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ABSTRACT

This report reviews the second-year activities of the Alabama Occupational Information System (AOIS), whose second-year objectives were (1) to review all state file formats, particularly the occupational file, (2) to validate national data supplied by the Government Information Service (GIS), (3) to develop and implement a Job Bank Summary File, and (4) to establish good working ties with the Department of Industrial Relations and Vocational Education. A description of how each objective was met is provided. The major portion of this report is devoted to appendixes which include sample computer printout job information sheets, a listing of occupational categories and groups, state occupations by title and Alabama Occupational Information System (AOIS) code numbers, sample instruction sheets for obtaining information on financial aid and state occupational training programs, a sample computer printout of job bank information, the benefits and objectives of AOIS, and a general description of the contents of each of AOIS' nine interactive information files: national occupational, state occupational, state occupational training, national scholarship and financial aid, state scholarship and financial aid, career resource, four-year college, two-year college, and job bank summary. (BL)

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ED147516

FINAL PROGRESS REPORT
For The Period
July 15, 1976 to July 14, 1977

(Process Evaluation attached)

Submitted by

THE ALABAMA OCCUPATIONAL INFORMATION SYSTEM

Submitted to

Mr. Gerard C. Smith, Director
National Occupational Information System
Employment and Training Administration
United States Department of Labor

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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16. Abstracts The Alabama Occupational Information System (AOIS) has nine interactive files: the National Occupational File, the State Occupational File, the State Occupational Training file, the Four-Year College File, the Two-Year College File, the National Scholarship & Financial Aid file, the State Scholarship & Financial Aid file, the Job Bank Summary file, & the Career Resource file. To help students learn about & understand the range of career & educational opportunities currently available and to help persons in the labor force become aware of occupational information are among some of the AOIS objectives. Students and clients may access information on subjects of their choice through user agencies such as institutions of learning, employment services, public libraries, rehabilitation centers, etc. AOIS is governed by a Board of Directors consisting of 10 members & has a consortium membership of approximately 400 interested agencies. There are presently 13 AOIS staff members: an executive director, information development manager, user services manager, business manager, data processing manager, 3 information development specialists, 2 user services specialists & 3 secretaries. AOIS will be self supporting at the end of			
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FINAL PROGRESS REPORT
July 15, 1976 - July 14, 1977
ALABAMA OCCUPATIONAL INFORMATION SYSTEM

I. Administrative and Organizational Information

The Alabama Occupational Information System Board appointed a new Executive Director, W. Charles Graves, December 1 -- four and a half months after this fiscal year began. Much progress had been made during the year previous to this time in locating the office, hiring a highly competent staff, and in developing four state files onto the GIS system. Some delays had been experienced in getting permission from State government to purchase computers to deliver the information; however, a basic agreement had finally been reached to permit AOIS to purchase one 16-port Hewlett Packard 2000F for Mobile, and a Criminal Justice computer was to be modified for use in the balance of the state. The Mobile computer was installed and became operational January 1, 1977. The equipment for the Montgomery computer could not be obtained in a reasonable time, so permission was given to purchase a 32-port Hewlett Packard 2000F for Montgomery, which finally became operational in April, 1977. A cooperative relationship was established between the Director and Data Systems Management Division of the State Finance Department, which enabled AOIS to become fully operational. DSMD has continued to be cooperative, providing massive amounts of technical assistance in telecommunications, computer maintenance and assistance in acquiring terminals and other hardware.

Financial

AOIS has been privileged to have a capable and sincere project officer in Mr. Maurice Birch. It was under his watchful guidance that AOIS undertook an in-depth financial analysis which revealed that the original pricing structure of the System was inadequate to support delivery costs. The

Board of Directors approved a price increase in April, 1977, which will sustain delivery costs and yield some support for non-delivery costs. There was some concern by various parties as to whether agencies would renew contracts at the new rate. This concern has been decreased by a recent letter from the Chairman of the Board in which he quoted the new price and asked the agencies if they would pay the new price. Twelve of the seventeen agencies said they would pay the new price, with the biggest user, Mobile, agreeing to pay a renewal price of \$44,515.43 (see Appendix A). Three new agencies have agreed to contract at the new price, and there are at least five pending at the present time. The seven State Employment Services offices, under Mr. James Carter, allowed us to start charging the new price immediately to increase revenue. Three-hundred sets of Occu-Sort are being developed, which could yield \$60,000 in income if successfully marketed. On the other side of the financial picture, the Board of Directors has not faced up to supplying the \$150,000 State contribution as promised in the grant proposal, despite the Executive Director's repeated requests that the problem be addressed. The Executive Director is making a concerted effort now to get AOIS established into the State budget for the fiscal year beginning October 1, 1978. The approach is three-pronged, with an effort to get into the General Fund, Education or Industrial Relations. Discussions are under way with Board members with hopes of success. The approach would be to get enough money to support non-delivery budget items and also buy out the computers and terminals in December of 1978 and March of 1979 at the two-year point of the lease-purchase agreement, thus enabling AOIS to lower the price charged to users.

Staff

The Board of Directors has met quarterly this year with one specially-called meeting to discuss finances. Four new members have succeeded to the Board, due to retirements of original Board members. The professional staff of AOIS has remained stable, with Mrs. Letta Gorman being appointed as Information Development Manager, and Ms. Nancy Sullivan being promoted from Labor Market Analyst I to Labor Market Analyst II. Mrs. Tonya Andrews was hired to be Dr. Lyle Smith's secretary to replace Ms. Donna Dabbs, who moved to another city. Ms. Kathy Gaither, receptionist, resigned to attend college and was replaced by Mrs. Veronica Washington, who later moved to Florida to be with her husband while he played professional football. The receptionist position and one Labor Market Analyst I position is vacant presently. AOIS has been privileged this summer to have six college students and six CETA workers who have helped tremendously in updating files and performing mall demonstrations across the state.

Files

The JOBS File, which lists all State Employment Service job openings, updated daily, became operational this year and is receiving much acclaim statewide. All AOIS files are being analyzed, updated and improved. A Human Resources section is being added to the Career Resource File. A Graduate College File and Military File is being added in September. Other file improvements are noted in the Information Development section of this report. The CIS software package has been purchased, and plans are underway to load the system on the Mobile computer to do a comparative study of how users feel about the accessing strategy and format of GIS and CIS primarily on the State Occupational descriptions. In addition to supplying the CIS package for experimentation, Dr. Bruce McKinlay, Paul Franklin and

other CIS staff have provided technical assistance and established a good working relationship with AOIS this year.

Clientele and Publicity

When the new Executive Director came December 1, 1976, AOIS was not delivering information to any location on a regular basis. Since that time, AOIS has become available to approximately 89 locations across the state, including public libraries, four-year universities, technical colleges, public school systems, and the State Employment Services. The Director has launched an effort to increase the visibility of AOIS and increase interagency cooperation. AOIS is providing codes, terminals and free time to the State Advisory Council on Vocational Education and the State Departments of Career Education, Guidance and Vocational Education. Birmingham and Tuscaloosa City schools have been provided the System on an extended trial basis. Providing free access to the System on a trial basis to a number of agencies is generating a great deal of interest and good will for AOIS. The summer workers have been waging a good publicity campaign for AOIS through radio, television, newspapers and mall demonstrations. The professional staff has appeared on a number of radio and television talk shows. The movie depicting AOIS favorably should be finished in three months, and a demonstration is being planned for Governor Wallace.

II. Information Development

Alabama's Occupational Information System Information Development staff has dedicated this past year to four objectives:

1. to review all State file formats, particularly the occupational file;

2. to validate national data supplied by GIS;
3. to develop and implement a Job Bank Summary File;
4. to establish good working ties with the Department of Industrial Relations and Vocational Education.

All four of our objectives have been met as of July 15, 1977. The following is an in-depth description of how we met each objective:

1. To review all State file formats, particularly the occupational file:

SOCC - (See Appendix B)

- a. Text size was increased to 54 lines in the main file and six sub-files of 10 lines each were created for substate area information.
- b. ICL's were limited to selectors only. This reduced the number of ICL's from 1600 to 200.
- c. OE clusters were replaced by SIC groups as selectors. Temperaments and Interests were reworded (explanatory paragraphs added to user guides). Negative working conditions and physical demands were omitted from selectors. Aptitudes were removed as selectors. Education topic changed and salary added as a selector. Program changes were made to improve sort (item H) - (See Appendix C).
- d. Format design was assembled for text. (See Appendix D).
- e. Related occupations were changed to specialties. Military specialties were included.
- f. When applicable, OES codes were listed following the title.
- g. Re-vamped direct access list to better reflect Alabama occupations. (See Appendix E.)

NOTE: A "SOC2" file was set up to build the new format without disturbing operations.

SAID

- a. Re-worked ICL's (See Appendix F.)

- b. Validated data on file.
- c. Mailed forms to associations and organizations for inclusion on file.
- d. Added explanatory paragraphs to each group of selectors.

CRES

- a. Re-worked ICL's to reduce storage space. (See Appendix G.)
- b. OE clusters were replaced by SIC groups.
- c. DOT categories were replaced by OOH classifications (slightly altered).
- d. Added explanatory paragraphs to each group of selectors.
- e. Began evaluation and validation of materials on file.
- f. Initiated survey for human resources to be included. (See Appendix H.)

SOTF

- a. Re-worked ICL's to reduce storage space. (See Appendix I.)
- b. Only existing programs were listed as program of study selectors.
- c. Validated data on file.
- d. Added explanatory paragraphs to each group of selectors.

2. To validate national data supplied by GIS:

- a. Each four-year college in Alabama on COL4 was contacted and supplied with printouts which they validated. Any discrepancies were researched and/or corrected.
- b. Each two-year college in Alabama on COL2 was contacted and supplied with printouts which they validated. Errors were reported and corrections made.
- c. All two-and four-year colleges not on COL2 and COL4 were contacted.

- d. The national occupational file was found to be most erroneous. This was reported and will be corrected.
- e. The financial aid file was checked against our information for accuracy.

3. To develop and implement a Job Bank Summary File:

The Job Bank Summary File format was finalized, giving the following kinds of information: ES office location, statewide openings by six-digit DOT code and occupational title, areawide openings by six-digit DOT code and occupational title as well as AOIS occupational group code and title.

In order to receive the various bits of data, an on-line accessing strategy was devised. (See Appendix J.) This method does two things: 1.) Allows users unfamiliar with DOT codes the opportunity of discovering job openings listed by DOT codes by inputting an AOIS code number for which they can access occupational information; 2.) Allows professionals who work with DOT codes a direct accessing of ES job openings and relates them to the AOIS occupational codes which they can use to get Alabama descriptions and economic information.

4. To establish good working ties with the Department of Industrial Relations and Vocational Education:

The reaching of this objective is an on-going task. Mr. Doug Dyer has replaced Ms. Ethelyn Gartman as Chief of Research and Statistics, as well as filling her seat on the Board. He has become thoroughly familiar with the purposes of AOIS and has used every opportunity to broadcast good news about us. His shop supplies us with very valuable data. Efforts to coordinate our data are being undertaken.

Dr. Mary Louise Simms of the Vocational Education Division of the State Department of Education has been contacted several times and valuable information has been exchanged. We, too, are coordinating our efforts and will do much more so in the future.

Other

1. SOCC validation committees continue to be assembled as the validating process goes on.
2. Valuable contacts are being made. (See Appendix K).
3. Public relations demonstrations are being made.
4. An information development methods manual is being assembled.
5. Occu-Sort delivery is in the working.
6. Plans for CIS-GIS on-line project are being finalized.

III. Delivery Vehicle

The Data Processing section of the Alabama Occupational Information System had the following objectives for the 1976-77 year:

1. To get the Mobile and Montgomery computers installed and running as early in the year as possible. After weeks of delay and computer components being lost in shipping, the Mobile computer was installed in early January, 1977. The Mobile computer has performed well with only two short periods of down time due to hardware problems. Prior to the installation, preparation of the computer site to meet HP specifications involved considerable time. The Montgomery computer was installed in late March. The Montgomery installation has had an unusual amount of hardware problems which have kept the machine down more than one would expect in the start up of a new computer.

This delayed file update and development. It appears at this time that both systems have settled and will give excellent service. Also a good schedule of updates, backups, and other daily computer routines are established.

2. To stay on schedule with the Information Development staff's changes on the GIS files. As of this date the DP section has met this objective.
3. To get the Job Bank Summary files and programs operational. The JOBS program and the files for JOBS went through several format changes. A special program was developed by Time Share Corporation to make the job bank summary information possible to be loaded daily. The JOBS project involved about three to four months' work.
4. To reduce DP cost as much as possible. The DP manager is researching machines and methods which could reduce cost. Also some leasing companies have been located which could save us up to \$9,000 in terminal rental on the same terminals we presently lease. This was one objective accomplished in attending the NCC conference in Dallas, Texas in June, 1977.
5. To thoroughly document the system, DP duties, and JOBS; and to improve programming methods with new techniques and make improvements in computer programs. This objective has been 90% accomplished and is targeted to be finished by early September. This activity has spanned the entire year.
6. To improve DP services to users and establish a good relationship with users in the DP area. This area has involved a tremendous amount of time due to poor telephone

service to users and due to machine down time on the Montgomery system.

7. To seek other computers to possibly run the GIS system on in other areas of the state. The Data Processing manager contacted private computer installations as well as public installations owned by colleges and universities. In summary the outlook is not promising. There are some installations like Samford University and Birmingham Southern who will be upgrading and can talk to AOIS in January of 1978. Most private installations such as General Time Share in Birmingham either don't take outside accounts or aren't large enough to handle our system. The main problem is that there aren't many systems in Alabama that can time share and that can handle our size; and adding storage to those machines is too expensive. Other systems such as UAH's Univac 1110 in Huntsville would cost around \$300 a day to use. This high cost is due to the high cost of on-line storage and having so many users on the line simultaneously. The search for existing computers is continuing, however, it looks as if a third AOIS computer would be better in north Alabama and the relocation of the Montgomery computer to Birmingham would reduce communications costs.
8. To make AOIS known in other DP shops around the state for good PR and possible future contacts. The DP manager has tried to accomplish this by taking every opportunity to meet other DP managers and vendors throughout the state, by attending DP conferences such as the one held in Birmingham

sponsored by the University of Alabama, and by joining several DP professional societies.

IV. User Services

A. First Quarter - July, 1975 to October, 1976

Since the entire system was in a "holding pattern" due to external constraints, the User Services' staff could not print the user guides, conduct in-service training sessions, etc. These activities could not be initiated due to the fact that specific computers for the system were not identified until approximately the end of this quarter.

B. Second Quarter - October, 1976 to January, 1977

With tentative target dates of both the Montgomery and Mobile computers of December, 1976 or January, 1977, the major User Services' activities were:

1. In-service training was conducted for approximately 500 people during a seven-calendar week period.
2. All printed materials for system operation were finalized, printed, and distributed to the contracted agencies.
3. The pre-survey questionnaire for the impact evaluation was administered.

C. Third Quarter - January, 1977 to April, 1977

1. Follow-up retraining type of in-service training sessions were conducted due to the long time lag between the initial in-service training in October and November of 1976 and the actual operational dates of the Mobile and Montgomery computers.
2. Three consortium newsletters were mailed. The following documents were generated:
 - a. In-service training evaluation questionnaire,
 - b. Program monitoring questionnaire, and
 - c. A revision of the small brochure.

D. Fourth Quarter - May, 1977 to July, 1977

A majority of User Services' activities from mid-April through the first week in June centered upon assisting the site and system coordinators with follow-up retraining type of in-service session. Since the Montgomery computer did not become operational until the third week of March, most of these sessions were held with contracted user agencies on the Montgomery computer.

The program monitoring questionnaire (see third quarter report) was not administered to various personnel with the system's contracted agencies due to the lateness of the academic school year and therefore the busy schedules of students, counselors, teachers, etc. However, this instrument will be administered during the fall school term.

The consortium meetings that were scheduled during this quarter were cancelled due to a lack of sufficient pre-registrants and poor timing of the meetings. These meetings will be held this Fall at a more appropriate time and a different program format from the other meetings.

Other User Services' activities this quarter include:

1. The revision of the system contract detailing the new costs (only change was in paragraph 7),
2. The development of a contract for the needle sort - "Occu-Sort" system (See Appendix L),
3. The development of a form for the return of leased terminals and all user materials when an agency does not renew a system contract (See Appendix M),
4. The printing of a new comprehensive brochure designed to provide more comprehensive information concerning the system (See Appendix N),

5. The development of an In-Service Training Evaluation questionnaire which was sent to all in-service participants using the Mobile computer. The questionnaire was revised to more accurately reflect the "content" of the in-service training. This revised questionnaire was mailed to all in-service participants using the Montgomery computer. However, the mailing was in the third week of June. Therefore, the local school personnel not working during the summer did not receive the revised questionnaire. Some aspects of the in-service training have been changed due to the feedback from the evaluation questionnaire. The changes include:

- a. Reducing the number of participants in a four-hour session from 12 to 6 persons;
- b. Where and when possible, schedule the session during the morning only;
- c. Development of "workbooks" for the participants;
- d. Elimination of the GIS filmstrip "Pyramids", and
- e. Where and when possible, reduce the verbal part of the session in order to spend more time with "hands-on" experience with the terminal.

The results, both of a quantitative and subjective nature, are listed in Appendix O.

6. Contacting potential user agencies in the original SMSA's of Mobile, Montgomery, and Birmingham: First a letter was sent in mid-April (See Appendix P) to these agencies followed up by a phone call after the State legislature passed the Education budget in mid-May. Follow-up contacts are still occurring as of the writing of this report. The emphasis behind these contacts is to fully load the Mobile and Montgomery computers with contracted ports.
7. Another newsletter was sent to the system's consortium members informing them, among other things, of the new system costs.
8. The process evaluation has been contracted with Dr. Trevor Bain, Human Resources Institute, College of Commerce and Business Administration, University of Alabama. The evaluation is

continuing on schedule with the combined cooperative efforts of the User Services' staff and Dr. Bain's staff.

Next Quarter's User Services' Activities

The User Services' activities during the next quarter will be as follows:

1. Refresher training sessions for all local school system and site coordinators are being scheduled during August and September. These sessions have two primary objectives:
 - a. Reinforcement of terminal commands and access modes, and
 - b. Interfacing or integrating the system into on-going programs supplemental and supportive to the instructional program (guidance and counseling and career education) and the instructional program itself.
2. Continued contact and marketing of potential user agencies in Mobile, Birmingham and Montgomery.
3. Planning for Fall consortium meetings.
4. Preliminary planning for a system "cadre" organization,
5. Identification of target areas, marketing strategies, and marketing of the Occu-Sort system.
6. Print and distribute the revisions of the user guides and direct access code books resulting from the updating of the computer files.
7. Site visits and administering of the program monitoring questionnaire.
8. All User Services' activities dealing with contracted agencies during the next three quarters will focus on one major objective, i.e., contract renewal in mid-January and mid-March of 1978.

V. Other Information

None

VI. Next Year's Activities

AOIS will strive to become financially stabilized by obtaining an appropriation from the State Special Education Trust Fund. The appropriation will enable the system to retire its debt on computers, terminals and other equipment in October 1978. Efforts will be made to fully load the computers with new users and the new Occu-Sort decks will be marketed statewide. CIS will be loaded onto the Alabama system for a research study to see if clients have a preference for CIS or GIS accessing strategies.

APPENDIX A



State of Alabama
Department of Education
State Office Building
Montgomery, Alabama 36130



Wayne L. Page
State Superintendent of Education



July 27, 1977

Dr. Richard L. LoDestro, Superintendent
Mobile County Board of Education
P. O. Box 1327
Mobile, Alabama 36601

Dear Dr. LoDestro:

The board of directors of the Alabama Occupational Information System is attempting to get an estimate of projected revenues for the fiscal year beginning October 1, 1977. As you may recall the non-delivery costs of the project have been funded for the past two years through a United States Department of Labor grant with the user paying a set fee per port for delivery costs such as computers, telephones, multiplexor equipment, etc. As the project moves into its third year the federal funding has been decreased with the expectation that the project should become more self-supporting of delivery and non-delivery costs.

The original low user fee has not covered telecommunications and computer costs thereby causing the project to experience a monthly deficit.

To offset this problem the board of directors at its April meeting voted to raise the user fee, terminal rental and pass a portion of the telephone costs to all newly contracted agencies, and charge all of the original contracted agencies the new rate when their present contract comes up for renewal. I realize many of you are planning your budgets for the period beginning October 1, 1977, and need to be cognizant of the Alabama Occupational Information System Board action. Your agency will be up for contract renewal January 1, 1978.

The cost of AOIS to your agency for January through September, 1978 will be \$28,800 for port rental, \$10,530 for terminal rental and \$5,185.43 for telecommunications costs for a total of \$44,515.43. This total includes FX phone lines to Bayou La Batre, Citronelle, and Grand Bay for two months. Phone costs may be calculated into your usual phone budgets, thus lowering the direct cost of AOIS to your agency.

AOIS is strictly a non-profit organization and is making a wholesale effort to keep costs down and obtain funds from federal, state, and foundation sources in order to lower the cost to users by October 1, 1978.

Dr. Richard L. LoDestro
July 27, 1977
Page Two

Out of the eight states to receive grants to develop an occupational information system, Alabama is one of the most outstanding with its extensive adaptation of the Guidance Information System program to meet the needs of Alabamians. None of the other projects have the statewide job openings available updated on a daily basis as does Alabama. I would appreciate a prompt reply from you as to whether you are allowing for AOIS in your budget where we can assist Dr. Charles Graves in planning his budget for the system. Please return the enclosed form promptly to Dr. Graves at 901 Adams Avenue, Montgomery, AL 36130.

Sincerely,

Wayne Teague
State Superintendent of Education
Chairman, AOIS Board of Directors

WT:gcg
Enclosure

We intend to renew our contract with AOIS in January, 1978 for services through September, 1978.

Yes No

We intend to contract on an annual basis with AOIS for the fiscal year beginning October, 1978.

Yes No

AGENCY: Mobile Public Schools

CONTACT PERSON: Laura Storky

APPENDIX B

1

ACCOUNTANTS/AUDITORS (25401)

SPECIALTIES/RELATED OCCUPATIONS:

160.188 010 ACCOUNTANT
160.188 038 AUDITOR
160.188 014 BUDGET ACCOUNTANT
160.188 018 COST ACCOUNTANT
160.188 034 TAX ACCOUNTANT
160.188 046 BURSAR

A: ACCOUNTING SPEC (7310)/AUDIT SPEC (011)
N: STOREKEEPER (S1)/AVIATION STOREKEEPER (A1)
AF: BUDGET SPEC (67230)/AUDITING SPEC (67330)
MC: ACCOUNTING ANALYST/FINANCE CHIEF (3352)/AUDIT TECH (2441)
CG: STOREKEEPER

JOB DESCRIPTION AND WORKER REQUIREMENTS:

ACCOUNTANTS & AUDITORS EXAMINE, ANALYZE & INTERPRET ACCOUNTING RECORDS FOR THE PURPOSE OF GIVING ADVICE OR PREPARING STATEMENTS & INSTALLING OR ADVISING ON SYSTEMS OF RECORDING COSTS OR OTHER FINANCIAL & BUDGETARY INFORMATION.

SPECIFIC DUTIES MAY INCLUDE KEEPING & BALANCING BOOKS & LEDGERS; MAKING JOURNAL ENTRIES; PREPARING FINANCIAL REPORTS; PLANNING, LAYING OUT & REVIEWING WORK OF BOOKKEEPING & OTHER EMPLOYEES; PREPARING BUDGETS; & WORKING FROM COMPUTER PRINTOUTS.

EDUCATION: SOME ACCOUNTANTS HAVE ONLY COMPLETED HIGH SCHOOL, BUT MOST EMPLOYERS PREFER A COLLEGE GRADUATE. SOME TWO YEAR COLLEGES IN ALABAMA OFFER ASSOCIATE DEGREES.

EMPLOYMENT: IN ALABAMA ACCOUNTANTS ACCOUNT FOR ALMOST 1% OF TOTAL EMPLOYMENT (100%). MOST DO MANAGEMENT WORK, OTHERS WORK FOR GOVERNMENT AGENCIES OR TEACH.

OUTLOOK: THE NUMBER EMPLOYED IS EXPECTED TO INCREASE ALMOST 5% BY 1987, DUE TO EXPANSION OF BUSINESS & GOVERNMENT AGENCIES. COLLEGE GRADUATES WILL BE IN GREATER DEMAND THAN APPLICANTS WITH LESS TRAINING. AN AVERAGE OF 150 JOBS ARE AVAILABLE EACH YEAR MOSTLY DUE TO REPLACEMENT OF THOSE WHO HAVE DIED OR RETIRED.

WAGES: JOBS THAT REQUIRE HIGH SCHOOL AND/OR EXPERIENCE USUALLY START AT LESS THAN \$7000 A YEAR WHILE THOSE WITH A BACHELOR'S DEGREE EARN BETWEEN \$9000 & \$12000 THE FIRST YEAR.

SPECIAL REQUIREMENTS: BE ABLE TO DO ARITHMETIC QUICKLY & ACCURATELY, BE ABLE TO RECOGNIZE SMALL DIFFERENCES OR ERRORS IN WRITTEN WORKS & NUMBERS. TO BE CERTIFIED ONE MUST HAVE A BACHELOR'S DEGREE IN ACCOUNTING OR ITS EQUIVALENT & HAVE 2 YEARS EXPERIENCE IN PUBLIC ACCOUNTING & PASS THE STATE BOARD EXAM.

FOR MONTGOMERY INFO TYPE QMONT1
FOR BIHAM INFO TYPE QBIHAM1
FOR MOBILE INFO TYPE QMOBIL1
FOR TUSCALOOSA INFO TYPE QTUSCP1
FOR HUNTSVILLE INFO TYPE QHUNT1
FOR ANNISTON INFO TYPE QANNIS1
FOR QUAD-CITY INFO TYPE QQUAD1
HIT RETURN KEY

FOR FURTHER INFORMATION:
OCCUPATIONAL OUTLOOK HANDBOOK
PAGE 124

DICTIONARY OF OCCUPATIONAL TITLES
VOLUME 1-PAGE 2
VOLUME II-PAGE 252

ANNISTON

THERE ARE APPROXIMATELY 230 ACCOUNTANTS & AUDITORS EMPLOYED IN THE ANNISTON AREA. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY 10. AN AVERAGE OF 10 JOB OPENINGS OCCUR IN THE AREA. THESE OPENINGS ARE DUE TO REPLACEMENT OF EMPLOYEES WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

MONTGOMERY

THERE ARE 1310 ACCOUNTANTS & AUDITORS IN THE MONTGOMERY AREA. EMPLOYMENT IS EXPECTED TO INCREASE BY 10.7% (1450) BY 1985 PARTLY DUE TO THE INCREASE IN THE NEED BY STATE GOVERNMENT. ANNUAL AVERAGE JOB OPENINGS ARE ESTIMATED TO NUMBER 30 WITH 20 DUE TO GROWTH & 10 DUE TO REPLACEMENT OF EMPLOYEES WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

BIRMINGHAM

THERE ARE APPROXIMATELY 3430 ACCOUNTANTS & AUDITORS EMPLOYED IN THE BIRMINGHAM AREA. THIS MEANS THAT OVER 1/3 OF THE ACCOUNTANTS IN ALABAMA ARE EMPLOYED IN THE BIRMINGHAM AREA. APPROXIMATELY 150 JOB OPENINGS OCCUR EACH YEAR MOSTLY DUE TO REPLACEMENT OF EMPLOYEES WHO HAVE DIED OR RETIRED. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY ALMOST 8% (3720).

WAGES ARE THE SAME AS STATEWIDE.

FLORENCE

THERE ARE APPROXIMATELY 300 ACCOUNTANTS & AUDITORS EMPLOYED IN THE FLORENCE AREA. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY 10%. AN AVERAGE OF 10 JOB OPENINGS OCCUR ANNUALLY IN THE FLORENCE AREA DUE TO REPLACEMENT OF WORKERS WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

TUSCALOOSA

THERE ARE APPROXIMATELY 200 ACCOUNTANTS EMPLOYED IN THE TUSCALOOSA AREA. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY 10.7% (210) DUE IN PART TO THE GROWTH OF AREA INDUSTRY. AN ESTIMATED 10 JOB OPENINGS OCCUR ANNUALLY IN THE TUSCALOOSA AREA.

WAGES ARE SAME AS STATEWIDE.

HUNTSVILLE

THERE ARE APPROXIMATELY 930 ACCOUNTANTS & AUDITORS EMPLOYED IN THE HUNTSVILLE AREA. BY 1985 EMPLOYMENT IS EXPECTED TO DROP TO 920. THIS DECREASE IS DUE IN PART TO THE CONTINUED SLOWDOWN IN THE SPACE PROGRAM. AN AVERAGE OF 20 JOB OPENINGS OCCUR ANNUALLY DUE TO REPLACEMENT OF WORKERS WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

MOBILE

APPROXIMATELY 1180 ACCOUNTANTS & AUDITORS ARE EMPLOYED IN THE MOBILE AREA. EMPLOYMENT IS EXPECTED TO INCREASE BY 7.6% BY 1985 (1270). AN AVERAGE OF 50 JOB OPENINGS OCCURS ANNUALLY MOSTLY DUE TO REPLACEMENT WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

APPENDIX C

INDUSTRY

THE STANDARD INDUSTRIAL CLASSIFICATION IS INTENDED TO COVER THE ENTIRE FIELD OF ECONOMIC ACTIVITIES. PLEASE EXAMINE THE FOLLOWING LIST OF INDUSTRIES AND CHOOSE AS MANY OR AS FEW AS YOU LIKE, BUT CHOOSE ONLY THOSE YOU DEFINITELY PREFER OR CHOOSE NONE AT ALL.

1. AGRICULTURE, FORESTRY & FISHING
2. MINING
3. CONSTRUCTION
4. MANUFACTURING
5. TRANSPORTATION, COMMUNICATION & UTILITIES
6. WHOLESALE TRADE
7. RETAIL TRADE
8. FINANCE, INSURANCE & REAL ESTATE
9. SERVICES
10. PUBLIC ADMINISTRATION (GOVERNMENT)

CATEGORIES OF OCCUPATIONS

The Dictionary of Occupational Titles classifies occupations by categories and divisions. The following is a list of occupational categories and groups. Choose as many or as few as you like, but choose only those you definitely prefer.

11. PROFESSIONAL, TECHNICAL AND MANAGERIAL OCCUPATIONS
12. Architecture and Engineering
13. Mathematics and Physical Sciences
14. Life Sciences
15. Social Sciences
16. Medicine and Health
17. Education
18. Museum, Library and Archival Sciences
19. Law and Jurisprudence
20. Religion and Theology
21. Writing
22. Art
23. Entertainment and Recreation
24. Administrative Specializations
25. Managers and Officials
26. Misc. Professional, Technical and Managerial Occupations

27. CLERICAL AND SALES OCCUPATIONS
28. Stenography, Typing, Filing and Related Occupations
29. Computing and Account Recording
30. Material and Production Recording
31. Information and Message Distribution
32. Other Clerical Occupations
33. Salespersons, Services
34. Salespersons, Products
35. Merchandising, Except Sales

36. SERVICE OCCUPATIONS
37. Domestic Service
38. Food and Beverage Preparation and Service
39. Lodging and Related Service Occupations (Hotel, Motel Work)
40. Barbering, Cosmetology and Related Service
41. Amusement and Recreation (Sports Attendants, Ushers, Etc.)
42. Personal Service (Hostesses, Stewards, Etc.)
43. Apparel and Furnishings Service (Laundering, Shoe Repair, Etc.)
44. Protective Service (Police, Military, Firefighters, Guards, Etc.)
45. Building and Related Service Occupations (Janitors, Porters, Etc.)

46. FARMING, FISHERY, FORESTRY AND RELATED OCCUPATIONS
47. Plant Farming
48. Animal Farming
49. General Farming, Specialty Farming, Farm Jobs Not Listed Elsewhere

50. Fishery and Related Occupations (Seeding, Cultivating, Stocking, Catching Aquatic Life, Etc.)
51. Forestry
52. Hunting, Trapping and Related Occupations
53. Services Which Support Agricultural Occupations (Pest Control)

54. PROCESSING OCCUPATIONS
55. Processing Metal
56. Ore Refining and Foundry Occupations
57. Processing Food, Tobacco and Related Products
58. Processing Paper and Related Materials
59. Processing Petroleum, Coal, Natural and Manufactured Gas
60. Processing Chemicals, Plastics, Synthetics, Rubber and Paint
61. Processing Wood and Wood Products
62. Processing Stone, Clay, Glass and Related Products
63. Processing Leather, Textiles and Related Products
64. Other Processing Occupations (Processing Assorted Materials)

65. MACHINE TRADES OCCUPATIONS
66. Metal Machining (Machining, Tool Making, Sawing, Etc.)
67. Metal Working (Forging, Forming of Metal, Etc.)
68. Mechanics and Machinery Repairer
69. Paperworking (Cutting, Folding, Sewing, Etc.)
70. Printing
71. Wood Machining
72. Machining Stone, Clay, Glass and Related Materials
73. Textile Occupations (Weaving, Knitting, Etc., of Cloth and Materials)
74. Other Machine Trades (Machining Plastics, Wire, Etc.)

75. BENCH WORK CONSTRUCTION
76. Construction, Assembly and Repair of Metal Products
77. Construction, Assembly and Repair of Scientific and Optical Goods
78. Assembly and Repair of Electrical Equipment
79. Manufacture and Repair of Products Made From Assorted Materials
80. Painting, Decorating and Related Occupations
81. Construction and Repair of Plastics, Rubber and Related Products
82. Construction and Repair of Wood Products
83. Construction and Repair of Sand, Stone, Clay and Glass Products
84. Construction and Repair of Textile, Leather and Related Products
85. Other Bench Work Occupations (Preparation of Food, Tobacco Products)

86. STRUCTURAL WORK OCCUPATIONS
87. Metal Working and Assembling
88. Welding, Flame Cutting and Related Occupations
89. Electrical Assembling, Installing and Repairing
90. Painting, Plastering, Waterproofing and Related Occupations
91. Excavating, Grading, Paving and Related Occupations
92. Construction (Carpentry, Masonry, Plumbing, Roofing, Etc.)
93. Structural Work (Maintenance of Buildings, Hoisting, Carrying, Etc.)

94. MISCELLANEOUS OCCUPATIONS
95. Motor Freight (Truck Drivers, Etc.)
96. Transportation (Railroad, Water, Air, Bus and Taxi Drivers)
97. Packaging and Material Handling
98. Extraction of Minerals (Drilling, Blasting, Crushing Occupations)
99. Logging
100. Production and Distribution of Utilities
101. Amusement, Recreation and Motion Pictures Occupations
102. Graphic Art Work

SOCC USER GUIDE
SELECTORS

INTERESTS: An interest is a tendency to become absorbed in an experience and to continue it. The following is a list of characteristics describing various interests. Choose as many or as few as you wish, but choose only those you definitely prefer.

103. Working With Things And Objects
 104. Communicating With Or About People
 105. Making Business Contacts With People
 106. Doing Scientific And Technical Work
 107. Doing Routine, Clearly Organized Work
 108. Doing Theoretical And Creative Work
 109. Working To Help Others
 110. Working With Detail, Process, Machine And Techniques
 111. Doing Work Resulting In Prestige
 112. Doing Work That Produces Clearly Visible Results
- :

WORK ACTIVITIES: Work activities or temperaments are personal traits required of a worker by specific job-worker situations. The following is a list of work activities. Choose as many or as few as you wish, but choose only those you definitely prefer.

120. Doing Tasks That Are Repeated Often and Regularly and Are Done According To Set Procedures
121. Managing A Work Group
122. Achieving Cooperative And Successful Working Relationships
123. Influencing People's Opinions, Attitudes or Ideas
124. Working Under Stress or Taking Risks
125. Making Judgments Based on Evaluation of Information Using Personal Knowledge and Experience
126. Judging Information Against Measurable Standards
127. Judging Feelings, Ideas or Facts in Terms of Personal Values
128. Meeting Precise Standards
129. Doing a Variety of Tasks That Change Constantly

PHYSICAL DEMANDS: Physical demands are the physical activities required of a worker in a job. The physical demands express both the physical requirements of the job and the physical capacities a worker must have to meet the requirements. The following is a list of physical demands. Choose as many or as few as you like, but choose only those you definitely prefer or are capable of doing.

135. Lifting 10 Lbs. Maximum; Little Carrying
136. Lifting Up To 20 Lbs.; Carrying Up To 10 Lbs.
137. Lifting Up To 50 Lbs.; Carrying Up To 25 Lbs.
138. Lifting Up To 100 Lbs.; Carrying Up To 50 Lbs.
139. Lifting Over 100 Lbs.; Carrying Over 50 Lbs.
140. Climbing And Balancing
141. Stooping, Kneeling, Crouching, Crawling
142. Reaching, Handling, Feeling
143. Talking And Hearing
144. Seeing Clearly
145. Mostly Standing
146. Mostly Sitting
147. Both Standing And Sitting
148. Considerable Walking

Programming -

When A135, sort picks up 135
When A136, sort picks up 135, 136
When A137, sort picks up 135, 136, 137
When A138, sort picks up 135, 136, 137, 138
When A139, sort picks up 135, 136, 137, 138, 139

When S135, sort picks up 135-139
When S136, sort picks up 136-139
When S137, sort picks up 137-139
When S138, sort picks up 138-139
When S139, sort picks up 139

WORKING CONDITIONS: Working Conditions are the physical surroundings of a job-worker situation which makes specific demands upon a worker's physical capacities. The following is a list of working conditions. Choose as many or as few as you like, but choose only those you definitely prefer or are capable of accepting.

- 150. Mostly Inside Work
- 151. Mostly Outside Work
- 152. Both Inside and Outside Work
- 153. 35-40 Hour Week
- 154. Shift Work
- 155. Occasional Overtime
- 156. Frequent Overtime
- 157. Overtime Usually Seasonal
- 158. Occasional Weekend Work
- 159. Frequent Weekend Work
- 160. Occasional Night Work
- 161. Frequent Night Work
- 162. Work Usually Seasonal
- 163. Occasional Travel
- 164. Frequent Travel

EDUCATION: How many years of training and/or education past high school would you be willing to spend or have spent in preparing for an occupation? Choose from the following list. If you do not know or have no preference, do not choose any.

- 169. None
- 170. Up To 1 Year
- 171. Up To 2 Years
- 172. Up To 3 Years
- 173. Up To 4 Years
- 174. Up To 5 Years
- 175. Up To 6 Years
- 176. More Than 6 Years

Programming -

When A169, the sort picks up 169
When A170, the sort picks up 169, 170
When A171, the sort picks up 169, 170, 171
When A172, the sort picks up 169, 170, 171, 172
When A173, the sort picks up 169, 170, 171, 172, 173
When A174, the sort picks up 169, 170, 171, 172, 173, 174
When A175, the sort picks up 169, 170, 171, 172, 173, 174, 175
When A176, the sort picks up 169, 170, 171, 172, 173, 174, 175, 176

SALARY: How much money would an occupation need to pay annually before you could accept it?

- 180. Less Than \$5000
- 181. At Least \$5001 - \$6999
- 182. At Least \$7000 - \$7999
- 183. At Least \$8000 - \$9999
- 184. At Least \$10000 - \$14999
- 185. At Least \$15000 - \$17999
- 186. At Least \$18000 - \$24999
- 187. At Least \$25000

Programming -

When A180, sort picks up 180
When A181, sort picks up 181, 182, 183, 184, 185, 186, 187
When A182, sort picks up 182, 183, 184, 185, 186, 187
When A183, sort picks up 183, 184, 185, 186, 187
When A184, sort picks up 184, 185, 186, 187
When A185, sort picks up 185, 186, 187
When A186, sort picks up 186, 187
When A187, sort picks up 187

APPENDIX D

SOCC TEXT FORMAT - GUIDE

1. Open description with the title of the occupational group. Give an opening statement that reflects the general function of the group. Use the OES dictionary whenever possible. Remember to adapt it to ninth grade reading level.
2. SPECIFIC DUTIES - List the specific duties from various sources. Always word this sentence: "Specific duties may include..."
3. EDUCATION - Start a new paragraph and begin "Education:". Discuss the various levels of education or training available in the State. Mention the level most accepted or required.
4. EMPLOYMENT - Start a new paragraph, "Employment:". Discuss briefly the employment situation statewide. Include:
 - a. number employed and percent of employed in occupation
 - b. rank of employment (optional)
 - c. places of employment
5. OUTLOOK - Start a new paragraph and begin, "Outlook:". Discuss the outlook for the occupation. Include:
 - a. projected employment
 - b. reason for growth or decrease
 - c. factors affecting supply/demand
 - d. annual average job openings and reason
6. WAGES - Start a new paragraph and begin, "Wages:". Discuss the varying entry wages as influenced by education, training, etc.
7. OTHER REQUIREMENTS - Use this free space to mention necessary aptitudes, important physical requirements, licensing, etc.

APPENDIX E

STATE OCCUPATIONS BY TITLE
WITH AOIS CODE NUMBERS

156	ABRADING MACHINE OPERATORS	20	ATMOSPHERIC SCIENTISTS
169	ACCESSORY INSTALLERS, HOUSEHOLD	65	ATTENDANTS, CHILD CARE
1	ACCOUNTANTS	99	ATTENDANTS, DINING ROOM
32	ACCOUNT COLLECTORS	189	ATTENDANTS, LIBRARY
203	ACTUARIES	222	ATTENDANTS, NURSING
175	ADJUSTERS, INSURANCE	236	ATTENDANTS, PARKING LOT
294	ADMINISTRATORS, ELEMENTARY SCHOOL	22	ATTENDANTS, RECREATION FACILITIES
159	ADMINISTRATORS, HEALTH	150	ATTENDANTS, SERVICE STATION
293	ADMINISTRATORS, POSTSECONDARY SCHOOL	1	AUDITORS
294	ADMINISTRATORS, SECONDARY SCHOOL	23	AUTOMOBILE ACCESSORY INSTALLERS
2	ADULT EDUCATION TEACHERS	24	AUTOMOBILE BODY REPAIRERS
3	ADVERTISING AGENTS	25	AUTOMOBILE MECHANICS
131	ADVISORS, FARM MANAGEMENT	26	BAGGAGE PORTERS
4	AERONAUTICAL ENGINEERS	299	BAILIFFS
3	AGENTS, ADVERTISING	27	BAKERS
313	AGENTS, BOND SALES	28	BANK OFFICERS
176	AGENTS, INSURANCE	30	BARBERS
266	AGENTS, PURCHASING	281	BAR MANAGERS
275	AGENTS, REAL ESTATE	31	BARTENDERS
313	AGENTS, STOCK SALES	26	BELLHOPS
331	AGENTS, TICKET	32	BILL COLLECTORS
6	AGRICULTURAL SCIENTISTS	33	BILLING CLERKS
5	AGRICULTURAL TECHNICIANS	42	BILLING MACHINE OPERATORS
160	AIDES, HEALTH (EXCEPT NURSING)	40	BINDERS, BOOKS
222	AIDES, NURSING	34	BIOLOGICAL SCIENTISTS
348	AIDES, SOCIAL SERVICE	5	BIOLOGICAL TECHNICIANS
323	AIDES, TEACHERS	120	BLACKSMITHS
8	AIR CONDITIONING MECHANICS	36	BLASTERS
9	AIRCRAFT MECHANICS	38	BOAT OPERATORS
9	AIRCRAFT REPAIRERS	24	BODY REPAIRERS, AUTOMOBILE
10	AIRPLANE PILOTS	39	BOILERMAKERS
11	AIR TRAFFIC CONTROLLERS	313	BOND SALES AGENTS
79	ANALYSTS, COMPUTER SYSTEMS	40	BOOKBINDERS
228	ANALYSTS, OPERATIONS	41	BOOKKEEPERS
228	ANALYSTS, SYSTEMS	42	BOOKKEEPING MACHINE OPERATORS
12	ANIMAL CARETAKERS	43	BOOTBLACKS
163	ANNEALERS, HEAT	105	BORING MACHINE OPERATORS
269	ANNOUNCERS, RADIO	44	BOTTLING WORKERS
269	ANNOUNCERS, TELEVISION	46	BRICKMASONS
276	APPRAISERS, REAL ESTATE	87	BRIDGE TENDERS
13	ARCHITECTS	176	BROKERS, INSURANCE
14	ARCHIVISTS	275	BROKERS, REAL ESTATE
220	ARRANGERS, INSTRUMENTAL MUSIC	136	BUFFERS
234	ARTISTIC PAINTERS	200	BUILDING MANAGERS
16	ASBESTOS WORKERS	200	BUILDING SUPERINTENDENTS
17	ASSEMBLERS	47	BULLDOZER OPERATORS
76	ASSESSORS - LOCAL PUBLIC ADMINISTRATION	48	BUS DRIVERS
93	ASSISTANTS, DENTAL	204	BUTCHERS
323	ASSISTANTS, EDUCATIONAL	50	BUYERS
189	ASSISTANTS, LIBRARY	133	BUYERS (FARM PRODUCTS)
73	ASSISTANTS, MEDICAL LABORATORY	51	CABINETMAKERS
4	ASTRONAUTICAL ENGINEERS	281	CAFETERIA MANAGERS
246	ASTRONOMERS	52	CALCULATING MACHINE OPERATORS
18	ATHLETES	44	CANNERY WORKERS

53	CARD TENDERS	11	CONTROLLERS, AIR TRAFFIC
12	CARETAKERS, ANIMAL	76	CONTROLLERS - LOCAL PUBLIC ADMIN.
54	CARPENTERS	82	COOKS (EXCEPT PRIVATE HOUSEHOLD)
55	CARPENTERS' HELPERS	83	COOKS - PRIVATE HOUSEHOLD
56	CARPET CUTTERS	158	COSMETOLOGISTS
56	CARPET LAYERS	342	COUNSELORS - EDUCATIONAL
198	CARRIERS, MAIL (POST OFFICE)	342	COUNSELORS - VOCATIONAL
221	CARRIERS, NEWSPAPER	84	COUNTER CLERKS (EXCEPT FOOD)
271	CAR SHOP REPAIRERS	140	COUNTER WORKERS, FOOD
316	CARVERS, STONE	272	COUPLERS, RAILROAD
57	CASHIERS	85	CRANE OPERATORS
58	CEMENT MASONS	86	CREDIT MANAGERS
322	CHAUFFEURS	87	CROSSING GUARDS
60	CHECKERS, MANUFACTURING	14	CURATORS
61	CHEMICAL ENGINEERS	88	CUTTERS - TEXTILE
62	CHEMICAL TECHNICIANS	56	CUTTERS, CARPET
63	CHEMISTS	347	CUTTERS, FLAME
65	CHILD CARE ATTENDANTS	204	CUTTERS, MEAT
65	CHILD CARE WORKERS	316	CUTTERS, STONE
66	CHILD CARE WORKERS (PRIVATE)	89	DATA PROCESSING MACHINE REPAIRERS
67	CHIROPRACTORS	285	DECKHANDS
68	CIVIL ENGINEERS	90	DECORATORS
136	CLEANERS - MANUFACTURING	91	DELIVERY WORKERS
177	CLEANERS	92	DEMONSTRATORS
340	CLEANERS, EQUIPMENT	93	DENTAL ASSISTANTS
197	CLEANERS, HOUSEHOLD	94	DENTAL HYGIENISTS
70	CLERGY	95	DENTAL LABORATORY TECHNICIANS
71	CLERICAL ASSISTANTS (SOCIAL WELFARE)	96	DENTISTS
72	CLERICAL SUPERVISORS	288	DEPARTMENT HEADS (RETAIL TRADE)
33	CLERKS, BILLING	85	DERRICK OPERATORS
84	CLERKS, COUNTER (EXCEPT FOOD)	97	DESIGNERS
135	CLERKS, FILE	251	DETECTIVES, POLICE
238	CLERKS, PAYROLL	333	DIE MAKERS
253	CLERKS, POSTAL	179	DIE SETTERS
301	CLERKS, RECEIVING	98	DIETICIANS
301	CLERKS, SHIPPING	99	DINING ROOM ATTENDANTS
311	CLERKS, STATISTICAL	147	DIRECTORS, FUNERAL
314	CLERKS, STOCK	101	DISPATCHERS - VEHICLE
238	CLERKS, TIMEKEEPING	157	DOORKEEPERS
32	COLLECTORS, ACCOUNT	102	DRAFTERS
32	COLLECTORS, BILL	103	DRESSMAKERS
151	COLLECTORS, GARBAGE	104	DRILLERS
86	COLLECTION MANAGERS	105	DRILL PRESS OPERATORS
109	COLLEGE INSTRUCTORS	48	DRIVERS, BUS
75	COMPOSITORS	322	DRIVERS, TAXI
77	COMPUTER OPERATORS	335	DRIVERS, TRUCK
78	COMPUTER PROGRAMMERS	184	DRY CLEANING MACHINE OPERATORS
79	COMPUTER SYSTEMS ANALYSTS	106	DRY WALL INSTALLERS
58	CONCRETE FINISHERS	107	DUPLICATING MACHINE OPERATORS
273	CONDUCTORS, RAILROAD	108	DYERS
143	CONSERVATIONISTS	110	ECONOMISTS
80	CONSTRUCTION INSPECTORS - PUBLIC ADMIN.	168	ECONOMISTS, HOME
81	CONSTRUCTION LABORERS	111	EDITORS
232	CONSTRUCTION - PAINTERS	323	EDUCATIONAL ASSISTANTS
		342	EDUCATIONAL COUNSELORS

69	EEG TECHNICIANS	140	FOUNTAIN WORKERS
69	EKG TECHNICIANS	146	FREIGHT HANDLERS
19	ELECTRIC ORGAN TUNERS	147	FUNERAL DIRECTORS
113	ELECTRIC POWER LINE INSTALLERS	148	FURNACE POURERS
113	ELECTRIC POWER LINE REPAIRERS	309	FURNACE STOKERS (EXCEPT METAL)
115	ELECTRICAL ENGINEERING TECHNICIANS	148	FURNACE TENDERS
114	ELECTRICAL ENGINEERS	309	FURNACE TENDERS (EXCEPT METAL)
116	ELECTRICIANS	149	FURNITURE FINISHERS
115	ELECTRONIC ENGINEERING TECHNICIANS	150	GARAGE WORKERS
114	ELECTRONIC ENGINEERS	151	GARBAGE COLLECTORS
7	ELECTROTYPERS	152	GARDENERS
294	ELEMENTARY SCHOOL ADMINISTRATORS	153	GEOLOGISTS
117	ELEMENTARY SCHOOL TEACHERS	153	GEOPHYSICISTS
118	ELEVATOR OPERATORS	154	GLAZIERS
119	EMBALMERS	155	GRADERS - MANUFACTURING
4	ENGINEERS, AERONAUTICAL	126	GRADING MACHINE OPERATORS
4	ENGINEERS, ASTRONAUTICAL	227	GREASERS (EXCEPT AUTO)
61	ENGINEERS, CHEMICAL	136	GRINDERS
68	ENGINEERS, CIVIL	156	GRINDING MACHINE OPERATORS
114	ENGINEERS, ELECTRICAL	152	GROUNDSKEEPERS
114	ENGINEERS, ELECTRONIC	157	GUARDS
172	ENGINEERS, INDUSTRIAL	87	GUARDS, CROSSING
191	ENGINEERS, LOCOMOTIVE	158	HAIR STYLISTS
207	ENGINEERS, MECHANICAL	144	HAMMER OPERATORS
211	ENGINEERS, METALLURGICAL	199	HANDLERS, MAIL (EXCEPT POST OFFICE)
49	ENGINEERS, SALES	315	HANDLERS, STOCK
310	ENGINEERS, STATIONARY	159	HEALTH ADMINISTRATORS
121	ENGINEERS, TEXTILE	160	HEALTH AIDES (EXCEPT NURSING)
122	ENGRAVERS	163	HEAT ANNEALERS
123	ENUMERATORS	163	HEAT TEMPERERS
340	EQUIPMENT CLEANERS	163	HEAT TREATERS
175	EXAMINERS, INSURANCE	164	HEATERS
60	EXAMINERS, MANUFACTURING	8	HEATING MECHANICS
126	EXCAVATING MACHINE OPERATORS	165	HEAVY EQUIPMENT MECHANICS
127	EXPEDITERS	85	HOIST OPERATORS
128	FARMERS	168	HOME ECONOMISTS
129	FARM EQUIPMENT MECHANICS	169	HOUSEHOLD ACCESSORY INSTALLERS
130	FARM LABORERS	169	HOUSEHOLD APPLIANCE REPAIRERS
134	FARM LABOR SUPERVISORS	197	HOUSEHOLD CLEANERS
131	FARM MANAGEMENT ADVISORS	37	HOUSEKEEPERS (EXCEPT PRIVATE HOUSEHOLD)
132	FARM MANAGERS	171	HOUSEKEEPERS (PRIVATE HOUSEHOLD)
282	FASTENERS	15	HUCKSTERS
135	FILE CLERKS	138	HUNTERS
136	FILERS	94	HYGIENISTS, DENTAL
28	FINANCIAL MANAGERS	172	INDUSTRIAL ENGINEERS
58	FINISHERS CONCRETE	145	INDUSTRIAL TRUCK OPERATORS
149	FINISHERS, FURNITURE	80	INSPECTORS, CONSTRUCTION (PUBLIC ADMIN)
283	FINISHERS, METAL	174	INSPECTORS, LOG
137	FIRE FIGHTERS	60	INSPECTORS - MANUFACTURING
138	FISHERS	263	INSPECTORS, PUBLIC (EXCEPT CONSTRUCTION)
347	FLAME CUTTERS	23	INSTALLERS, AUTOMOBILE ACCESSORY
139	FLOOR LAYERS (EXCEPT TILESETTERS)	106	INSTALLERS, DRY WALL
140	FOOD COUNTER WORKERS	113	INSTALLERS, ELECTRIC POWER LINE
141	FOOD SERVICE WORKERS (EXCEPT PRIVATE HOUSEHOLD)	169	INSTALLERS, HOUSEHOLD ACCESSORY
143	FORESTERS	326	INSTALLERS, TELEPHONE
144	FORGE OPERATORS	327	INSTALLERS, TELEPHONE LINE
		109	INSTRUCTORS, COLLEGE

109	INSTRUCTORS, UNIVERSITY	320	MACHINE OPERATORS, TABULATING
220	INSTRUMENTAL ARRANGERS - MUSIC	196	MACHINISTS
220	INSTRUMENTAL MUSICIANS	198	MAIL CARRIERS - POST OFFICE
16	INSULATION WORKERS	199	MAIL HANDLERS (EXCEPT POST OFFICE)
175	INSURANCE ADJUSTERS	254	MAIL SUPERINTENDENTS
176	INSURANCE AGENTS	206	MAINTENANCE MECHANICS
176	INSURANCE BROKERS	232	MAINTENANCE, PAINTERS
175	INSURANCE EXAMINERS	131	MANAGEMENT ADVISORS, FARM
175	INSURANCE INVESTIGATORS	281	MANAGERS, BAR
176	INSURANCE UNDERWRITERS	200	MANAGERS, BUILDING
123	INTERVIEWERS	281	MANAGERS, CAFETERIA
175	INVESTIGATORS, INSURANCE	86	MANAGERS, COLLECTION
177	JANITORS	86	MANAGERS, CREDIT
178	JEWELERS	132	MANAGERS, FARM
179	JOB SETTERS	28	MANAGERS, FINANCIAL
180	JUDGES	45	MANAGERS, OFFICE
181	KEY PUNCH OPERATORS	261	MANAGERS, PLANT
256	KINDERGARTEN TEACHERS	281	MANAGERS, RESTAURANT
100	KITCHEN HELPERS	287	MANAGERS, SALES (EXCEPT RETAIL TRADE)
182	KNITTERS - TEXTILE	288	MANAGERS, SALES (RETAIL TRADE)
95	LABORATORY TECHNICIANS, DENTAL	60	MANUFACTURING - INSPECTORS
81	LABORERS, CONSTRUCTION	58	MASONS, CEMENT
130	LABORERS, FARM	146	MATERIAL HANDLERS
344	LABORERS, WAREHOUSE	203	MATHEMATICIANS
239	LABOR RELATIONS SPECIALISTS	204	MEAT CUTTERS
183	LATHE OPERATORS	205	MEAT WRAPPERS
106	LATHERS	207	MECHANICAL ENGINEERS
184	LAUNDRY MACHINE OPERATORS	8	MECHANICS, AIR CONDITIONING
186	LAWYERS	9	MECHANICS, AIRCRAFT
56	LAYERS, CARPET	25	MECHANICS, AUTOMOBILE
139	LAYERS, FLOOR (EXCEPT TILESETTERS)	129	MECHANICS, FARM EQUIPMENT
59	LAY MIDWIVES	8	MECHANICS HEATING
187	LEGAL SECRETARIES	165	MECHANICS, HEAVY EQUIPMENT
304	LETTERERS, SIGN	206	MECHANICS, MAINTENANCE
188	LIBRARIANS	229	MECHANICS, OPTICAL
161	LIBRARIANS, MEDICAL RECORDS	8	MECHANICS, REFRIGERATION
189	LIBRARY ASSISTANTS	73	MEDICAL LABORATORY ASSISTANTS
189	LIBRARY ATTENDANTS	73	MEDICAL LABORATORY TECHNICIANS
190	LICENSED PRACTICAL NURSES	73	MEDICAL LABORATORY TECHNOLOGISTS
191	LOCOMOTIVE ENGINEERS	161	MEDICAL RECORD LIBRARIANS
35	LODGES, OFFICIALS OF	208	MEDICAL SECRETARIES
174	LOG GRADERS	209	MESSENGERS
174	LOG INSPECTORS	325	MESSENGERS, TELEGRAPH
174	LOG SCALERS	211	METALLURGICAL ENGINEERS
324	LOGGING TEAMSTERS	283	METAL ROLLERS
195	LOGGING WORKERS	298	METAL WORKERS, SHEET
193	LONGSHORE WORKERS	212	METER READERS, UTILITY
194	LOOM FIXERS - TEXTILE	59	MIDWIVES, LAY
182	LOOPERS - TEXTILE	213	MILLERS
156	MACHINE OPERATORS, ABRADING	214	MILLWRIGHTS
42	MACHINE OPERATORS, BILLING	215	MINE WORKERS
42	MACHINE OPERATORS, BOOKKEEPING	216	MIXING OPERATORS
52	MACHINE OPERATORS, CALCULATING	237	MODEL MAKERS
107	MACHINE OPERATORS, DUPLICATING	217	MOLDERS
156	MACHINE OPERATORS, GRINDING	64	MONITORS, SCHOOL
302	MACHINE OPERATORS, SHOEMAKING	218	MOTION PICTURE PROJECTIONISTS

220	MUSICIANS, INSTRUMENTAL	251	POLICE DETECTIVES
221	NEWSPAPER CARRIERS	251	POLICE OFFICERS
221	NEWSPAPER VENDORS	252	POLITICAL SCIENTISTS
190	NURSES, LICENSED PRACTICAL	177	PORTERS
279	NURSES, REGISTERED	26	PORTERS, BAGGAGE
222	NURSING AIDES	253	POSTAL CLERKS
222	NURSING ATTENDANTS	254	POSTMASTERS
98	NUTRITIONISTS	293	POST-SECONDARY SCHOOL ADMINISTRATORS
209	OFFICE HELPERS	255	POWER STATION OPERATORS
224	OFFICE MACHINE REPAIRERS	256	PREKINDERGARTEN TEACHERS
45	OFFICE MANAGERS	74	PRESSERS
28	OFFICERS, BANK	257	PRINTING PRESS OPERATORS
251	OFFICERS, POLICE	258	PRODUCE GRADERS
225	OFFICERS - SHIP	258	PRODUCE PACKERS
35	OFFICIALS OF LODGES	127	PRODUCTION CONTROLLERS
35	OFFICIALS OF SOCIETIES	261	PRODUCTION SUPERINTENDENTS
35	OFFICIALS OF UNIONS	78	PROGRAMMERS, COMPUTER
227	OILERS (EXCEPT AUTO)	218	PROJECTIONISTS, MOTION PICTURE
228	OPERATIONS ANALYSTS	259	PROOFREADERS
228	OPERATIONS RESEARCHERS	260	PSYCHOLOGISTS
328	OPERATORS, TELEPHONE	263	PUBLIC INSPECTORS (EXCEPT CONSTRUCTION)
229	OPTICAL MECHANICS	264	PUBLICITY WRITERS
229	OPTICIANS	264	PUBLIC RELATIONS SPECIALISTS
230	OPTOMETRISTS	265	PUNCH PRESS OPERATORS
222	ORDERLIES	266	PURCHASING AGENTS
231	PACKERS (EXCEPT MEAT/PRODUCE)	225	PURERS - SHIP
234	PAINTERS, ARTISTIC	269	RADIO ANNOUNCERS
232	PAINTERS, CONSTRUCTION	267	RADIOLOGICAL TECHNICIANS
232	PAINTERS, MAINTENANCE	267	RADIOLOGICAL TECHNOLOGISTS
233	PAINTERS, PRODUCTION	268	RADIO OPERATORS
304	PAINTERS, SIGN	270	RADIO REPAIRERS
235	PAPERHANGERS	272	RAILROAD BRAKE OPERATORS
236	PARKING LOT ATTENDANTS	273	RAILROAD CONDUCTORS
237	PATTERN MAKERS	272	RAILROAD COUPLERS
238	PAYROLL CLERKS	271	RAILROAD REPAIRERS
15	PEDDLERS	274	RAILROAD SWITCH OPERATORS
77	PERIPHERAL EQUIPMENT OPERATORS	212	READERS, UTILITY METER
239	PERSONNEL SPECIALISTS	275	REAL ESTATE AGENTS
240	PHARMACISTS	276	REAL ESTATE APPRAISERS
241	PHOTOENGRAVERS	275	REAL ESTATE BROKERS
242	PHOTOGRAPHERS	277	RECEPTIONISTS
243	PHOTOGRAPHIC PROCESS WORKERS	301	RECEIVING CLERKS
245	PHYSICIANS	22	RECREATION FACILITIES ATTENDANTS
246	PHYSICISTS	278	RECREATION WORKERS
19	PIANO TUNERS	8	REFRIGERATION MECHANICS
10	PILOTS, AIRPLANE	279	REGISTERED NURSES
225	PILOTS - SHIP	338	REGIONAL PLANNERS
249	PIPEFITTERS	21	RELIGIOUS WORKERS (EXCEPT CLERGY)
338	PLANNERS, REGIONAL	9	REPAIRERS, AIRCRAFT
338	PLANNERS, URBAN	24	REPAIRERS, AUTOMOBILE BODY
261	PLANT MANAGERS	271	REPAIRERS, CAR SHOP
248	PLASTERERS	89	REPAIRERS, DATA PROCESSING MACHINE
210	PLATERS	113	REPAIRERS, ELECTRIC POWER LINE
249	PLUMBERS	169	REPAIRERS, HOUSEHOLD APPLIANCE
250	PODIATRISTS	224	REPAIRERS, OFFICE MACHINE

270	REPAIRERS, RADIO	348	SOCIAL SERVICE AIDES
271	REPAIRERS, RAILROAD	71	SOCIAL WELFARE CLERICAL ASSISTANTS
303	REPAIRERS, SHOE	305	SOCIAL WORKERS
326	REPAIRERS, TELEPHONE	35	SOCIETIES, OFFICIALS OF
327	REPAIRERS, TELEPHONE LINE	307	SOLDERERS
270	REPAIRERS, TELEVISION	155	SORTERS - MANUFACTURING
111	REPORTERS	20	SPACE SCIENTISTS
228	RESEARCHERS, OPERATIONS	239	SPECIALISTS, LABOR RELATIONS
228	RESEARCHERS, SYSTEMS	239	SPECIALISTS, PERSONNEL
281	RESTAURANT MANAGERS	264	SPECIALISTS, PUBLIC RELATIONS
282	RIVETERS	308	SPINNERS - TEXTILE
284	ROOFERS	101	STARTERS, VEHICLE
91	ROUTE WORKERS	310	STATIONARY ENGINEERS
313	SALES AGENTS, STOCK/BOND	311	STATISTICAL CLERKS
49	SALES ENGINEERS	203	STATISTICIANS
288	SALES MANAGERS (RETAIL TRADE)	317	STEEL WORKERS, STRUCTURAL
287	SALES MANAGERS (EXCEPT RETAIL TRADE)	312	STENOGRAPHERS
286	SALES WORKERS	7	STEREOTYPERS
3	SALES WORKERS, ADVERTISING	193	STEVEDORES
136	SANDERS	297	STITCHERS
292	SAWYERS	314	STOCK CLERKS
174	SCALERS, LOG	315	STOCK HANDLERS
294	SCHOOL ADMINISTRATORS, ELEMENTARY	313	STOCK SALES AGENTS
293	SCHOOL ADMINISTRATORS, POSTSECONDARY	309	STOKERS, FURNACE (EXCEPT METAL)
294	SCHOOL ADMINISTRATORS, SECONDARY	316	STONE CARVERS
64	SCHOOL MONITORS	316	STONE CUTTERS
117	SCHOOL TEACHERS, ELEMENTARY	46	STONEMASONS
295	SCHOOL TEACHERS, SECONDARY	317	STRUCTURAL STEEL WORKERS
6	SCIENTISTS, AGRICULTURAL	200	SUPERINTENDENTS, BUILDING
20	SCIENTISTS, ATMOSPHERIC	254	SUPERINTENDENTS, MAIL
34	SCIENTISTS, BIOLOGICAL	261	SUPERINTENDENTS, PRODUCTION
252	SCIENTISTS, POLITICAL	72	SUPERVISORS, CLERICAL
20	SCIENTISTS, SPACE	134	SUPERVISORS, FARM LAB'R
294	SECONDARY SCHOOL ADMINISTRATORS	245	SURGEONS
295	SECONDARY SCHOOL TEACHERS	69	SURGICAL TECHNICIANS
296	SECRETARIES	319	SURVEYORS
187	SECRETARIES, LEGAL	318	SURVEYORS' HELPERS (CHAIN, ROD, AX)
208	SECRETARIES, MEDICAL	274	SWITCH OPERATORS, RAILROAD
150	SERVICE STATION ATTENDANTS	228	SYSTEMS ANALYSTS
179	SETTERS, DIE	228	SYSTEMS RESEARCHERS
179	SETTERS, JOB	320	TABULATING MACHINE OPERATORS
297	SEWERS	321	TAILORS
298	SHEET METAL WORKERS	322	TAXI DRIVERS
299	SHERIFFS	2	TEACHERS, ADULT EDUCATION
300	SHIPFITTERS	323	TEACHERS' AIDES
225	SHIP OFFICERS	117	TEACHERS, ELEMENTARY SCHOOLS
225	SHIP PILOTS	256	TEACHERS, KINDERGARTEN
225	SHIP PURSERS	256	TEACHERS, PREKINDERGARTEN
133	SHIPPERS, FARM PRODUCTS	295	TEACHERS, SECONDARY SCHOOL
301	SHIPPING CLERKS	324	TEAMSTERS, LOGGING
302	SHOEMAKING MACHINE OPERATORS	5	TECHNICIANS, AGRICULTURAL
303	SHOE REPAIRERS	5	TECHNICIANS, BIOLOGICAL
304	SIGN LETTERERS	62	TECHNICIANS, CHEMICAL
304	SIGN PAINTERS	95	TECHNICIANS, DENTAL LABORATORY
178	SILVERSMITHS	69	TECHNICIANS, EEG

69	TECHNICIANS, EKG	340	WASHERS, VEHICLE
115	TECHNICIANS, ELECTRICAL ENGINEERING	178	WATCHMAKERS
115	TECHNICIANS, ELECTRONIC ENGINEERING	345	WEAVERS
73	TECHNICIANS, MEDICAL LABORATORY	346	WEIGHERS
267	TECHNICIANS, RADIOLOGICAL	347	WELDERS
69	TECHNICIANS, SURGICAL	308	WINDERS - TEXTILE
73	TECHNOLOGISTS, MEDICAL LABORATORY	16	WORKERS, ASBESTOS
267	TECHNOLOGISTS, RADIOLOGICAL	44	WORKERS, BOTTLING
325	TELEGRAPH MESSENGERS	44	WORKERS, CANNERY
325	TELEGRAPH OPERATORS	65	WORKERS, CHILD CARE
326	TELEPHONE INSTALLERS	66	WORKERS, CHILD CARE (PRIVATE)
327	TELEPHONE LINE INSTALLERS	16	WORKERS, INSULATION
327	TELEPHONE LINE REPAIRERS	195	WORKERS, LOGGING
328	TELEPHONE OPERATORS	243	WORKERS, PHOTOGRAPHIC PROCESS
326	TELEPHONE REPAIRERS	21	WORKERS, RELIGIOUS (EXCEPT CLERGY)
269	TELEVISION ANNOUNCERS	231	WRAPPERS (EXCEPT MEAT/PRODUCE)
270	TELEVISION REPAIRERS	205	WRAPPERS, MEAT
29	TELLERS	264	WRITERS, PUBLICITY
163	TEMPERERS, HEAT		
87	TENDERS, BRIDGE		
53	TENDERS, CARD		
309	TENDERS, FURNACE (EXCEPT METAL)		
121	TEXTILE ENGINEERS		
330	THERAPISTS		
331	TICKET AGENTS		
339	TICKET TAKERS		
332	TILESETTERS		
195	TIMBERCUTTING WORKERS		
238	TIMEKEEPING CLERKS		
333	TOOL MAKERS		
182	TOPPERS - TEXTILE		
138	TRAPPERS		
76	TREASURERS - LOCAL PUBLIC ADMINISTRATION		
335	TRUCK DRIVERS		
145	TRUCK OPERATORS, INDUSTRIAL		
19	TUNERS, ELECTRIC ORGAN		
19	TUNERS, PIANO		
183	TURNING MACHINE OPERATORS		
308	TWISTERS - TEXTILE		
75	TYPESETTERS		
336	TYPISTS		
176	UNDERWRITERS, INSURANCE		
35	UNIONS, OFFICIALS OF		
109	UNIVERSITY INSTRUCTORS		
337	UPHOLSTERERS		
338	URBAN PLANNERS		
339	USHERS		
212	UTILITY METER READERS		
340	VEHICLE CLEANERS		
340	VEHICLE WASHERS		
221	VENDORS, NEWSPAPER		
341	VETERINARIANS		
342	VOCATIONAL COUNSELORS		
343	WAITERS		
343	WAITRESSES		
344	WAREHOUSE LABORERS		

APPENDIX F

LOCATION

SOMETIMES A CERTAIN COUNTY OR A CERTAIN DISTRICT WILL OFFER FINANCIAL AID TO STUDENTS LIVING THERE. IF YOU ARE INTERESTED IN THESE SOURCES, SELECT THE DISTRICT AND/OR COUNTY IN WHICH YOU LIVE:

- | | |
|-------------------------|-------------------------|
| 2 District 1 Counties: | 42 District 5 Counties: |
| 3 Colbert | 43 Autauga |
| 4 Cullman | 44 Bullock |
| 5 DeKalb | 45 Butler |
| 6 Franklin | 46 Crenshaw |
| 7 Jackson | 47 Elmore |
| 8 Lauderdale | 48 Lee |
| 9 Lawrence | 49 Lowndes |
| 10 Limestone | 50 Macon |
| 11 Madison | 51 Montgomery |
| 12 Marion | 52 Pike |
| 13 Marshall | 53 Russell |
| 14 Morgan | |
| 15 Winston | 54 District 6 Counties: |
| | 55 Choctaw |
| 16 District 2 Counties: | 56 Clarke |
| 17 Bibb | 57 Conecuh |
| 18 Fayette | 58 Dallas |
| 19 Greene | 59 Marengo |
| 20 Hale | 60 Monroe |
| 21 Lamar | 61 Perry |
| 22 Pickens | 62 Sumter |
| 23 Tuscaloosa | 63 Washington |
| | 64 Wilcox |
| 24 District 3 Counties: | 65 District 7 Counties: |
| 25 Blount | 66 Barbour |
| 26 Chilton | 67 Coffee |
| 27 Jefferson | 68 Covington |
| 28 St. Clair | 69 Dale |
| 29 Shelby | 70 Geneva |
| 30 Walker | 71 Henry |
| | 72 Houston |
| 31 District 4 Counties: | 73 District 8 Counties: |
| 32 Calhoun | 74 Baldwin |
| 33 Chambers | 75 Escambia |
| 34 Cherokee | 76 Mobile |
| 35 Clay | |
| 36 Cleburne | |
| 37 Coosa | |
| 38 Etowah | |
| 39 Randolph | |
| 40 Talladega | |
| 41 Tallapoosa | |

TYPE OF INSTITUTION

WHAT TYPE OF INSTITUTION DO YOU PLAN TO ATTEND?

- 80 Public 4-Year College/University
- 81 Private 4-Year College/University
- 82 Public 2-Year College
- 83 Private 2-Year College
- 84 Public Technical College/Institute/School
- 85 Private Technical College/Institute/School
- 87 Area Skill Center
- 88 Hospital

TYPE OF AID

IF YOU KNOW WHAT TYPE FINANCIAL
AID YOU HELD, PLEASE SELECT FROM
BELOW:

- 100 Scholarship
- 101 Loan
- 102 Grant
- 103 Assistantship
- 104 Stipend
- 105 Cooperative Work Study Program
- 106 Work Study Program
- 107 Fellowship
- 108 Graduate Assistance

RELIGIOUS AFFILIATIONS

DO YOU OR YOUR PARENTS BELONG
TO ANY OF THE FOLLOWING RELIGIOUS
GROUPS?

- 110 Baptist
- 122 Methodist
- 127 Seventh-Day Adventist

SPECIAL NEEDS

DO YOU QUALIFY FOR THESE
SPECIAL NEEDS?

- 160 Head of Family is Blind
- 161 Financial Need

CONTESTS, COMPETITIONS AND EXAMINATIONS

THESE FINANCIAL AID SOURCES REQUIRE ONE TO HAVE TALENT, SKILL OR INTEREST IN A PARTICULAR AREA. PARTICIPATION IN A CONTEST OR EXAMINATION IS SOMETIMES REQUIRED. PLEASE SELECT ANY THAT PERTAIN TO YOU:

- 184 Academic Ability and Achievement
- 211 Baseball
- 212 Basketball
- 186 Beauty and Talent
- 185 Bowling
- 187 Citizenship Awards
- 190 English
- 213 Football
- 191 French
- 218 Golf
- 217 Leadership Ability
- 200 Math
- 199 Music
- 205 Science
- 214 Swimming
- 215 Tennis
- 216 Track

STUDENT ORGANIZATIONS

THESE FINANCIAL AID SOURCES REQUIRE ONE TO BE A MEMBER (PAST OR PRESENT) OF A PARTICULAR ORGANIZATION. PLEASE SELECT ANY THAT PERTAIN TO YOU:

- 245 Boy Scouts
- 264 Forensic
- 265 Rho Nu Tau (Alpha Chapter)
- 263 Rodeo Club

CAREER PLANS AND MAJOR FIELDS OF STUDY

THESE FINANCIAL AID SOURCES REQUIRE ONE TO BE ENROLLED, PLANNING TO ENROLL, OR HAVE AN INTEREST IN A PARTICULAR FIELD OF STUDY. HOWEVER, YOU MAY CODE 500 IF YOU WISH SOURCES OF FINANCIAL AID WHICH DO NOT REQUIRE A MAJOR FIELD OF STUDY FOR YOU TO BE ELIGIBLE. PLEASE SELECT ANY THAT PERTAIN TO YOU:

- 380 Accounting
- 301 Advertising
- 395 Aerospace Engineering
- 302 Agriculture
- 399 Agricultural Engineering
- 303 Architecture

CAREER PLANS AND MAJOR FIELDS OF STUDY
(Continued)

304 Art
379 Arts and Sciences
381 Ballet
385 Building Technology
309 Business, Business Education or Business Administration
373 Chemistry
390 Chemical Engineering
394 Civil Engineering
311 Church Vocations
403 Computer and Informational Sciences
313 Cytotechnology
315 Data Processing
316 Dentistry and Related Occupations
382 Drama
319 Education
393 Electrical Engineering
402 Electromechanical Engineering
321 Engineering
384 English
323 Fine Arts
325 Food Engineering Services
326 Food Services Administration
327 Forestry
329 Geology and/or Mineralogy
376 Histology
383 History
332 Home Economics
333 Home Furnishings
409 Horticulture
406 Hospital and Health Administration
405 Industrial Arts Education
335 Industrial Design
392 Industrial Engineering
337 Journalism
377 Law
338 Law Enforcement
339 Liberal Arts
378 Library Science
340 Marketing
388 Math and Sciences
341 Mechanical Engineer
342 Medical Assistant
343 Medical Technology
396 Metallurgical Engineering
344 Meteorology
398 Mineral Engineering
397 Mining Engineering
346 Ministry
347 Music
349 Nursing
350 Occupational Therapy
400 Petroleum Engineering
352 Pharmacy
374 Physics

CAREER PLANS AND MAJOR FIELDS OF STUDY
(Continued)

- 354 Physical Education
- 387 Physical Science
- 355 Physical Therapy
- 408 Political Science
- 356 Pre-Med
- 375 Psychology
- 359 Religion
- 361 Science
- 407 Secretarial Administration
- 362 Social Science
- 363 Social Work
- 364 Special Education
- 391 Structural Engineering
- 366 Teaching
- 367 Telecommunications
- 386 Textiles
- 401 Textile Engineering
- 404 Trade and Industrial Education
- 372 Transportation and Air Traffic Control
- 389 Veterinary Medicine

- 500 Unspecified Major

PARENTS, EMPLOYEE OF:

ARE YOU OR YOUR PARENTS EMPLOYED
BY ANY OF THESE BUSINESSES OR
INSTITUTIONS?

- 556 Alatex Corporation
- 564 Anderson Clayton
- 572 Baptist Church (Minister)
- 565 Beneficial Finance
- 570 Church (Minister)
- 566 Commercial Credit Company
- 559 Fbsco
- 560 Hart-Greer
- 561 H. K. Porter, Inc.
- 567 Jack's Food System, Inc.
- 563 Jesuit College or University
- 551 McMillan Bloedel
- 571 Methodist Church (Minister)
- 557 Opp-Nicolas Mills
- 555 School (Teacher)
- 552 Scott Paper Company
- 562 Spring Hill College
- 558 Stauffer Chemical Company
- 568 Stockham Valves and Fittings, Inc.
- 569 Tractor and Equipment Company, Inc.
- 553 Tuskegee Institute
- 554 Winn-Dixie

PARENTS' MILITARY EXPERIENCE

THESE FINANCIAL AID SOURCES ARE AWARDED
BASED ON PARENTS' MILITARY EXPERIENCE.
PLEASE SELECT ANY THAT PERTAIN TO YOU:

- 600 Veteran of WWI, WWII, Korean Conflict, Vietnam War
- 601 Survivor of Attack on Pearl Harbor
- 602 Descendant of a Confederate Veteran

TECHNICAL COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH
FINANCIAL AID SOURCES AVAILABLE AT A
SPECIFIED TECHNICAL COLLEGE:

- 725 Alabama Aviation and Technical College
- 726 Alabama Technical College
- 727 Atmore State Technical Institute
- 728 Harry H. Ayers State Technical College
- 729 Cessmer State Technical College
- 731 Carver State Technical Trade School
- 732 J. F. Drake State Technical College
- 748 C. A. Fredd State Technical College (Formerly Tuscaloosa State Tech. Coll.)
- 733 Gadsden State Technical Institute
- 734 Richard P. Holson State Technical College
- 736 Douglas MacArthur State Technical College
- 737 Muscle Shoals Technical Institute
- 738 Northwest Alabama State Technical College
- 739 N. F. Hunnelley State Technical College
- 740 Opelika State Technical College
- 741 John M. Patterson State Technical College
- 743 Ed F. Peid State Technical College
- 744 Shelton State Technical College
- 745 Southwest State Technical College
- 747 Council Bluffs State Technical College
- 749 Walker State Technical College
- 752 George C. Wallace State Technical Community College (Hanceville)

STATE TWO-YEAR COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH
FINANCIAL AID SOURCES AVAILABLE AT A
SPECIFIED STATE TWO-YEAR COLLEGE:

- 759 Alexander City State Junior College
- 760 Athens State College
- 761 S. D. Bishop State Junior College
- 762 Brewer State Junior College
- 763 John C. Calhoun State Community College
- 764 Chattahoochee Valley State Junior College
- 765 Jefferson Davis State Junior College

STATE TWO-YEAR COLLEGES
(Continued)

- 766 Enterprise State Junior College
- 767 James H. Faulkner State Junior College
- 768 Gadsden State Junior College
- 769 Lawson State Community College
- 770 Patrick Henry State Junior College
- 771 Jefferson State Junior College
- 772 Northeast Alabama State Junior College
- 773 Northwest Alabama State Junior College
- 774 Sneed State Junior College
- 775 Southern Union State Junior College
- 776 George C. Wallace State Community College (Dothan)
- 777 George C. Wallace State Community College (Selma)
- 778 Lurleen B. Wallace State Junior College

PRIVATE TWO-YEAR COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH
FINANCIAL AID SOURCES AVAILABLE AT A
SPECIFIED PRIVATE TWO-YEAR COLLEGE:

- 780 Alabama Christian College
- 781 Alabama Institute of Business
- 782 Alabama Lutheran College
- 784 Gadsden Business College
- 785 Lerax Bannon Junior College
- 786 Marion Institute
- 787 Southern Business College
- 788 Southern Vocational College
- 789 Twentieth Century College
- 791 Walker College
- 792 Selma University

PUBLIC FOUR-YEAR COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH
FINANCIAL AID SOURCES AVAILABLE AT A
SPECIFIED PUBLIC FOUR-YEAR COLLEGE:

- 850 Alabama A & M University
- 851 Alabama State University
- 852 Auburn University
- 853 Auburn University at Montgomery
- 854 Jacksonville State University
- 855 Livingston University
- 856 Troy State University
- 858 Troy State University at Montgomery
- 859 The University of Alabama
- 860 The University of Alabama at Birmingham

PUBLIC FOUR-YEAR COLLEGES

- 861 The University of Alabama at Huntsville
- 862 The University of Montevallo
- 863 The University of North Alabama
- 864 The University of South Alabama

PRIVATE FOUR-YEAR COLLEGES/UNIVERSITIES

SELECT ONE OF THE FOLLOWING IF YOU WISH FINANCIAL AID SOURCES AVAILABLE AT A SPECIFIED PRIVATE FOUR-YEAR COLLEGE/UNIVERSITY:

- 875 Alabama Christian School of Religion
- 876 Birmingham Southern College
- 877 Daniel Payne College
- 879 Huntington College
- 880 International Bible College
- 881 Judson College
- 882 Miles College
- 883 Mobile College
- 884 Oakwood College
- 885 Southern Benedictine College
- 886 Stamford University
- 888 Southeastern Bible College
- 889 Spring Hill College
- 890 Stillman College
- 891 Talladega College
- 892 Tuskegee Institute

UNSPECIFIED INSTITUTIONS

IF YOU WISH FINANCIAL AID SOURCES WHICH DO NOT REQUIRE YOU TO ATTEND A SPECIFIC INSTITUTION, PLEASE CODE THE FOLLOWING:

- 900 Unspecified Institution

A GRADUATE OF ONE OF THE FOLLOWING HIGH SCHOOLS

THESE FINANCIAL AID SOURCES REQUIRE ONE TO BE A GRADUATE OF A SPECIFIED HIGH SCHOOL. PLEASE SELECT ANY THAT PERTAIN TO YOU:

- 933 Carbon Hill High School (Walker Co.)
- 926 Central High School (Russell Co.)
- 925 Cordova High School (Walker Co.)
- 927 Glenwood High School (Russell Co.)
- 931 Jacksonville High School (Calhoun Co.)
- 934 McAdory High School (Jefferson Co.)
- 929 Monroe County High School (Monroe Co.)
- 932 Murphy High School (Mobile Co.)
- 935 Section High School (Jackson Co.)
- 936 Shades Valley Annex - Resource Learning Center (Jefferson Co.)
- 928 Thomasville High School (Clarke Co.)
- 930 Woodlawn High School (Jefferson Co.)

APPENDIX G

" INTRODUCTION TO
THE CAREER RESOURCE FILE

The Career Resource File is a collection of items to be used by a counselor, teacher, business organization, etc., to enhance career selection/exploration classes or meetings. The file includes films, written materials and other information sources such as transparencies and records. Some of the items are free, while others are on a loan or a fee basis. A portion of the items contain information on specific occupations, while others contain information about entire industries and guidance and career awareness information.

The Career Resource information can only be accessed by a structured search using the standard instructions explained on pages of this manual. The codes to be used for the structured search are on the pages immediately following this introduction. The following is an example of what a typical user might choose: 342 , Foresters; 204 , High School (Grades 10-12); 304, Filmstrip; and 301, Other On Fee Basis. The end product of the search would be a list of filmstrips about Forestry recommended for high school students and available from source on fee basis.

I INDUSTRY

SELECT FROM THE FOLLOWING IF YOU WISH
CAREER RESOURCE MATERIAL PERTAINING TO
A PARTICULAR INDUSTRY:

AOIS
ACCESS
CODE

- | | |
|----|--|
| 1 | Agriculture, Forestry & Fishing |
| 2 | Mining |
| 3 | Construction |
| 4 | Manufacturing |
| 5 | Transportation, Communications & Utilities |
| 6 | Wholesale Trade |
| 7 | Retail Trade |
| 8 | Finance, Insurance & Real Estate |
| 9 | Services |
| 10 | Public Administration (Government) |

II OCCUPATIONS

SELECT FROM THE FOLLOWING IF YOU WISH
CAREER RESOURCE MATERIAL PERTAINING
TO A PARTICULAR OCCUPATION:

- | | |
|----|--|
| 20 | AGRIBUSINESS & NATURAL RESOURCES OCCUPATIONS |
| 21 | Agricultural Production - Crops |

AOIS
ACCESS
CODE

22	Agricultural Production - Livestock
23	Agricultural Services
30	INDUSTRIAL PRODUCTION & RELATED OCCUPATIONS
31	Foundry Occupations
32	Patternmakers
33	Molders
34	Coremakers
35	Machining Occupations
36	All-round Machinists
37	Instrument Makers (Mechanical)
38	Machine Tool Operators
39	Set-Up Workers (Machine Tools)
40	Tool & Die Makers
41	Printing Occupations
42	Bookbinders & Related Workers
43	Composing Room Occupations
44	Electrotypers & Stereotypers
45	Lithographic Occupations
46	Photoengravers
47	Printing Press Operators & Assistants
48	Other Industrial Production & Related Occupations
49	Assemblers
50	Automobile Painters
51	Blacksmiths
52	Blue-Collar Worker Supervisors
53	Boilermaking Occupations
54	Boiler Tenders
55	Electroplaters
56	Forge Shop Occupations
57	Furniture Upholsterers
58	Inspectors (Manufacturing)
59	Millwrights
60	Motion Picture Projectionists
61	Ophthalmic Laboratory Technicians
62	Photographic Laboratory Occupations
63	Power Truck Operators
64	Production Painters
65	Stationary Engineers
66	Textiles
67	Waste Water Treatment Plant Operators
68	Welders
70	OFFICE OCCUPATIONS
71	Clerical Occupations
72	Bookkeeping Workers
73	Cashiers
74	Collection Workers
75	File Clerks
76	Hotel Front Office Clerks
77	Office Machine Operators
78	Postal Clerks

AOIS
ACCESS
CODE

79 Receptionists
80 Secretaries & Stenographers
81 Shipping & Receiving Clerks
82 Statistical Clerks
83 Stock Clerks
84 Typists
85 Computer & Related Occupations
86 Computer Operating Personnel
87 Programmers
88 Systems Analysts
89 Banking Occupations
90 Bank Clerks
91 Bank Officers
92 Bank Tellers
93 Insurance Occupations
94 Actuaries
95 Claim Representatives
96 Underwriters
97 Administrative & Related Occupations
98 Accountants
99 Advertising Workers
100 Buyers
101 City Managers
102 College Student Personnel Workers
103 Credit Managers
104 Hotel Managers & Assistants
105 Industrial Traffic Managers
106 Lawyers
107 Marketing Research Workers
108 Personnel & Labor Relations Workers
109 Public Relations Workers
110 Purchasing Agents
111 Urban Planners

120 SERVICE OCCUPATIONS
121 Cleaning & Related Occupations
122 Building Custodians
123 Hotel Housekeepers & Assistants
124 Pest Controllers
125 Food Service Occupations
126 Bartenders
127 Cooks & Chefs
128 Dining Room Attendants & Dishwashers
129 Food Counter Workers
130 Meatcutters
131 Waiters & Waitresses
132 Personal Service Occupations
133 Barbers
134 Bellhops & Bell Captains
135 Cosmetologists
136 Funeral Directors & Embalmers

AOIS
ACCESS
CODE

- 137 Private Household Service Occupations
- 138 Private Household Workers
- 139 Protective & Related Service Occupations
- 140 FBI Special Agents
- 141 Firefighters
- 142 Guards
- 143 Police Officers
- 144 State Police Officers
- 145 Construction Inspectors (Government)
- 146 Health & Regulatory Inspectors (Government)
- 147 Occupational Safety & Health Workers
- 148 Other Service Occupations
- 149 Mail Carriers
- 150 Telephone Operators

- 160 EDUCATION & RELATED OCCUPATIONS
- 161 Teaching Occupations
- 162 Kindergarten & Elementary School Teachers
- 163 Secondary School Teachers
- 164 College & University Teachers
- 165 Library Occupations
- 166 Librarians
- 167 Library Technicians & Assistants

- 170 SALES OCCUPATIONS
- 171 Automobile Parts Counter Workers
- 172 Automobile Salesworkers
- 173 Automobile Service Advisors
- 174 Gasoline Service Station Attendants
- 175 Insurance Agents & Brokers
- 176 Manufacturers' Salesworkers
- 177 Models
- 178 Real Estate Salesworkers & Brokers
- 179 Retail Trade Salesworkers
- 180 Route Drivers
- 181 Securities Salesworkers
- 182 Wholesale Trade Salesworkers

- 210 CONSTRUCTION OCCUPATIONS
- 211 Asbestos & Insulation Workers
- 212 Bricklayers & Stonemasons
- 213 Carpenters
- 214 Cement Masons (Cement & Concrete Finishers)
- 215 Construction Laborers
- 216 Drywall Installers & Finishers
- 217 Electricians (Construction)
- 218 Elevator Constructors
- 219 Floor Covering Installers
- 220 Glaziers
- 221 Lathers
- 222 Marble Setters, Tile Setters & Terrazzo Workers
- 223 Operating Engineers (Construction Machinery Operators)

AOIS
ACCESS
CODE

224 Painters & Paperhangers
225 Plasterers
226 Plumbers & Pipefitters
227 Roofers
228 Sheet-Metal Workers
229 Structural, Ornamental & Reinforcing Iron Workers;
Riggers; & Machine Movers

240 OCCUPATIONS IN TRANSPORTATION ACTIVITIES
241 Air Transportation Occupations
242 Air Traffic Controllers
243 Airplane Mechanics
244 Airplane Pilots
245 Flight Attendants
246 Reservation, Ticket and Passenger Agents
247 Merchant Marine Occupations
248 Merchant Marine Officers
249 Merchant Marine Sailors
250 Railroad Occupations
251 Brake Operators
252 Conductors
253 Locomotive Engineers
254 Shop Trades
255 Signal Department Workers
256 Station Agents
257 Telegraphers, Telephoners and Tower Operators
258 Track Workers
259 Driving Occupations
260 Intercity Busdrivers
261 Local Transit Busdrivers
262 Local Truckdrivers
263 Long Distance Truckdrivers
264 Parking Attendants
265 Taxicab Drivers

340 SCIENTIFIC & TECHNICAL OCCUPATIONS
341 Conservation Occupations
342 Foresters
343 Forestry Technicians
344 Range Managers
345 Soil Conservationists
346 Engineers
347 Aerospace
348 Agricultural
349 Biomedical
350 Ceramic
351 Chemical
352 Civil
353 Electrical
354 Industrial
355 Mechanical

AOIS
ACCESS
CODE

356	Metallurgical
357	Mining
358	Petroleum
359	Environmental Scientists
360	Geologists
361	Geophysicists
362	Meteorologists
363	Oceanographers
364	Life Science Occupations
365	Biochemists
366	Life Scientists
367	Soil Scientists
368	Mathematics Occupations
369	Mathematicians
370	Statisticians
371	Physical Scientists
372	Astronomers
373	Chemists
374	Food Scientists
375	Physicists
376	Other Scientific & Technical Occupations
377	Broadcast Technicians
378	Drafters
379	Engineering & Science Technicians
380	Surveyors
410	MECHANICS & REPAIRERS
411	Telephone Craft Occupations
412	Central Office Craft Occupations
413	Central Office Equipment Installers
414	Line Installers & Cable Splicers
415	Telephone & PBX Installers & Repairers
416	Other Mechanics & Repairers
417	Air Conditioning, Refrigeration & Heating Mechanics
418	Appliance Repairers
419	Automobile Body Repairers
420	Automobile Mechanics
421	Boat-Motor Mechanics
422	Bowling-Pin-Machine Mechanics
423	Business Machine Repairers
424	Computer Service Technicians
425	Diesel Mechanics
426	Electric Sign Repairers
427	Farm Equipment Mechanics
428	Industrial Machinery Repairers
429	Instrument Repairers
430	Jewelers
431	Locksmiths
432	Maintenance Electricians
433	Motorcycle Mechanics
434	Piano & Organ Tuners & Repairers
435	Shoe Repairers

AOIS
ACCESS
CODE

436 Television & Radio Service Technicians
437 Truck Mechanics & Bus Mechanics
438 Vending Machine Mechanics
439 Watch Repairers

450 HEALTH OCCUPATIONS
451 Dental Occupations
452 Dentists
453 Dental Assistants
454 Dental Hygienists
455 Dental Laboratory Technicians
456 Medical Practitioners
457 Chiropractors
458 Optometrists
459 Osteopathic Physicians
460 Physicians
461 Podiatrists
462 Veterinarians
463 Medical Technologist, Technician & Assistant Occupations
464 Electrocardiograph Technicians
465 Electroencephalographic Technicians
466 Medical Assistants
467 Medical Laboratory Workers
468 Medical Record Technicians & Clerks
469 Operating Room Technicians
470 Optometric Assistants
471 Radiologic (X-Ray) Technologists
472 Respiratory Therapy Workers
473 Nursing Occupations
474 Registered Nurses
475 Licensed Practical Nurses
476 Nursing Aides, Orderlies & Attendants
477 Therapy & Rehabilitation Occupations
478 Occupational Therapists
479 Occupational Therapy Assistants
480 Physical Therapists
481 Physical Therapist Assistants & Aides
482 Speech Pathologists & Audiologists
483 Other Health Occupations
484 Dieticians
485 Dispensing Opticians
486 Health Services Administrators
487 Medical Record Administrators
488 Pharmacists

510 SOCIAL SCIENTISTS
511 Anthropologists
512 Economists
513 Geographers
514 Historians
515 Political Scientists
516 Psychologists
517 Sociologists

AOIS
ACCESS
CODE

520 SOCIAL SERVICE OCCUPATIONS
521 Counseling Occupations
522 School Counselors
523 Employment Counselors
524 Rehabilitation Counselors
525 College Career Planning & Placement Counselors
526 Clergy
527 Protestant Ministers
528 Rabbis
529 Roman Catholic Priests
530 Other Social Service Occupations
531 Cooperative Extension Service Workers
532 Home Economists
533 Recreation Workers
534 Social Service Aides
535 Social Workers

540 ART, DESIGN & COMMUNICATIONS-RELATED OCCUPATIONS
541 Performing Artists
542 Actors & Actresses
543 Athletes
544 Dancers
545 Musicians
546 Singers
547 Design Occupations
548 Architects
549 Commercial Artists
550 Display Workers
551 Floral Designers
552 Industrial Designers
553 Interior Designers
554 Landscape Architects
555 Photographers
556 Communications-Related Occupations
557 Interpreters
558 Newspaper Reporters
559 Radio & Television Announcers
560 Technical Writers

III CAREER EDUCATION AND GUIDANCE

IF YOU DO NOT NEED A RESOURCE PERTAINING TO A PARTICULAR INDUSTRY OR OCCUPATION, CONSIDER THE FOLLOWING GENERAL CATEGORIES:

190 Vocational Guidance
191 Career Awareness
192 Analyses & Theories
193 Job Search Preparation
194 Educational Guidance

IV GRADE LEVEL

TO WHAT GRADE LEVEL WOULD YOU
LIKE THE MATERIAL TO APPLY?

AOIS
ACCESS
CODE

- 200 Pre-elementary
- 201 Primary Elementary (Grades 1-3)
- 202 Intermediate Elementary (Grades 4-6)
- 203 Junior High School (Grades 7-9)
- 204 High School (Grades 10-12)
- 205 Adult

V MEDIA & CHARACTERISTICS

IN WHAT MEDIA & WITH WHAT CHARACTERISTICS
WOULD YOU LIKE THE INFORMATION PRESENTED?

- 300 Book
- 301 Report (Paper)
- 302 Journal or Periodical
- 303 Film
- 304 Filmstrip
- 305 Slides
- 306 Multi-Media Kits
- 307 Videotape
- 308 Booklet
- 309 Employer/Industry Visit
- 320 Black & White
- 321 Color
- 322 16mm
- 323 8mm
- 324 With Sound
- 325 Without Sound
- 326 Less Than 15 Minutes
- 327 15-30 Minutes
- 328 30-45 Minutes
- 329 45-60 Minutes
- 330 Other (Audiotape, Records, Transparencies, Etc.)

VI LOCATION

WOULD YOU LIKE THE MATERIAL TO BE
PROVIDED BY AOIS, BY A SOURCE
OTHER THAN AOIS AT NO CHARGE, OR A
SOURCE OTHER THAN AOIS ON A FEE
BASIS?

- 399 Location
- 400 AOIS
- 500 Other - No Charge
- 501 Other - On Fee Basis

APPENDIX H

NAME OF FIRM: _____

ADDRESS: _____

PHONE: _____

SIC CODE (IF KNOWN): _____ TYPE OF BUSINESS: _____

HOW OLD IS YOUR BUSINESS/INDUSTRY? _____

WOULD SOMEONE FROM YOUR ORGANIZATION BE AVAILABLE TO GO INTO THE SCHOOLS AND TALK TO STUDENTS? YES NO

IF YES, WOULD TRAVEL EXPENSES BE EXPECTED? YES NO

WOULD YOU PERMIT FIELD TRIPS TO YOUR SITE? YES NO

WHAT AREA ARE YOU WILLING TO SERVE? COMMUNITY COUNTY STATE

WHAT AGE GROUP WOULD YOU PREFER? PRESCHOOL ELEMENTARY JR. HIGH
 SR. HIGH

WHAT SIZE GROUP WOULD YOU PREFER? INDIVIDUALS 5-10 10-25
 OVER 25

HOW MUCH TIME WOULD YOU BE WILLING TO GIVE? ONCE A WEEK _____ HOURS
 EVERY DAY FOR A PERIOD OF WEEKS
 OCCASIONAL
 OTHER - PLEASE SPECIFY: _____

WHICH DAYS OF THE WEEK WOULD YOU PREFER? MONDAY TUESDAY WEDNESDAY
 THURSDAY FRIDAY SATURDAY
 SUNDAY

WHAT TIME OF THE DAY DO YOU PREFER? MORNING AFTERNOON NIGHT

WHICH OCCUPATIONS IN YOUR ORGANIZATION WOULD YOU BE WILLING TO TALK TO STUDENTS ABOUT? _____

DO YOU HAVE ANY PUBLICATIONS OR PRODUCTS TO SHARE WITH INTERESTED STUDENTS?
 YES NO

IF YES, PLEASE SPECIFY: _____

ON WHAT TOPICS WOULD YOU BE WILLING TO LECTURE? _____

WHAT IS THE NAME OF THE PERSON TO CONTACT:
FOR VISITING SCHOOLS: _____
FOR CONDUCTING TOURS/FIELD TRIPS: _____

DATE: _____

SIGNED: _____
POSITION: _____

APPENDIX I

STATE OCCUPATIONAL TRAINING PROGRAMS

THE FOLLOWING IS A LIST OF PROGRAMS OF STUDY AVAILABLE AT INSTITUTIONS IN THE STATE. PLEASE SELECT ANY THAT INTEREST YOU.

EITHER DO AN INDEPENDENT SEARCH FOR EACH PROGRAM OR USE AN EITHER/OR COMMAND.

1	Accessories, Apparel	51	Clerks, File
2	Accountants	52	Clerks, General Office
3	Administration, Business	53	Clerks, Insurance
4	Aeronautical Drafting	54	Clerk-Typists
5	Agent, Real Estate	55	Clerks, Ward
6	Aide, Community Health	56	Clothing
7	Aide, Home Health	57	Combination Welding
8	Aide, Nurse	58	Commercial Pilot Training
9	Aide, Occupational Therapy	6	Community Health Aide
10	Aide, Physical Therapy	24	Composition, Art
11	Air Cooling Equipment, Installation	59	Comprehensive Home Economics
11	Air Cooling Equipment, Operation	59	Comprehensive Homemaking
11	Air Cooling Equipment, Testing	61	Computer Operation
11	Air Cooling Equipment, Troubleshooting	62	Concrete Finishing
12	Aircraft Electrical Systems	61	Console Operation, Computer
13	Aircraft Engine Inspection	39	Construction, Building
13	Aircraft Engine Maintenance	46	Cook
12	Aircraft Ignition Systems	64	Cosmetology
15	Airframe	65	Cosmetology Student Instructor
16	Airline Transport Pilot Training	66	Court Reporter
17	Analysts, Data-Methods	67	Cutter, Meat
17	Analysts, Systems-Procedures		
19	Anesthesia, Nurse	68	Dairy Farming
1	Apparel	17	Data-Methods Analysts
20	Appliance Repair, Electrical	69	Data Typing
21	Appliance Repair, Gas	70	Decorating, Interior
22	Arc Welding	71	Dental Assisting
23	Architectural Drafting	72	Designing, Sanitation Systems
24	Art Composition	73	Developing, Photographic
24	Art Makeup	74	Dictaphone Secretary
26	Assembly, Electronic Equipment	75	Die Making
27	Automobile Body Repair	76	Diesel Mechanic
28	Automobile Mechanics	77	Dietetic Technician
29	Automobile Upholstery	4	Drafting, Aeronautical
30	Automotive Parts Technology	23	Drafting, Architectural
		50	Drafting, Civil
31	Baking, Retail	78	Drafting, Electrical
32	Barbering	78	Drafting, Electronic
33	Basic Ed., Pre-Vocational	80	Drafting, Geological
34	Biomedical Equipment Technician	81	Drafting, Landscape
35	Blueprint Reading	82	Drafting, Mechanical
36	Bookkeepers	83	Dressmaking
37	Brake Mechanics	84	Drycleaning
38	Bricklaying		
3	Business Administration	85	Education, Trade & Industrial
39	Building Construction	20	Electrical Appliance Repair
40	Business Management	78	Electrical Drafting
41	Butt Welding	12	Electrical Systems, Aircraft
		86	Electricity
42	Cabinetmaking	87	Electricity, Industrial
43	Carpentry	88	Electroencephalograph Technician
44	Cashiers	78	Electronic Drafting
45	Cement Masonry	26	Electronic Equipment Assembly
46	Chef	89	Electronic Inspection
47	Chemical Technician	90	Electronic Repair
48	Child Care Center Assistant	91	Electronic Technician
49	Child Development	89	Electronic Testing
50	Civil Drafting	13	Engine Inspection, Aircraft

13	Engine Maintenance, Aircraft	13	Inspection, Aircraft Engine
93	Engine Repair, Small	89	Inspection, Electronic
94	Environmental Health Assistant	11	Installation of Air Cooling Equipment
25	Equipment Assembly, Electronic	118	Installation of Heating Equipment
95	Equipment Repair, Heavy	113	Instruction, G.E.D.
95	Equipment Sales Management, Home Constr.	65	Instructor, Cosmetology Student
24	Equipment Technician, Biomedical	124	Instrument Pilot Training
97	Executive Secretary	53	Insurance Clerks
		70	Interior Decorating
93	Family Health	125	Investigative Services
99	Farm Business Management		
100	Farm Equipment Mechanics	126	Key punch Operation
63	Farming, Dairy		
101	Farming, Fruit	81	Landscape Drafting
102	Farming, Grain	127	Landscaping
103	Farming, Vegetable	128	Laundering
104	Fashion Modeling	129	Legal Secretary
51	File Clerks	130	Licensed Practical Nursing
62	Finishing, Concrete	131	Lithographic Photography
105	Flight Instructor Training	131	Lithographic Stripping
106	Floristry	133	Lithography
107	Foods	134	Livestock Ranching (Cattle, Goats, Sheep, Pigs, Horses)
108	Food Service Supervision	135	Machine Repair, Office
109	Food Service Work	136	Machine Shop
110	Forest Production	137	Mail-Handling Machine Operators
111	Front-End Mechanics	137	Mail-Preparing Machine Operators
101	Fruit Farming	13	Maintenance, Aircraft Engine
112	Furniture Upholstery	139	Make-Up
		24	Makeup, Art
113	G.E.D. Instruction	40	Management, Business
21	Gas Appliance Repair	96	Management, Equipment Sales
52	General Office Clerks	99	Management, Farm Business
80	Geological Drafting	114	Management, Greenhouse
102	Grain Farming	140	Management, Retail Sales
114	Greenhouse Management	141	Manicurist
114	Greenhouse Operation	142	Maritime Occupations
		123	Marketing, Industrial
6	Health Aide, Community	143	Marketing of Special Products
7	Health Aide, Home	45	Masonry, Cement
94	Health Assistant, Environmental	67	Meat Cutter
98	Health, Family	76	Mechanic, Diesel
116	Health Technician, Mental	82	Mechanical Drafting
117	Health Technician, Radiological	28	Mechanics, Automobile
118	Heating Equipment, Installation	37	Mechanics, Brake
118	Heating Equipment, Operation	111	Mechanics, Front-End
118	Heating Equipment, Testing	144	Mechanics, Transmission
118	Heating Equipment, Troubleshooting	145	Medical Assistant
95	Heavy Equipment Repair	146	Medical Emergency Technician
122	Histology	147	Medical Laboratory Assisting
96	Home Construction Supplies & Equipment Sales Management	148	Medical Records Technician
59	Home Economics, Comprehensive	149	Medical Secretary
7	Home Health Aide	150	Medical Technologist
59	Homemaking, Comprehensive	116	Mental Health Technician
		151	Metal Patternmaking
12	Ignition Systems, Aircraft	152	Metal, Sheet
87	Industrial Electricity	153	Mining
123	Industrial Marketing	104	Modeling, Fashion

154	Multi-Engine Pilot Training	27	Repair, Automobile Body
3	Nurse Aide	177	Repair, Bicycle
13	Nurse Anesthesia	20	Repair, Electrical Appliance
153	Nursing (Associate Degree)	90	Repair, Electronic
155	Nursing-Diploma, RN Program (3 Years)	21	Repair, Gas Appliance
157	Nursing, Practical (Vocational)	95	Repair, Heavy Equipment
107	Nutrition	i35	Repair, Office Machine
9	Occupational Therapy Aide	174	Repair, Radio
52	Office Clerks, General	178	Repair, Shoes
135	Office Machine Repair	93	Repair, Small Engine
11	Operation, Air Cooling Equipment	i74	Repair, Television
61	Operation, Console-Computer	180	Repair, Watch
114	Operation, Greenhouse	66	Reporter, Court
113	Operation, Heating Equipment	181	Respiratory Therapy
126	Operation, Key punch	31	Retail Baking
159	Operations, Printing Press	140	Retail Sales Management
160	Ophthalmic Dispensing	96	Sales Management, Equipment
161	Optometrist Assistant	141	Sales Management, Retail
162	Painting	72	Sanitation Systems Designing
30	Parts, Automotive Technology	182	Seam Welding
163	Pastoral Education	183	Secretary
151	Patternmaking, Metal	74	Secretary, Dictaphone
73	Photographic Developing	97	Secretary, Executive
164	Photographic Printing	129	Secretary, Legal
165	Photographic Restoring	149	Secretary, Medical
166	Photography	125	Services, Investigative
131	Photography, Lithographic	152	Sheet Metal
10	Physical Therapy Aide	178	Shoe Repair
16	Pilot Training, Airline Transport	93	Small Engine Internal Combustion
58	Pilot Training, Commercial	93	Small Engine Repair
124	Pilot Training, Instrument	143	Special Products, Marketing
154	Pilot Training, Multi-Engine	143	Special Products, Production
167	Pilot Training, Private	185	Spot Welding
168	Pipefitting	186	Stenographers
169	Platemaking Processes	187	Stonemasonry
i70	Plumbing	131	Stripping, Lithographic
157	Practical (Vocational) Nursing	65	Student Instructor, Cosmetology
33	Pre-Vocational Basic Ed.	108	Supervision, Food Service
164	Printing, Photographic	96	Supplies, Home Construction
171	Printing Press Maintenance	12	Systems, Aircraft Electrical
159	Printing Press Operation	12	Systems, Aircraft Ignition
167	Private Pilot Training	72	Systems Designing, Sanitation
169	Processes, Platemaking	17	Systems-Procedures Analyst
110	Production, Forest	188	Tailoring
143	Production of Special Products	34	Technician, Biomedical Equipment
173	Programming	47	Technician, Chemical
174	Radio Repair	77	Technician, Dietetic
175	Radiologic Technology (X-Ray)	88	Technician, Electroencephalograph
117	Radiological Health Technician	91	Technician, Electronic
134	Ranching, Livestock (Cattle, Goats, Sheep, Pigs, Horses)	146	Technician, Medical Emergency
35	Reading, Blueprint	148	Technician, Medical Records
5	Real Estate Agent	116	Technician, Mental Health
176	Receptionists	117	Technician, Radiological Health
		150	Technologist, Medical
		175	Technology, Radiologic (X-Ray)
		174	Television Repair

11 Testing of Air Cooling Equipment
29 Testing, Electronic
112 Testing of Heating Equipment
55 Textiles
181 Therapy, Respiratory
75 Tool Making
85 Trade & Industrial Education
144 Transmission Mechanics
11 Troubleshooting of Air Cooling Equipment
112 Troubleshooting of Heating Equipment
191 Truck Driver, Heavy
192 Typecasting
193 Typesetting
69 Typing, Data
194 Typist

29 Upholstery, Automobile
112 Upholstery, Furniture

103 Vegetable Farming

195 Waiter/Waitress
55 Ward Clerks
180 Watchmaking
180 Watch Repair
22 Welding, Arc
41 Welding, Butt
57 Welding, Combination
182 Welding, Seam
185 Welding, Spot



LOCATION

IN WHAT COUNTY OR DISTRICT WOULD YOU
LIKE THE INSTITUTION TO BE LOCATED?

212 District 1 Counties:	252 District 5 Counties:
213 Colbert	253 Autauga
214 Cullman	254 Bullock
215 DeKalb	255 Butler
216 Franklin	256 Crenshaw
217 Jackson	257 Elmore
218 Lauderdale	258 Lee
219 Lawrence	259 Lowndes
220 Limestone	260 Macon
221 Madison	261 Montgomery
222 Marion	262 Pike
223 Marshall	263 Russell
224 Morgan	
225 Winston	264 District 6 Counties:
	265 Choctaw
226 District 2 Counties:	266 Clarke
227 Bibb	267 Conecuh
228 Fayette	268 Dallas
229 Greene	269 Marengo
230 Hale	270 Monroe
231 Lamar	271 Perry
232 Pickens	272 Sumter
233 Tuscaloosa	273 Washington
	274 Wilcox
234 District 3 Counties:	
235 Blount	275 District 7 Counties:
236 Chilton	276 Barbour
237 Jefferson	277 Coffee
238 St. Clair	278 Covington
239 Shelby	279 Dale
240 Walker	280 Geneva
	281 Henry
241 District 4 Counties:	282 Houston
242 Calhoun	
243 Chambers	283 District 8 Counties:
244 Cherokee	284 Baldwin
245 Clay	285 Escambia
246 Cleburne	286 Mobile
247 Coosa	
248 Etowah	
249 Randolph	
250 Talladega	
251 Tallapoosa	

TYPE OF INSTITUTION

WHICH OF THE FOLLOWING ARE YOU INTERESTED IN ATTENDING?

- 287 Technical College/Institute/School
- 288 Community College
- 289 Junior College
- 290 Area Skill Center
- 291 Area Vocational School/Center
- 292 Trade School
- 293 School of Cosmetology
- 294 Hospital
- 295 4-Year College or University
- 296 Secondary School

SIZE OF CITY OR TOWN

IN WHAT SIZE CITY OR TOWN WOULD YOU LIKE THE INSTITUTION TO BE LOCATED?

- 300 Located Within 30 Miles of a Large City (Over 500,000)
- 301 Located in a Large City (Over 500,000)
- 302 Located in a Medium City (50,000 to 499,999)
- 303 Located in a Small City (10,000 to 49,999)
- 304 Located in a Very Small City (Less than 10,000)

TYPE OF CONTROL

WHAT TYPE OF CONTROL WOULD YOU LIKE THE INSTITUTION TO HAVE?

- 307 Public Control
- 308 Private Control

ENROLLMENT LAST YEAR

WHAT SIZE OF INSTITUTION ARE YOU INTERESTED IN ATTENDING?

- 310 Enrollment Last Year Was Less Than 250
- 311 Enrollment Last Year was 250 to 499
- 312 Enrollment Last Year Was 500 to 749
- 313 Enrollment Last Year Was 750 to 999
- 314 Enrollment Last Year Was 1,000 to 1,499
- 315 Enrollment Last Year Was 1,500 to 1,999
- 316 Enrollment Last Year Was 2,000 to 2,499
- 317 Enrollment Last Year Was 2,500 to 2,999
- 318 Enrollment Last Year Was 3,000 to 3,999
- 319 Enrollment Last Year Was 4,000 to 4,999
- 320 Enrollment Last Year Was Over 5,000

COEDUCATIONAL STATUS

DO YOU HAVE A PREFERENCE AS TO THE
DISTRIBUTION OF MEN AND WOMEN ON
CAMPUS?

- 323 All Women
- 324 All Men
- 325 Coeducational

ROOM AND BOARD

ARE YOU INTERESTED IN
LIVING ON CAMPUS?

- 327 Room and Board Is Available on Campus
- 328 Dormitory Space Available on Campus

ROOM AND BOARD COSTS

WHICH OF THE FOLLOWING
ARE YOU ABLE TO PAY?

- 330 Room and Board Cost Less Than \$250 Per Year
- 331 Room and Board Cost \$250 to \$499 Per Year
- 332 Room and Board Cost \$500 to \$749 Per Year
- 333 Room and Board Cost \$750 to \$999 Per Year
- 334 Room and Board Cost \$1,000 to \$1,249 Per Year
- 335 Room and Board Cost \$1,250 to \$1,499 Per Year
- 336 Room and Board Cost \$1,500 to \$1,749 Per Year
- 337 Room and Board Cost \$1,750 to \$1,999 Per Year
- 338 Room and Board Cost \$2,000 to \$3,000 Per Year
- 339 Room and Board Cost Over \$3,000 Per Year

ACCREDITATION

IS IT IMPORTANT TO YOU THAT
THE INSTITUTION BE ACCREDITED?

- 342 Institution Is Accredited
- 343 Institution Has Applied For Accreditation

LEVELS OF SUCCESSFUL COMPLETION

WHAT LEVEL OF COMPLETION WOULD
YOU LIKE UPON GRADUATION?

- 345 Associate Degree Applied Technology
- 346 Diploma
- 347 Certificate

INSTITUTIONAL CHARACTERISTICS,
SPECIAL PROGRAMS, AND SERVICES

WHICH OF THE FOLLOWING CHARACTERISTICS,
SPECIAL PROGRAMS, OR SERVICES WOULD YOU
LIKE IN AN INSTITUTION?

- 350 Transportation is Provided by Institution
- 351 School Insurance Available
- 352 School Insurance Req. by School but Not Available at School
- 353 On-Campus Food Facilities Available
- 354 On-Campus Medical Personnel Available
- 355 On-Campus Counselors Available
- 356 Remedial Programs Available
- 357 Correspondence Courses Available
- 358 Joint Programs With Other Institutions Available
- 359 Credit May Be Given For Courses Completed At Other Schools
- 360 Individualized Instruction Available
- 361 Campus Adaptations Made For Handicapped
- 362 Academic Adaptations Made For Handicapped
- 363 Sign Language Interpreters Available
- 364 Braille Materials Available
- 365 Financial Aid Available
- 366 Night Courses Offered

INSTITUTIONAL ACTIVITIES

WHICH ACTIVITIES WOULD YOU
LIKE THE INSTITUTION TO OFFER?

- 374 Baseball
- 375 Basketball
- 376 Football
- 377 Golf
- 378 Swimming (Seasonal)
- 379 Swimming (12 Months)
- 380 Tennis
- 381 Track and Field
- 382 Wrestling
- 383 Band
- 384 Dance
- 385 Debating
- 386 Campus Publication
- 387 Cheerleading

INSTITUTIONAL ACTIVITIES
(Continued)

- 388 Choral Groups
- 389 Radio Station
- 390 Religious Organizations
- 391 Social Service Organizations
- 392 Political Organizations
- 393 Soccer
- 394 Cross-Country

APPENDIX J

ALABAMA OCCUPATIONAL INFORMATION SYSTEM

COPYRIGHT (C) GUIDANCE INFORMATION SYSTEM
ISS 1971/2, ISC 1973, 47576, A015 1976

WHICH FILE JOBS

JOB BANK INFORMATION READY

IN WHICH COUNTY DO YOU LIVE?
MONTGOMERY

FOR PLACEMENT AND REFERRAL ASSISTANCE PLEASE VISIT:

ALABAMA STATE EMPLOYMENT SERVICE
125 CLAYTON STREET
MONTGOMERY 36102
PHONE: 332-4150
HOURS: MONDAY - FRIDAY 8:30 A.M. - 4:30 P.M.

DO YOU ALREADY HAVE A D.O.I. NUMBER FOR WHICH YOU WANT JOB
OPENING INFORMATION? ENTER YES, NO, OR NULL

NO
ENTER A015 OCCUPATION NUMBER FOR WHICH YOU WANT D.O.I. NUMBER.
SEE THE JOBS USER GUIDE FOR AN A015 NUMBER IF YOU DO NOT HAVE ONE

109 COLLEGE/UNIVERSITY INSTRUCTORS
090,228 010 FACULTY MEMBER COLLEGE OR UNIV.

ENTER A SIX DIGIT D.O.I. NUMBER FOR WHICH YOU WANT JOB OPENING
INFORMATION. IF NO INFORMATION IS WANTED ENTER NULL
090,228

THIS D.O.I. CODE APPEARS UNDER THE FOLLOWING A015 OCCUPATION:

A015 CODE	A015 TITLE	D.O.I. CODE	D.O.I. TITLE
109	COLLEGE/UNIVERSITY INSTRU	090,228 010	FACULTY MEMBER COLLEGE OR U
582	OCCUPATIONAL EDUCATIONAL CO	090,228 010	FACULTY MEMBER COLLEGE OR
293	POST SECONDARY SCHOOL ADM	090,228 010	FACULTY MEMBER COLLEGE OR
2	ADULT EDUCATION TEACHERS	090,228 010	TEACHER TECHNICAL EDUCATIO

THE TITLE APPEARING ABOVE THE OPENING IS HOW THE EMPLOYERS
HAVE THE JOB LISTED

OPENING AS OF 09/30/77 5:00 P.M.

STATEWIDE	ANNISTON AREA	BIHAM AREA	EUOREM AREA	HUNTS AREA	LIBERTY AREA	MOBILE AREA	TUSCALOOSA AREA
FACULTY MEMBER 1	0	0	0	0	0	1	0
FACULTY MEMBER COLLEGE 3	0	2	0	0	0	0	1
FACULTY MEMBER UNIV 1	0	0	0	0	0	1	0
FACULTY MEMBER UNIV 1	0	1	0	0	0	0	0



APPENDIX K

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 1 of 4

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/20/77	Tuscaloosa	Druid City Hospital
4/20/77	Mobile	Providence Hospital
4/22/77	Mobile	Mobile Infirmary - Mobile College
4/28/77	Alexander City	Alexander City State Jr. College
4/29/77	Decatur	Calhoun Community College
4/29/77	Hanover, N. H.	Time Share Corporation
5/3/77	Montgomery	Auburn University at Montgomery
5/3/77	Wetumpka	Elmore County Area Vocational Center
5/3/77	Semmes	Montgomery High School
5/4/77	Montgomery	Massey-Draughon Business College
5/5/77	Birmingham	University of Alabama at Birmingham
5/10/77	Montgomery	Huntingdon College
5/13/77	Gadsden	Calhoun Community College
5/13/77	Birmingham	League of Women Voters of Greater Birmingham
5/25/77	Montgomery	Postsecondary Division of State Technical Colleges
5/25/77	Montgomery	Troy State University at Montgomery
5/27/77	Montgomery	Alabama State Nurses Association
6/1/77	Montgomery	Massey-Draughon Business College
6/7/77	Montgomery	Councill-Trenholm State Technical College
6/21/77	Mobile	Spring Hill College
6/28/77	Montgomery	Alabama Christian College
6/28/77	Selma	Alabama Lutheran Academy and College
6/28/77	Montgomery	Alabama State University

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 2 of 4

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/28/77	Alexander City	Alexander City State Junior College
6/28/77	Athens	Athens State College
6/28/77	Auburn	Auburn University
6/28/77	Montgomery	Auburn University at Montgomery
6/28/77	Birmingham	Birmingham-Southern College
6/28/77	Fayette	Brewer State Junior College
6/28/77	Decatur	John C. Calhoun State Community College
6/28/77	Phenix City	Chattahoochee Valley Community College
6/28/77	Bay Minette	J. H. Faulkner State Junior College
6/28/77	Gadsden	Gadsden State Junior College
6/28/77	Montgomery	Huntingdon College
6/28/77	Jacksonville	Jacksonville State University
6/28/77	Birmingham	Jefferson State Junior College
6/28/77	Marion	Judson College
6/28/77	Birmingham	Lawson State Community College
6/28/77	Livingston	Livingston University
6/28/77	Birmingham	Daniel Payne College
6/28/77	Evergreen	Ed. E. Reid State Technical College
6/28/77	Dothan	George C. Wallace State Community College
6/28/77	Selma	George C. Wallace State Community College
6/29/77	Mobile	S. D. Bishop State Junior College
6/29/77	Birmingham	Miles College
6/29/77	Mobile	Mobile College

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 3 of 4

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/29/77	Phil Campbell	Northwest Alabama State Junior College
6/29/77	Hamilton	Northwest Alabama State Technical College
6/29/77	Huntsville	Oakwood College
6/29/77	Birmingham	Samford University
6/29/77	Selma	Selma University
6/29/77	Boaz	Snead State Junior College
6/29/77	Birmingham	Southeastern Bible College
6/29/77	St. Bernard	Southern Benedictine College
6/29/77	Mobile	Spring Hill College
6/29/77	Mobile	Spring Hill College
6/30/77	Bessemer	Bessemer State Technical College
6/30/77	Eufaula	Chauncey Sparks State Technical College
6/30/77	Opp	Douglas MacArthur State Technical College
6/30/77	Enterprise	Enterprise State Junior College
6/30/77	Tuscaloosa	C. A. Fredd State Technical College
6/30/77	Anniston	Harry M. Ayers State Technical College
6/30/77	Thomasville	Richard P. Hobson State Technical College
6/30/77	Florence	International Bible College
6/30/77	Brewton	Jefferson Davis State Junior College
6/30/77	Rainsville	Northeast Alabama State Junior College
6/30/77	Childersburg	N. F. Nunnally State Technical College
6/30/77	Monroeville	Patrick Henry State Junior College
6/30/77	Montgomery	John M. Patterson State Technical College

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 4 of 4

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/30/77	Birmingham	Regional Technical Institute
6/30/77	Tuscaloosa	Shelton State Technical College
6/30/77	Wadley	Southern Union State Junior College
6/30/77	Tuscaloosa	Stillman College
6/30/77	Talladega	Talladega College
6/30/77	Fort Rucker	Troy State University
6/30/77	Montgomery	Troy State University at Montgomery
6/30/77	Troy	Troy State University
6/30/77	Tuscaloosa	University of Alabama
6/30/77	Birmingham	University of Alabama at Birmingham
6/30/77	Montevallo	University of Montevallo
6/30/77	Florence	University of North Alabama
6/30/77	Mobile	University of South Alabama
6/30/77	Jasper	Walker College
6/30/77	Sumiton	Walker State Technical College
7/5/77	East Gadsden	Alabama Technical College
7/5/77	Mobile	Southwest State Technical College
7/8/77	Birmingham	Carraway Methodist Hospital
7/8/77	Birmingham	Jefferson State Junior College
7/8/77	Hanover, N.H.	Time Share Corporation
7/14/77	Mobile	University of South Alabama

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 1 of 3

STAFF MEMBER: LETTA GORMAN

4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/15/77	Montgomery	Management Information System
4/15/77	Birmingham	State Employment Service
4/15/77	Montgomery	State Employment Service
4/19/77	Montgomery	Auburn University at Montgomery
4/19/77	Montgomery	State Employment Service
4/19/77	Montgomery	Management Information System
4/20/77	Montgomery	Navy Education Liaison
4/20/77	Hanover, N.H.	Time Share Corporation
4/21/77	Montgomery	State Employment Service
5/3/77	Albuquerque, N.M.	Employment Security Commission of New Mexico
5/4/77	Birmingham	State Employment Service
5/4/77	Montgomery	WSFA TV
5/5/77	Birmingham	Birmingham Public Library
5/5/77	Birmingham	University of Alabama at Birmingham
5/6/77	Atlanta, Ga.	Southern Regional Education Board
5/12/77	Birmingham	Alabama By-Products Corporation
5/12/77	Trinity	John Crose
5/16/77	Tuscaloosa	Shelton Technical Institute
5/17/77	Washington, DC	U. S. Department of HEW - Office of Education
5/18/77	Northport	Ms. Tawny Phillips
5/19/77	Tuscaloosa	Shelton State Technical College
5/20/77	Montgomery	State Department of Education
5/24/77	Montgomery	CETA Consortium

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 2 of 3

STAFF MEMBER: LETTA GORMAN

4/15 - 7/15/77

DATE	LOCATION	CONTACT
5/25/77	Gunter AFS, AL	ECI-EDC-T
5/25/77	Atlanta, Ga.	Georgia Department of Labor
5/26/77	Mobile	Carver State Technical College
5/26/77	Mobile	Catholic Social Services
5/26/77	Mobile	Mobile Public Library
5/27/77	Bay Minette	Faulkner State Jr. College
5/27/77	Mobile	Southeast Regional Employment Service Administration
5/30/77	Birmingham	WAPI - Radio
5/31/77	Birmingham	Downtown Action Committee
6/7/77	Columbus, Ohio	Ohio Career Information System
6/7/77	New York	Student Assistance Council of America
6/9/77	Hanover, N.H.	Time Share Corporation
6/13/77	Birmingham	Community Hospital, Inc.
6/15/77	Syracuse, N.Y.	National Center for Educational Brokering
6/21/77	Montgomery	Baptist Medical Center
6/21/77	Montgomery	Huntingdon College
6/28/77	Oklahoma City, OK	South Oklahoma City Junior College
6/30/77	Montgomery	Alabama Commission on Higher Education
6/30/77	Montgomery	State Department of Industrial Relations - Research & Statistics
7/1/77	Montgomery	Burroughs Business Forms
7/1/77	Montgomery	NCR Systemedia Products & Systems
7/8/77	Montgomery	Alabama Senior Certified Public Accountants
7/14/77	Eugene, Oregon	Career Information System

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 3 of 3

STAFF MEMBER: LETTA GORMAN

4/15 - 7/15/77

DATE	LOCATION	CONTACT
7/19/77	Montgomery	Alabama Commission on Higher Education
7/19/77	Birmingham	Jefferson State Junior College
7/22/77	Montgomery	Capitol Heights Junior High School
7/22/77	Birmingham	Central Bancshares of the South, Inc.



ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 1 of 3

STAFF MEMBER: JACK RILEY

4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/18/77	Tuscaloosa	Tuscaloosa Chamber of Commerce
4/19/77	Tuscaloosa	Alabama Gas Corporation
4/19/77	Tuscaloosa	Sears, Roebuck and Company
4/20/77	Holt	Central Foundry Company
4/20/77	Tuscaloosa	Cobb Theatres
4/20/77	Tuscaloosa	Fox Twin Theatre
4/20/77	Tuscaloosa	Reichold Chemicals, Inc.
4/20/77	Tuscaloosa	South Central Bell
4/20/77	Tuscaloosa	Swift & Company - Food Service Division
4/20/77	Tuscaloosa	Tuscaloosa Chamber of Commerce
4/20/77	Tuscaloosa	Tuscaloosa News
4/21/77	Tuscaloosa	All-State Insurance Company
4/21/77	Tuscaloosa	Boles Real Estate
4/21/77	Tuscaloosa	Indian Rivers Community Mental Health Center
4/21/77	Tuscaloosa	Investors Diversified Services, Inc.
4/21/77	Tuscaloosa	Investors Diversified Services, Inc.
4/21/77	Tuscaloosa	Sears, Roebuck & Company
4/21/77	Tuscaloosa	Thomson & McKinnon
4/21/77	Tuscaloosa	Trailways Bus Depot
4/21/77	Tuscaloosa	U. S. Postal Service
4/22/77	Tuscaloosa	State Department of Pensions & Security
5/3/77	Huntsville	Huntsville Utilities Office
5/4/77	Huntsville	Huntsville, City of -- Personnel Office

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 2 of 3

STAFF MEMBER: JACK RILEY

4/15 - 7/15/77

DATE	LOCATION	CONTACT
5/4/77	Huntsville	Madison County Personnel Department
5/5/77	Huntsville	Huntsville Utilities Office
5/5/77	Huntsville	U. S. Civil Service Commission
5/10/77	Redstone Arsenal	George C. Marshall Space Flight Center
5/10/77	Redstone Arsenal	George C. Marshall Space Flight Center
5/10/77	Redstone Arsenal	George C. Marshall Space Flight Center
5/10/77	Redstone Arsenal	U. S. Ms. Material Readiness Commission
5/11/77	Huntsville	First Alabama Bank of Huntsville, N.A.
5/11/77	Redstone Arsenal	Civilian Personnel Officer
5/11/77	Huntsville	Trailways Bus Systems
5/11/77	Huntsville	U. S. Post Office - Huntsville
5/12/77	Huntsville	Allstate Insurance Company
5/12/77	Huntsville	J. C. Penney Company, Inc.
5/12/77	Huntsville	Sears, Roebuck and Company
5/12/77	Huntsville	Swift Food Service Company
5/13/77	Huntsville	Baker Real Estate Company
5/13/77	Huntsville	Durham & Associates
5/13/77	Huntsville	Huntsville Times
5/13/77	Huntsville	Madison County Pensions & Security
5/13/77	Huntsville	Merrill, Lynch, Pierce, Fenner & Smith, Inc.
5/27/77	Montgomery	Lampiter Dinner Theatre, Inc.
6/1/77	Montgomery	Lampiter Dinner Theatre, Inc.
6/7/77	Montgomery	Alabama Education Association

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
 INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 3 of 3

STAFF MEMBER: JACK RILEY

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/8/77	Montgomery	Alabama Development Office
6/29/77	Florence	Florence, City of
6/29/77	Muscle Shoals	Tennessee Valley Authority
6/30/77	Florence	Alabama Realty Company
6/30/77	Florence	Allstate Insurance Company
6/30/77	Florence	First National Bank of Florence
6/30/77	Florence	Lauderdale County Commission
6/30/77	Florence	Lauderdale County Department of Pensions & Security
6/30/77	Florence	J. C. Penney Company, Inc.
6/30/77	Florence	Sears, Roebuck and Company



ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 1 of 2

STAFF MEMBER: SUMMER WORKERS

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/27/77	Montgomery	Alabama Power Company
6/28/77	Montgomery	Gambucurta & Associates Advertising Agency
6/28/77	Montgomery	Luther Hill
6/28/77	Montgomery	Investors Diversified Services, Inc.
6/28/77	Montgomery	Leavell Advertising
6/28/77	Montgomery	Montgomery Baptist Association
6/28/77	Montgomery	Montgomery City-County Personnel
6/29/77	Montgomery	Farm Bureau
6/29/77	Montgomery	Luther Hill
6/29/77	Montgomery	Judge Hooper
6/29/77	Montgomery	Mrs. M. Hunter
6/29/77	Montgomery	Montgomery Public Library
6/29/77	Montgomery	Mr. Screws
7/5/77	Montgomery	Auburn University at Montgomery, School of Business
7/5/77	Montgomery	James N. Chernau, Optometrist
7/5/77	Montgomery	Diplomat Inn
7/5/77	Montgomery	Huntingdon College
7/5/77	Montgomery	Loveman's Department Store
7/5/77	Montgomery	Montgomery Zoo
7/5/77	Montgomery	Robertson, Paul - Photographer
7/5/77	Montgomery	South Central Bell
7/5/77	Montgomery	State Department of Examiners of Public Accounts
7/5/77	Montgomery	White Chapel Funeral Home

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
 INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 2 of 2

STAFF MEMBER: SUMMER WORKERS

4/15 - 7/15/77

DATE	LOCATION	CONTACT
7/5/77	Montgomery	Whitley Hotel
7/6/77	Montgomery	Advertiser-Journal

AOIS-IDS FORM: 10-7-75C

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ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 1 of 2

STAFF MEMBER: NANCY SULLIVAN

4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/17/77	Gatlinburg, Tenn.	Institute for Manpower Planners
5/4/77	Birmingham	General Contractors of Birmingham
5/4/77	Birmingham	Homebuilders Association
5/4/77	Birmingham	Sullivan, Long & Haggarty Construction Co.
5/5/77	Birmingham	Altec Industries
5/5/77	Birmingham	Lowry-Premier
5/5/77	Birmingham	Marsh's Bakery
5/5/77	Birmingham	Plantation Patterns
5/5/77	Birmingham	Westinghouse
5/6/77	Birmingham	Ingall's Iron Works
5/6/77	Birmingham	Jefferson Foundry
5/6/77	Birmingham	Jim Dandy
5/6/77	Birmingham	Martin Marietta
5/19/77	Birmingham	Custom Built Cabinets
5/19/77	Birmingham	Hoener-Waldorf
5/19/77	Birmingham	Imperial Woodcraft
5/20/77	Birmingham	Custom Upholstery
5/20/77	Birmingham	Newspaper Service Engraving
5/20/77	Birmingham	Pizitz
5/20/77	Birmingham	Poe Coal Company
5/23/77	Birmingham	Celotex Corporation
5/23/77	Birmingham	Cement Products
5/23/77	Birmingham	Royal Cup Coffee

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
 INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

Page 2 of 2

STAFF MEMBER: NANCY SULLIVAN

4/15 - 7/15/77

DATE	LOCATION	CONTACT
5/24/77	Birmingham	Hayes International
5/24/77	Birmingham	R&T Baking
5/24/77	Birmingham	Richardson Machine Company
5/24/77	Birmingham	Shasta Cola
5/25/77	Tuscaloosa	Coed Collar Manufacturing
5/25/77	Tuscaloosa	Friday Lumber Company
5/25/77	Tuscaloosa	March and Company
5/26/77	Tuscaloosa	Construction Trades Assoc.
5/26/77	Tuscaloosa	Dairy Fresh
5/26/77	Tuscaloosa	Kyle Office Supply
5/26/77	Tuscaloosa	University of Alabama
6/22/77	Tuscaloosa	McFarland Realty
6/22/77	Tuscaloosa	University of Alabama Placement Office
6/23/77	Tuscaloosa	Bryce Hospital
6/23/77	Tuscaloosa	First National Bank of Tuscaloosa
6/23/77	Tuscaloosa	Open Learning Center, University of Alabama
6/23/77	Tuscaloosa	Tuscaloosa County Board of Education
6/23/77	Tuscaloosa	Tuscaloosa High School
6/23/77	Tuscaloosa	University of Alabama, Computer Section'
6/24/77	Tuscaloosa	Gulf States Paper

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
USER SERVICES STAFF

C O N T A C T S L O G

STAFF MEMBER: Billy M. Davis

DATE	LOCATION	CONTACT
May 4, 1977	Huntsville	Dr. Harold Dickenson - N. Alabama Educational Opportunity Center
May 11, 1977	Montgomery	Mrs. Rose Roberson - Alabama State University
May 25, 1977	Montgomery	Mr. Red Banburg - Alabama Development Office
June 6, 1977	Mobile	Mr. Sydney Raine - Mobile Manpower Consortium
June 21, 1977	Mobile	Dr. S. D. Bishop - S. D. Bishop State Junior College
June 30, 1977	Montgomery (AOIS)	Mr. Harry Hancock - Disability Determination Unit.
July 5, 1977	Birmingham	Dr. Dorothy Chambers - B'ham City Schools (Trial Basis)
July 15, 1977	Birmingham	Dr. John Shelton - Disability Determination Unit



ALABAMA OCCUPATIONAL INFORMATION SYSTEM
USER SERVICES STAFF

C O N T A C T S L O G

STAFF MEMBER: Jackie R. Davis

DATE	LOCATION	CONTACT
May 4, 1977	Huntsville	Demo to Educational Opportunity Center - Dr. Dickerson
May 11, 1977	Montgomery	Demo to Ala. State University - Mrs. Rose Roberson & Staff
June 6, 1977	Mobile	Demo to Mobile Manpower Consortium - Mr. Sydney Raine
June 21, 1977	Mobile	Additional Demo to Mobile Manpower Consortium
June 21, 1977	Mobile	Demo to S. D. Bishon State Junior College
June 30, 1977	Montgomery	Demo to Disability Determination Unit
July 14, 1977	Auburn	Demo to Auburn (Dr. Kurth & Others) .



APPENDIX L



State of Alabama
OCCUPATIONAL INFORMATION SYSTEM

901 Adams Avenue
Montgomery, Alabama 36130



Wayne Teague
Chairman of the Board

OCCU-SORT
USER AGENCY CONTRACT

W. Charles Graves
Executive Director

- (1) This agreement is entered into this _____ day of _____, 197 ____, by and between _____, hereinafter referred to as the Licensee, and the Alabama Occupational Information System (AOIS), hereinafter referred to as the Board.
- (2) Licensee agrees that ownership of all AOIS property and materials is with Board. The AOIS property and materials for the Occu-Sort system include:
 - a) the Occu-Sort cards,
 - b) the needle for sorting through the Occu-Sort cards,
 - c) the box that contains the Occu-Sort cards,
 - d) the original hard copy printout(s) of the State Occupational File (SOCC), and
 - e) any other Board property and materials that will be provided to Licensee.
- (3) Licensee further agrees not to share any part of the program with any third party and
- (4) that any property provided to Licensee by Board shall remain the property of Board at all times.
- (5) Licensee shall be responsible for the supervision and control of the system including sufficient security requirements. Licensee agrees that _____ shall serve as system coordinator for this agreement. Licensee agrees to designate a person as coordinator at each site where the system is used and will provide Board with a list of such designated persons complete with addresses and telephone numbers. Where Licensee operates the Occu-Sort system at only one site, the site coordinator may also serve as the system coordinator.
- (6) Licensee further agrees to bear costs of repairs and/or replacement of damaged property and materials of the system caused by negligence or malicious destructive use
- (7) Licensee agrees to return to Board each complete Occu Sort system and a certificate attesting that there are no outstanding copies of it in whole or in part except the copies given to users within fifteen (15) days of the termination of this agreement.
- (8) Licensee agrees to pay Board for each Occu-Sort system \$ _____ per annum for _____ Occu-Sort system(s) for a total of \$ _____.
- (9) Licensee's remedies under this agreement are exclusive of all other remedies at law or in equity.
- (10) Board agrees to permit Licensee to reproduce in whole or in part copies of the original hard copy printouts from the State Occupational File (SOCC) during this contractual period. The sole purpose of the reproduction is to provide the users of the Occu-Sort system with the desired occupational information after utilizing the system.
- (11) Board has the right of specific performance and upon default of Licensee of this agreement, the right to terminate same.
- (12) In no event will Board be liable for consequential damages even if Board has been advised of the possibility of such damages
- (13) Board agrees to deliver the complete Occu Sort system within thirty (30) days prior to the period specified by this agreement. (Board agrees to update the information in the Occu-Sort system twice a year, in September and in March). Board shall provide adequate training and/or instruction for the system coordinator and all site coordinators as to ensure proper implementation of the system. Board also agrees that AOIS staff personnel will be available as a resource for further instruction and/or training of only the system and the site coordinators.
- (14) This agreement shall constitute the whole agreement between the parties and shall not be modified nor waived except in writing and duly signed by an authorized representative of each party.

WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 197_____ .

AOIS BOARD

LICENSEE

BY _____
DULY AUTHORIZED AGENT

BY _____
DULY AUTHORIZED AGENT

(TITLE)

(TITLE)

FOR THE OFFICE OF THE GOVERNOR

BY _____
DULY AUTHORIZED AGENT

(TITLE)

APPENDIX M



State of Alabama
 OCCUPATIONAL INFORMATION SYSTEM
 901 Adams Avenue
 Montgomery, Alabama 36130



CERTIFICATE OF PROPERTY DISPOSITION

I, the undersigned, hereby certify that all of the existing AOIS user materials (originals and copies thereof) and other properties that were allocated and distributed to _____ (User Agency) have been returned to an authorized AOIS representative and/or otherwise disposed of with the express approval of AOIS.

I further certify that any existing "hard copy" printouts from the AOIS information files and other printed materials will not be reproduced in any way, either in whole or in part.

Such aforementioned materials and properties include:

____ Portable Data Terminal(s), Texas Instrument, Model Silent 700,
 SERIAL NUMBERS _____,

____ Fixed Terminal(s), Decwriter II, Model LA35/LA36
 SERIAL NUMBERS _____,

____ Acoustic Coupler(s), Com Data Modem, Model No. 302B2-13
 SERIAL NUMBERS _____,

Coordinator's Manual
 Direct Access Code Book
 User Guides
 User Sheets

Instructional Posters
 Example Posters
 Advertising Posters

BY _____
 DULY AUTHORIZED AOIS REPRESENTATIVE

 DULY AUTHORIZED USER AGENCY REPRESENTATIVE

 (TITLE)

 (TITLE)

_____ DAY OF _____, 197 _____

APPENDIX H

105₁₀₀₋



ALABAMA OCCUPATIONAL INFORMATION SYSTEM

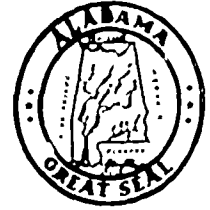
901 ADAMS AVENUE, MONTGOMERY, ALABAMA, 36130 . TELEPHONE: (205) 832-5737

"COMPUTERIZED AND NEEDLE-SORT DELIVERY"



Wayne Teague
Chairman of the Board

State of Alabama
OCCUPATIONAL INFORMATION SYSTEM
First Alabama Bank Building
901 Adams Street
Montgomery, Alabama 36104



W. Charles Graves
Executive Director



Dear Fellow Alabamians:

Alabama is very fortunate to have been one of only eight states selected by the United States Department of Labor after a national competition to develop and implement statewide occupational information systems. As the only Southern state involved we are very excited about the service this valuable system will offer the citizens of Alabama.

We encourage your examination of the benefits of participation in this program and we look forward to meeting the educational and occupational information needs of Alabamians in the process of career decision making. We are confident that the Alabama Occupational Information System (AOIS) will be the most effective and economical system of its kind and we are making every effort to insure the attainment of this goal.

Your early involvement in this program will contribute significantly to its complete success in our state. If you have any questions or concerns about this effort, please feel free to contact the Alabama Occupational Information System staff at your convenience.

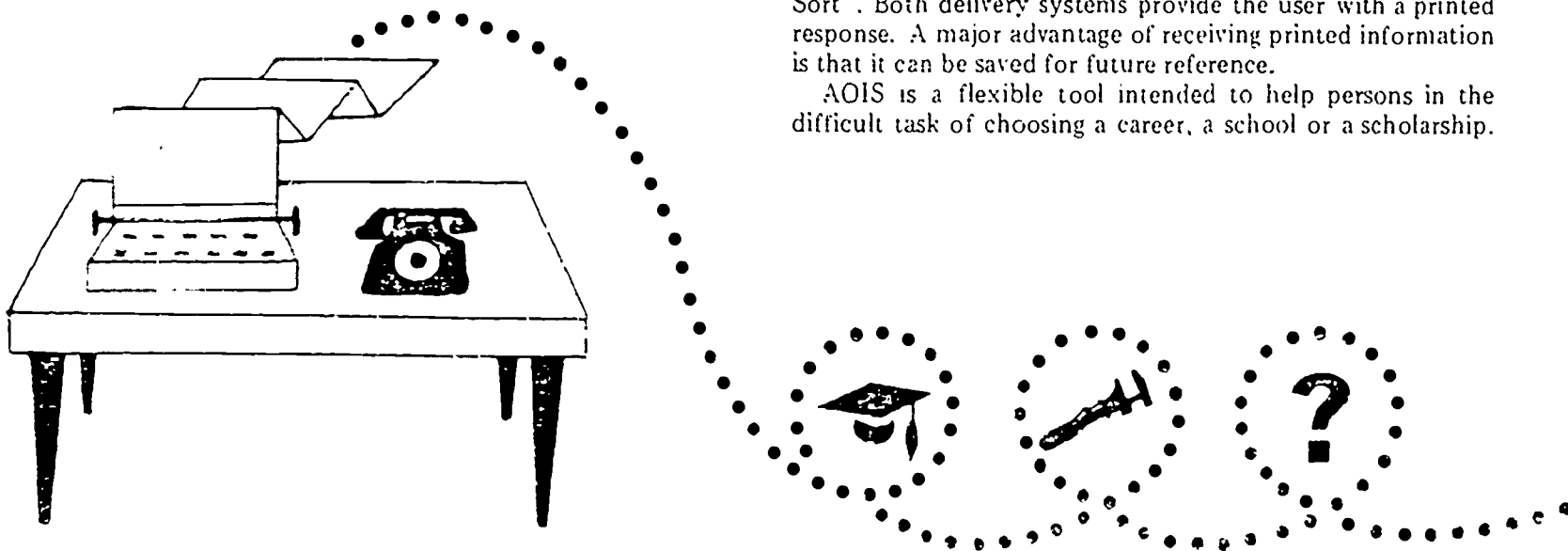
Sincerely,

Wayne Teague
State Superintendent of Education

DO YOU WANT . . .

- ...the most for your career educational dollar?
- ...a vast amount of occupational and educational data quickly but cannot hire a research staff?
- ...to free your staff from hours in the Dictionary of Occupational Titles and college catalogues?
- ...your instructional staff to have access to multi media resource materials?
- ...to know how many job vacancies that are available in a particular field?

103



AOIS can tell you this and much more whether you are associated with a school, a rehabilitation center, a state employment office or a library.

The Alabama Occupational Information System (AOIS) is a computer network designed to make accessible occupational and educational information to the entrant to the labor force, the college bound or the person changing careers.

Users can interact with the system via a computer terminal and an ordinary telephone. The terminal resembles a typewriter, but requires no typing skills to use.

In addition to the computerized delivery, AOIS can provide a manually operated needle sort delivery called "Occu-Sort". Both delivery systems provide the user with a printed response. A major advantage of receiving printed information is that it can be saved for future reference.

AOIS is a flexible tool intended to help persons in the difficult task of choosing a career, a school or a scholarship.

AOIS is an adaptation of the Guidance Information System, Time Share Corp, Hanover, New Hampshire

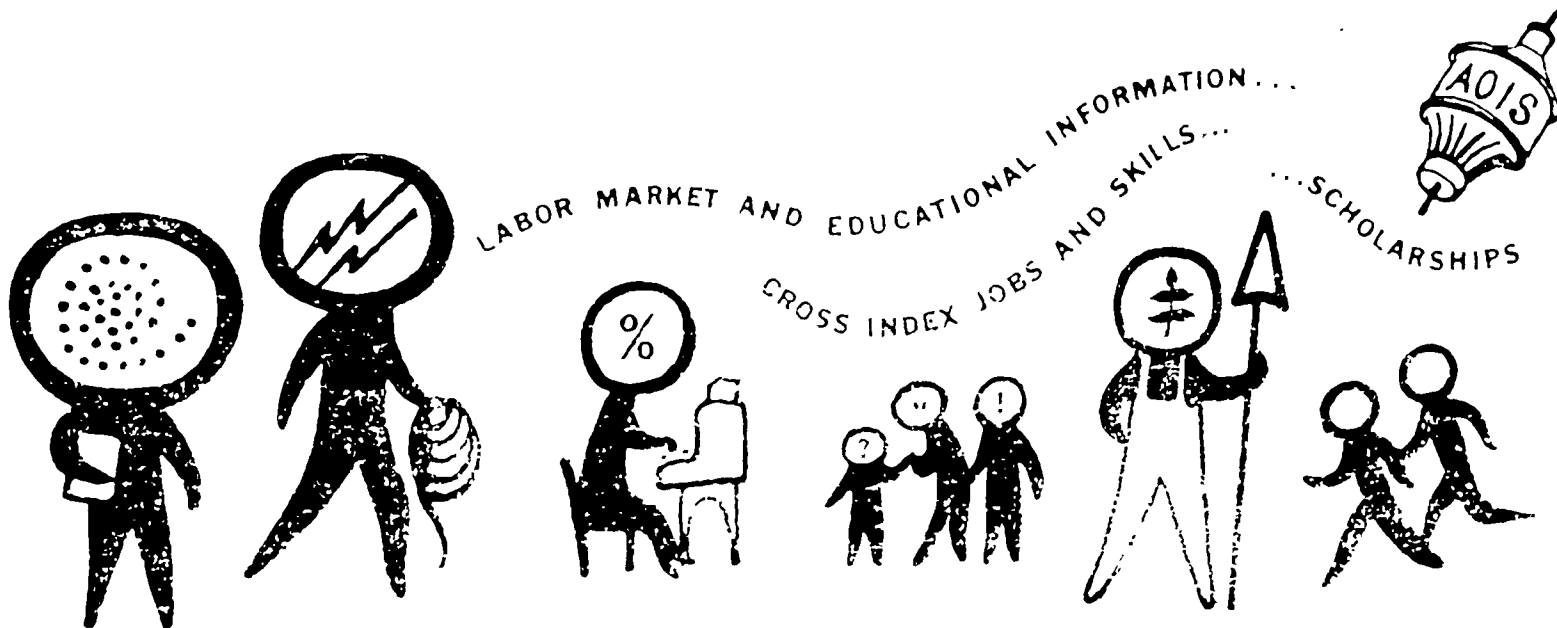
109

110

AOIS IS DESIGNED TO:

- Allow users to explore careers according to interests and aptitudes.
- Utilize existing labor market and educational information and present it to individuals in a more usable format.
- Help the educational student select a two or four year institution.
- Enhance career education and guidance activities.
- Assist in placing the maximum number of adults in productive unsubsidized employment.
- Provide a current list of scholarships and financial aid available from a variety of sources including business, the Federal Government, private organizations, Alabama post-secondary educational institutions, and religious and charitable groups.
- Provide accurate and localized data for meeting the needs of the labor market.
- Serve as a cross-index of job-related skills, aptitudes and interests to job requirements and educational programs.
- Provide data for localized occupational and educational program planning.
- Assist individuals in selecting Alabama training programs and courses from a variety of sources within the state.

104



111

112

WHO IS AOIS?

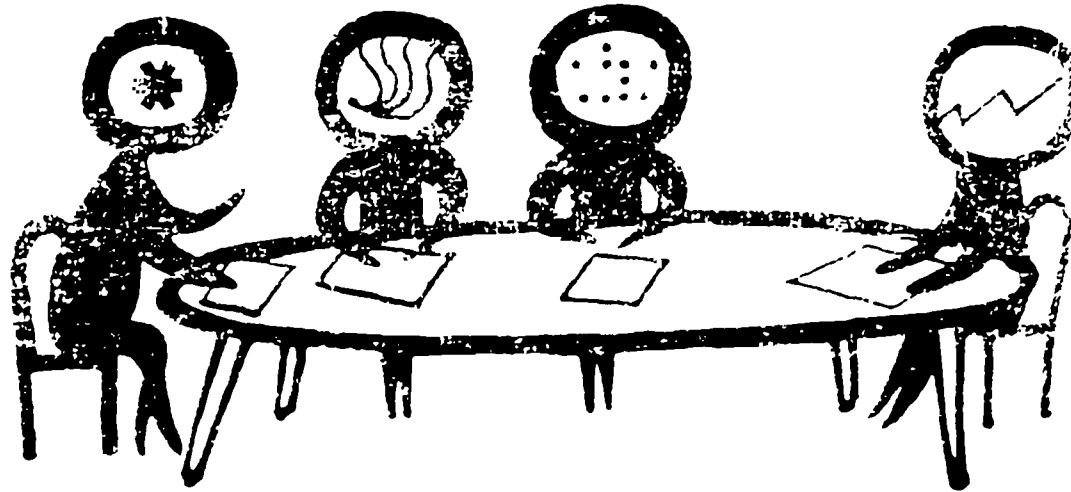
The Alabama Occupational Information System is supported by a Department of Labor grant to the State which requires the program to be financially self-supporting through user agency fees by the end of the grant period.

AOIS is administratively responsible to a Board of Directors appointed by the Governor. The members of the Board are the State Superintendent of Education; a university president; the superintendent of a local school district; a representative of a local social service agency; the director of the Department of Industrial Relations; the director of the Alabama Development Office; the director of the Vocational Education Division of the Department of Education; the director of the Instruction Division of the Department of Education; the director of the Employment Service Division of the Department of Industrial Relations; and the chief of the Research and Statistics Division of the Department of Industrial Relations.

The Board meets quarterly and defines policy.

AOIS maintains a consortium of agencies, institutions, associations, and individuals who react to the system's accuracy, currency, and usefulness.

Occupational review panels, composed of members of the AOIS consortium and others, analyze the State Occupational File and determine its local accuracy and currency. Review panels are composed of organizations and associations who either employ persons in the relevant occupational cluster or are thoroughly familiar with it.



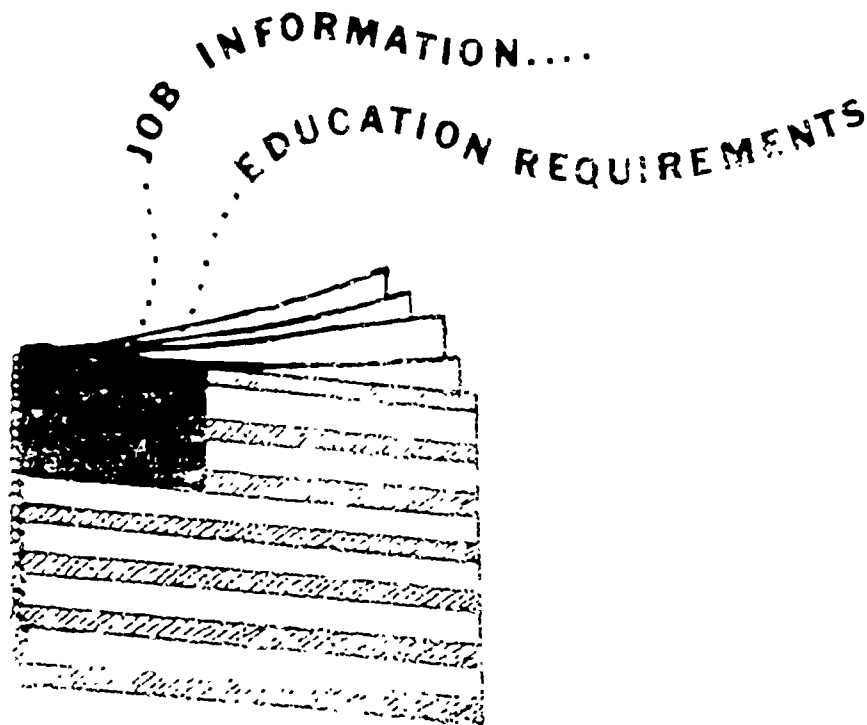
AOIS OBJECTIVES

1. To encourage personal involvement in career decision making.
2. To provide for acquisition of personally relevant occupational and educational information.
3. To present a wide array of occupational and educational alternatives.
4. To provide accurate and current information.
5. To encourage realistic career plans.
6. To provide National, State, and local occupational information.
7. To provide information concerning National and State scholarships and financial aid sources.
8. To provide a listing of multi-media resources for individuals wanting to incorporate occupational information into their setting.
9. To provide individuals with local, county, substate, and state data on job vacancies.



**NATIONAL
OCCUPATIONAL
FILE**

1



An occupational file which allows the user to identify and compare personally relevant occupations, the National Occupational File, contains over 1300 primary occupations and 3000 related occupations.

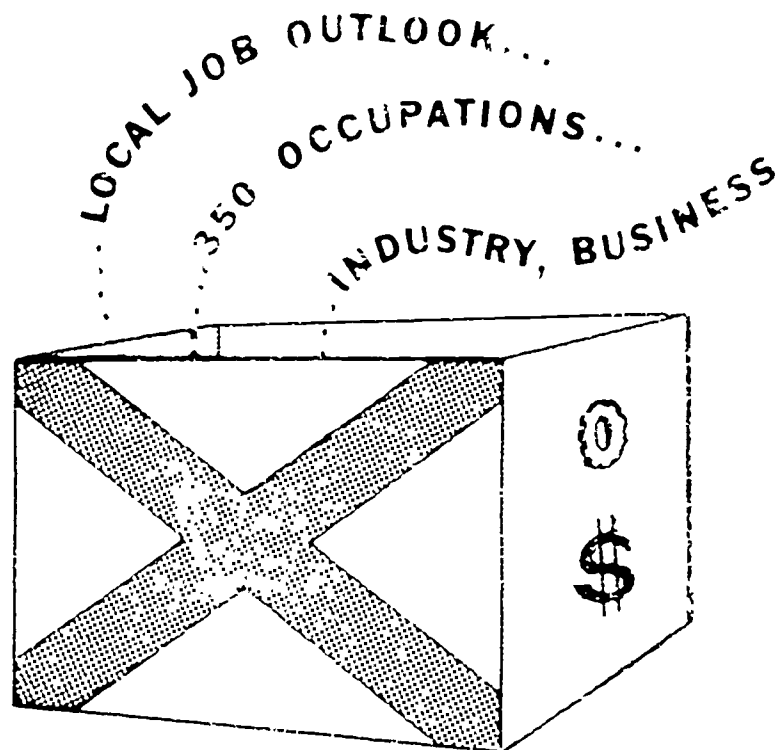
The National Occupational File is organized around the 15 U.S. Office of Education occupational clusters and cross-referenced to the Dictionary of Occupational Titles codes.

The file places at the user's disposal such information as job descriptions, wage levels, required skills, job outlook, related fields and educational requirements. The user can do a structured search by entering personal interests and aptitudes and receive a list of occupations which match the user's characteristics.

The user may want information about a particular occupation. By entering the direct access code for that occupation, the user can learn the job requirements, wage level, and employment outlook for that occupation.

STATE
OCCUPATIONAL
FILE

2



For more specific and localized information than is available from the national file, the State Occupational File focuses on state and regional data including local occupational outlook. The occupations listed in the file are selected from those identified by the Alabama Department of Industrial Relations' publication Interim Manpower Projection.

Currently the file lists approximately 348 occupations, representing over 90 percent of the employment in Alabama, and reflects all levels of preparation and training. The user can explore those careers within the State that fit personal interests and aptitudes. The user can also enter a particular occupation and receive a printout that gives a job description and worker requirements. The user receives additional information about the Present Employment, Employment Outlook, Annual Average Job Openings, Annual Starting Salary and Usual Highest Salary--this data is STATEWIDE and for the SMSA's (Standard Metropolitan Statistical Area) of Montgomery, Mobile, Birmingham, Huntsville, Tuscaloosa, and Florence.

An SMSA does not refer to the city of Montgomery, etc., but includes specific geographical areas.

SMSA of Mobile includes: Mobile and Baldwin Counties
SMSA of Montgomery includes: Montgomery, Autauga, and Elmore Counties

SMSA of Birmingham includes: Jefferson, Shelby, St. Clair, and Walker Counties

SMSA of Huntsville includes: Limestone, Madison, and Marshall Counties

SMSA of Florence-Sheffield includes: Colbert and Lauderdale Counties

SMSA of Tuscaloosa includes: Tuscaloosa County

**STATE
OCCUPATIONAL
TRAINING FILE**

3



The State Occupational Training File contains information on Alabama public, private, and proprietary vocational and technical schools, secondary area vocational centers, state technical colleges, and university continuing education programs.

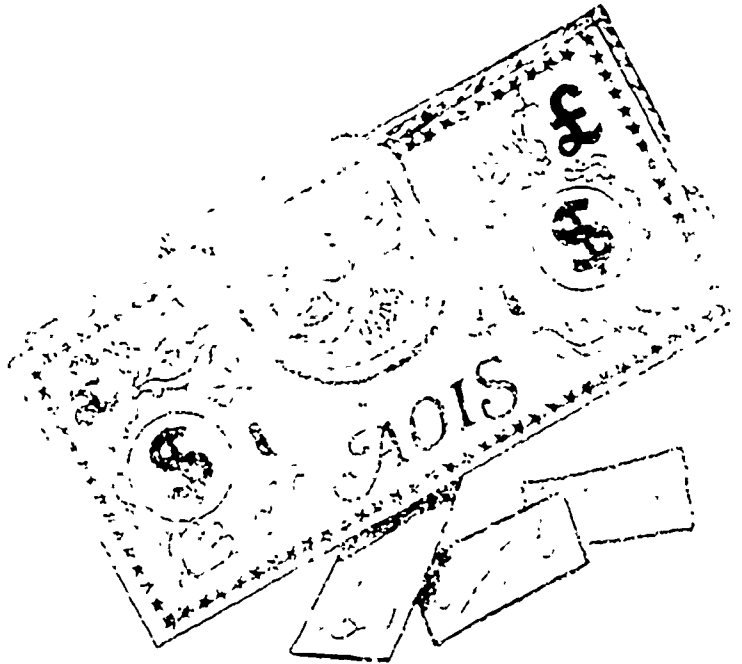
The file stores information on Alabama training programs within industry, apprenticeships, and adult vocational programs that are at least four calendar weeks long and have been submitted to AOIS no less than 30 days prior to the first day of training.

The user, by utilizing AOIS, can avoid dozens of search hours. For example, an individual can select a course of study, type of institution, and geographic location within the state where the individual would like to study. The user will receive a printout of the training programs which qualify.

The user may want information on a particular training program. The printout tells the type of institution, length of the training program, special tools if required and their costs in addition to tuition and fees.

**NATIONAL
SCHOLARSHIP
& FINANCIAL
AID FILE**

4



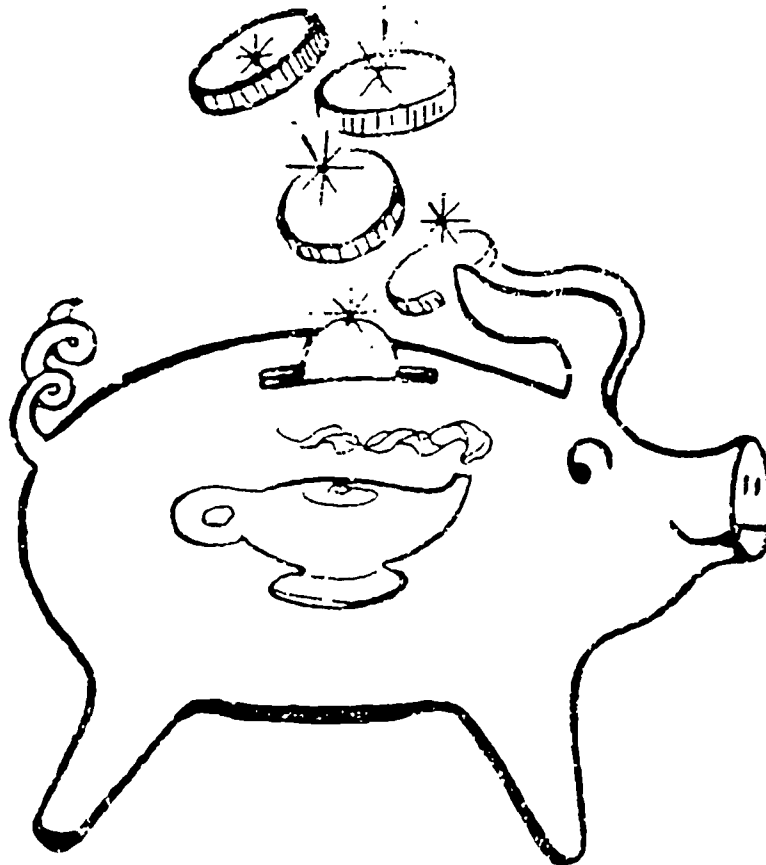
Isolating a scholarship or financial aid program that meets a person's needs can be an endless and sometimes hopeless task. Thousands of dollars in financial aid money remain unused because eligible persons do not or cannot get any information on available financial aid.

AOIS has solved the problem by providing a file which lists over \$750 million in financial aid programs from the federal government, foundations, business, trade and labor organizations, and religious and charitable groups.

All the programs listed are national and require that eligible persons meet certain qualifications and apply directly to the funding agency.

**STATE
SCHOLARSHIP
& FINANCIAL
AID FILE**

5

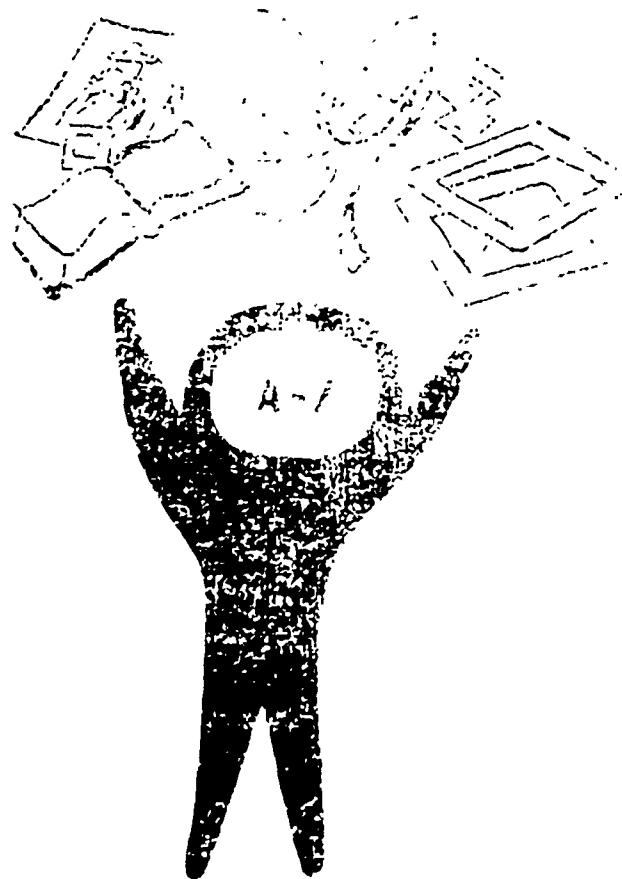


A user may want to increase financial aid possibilities identified from the national aid file by locating monetary aid within the state. AOIS has met this need by providing a separate file listing scholarships and financial aid available from state institutions, private agencies, and state and local associations and organizations.

An added feature not found in the national aid file is a listing of available financial aid from technological and community colleges, junior colleges, and public and private four-year institutions.

**CAREER
RESOURCE
FILE**

6



Teachers, counselors, and other career planners can easily incorporate occupational information into their curricula with the Career Resource File. The file contains over 3000 items.

Some items that can be used in the classroom or training programs are available through a library maintained by the State. The materials are annotated, and the system users can borrow from the library on a two-week basis.

The file contains multi-media materials such as books, films, tape cassettes, and records. Some items deal with specific occupations while others explore entire industries.

The Career Resource File also contains a statewide list of community resources. These include business, industrial, and educational organizations which are willing to provide factory tours, speakers or other assistance to public school career education programs.

The Career Resource File is updated continually.

**FOUR-YEAR
COLLEGE
FILE**

7



The Four-Year College File lists about 1600 four-year colleges and universities nationwide. The file is updated annually based upon college catalogues.

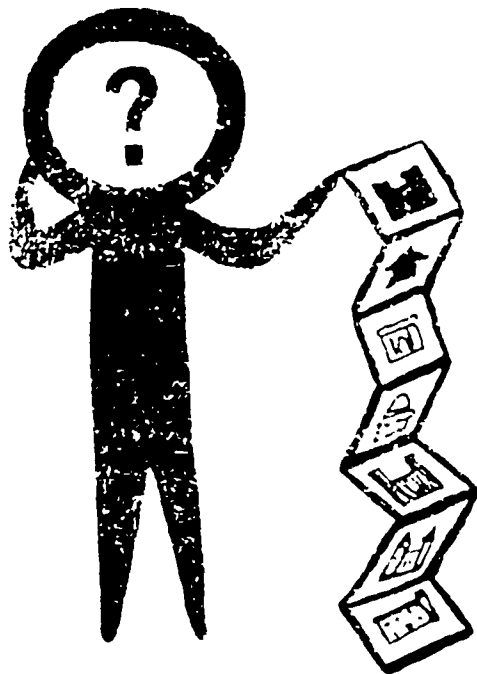
The user has over 600 characteristics from which to choose. At the user's fingertips are the majors, tuition and fees, location, and other items which may be personally important such as coeducational status, religious affiliation, competitiveness, financial aid, and residence and automobile policies.

Without writing a single letter the user may learn which institutions in the Far West on a semester system offer Women's Studies, have no religious affiliations, are highly competitive and cost less than \$4,000 annually. An individual can enter up to ten characteristics about a college that the user would like to have that institution possess and receive a printout naming the colleges which meet the person's criteria.

The user can request information on a particular school and receive enrollment figures, admission deadline, tuition and fees, student organizations, faculty characteristics, financial aid possibilities, etc.

**TWO-YEAR
COLLEGE
FILE**

8

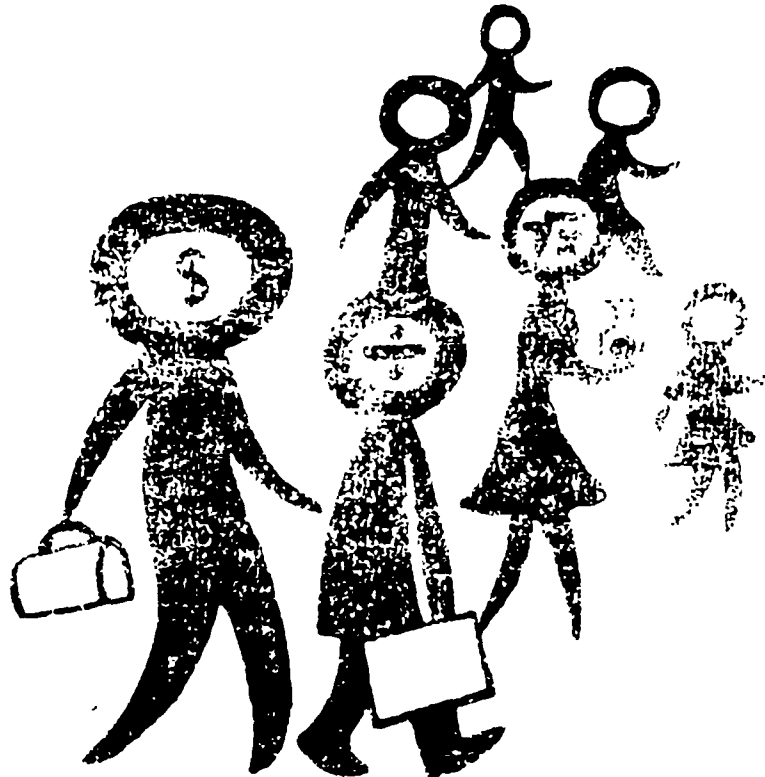


Similar to the Four-Year College File, the Two-Year College File allows the user to examine community and junior colleges within the state and throughout the nation. The file contains an extensive list of characteristics necessary for choosing a two-year college. There are over 400 characteristics on 1,000 two-year colleges.

The file informs the user about academic and technological programs, location, regional accreditation, tuition and fees, and other pertinent information necessary to making an intelligent decision. The system saves the user time, energy and frustration by providing current and accurate information.

**JOB BANK
SUMMARY
FILE**

9



The Job Bank Summary File can direct entrants to the labor force and people making a mid-career change to those areas in the working world that need qualified people.

The file is not a placement service but an information guide which allows the user to inquire about currently listed job openings by local state employment offices. For further information about a job vacancy, the user is referred to the local state employment service in his or her area.

The user can request a listing of the number of unfilled openings for a six-digit D. O. T. occupation as listed with the Employment Service. The information is statewide and by Job Bank Districts.

BENEFITS OF AOIS

Makes the user aware of personally relevant careers.

Allows the user to identify and compare occupations that fit personal interests and aptitudes.

Encourages more realistic consideration of educational and occupational options.

Provides current and accurate information.

Saves the individual time, energy, and frustration by listing only the information requested.

Clarifies various careers and occupations.

Provides guidance departments with the most complete educational and occupational information data base available.

Frees the counselor to provide services based on professional training.

Allows educational planners and instructional staffs to use available information more effectively.

Provides meaningful data to handicapped users.



APPENDIX O



State of Alabama
OCCUPATIONAL INFORMATION SYSTEM

901 Adams Avenue
Montgomery, Alabama 36130



Wayne Teague
Chairman of the Board

W. Charles Graves
Executive Director

M E M O R A N D U M

June 23, 1977

The staff of AOIS is continually striving to improve the system and its services to you and your users based upon expressed needs via feedback.

A very important aspect of the system is the in-service training program. In fact, in a majority of cases, it is the first time an individual is exposed to the Alabama Occupational Information System. Therefore, we appreciate your taking a few minutes out of your busy schedule to complete the enclosed questionnaire.

Thank you for your time and cooperation.

Sincerely,

Lyle W. Smith, Ed.D.
User Services Manager

LWS/ta

Enclosure

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
(AOIS)
IN-SERVICE TRAINING QUESTIONNAIRE

In an effort to evaluate AOIS' in-service training program, we respectfully enlist your assistance.

AOIS is well aware that the in-service training was presented several weeks prior to the actual operational dates and that the lag time obviously affected the retention of the instruction. AOIS is further aware that the unavailability of the system's printed materials at the time of the training was not conducive to good instructional procedures. These discrepancies were due to anticipated computer start-up dates that were unavoidably delayed.

At your convenience, please complete this questionnaire by encircling the response that most closely reflects your opinion. Five (5) is the highest rating. Please return the completed questionnaire to AOIS in the enclosed envelope. We appreciate your cooperation.

(Optional) NAME _____ SCHOOL SYSTEM OR AGENCY _____

1. Was the four-hour time frame for instruction sufficient? - - - - - 5 4 3 2 :
2. Was the size of your training class: TOO LARGE ____ TOO SMALL ____ APPROPRIATE ____
3. Was the class time spent in actually using the terminal as opposed to the oral instruction adequate? - - - - - 5 4 3 2 :
4. Do you feel that the instruction given on the information files gave you a working knowledge of the contents of the User Guides and Direct Access code book and the scope of the data that can be obtained from the nine files? - - - - - 5 4 3 2 :
5. Did you develop an understanding of how the various files "tie in" or interact with one another? (i.e., SOCC file with SOTF or COL4 with SCHO and SAID)? - - - - - 5 4 3 2 :
6. Did the in-service training give you a basic understanding and a working knowledge of the terminal commands so as to enable you to use the system? - - - - - 5 4 3 2 :
7. Do you understand the direct access mode of obtaining desired information? - - - - - 5 4 3 2 :
8. Do you understand the structured search mode of obtaining desired information? - - - - - 5 4 3 2 :
9. Do you feel that your training will enable you to assist others in working with User Guides, User Sheets, and with the terminal commands? - - - - - 5 4 3 2 :
10. Were you motivated to implement AOIS into your professional setting? - - - - - 5 4 3 2 :
11. Do you anticipate any potential problems in implementing AOIS into your setting? - - - 5 4 3 2 :
 YES ____ NO ____ If YES, briefly explain: _____

If you have comments or criticisms that would help in this evaluation, please add them in the space below (strengths and/or weaknesses or the training, what would you add to the content, etc.)



ALABAMA OCCUPATIONAL INFORMATION SYSTEM
(AOIS)

IN-SERVICE TRAINING QUESTIONNAIRE

In an effort to evaluate AOIS' in-service training program, we respectfully enlist your assistance.

AOIS is well aware that the in-service training was presented several weeks prior to the actual operational dates, and that the lag time obviously effected the retention of the instruction. AOIS is further aware that the unavailability of the system's printed materials at the time of the training was not conducive to good instructional procedures. These discrepancies were due to anticipated computer start-up dates that were unavoidably delayed.

At you convenience, please complete this questionnaire and return it to AOIS in the enclosed envelope. We appreciate your cooperation.

(Optional) NAME _____

SCHOOL SYSTEM OR AGENCY Wetumpka Schools

1. Do you feel that the block of four hours of instruction was sufficient? YES 1 NO 1
2. Was the class-time spent in actually using the terminal as opposed to the oral instruction adequate? YES 1 NO 1
3. Were the instructors well prepared? YES 1 NO 1
4. Did the instructors establish and maintain good rapport? YES 1 NO 1
5. Was the instruction presented at the proper level? YES 1 NO 1
If NO, TOO TECHNICAL 1, TOO BASIC 1
6. Were questions received and responded to adequately? YES 1 NO 1
7. Were the audio-visual materials effective? YES 1 NO 1
8. Was the classroom setting appropriate for the occasion? YES 1 NO 1
9. The size of the class was TOO LARGE 1, TOO SMALL 1, APPROPRIATE 1.
10. Was a review or re-cap conducted at the conclusion of the training? YES 1 NO 1
If YES: EFFECTIVE--YES 1 NO 1
11. To what extent did the training motivate you to implement AOIS into your setting?
1 NO MOTIVATION 1 AVERAGE MOTIVATION
1 LITTLE MOTIVATION 1 CONSIDERABLY ENTHUSIASTIC
12. Do you anticipate any potential problems with implementing AOIS into your setting?
YES 1 NO 1 If YES, briefly explain: _____

If you have comments or criticisms that would help in this evaluation, please add them in the space below (strengths and/or weaknesses of the training, what would you add to the content, etc.). _____

12) Do you anticipate any potential problems with implementing AOIS into your setting?
If YES, briefly explain:

Applies only to counseling situations.

Lack of time with machine, lack of knowledge as to when it will be here. Machine not in classroom.

Mobile Co. Schools - The computer shuts down every morning at 8:30 while a class is using the terminal. I believe the computer could be shut down in the afternoon after 3:00.

Henrietta M. Kemp - E.S. - This is not used in Statistical Department, set up only for counselors.

E.S. - This equipment is used only by the counseling unit in our office.

Salvatore L. Tomaso, E.S. - Don't use equipment often enough.

Howard M. Burk - E.S. - My personal use will be limited.

Ira A. Adams - E.S. - For an interviewer to use the terminal would require too much time for too little information. Additional program/information gathering could change this.

Ralph Dorman - E.S. - AOIS is primarily a counseling tool here, and as an interviewer I do not have occasion to use it as the data from which I work primarily is gathered locally,

E.S. - As an interviewer, I can see no value in the implementation to us. Am sure counselors will probably use it.

Carol MacDuffee - E.S. - getting time to use it.

E.S. - As an interviewer, I, in the employment service, I have very little need for AOIS. The counselors would have a need but I see none or very little use or need for AOIS as an interviewer.

Margaret Daniel - Time getting the machine

Mobile Co. Schools - No plan of instructing students to use terminal & no materials to show students how to use terminal.

Maryn

Maynard D. Portis, Jr. - Mobile Co. Schools - Only with the length of time we are to have AOIS in our schools to get to our students.

Willodene Farrell - Mobile Co. Schools - I would like to explain my "NO." At this school it was decided by the principal, I suppose, that the seniors would be exposed to AOIS first and if time permitted, the juniors. It has taken most of the second semester to let seniors use it, consequently, very little time is left for underclassmen. Since I have been assigned to counsel with mostly 10th grade, I have not used it.

Sadie Braggs - Mobile Co. Schools - #1 Instruction time would have been sufficient had the group been smaller. #2 Maybe several terminals for instructional use during instructions would have been more effective.

-114-

John Loden - Mobile County Schools - Printed material was incomplete and not accurate. For example, with computer start up steps listed on the chart, the students could not complete the connection - vital steps were left out. We had to print our own material.

COMMENTS/CRITICISMS (E.S.)

Judy H. Ellis, Only criticisms are lag time obviously affected the retention of the instruction. Unavailability of the system's printed materials at the time of the training.

Salvatore L. Tomaso - Spend more time developing skill on machine.

Ann Geisenheimer - The instructors did an excellent job!

Howard M. Burk - Most of material covered will never be used by average employee.

More time should be given on those who will actually use the system and those who will not should be given only a brief introduction and demonstration so as to be familiar with its function and use.

Ira A. Adams - Smaller groups would lead to more hands-on experience - less congestion in classroom. #11 See remarks to #12 - could be used as counseling tool.

Frank Phillips - AOIS could be of great value to the employment service. We need more training and practice to realize and fully utilize its potential.

Ralph Dorman - The presentation was professional, effective, and pleasurable. The class left me extremely impressed with the system's capabilities and also with the feeling that I could use it effectively with a little practice.

Carol MacDuffee - A review might be helpful.

David R. Kearns - The training was good for informational purposes but my section (WIN) has little need for the system.

Cecil Prentice, Jr. - Time on keyboard actually search for information should be increased. Although the training provided was well prepared, nothing can take the place of actually operating the equipment. Verbal instruction is just too easy to forget.

Mitchell Drew - More exposure to the equipment, individuals spend more time on equipment.

More time on the machine.

Actually, I thought the training adequate. The failure has been my own! No tool is effective until it is put into use.

Jennifer Cook - The amount of time between training and actual installation of the terminal was so long that we required considerable review of terminal use.

Noah E. Lambeth - Mobile Co. Schools - The program as implemented is good.

Mobile Co. Schools - We were trained on equipment that is different than the equipment we are using. Now I need training on the new equipment.

E.S. - Too many people in class for each person to adequately learn actual use of machine. Length of training time insufficient.

E.S. - I really need to reorient myself in the ways this may help me as Labor Market Analyst.

COMMENTS/CRITICISMS (EDUCATION)

Reed Killeets - Thanks for the opportunity to fill out this questionnaire! The in-service training as well as the AOIS system was outstanding.

Gale Turpin - Needed more AOIS machines to practice on. Too much time between training and time the AOIS machine was delivered to site to be used.

John Loden - We need someone to visit the school site while we have the terminal on hand so as questions can be posed and answered.

Noah E. Lambeth - update audio visual

lag time - no printed materials - in-service too far in advance

Johnnie M. Franklin - Failure of the machine to operate properly after going through all the instructions steps. Who prepares these machines?

/ John H. Taylor - This school is too heavily populated for one unit. We need two units. /

/ Mrs. Ernestine - The materials and/or information provided is good but could be updated. Some of the salary scales and employment data has changed. /

/ There are certain procedures that must be followed in order to hook up to the computer, and these were not explained at the meeting, and we were left out when time came to use it. /

B. K. Evans - Instructors did well in time allotted. However, I would like about 20 hours actual use.

Don Powers - The AOIS Consultants have done an excellent job in working with us.

/ Billy C. Todd - In All cases where response was "NO", I feel that this could have been changed had the classes been limited in size to around four people so that each person involved could have gotten better acquainted with the machine while the "experts" were there to answer questions. /

Shirley C. CHappelle - In June will be my first in-service training so I can't comment at this time.

W. Black - Reference to #1 - I feel we needed a "recap" workshop with perhaps four in a group per instructor.

Clyde M. Ashley - Excellent program - A great tool for counseling students. Need more time on the terminal.

/ Betty Powell = Time of training was too far in advance of actual receiving the terminals I had forgotten what I had learned. I would prefer 2-3 training sessions, shorter hours at each session. /

Margaret Daniel - I would have liked more time to actually do it myself until getting proficient, then I could have remembered it better.

D.L. Christensen - Possibly more individual instruction on machine.

More time actually on terminal is needed in training.

Maynard D. Portis, Jr. - Need more black colleges & more job information.

Mary Cox - Training very effective. Terminal has proven worth the time and money.

Louise M. Bond - We needed a little more time on the terminal. The system is wonderful --can't wait for the JOBS File to be implemented.

COMMENTS/CRITICISMS (UNIDENTIFIED)

Not enough time to use the computer in the training session.

/ Would be nice if each system remained in each school for the entire year. Realize it is a question of finances, but it would be nice. /

APPENDIX P



State of Alabama
OCCUPATIONAL INFORMATION SYSTEM

901 Adams Avenue
Montgomery, Alabama 36130



April 12, 1977

Wayne Teague
Chairman of the Board

W. Charles Graves
Executive Director

Much time has elapsed since an AOIS representative has either demonstrated the system or discussed the possibility of including your agency in the computer network. We are pleased to inform you that the AOIS is fully operational with two computers (one in Mobile and the other in Montgomery) and nine information files. For your perusal, we are enclosing a typical printout from each of our four state-related files.

Currently, AOIS has forty contracted ports or systems and anticipates expanding rapidly as the result of achieving complete operational status. When both computers are fully loaded, they can accommodate sixty-one ports. Therefore, only twenty more ports may be added with the present computer configuration. These additional ports will be filled on a "first come, first serve" basis.

A member of the User Services staff will be contacting you in the near future to explore the possibility of either further demonstrations to you and your staff and/or to discuss the possibilities of including Troy State University at Montgomery in the remaining available ports.

Sincerely,

Lyle W. Smith, Ed.D.
User Services Manager

LWS/ta

Enclosure