

A. STATUTORY OR ADMINISTRATIVE AUTHORITY

Title 5, United States Code, chapter 11—provides for the establishment of the Commission, the distribution of its authority, and the establishment of Boards of Examiners.

Title 5, United States Code, chapter 33—authorized rules for the admission of persons into the civil service, the operation of a competitive examining system, for the provision of veterans preference and for the approval of qualifications of persons proposed for appointment to positions at GS-16, 17, or 18, or to scientific and professional positions established under title 5 United States Code 3104.

Executive Order 9830—amending the civil service rules and providing for Federal personnel administration.

Executive Order 10577—amending the civil service rules and authorizing the appointment system for the competitive service.

Executive Order 11315—amending the civil service rules to authorize an executive assignment system for positions in grades GS-16, 17, and 18 of the general schedule.

B. OBJECTIVES

1. To analyze and predict the manpower needs of the Federal civil service to provide a sound basis for meeting these needs in the labor market;

2. To attract into competition for Federal employment the best quality applicants obtainable in the labor markets by publicizing Federal employment opportunities and conditions and by making manpower needs known effectively to the educational systems and others responsible for preparing young persons entering into careers in the Nation's work force;

3. To provide equal opportunity, through an open competitive examination system, for all citizens to apply for, be examined and, if qualified, to obtain consideration for available positions in the Federal civil service;

4. To furnish to the agencies on a timely basis well qualified and suitable candidates for job vacancies as they occur; and

5. To provide, through the executive assignment system, to agency managers the most capable executives from within and outside the Federal service to staff top level positions; and to career executives expanded opportunities to use their talents in challenging and responsible assignments throughout the Government.

C. ORGANIZATION FOR OPERATIONS

1. The Commission's Central Office is responsible for the development and management of the Government-wide recruiting and examining program, including the establishment of policies and procedures, the establishment of qualification standards and tests and measurement methods for the various occupations, for operating certain centralized programs (such as postmasters and rural carriers) and for providing centralized scoring and mechanized processing services.

2. The Commission's regional offices direct the operation of the recruiting and examining program in their areas and supervise the work of the boards of examiners.

3. The 65 interagency boards of U.S. civil service examiners announce the examinations, receive and evaluate the applications, assign the ratings, set up and maintain the lists of eligibles and refer qualified candidates for appointment consideration, as job vacancies occur. These boards also answer the public inquiries about Federal employment.

4. The Commission's central office (bureau of executive manpower) operates the executive assignment system and passes on the qualifications of persons proposed for appointment to positions at grades GS-16, GS-17, and GS-18, or equivalent rates.

5. In addition, under the supervision and control of the Civil Service Commission, but funded by the Department, 15 boards of U.S. civil service examiners in the Post Office Department announce examinations, receive and rate applications, set up registers and certify eligibles for post office positions. Examiners in charge, located at about 1,000 post offices, conduct written tests when required for all civil service positions.

D. OUTPUT

Through this program the Commission in fiscal year 1968 will:

Answer about 6 million inquiries from the public and Federal employees about civil service examinations and Federal job opportunities.