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FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM

(FOCIS) User's Guide

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U.S. OFFICE OF PERSONNEL MANAGEMENT

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FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM

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FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM

OVERVIEW

Welcome to the Federal Occupational and Career Information System (FOCIS). FOCIS is a PC-based software system developed by the U.S. Office of Personnel Management to help job seekers and Federal employees obtain information about Federal careers, occupations and training.

FOCIS has three modules or parts. The first part will give you career guidance, occupational information, and advice on how to find a job. It will assist you in matching your interests, preferences and abilities to a suitable line of work and allow you to quickly access information on Federal occupations and Government organizations. After you find an occupation which you want and for which you are qualified, you can learn how to apply for jobs.

The second module will make it possible for you to search current job openings. Your computer must have a modem in order for you to be able to transfer computerized listings of job vacancies from the Office of Personnel Management (OPM) to your computer.

The third module provides information about a large number of training courses that are available to Federal employees.

Please note that since the three modules described above can be installed independently, not all of them may be resident on your computer. For installation instructions please refer to the *Installation Guide*.

GETTING STARTED

First of all, you need to make sure that the system is on and loaded into the computer you are using. If the computer is off, simply flip the ON switch usually found in the right hand corner of the machine. When you see a C>, type in the word **FOCIS** (Federal Occupational and Career Information System); then press the <ENTER> key and the program should begin.

The first two screens you will see are a brief description of the system. To continue, just press any key on the keyboard.

There are two other options you have all the time. First, unless you want to jot down notes you have the option to print out the screen you are viewing. Make sure that your printer is on. Then press either the <Print screen> key or, on some keyboards, hold down the <Shift> key and press the <Print screen> key on the number pad. Either way you will have a copy for later reference. The other option is the Help screen. If you get lost and do not know what to do, you can always press the <H> key for help to find out where you are and what to do next.

Remember that in most cases after you enter information into the computer, you must press the <ENTER> key to make your entry take effect. With this in mind, you are ready to start.

ABOUT MENUS

Menus are your tool for controlling the System. A menu presents you with a list of choices on your computer screen. Many of the menus in FOCIS are light bar menus. A light bar is a portion of the screen with dark letters on a light background which can be moved with the arrow keys. You can make your selection by moving the light bar to your choice and pressing the <ENTER> key. You can also make your selection by typing the letter which appears to the left of the choice you want. When there are more choices than will fit on the screen, you can enter <PgDn> to view more choices or <PgUp> to view previous choices.

Every menu includes a help <H> option that can be used to obtain more information about the menu. You can exit from most menus by pressing <X> to go to the previous menu. You can also quit most menus by pressing the <Esc> key.

To exit from FOCIS you must be in the Main Menu. Press <X> followed by <ENTER>. In most cases when you are out of the program you will see C:> on your screen.

TAKE PRACTICE EXAMINATIONS

Option A - Take Practice Typing Test
Many Federal clerical jobs require demonstration of typing proficiency. You can evaluate your typing skill by taking a practice typing test that is similar in form and difficulty to the test used by OPM and Federal agencies. You will be able to find out your typing speed, the number and kind of errors you made, if any, and whether you passed the test according to the criteria used by OPM. A copy of the practice test is in Appendix A.

Option B - Take Practice Clerical Examination
Most Federal clerical jobs require that you pass a clerical examination that consists of verbal and clerical type of questions. Taking the practice clerical examination will allow you to determine how well you might be able to score on the actual examination. The practice test may also help you become more familiar with the types of questions asked on the examination and identify specific areas in which you may need improvement.

IDENTIFY YOUR WORK INTERESTS

Selecting this option will take you to another menu that will give you the three options described below:

Option A - Take an Interest Questionnaire
When choosing to take the work interest questionnaire, you will be asked to indicate how much you like or dislike 49 typical work activities performed by Government workers. After answering all the questions, you will see a graphic representation of your interests in the following seven interest areas:

> **Business detail.** Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting.
>
> Humanitarian. Interest in helping others with their mental, spiritual, social, physical or vocational needs.
>
> **Leading-Influencing.** Interest in leading and influencing others through activities involving high-level verbal or numerical abilities.
>
> **Mechanical.** Interest in applying mechanical principles to practical situations, using machines, handtools, or techniques.
>
> **Plants and Animals.** Interest in activities involving plants and animals, usually in an outdoor setting.
>
> **Protective.** Interest in the use of authority to protect people and property.
>
> Scientific. Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.

After seeing your interest profile and choosing an interest area you will be able to see a list of Federal occupations that match that interest area.

Option B - Select an Interest Area
By choosing this option, you can bypass the work interest questionnaire and select one of the seven interest areas directly.

Option C - Specify Job Features
You may want to narrow down your list of occupations, without considering your interests, by searching for occupations that possess one or more specific job features.

For example, you may want to exclude hazardous jobs from your list or include only those jobs in which applicants are in great demand.

```
              FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM          Q4

                        SPECIFY JOB FEATURES

*  Applicants in great demand                                  INCLUDE
   Knowledge or experience needed in specific discipline
   College degree desirable or required
   Frequent contact with public
*  [Hazardous job]                                             EXCLUDE
   Job outdoors
   Physical stamina required
   Repetitious job
   Travel required
   Administrative jobs requiring written test or GPA of 3.5
   Other jobs requiring written test

 L  LIST OF OCCUPATIONS                                          H  HELP
                                                                 X  EXIT

THE CURRENT NUMBER OF OCCUPATIONS IS  39
```

You can include or exclude from your job search each of the job features defined below:

Applicants in great demand. Occupations in which there is a shortage of qualified candidates in most locations.

Knowledge or experience needed in a specific discipline. The minimum qualifications for these occupations require the possession of a college degree or equivalent experience in a specific subject, such as accounting or law.

College degree desirable or required. A bachelor's degree in any field or discipline from an accredited college or its equivalent is desirable or required for these occupations.

Frequent contact with the public. The work involves day-to-day contact with people who need information or service, both within and outside of the Government.

Hazardous job. Occupations which may involve some risk and danger, such as law enforcement occupations.

Job outdoors. Occupations in which a major portion of the time is spent outdoors, frequently without regard to weather conditions.

Physical stamina required. Work may involve lifting heavy weights, walking long distances, standing for long periods or stooping frequently.

Repetitious job. Work in which the same thing is done over and over again.

Travel required. Occupations which require travel a substantial part of the time.

Administrative job requiring written test or GPA of 3.5. Administrative and professional occupations in the ADMINISTRATIVE CAREERS WITH AMERICA (ACWA) program.

Other job requiring written test. Occupations requiring a written test not in the ACWA program.

The menu you use to choose the foregoing job features is slightly different from the other light bar menus in that you can select several lines at a time. Each time you select a job feature by pressing the <ENTER> key, you are asked to indicate <I> for 'include' or <E> for 'exclude.' After each selection you will see on the bottom of the screen the statement, *The current number of occupations is* __. This is the number of occupations that meet your selection criteria. Press <L> and you will see a list of the occupations. You can experiment with different combinations of job features to see which jobs are selected under each combination. Selecting an occupation from the list displayed will take you to the Selection Menu which is described in the next section.

SEARCH FOR AN OCCUPATION OR AGENCY

Selecting this option will take you to another menu, called the Selection Menu.

Using the Selection Menu

The Selection Menu is your key to accessing the database for job information about Federal occupations. It allows you to select the criteria that you will use to conduct your job search. The more information you enter, the narrower your selection will be. For instance, if you choose all the options, the system will give you information about one particular occupation, at one agency, in one specific city in the country. If you choose only two or three options, the selection will be much broader. The box on the screen tells you what selections you have made so far, and these will remain constant unless you enter <C> for Clear Screen and Start over. Your can clear all your selections or only one by following the instructions on the screen after you enter <C>.

You can choose any of the eight items first; you do not need to go in any particular order, but in most cases starting with Options 1 (College Major) or 2 (Occupational group) is best. Keep in mind that, in order to get any job information you must select a specific occupation. If you choose a college major, the system will automatically list up to eleven specific occupations for you to choose from. With this information entered, you can get a job description, minimum qualifications required, salary information, agencies that hire for the occupation and where, along with the number currently employed in the occupation.

```
FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM   SO2
                    SELECTION MENU

SELECT ONE OR MORE OF THE
FOLLOWING NUMBERS AND PRESS
"ENTER" AFTER EACH ONE:

                              YOUR SELECTION(S):
 1  COLLEGE MAJOR
 2  OCCUPATIONAL GROUP
 3   SPECIFIC OCCUPATION
 4  FEDERAL AGENCY
 5   AGENCY SUBDIVISION
 6  GEOGRAPHIC REGION
 7   STATE
 8    CITY - BY ZIP CODE


AFTER YOU HAVE MADE YOUR SELECTIONS PRESS "PgDn" TO CONTINUE

                                                  H HELP
                                                  X EXIT

C  Clear Screen and Start Over
```

Using keywords
When you search for an occupation, agency, agency subdivision, or city you can facilitate your search by entering a 'keyword.' A keyword is a word or a phrase that best describes what you are looking for. For example, if you enter the word **engineer** when you are searching for an occupation, you will see a list of occupations that have the word in their title. You can make your keyword more specific by entering more than one word such as **civil engineer**. You may also enter portions of words such as 'manag' to find occupations or agencies that have the word in their title.

Here is the information you will obtain by selecting each of the options in the Selection Menu:

Option 1 - College Major
If you select Option 1, the college major option, you will be given an alphabetical list of over 100 college majors to choose from. Move the light bar to the your major or the one most closely related to it. To see more majors enter <PgDn>.

After you choose a major, the system will automatically list occupations related to the major and ask you to choose one of them. You must select an occupation to access any job information from the system. There will be up to eleven occupations listed, which in most, but not all, cases will be relevant to your major.

If you choose a major that may have little application in Federal jobs you will get a list consisting of several populous occupations for which a college degree is generally required but not in any specific major. The list will give you an idea of occupations with good opportunities which you may not have considered.

If you are not interested in any of the occupations listed, you can go back to the Selection menu by pressing <Esc> key. You can see information about other occupations in your field by selecting Options 2 or 3.

Option 2 - Occupational Group
If you have selected an occupation related to your college major, you do not need to choose this option. If you do not wish to enter a college major, you may choose this option to select an occupational group. You will see a list of groups of occupations. Enter the one that most interests you. To see more groups press <PgDn>.

After you choose an occupational group, choose Option 3 to select a particular occupation within the group. You must select an occupation to access any job information from the system. You can always go back later to see information about another occupation in your field by returning to the selection menu and selecting Option 3.

Option 3 - Occupation
This option will let you choose a particular occupation to find out more information about it. You must enter a specific occupation in order to get job information from the system. There are three different ways you can fill in this option. If your first

selection is Option 1, the college major selection, the system will automatically ask you to select an occupation relevant to your major. If your first selection is Option 2, occupational group, then you must select Option 3 to select an occupation within that group. If you go either of these routes, you will probably find occupations related to your interest very quickly. The third way to select an occupation is simply to select Option 3 first. This will list all the occupations covered in the system in alphabetical or numerical order, or you can enter a keyword to facilitate your search.

Option 4 - Agency
If you choose Option 4, you will see a list of Federal agencies. If you just want information about positions in one particular agency or want an agency's description or address, select the one that interests you. Otherwise, return to the selection menu by entering <Esc> and continue. If you choose an occupation before you choose an agency, you will obtain only a list of the agencies that employ that occupation.

Option 5 - Agency Subdivision
If you selected an agency and want to narrow down your selection even more, you can select an agency subdivision. This option will list the subdivisions, if any, of the agency you selected. Pick the one that interests you or return to the selection menu and continue.

Option 6 - Region
Selecting Option 6 allows you to choose one of ten regions of the United States that interests you. If you only want to work in one region of the country, select that region, and you will only get information on jobs in one area. You can further narrow your search by choosing a state and city in the region of your choice, by using Options 7 and 8.

Option 7 - State
If you only want information about jobs in one state, choose Option 7. After you see the list, move the light bar to the state of your choice and press <Enter>. You can further narrow your search by choosing a city, by selecting Option 8.

Option 8 - City
Choosing this option gives you a list of cities to choose from. If you only want information on jobs in a particular city, move the lightbar to the city you want and press <Enter> next to the city you want. You can facilitate your search by using the keyword option.

You can erase any or all of your selections from the screen by entering a <C> followed by an <A> for erasing all selections or the number of the Option you want to erase.

Displaying Job Information
After you have entered your choices in the Selection Menu, the next step is the Information Menu. To see your information, enter <PgDn> to proceed. The

system will then give you a choice of information displays, under three categories: occupational information, agency information, and employee count information. A box in the corner of the screen reminds you of the options you have entered. If you want to change them, return to the Selection Menu by pressing <X> and <ENTER>.

Now you can get the information you need. Below is the Information Menu as it appears on the screen. Note the choices of information, under three categories, and the box showing you what selections you chose from the Selection menu.

```
     FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM   D01
                      INFORMATION MENU

SELECT ONE OF THE FOLLOWING NUMBERS:

 OCCUPATIONAL INFORMATION        EMPLOYEE COUNT INFORMATION

 1 DESCRIPTION OF WORK      6 NUMBER EMPLOYED AT ALL AGENCIES
 2 MINIMUM QUALIFICATIONS   7 WHICH AGENCIES HAVE THIS
 3 GRADE LEVELS AND           OCCUPATION
   SALARIES                 8 WHERE ARE THE JOBS LOCATED

 AGENCY INFORMATION
                                  YOUR SELECTION(S):
 4 DESCRIPTION                 MAJOR
 5 ADDRESS                     GROUP
                           OCCUPATION
                              AGENCY
                           SUBDIVISION
                              REGION
 H HELP                        STATE
 X EXIT (PgUp)                  CITY
```

Enter <1> to see a description of your selected occupation. It will give a brief summary of the kind of work you would be doing. Enter <2> to find out the minimum qualifications needed for the occupation. It will tell you what kind of formal education and/or experience is required at the entry levels for the job. Enter <3> to see the grade levels and salaries you can expect in that occupation. It will list the entry-level General Schedule grade, the current salaries at the entry level, and the average grade level and salary for all employees within the occupation.

If you enter any of the foregoing options (1-3) without specifying an occupation, the system will give you an error message at the bottom and will not proceed. Return to the Selection menu and select Option 3, then come back to the Information Menu by pressing <PgDn>.

Options 4 and 5 give you information about your chosen agency or subdivision, if any. Enter <4> to view a brief description of the agency and its role in the Federal Government. Enter <5> to see the address of the agency where you can write for employment information. If you enter either of these without selecting an agency, the system will give you an error message at the bottom and will not proceed. If you want information about a particular agency or its subdivisions, return to the

Selection Menu and select Option 4, then return to the Information Menu by pressing <PgDn>.

Options 6 through 8 give you an idea of your potential opportunities in your selected occupation. Enter <6> to find out the number of employees employed in the occupation at all Federal agencies. Enter <7> to see a list of the agencies and their subdivisions that hire people into your selected job.

Enter <8> to find out where the jobs are located and the mailing address for obtaining employment information. This option may provide you with two mailing addresses for any agency. The address in the left column is the central mailing address of the agency. The address listed under *Location* is the local address of the agency. Writing to a local address (when it is displayed) may often result in a quicker response to an employment inquiry.

With the **Employee count information** you can find out what opportunities you can expect if you decide to pursue a specific Federal career. Generally the larger the number of employees in an occupation, the better are the opportunities for employment.

LEARN HOW TO FIND A FEDERAL JOB

Finding a Federal job can be easier if you know the procedure. This module will give you the information you need to get the job you want.

The Federal Hiring process
You will learn how the Federal personnel system works. Information is given on vacancy announcements, job vacancy listings, telephone hotlines, competitive examinations, and addresses and phone numbers of the Federal Job Information Centers.

Special Employment Programs
The Government's special employment programs for women, Hispanics, the disabled, and veterans are described. Detailed information is given on student employment programs: Presidential Management Intern, Cooperative Education, Federal Junior Fellowship, Stay-in-School, Summer, and Student Volunteers.

Pay and Benefits
You will find out about the Government's various pay systems and the current white-collar pay scale. Benefits described include vacation and sick leave, health benefits, life insurance, retirement, work schedules, training, career development, and transfer potential.

Application form and job interview
You will be given tips for completing the application form (SF-171) and how to interview for a job.

SEARCH FOR FEDERAL JOB OPENINGS

Most Federal job openings are listed on a computerized database known as the Federal Job Opportunities Listing (FJOL). The listing, which includes the job title, grade level, closing date and who to contact for further information, is updated daily. To access the FJOL database you must download (transfer) two files to your computer from an OPM electronic bulletin board called the Federal Job Opportunities Board (FJOB). You can download the FJOL only if your computer has a modem and appropriate communication software. After downloading the FJOL you will be able to quickly display the job opportunities available.

DOWNLOADING THE FJOL

Callers dial into the FJOB Bulletin Board from a personal computer via a modem and a telephone line. You will have to register with the FJOB the first time you call. Registered users will be given various privilege levels, depending on need. Privilege levels determine the degree of access to the different levels of information and options offered by the bulletin board. All registered users are given download capability.

Each line is equipped with a TELEBIT 2500 modem which allows you to connect with the FJOB Bulletin Board at a baud rate up to 9600. The Telebit 2500 supports up to 9600 baud MNP V.32 protocol (Hayes compatible) as well as PEP (Packetized Ensemble Protocol) Telebit's Proprietary protocol.

Two telephone numbers will connect you to the FJOB Bulletin Board. Please call **(912) 757-3100**. If your modem has a baud rate of 2400 and has trouble with this number, then please call **(912) 757-3115**.

Dialing up the first time

Now you are ready to begin by dialing the FJOB. When you dial up the board the first time you will be asked the following questions:

First name?
Last name?
Calling from (City, State)?

#Chars per line on screen (10-132)? (suggested, 80)
<A> VT-52 <B> IBM PC <C> VT-100 <D> TERMINAL

Enter the letter of your terminal or PC, <CR> if not listed: (If you are using an IBM compatible PC, select <B>. If you are not sure which option to select, choose <D>.)

Depending on which of the above options you choose you may be asked to answer a number of other questions. Then you will be asked:

Your Password?

Please enter a 1-8 character password to be used for future logons. This password may have any printable characters you wish; however, we ask that you do not use 'handles'. Lower case is considered different from upper case and imbedded blanks are legal. **REMEMBER THIS PASSWORD.** You will need it to log on again.

Registering to Use the FJOB

You must register to receive the access level necessary to download the FJOL Regional files. To register, you must choose this option from the main menu of the bulletin board. We ask that when you register you give us all the requested information. After you register, the System Operator (SYSOP) will assign you additional access to the Bulletin Board.

Registration information is as follows:

Your first name:
Your last name:
Your company name (if any):
Your street address:
Your city:
Your state (2-letter abbreviation code):
Your ZIP code:
A telephone number where you can be reached:
How did you hear about this BBS?

You may request immediate additional access to the FJOB by calling the System Operator (SYSOP).

SYSOP telephone numbers: (912) 744-2029 or (912) 744-2139.

Downloading procedure

In order to search for Federal job openings you must download or transfer two files from the FJOB to your computer. After registering with the FJOB, you are ready to download the files. You will be downloading two files in compressed or 'zipped' format. Your computer must have approximately two megabytes of free space on the hard disk to allow for decompression of the files.

You will first download an FJOL file:

1. At the FJOB Main Menu choose: <1> Opportunities for Federal Employment-Files and Messages

2. At the Opportunities for Federal Employment Board Menu choose: <1> Public Board

3. At the Public Board Menu choose: <F> Federal Opportunities Files by Region.

4. At the File Area select a Regional file or the Entire FJOL file. Choose a Regional file by entering a number between <1> and <6> or the Entire file by entering <7>. We recommend that you download the Entire file because it contains a list of all openings nationwide as well as some vacancies that are not included in the regional files. Appendix B indicates which States fall within each of the six OPM regions.

Please refer to the Appendix of the this Guide if you want to know which states are included in each of the FJOL Regional files.

5. You will now see a list of files on the screen. Choose the file in data record format with the .ZIP extension; e.g. Entire.zip.

6. Select <D> for Download and press <ENTER>.

7. At the Filename prompt, enter the filename with the ZIP extension and press <ENTER>.

6. You will then be prompted with the following question:

Log off after download (Y/N)?

You may answer by entering a <Y> for yes or an <N> for no. Choose <No> so that you can download the second file.

7. Next you will be prompted to select one of the following protocols:

1 - TYPE file to your screen
2 - ASCII with DC2/DC4 Capture
3 - ASCII only, no Control Codes
4 - XMODEM
5 - YMODEM/YMODEM-Y
6 - YMODEM/YMODEM-Y Batch Y
7 - SEAlink
8 - KERMIT
9 - SuperKERMIT (Sliding Windows)
10 - ZMODEM

After you make a selection above the system will respond with the following:

File Name:
File Size:
Protocol :
Est. Time:

Awaiting Start Signal
(Ctrl-X to abort)

8. If the listed information is correct provide the signal to start the download. There are various ways to start the data transmission, depending on the communication software you are using. For example, ProComm and ProComm Plus require that you press the <Page Down> key to begin the transfer. Please refer to your communication software manual for the proper keystrokes to start the transmission.

You are now ready to download the second file, the job location code file, called **LSTA.ZIP**

Downloading the Job Location Code File

1. Follow steps 1, 2, and 3 as described above for downloading the FJOL.

2. At the file area select **#8** ... Files needed for additional processing

3. Enter <S> to stop

4. Enter <D> for download

5. At the **File name?** prompt enter <**LSTA.ZIP**>

6. Follow steps 6, 7, and 8 described for downloading the FJOL.

7. When the transfer is complete, log off the FJOB and exit from your communication package. You can exit from the Board by entering <G> for 'Goodbye' at the Main Menu. You are now ready to import the two files that you downloaded into FOCIS.

SEARCHING FOR JOB OPPORTUNITIES

At the FOCIS main menu move the light bar to **C SEARCH FOR A FEDERAL JOB OPPORTUNITY** and press **<ENTER>**.

The Federal Job Opportunities Listing Menu will appear with the following three choices:

A IMPORT A NEW FILE

B SEARCH FOR A JOB OPPORTUNITY

C VIEW FEDERAL JOB INFORMATION CENTERS

Importing files into FOCIS

Option A allows you to prepare for use files that you downloaded from the FJOB. When you want to update files that you imported into **FOCIS** previously, you do not need to delete them; the program will automatically update the old files. If you choose this option, you will see the following menu:

A IMPORT A NEW FEDERAL JOB OPPORTUNITY LISTING

B IMPORT NEW LOCATION CODES

When you choose option A above (IMPORT A NEW FEDERAL JOB OPPORTUNITY LISTING), you will be prompted with three questions. If you wish to exit this option without entering data, move the cursor to the last line and type an **<X>**.

DISK DRIVE where the FJOL file is stored?
A default drive of C: is displayed. If this is correct press **<ENTER>**, otherwise type in the correct drive.

DIRECTORY where the FJOL file is stored?
Type the name of the directory and press **<ENTER>**.

NAME of the FJOL file you will be using?
Type in the name (e.g. **ENTIRE.ZIP**) and press **<ENTER>**. Be sure to use exactly the same name that appeared on the **FJOB** including the extension (unless you saved it under a different name).

Enter "X" to EXIT, "H" for HELP, or any other key to
continue. This prompt allows you to exit without processing or entering any data. This prompt also gives you the ability to ask for help. If the information is correct, simply press **<ENTER>**.

When you choose option B above (IMPORT NEW LOCATION CODES), you will be prompted with two questions:

DISK DRIVE where the LSTA.ZIP is stored?
A default drive of C: is displayed. If this is correct press <ENTER>, otherwise type the letter of the disk drive and press <ENTER>.

DIRECTORY where the LSTA.ZIP file is stored?
Type the name of the directory and press <ENTER>.

Searching for job openings

Option B (SEARCH FOR A JOB OPPORTUNITY) allows you to search the FJOL file for jobs. You must have downloaded and converted an FJOL file and an LSTA.ZIP file by using **Option A** before you use this option. You may search the file as many times as your like. Also, you may download a new file at any time. Each time you download a new file the old file will be deleted.

You must keep your file updated to get current job information. The files on the FJOB are updated daily. To remain current, you may want to download the files at least once a week.

After you choose option **B SEARCH FOR A JOB OPPORTUNITY**, you have a choice among the following options:

A STATE
B OCCUPATIONAL GROUP
C KEYWORD ON TITLE
D VIEW ALL JOB OPENINGS

Please note that in selecting any of the options above you will find openings only in states that are included in the FJOL file(s) that you downloaded and imported into **FOCIS**. If you imported the **Entire** FJOL file, you can search in any state.

Options **A, B,** or **C** will narrow your search to a specific State and/or occupation. If you select **C KEYWORD ON TITLE** you should enter a word or a phrase that describes the title of the kind of job you are looking for. For example, if you enter the word, **computer** you will see a list of all vacancies that have the word in the job title such as **Computer specialist, Computer engineer,** or **Computer equipment analyst.** You can also enter more than one word or a phrase such as **Park ranger.** Option **D** will allow you to view all job vacancies, either in alphabetical order or numerical order of the job series.

Please remember that the more restricted you make your search criteria, the less likely you are to find current job openings.

The Federal Job Opportunity Listing (FJOL) contain the following information for each job opening:

Job title
Grade level of the job
Opening date of the announcement
Closing date of the announcement (deadline for applying)
Duty location (where the job is located)
Remarks (Generally includes agency and person to contact and telephone number)
Where to get forms

FINDING THE ADDRESS AND TELEPHONE OF A JOB INFORMATION CENTER

This option allows you to get the address and telephone number of a Federal Job Information Center. After choosing this option the following menu will appear:

A SEARCH FOR AN INFORMATION CENTER BY STATE

B VIEW ALL INFORMATION CENTERS

Option **A** allows you to find the information center for a particular state. Choose the state you are interested in by typing the two letter code. The address and telephone number for the Information Center for that state will be displayed.

Option **B** allows you to browse the complete list of Information Centers.

If a message to press <S> appears on either option, there is additional information on that state. Simply press <S> and <ENTER> to see that information.

GETTING HELP FOR DOWNLOADING FILES

If you have any questions or comments about downloading files or the vacancy search procedure, please contact:

U.S. Office of Personnel Management
Staffing Service Center
Macon, Georgia 31298
(912) 744-2328 or 744-2128

If you have other questions about FOCIS please contact OPM at the address given at the end of this manual.

SEARCH FOR TRAINING

This part of FOCIS is intended only for Federal employees. It includes information on all training courses offered by OPM to Government workers.

THE MAIN MENU

The main menu of the Training Information Program has several features that will help you quickly to locate the kind of training you want. The left column of the menu lists eight selection criteria (A - H) which allow you to restrict your search to certain types of training courses. The right column will show the criteria that you have selected. If you do not select any criteria, you will be able to display a list of all of the courses in the program. As you move the light bar up and down the column (with the ↓ ↑ arrow keys), the bottom line of the screen tells you what to do.

```
          FEDERAL OCCUPATIONAL AND CAREER INFORMATION SYSTEM

                        SEARCH FOR TRAINING

     Move the light bar to one or more selection criteria,
     press <ENTER> after each one, and make a selection.

       SELECTION CRITERIA              YOUR SELECTIONS

     A  KEYWORD
     B  SKILL
     C  SUBJECT
     D  PROVIDER
     E  LOCATION OF TRAINING
     F  TYPE OF TRAINING
     G  LENGTH
     H  COST

  The number of training courses matching your criteria:  1246

                L  LIST COURSES        F1  Help
                                       X  EXIT


       Enter a word or phrase to match against the course title
```

The lower part of the screen displays several additional instructions to help you with you search. **The number of training courses matching your criteria** indicates the total number of courses in the program when you first see the main menu or when you do not specify any selection criteria. As you restrict your search the number will become smaller.

After you have made your selections press <L> to list the courses. If you are not sure what to do next press <F1> for help. Press <X> or <Esc> to exit from the menu.

SELECTION CRITERIA

The selection criteria are your key for quickly and efficiently accessing the training database for information on the training courses you want. The more criteria you use, the narrower your training course selection will be. For instance, if you choose all the options, the program may give you information about a few or no courses. If you choose only two or three options, the selection will be much broader. The right column on the screen tells you what selections you have made so far.

You can choose any one of the eight criteria first -- you do not need to go in any particular order. You might want to start with the criteria that are most important to you, such as location of training, and see how many courses remain before continuing to add additional criteria. You can erase any or all of your selections from the screen by entering the selection area you want to change, pressing <Esc> instead of one of the selections, then answering Yes to the question asking you if you want to cancel the selection category.

The information you will obtain by selecting each of the options in the main menu is described below.

Option A - Keyword

If you select Option A, you should enter a word or phrase that describes the subject of the course you are looking for. For example, if you enter the word 'proofreading', the system will list all the courses that have 'proofreading' in their title. You can also enter more than one word or a phrase such as 'job analysis.' You should be aware that when you enter, for example, a word or an acronym such as **SES**, the program will list all the courses whose titles have a word that has **ses** embedded in them; e.g assessment.

Option B - Skill
This option will let you choose a skill category (not skill level) that you will see in a menu. When you choose a skill, the program will display all the courses that teach that skill. Listed below are the skills that you can select:

CUSTOMER SERVICE
EXTERNAL AWARENESS
FINANCIAL MANAGEMENT
HUMAN RESOURCE MANAGEMENT
INFLUENCING & NEGOTIATING
INTERPERSONAL
LEADERSHIP
OFFICE MANAGEMENT
ORAL COMMUNICATION
PLANNING & EVALUATING
PROBLEM SOLVING & DECISION MAKING
SELF DEVELOPMENT & MANAGEMENT
TASK & PROJECT MANAGEMENT
TEAM BUILDING
TECHNICAL COMPETENCE
WRITTEN COMMUNICATION

After you find a specific course by skill, you will be able to read the course description for a complete description of the skill level and intended audience.

Option C - Subject
This option will let you choose a subject area or topic for a course. When you choose a subject, the program will display only those courses that cover the subject. Listed below are the subjects that you can select:

ACCOUNTING
ANALYSIS AND PROBLEM SOLVING
AUDITING
BUDGETING
COMMUNICATION
COMPUTER - DATABASE COMMUNICATIONS
COMPUTER - DATABASE MANAGEMENT
COMPUTER - DESKTOP PUBLISHING
COMPUTER - INTRODUCTION
COMPUTER - OPERATING SYSTEMS
COMPUTER - PROGRAMMING
COMPUTER - SECURITY
COMPUTER - SPECIAL APPLICATIONS
COMPUTER - SPREADSHEETS
COMPUTER - SYSTEMS ANALYSIS, DESIGN & MANAGEMENT
COMPUTER - TECHNICAL
COMPUTER - WORD PROCESSING
CONTRACTING & PROCUREMENT MANAGEMENT

Option C - (Continued)

CURRENT ISSUES & PUBLIC POLICY
CUSTOMER SERVICE
FACILITIES MANAGEMENT
FINANCIAL MANAGEMENT
FORMS AND MAIL MANAGEMENT
LEGAL ISSUES
LOGISTICS MANAGEMENT
METRIC
OFFICE SKILLS
PERSONNEL - AFFIRM. EMPLOY., EEO, & SPEC. EMPHASIS
PERSONNEL - EMPLOYEE BENEFITS
PERSONNEL - LABOR AND EMPLOYEE RELATIONS
PERSONNEL - PERFORMANCE MANAGEMENT
PERSONNEL - POSITION MANAGEMENT & CLASSIFICATION
PERSONNEL - RECRUITMENT & STAFFING
PERSONNEL - TRAINING & DEVELOPMENT
PERSONNEL MANAGEMENT - GENERAL
PROPERTY MANAGEMENT
SECURITY MANAGEMENT
SELF DEVELOPMENT & MANAGEMENT
STATISTICS
SUPERVISION AND MANAGEMENT
TOTAL QUALITY MANAGEMENT
TRAVEL MANAGEMENT

Option D - Provider

The provider is the agency, organization or school that provides training. When you choose this option you will see a list of all the training course providers. Listed below are the providers that you can select:

OPM - ATLANTA REGION
OPM - CENTRAL MANAGEMENT DEVELOPMENT CENTER
OPM - CHICAGO REGION
OPM - DALLAS REGION
OPM - EASTERN MANAGEMENT DEVELOPMENT CENTER
OPM - FEDERAL EXECUTIVE INSTITUTE
OPM - LONG-TERM DEVELOPMENTAL PROGRAMS
OPM - OPM NATIONAL INDEPENDENT STUDY CENTER
OPM - PHILADELPHIA REGION
OPM - SAN FRANCISCO REGION
OPM - THE GOVERNMENT AFFAIRS INSTITUTE
OPM - WASHINGTON AREA SERVICE CENTER
OPM - WESTERN MANAGEMENT DEVELOPMENT CENTER

Option E - Location of Training

Select this option if you are looking for training in a specific location. You will see a list of cities which include most, but not all, of the locations where training for Federal employees is available. Some of the course descriptions include cities not on the list. If the location where you would like to take training is not listed, choose a nearby city that is on the list. Listed below are the main cities where training is offered:

ALBUQUERQUE, NM
ANCHORAGE, AK
ATLANTA, GA
BALTIMORE, MD
BOSTON, MA
CHARLESTON, SC
CHICAGO, IL
DALLAS-FT.WORTH, TX
DENVER, CO
DETROIT, MI
HARRISBURG, PA
HUNTSVILLE, AL
INDIANAPOLIS, IN
JACKSONVILLE, FL
JUNEAU, AK
KANSAS CITY, MO
LANCASTER, PA
LITTLE ROCK, AR
LOS ANGELES, CA
LOUISVILLE, KY
MEMPHIS, TN
MIAMI, FL
MINNEAPOLIS - ST. PAUL, MN
NEW ORLEANS, LA
NEW YORK, NY
NORFOLK, VA
OAK RIDGE, TN
OKLAHOMA CITY, OK
ORLANDO, FL
PENSACOLA, FL
PHILADELPHIA, PA
PHOENIX, AZ
PITTSBURGH, PA
RALEIGH, NC
SACRAMENTO, CA
SALT LAKE CITY, UT
SAN ANTONIO, TX
SAN FRANCISCO, CA
SEATTLE, WA
ST. LOUIS, MO
VICKSBURG, MS
WASHINGTON, DC

Option F - Type of Training

Although most training courses are taught in the classroom, many courses use alternate modes of training delivery. Some are correspondence courses, others are taught on the computer, and some are long-term developmental programs that may use a combination of instructional techniques. You may search for courses by choosing one of the four types of training listed below:

CORRESPONDENCE
COMPUTER-BASED
CLASSROOM
LONG-TERM (DEVELOPMENTAL)

Option G - Length

Training courses vary in duration from several hours to several months. Most fall between one and five days in length. Choose this option only if you want to limit your course search to a maximum number of days. Listed below are the maximum number of days for the duration of training that you can specify in your search:

1 DAY OR LESS
2 DAYS OR LESS
3 DAYS OR LESS
4 DAYS OR LESS
5 DAYS OR LESS

Option H - Cost

If there is a limit on the amount of money you can spend on training, you can use this option to specify the maximum dollar amount for a course. Listed below are the maximum amounts from which you can choose:

$100 OR LESS
$200 OR LESS
$300 OR LESS
$400 OR LESS
$500 OR LESS
$600 OR LESS
$700 OR LESS

DISPLAYING TRAINING COURSE INFORMATION

After you have entered your choices in the main menu you can obtain a list of course titles by pressing <L>. The next step is to move the light bar to the course of your choice and to display the course information. When you press <Enter> you will see a summary information screen such as the one below:

```
TRAINING COURSE TITLE:                                  COURSE NUMBER:
Career Development                                      42UJC

PROVIDER:
U.S. OFFICE OF PERSONNEL MANAGEMENT - CHICAGO
MIDWEST TRAINING CENTER
230 S. DEARBORN STREET, 30TH FLOOR
CHICAGO, IL 60604-1687


(312) 353-3297

TYPE:  CLASSROOM

SUBJECTS:                                          LOCATIONS:
SELF DEVELOPMENT & MANAGEMENT                      CHICAGO, IL
                                                   INDIANAPOLIS, IN
                                                   KANSAS CITY, MO

COST: $ 275                                      SKILLS:
                                                 HUMAN RESOURCES MANAGEMENT
DURATION:  3.0  DAYS                             SELF DEVELOPMENT & MANAGEMEN


                          Press any other key to continue
```

The previous screen is followed by a complete course description screen, which may include course objective, intended audience, locations of the training, and dates. If your computer is connected to a printer, you can print these screens using the <Print Screen> key or the <Shift> <Print Screen> key combination.

When you exit from the course description by pressing <Esc>, you will have a choice of selecting another course using the same criteria as for the previous course, or returning to the main menu and changing the search criteria.

Information on where to apply for training can be found either on the summary information screen or the complete course description screen. Be sure to call the agency listed to confirm that the details of their course have not changed since the publication of their catalog, especially if course dates are listed.

A word about course numbers. Whenever possible we have used the same course number as the training provider uses, followed by a letter indicating the city. For example, a training course designated as "45RN" would be listed in our data base as "45RND" for Denver or "45RNW" for Washington, and so on. Some providers, however, do not use course numbers, give the same number to more than one course, or use very different numbering systems from most. Therefore, we have assigned our own course numbers in some cases. Thus, when you communicate with the training providers, you should always refer to the course title.

SOURCES OF THE DATA

The data presented in FOCIS are from several sources:

The seven interest areas defined in the Work Interest Questionnaire are a subset of 12 interest areas used by the U.S. Department of Labor in its employment counseling program. Five interest areas were eliminated because they have little or no relevance to Federal jobs.

Most of the occupational data, including employee counts, are from OPM's Central Personnel Data File and are updated annually. The employee counts are current as of June 1992. Most of the other information in the database is current as of January 1993.

The occupational database used in FOCIS covers a large part, but not all, of the Federal Government. Occupations excluded are the smallest occupations -- those which have fewer than 100 employees. Also excluded are part-time and temporary employees.

The database covers only the Executive branch of the Government. The Judiciary and Legislative branches are excluded as are quasi-Governmental entities such as the Postal Service, and the Tennessee Valley Authority. The military and certain security agencies such as the Central Intelligence Agency are also excluded.

Work descriptions for most occupations were taken from OPM's **Handbook of Occupations and Series** (1989 Edition). Some were adapted from descriptions in OPM's job classification standards and the **Dictionary of Occupational Titles** (Fourth Edition). Federal agency descriptions and addresses were obtained from the agencies, the **Government Manual** and from OPM's **Federal Career Directory**.

The job vacancy information is taken from OPM's Federal Job Opportunity Listings, which is a nationwide listing of current job openings.

The training information presented in this program was taken from the course catalogs published by the providers of the training. Most of the catalogs are updated annually. All courses listed are available to any Federal employee, regardless of the employee's agency, except as noted in the course descriptions.

CAUTIONS AND LIMITATIONS

The Federal Occupational and Career Information System was designed specifically to assist job seekers and Federal employees to learn about career opportunities in the Federal Government. Any other use of the information in this system, such as for research or for the determination of the number of Government personnel at specific locations, is inappropriate.

Special caution is required in interpreting the data relating to the number of employees in an occupation at a specific location. FOCIS shows employee locations based on where their personnel office is located. In most, but not all, cases employees are located in the same city as their personnel office. For some occupations and agencies, however, especially those located outside of large cities, the employee location counts could be misleading. In other words, some of the employees shown in a particular city may actually be located elsewhere, although they will usually be in the same region as that city.

GETTING HELP

If you are anywhere in the system and do not know what to do next or do not understand what the information on the screen means then press <H> or the <F1> key for help and in most cases your question will be answered. You can also refer to the appropriate sections of this Guide to assist you.

Address comments and questions about FOCIS to:

U.S. Office of Personnel Management
FOCIS
Room 6457
1900 E Street, N.W.
Washington, D.C. 20415

APPENDIX A: PRACTICE TYPING TEST

There is, of course, a second meaning of freedom and that is empowerment. A library invites the mind of teenager or adult to spread out, to follow bypaths and hidden lanes, to yield with a grace to temptation and, above all, to delve into complexity and ambiguity, the hallmarks of any mature mind. Both historical and topical richness lead any young mind (and any old one for that matter) to understand that knowledge is only deep if it is integrated and thus to search out the hooks on every bit of lore. Of course, one can lose the motive of action in this, but no philosopher has ever claimed that the mind can guarantee either will or work, only that it should inform, structure and guide them.

There is further empowerment which all good liberal arts colleges give and which the library reinforces and deepens, and that is the rooted intellectual habit of questioning assumptions. The United States is thick with think tanks, many of them spawned by what General Eisenhower called the "military industrial complex," whose business in life is to grab hold of one or another set of assumptions and ride them hard across the intellectual landscape.

Behind freedom as empowerment lies something more settled and less tied to immediacy than reflections on politics and strategy. The library offers to those who take it seriously a way of being, and that way is contemplative. Here again we can go back to Aristotle, or for that matter Thomas Aquinas, for whom contemplation is the only act of man that will begin in time and fill eternity. The one lesson Alexander's tutor strove to teach his charge was that the happiest activity of man is the fullest use of his highest faculties upon their worthiest objects. The freedom of empowerment that a depository of learning and wisdom like The New York Public Library offers sets the stage, provides the raw material, does everything but write the script for the contemplative mind as its thoughtful best.

The final freedom of which I spoke is freedom of possession, the freedom we mean when we offer someone the "freedom of the city." Here, too, the library has a major role to play, perhaps its most important. All civilizations are essentially age long and unbroken, although often interrupted, conversations. I am struck again and again as I grow older by one such conversation that takes up so large a part of American history, the endless chatter between James Madison and Alexander Hamilton on one side and Thomas Jefferson on the other.

APPENDIX B: OPM REGIONS

Atlanta Region

Virginia
Tennessee
North Carolina
Mississippi
Alabama
Georgia
South Carolina
Florida

Chicago Region

North Dakota
South Dakota
Nebraska
Kansas
Minnesota
Iowa
Missouri
Wisconsin
Illinois
Michigan
Indiana
Ohio
Kentucky
West Virginia

Dallas Region

Montana
Wyoming
Utah
Colorado
Arizona
New Mexico
Texas
Oklahoma
Arkansas
Louisiana

Philadelphia Region

Maine
New Hampshire
Vermont
Massachusetts
New York
Connecticut
Rhode Island
Pennsylvania
New Jersey
Maryland
Delaware
Puerto Rico
Virgin Islands

San Francisco Region

Alaska
Hawaii
Pacific Overseas
Washington
Oregon
Idaho
California
Nevada

Washington D.C. Region

Washington D.C.
Atlantic Overseas

APPENDIX C: GLOSSARY

ANSI CODES - An ANSI escape sequence is a command used to control the monitor or the keyboard. They are used in programs to change color, move the cursor, make text bold, or change the letter on the keyboard. They always begin with an escape character and a left bracket (ascii codes 27 and 92). They were developed by the
American National Standards Institute (ANSI). You can tell if you can use them by looking in your CONFIG.SYS file. It will include the line 'DEVICE=ANSI.SYS'.

ASCII - The abbreviation stands for American Standard Code for Information Interchange. ASCII codes represent characters, the first 128 represent numbers, lower case, upper case, punctuation, etc.. The next 128, the extended set, represent European characters, graphics (box) characters, and scientific (greek)characters.

BAUD - transmission rate in bits per second, usually 1200, 2400, 4800, or 9600. The faster you transmit, the lower your phone bill.

DOWNLOAD - is a data transfer, usually to a smaller computer.

FJOL - Federal Job Opportunity Listing

FJOB - Federal Job Opportunities Board, a computer bulletin board to distribute federal job information.

IBM Compatible - A computer that uses the DOS operating system.

IBM Graphics - EGA, VGA and some CGA video board and monitor combinations can display graphics. Hercules video boards display graphics in monochrome.

Line Feed - ASCII code 11, sends you to the next line down, usually used in combination with a carriage return, ASCII code 13, which sends you to position 1.

Modem - Electronic device to convert digital computer characters to analog phone signals (sound) and vice versa.

MNP V.32 - is the name of a protocol.

Nulls - Binary zeros, the first code in the ASCII character set.

Protocol - a method of detecting transmission errors. The same detection method must be used on both computers for a file transfer, so you must choose one that both support.

SYSOP - The system operator, the person who runs the computer bulletin board.

VT-52 and VT-100 - machines sold by the DEC company.