

EXHIBIT C—PROGRAM STRUCTURE—CIVIL SERVICE COMMISSION**MAJOR PROGRAM CATEGORIES**

- A. Administering the merit staffing system
- B. Assuring the suitability and loyalty of the Federal work force
- C. Providing personnel management leadership
- D. Administering retirement and insurance programs
- E. Voting rights
- F. General support

PROGRAM SUBCATEGORIES

- A. Administering the merit staffing system :
 - I. Recruiting
 - II. Examining
 - III. Executive manpower
 - IV. Federal employment assistance to veterans
 - V. Technical assistance
- B. Assuring the suitability and loyalty of Federal work force :
 - I. Suitability investigations
 - II. Reimbursable investigations
 - III. Other investigations
 - IV. Agency file search service
 - V. Evaluating agency security programs
- C. Providing personnel management leadership :
 - I. Policy development and review
 - II. Developing and maintaining systems and instructions
 - III. Assessing agency personnel management
 - IV. Position classification administration
 - V. Executive manpower
 - VI. Appeals
 - VII. Training
 - VIII. Special programs
- D. Administering retirement and insurance programs :
 - I. Retirement
 - II. Life insurance
 - III. Health benefits
- E. Voting rights :
 - I. Listing voters
 - II. Hearing and defending challenges
 - III. Observing elections
- F. General support :
 - I. Administration
 - II. Management services
 - III. Providing public information

PROGRAM ELEMENTS

- A. Administering the merit staffing system :
 - I. Recruiting
 - 1. Disseminating examination and job information
 - a. Preparing and distributing informational materials
 - b. Answering inquiries
 - 2. Attracting candidates into competition
 - a. Colleges and universities
 - b. Other educational institutions
 - c. Professional, trade and community groups
 - d. Other
 - II. Examining
 - 1. Developing job standards
 - a. Qualifications
 - b. Physical
 - 2. Developing tests and measurements
 - 3. Conducting and rating examinations
 - a. Wage board positions
 - b. Clerical positions
 - c. Technician, subprofessional, and other support positions
 - d. College level positions
 - e. Middle and senior level positions
 - f. Hearing examiner positions