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Livingston L. Biddle Jr.

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NATIONAL
ENDOWMENT
FOR
THE ARTS

WASHINGTON
D.C. 20506



A Federal agency advised by the
National Council on the Arts

September 20, 1978

Honorable Claiborne Pell
United States Senate
Washington, D.C. 20510

*copy of this
letter sent to
Del Giudice
9-26-78*

Dear Senator:

Thank you for your recent letter on behalf of Mr. Michael Del Giudice, who has written to you to indicate his interest in employment with the National Endowment for the Arts.

Mr. Del Giudice's resume has been referred to Mrs. Carole McNamee, the Endowment's Professional Staff Recruiter. She suggests that he contact his local office of the Civil Service Commission for information on taking the P.A.C.E. Examination, which will give him a rating for entry-level professional positions. As you may know, nearly all Endowment staff positions are filled through the Civil Service Commission.

Frequently, the Arts Endowment fills entry-level professional positions from current clerical staff, however, Mr. Del Giudice may also wish to be considered for a Program Aide position. These are temporary clerical positions, but many Program Aides are offered chances at permanent positions after they have been with the Endowment for a time. To qualify for a Program Aide position, Mr. Del Giudice will need to pass the Clerk-Typist test. He can get information on this test at his local Civil Service Commission office. Mrs. McNamee informs me that she will have ten Program Aide positions to fill after October 1, 1978, the beginning of the Federal fiscal year. These positions will terminate by August 31, 1979.

Should Mr. Del Giudice be interested in these courses of action, he should send Mrs. McNamee copies of his Notice of Rating from the P.A.C.E. Examination and the Clerk-Typist test, or from either one, along with a copy of his Standard Form 171, which is the official format for resume information. This form can also be obtained through his local Civil Service Commission office.

Hon. Claiborne Pell

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September 20, 1978

If Mr. Del Giudice should have questions about employment with the Arts Endowment, I hope he will feel free to contact Mrs. McNamee directly. She will be pleased to be of assistance to him.

Thank you for your letter on Mr. Del Giudice's behalf and for your continued interest in the the National Endowment for the Arts.

Sincerely,

A handwritten signature in cursive script that reads "Livingston Biddle".

Livingston L. Biddle, Jr.
Chairman