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ABSTRACT

This index lists all publications issued by the Manpower Administration for public information from January 1969 through June 1971. The 600 entries of publications, reports, and articles are organized by major subject. Present availability and price are included for each publication and journal source for each article. (BH)

# INDEX to Publications of the Manpower Administration

January 1969 Through June 1971

U.S. DEPARTMENT OF LABOR

J. D. Hodgson, Secretary

MANPOWER ADMINISTRATION

1971



U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
OFFICE OF EDUCATION

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## PREFACE

This index lists all publications issued by the Manpower Administration for public information during the period January 1969 through June 1971. We plan to update it twice a year. The index starts with 1969 because that was the first full year of operation under a centralized Manpower Administration Office of Information.

The index covers about 600 publications, reports, and articles published in the past 2½ years. Most items are listed only once by major subject. In a few cases there are multiple entries, notably for the *Manpower Reports of the President* and *Manpower* magazine. Chapters and major subdivisions of the *Manpower Reports* and all articles in *Manpower* magazine are indexed separately. (For more detailed references to articles in *Manpower*, see the subject and author index to the magazine issued annually in January.) We have attempted to avoid extensive cross referencing, but there is some. A list of the major headings appears on page iii. For your convenience we have included on page 26 a list of periodicals issued by the Manpower Administration.

Inclusion in the index does not imply that the publication is presently available from the Manpower Administration. Some of the more recent publications are still available, but stocks of the earlier ones may be depleted. The notation o.p. after a title indicates that the publication is out of print, and there are no plans to reprint it. For reference, most can be found in the Manpower Administration Information Office, the State employment security agency offices, and the offices of the Regional Manpower Administrators (see addresses on inside back cover). Some are also in public and university libraries.

While they last, copies of publications for which no price is indicated may be obtained free by writing the Inquiries Section, Office of Information, Manpower Administration, U. S. Department of Labor, Washington, D. C. 20210 or telephoning (202) 961 3641. Copies of the index are also available from the Inquiries Section. For publications for which a price is indicated, write the Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402, and enclose payment.

We hope you find the index helpful. Comments and suggestions that would make it more useful for your purposes are welcome. Please send them to the Division of Publications, Office of Information, Manpower Administration, U. S. Department of Labor, Washington, D.C. 20210.

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Apprentice Training, May 1969, flyer

Apprentice Training—Sure Way to a Skilled Craft, 1970  
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Automotive Trades, Apprenticeship Schedules for the,  
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Building and Construction Trades, Apprenticeship  
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Cement Masonry, Asphalt, and Composition Trade,  
National Apprenticeship and Training Standards for,  
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Electrical and Electronic Trades, Apprenticeship Sched-  
ules Covering, 1970 Edition, 110 pp.

Industrial Plant and Equipment Maintenance Trades,  
Apprenticeship Schedules Covering, 1970 Edition, 206  
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Lathing Industry, National Standards of Apprenticeship  
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Machinist (Automatic Screw Machines), National Policy  
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Mechanical Repair and Personal Service Trades, Appren-  
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Metal Working Trades, Apprenticeship Schedules  
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New Craftsmen for Old Art, in *Manpower*, October  
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Ophthalmic Finisher-Dispenser, National Apprenticeship  
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Reaching Out for Apprentices, in *Manpower*, June 1969,  
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Toward the Ideal Journeyman, Manpower Research  
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CEP—Total Service for the Unemployed and the Underemployed, 1969, 8 pp., 15¢

Redesign of the Concentrated Employment Program, in *1971 Manpower Report of the President*, pp. 67-68

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## **COOPERATIVE AREA MANPOWER PLAN- NING SYSTEM**

Cooperative Area Manpower Planning System, in *1969 Manpower Report of the President*, pp. 129-131

Cooperative Area Manpower Planning System, February 1969, flyer

CAMPS—Concentrating Manpower Services Against Poverty, 1969, 8 pp., 15¢

Strengthening the Manpower Planning System, in *1970 Manpower Report of the President*, pp. 80-81

## **COST EFFECTIVENESS (See MANAGEMENT)**

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Interviewer's Handbook for Selection and Referral to Training and Placement, 1970, 79 pp., \$1.

An Interviewer Discusses the First Hurdle, in *Manpower*, March 1970, pp. 26-29

Interviewing Guides for Specific Disabilities:

Suggestions for Using, 1969, folder

Alcoholism, 1969, 9 pp., 10¢

Epilepsy, Reprinted 1971, 8 pp.

Heart Disease, March 1969, 8 pp., 10¢

Legal Blindness and Blindness, Reprinted 1971, 17 pp.

The Mentally Restored, 1969, 16 pp., 10¢

Orientation, Counseling, and Assessment in Manpower Programs, MDTA E&D Findings, No. 5, 1969, 19 pp.

Relating General Educational Development to Career Planning, 1971, 45 pp., 50¢

A School Counselor Looks at the Employment Service, in *Manpower*, January 1970, pp. 22-24

Testing, Counseling, and Supportive Services, chapter in *Breakthrough for Disadvantaged Youth*, 1969, pp. 61-116, 60¢

Vocational Guidance: Room for Improvement, in *Manpower*, August 1969, pp. 6-8

## ECOLOGY

Changing Priorities in Health and Environmental Protection, in *1971 Manpower Report of the President*, pp. 164-171

Training Unpolluters, in *Manpower*, May 1970, pp. 16-20

## EDUCATION

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Bringing Schools and Industry Together, in *Manpower*, June 1970, pp. 24-31

Building Up Minority Contractors, in *Manpower*, October 1969, pp. 23-25

Cram Course for College Clerks, in *Manpower*, December 1970, pp. 30-32

Credentials and Common Sense, Manpower Report No. 13, 1968, reprinted 1969, 6 pp., o.p.

Directions of Action, in *1971 Manpower Report of the President*, pp. 99-108

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Does Everybody Need a High School Diploma? in *Manpower*, February-March 1969, pp. 7-9

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Guidelines for Submission of Applications for Manpower Research Institutional Grants, 1969, 30 pp., o.p.

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Manpower Research Institutional Grant Program: The First 3 Years, 1966-1969, 43 pp.

Manpower Research Institutional Grants: Plans of the 12 Grant-Recipient Schools Selected in 1970, 15 pp., o.p.

Manpower Training Through the Schools, in *1970 Manpower Report of the President*, pp. 64-69

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Widening Access to Professional Education and Employment, in *1970 Manpower Report of the President*, pp. 179-189

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Breakthrough for Disadvantaged Youth, 1969, 256 pp., \$2

Career Mobility for Paraprofessionals in Human Service Agencies, MDTA E&D Findings No. 8, 1970, 151 pp.

The Draper Project, MDTA E&D Findings No. 6, 1969, Reprinted 1971, 189 pp.

Experimental and Demonstration Program, in *1969 Manpower Report of the President*, pp. 201-216

The Experimental and Demonstration Program, February 1969, flyer

The E&D Program—Exploring New Approaches to Manpower Problems, February 1969, 8 pp., 15¢

Final Report of Project Challenge, January 1969, 168 pp.

A Guide for Summer Youth Programs (E&D project report), May 1969, 37 pp.

HIT on Target With "Instant Upgrading," in *Manpower*, May 1969, pp. 18-21

Inner-City Negro Youth in a Job Training Project, MDTA E&D Findings No. 7, 1969, Reprinted 1971, 146 pp.

Job Development for the Hard-to-Employ, MDTA E&D Findings No. 4, June 1968, Reprinted 1969, 119 pp.

Mobility Assistance Projects, in *1971 Manpower Report of the President*, pp. 136-138

The Multi-Troubled Jobseeker, Jobless Workers With a Convulsive Disorder, May 1969, 24 pp.

New Careers for Disadvantaged in Human Service, MDTA E&D Findings No. 9, 1970, 269 pp.

New Shape of the Rural Labor Market, in *Manpower*, September 1969, pp. 20-23

Orientation, Counseling, and Assessment in Manpower Programs, MDTA E&D Findings No. 5, 1969, 19 pp.

An Outreach Demonstration in Houston, Tex., Reprinted in 1969, 81 pp.

Preparing the Disadvantaged for Tests, in *Manpower*, July 1970, pp. 24-26

6 Steps to Jobs for Epileptics, in *Manpower*, May 1969, pp. 27-30

Summaries of R&D Reports, January 1971, 17 pp.

Summer Youth Employment Guide, E&D Findings No. 10, 1971, 35 pp.

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Japanese Cultivate U.S. Farm Skills, in *Manpower*, October 1969, pp. 20-22

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Special Job Creation for the Hard-to-Employ in Western Europe, Manpower Research Monograph No. 14, 1970, 44 pp., 50¢

Sweden's Manpower Policies—A Look at the Leader, in *Manpower*, November 1970, pp. 26-30

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Worker Certification Program Under the Immigration and Nationality Act, FY 1969, 38 pp.

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The Handicapped, in *1969 Manpower Report of the President*, pp. 115-117

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Improving Job Services for the Handicapped, in *Manpower*, September 1970, pp. 22-25

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Alcoholism, 1969, 9 pp., 10¢

Epilepsy, Reprinted 1971, 8 pp.

Heart Disease, March 1969, 8 pp. 10¢

Legal Blindness and Blindness, Reprinted 1971, 17 pp.

The Mentally Restored, 1969, 16 pp., 10¢

Laundries Mark Retarded Workers "OK," in *Manpower*, November 1969, pp. 12-13

Mental Patients Work Back Into Society, in *Manpower*, February 1970, pp. 22-25

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Dealing With the Drinking Problem, in *Manpower*, December 1970, pp. 2-7

Health Careers and High Schools, in *Manpower*, April 1971 pp. 14-19

Health Manpower, in *1970 Manpower Report of the President*, pp. 174-179

Job Descriptions and Organizational Analysis for Hospitals and Related Health Services, Revised Edition 1971, 732 pp., \$4.25

Making Better Use of Health Personnel, in *Manpower*, April 1969, pp. 2-6

New Blood for Health Jobs, in *Manpower*, January 1970, pp. 14-17

New Medicine for Old Maladies, in *Manpower*, February 1971, pp. 7-12

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Optometry, Occupational Guides No. 1, 1970, folder with inserts, \$1

Upgrading Hospital Workers, in *Manpower*, August 1970, pp. 24-27

They're Ready to Work in Your Hospital (Job Corps), 1969, 20 pp.

## JOB BANK AND JOB MATCHING

Computer-Assisted Systems, in *1971 Manpower Report of the President*, p. 66

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Computers Tested for "Matchmaking" Skills, in *Manpower*, July 1969, pp. 7-9

Defense Contractors: List Your Available Jobs With the State Employment Service, 1970, folder

Job Hunting by Computer, in *Manpower*, February-March 1969, pp. 16-18

Job Matching and Labor Market Information Programs, in *1970 Manpower Report of the President*, appendix B, pp. 199-205

Job Matching and Labor Market Information Programs, in *1971 Manpower Report of the President*, appendix A, pp. 179-184

New York's Automated Bloodhound, in *Manpower*, November 1970, pp. 7-9

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Construction Trades, Job Corps, July 1969, 8 pp.

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Every Girl Needs a Chance to Become Somebody (English & Spanish editions) 1970 Revised, 24 pp.

From Job Corps to Your College, 1970, folder

Is Job Corps for You? 1970 Revised, flyer

Is There a Job in Your Future? (English & Spanish editions), 1970, 16 pp.

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- Job Corps Code for Corpsmembers, 1970, 11 pp.
- Job Corps—Residential Training for Disadvantaged Youth, 1970, 12 pp., 15¢
- Making the Job Corps More Flexible, in *Manpower*, November 1970, pp. 10-13
- Mechanic's Assistant/Service Station Attendant/Autobody Repairman, Job Corps, July 1969, 8 pp.
- New Blood for Health Jobs, in *Manpower*, January 1970, pp. 14-17
- Questions Parents Ask About Job Corps (men and women), 1970, flyer
- Recruitment brochures and posters, 1971:
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  - You Can Help Her (for parents of women), 12 pp. (English and Spanish editions)
  - You Can Help Him (for parents of men), 12 pp. (English and Spanish editions)
  - You Can Help Them (for recruiters), 12 pp.
  - What It's All About (for recruiters of men), 24 pp.
  - What It's All About (for recruiters of women), 26 pp.
  - Residential Job Training, July 1969, 8 pp.
  - Residential Manpower Center, Job Corps, poster
  - Schools Study Job Corps Lessons, in *Manpower*, March 1970, pp. 22-25
  - Stenographers/Clerks/Typists/Business Machine Operators, Job Corps, July 1969, 8 pp.
  - They're Ready to Work in Your Hospital, 1969, 20 pp.
  - Train for a Job, Job Corps (men and women), 1970, folders
  - What Happens Now? (pamphlet for Job Corps graduates), Reprinted 1971, 31 pp.
  - Working With the Media, Hints for Job Corps Screeners, 2 pp.
- ## **JOB DESIGN**
- Are You Creative With People? 1969, 8 pp.
- Credentials and Common Sense, Manpower Report No. 13, 1968, reprinted 1969, pp., o.p.
- Developing Your Manpower, 1970, 53 pp., 60¢
- Does Everybody Need a High School Diploma? in *Manpower*, February-March 1969, pp. 7-9
- Familiar Faces Bridge Police-Ghetto Gap, in *Manpower*, April 1969, pp. 24-27
- Handbook for Job Restructuring, 1970, 46 pp., 55¢
- Job Development for the Hard-to-Employ, MDTA E&D Findings No. 4, June 1968, reprinted 1969, 119 pp.

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Restructuring Jobs for Social Goals, in *Manpower*, February 1970, pp. 2-6

Working With Unions in Job Development, in *Manpower*, February-March 1969, pp. 29-30

Using the Nonprofessional, chapter in *Breakthrough for Disadvantaged Youth*, 1969, pp. 215-232, 30¢

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Career Mobility for Paraprofessionals in Human Service Agencies, MDTA E&D Findings No. 8, 1970, 151 pp.

Familiar Faces Bridge Police-Ghetto Gap, in *Manpower*, April 1969, pp. 24-27

HIT on Target With "Instant Upgrading," in *Manpower*, May 1969, pp. 18-21

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Cram Course for College Clerks, in *Manpower*, December 1970, pp. 30-32

How Honeywell Took the Manpower Programs to Heart, in *Manpower*, February-March 1969, pp. 22-25

Introducing JOBS '70, 1970 Revised, 20 pp.

JOBS '70, (proposal announcement), 1969, 92 pp.

JOBS Is Putting People to Work, in *Manpower*, May 1969, pp. 14-17

JOBS Low-Support Employer's Proposal Package, 1970, 51 pp., o.p.

The JOBS Program, in *1969 Manpower Report of the President*, pp. 93-94

The JOBS Program, in *1970 Manpower Report of the President*, pp. 61-63

The JOBS Program, August 1969, flyer

The JOBS Program—An Assault on Hard-Core Jobless Problems, 1969, 8 pp., 15¢

The Making of a Shrimper, in *Manpower*, December 1969, pp. 15-19

On-the-Job Training in Private Industry, in *1971 Manpower Report of the President*, p. 44

Walls Against Poverty, in *Manpower*, February 1971, pp. 21-25

A Year of Awakening, in *Manpower*, May 1969, pp. 22-26

## **LABOR FORCE**

Area Trends in Employment and Unemployment (monthly), approx. 32 pp.

Employment and Wages (workers covered by unemployment insurance) (quarterly), approx. 130 pp.

Employment and Poverty, in *1970 Manpower Report of the President*, ch. 5, pp. 119-135

The Employment Record, in *1969 Manpower Report of the President*, pp. 21-70

## LABOR FORCE (Continued)

The Employment and Unemployment Record, in *1970 Manpower Report of the President*, ch. 2, pp. 23-54

The Employment and Unemployment Record, in *1971 Manpower Report of the President*, pp. 7-29

Full Employment Realistic, in *Manpower*, February-March 1969, p. 21

Government Expenditures and Manpower Requirements, in *1971 Manpower Report of the President*, ch. 5, pp. 147-176

Manpower Requirements and Resources, in *1969 Manpower Report of the President*, pp. 155-165

There's No Place Like Home (in-migration), in *Manpower*, April 1971, pp. 20-23

Toward A Brighter Blue Collar, in *Manpower*, March 1971, pp. 28-32

Winter Construction, Weather or Not, in *Manpower*, May 1970, pp. 2-7

Working Mothers and Their Children, in *Manpower*, June 1970, pp. 2-6

## LABOR MARKET INFORMATION

Area Trends in Employment and Unemployment (monthly), approx. 32 pp.

Critical Problems of Urban Labor Markets, in *1971 Manpower Report of the President*, pp. 83-109

Eating and Drinking Places, Industry Manpower Surveys No. 115, March 1969, 16 pp.

Job Market Processes, in *1969 Manpower Report of the President*, pp. 181-190

Job Matching and Labor Market Information Programs, in *1970 Manpower Report of the President*, appendix B, pp. 199-205

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- An Employer's Guide to OJT Under MDTA, April 1969, 11 pp., 15¢
- Enlisting Private Industry Cooperation, in *1969 Manpower Report of the President*, pp. 89-96
- Farm Training Yields Bumper Crop, in *Manpower*, September 1969, pp. 15-19
- From Reject to Recruit, in *Manpower*, July 1970, pp. 8-10
- Getting Cinderella to the Ball, in *Manpower*, July 1970, pp. 11-13
- "Ham and Eggs on Earth" OIC, in *Manpower*, June 1971, pp. 2-7
- HIT on Target with "Instant Upgrading," in *Manpower*, May 1969, pp. 18-21
- How to Train Workers on the Job, 1970 Revised, 27 pp., 25¢
- Inner-City Negro Youth in a Job Training Project, MDTA E&D Findings No. 7, 1969, Reprinted 1971, 146 pp.
- Introducing JOBS '70, 1970 Revised, 20 pp.
- Japanese Cultivate U.S. Farm Skills, in *Manpower*, October 1969, pp. 20-22
- JOBS '70 (proposal announcement), 1969, 92 pp.
- JOBS Low-Support Employer's Proposal Package, 1970, 51 pp., o.p.
- The Making of a Shrimper, in *Manpower*, December 1969, pp. 15-19
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- MDT—Preparing People for Good Jobs, 1969, 12 pp., 15¢
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- Manpower Development Through the Schools, in *1969 Manpower Report of the President*, pp. 75-87
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Comparison of State UI Laws (Revisions semiannually), approx. 124 pp.

Disaster Unemployment Assistance, March 1970, folder

Employment and Wages (workers covered by State UI laws) (quarterly), approx. 130 pp.

Financing Jobless Benefits, in *Manpower*, August 1969, pp. 25-29

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President Asks Stronger Pay System, in *Manpower*, August 1969, p. 32

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Unemployment Insurance for Ex-Servicemen, 1971, flyer

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Unemployment Insurance Tax Rates by Industry (annually), approx. 44 pp.

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Unemployment Insurance—State Laws and Experience, 1969 Revised, 68 pp.

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**YOUTH (See also JOB CORPS)**

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Blueprint for Summer Jobs, in *Manpower*, March 1970, pp. 19-21

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It's the Message Not the Medium, in *Manpower*, June 1970, pp. 20-22

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Labor Force Growth and Problems, in *1970 Manpower Report of the President*, pp. 46-52

Neighborhood Youth Corps, May 1969, flyer

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**YOUTH OPPORTUNITY CENTERS (See  
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## PERIODICALS

- Area Trends in Employment and Unemployment (monthly)
- Benefit Series Service (monthly)
- Comparison of State Unemployment Insurance Laws (revised bi annually)
- The Corpsman (biweekly)
- Employment and Wages (workers covered by unemployment insurance)  
(quarterly)
- Employment Service Statistics (monthly)
- Manpower Magazine (monthly)
- Manpower Report of the President (annually)
- Manpower Research Projects (annually)
- Rural Manpower Developments (irregularly)
- Significant Provisions of State Unemployment Insurance Laws (revised biannually)
- Unemployment Insurance Statistics (monthly)
- Unemployment Insurance Tax Rates by Industry (annually)

## WHERE TO GET MORE INFORMATION

For more information on manpower programs and services in your area, contact your local employment service office or the nearest office of the Regional Manpower Administrator at the address listed below.

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