning Division, Public Works Department. Responsible for planning, directing, coordinating and supervising all work related to the development of final contract plans and specifications for projects involving maintenance, repair, alteration and new construction of shore facilities. These projects will include but may not be limited to the following engineering disciplines: architectural, structural, civil, mechanical, electrical, sanitary and corrosion control engineering. Professional engineering registration is required. Strong background in public works engineering and planning required. READVERTISEMENT 1-74

GENERAL ENGINEER, GS-801-11, \$15,481 p.a. Utilities Division, Public Works Department. Responsible for operation and maintenance of all activity utilities plants and distribution systems. Incumbent will work on projects required as a result of HQMC directed utility programs such as the Utilities Improvement Program and the Utilities Conservation Program. Required to possess sound technical knowledge of environmental and ecological concepts including causes, effects, and corrective measures primarily involving air pollution, water pollution, noise pollution and solid waste disposal. Professional engineering registration is desired. Must have thorough knowledge of utility system, construction and operational procedures and pollution abatement techniques. Prior experience in electrical, mechanical or civil engineering as they relate to utilities systems. READVERTISEMENT 2-74

FLIGHT TRAINER MECHANIC (ELECTRONIC), WG-26116-11, \$5.88-\$6.87 p.h. Disassembles, inspects, cleans, tests, trouble shoots, determines depth of repair, repairs, modifies, adjusts and makes ready for use the Parts Task Trainer, and any other Training Devices such as ECM Trainers, Weapon's System Trainers, etc. Must have good knowledge of electronics and mechanical theory, digital fundamentals and a good working knowledge of mathematics and physics. Must have working knowledge of the use and application of such test equipment as vacuum tube volt meters, oscilloscopes, multimeters, wattmeters, frequency counters, harmonic analyzers, and special test equipment and harnesses associated with Training Devices. 1-75

FLIGHT TRAINER WORKER (ELECTRONIC), WG-26116-8, \$5.21-\$6.08 p.h. (Two vacancies) Disassembles, overhauls, repairs, modifies, reassembles, aligns and tests various types of electronic and mechanical assemblies common to training devices and related equipment such as, Parts Task Trainers, Radar Scope Interpretation Trainers, etc. Must have a good knowledge of basic electronic theory and a working knowledge of mathematics pertaining to the field of electronics. Must be able to read and interpret schematic diagrams and other technical publications. Must have good mechanical skills and be able to use various types of test equipment such as signal generators, timing generators, power measurement meters, multimeters, vacuum tube voltmeters, power measurement meters, digital multimeters and oscilloscopes. 2-75

U.S. Naval Air Facility, Atsugi -- Consolidated Civilian Personnel Office, U.S. Naval Air Facility, Box 9, FPO Seattle 98767

SUPERVISORY PRODUCTION CONTROLLER (AIRCRAFT), GS-1152-12, \$18,463 p.a. Responsible for directing a Production Planning and Control Program coordinating and implementing the total aggregate production assignment under FAWPRA cognizance. This includes the assigned rework/depot level maintenance of large variety of aircraft in the WESTPAC inventory of approximately 1,400 aircraft. Acts for the Production Management Officer, in his absence, in all capacities other than military command. May be required to travel on temporary duty and/or accept permanent re-assignment to other FAWPRA duty stations in the Pacific area. Previous overseas experience desired. (Consideration is limited to current Department of Defense employees.) 4-75

KOREA

Headquarters, United States Forces, Korea -- Seoul Civilian Personnel Office, Headquarters, 8th U.S. Army, APO San Francisco 96301

INTERNATIONAL RELATIONS OFFICER (FAR EAST), GS-131-15, \$29,818 p.a. Serves as U.S. Secretary of the Joint Committee established to implement the Status of Forces Agreement (SOFA), as executive officer for, and advisor to, the U.S. Representative on the Joint Committee, and as Chief of the International Relations Branch. The Joint Committee is concerned with relationships between the United States and the Republic of Korea (ROK) arising from the presence of U.S. Forces in Korea, and is the organ used to formalize and regulate relationships as provided in the SOFA. Matters involved include, but are not limited to, rights and obligations of both governments under the agreement, legal status of U.S. Forces personnel and dependents stationed in the ROK, jurisdiction of the respective governments over the activities of such personnel, arrangements for the use of Korean land and facilities, procurement coordination, mediation of disputes, entry and exit of U.S. personnel, customs procedures and regulations, etc. As the principal civilian advisor on international relations, contributes extensively to development and adoption of effective and realistic policies in relationships between the U.S. Forces and the government and people of Korea, and in coordinating and carrying out such policies under the SOFA. Position requires top secret clearance. KOR 75-150(S)

MOROCCO

U.S. Naval Communication Station, Sidi Yahia -- Civilian Personnel Office, Morocco-U.S. Naval Training Command, FPO New York 09544

PLANNER & ESTIMATOR (ELECTRICIAN), WD-2805-8, \$7.36-\$8.59 p.h. Planning and Estimating Branch, Maintenance Control Division, Public Works Department. Inspects proposed job sites, determines electrical work to be performed and work sequence, and estimates materials, manhours and costs. Requires electrical planning and estimating experience, and experience on uninterrupted power systems and no-brake systems. (CLOSING DATE: 12 APR 75) 75-1

OKINAWA

Marine Corps Base, Camp Smedley D. Butler -- Consolidated Civilian Personnel Office, Marine Corps Base, Camp Smedley D. Butler, FPO Seattle 98773

GENERAL ENGINEER, GS-801-11, \$15,481 p.a. Head, Utilities Engineering/Planning Section, Maintenance Department. Provides technical guidance in more than one engineering specialization to foremen of the heat, electrical, air-conditioning, and the water/sewage units to assure safe and efficient day-to-day operations. Develops new design criteria, requirements, standards, and cost estimates for repair of existing utilities systems and facilities as well as proposed construction or major modification projects. Implements the technical requirements of the Utility Conservation Program. Conducts engineering surveys either independently or in conjunction with engineers in other functional specializations. Experience in electrical, mechanical or civil engineering as they relate to utilities systems is particularly desired as is professional engineering registration. CB-2-75

PHILIPPINES

U.S. Naval Ship Repair Facility -- Base Industrial Relations Office, U.S. Naval Station, Box 31, FPO San Francisco 96651

PRODUCTION SUPERINTENDENT, GS-1601-14, \$25,581 p.a. LEADTIME RECRUITMENT. Position located in Services Group, Production Department. Incumbent has two-fold function: (1) As a member of policy and decision-making body, participates actively in command's planning, development, and determination of policies, procedures, administrative matters, production goals, adequacy of facilities, and ability/capability of accomplishing assigned mission. (2) As Superintendent, responsible for managing productive efforts of Service Group. Through subordinate superintendents and supervisors, plans, directs, and coordinates all work pertaining to services. Supervises approximately 1,600-1,700 employees involved in a wide variety of work. Travel on government/non-government aircraft, on or off aircraft carriers may be required. Applicants must possess broad and general practical and theoretical knowledge of management processes including supporting functions as budget, finance, supply, and appreciation of manpower requirements. PHN-461

PRODUCTION SUPERINTENDENT, GS-1601-12, \$18,463 p.a. LEADTIME RECRUITMENT. As Shop Superintendent, Production Department, incumbent will be responsible for efficient management of productive efforts of central tool room. Plans, directs, and coordinates work operations incident to repair, reconstruction, overhaul, conversion, etc., of naval ships/vessels. Provides tooling support to all technical operations throughout the facility, the Naval Base, and other customers including preventive maintenance of shop equipment and machinery, purchase of all manual and power tools, and manufacture of special tools. Supervises approximately 200 employees of diverse ratings. Travel on government/non-government aircraft, on or off aircraft carriers may be required. Applicants must possess broad and general practical and theoretical knowledge of management processes including supporting functions as budget, finance, supply, and appreciation of manpower requirements. PHN-462

ELECTRONICS MECHANIC GENERAL FOREMAN, WS-2614-15, \$9.16-\$10.68 p.h. As Head of Electronics Section in Shop 67, Electrical-Electronics Group, plans, programs, coordinates, and directs work operations involved in shipboard as well as shop work related to repair, overhaul, and installation of all types of electronics equipment and systems such as radar, sonar, fire control, etc.; aircraft Fresnel landing mirrors and Pilot Landing Assistance Television (PLAT); instrumentation equipment and systems, such as interior communications systems, electrical meters, strip records, etc. Supervises approximately 84 employees in diverse ratings. Applicants must have the ability to apply journeyman knowledge and skill in specific trade specializations. READVERTISEMENT--Those who have previously applied for this position need not reapply. PHN-373

PIPEFITTER GENERAL FOREMAN, WS-4204-14, \$7.67-\$9.37 p.h. Serves as supervisor of Pipe and Copper Shop 56 (outside) and Outfitting Shops 41/56 in structural group. Plans, coordinates and directs shipboard work operations involved in removal, renewal and fabrication of piping; laying out work from blueprints and field sketches; conducting hydro-tests on piping, chlorination of tanks, etc. Supervises a complement of approximately 116 supervisory and non-supervisory employees assigned on three different shifts. Travel may be required on government or non-government scheduled or non-scheduled aircraft, on or off aircraft carriers, or at other different geographical locations as required or necessary. Applicants must have career or career conditional status and have ability to apply journeyman knowledge and skill in pipefitting, coppersmithing and related trades. Must be cleared for secret. PHN-451

U.S. Naval Supply Depot -- Address as above

MARINE CARGO SPECIALIST, GS-2161-10, \$14,117 p.a. LEADTIME RECRUITMENT. Position is in the Water Freight Division of Freight Terminal Department. Responsible to the Division Director for the night operations of the Water Freight Division covering the wharves, open storage areas and transit facilities (terminal). Supervises all loading and discharging, stowing and securing of cargo on all vessels assigned. Maintains liaison with Military Sealift Command, with all vessel agents, port services and other agencies to expedite vessel material turn-around time in port. Must have comprehensive knowledge of various classes of vessels, stevedoring procedures and practices, cargo characteristics, types of material handling equipment, supply functions and operations. PHN-438.1

U.S. Naval Public Works Center -- Address as above

SUPERVISORY PRODUCTION CONTROLLER (AUTOMOTIVE & MATERIALS HANDLING EQUIPMENT), GS-1152-11 or 12, \$15,481 or \$18,463 p.a. Serves as Director of Production Control Division and technical staff to Department Director. Plans, formulates, implements and coordinates administrative, personnel, equipment control and budget allotment control functions. Schedules transportation equipment for repair and preventive maintenance. Inspects equipment for required repairs and determines standard and cost estimates. Follows-up and expedites work through shops and keeps progress and related records. Makes final inspection of completed work and prepares management reports pertaining to transportation programs. Applicants must have (1) thorough knowledge of production control functions, planning and scheduling, (2) a broad knowledge of shop operations and associated trades, and (3) a detailed knowledge of controlled maintenance administration, supply and budget and integrate them in overall management resources program. If selection is made at GS-11 level, selectee may be promoted without further recompetition subject to satisfactory performance and upon meeting time-in-grade requirements. READVERTISEMENT--Those who previously applied for this position at the GS-12 level need not reapply. PHN-441

SUPERVISORY GENERAL SUPPLY SPECIALIST, GS-2001-9 or 11, \$12,841 or \$15,481 p.a. Performs functions of Director of Operations Division and concurrently serves as technical consultant to Production Shops of Center on aspects of equipment utilization, usage, repairability and disposition. Applicants must have training and background in supply management type work. PHN-457

MAINTENANCE GENERAL FOREMAN, WS-4740-15, \$9.16-\$10.68 p.h. Serves as Branch Manager, Emergency/Service and Housing Branch, General Services Division, Maintenance Department. Plans, coordinates and directs emergency service minor work and housing work operations. Supervises approximately 326 subordinate supervisory and nonsupervisory personnel in diverse ratings. Applicants must have ability to apply journeyman knowledge and skill in trades supervised. PHN-454

MAINTENANCE GENERAL FOREMAN, WS-4740-15, \$9.16-\$10.68 p.h. LEADTIME RECRUITMENT. Position is that of Branch Head, Building Branch, General Trades Division, Maintenance Department. Plans, coordinates and directs work operations involved in construction, improvements and maintenance of buildings and structures. Supervises a complement of 183 supervisory and nonsupervisory personnel in various ratings. Applicants must have ability to apply journeyman knowledge and skill in trades supervised. PHN-455

GROUNDS STRUCTURES GENERAL FOREMAN, WS-4756-15, \$9.16-\$10.68 p.h. Serves as Branch Manager of Dredging, Process Plants and Grounds Structures Branch, Maintenance Department. Plans, coordinates and directs all work pertaining to dredge, sawmill and process plants preventive maintenance and repair program and overall function of branch. Supervises a total workforce of approximately 260 supervisory and nonsupervisory employees engaged in diverse ratings. Applicants must have ability to apply journeyman knowledge and skill in one or more of trades supervised. PHN-456

Fleet Air Western Pacific Detachment, Cubi Point -- Address as above

AIRCRAFT MECHANIC GENERAL FOREMAN, WS-8852-14, \$8.66-\$10.10 p.h. LEADTIME RECRUITMENT. Serves as head of the Production Division. Plans, coordinates and directs a variety of work operations concerning repair and corrosion control of aircraft. Supervises 80 employees. Applicants must have competitive status and have ability to apply journeyman knowledge and skills in aircraft repair structures and related systems including hydraulics, pneumatics, controls and instrumentation, etc. READVERTISEMENT--Those who have previously applied for this position need not reapply. PHN-424

U.S. Naval Hospital -- Address as above

SUPERVISORY INDUSTRIAL HYGIENIST, GS-690-12, \$18,463 p.a. Incumbent serves as the senior Industrial Hygienist at the Regional Dispensary, Subic Bay Naval Regional Medical Center. Establishes and maintains regional industrial hygiene program and supervises a regional hearing conservation program, including audiometry, in accordance with existing regulations, national consensus standards, and other approved health practices as directed by the Preventive Medicine Service. Reviews and approves engineering plans for new facilities or changes in existing facilities at all shore activities served by the Preventive Medicine Service of the Naval Regional Medical Center for the purpose of design controls on new facilities or required changes on existing facilities to ensure that adequate engineering has been provided on potentially health hazardous processes or operations. Evaluates the industrial pollution program and maintains liaison with appropriate authorities concerning environmental pollution matters. Incumbents must have a Bachelor of Science degree in the field of Industrial Hygiene, Chemistry of Physics. Must be eligible for secret clearance. PHN-450

U.S. Naval Air Station, Cubi Point -- Address as above

RECREATION FACILITY MANAGER, GS-1101-11, \$15,481 p.a. As the Special Services Director, Recreation Division, Military Services Department, is responsible for providing recreational opportunities, facilities and programs for all qualified military personnel and their dependents. Serves as the manager for the business and operational management of the recreation facilities of the total special services. Supervises a staff consisting of approximately 146 personnel. Applicants must have thorough understanding and application of principles of business management of varied recreational facilities operating on a composite recreation fund. PHN-444

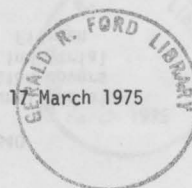
U.S. Naval Station -- Address as above

SUPERVISORY FIREFIGHTER (STRUCTURAL), GS-081-9 or 10, \$12,841 or \$14,117 p.a. Serves as shift supervisory assigned to either of two platoons, Consolidated Fire Department, alternating on a 24-hour "on-off" shift, for an average of 72-hour workweek. As such, administers, supervises, directs and coordinates work of assigned platoon. Performs duties and exercises authority of fire chief during absence. Vacancy will be filled at grade level commensurate to qualifications of selectee. If position is filled at lower grade, selectee may be promoted without further re-competition subject to satisfactory performance and upon meeting time-in-grade requirements. A 25 percent premium pay authorized. PHN-453

SUPERVISORY POSITION CLASSIFICATION SPECIALIST, GS-221-13, \$12,816 p.a. LEADTIME RECRUITMENT. Serves as head of Wage and Classification Division and principal classifier of all Navy activities in the Philippines. Incumbent has position classification responsibility for 12 major and 32 other Navy activities located primarily in the Cubi-Subic-San Miguel naval complex and several others located in other areas including Manila, Clark Air Base and Capas, Tarlac. There are approximately 255 U.S. citizen positions in General Schedule and 72 in the Federal Wage systems. The Filipino National Classification System covers about 1,800 positions in both appropriated and non-appropriated activities. Provides advice and assistance to all levels of management on compensation and pay practices and participates in annual local wage surveys on rates of pay for comparable work and survey of fringe benefits for compensation purpose. Candidates must have had at least six years of progressively responsible experience in wage and classification. At least one year of this experience must have been at GS-12 or higher level. PHN-452

Naval Magazine -- Address as above

INDUSTRIAL ENGINEERING TECHNICIAN, GS-895-9, \$12,841 p.a. Serves in a staff advisory capacity to the division head in the improvement of standards, methods, systems and procedures in production operations through the application of industrial engineering principles and techniques. Conducts surveys and evaluates data on manpower, equipment, facilities, plant layout and material utilization. Conducts methods studies and develops standard operating procedures and engineered performance standards based on the application studies, time, formula and/or standard data. Analyzes performance report, material flow, operational sequence and equipment layout. Must be knowledgeable of all phases of Ordnance Department functions. Must be qualified and certified in the application of the methods time measurement techniques of methods improvement and development of engineered performance standards concepts of industrial engineering practices. READVERTISEMENT--Those who have previously applied for this position need not reapply. PHN-433



SPAIN

U.S. Naval Station, Rota -- Civilian Personnel Department, U.S. Naval Station, Box 11, FPO New York 09540

FIRE CHIEF or SUPERVISORY FIREFIGHTER, GS-081-9 or 11, \$12,841 or \$15,481 p.a. Responsible for structural and air-field fire protection and fire prevention programs for the Naval Station and tenant commands. The station covers 6,096 acres, approximately 1,400 structures, and various operations such as airfield, fuel department, industrial area, housing area, port facilities, weapons area, construction battalion, and communications station. Fifteen percent premium pay authorized for GS-11; twenty-five for GS-9. 01-75

PERSONNEL MANAGEMENT SPECIALIST, GS-201-11, \$15,481 p.a. Serves as U.S. team leader in the Personnel Operations Division with full range of position classification and staffing duties for U.S. positions. Classifies a variety of positions, conducts annual maintenance review of positions, provides advice in position management, etc. Conducts local and CONUS recruitment programs, coordinates USDESEA (dependent school) teacher program, administers 5-year limitation policy, dependent employment program, and Priority Placement Program. Paramount qualification requirement is position classification experience. 03-75

U.S. Navy Shipbuilding Liaison Office, Madrid -- Naval Sea Systems Command, Attn: PMS-376, Department of the Navy, Washington DC 20362

MECHANICAL ENGINEERING TECHNICIAN, GS-802-12, \$18,463 p.a. Incumbent is Navy Shipbuilding Liaison Office technical consultant responsible for insuring that the terms of the U.S. contract with Spanish Navy, as related to DEG-7 class destroyer escorts weapons systems, are satisfactorily executed. Monitors the activities of the systems engineering during the installation, checkout, and test of the weapons systems and equipment aboard ships and related shore facilities. A knowledge of conversational Spanish is desired. 02-75

VIETNAM

Military Sealift Command Office Vietnam, Saigon -- Consolidated Civilian Personnel Office, Commander Fleet Activities, FPO Seattle 98762

SHIP MAINTENANCE AND OPERATIONS SPECIALIST, GS-301-11, \$15,481 p.a. Acts as Contracting Officer's Representative for engineering matters concerned with contract operated tugs and barges in Southeast Asia. Investigates the need for and extent of maintenance and repair of these vessels. Recommends awarding of repair contracts and ensures compliance with the terms of the contracts. Maintains accurate written records of inspections and surveys in which he makes note of all discrepancies and prepares detailed estimates for repairs to tugs and barges. These estimates include manhours, materials, time and costs. Also prepares bid specifications for prospective contractors. Applicants should have a thorough knowledge of the following: (a) shipboard machinery, structure and systems; (b) shoreside industrial practices as they relate to ship repair; and (c) American Bureau of Shipping Rules. Must be physically able to conduct inspections in dry docks, on staging and in confined areas such as tanks and voids. (CLOSING DATE: 24 MAR 75) 1-75

Defense Attache Office, Saigon -- Defense Attache Office, Attn: Personnel Division (AOSDP), FPO San Francisco 96620

Unless otherwise specified, duty station will be Saigon. All positions are subject to reassignment to other duty stations in Vietnam. May be required to travel by appropriate transportation, including air, to various field activities throughout Vietnam.

SUPERVISORY INTELLIGENCE RESEARCH SPECIALIST, GS-132-13, \$21,816 p.a. As team chief and senior technical specialist, within Current Intelligence Section, responsible for directing and performing work in analysis, evaluation, interpretation and dissemination of intelligence information. Bachelor degree in Social Science, preferably in Political Science, International Relations, or appropriate area studies, desired. Broad knowledge/experience in economic, social, diplomatic, governmental and military affairs of Southeast Asia. Civil service status not required. D-6583

INTELLIGENCE RESEARCH SPECIALIST, GS-132-12, \$18,463 p.a. Acts as Senior Technical Analyst in Current Intelligence Section, responsible for analysis, evaluation and interpretation of intelligence information concerning major geographical area of Southeast Asia. Bachelor degree in Social Science desirable, preferably in Political Science, International Relations, or appropriate area studies. Specific knowledge or experience in economic, social, diplomatic, governmental and military affairs of Southeast Asia. Position is in the excepted service. Civil service status is not required. D-6585

PERSONNEL MANAGEMENT SPECIALIST, GS-201-12, \$18,463 p.a. Provides personnel assistance to management and employees. Serves as principal contact point between personnel division and organizations serviced; point through which technical personnel services are provided; integrate personnel management and administration at serviced organization levels. Serves as Personnel Services Officer with responsibility to fulfill function of section for specifically assigned organizations. D-6497

SUPERVISORY PERSONNEL STAFFING SPECIALIST, GS-212-12, \$18,463 p.a. Supervises staffing specialists in examination, selection, placement, utilization and RIF activities. Serviced positions include U.S., local national, and third-country national employees, appropriated and nonappropriated fund activities. Frequently faced with filling jobs on emergency basis requiring skill and expertise in exploiting recruiting sources and special excepted appointment, temporary appointment, reinstatement, waiver of qualifications, detail, temporary promotion. Provides advisory management services in staffing related problem solving situations and to improve employee utilization. Must be physically and emotionally capable of sustaining heavy workload under adverse conditions and short deadlines. D-6808

MAINTENANCE MANAGEMENT OFFICER, GS-301-13, \$21,816 p.a. Serves as Maintenance Management Officer, Logistic Policies, Plans and Procedures Section, Logistics Management Branch, Security Assistance Division. Position requires extensive working knowledge of technical aspects of maintenance of U.S. provided grant and equipment. Requires thorough knowledge and understanding of U.S. and RVNAF Supply and Maintenance Systems. Requires ability to effectively coordinate and consult with RVNAF. D-6726

STAFF OPERATIONS SPECIALIST, GS-301-13, \$21,816 p.a. Position in the Readiness Section, Operations and Training Branch, Operations and Plans Divisions. Analyzes military operations throughout Republic of Vietnam and adjacent areas in order to facilitate preparation of time sensitive briefings and situation reports. Required to travel throughout Vietnam for on-site observation of and liaison with RVNAF units. Prepares special reports and staff studies of RVNAF by assessing operational strengths, adequacy of arms and equipment, quality of leadership, morale and discipline factors and desertion rates while correlating these factors with level of training, changing tactical situations and utilization of forces. Must have precise knowledge of Vietnamese physical geography, climatic conditions and political situation. Proven tested ability to read, write and speak Vietnamese necessary. Similar ability in French desirable. D-6589

MAINTENANCE MANAGEMENT SPECIALIST, GS-301-12, \$18,463 p.a. Serves as Maintenance Management Officer, Security Assistance Division, Logistics Management Branch, Logistics Operations Surveillance and Evaluation Section, with primary responsibility as Assistant DAO End Item Utilization Inspection (EIUI) Project Officer. Ensures that logistic operations are in accordance with applicable policies and procedures and that U.S. furnished equipment and supplies are properly utilized as required by DoD Military Assistance and Sales Manual, CINCPAC Instruction 4960.5B and DAO Directive 795-1. Position requires extensive working knowledge of technical aspects of maintenance support of U.S. provided military equipment. Requires thorough knowledge and understanding of U.S. supply and maintenance management systems. Requires ability to effectively coordinate and consult with RVNAF. D-6733

ADMINISTRATIVE OFFICER, GS-341-14, \$25,581 p.a. Position is located in the headquarters of the Intelligence Branch/Operations and Plans Division. Acts as the Deputy for management of the Branch/Division to: (1) achieve the interface of all major management activities among the three Branches, the major staff elements of the Defense Attache Office, and other U.S. government agencies in Southeast Asia; (2) assist in the direction and coordination of the Branches; (3) perform miscellaneous administrative and operational duties incident to the Branch/Division which may be assigned as special functions; and (4) act on certain specialized intelligence matters when directed by the Branch/Division Chief. Responsible for the preparation, coordination and analysis of the Operations and Maintenance FY budget submission to the DAO Comptroller. Top Secret clearance required with ability to obtain SI clearance. D-6789

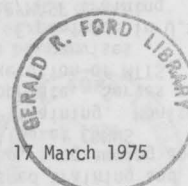
MANAGEMENT ANALYST, GS-343-12, \$18,463 p.a. Conducts survey studies of RVNAF personnel management and support to detect and report problem areas for audit consideration (e.g., pay, food, medical support, training, assignment, records, and other soldier-oriented support). Conducts studies of systems, organizations, programs and economic circumstances. Prepares survey reports defining systems, procedures and existing or potential problem areas together with opinions on actions needed for improvement. Reports are to be suitable for submission to principal Defense Attache Office and Vietnamese Armed Forces Managers, with minimal editorial work required by Defense Audit Office Managers. Assists audit teams in discussions with Vietnamese management and operating personnel to provide direct communication in Vietnamese language and to preclude loss of intent during such discussions. Participates in Vietnamization Training Programs. D-6799

COMMUNICATIONS EQUIPMENT OPERATOR, GS-392-7, \$10,520 p.a. (Two vacancies) Positions located in Special Security Branch, Intelligence Division, Defense Attache Office, Saigon. Performs work involved in encryption, decryption, transmission, distribution and security of critical message traffic. Operates automatic, semi-automatic and manual teletypewriter equipment, crypto devices, and associated equipment. Reviews outgoing messages for clarity and completeness, verifies references; resolves garbles; utilizes routing which will best meet requirements; prevents security compromises, determines appropriate distribution; and requests retransmission, when necessary, to insure complete clarity. Messages, in and out, range from the highest priority, from flag officer to flag officer or higher, to routine. Processes and, because of high degree of classification, delivers messages received, assuring full protection of security. Shift work is required. Must be cleared for top secret military information and access to special intelligence. Travel by military aircraft may be required. D-6291 and D-6784

NAVAL ARCHITECT, GS-871-12, \$18,463 p.a. Provides consultant services and work in conjunction with VNN personnel to plan, develop, and/or improve the engineering design capability of the VNN Technical Management Bureau. Applicants must have experience in engineering and design techniques applied to small ships and craft of the type used by the Vietnamese Navy. Must have experience in developing engineering plans for small ship and craft alterations, repairs and conversions. Should be familiar with techniques of hull concept design and ship/craft characteristics development. Travel to various areas within South Vietnam required. READVERTISEMENT DN-1126

SUPERVISORY PRODUCTION CONTROLLER (SHIPS), GS-1152-14, \$25,581 p.a. Provides management and industrial consultant services and support of VNN Shipyard, VNN Logistic Support Bases (LSBS), Intermediate Support Bases (ISBS) and Afloat Support Bases (ASBS). It is desirable to have broad familiarity with engineering disciplines related to ships (e.g., naval architecture, marine engineering, mechanical engineering, electronics, and electrical engineering). Should be familiar with modern management methods and techniques. Should be proficient in using tools of management - oral and written communications. READVERTISEMENT DN-6649

PRINTING OFFICER, GS-1654-12, \$18,463 p.a. Serves as DAO printing control officer in the Reproduction Section. Responsible for acquiring all printing, publications and blank forms required to support DAO activities, those contractors who are authorized publications and printing services and some sensitive forms required by U.S. Embassy and USAID. Provides advice and assistance to DAO staff on all printing and publications matters. Determines appropriate source of production. Serves as printing consultant and liaison officer to activities authorized procurement of offshore military assistance support fund projects. Provides cost and production time estimates. Insures a comprehensive and effective publications and printing program including developing standards for various printing and publications needs of organization and identifying potential problem areas concerning printing training to printing assistants relative to forms design and publication layouts. D-6107



TRAINING ADMINISTRATOR, GS-1712-14, \$25,581 p.a. The purpose of this position is to serve as Deputy, Training Management Section. Manages a variety of programs related to offshore and in-country U.S. furnished training and maintains cognizance of RVNAF and third-country training activities. Participates in the planning, programming and execution of U.S. funded schooling program for RVNAF. Validates requirements for offshore schooling at CONUS schools and civilian universities. Compiles, formulates and defends future year programs for MAP training. Monitors assignment of RVNAF students who have completed schooling and recommends reassignment where appropriate. Serves as contracting officer's representative for contracts related to in-country training. Supervises execution of MITS. Maintains liaison with RVNAF training activities, monitors and evaluates RVNAF training programs. Supervises execution of English language training programs. College level or equivalent education desired. Experience in U.S. Army or U.S. Air Force service schools, preferably in field of training management, required. MAP/MASF training experience desired. D-6552

QUALITY ASSURANCE SPECIALIST (MEDICAL), GS-1910-11, \$15,481 p.a. Develops and implements Quality Assurance and Industrial Development Section Policies/Procedures in the performance of QA Programs. Serves in the Medical Supplies Sub-Element and is responsible for implementing Quality Assurance Programs/systems consistent with Armed Services Procurement Regulation, DoD Directives and local policies/guidelines. Reviews purchase descriptions, specification and solicitations for procurement of drug items to insure adequacy of the specification and quality assurance provisions. Administers contracts for medical items according to the procurement quality assurance procedures of Defense Supply Agency Manual DSAM 8200.1. D-6782

SUPERVISORY TRANSPORTATION SPECIALIST, GS-2150-11, \$15,481 p.a. Position is located in Motor Vehicle Operations Section of Defense Attache Office, Transportation Motor Pool. Serves as central point of control for motor transportation requirements for vehicle transportation within Saigon and Bien Hoa area for Defense Attache Office. Requires two years' experience in motor transport operations and two years' experience in resource management with general knowledge of motor vehicle maintenance and supply. Applicants must be able to sustain normal activity in high humidity tropical area. D-6510

GENERAL COUNTRY INFORMATION

ALASKA

Tour of duty is 12 months. Salary plus 25% Cost of Living Allowance (COLA) for General Schedule employees. Dependents' travel will be authorized when housing is available. There is a waiting period for family housing of about 6 months. A copy of marriage certificate and medical clearance for dependents is needed before housing is assigned. Effective 1 February 1975, a 9.9 percent increase will be added to monthly rental rates (for furnished family housing: \$182-\$288 for two bedrooms; \$224-\$382 for three bedrooms; \$395-\$401 for four bedrooms; furnished bachelor housing, \$77). Charges vary due to area of floor space and choice is given between high and low rental areas.

BERMUDA

Tour of duty is 36 months. Living quarters allowance is authorized. Subsequent travel of dependents may be authorized.

CANAL ZONE

Tour of duty is 24 months. Salary plus 15% tropical differential. Differential is used for retirement purposes. Waiting period for on-station family housing is 1 to 3 months.

CUBA

Tour of duty is 24 months if married and joined by dependents; 12 months if single or not joined by dependents. Salary plus 10% differential. Concurrent travel of dependents authorized for employees GS-12 and above, or equivalent. Dependent travel for other employees will be authorized when government housing is available. Waiting period is in excess of 30 weeks. A separate maintenance allowance is authorized when dependent travel cannot be authorized within 90 days after employee's arrival in Cuba. Return rights will be extended to eligible Department of Defense employees. Employees recruited from CONUS receive rent-free government quarters.

ENGLAND

Tour of duty is 36 months. Concurrent travel of dependents is authorized. Living quarters allowance is authorized.

GREECE

Tour of duty is 24 months. No government quarters available. Quarters allowance is authorized. Concurrent travel of dependents is authorized. There is a DoD school, grades 1-8; Ursuline Catholic School, grades 1-8; and American Community Schools at Athens, grades 1-12. No special education facilities available.

GUAM

Tour of duty is 24 months. Salary plus 20% recruitment incentive (included in base pay for Wage Board positions). Concurrent travel of dependents is not authorized. Dependents may follow when housing is available. Government family housing will be available for employees with dependents and occupancy of government family quarters limited to five years from date of occupancy. Unmarried employees or those arriving without families will not be assigned to any type of government quarters.

HAWAII

Tour of duty is 36 months. Salary plus 15% Cost of Living Allowance for General Schedule employees. Concurrent travel of dependents is authorized.

ICELAND

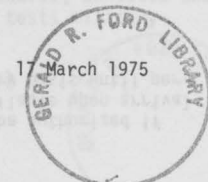
Tour of duty is 24 months if accompanied or joined by dependents; 12 months if not accompanied or joined by dependents. Salary plus 10% differential. Subsequent travel of dependents will be authorized. On-station bachelor quarters available.

ITALY

Tour of duty is 36 months for Naples and La Maddalena. For Sigonella, Sicily, tour of duty is 24 months if accompanied by dependents; 18 months if not accompanied by dependents. Living quarters allowance is authorized; no on-base housing is available. Concurrent travel of dependents is authorized for Naples and Sigonella; it is not authorized for La Maddalena. Commissary and Navy PX are available in Naples and Sigonella.

JAPAN

Tour of duty is 36 months. Living quarters allowance authorized for Navy-approved private rentals. Concurrent travel of dependents is authorized for Yokosuka. Subsequent travel will be authorized for Atsugi when housing is obtained. There is currently a waiting period of 30-60 days. Specific authorization for concurrent travel will be determined at the time of selection and will depend on the availability of housing at that time and composition of selectee's family. Concurrent travel of dependents may or may not be authorized for Yokohama, Sasebo and Iwakuni, depending on the availability of housing at the time selection is made. Rental housing within Yokohama is presently very scarce. Rental housing is available within the commuting distance of Yokohama. For Sasebo, estimated waiting period for approved private rentals varies from approximately one week to one month; for on-base government quarters, waiting period is four to sixteen months, depending upon family composition. For Iwakuni, family housing on station is not available; private rentals are scarce and substandard, with waiting periods averaging from one to three months.



KOREA

Tour of duty is 24 months. Salary plus 10% differential. Concurrent travel of dependents will be authorized if evidence is submitted to the servicing Civilian Personnel Office that family housing will be available upon arrival of dependents or if employee is willing to occupy rental guarantee furnished quarters on temporary basis until permanent quarters can be secured on the economy (normally 60-90 days).

MOROCCO

Tour of duty is 24 months. Limited on-station bachelor quarters available without charge. Living quarters allowance authorized for unfurnished off-station bachelor or family housing. Concurrent or subsequent travel of dependents is authorized; temporary quarters allowance authorized up to 90 days. Medical and school facilities are limited; employees with children requiring special education should not apply.

OKINAWA

Tour of duty is 24 months. Concurrent travel for dependents is authorized. On-base housing, free rent and utilities costs, is authorized for GS-12, Wage Grade equivalents and above. There is a 6-12 month waiting period for base housing, most of which is single-unit, masonry construction. Employees not residing on-base are authorized a living quarters allowance, adequate for most rental and utilities costs. Approved off-base private rentals may be located within a few weeks, is of substantial construction, is small and generally not equipped with major appliances. Temporary Lodging Allowance is authorized for a period of up to 90 days while suitable housing is being located. Privileges include commissary and exchange shopping, banking, postal, free schooling and inexpensive medical care. Space-available travel to Tokyo, Japan and Taiwan is authorized.

PHILIPPINES

Tour of duty is 24 months. Salary plus 15% differential. Living quarters allowance authorized. Concurrent travel of dependents and priority assignments to quarters authorized for civilian personnel at GS-13 and above. Concurrent travel will be authorized for civilian personnel at GS-11/12 and equivalent providing command sponsor has reserved temporary lodging facilities which the member and his family will occupy until they locate suitable housing in the local rental community. For other personnel, dependents may follow when local rental housing has been obtained and approved by Navy housing officials, usually within 90 days. Separate maintenance allowance is authorized if dependents are unable to join employee within 90 days after his arrival in the Philippines. Household goods and privately-owned vehicle shipment authorized at government expense. Free U.S. accredited schools up through grade 12. R&R trips to interesting Far East tourist spots. Privileges to facilities such as Officer's Club, Navy Exchange and Commissary Store, golf course, etc. Domestic help available at nominal cost.

SPAIN

Tour of duty is 36 months. Quarters allowance is authorized when residing off-station at Rota. BOQ's available on-station. Limited housing available off-station. Most housing is reasonably modern but considered substandard due to lack of central heating. Concurrent travel of dependents may not be authorized if selectee arrives between 1 June and 1 October due to severe hotel and housing shortage caused by heavy tourist influx. For Madrid, government housing not available; apartments and houses readily available and concurrent travel of dependents authorized.

TAIWAN

Tour of duty is 24 months. Living quarters allowance authorized. Concurrent travel of dependents is authorized.

THAILAND

Tour of duty is 24 months. Concurrent travel of dependents and quarters are authorized. Household goods and privately-owned vehicle shipment (with Command approval) at government expense. No government school facilities for children. Separate maintenance allowance is authorized if dependents are unable to join employee. Post Exchange and Commissary Store privileges available. Salary plus 10% differential paid (subject to change without notice).

VIETNAM

Tour of duty is 12 months. Salary plus 25% differential. Dependents cannot accompany or follow. Separate maintenance allowance from \$1,350 to \$4,300 per year for eligible dependents. Quarters allowance authorized. No U.S. Government sponsored hospital available. Limited health care facilities in local community are adequate but not of U.S. standard. Employees requiring continued medication for any reason should be informed of difficulty in securing medication in Vietnam. Quarters and housing are far below U.S. standards. Limited PX and Commissary facilities available in Saigon area only.

Amends Announcement #75-14 to include Economist GS-110-12

FEA

WASHINGTON, D.C.

20461

FEDERAL ENERGY ADMINISTRATION

MERIT PROMOTION PROGRAM

ANNOUNCEMENT NO.

75-14 A

ISSUE DATE

1-16-75

CLOSING DATE

Open Continuous

POSITION	Economist	GS-110-7, \$10,520pa	GS-110-12, \$18,463pa
		GS-110-9, \$12,841pa	GS-110-13, \$21,816pa
		GS-110-11, \$15,481pa	GS-110-14, \$25,581pa

LOCATION Assistant Administrator for Policy and Analysis,
Federal Energy Administration

AREA
OF
CONSIDERATION Nationwide All Sources

PRINCIPAL DUTIES: Duties may include but not be limited to the following types of experience dependent upon the grade level of the position to be filled.

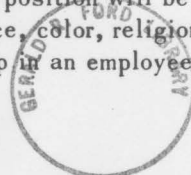
Assist or conduct technical research and prepare analysis of economic reports involving evaluations. Participate in interagency task forces relating to energy studies. Assist or analyze results of pilot studies to determine results and interpret energy and economic data. Assist or carry out economic modeling studies. Direct, advise, and provide assistance in studies applying econometric models to energy forecasting and policy analysis. Author interpretative and comprehensive scientific reports on results of and conclusions on research studies and investigations related to energy. Participates in ongoing regional energy demand modeling, formulates and calibrates regional and specific impact models and participates in the analysis of multi-factor micro-production functions. Provides technical direction for development of statistical methods for parameterizing behavior models of energy policy impact. Provides technical direction for selection, development and implementation of special analytic and data management computer software for the energy impact modeling structure. Conducts and participates in international energy meetings relating to world energy research and development.

QUALIFICATION REQUIREMENTS: Candidates must show the successful completion of a four (4) year course of study in an accredited college or university in the field of economics or related fields. In addition candidates must show professional experience which has equipped the candidate with the knowledge and ability to perform fully the work of the position to be filled.

(over)

HOW TO APPLY: Employees and other applicants must submit a completed SF-171, Personal Qualifications Statement. Send application to attention of Room 2405, FEA, Office of Personnel, Washington, D.C. 20461. List awards and outstanding performance ratings received. Specify grade and vacancy announcement for which you are applying. Applications must be received or postmarked prior to closing date.

EVALUATION OF CANDIDATES: Methods used in evaluating and ranking candidates for this position are defined in the FEA Merit Promotion Plan (Copies are available in the Office of Personnel). Selection for this position will be made from otherwise eligible candidates without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, membership or nonmembership in an employee organization.



Professional Experience

GS-110-7	1 year	GS-110-12	3 years
GS-110-9	2 years	GS-110-13	3 years
GS-110-11	3 years	GS-110-14	3 years

For positions GS-7, GS-9, and GS-11 at least six months of the required experience must have been at the level of difficulty comparable to that of the next lower grade, or one (1) year comparable to the second lower grade in the Federal Service. For positions GS-12, GS-13 and GS-14 at least (1) one year of the required experience must have been at the level of difficulty comparable to that of the next lower grade in the Federal Service.

Education may be substituted for experience in accordance with provisions of Civil Service Handbook X-118.

Supervisory qualifications must meet standards set forth in CSC Handbook X-118 for positions with supervisory duties.

Candidates who lack no more than one month towards completing the above requirements by the closing date may file, and if selected may be promoted or employed at the time they meet the requirement.

REQUIREMENTS: Candidates must have the following minimum requirements for the position to be considered:

CONSIDERATION
OF
THEY

LOCATION
Federal Energy Administration
Washington, D.C.

POSITION	GS-110-11	GS-110-12	GS-110-13	GS-110-14
REQUIREMENTS	1 year	2 years	3 years	3 years

EEA

MERIT PROMOTION PROGRAM
FEDERAL ENERGY ADMINISTRATION

Closing Date
1-18-72
Issue Date
12-14-71

Advertisement #12-14 to include positions GS-110-13

Amends Announcement #75-14 to include Economist GS-110-12

FEA

WASHINGTON, D.C.

20461

FEDERAL ENERGY ADMINISTRATION

MERIT PROMOTION PROGRAM

ANNOUNCEMENT NO.

75-14 A

ISSUE DATE

1-16-75

CLOSING DATE

Open Continuous

POSITION Economist

GS-110-7, \$10,520pa

GS-110-9, \$12,841pa

GS-110-11, \$15,481pa

GS-110-12, \$18,463pa

GS-110-13, \$21,816pa

GS-110-14, \$25,581pa

LOCATION

Assistant Administrator for Policy and Analysis,
Federal Energy Administration

**AREA
OF
CONSIDERATION**

Nationwide

All Sources

PRINCIPAL DUTIES: Duties may include but not be limited to the following types of experience dependent upon the grade level of the position to be filled.

Assist or conduct technical research and prepare analysis of economic reports involving evaluations. Participate in interagency task forces relating to energy studies. Assist or analyze results of pilot studies to determine results and interpret energy and economic data. Assist or carry out economic modeling studies. Direct, advise, and provide assistance in studies applying econometric models to energy forecasting and policy analysis. Author interpretative and comprehensive scientific reports on results of and conclusions on research studies and investigations related to energy. Participates in ongoing regional energy demand modeling, formulates and calibrates regional and specific impact models and participates in the analysis of multi-factor micro-production functions. Provides technical direction for development of statistical methods for parameterizing behavior models of energy policy impact. Provides technical direction for selection, development and implementation of special analytic and data management computer software for the energy impact modeling structure. Conducts and participates in international energy meetings relating to world energy research and development.

QUALIFICATION REQUIREMENTS: Candidates must show the successful completion of a four (4) year course of study in an accredited college or university in the field of economics or related fields. In addition candidates must show professional experience which has equipped the candidate with the knowledge and ability to perform fully the work of the position to be filled.

(over)

HOW TO APPLY: Employees and other applicants must submit a completed SF-171, Personal Qualifications Statement. Send application to attention of Room 2405, FEA, Office of Personnel, Washington, D.C. 20461. List awards and outstanding performance ratings received. Specify grade and vacancy announcement for which you are applying. Applications must be received or postmarked prior to closing date.

EVALUATION OF CANDIDATES: Methods used in evaluating and ranking candidates for this position are defined in the FEA Merit Promotion Plan (*Copies are available in the Office of Personnel*). Selection for this position will be made from otherwise eligible candidates without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, membership or nonmembership in an employee organization.

Professional Experience

GS-110-7	1 year	GS-110-12	3 years
GS-110-9	2 years	GS-110-13	3 years
GS-110-11	3 years	GS-110-14	3 years

For positions GS-7, GS-9, and GS-11 at least six months of the required experience must have been at the level of difficulty comparable to that of the next lower grade, or one (1) year comparable to the second lower grade in the Federal Service. For positions GS-12, GS-13 and GS-14 at least (1) one year of the required experience must have been at the level of difficulty comparable to that of the next lower grade in the Federal Service.

Education may be substituted for experience in accordance with provisions of Civil Service Handbook X-118.

Supervisory qualifications must meet standards set forth in CSC Handbook X-118 for positions with supervisory duties.

Candidates who lack no more than one month towards completing the above requirements by the closing date may file, and if selected may be promoted or employed at the time they meet the requirement.

Classes of experience dependent upon the degree level of the position to be performed. Duties may include but not be limited to the following:

CONSIDERATION
OF
AGE

LOCATION
Federal Energy Administration
Washington, D.C.

POSITION	ECONOMIST	GS-110-11	\$72,487.50	GS-110-14	\$72,287.50
		GS-110-9	\$73,847.50	GS-110-13	\$71,875.00
		GS-110-7	\$70,230.00	GS-110-12	\$78,443.75

WASHINGTON, D.C.

NEBIT PROMOTION PROGRAM

EEV

FEDERAL ENERGY ADMINISTRATION

Open Constitution

CLOSING DATE

1-15-72

ISSUE DATE

12-14-71

UNIONIZATION NO.

Under Announcement 112-74 to include Economist GS-110-13



Vacancy Announcement

HEADQUARTERS UNITED STATES AIR FORCE

Opens: 20 Feb 75

Closes: Open Continuously

POSITION: Ticket Seller, full time, temporary, part time, and/or intermittent. Salary \$3.02/hr.

ANNOUNCEMENT NO. NAF-1

LOCATION: Pentagon Ticket Service

NOTE: THIS IS A NON-APPROPRIATED FUND POSITION

DUTIES: Incumbent writes sales orders, phones orders to theaters and makes appropriate accounting of all orders taken by the Service. Prepares daily sales reports and master records for presentation to the Ticket Agent. Accounts for tickets and cash daily and reports to the Pentagon Ticket Services Manager. May be called upon to fulfill the duties of the PTS Manager in his absence.

QUALIFICATIONS: Must have at least one year of general experience involving any of the following: handling of money, operation of keyboard machines, or other general clerical work. Study completed in a business or commercial school or other comparable institution above the high school level may be substituted on the basis of one half academic year of study for six months of experience provided such study included business related courses. Education of any kind at a resident University, college, or junior college may be substituted on the basis of one half academic year to equal one half year of experience. Any combination of education and experience to equal one year may be considered as qualifying experience.

HOW TO APPLY: Submit SF 171, "Personal Qualifications Statement", indicating pertinent experience and/or education.

WHERE TO APPLY: HQ USAF Civilian Personnel Office, 1143 ABS/DPCS, Room 5E 867, Pentagon, Washington, DC 20330

FULL CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD FOR THEIR RACE, SEX, CREED, COLOR, NATIONAL ORIGIN, OR LAWFUL POLITICAL AFFILIATION.

(1143 ABS/DPCS, Mr. Edgerton, 79116)

AN EQUAL OPPORTUNITY EMPLOYER





Vacancy Announcement

HEADQUARTERS UNITED STATES AIR FORCE

Opens: 20 Feb 75

Closes: Open Continuously

POSITION: Ticket Seller, full time, temporary, part time, and/or intermittent. Salary \$3.02/hr.

ANNOUNCEMENT NO. NAF-1

LOCATION: Pentagon Ticket Service

NOTE: THIS IS A NON-APPROPRIATED FUND POSITION

DUTIES: Incumbent writes sales orders, phones orders to theaters and makes appropriate accounting of all orders taken by the Service. Prepares daily sales reports and master records for presentation to the Ticket Agent. Accounts for tickets and cash daily and reports to the Pentagon Ticket Services Manager. May be called upon to fulfill the duties of the PTS Manager in his absence.

QUALIFICATIONS: Must have at least one year of general experience involving any of the following: handling of money, operation of keyboard machines, or other general clerical work. Study completed in a business or commercial school or other comparable institution above the high school level may be substituted on the basis of one half academic year of study for six months of experience provided such study included business related courses. Education of any kind at a resident University, college, or junior college may be substituted on the basis of one half academic year to equal one half year of experience. Any combination of education and experience to equal one year may be considered as qualifying experience.

HOW TO APPLY: Submit SF 171, "Personal Qualifications Statement", indicating pertinent experience and/or education.

WHERE TO APPLY: HQ USAF Civilian Personnel Office, 1143 ABS/DPCS, Room 5E 867, Pentagon, Washington, DC 20330

FULL CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD FOR THEIR RACE, SEX, CREED, COLOR, NATIONAL ORIGIN, OR LAWFUL POLITICAL AFFILIATION.

(1143 ABS/DPCS, Mr. Edgerton, 79116)



AN EQUAL OPPORTUNITY EMPLOYER



Vacancy Announcement

HEADQUARTERS UNITED STATES AIR FORCE

Opens: 12 MAR 75
Closes: Open
Continuously
NAF-2

POSITION: Accounting Clerk
Salary \$3.24/hr.

ANNOUNCEMENT NO.

LOCATION: Pentagon Non-Appropriated Funds Section

NOTE: THIS IS A NON-APPROPRIATED FUND POSITION

DUTIES: Incumbent performs a variety of accounting functions which involve many types of transactions for different Non-appropriated Fund Instrumentalities (NAFI). Receives, reviews and posts to the appropriate ledgers purchase orders, invoices, daily activity reports of cash, accounts receivable, sales, purchases and discounts of the various NAFI. Performs a complete analytical review of all documents received. Prepares work sheets tracing the original transactions to discover source of discrepancies and makes the proper adjustment to the applicable ledgers. Reconciles monthly bank statement with check book balances and the subsidiary and general ledger cash balances. Reconciles the applicable accounts between the subsidiary and general ledgers. Assists Accountant in preparing monthly statements and reports containing timely, accurate and essential financial information for management purposes. Upon request from the Fund Councils, prepares comparative financial statements reflecting difference between prior/current year status.

QUALIFICATIONS: Applicants must have at least one year of clerical work which has demonstrated arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data. Study successfully completed in a resident college, university or junior college may be substituted on the basis of one half academic year of study for six months experience provided it included at least six semester hours per year in business or related courses. Study successfully completed in a business or commercial school or other comparable

AN EQUAL OPPORTUNITY EMPLOYER

institution above the high school level may be substituted on the basis of one half academic year of study for six months experience provided such study was accomplished in business or related courses. Any combination of education and experience to equal one year may be considered as qualifying experience.

HOW TO APPLY: Submit SF-171, "Personal Qualifications Statement", indicating pertinent experience and/or education.

WHERE TO APPLY: HQ USAF Civilian Personnel Office, 1143 ABS/DPCS, Room 5E 867, Pentagon, Washington, DC 20330

FULL CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD FOR THEIR RACE, SEX, CREED, COLOR, NATIONAL ORIGIN, OR LAWFUL POLITICAL AFFILIATION.

(1143 ABS/DPCS, Mr Edgerton, 79116)

DUTIES:

NOTE:

LOCATION:

POSITION:

THIS IS A NON-APPROPRIATED FUND POSITION

Pentagon non-appropriated funds section

23.34/PL

Accounting Clerk

ANNOUNCEMENT NO.

Class:

Open:

WV-5

Continuation

Open 15 MAY 12



HEADQUARTERS UNITED STATES AIR FORCE

Announcement

FEA

WASHINGTON, D.C.

20461

FEDERAL ENERGY ADMINISTRATION**MERIT PROMOTION PROGRAM**

ANNOUNCEMENT NO.

75-356

75-

ISSUE DATE

09-05-75

CLOSING DATE

09-18-75

POSITION

MANAGEMENT ANALYST, GS-343-13

\$21,816 pa

LOCATION

AA FOR MANAGEMENT AND ADMINISTRATION

OFFICE OF REVIEW, PROGRAM REVIEW DIVISION
WASHINGTON, D.C.**AREA
OF
CONSIDERATION**

NATIONWIDE - ALL SOURCES

PRINCIPAL DUTIES: Performs organizational analysis, methods and procedures analysis, work measurement studies, directives analysis, and manpower utilization and control studies as a team member on major inspections of program areas and field activities of the FEA. Conducts inquiries into the manner in which the FEA mission is being accomplished, special attention being given to management techniques and methods of operation; and into the degree and effectiveness of accomplishments under the Administrator's directives, policies, plans and programs. Provides comprehensive program and management analysis into the usage of resources other than funds agency wide.

QUALIFICATIONS:

GENERAL EXPERIENCE: Applicants must have a background of one of the following:

(1) A full 4-year course in an accredited college or university leading to a bachelor's degree; (2) 3 years of experience in administrative, professional, investigative, technical or other responsible work which was preparatory to the work of management analysis; (3) Any time equivalent combination of experience and education as defined in (1) and (2) above, in accordance with CSC X-118 Qualifications Handbook.

SPECIALIZED EXPERIENCE: 3 years of experience in work which requires analysis, evaluation, development and improvement of managerial policies, practices, methods, systems and procedures. Experience must demonstrate that the applicant has acquired and systematically and successfully applied a practical and theoretical knowledge of a wide variety of managerial functions, practices, and techniques in the solution of management problems.

Applicants must have had at least 1 year of experience equivalent in difficulty and level of responsibility to that of the next lower grade in the Federal service.

OVER

HOW TO APPLY: Employees and other applicants must submit a current completed SF-171, Personal Qualifications Statement and current performance appraisal. Send application and current performance appraisal to
Room 2426

, FEA Office of Personnel, Washington, D.C. 20461.
List awards and outstanding performance ratings received. Specify grade and vacancy announcement for which you are applying. Application and current performance appraisal must be received prior to closing date.

EVALUATION OF CANDIDATES: Methods used in evaluating and ranking candidates for this position are defined in the FEA Merit Promotion Plan (Copies are available in the Office of Personnel). Selection for this position will be made from otherwise eligible candidates without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, membership or nonmembership in an employee organization.

Candidates who lack no more than one month towards completing the above requirements by the closing date may file, and if selected may be promoted or employed at the time they meet the requirement.

Education may be substituted for experience in accordance with the CSC X-118 Qualifications Handbook.

0455

Level of responsibility to that of the next lower grade in the Federal Service. Experience may be substituted for education in accordance with the CSC X-118 Qualifications Handbook.

Qualifications

A minimum of one year of experience in the position of a specialist or equivalent position in the Federal Service. Experience may be substituted for education in accordance with the CSC X-118 Qualifications Handbook.

Specialized Experience: 3 years of experience in work which requires specialized knowledge, skill, or ability. (1) and (3) apply in accordance with CSC X-118 Qualifications Handbook.

General Experience: Experience may be substituted for education in accordance with the CSC X-118 Qualifications Handbook.

Qualifications

Minimum and maximum number of years of experience or education in the position of a specialist or equivalent position in the Federal Service. Experience may be substituted for education in accordance with the CSC X-118 Qualifications Handbook.

CONSIDERATION OF AVEV

NATIONWIDE - VTT SOURCES

LOCATION WASHINGTON, D.C. OFFICE OF HEALING, BIOCHEMICAL HEALING DIVISION VV FOR NATIONWIDE AND ADMINISTRATION

ADMINISTRATIVE UNIT, CS-343-13

431'819 50

POSITION

50401 WASHINGTON, D.C. EEA	NEBIT PROMOTION PROGRAM FEDERAL ENERGY ADMINISTRATION	08-18-12 CLOSING DATE
		08-02-12 ISSUE DATE
		12 12-320
		ANNOUNCEMENT NO.

FEA

WASHINGTON, D.C.

20461

FEDERAL ENERGY ADMINISTRATION**MERIT PROMOTION PROGRAM**

ANNOUNCEMENT NO.

75-358

ISSUE DATE

09-09-75

CLOSING DATE

09-15-75

POSITION Trade Specialist, GS-1140-11, \$15,481 pa**LOCATION**Assistant Administrator for Policy and Analysis
DAA for Data, Office of Energy Statistics,
Statistical Analysis & Support Div., Washington, D. C.**AREA
OF
CONSIDERATION**

Washington, D. C. (All Sources)

PRINCIPAL DUTIES: Incumbent of this position participates in specific market research studies pertaining to product supplies, marketing patterns and consumption levels in the energy field and performs the following general duties: Designs & implements survey systems to monitor marketing in the petroleum and related energy industries; develops procedures to verify the accuracy and reasonableness of marketing and related energy data; participates in the analysis and the writing of reports to Congress on regional patterns of the consumption and marketing of petroleum products; performs research and analysis to support policy options for the revisions of industry data reporting requirements and the development of other government programs related to the monitoring of energy product distribution and conservation. **SPECIFIC DUTIES:** Prepares staff papers of industry structure such as concentration and diversification, relating to the wholesale and retail distribution of petroleum and other energy products; develops survey questionnaires for the collection of historical and ongoing supply and marketing data from the importers, refiners and other marketers of energy products; serves as FEA coordinator of market surveys to answer technical inquiries from industry respondents, trade associations and Congress on the reporting requirements of various survey forms; develops data validation program and data processing specifications for market surveys; directs program of data editing and quality control for market surveys; evaluates regional economic and geographical location models and determines their applicability to projects relating to the supply and marketing of energy products; writes reports to Congress on changing national and regional patterns of the wholesale and retail marketing of petroleum products; develops measures to indicate the relationships between market conditions and government energy problems,

HOW TO APPLY: Employees and other applicants must submit a current completed SF-171, Personal Qualifications Statement and current performance appraisal. Send application and current performance appraisal to Room 2426, FEA Office of Personnel, Washington, D.C. 20461. List awards and outstanding performance ratings received. Specify grade and vacancy announcement for which you are applying. Application and current performance appraisal must be received prior to closing date.

EVALUATION OF CANDIDATES: Methods used in evaluating and ranking candidates for this position are defined in the FEA Merit Promotion Plan (Copies are available in the Office of Personnel). Selection for this position will be made from otherwise eligible candidates without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, membership or nonmembership in an employee organization.

such as changes in national and regional marketing patterns during periods of allocation or increased import duties; serves as representative of the Office of Energy Statistics on task force to coordinate surveys collecting data from the petroleum products; and reviews and provides analysis of various FEA technical studies and reports concerning the supply and conservation of petroleum products.

QUALIFICATION REQUIREMENTS: As a minimum requirement for entrance in this position applicants must have education or experience as described below:

A) Completion of college course leading to a bachelor's degree with a major in one of the following fields: marketing, business admin., history, business or commercial law, economics, finance, international trade or international relations; B) Three years of responsible experience in work that has developed or required an understanding of the principles of merchandising, market research, sales promotion and advertising and similar aspects of the distribution of goods and services; C) Any time equivalent combination of education and experience as described in A & B. In combining educ. and exper. as provided above, 1 year of educ. is equivalent to nine months of experience. **Advanced Experience:** In addition to meeting the experience or educational requirements, applicants for higher grades must have the amount and kind of advanced experience indicated below:

Three years of advanced experience consists of performance of progressively responsible work requiring application of specialized intensive knowledges of the following: A) Marketing, which includes economics plus psychological and sociological influence bearing upon consumption pattern; B) business practices pertaining to wholesale, retail, manufacturers' distribution, distribution costs, finance and tax structure and similar areas of concern; and C) for international trade specialist positions only, international economic and political factors influencing balance of payments, monetary exchange and tariffs and their bearing on the distribution of commodities. The experience or education must have equipped the candidate with the knowledge and ability to perform fully the work of the position.

At least one year of the required experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal Service.

Candidates who lack no more than 1 month towards completing the above requirement by the closing date, may file, and if selected may be promoted or employed at the time they meet the requirement.

Substitution of education for experience may be made in accordance with the U. S. Civil Service Commission Handbook X-118.

POSITION		Grade GS-1140-11		212'481 B9	
WASHINGTON, D.C.	NEXT PROMOTION PROGRAM	08-12-12 CLOSING DATE			
		08-08-12 ISSUE DATE			
		12-328			
FEDERAL ENERGY ADMINISTRATION		EMPLOYMENT NO.			

FEA

WASHINGTON, D.C.

20461

FEDERAL ENERGY ADMINISTRATION**MERIT PROMOTION PROGRAM**

ANNOUNCEMENT NO.

75-359

ISSUE DATE

09-09-75

CLOSING DATE

09-15-75

POSITION Secretary (Stenography) GS-318-9 \$12,841 pa**LOCATION** Assistant Administrator for Policy and Analysis
Deputy Assistant Administrator for Policy
(Immediate Office) Washington, D. C.**AREA
OF
CONSIDERATION** Washington, D. C.

PRINCIPAL DUTIES: As confidential and personal secretary to the Deputy Asst. Administrator for Policy, incumbent participates in the management of the Deputy's programs by performing personal and confidential duties, requiring in addition to a good working knowledge of the organization and programs under the Deputy's jurisdiction, an intimate knowledge of his policies, an intimate knowledge of his policies, views (especially in regard to current problems and issues and special interests). Incumbent of this position receives incoming calls and personal callers determining the calls and callers that can be referred elsewhere. Makes arrangements for conferences including space, people, time, etc. Attends conferences and takes notes. Receives incoming mail, determining that which she can handle, and forwards the rest with appropriate notations as to who is to prepare response, priority of reply, how reply is to be addressed, etc. Keeps her supervisor's calendar, accepts or refuses appointments. Takes and transcribes dictation consisting of technical terminology covering a wide range of office activities. Provides guidance and direction of all secretarial employees in the office and is responsible for the smooth functioning of the office.

QUALIFICATIONS REQUIREMENTS:

General Experience: At least 2 and 1/2 years of experience which involved typing, stenography or general clerical work. At least 6 months of the experience (in addition to the above) must have consisted of work which has demonstrated the ability to perform above the trainee level.

Specialized Experience: At least 2 and 1/2 years of experience which has involved responsibility for serving as the principal personal office assistant to a designated supervisor, and which has included participation

HOW TO APPLY: Employees and other applicants must submit a current (OVER) completed SF-171, Personal Qualifications Statement and current performance appraisal. Send application and current performance appraisal to Room 2426, FEA Office of Personnel, Washington, D.C. 20461. List awards and outstanding performance ratings received. Specify grade and vacancy announcement for which you are applying. Application and current performance appraisal must be received prior to closing date.

EVALUATION OF CANDIDATES: Methods used in evaluating and ranking candidates for this position are defined in the FEA Merit Promotion Plan (Copies are available in the Office of Personnel). Selection for this position will be made from otherwise eligible candidates without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, membership or nonmembership in an employee organization.

FEA

WASHINGTON, D.C.

20461

FEDERAL ENERGY ADMINISTRATION**MERIT PROMOTION PROGRAM**

ANNOUNCEMENT NO.

75-360

ISSUE DATE

09-09-75

CLOSING DATE

09-23-75

POSITION

Employee Relations Specialist, GS-230-11,12,13

LOCATIONAssistant Administrator for Management & Administration
Office of Personnel**AREA
OF
CONSIDERATION**

Washington, D. C. (Metropolitan Area)

Principal Duties: The incumbent in this position is responsible for the Employee Relations functions at Headquarters and in Regional installations. Under general guidance of Branch Chief, personally conducts staff studies and develop programs in the total functional area of employee relations, including but not restricted to conduct and discipline, adverse actions and appeals, grievances and appeals, communications, and the alcoholic rehabilitation/drug abuse programs. Incumbent identifies requirements for revision of current policies and practices or for the development of new policies and practices and, on own initiative, prepares fully coordinated corrective recommendations to assure a progressive and effective employee relations program. Advises Branch Chief, Director of Personnel, professional personnel staff members and operating officials on program, policy and procedural matters within assigned areas. Incumbent will analyze new and proposed regulatory changes issued by the Civil Service Commission to determine FEA needs for implementation or clarification. Incumbent will also serve with full program responsibility, as Federal Energy Administration expert in all aspects of employee relations areas. Provides staff assistant and guidance on the Employee Relations program to operating officials of central office and regional staffs.

QUALIFICATIONS REQUIREMENTS:

General Experience: Candidates must have education or experience as described under A, B, or C below:

- A. A four year course in an accredited college or university leading to a bachelor's degree; or
- B. Three years of experience in work which provides evidence that the candidate has:

(over)

HOW TO APPLY: Employees and other applicants must submit a current completed SF-171, Personal Qualifications Statement and current performance appraisal. Send application and current performance appraisal to Room 2426, FEA Office of Personnel, Washington, D.C. 20461.

List awards and outstanding performance ratings received. Specify grade and vacancy announcement for which you are applying. Application and current performance appraisal must be received prior to closing date.

EVALUATION OF CANDIDATES: Methods used in evaluating and ranking candidates for this position are defined in the FEA Merit Promotion Plan (Copies are available in the Office of Personnel). Selection for this position will be made from otherwise eligible candidates without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, membership or nonmembership in an employee organization.

1. A good general understanding of the systems, methods and administrative machinery for accomplishing the work of an organization;
 2. The ability to analyze problems and apply sound judgment in assessing the practical implications of alternative solutions;
 3. The ability to communicate with others effectively, both orally and in writing; and
 4. The capacity to employ these knowledges and abilities in resolving the problems presented by the assignment. or
- C. Any time equivalent combination of education and experience as defined in A or B above.

Specialized Experience: Candidates must have three years of Specialized experience in any of the following: (1) Experience in the specialized kind of work as described in part I of this standard. or (2) Experience in a combination of the kind of work covered by the series involved and other substantive personnel management specialist work, provided:

- (a) It can be clearly established that the candidate's total experience in the functional specialization of the position to be filled was at least one year, and
- (b) At least six months of the experience was at a level of difficulty comparable to the next lower grade in the specialization.

Candidates who lack no more than one month towards completing the time-in-grade requirements by the closing date may file, and if selected may be promoted or employed at the time they meet the requirement.

Candidates may substitute Education for experience in accordance with the U. S. Civil Service Handbook, X-118.

CONSIDERATION

OF
VIEW

WASHINGTON, D. C. (Metropolitan Area)

LOCATION

OFFICE OF PERSONNEL
ASSISTANT ADMINISTRATOR FOR MANAGEMENT & ADMINISTRATION

POSITION

EMPLOYEE RELATIONS SPECIALIST GS-330-11'15'13

50481
WASHINGTON, D.C.

MERIT PROMOTION PROGRAM

EEA

FEDERAL ENERGY ADMINISTRATION

08-53-12
CLOSING DATE08-08-12
ISSUE DATE12-380
ANNOUNCEMENT NO.

Drug Enforcement Administration
1405 Eye Street n.w.
Washington, D. C. 20537
Mr. Manuel (Tony) Rivera)
HQ Spanish Speaking Program
Coordinator (part time)

May 5, 1975

*ref. to
Bob Funnell
389-6417
mmd*

Mr. Fernando E. C. De Baca
Special Assistant to the President

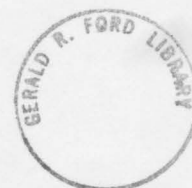
ATTN: Ms. Margaret Dress

Dear Margaret

It was a pleasure talking to you earlier today. I am enclosing Vacancy Announcement Number CMB-75-61 as we discussed over the telephone. With your permission I will continue to try to be of service to your distinguished office by sending you additional Vacancy Announcements which may help you to assist the many Spanish Americans that rely on your office for assistance. Naturally, our Agency will also benefit from those qualified Hispanic Americans that you will refer to us, and after all, isn't that what the Spanish Speaking Program is all about. I sincerely hope we have the opportunity to talk to each other again and perhaps help many Spanish surnamed Americans find suitable employment in our Federal Government. My telephone number is 382-3460 and I am at the service of your office.

Yours truly,

Manuel Rivera
Manuel Rivera





UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
Washington, D.C. 20537

Tony Rivera,
HQ SPANISH SPEAKING
PROGRAM COORDINATOR
382-3460

ISSUE DATE: 04-30-75

VACANCY ANNOUNCEMENT NO. CMB-75-61

CLOSING DATE: 05-14-75

TITLE: Forensic Chemist (Staff Specialist--Program Manager)

SERIES & GRADE: GS-1320-14

LOCATION: Office of Science and Technology Forensic Sciences Division
Operations Section Washington, D. C.

DUTIES: The incumbent serves as a staff specialist responsible for providing technical leadership and guidance to the Regional Laboratories on special projects, technical manuals and publications relating to method development, scientific equipment, and research programs. Formulates program needs by conducting studies to coordinate and establish guidelines and analyzes the programs to provide an integrated and responsive DEA administrative laboratory system.

QUALIFICATIONS & HOW TO APPLY: All GS-14 chemist as well as all GS-13's who will have completed 12 months in grade by COB 05-14-75 are eligible for consideration. All eligible GS-13's will receive automatic consideration for this vacancy by the Laboratory Career Development Board. Other employees who desire consideration should submit a memo through their supervisor along with personnel profile and updated performance appraisal to Miss Karen Hart, Career Management Section, Room 833. Notification must be received on later than COB 05-14-75.

DEA IS AN EQUAL OPPORTUNITY EMPLOYER.

*Called
Bob Fennell's
office
5/8/75*

