

Funds available for fiscal year 1968 total \$19,163,000, of which \$29,000 is for capital equipment.

4. Would you describe the output generated by this program?

The basic purposes of this program are to provide the public with an opportunity for competition for employment and to provide the agencies with well-qualified candidates for their specific job vacancies. Thus, the principal outputs of the program are—

1. the answering of public inquiries about examinations and job opportunities;
2. the conduct of open competitive examinations through which we receive and evaluate applications from the public, and rank those found to be qualified;
3. the referral of candidates to agency appointing officers for consideration in filling specific job vacancies; and
4. the handling of agency requests for the approval of candidates to GS-16, 17, or 18 grade levels or their equivalents.

5. Can you quantify this output in any way?

The principal output can be quantified as follows—

1. About 6 million public inquiries will be answered.
2. 1,842,000 applications for Federal employment will be processed through competitive examinations.
3. The qualifications of nearly 2,000 candidates proposed by agencies for positions in GS-16, 17, and 18, or equivalent, will be reviewed.
4. The names of 1,591,000 eligibles will be referred to appointing officers from which they will fill 283,100 job vacancies.
5. Through the Executive Assignment System, approximately 600 to 800 referrals of highly qualified candidates for GS-16, 17, and 18 positions will be referred to agency managers.

6. Would you describe the principal operations that are involved in producing this output?

Qualifications standards for each occupation are established by the Commission—these apply both to persons being newly appointed and to in-service personnel actions. As a part of this standard, we also decide the method by which job candidates are to be measured; i.e., by a written test, by experience and training requirements, or—and more generally—by a combination of both.

As the appointing needs of the service require, examination announcements are issued. These sometimes cover a labor market, a State, a region, or the entire service, depending upon the nature of the job and the competition to be expected. Provision is also made for positive recruiting efforts to attract well-qualified candidates.

Applicants are tested, and their test papers are scored; their experience and training is evaluated against the standard, a rating is assigned and they are notified of the results.

Lists of qualified eligibles are set up and the names of the top three are referred in connection with the specific job vacancies as they occur. In shortage categories, agencies may be authorized to appoint any eligible, or sometimes those who have ratings above the point where it is known all persons so qualified will receive appointment offers. All appointments are audited to verify that the "rules" have been followed and the requirements of the Veterans Preference Act have been adhered to in making the selection—and to purge from the list those who indicated they are no longer interested or available.

An inventory of executive level employees (GS-15 and up) is maintained and a comprehensive search is made to assist the agencies in filling upper-level positions. Qualifications of candidates proposed by the agencies for all upper-level positions are reviewed and passed on before appointment.

7. How many employees are involved in the program and in what general type of employment categories do they fall?

For fiscal 1968, an average of 1,930 employees are required in this program distributed by employment categories as follows—

- A. Professional, administrative and technical, 650.
- B. Clerical and support positions, 1,300.

8. What is the grade structure and how many supergrades—quota and non-quota—are involved?

One GS-17 (quota); five GS-16 (quota); 25 GS-15; 45 GS-14; 70 GS-13; 115 GS-12; 150 GS-11; 1,519 GS-9 and below.