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TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
EXA / DDA <u>                    </u> HAS SEEN		17 JUN 1987
ADDA <u>                    </u>		17 JUN 1987
DDA <u>                    </u>		17 JUN 1987
<del>MSIDA</del> DDA REGISTRY		22 JUN 1987
<i>in</i> <i>→ MARKIFIED</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.  
1 FEB 56 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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TRANSMITTAL SLIP		DATE	16 June 87
TO: EXA/DDA			
ROOM NO.	BUILDING		
REMARKS:			
Jim,			
This document was received in			
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ago. The envelope was not kept			
to check addressee. Is this			
something you requested from			
EEO?	Please route to: ADDA		
	DD,		
	Thank,		
FROM: Sue			
ROOM NO.	BUILDING	EXTENSION	

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I. INTRODUCTION

II. EEO PROGRAMS

- \* BLACK AFFAIRS
- \* WOMEN'S PROGRAM
- \* HANDICAPPED
- \* COMPLAINT
- \* UPWARD MOBILITY
- \* ASIAN/HISPANIC PROGRAM

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- \* EEO Newsletter for Publication 3rd Quarter
- \* Personnel Changes

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## I. INTRODUCTION

The following report covers the activities of the OEEO during the period 1 January 1987 to 30 March 1987. It is a first effort at doing a quarterly report and thus is a bit long and somewhat weighty. However, it does reflect what this office does on a routine basis and the new initiatives we launched during this period. Many of these new initiatives have since been refined or altered but the thrust of the effort remain the same.

Subsequent reports will be shorter, better focused, and more timely disseminated.

## II. EEO PROGRAMS

### A. Black Affairs Programs

Summer fellows - On 11 - 13 January 1987, eighteen prospective Summer fellows visited Headquarters for physical examinations and polygraph tests. To date eleven are fully cleared and EOD dates have been established.

Student Symposium - Our second Student Symposium was scheduled for 27-28 April. These students and placement directors will represent 9 different schools with 7 Hispanic and 29 Black students expected to attend. All except 2 students have GPA's of 3.0 or better; there are 12 Computer Science majors, 8 in Accounting, 5 in Engineering, 4 in Political Science and 3 in Communications. There are also students majoring in each of the following fields: Electronics Technology, Chemistry, Psychology and Business Administration.

We are proposing another Student Symposium in the fall. The fall symposium will allow additional time for component/student interviews, additional briefings, Asian-Pacific-American student participation and curriculum expansion.

External Contacts - There has been a continual flow of information and exchange of ideas from the Black Affairs Program Managers from the National Security Agency.

#### Other Activities:

The Office of Equal Employment had a poster commemorating the birth of Dr. Martin Luther King, Jr. produced by the P&PD staff. The poster was placed on Agency bulletin boards during January and was well received by most. National Black History month also was observed with an auditorium program featuring the Honorable Shirley Chisholm as keynote speaker. A Minority Undergraduate Program flier was developed for distribution to colleges and universities.

### B. Federal Women's Programs

#### "A Workforce analysis of Women in the CIA in FY 1987 "

During this quarter the first of what will be a series of annual reports which will provide information on the status of women in the Agency each fiscal year was compiled. This report identifies patterns, trends, gains female employees have made in recent years, and problem areas.

### National Women's History Month

To celebrate the event of National Women's History Month the EEO Office invited Jeane J. Kirkpatrick, former U.S. Ambassador to the United Nations to be guest speaker. The program was well attended and well received.

### Federal Women's Program Advisory Council (FWPAC)

The FWPAC met three times during the quarter to discuss problems, concerns, and activities of all Agency women. The council with representatives of all agency Directorates provided information both internal and external which is of interest to women as employees of the Federal Government as well as of the CIA. The council continued to involve itself with special studies of such issues as child care, part-time employment, dual career assignments, sexual harassment, and gender awareness.

### CIA Child Day Care Planning Committee

The FWPAC Manager remained active as an action officer for the Child Day Care Center Planning Committee and Vice President of the "Harry Fitzwater Children's Center, Inc", and continued to be the focal point for all employee inquiries on the Center's status and planned operation.

### C. HANDICAP PROGRAM

The Agency's Handicap Program Manager (HPM) continued to make progress on several fronts albeit some of it modest. On average, five or six applications are received each week, and 20 to 30 are out for component review. All applications, particularly those with only resumes or Form 171, are being carefully screened to ensure review of only those candidates that possess requisite qualifications.

On 5 February, HPM met with representatives from OTS regarding several Electronic Specialist positions that could be filled by qualified disabled persons. HPM has contacted Mainstream and rehabilitation services of both Virginia and Maryland with these requirements. No response has been received thus far.

It is expected that an applicant who uses a wheelchair will EOD to work in Chamber of Commerce Building at some point in the next quarter. HPM began discussions with OL representatives in November, 1986 in anticipation of accommodating restrooms and ramps. GSA rejected the first set of plans, but new ones have been prepared, and it is hoped modification work will begin soon. We intend to monitor progress closely.

D/EEO and HPM met with D/OMS to discuss the disqualification of an applicant specifically and other matters of concern generally. D/OMS suggested a follow-up meeting to discuss the general issues. HPM will arrange this meeting next quarter to include, inter alios, D/EEO and D/OMS.

A problem that continually plagues us is the dearth of qualified sign language interpreters available to work as Independent Contractors to the Agency. We have advertised in Registry newsletters in both Virginia and District of Columbia without success. Most interpreters seem to object to Agency clearance procedures; others appear to have full schedules and are not particularly interested in Agency work. Whatever the reasons, our pool of cleared interpreters, at one time consisting of six, is now down to one who works full time. We plan to make a major effort in the coming quarter to obtain a position and recruit a full-time interpreter who will reside in the Office of Equal Employment.

During 22-23 April, Handicap Program Manager will attend the Annual Meeting of the President's Committee on Employment of the Handicapped (PCEH) in Denver, Colorado. Three Agency employees who are handicapped and two sign-language interpreters will accompany Hispanic Program Manager to staff the Agency exhibit, which was very popular during the annual meeting last year. Agency participation in the PCEH conventions communicates very effectively the organization's commitment to provide equal employment opportunity to persons with disabilities.

D. COMPLAINTS SYSTEM

1. The Agency's discrimination complaints process is divided into two distinctly different parts: (1) the informal (precomplaint counseling), and (2) the formal (filed complaint, investigation, and subsequent steps). We report our complaints processing activity to the Equal Employment Opportunity Commission every six months. Figures from these reports over the past five years show that we have averaged 26.8 people per year coming for informal counseling and 4.4 per year filing formal complaints. These counts include only those who claim discrimination, but past surveys have shown that twice as many people contact counselors for general advice on a variety of issues without entering the complaint process. While we have had peaks and valleys, there seems to be no trend to more or fewer complaints. We are seeing some encouraging responses from managers who are anxious to cooperate and resolve complaints. We hope this positive trend will continue.

The following statistical information provides some insight as to where we presently stand with our complaint case load as of 31 March 1987.

- 2. New cases to precomplaint counselors----- 10
- 3. Cases closed
  - In counseling --- 10
  - In other stages - 2
  - Total closures ----- 12

## 4. Cases pending as of 31 March 1987

In counseling -----	8
In formal internal process -----	11
In external processes (court (2), EEOC (4)) -----	6
Total pending -----	25

## 5. Summary of Primary Bases and Issues Alleged in Pending Cases

Bases

Sex (female) -----	11
Race (Black) -----	6
Age -----	5
National origin -----	4
Handicap -----	3
Religion -----	2
Race (white) -----	1
Race (other) -----	1

Issues

Hiring -----	10
Promotion -----	9
Assignment -----	4
Non selection -----	3
Harassment (non sexual) -----	2
Misc. others -----	1 each

These counts do not match case counts because multiple issues and bases are claimed in many cases.

E. UPWARD MOBILITY PROGRAM

The Agency-wide Upward Mobility Program was formally established in 1980 by the Deputy Director of Central Intelligence (DDCI) to provide long-term career advancement opportunities for clerical and technical employees who had demonstrated the ability and desire to successfully perform higher-level work in professional and technical positions. The centralized program, which operated for three years, was an Agency effort to incorporate the goals and objectives of Executive Order 11478 and the Equal Employment Opportunity (EEO) Act of 1972.

After operating the Program for three years, the Office of EEO determined that a centralized Agency-wide program did not effectively meet employee needs, therefore, the program was returned to the directorates in



1985 to be administered and managed by the Directorate EEO Officers and Career Management Officers. The program continued to be monitored by the Agency Upward Mobility Program Manager who assisted the directorates with the overall program.

Since the program was established in 1980, 114 employees have been placed in professional positions.

Four directorates are participating in this year's program for the first time since 1981. Twenty-seven technical and professional positions, GS-07 to GS-11, were offered for inclusion in the program. These positions were reviewed and edited in November, with printing and reproduction completed in December. The positions were ready for dissemination and review in early January 1987.

On 10 February 1987, the Upward Mobility Career Fair was held which attracted more than 100 employees interested in obtaining information from the supervisors about positions being offered. Approximately fifty percent of the individuals who attended the Career Fair submitted applications for final consideration. The number of applications received by directorate are as follows:

Directorate of Administration	23
Directorate of Intelligence	6
Directorate of Operations	6
Directorate of Science and Technology	14

The Directorate of Administration, Science and Technology, and Intelligence have completed their file review, and the files have been forwarded to the selecting supervisors to review and make selections for the 1987 program. The Directorate of Operations ranking panel will review files of the six applicants who applied for positions in mid-April 1987.

The program is scheduled for completion, with all selectees reassigned to their respective positions, by mid-June 1987.

#### F. ASIAN/HISPANIC PROGRAM

On 25 February, a meeting was held with Director/EEO, APA/PM, and 10 Asians representing all Agency directorates except D. All participants agreed there was a need for an agency effort to recruit Asians, but no consensus could be reached regarding approach, especially in identifying Asian groups at colleges and universities. Most participants indicated they would be willing to assist in the recruiting effort, such as going TDY to make presentations.

We have launched a major effort during this quarter to recruit and retain a highly motivated program-oriented employee to encumber our Hispanic Coordinator Program. We hope to attract and place such an individual in this position by the end of our next reporting quarter (30 June).

III. SPECIAL EMPHASIS AREAS

A. RECRUITING EFFORTS

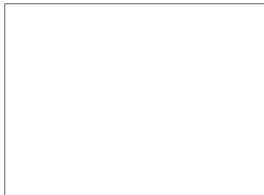
Developed for the first time a comprehensive, Agency-wide minority recruitment schedule. The focus of our recruitment targets has been expanded to include visits to more majority schools.

In an effort to keep better recruitment records the Black Affairs Program Manager has developed a trip and interview report form to be completed on the colleges and universities we visit and the various persons interviewed by travelers. We plan to use that information in making future recruitment plans, contacts, and student EOD's.

B. MINORITY UNDERGRADUATE STUDIES PROGRAM

At the close of the 01 January - 31 March 1987 Quarter approximately twenty students remained in process for this program. Six students have been scheduled to EOD in May 1987 as follows:

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- Benedict College - DDA/OIT
- Xavier University - DDA/OF
- Xavier University - DDA/OIT
- Howard University - DDI/LDA
- Howard University - DDI/CPAS

We anticipate 12 to 15 students entering on duty this summer as a result of this program. This will more than double the six students who came on board last year.

C. 1987 SUMMER FELLOWS PROGRAM

At the close of the Quarter, Eleven Summer Fellows applicants have been fully cleared and scheduled to enter on duty in the May - June 1987 time frame

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NAME	OFFICE
	DS&T/FBIS
	DS&T/ORD
	DS&T/ORD
	DS&T/FBIS
	DI/OGI
	DI/MPSS
	DI/OGI
	DA/OIT
	DA/OIT
	DA/OMS
	DA/OIT

- DS&T/FBIS
- DS&T/ORD
- DS&T/ORD
- DS&T/FBIS
- DI/OGI
- DI/MPSS
- DI/OGI
- DA/OIT
- DA/OIT
- DA/OMS
- DA/OIT

D. CIA SCHOLAR PROGRAM

The Intelligence Authorization Act for FY 1987 established an undergraduate high school program for CIA to facilitate the recruitment of individuals, particularly minority and where, possible, disabled high school students,

and have their undergraduate education funded by the Agency. This program will target students interested in and capable of developing skills critical to the Agency's mission. Since January 1987 we have developed a program flier, established a set of guidelines and precepts to follow for eligibility and employments, initiated a comprehensive recruitment plan at both the high school and the college level and agreed to recruit, select, process and enter on duty five to seven students by 30 September 1987.

#### E. TRAINING PROGRAM

##### Urban Awareness Course

In January and February there were two sessions of the Urban Awareness Seminar with a total of 55 participants. Three National Security Agency (NSA) employees attended the January session, and plan to include the course in the NSA training schedule next year. The next Urban Awareness Seminar at STC will take place 28-29 May 1987.

##### Federal Women's Program sponsored training courses

The three women's training courses being offered are: The new course, "Women's Executive Leadership Development" (WELD); the "Professional Women's Course" (PWC), which has been conducted over the past four years, and the "Professional Men's Course" (PMC). The WELD course is targetted at women employees in grades GS-11 and above and is especially useful for middle-level managers, i.e., Branch Chiefs, and Deputy Division Chiefs.

During this quarter the following courses have been offered:

- 2 Runnings of the PWC
- 2 Runnings of the WELD
- 2 Runnings of the PMC

##### OPM - Women's Executive Leadership Training Program (WELP)

At the invitation of the Office of Personnel Management Executive Programs Division, the Agency is participating in OPM's government wide WELP. This is a leadership program for Federally employed women in grades GS-09 thru GS-12 who have shown exceptional managerial potential. This year seven Agency women were accepted and have begun their orientation.

#### IV. SPECIAL PROJECTS/PAPERS

##### A. Webster Reprint

EEO data was provided for the DCI Designate, Judge Webster which reflected full time staff employee strength from fiscal year 1980 through 1986.  
(Tab A)

B. Bi Weekly Stats on Minority Processing

(Tab B)

C. Listing of University/College Contacts

(Tab C)

D. Recruiting Schedule

(Tab D)

E. Recruitment Tracking

(Tab E)

V. INTERNAL EVENTS (Future Events)

A. Several Agency employees, including three employees with disabilities, attended the Agency exhibit at the annual meeting of the President's Committee for Employment of the Handicapped in Denver, Colorado, 22-23 April.

B. The Black Affairs Program staff is now planning the following programs:

1. Minority Student Symposium 27 - 29 April 1987
2. 1988 Minority Undergraduate Studies Program
3. 1988 Summer Fellowship Program
4. A get-acquainted/social function during the summer of 1987 for the 1987 Summer Fellows and Minority Undergraduates
5. Independence Day concert with Wintley Phipps - 2 July 1987

C. The Federal Women's Program Council (FWPAC) is planning another "first" for the Agency in August of this year. A one-day training conference will be held, open to all Agency women and those men who wish to attend. The purpose will be to explore ways that women can incorporate their feminine equalities and skills into a powerful managerial style; examine barriers that block their ascent to the top and to address the issues women as managers face in working relationships with men.

Another project planned by the FWPAC is billed as "A Week at the Movies." It will consist of a series of continuously running films during the noon hour in the auditorium for all interested personnel. The theme will be "The 24 Hour Person," and will deal with problems and choices made by employees regarding their family and career adjustment.

D. EEO Newsletter for Publication

E. Personnel Changes

New Hispanic Coordinator

New Assistant to Hispanic Program Manager

New Special Programs Manager

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Trends in Agency Workforce from 1980 to 1986

1. Since 1980, the total number of Blacks joining the Agency as full-time employees has increased; however, their percentage of the Agency workforce has decreased to [ ] in 1986. The growth rate for Blacks within the Agency has not kept pace with the Agency's overall staff growth rate.
2. Women have continued to occupy a larger portion of the Agency workforce as reflected by their [ ] representation in 1980 to [ ] in 1986. The number of women occupying professional positions has continued to increase to represent approximately [ ] of the professional workforce at present.
3. The number of employees in the Agency who identify themselves as having some type of disability as defined by OPM has continued to increase since 1980. However, the percentage of handicapped employees in relation to the total Agency workforce has continued to decline since 1984. The major jump in severely or multiple disabled employees from 1982 to present reflects the Agency's adoption of OPM's standards defining these types of disabled employees.

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24 March 2987

**Equal Employment Opportunity—Overview**

The Office of Equal Employment Opportunity was created in July 1975 and was placed in the DCI area as an independent office. In August 1983, when the Office of Personnel was incorporated into the DDA structure, the EEO Office was placed under the Office of Personnel for general guidance, tasking, and accountability.

The CIA's equal employment opportunity and affirmative action program is a multifaceted effort. Since the program's inception some 12 years ago, it has focused on recruitment and retention of women and minorities, and on the development of their careers through skills training and awareness-building efforts. In recent years the EEO office has taken major steps to broaden awareness and sensitivity training for managers and employees, and covers a comprehensive spectrum of minority and women's issues. We are continuing to make progress in these areas but we still have a way to go.

During FY-86 the Director of EEO, three specific Program Managers (Hispanic Employment, Black Affairs, and Asian-Pacific-American), as well as the four Directorate EEO representatives aggressively participated in the minority recruitment effort while providing assistance to the Agency's ten regionally based recruiter facilities. In FY-86, the Agency hired [redacted] minorities and [redacted] women for full-time permanent employment.

**SPECIAL EEO ORIENTED PROGRAMS**

Three EEO managed programs—Minority Student Symposium, Summer Fellowship, and Minority Undergraduate—are in direct support of the minority recruitment effort. These programs are being expanded and should play an important role in helping the Agency develop recruitment feeder groups and recruitment networks at the Historically Black Colleges and Universities (HBCUs) and other schools with significant minority enrollments. [redacted]

**—Minority Student Symposium**

This promising effort was introduced in FY-86 and is being continued in FY-87. Last year the program brought some 18 minority students from a variety of colleges/universities to the Agency for a series of indepth briefings concerning our mission and objectives while providing them an

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25X1 opportunity to be interviewed for future staff employment. The students were enrolled in science, engineering, political science, and economics study programs at HBCUs and two universities with high Hispanic representation. Of the number participating, seven were offered positions and are being processed. The total cost of the program was far less than anticipated, given the some forty percent selection rate we achieved. The next program will include some 20 students and 15 placement directors, and is planned for 27-28 April 1987. [redacted]

-Summer Fellowship Program

25X1 This program, which began in 1980, has proven to be an excellent developer of supportive contacts at the HBCUs and at the same time offers opportunities for staff personnel at these schools to strengthen their own skills. By placing a small number of faculty and administrators of HBCUs, regardless of their ethnic background, into regular Agency assignments during the summer months, the participants gain valuable experience in their fields and the Agency improves its relations with the schools. Since the program's inception, we have averaged about six per year. However, for 1987 we hope to double that number. [redacted]

-Minority Undergraduate Program

25X1 This novel program was first introduced in the Directorate of Intelligence in 1984 and has since been expanded to two other Directorates. Under this program, promising minority undergraduates receive an early introduction to the CIA through a summer work experience linked to their formal academic studies. Also, the program affords the Agency an opportunity to evaluate potential future employees and guide them into course work that will prepare them for careers within our various components. [redacted]

25X1 In FY-86 six students, out of some 25 applicants from HBCUs, participated in the summer program, and one already has been hired for full-time staff employment. The current program for FY-87 has been expanded in two ways. Two of our major components--the Directorate of Administration and the Directorate of Science and Technology--will now join the Directorate of Intelligence in participating, thereby significantly increasing the number of summer placement opportunities. Also, minority students from all colleges and universities (not just HBCUs) are now being invited to participate. Of the 40 applicants that have applied thus far, we hope to hire about 12 students for this year's program. [redacted]

Tuition Assistance Program

This program, now managed by the Office of Personnel, was established to assist students currently enrolled in one of the Agency's student programs,

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to help defray the high cost of receiving a college education. Eligible students can receive tuition payments up to \$2,000 provided they return to the Agency as a staff employee upon graduation. An additional sum of up to \$500 will be provided each student with 3.5 or higher G.P.A. Financial assistance has already been provided to over 103 students from 42 different academic institutions. We plan to expand the program this spring in accord with Sections 505 and 506 of HPSCI's Intelligence Authorization Bill. The expanded program, which will be managed by the EEO office, will provide a comprehensive scholarship program for minority high school students planning to attend college and interested in employment with the Agency. [ ]

### Upward Mobility

The Agency's Upward Mobility Program offers career opportunities to male and female technical and clerical employees at grades GS-09 and below. From its inception in 1980 through 1985, some 100 employees [ ] were moved into technical and officer positions through this program. [ ]

In FY-86 we dipped below expectations, placing 14 employees; all of them were white. Two minorities had been selected for placement but withdrew from the program. [ ]

### Training Opportunities

The EEO office participates actively in formal Agency training courses. A new and comprehensive management training program has been developed by the Office of Training that will now help all new managers to become familiar with EEO issues. It is an effort to further sensitize and educate our next generation of supervisors and managers. [ ]

In FY-86 the Urban Awareness Seminar conducted by Dr. Charles King, President of the Urban Crisis Center in Atlanta, Georgia, was offered 12 times, reaching approximately 360 employees. Since 1980 the EEO office has contracted with Dr. King to provide these seminars in an effort to help participants become aware of the broader issues involved in black-white and male-female relationships and other minority concerns. [ ]

The EEO office's Federal Women's Program sponsored 12 one-week sessions of the Professional Women's Course, training 263 Agency women in FY-86. We also provided 8 runnings of the Professional Men's Course which trained 113 male managers. These courses provided substantive training, information, and role experiences from different perspectives to teach leaders of both sexes to understand and accommodate gender differences in the workplace. This training already has been expanded to reach a large audience in the current fiscal year. [ ]

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In FY-86 the Office of Logistics—one of our principal employers of wage grade workers and minorities—devised a "Blue Collar" mid-career course, paralleling a similar Agency-wide course for professional employees. The "blue collar" course is intended to provide a broadening experience and new insights on career opportunities for workers with demonstrated potential for advancement. In the first two runnings of the course, some thirty percent of the participants were represented by women and minorities. We expect this high level of minority and female participation to continue.

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TAB  
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## Historically Black Colleges

COLLEGE CAREER PLANNING DIRECTORS  
(Listed by States)

1986

<u>College/University</u> <u>Telephone Number</u>	<u>Director/Address</u>
<u>ALABAMA</u>	
Alabama A&M University Huntsville, AL 35762 (205) 859-7436, 859-7252	Dr. Earlie Rich, Director Career Planning, Placement & Cooperative Education, Alabama A&M University P.O. Box 345 Huntsville, AL 35762
Alabama State University Montgomery, AL 36195 (205) 293-4156	Mr. Moses C. Carter, Director Career Planning & Cooperative Education Services Alabama State University Career Planning-Coop Building Montgomery, AL 36195
Miles College Birmingham, AL 35206 (205) 546-0484 Ext. 240/245	Ms. Carolyn Ray, Director Miles College P.O. Box 3800 Birmingham, AL 35206
Oakwood College Huntsville, AL 35896 (205) 837-1630 Ext. 442/445	Ms. Janice V. Ross Director of Placement Oakwood College Counseling Center Huntsville, AL 35896
Stillman College Tuscaloosa, AL 35403 (205) 349-4240	Mr. Gilford Kibler Director of Placement Stillman College P.O. Box 4893 Tuscaloosa, AL 35403
Talladega College Talladega, AL 35160 (205) 362-0206	Mr. Wylie N. Tucker Placement Director Talladega College 627 W. Battle Street Talladega, AL 35160
Tuskegee Institute Tuskegee Institute, AL 36088 (205) 727-8294/727-8254	Dr. James N. Harris Director of Cooperative Education & Placement Services Tuskegee Institute Carnegie Hall, 2nd Floor Tuskegee Institute, AL 36088



College/University  
Telephone Number

Director/Address

ARKANSAS

University of Arkansas-Pine Bluff  
Pine Bluff, AR 71601  
(501) 541-6667

Mr. Elbert Bennett, Director  
Career Planning & Placement  
University of Arkansas-Pine Bluff  
P.O. Box 4035  
Pine Bluff, AR 71601

Philander Smith College  
Little Rock, AR 72202  
(501) 370-5295

Dr. Preston D. Robinson  
Director of Career Counseling  
Philander Smith College  
Placement & Human Development Center  
812 West 13th  
Little Rock, AR 72202

DELAWARE

Delaware State College  
Dover, DE 19901  
(302) 736-5141/736-5142

Mr. James R. Mims  
Director of Career Planning & Placement-  
Asst. to the Academic Vice President  
Delaware State College  
Dover, DE 19901

DISTRICT OF COLUMBIA

University of the District of  
Columbia  
Washington, DC 20008  
(202) 282-7557

Mr. James E. Dean, Director  
Career Planning & Placement Office  
University of the District of Columbia  
4200 Connecticut Avenue, N.W.  
Building 38, Room 210  
Washington, D.C. 20008

Howard University  
Washington, DC 20059  
(202) 636-7513

Mr. Samuel M. Hall, Jr., Director  
Career Planning and Placement  
Howard University  
Student Resource Center  
Sixth & Bryant Streets, N.W.  
Washington, D.C. 20059

College/University  
Telephone Number

Director/Address

FLORIDA

Bethune-Cookman College  
Daytona Beach, FL 32015  
(904) 255-1401 Ext. 283/295

Ms. Claudine L. McKee  
Director of Career Planning & Placement  
Bethune-Cookman College  
640 Second Avenue  
Daytona Beach, FL 32015

Edward Waters College  
Jacksonville, FL 32209  
(904) 355-3030

Ms. Teri L. Wilson  
Career Counselor  
Edward Waters College  
1658 Kings Road  
Jacksonville, FL 32209

Florida A&M University  
Tallahassee, FL 32307  
(904) 599-3700

Rev. Clinton C. Cunningham  
Director of Career Counseling &  
Placement Services  
Florida A&M University  
P.O. Box 158  
Tallahassee, FL 32307

GEORGIA

Albany State College  
Albany, GA 31705  
(912) 439-4654

Mr. Willie D. Hampton  
Director of Career Development  
Albany State College  
P.O. Box 459  
Albany, GA 31705

Atlanta University - School of  
Business  
Atlanta, GA 30314  
(404) 681-0251

Ms. Kassie Freeman, Placement Director  
Atlanta University - School of Business  
223 J.P. Brawley Drive, S.W.  
Atlanta, GA 30314

Atlanta University Center  
Atlanta, GA 30310  
(404) 523-5157

Mr. George C. Land  
Coordinator of Career Planning &  
Placement Service  
Atlanta University Center  
806 Greensferry Avenue, S.W.  
Atlanta, GA 30310

<u>College/University</u> <u>Telephone Number</u>	<u>Director/Address</u>
<u>GEORGIA</u> (continued)	
Clark College - Atlanta University Center Atlanta, GA 30314 (404) 522-8980	Ms. Georgia B. Jones Director of Placement & Cooperative Education Clark College - Atlanta University Center 240 Chestnut Street, S.W. Atlanta, GA 30314
Fort Valley State College Fort Valley, GA 31030 (912) 825-6219/825-6229	Mr. Ralph P. Malone, Director Career Development/Cooperative Education Fort Valley State College P.O. Box 4416 Fort Valley, GA 31030
Morehouse College - Atlanta University Center Atlanta, GA 30314 Before 12:30 - (404) 423-5157 After 1:30 - (404) 681-2800 X320	Mr. Benjamin P. McLaurin, Director Career Counseling, Placement, & Cooperative Education Morehouse College - Atlanta University Center P.O. Box 5 Atlanta, GA 30314
Morris Brown College Atlanta, GA 30314 (404) 525-7831 Ext. 337	Dr. Charles M. Greene Associate Dean, Student Affairs Morris Brown College 643 Martin Luther King Jr. Drive Atlanta, GA 30314
Paine College Augusta, GA 30910 (404) 722-4471 Ext. 307	Mr. Henri Freeman, Director Career Planning & Placement Paine College 1235 - 15th Street Augusta, GA 30910
Savannah State College Savannah, GA 31404 (912) 356-2285	Mr. Nelson R. Freeman, Placement Director Savannah State College 246 Student Union Building Savannah, GA 31404
Spelman College Atlanta, GA 30314 (404) 681-3643	Ms. Barbara A. Brown Associate Dean for Life Planning Programs Spelman College 350 Spelman Lane Atlanta, GA 30314

College/University  
Telephone Number

Director/Address

KENTUCKY

Kentucky State University  
Frankfort, KY 40601  
(502) 227-5948

Ms. Veleria E. Shavers, Director  
Counseling & Placement  
Kentucky State University  
349 Academic Services Building  
East Main Street  
Frankfort, KY 40601

LOUISIANA

Dillard University  
New Orleans, LA 70122  
(504) 283-8822 Ext. 216

Ms. Rebecca H. Washington  
Director of Career Planning and Development  
and Placement Services  
Dillard University  
2601 Gentilly Blvd.  
New Orleans, LA 70122

Grambling State University  
Grambling, LA 71245  
(318) 274-2447 Ext. 2364/2197

Mr. Lonnie B. Smith  
Director of Career Planning & Placement  
Grambling State University  
P.O. Drawer F, Grambling Hall  
Grambling, LA 71245

Southern University and  
A&M College  
Baton Rouge, LA 70813  
(504) 771-2200

Mr. Odell Compton  
Director of Career Counseling &  
Placement Center  
Southern University and A&M College  
Academic Building, Room 206  
Baton Rouge, LA 70813

Xavier University of Louisiana  
New Orleans, LA 70125  
(504) 483-7364

Ms. Carolyn D. Thomas  
Placement Officer  
Xavier University of Louisiana  
7325 Palmetto Street  
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<u>College/University</u> <u>Telephone Number</u>	<u>Director/Address</u>
<u>MARYLAND</u>	
Bowie State College Bowie, MD 20715 (301) 464-3316/464-3317/464-3373	Ms. Mary G. Johnson, Director Career Planning and Placement Bowie State College Bowie, MD 20715
Coppin State College Baltimore, MD 21216 (301) 383-6324/383-3699	Mr. James H. Thornton Director of the Career Development Center Coppin State College 2500 W. North Avenue Baltimore, MD 21216
University of Maryland - Eastern Shore Princess Anne, MD 21853 (301) 651-0475/651-2200 Ext 566	Ms. Dorothy L. Waters, Director University of Maryland - Eastern Shore Box Campus Princess Anne, MD 21853
Morgan State University Baltimore, MD 21239 (301) 444-3110/444-3111	Mr. William M. Carson, Director Center for Career Development & Cooperative Education Morgan State University Carter, Grant, Wilson Administration Bldg. Suite 230 Baltimore, Maryland 21239
<u>MISSISSIPPI</u>	
Alcorn State University Lorman, MS 39096 (601) 877-6324/877-6325	Mr. Al W. Johnson Director of Career Planning, Placement and Cooperative Education Alcorn State University Box 552 Campus Union Building, 2nd Floor Lorman, MS 39096
Jackson State University Jackson, MS 39217 (601) 968-2477/968-2478	Ms. Pearl M. Vincent, Director Career Counseling & Placement Jackson State University 1400 J.R. Lynch Street Jackson, MS 39217
Mississippi Valley State University Itta Bena, MS 38941 (601) 254-9041 Ext. 6470	Ms. Gladys Flaggs, Director Mississippi Valley State University P.O. Box 433 Itta Bena, MS 38941

<u>College/University</u> <u>Telephone Number</u>	<u>Director/Address</u>
<u>MISSISSIPPI (continued)</u>	
Rust College Holly Springs, MS 38635 (601) 252-4661	Mr. John F. Peaches Cooperative Education & Placement Director Rust College One Rust Avenue Holly Springs, MS 38635
Tougaloo College Tougaloo, MS 39174 (601) 956-4941 Ext. 287/288	Mr. Karl Collins, Placement Director Tougaloo College Tougaloo, MS 39174
<u>MISSOURI</u>	
Lincoln University Jefferson City, MO 65101 (314) 751-4009	Ms. Mary W. Simmons, Director Lincoln University 308 Young Hall Jefferson City, MO 65101
<u>NEW YORK</u>	
Medgar Evers College Brooklyn, NY 11225 (718) 735-1776	Ms. Brenda J. Barley, Director Medgar Evers College 1150 Carroll Street Room 222 Brooklyn, NY 11225
<u>NORTH CAROLINA</u>	
Bennett College Greensboro, NC 27401 (919) 273-4431 Ext. 153/275-6174	Dr. Doris D. Vincent, Director Bennett College Career Services Center Lower Level/Health Bldg. Greensboro, NC 27401
Elizabeth City State University Elizabeth City, NC 27909 (919) 335-3287	Mr. Alvin T. Kelley Director of Career Planning & Placement Elizabeth City State University Box 867 Elizabeth City, NC 27909
Fayetteville State University Fayetteville, NC 28301 (919) 486-1205/486-1206	Mr. James A. Scurry Director of Career Planning & Placement Fayetteville State University Butler Building Room 241 Fayetteville, NC 28301

<u>College/University</u> <u>Telephone Number</u>	<u>Director/Address</u>
<u>NORTH CAROLINA</u> (continued)	
Johnson C. Smith University Charlotte, NC 28216 (704) 378-1041	Ms. Curtina P. Simmons Director of Career Planning, Placement & Cooperative Education Johnson C. Smith University 100 Beatties Ford Road Charlotte, NC 28216
Livingstone College Salisbury, NC 28144 (704) 633-7960 Ext. 33/53	Ms. Esther S. McNeill Director of Career Counseling & Placement Livingstone College 701 W. Monroe Street Salisbury, NC 28144
North Carolina A&T State Univ. Greensboro, NC 27411 (919) 379-7755/379-7756	Mr. Leon Warren Director of Career Planning & Placement North Carolina A&T State University 101 Murphy Hall Greensboro, NC 27411
North Carolina Central University Durham, NC 27707 (919) 683-6337/683-6305	Mr. Thomas D. Luten, Director Career Counseling & Placement Office North Carolina Central University P.O. Box 19585 Alexander-Dunn Bldg. Durham, NC 27707
St. Augustine's College Raleigh, NC 27611 (919) 828-4451 Ext. 225/226	Ms. Mabel Jones Matthews, Director Career Development Center St. Augustine's College 201 Hunter Building Raleigh, NC 27611
Shaw University Raleigh, NC 27611 (919) 755-4915	Ms. Louise W. Lewis Coordinator of Career Planning & Placement Shaw University Student Union Bldg. Raleigh, NC 27611
Winston-Salem State University Winston-Salem, NC 27110 (919) 761-2140/761-2169	Ms. Sandy M. Sosnik Director of Career Planning & Placement Office Winston-Salem State University Winston-Salem, NC 27110

College/University  
Telephone Number

Director/Address

OHIO

Central State University  
Wilberforce, OH 45384  
(513) 376-6383

Ms. Marcella A. Sampson, Director  
Career Services Center  
Central State University  
Hunter Hall  
Wilberforce, OH 45384

Wilberforce University  
Wilberforce, OH 45384  
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Ms. Helen P. Wren  
Director of Career Planning & Placement  
Wilberforce University  
Shorter Hall - Basement  
Wilberforce, OH 45384

OKLAHOMA

Langston University  
Langston, OK 73050  
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Ms. Yvonne Montgomery  
Director of Placement  
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Langston, OK 73050

PENNSYLVANIA

Cheyney University of Pennsylvania  
Cheyney, PA 19319  
(215) 399-2033/399-2049

Dr. Newton H. Miller  
Director of Career Services & Placement Center  
Cheyney University of Pennsylvania  
Marcus Foster Student Alumni Center Second Floor  
P.O. Box 357 & 358  
Cheyney, PA 19319

Lincoln University  
Lincoln University, PA 19352  
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Lincoln University, PA 19352



College/University  
Telephone Number

Director/Address

SOUTH CAROLINA

Allen University  
Columbia, SC 29204  
(803) 254-4165 Ext. 202

Rev. Rosalyn G. Frederick, Counselor  
Allen University  
1530 Harden Street  
Columbia, SC 29204

Benedict College  
Columbia, SC 29204  
(803) 256-4220 Ext. 2153

Mr. Jimmie F. Monroe  
Director of Career Planning & Placement  
Benedict College  
Mather Hall, B5  
Columbia, SC 29204

Claflin College  
Orangeburg, SC 29115  
(830) 534-2710

V. Deas Robinson  
Director of Counseling & Planning Center  
Claflin College  
Laymen Hall, 1st Floor  
Orangeburg, SC 29115

Morris College  
Sumter, SC 29150  
(803) 775-9371 Ext. 257

Ms. Audrey P. Neal  
Director of Career Planning & Placement-  
Cooperative Education Center  
Morris College  
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Sumter, SC 29150

South Carolina State College  
Orangeburg, SC 29117  
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South Carolina State College  
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Orangeburg, SC 29117

Voorhees College  
Denmark, SC 29042  
(803) 793-3351 Ext. 7331

Ms. Dorothy P. Patterson  
Career Counselor  
Voorhees College  
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Denmark, SC 29042

College/University  
Telephone Number

Director/Address

TENNESSEE

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(615) 329-8597

Ms. Shirley A. Turner  
Director of Career Planning & Placement/  
Dean of Student Affairs  
Fisk University  
1615 Phillips Street  
Nashville, TN 37203

Knoxville College  
Knoxville, TN 37921  
(615) 524-6831

Dr. Ruby P. Cochran  
Director of Placement  
Knoxville College  
901 College Street  
Knoxville, TN 37921

Lane College  
Jackson, TN 38301  
(901) 424-4600 Ext. 278

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Lane College  
501 Lane Avenue  
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LeMoyne-Owen College  
Memphis, TN 38126  
(901) 942-7375

Ms. Bertha J. Jones, Placement Counselor  
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807 Walker Avenue  
Memphis, TN 38126

Tennessee State University  
Nashville, TN 37203  
(615) 320-3525

Ms. Dorothy D. Lockridge, Director  
Tennessee State University  
Student Union 220  
3500 John A. Merritt Blvd.  
Nashville, TN 37203

<u>College/University</u> <u>Telephone Number</u>	<u>Director/Address</u>
<u>TEXAS</u>	
Bishop College Dallas, TX 75241 (214) 372-8744	Ms. Katherine L. Rollerson Associate Dean of Career Planning and Placement Bishop College 3837 Simpson-Stuart Road Price-Branch Building Room 224 Dallas, TX 75241
Huston-Tillotson College Austin, TX 78702 (512) 476-7421 Ext. 272/273	Ms. Marian Lavon Marshall Career Counseling & Placement Director Huston-Tillotson College 1820 E. 8th Street Austin, TX 78702
Jarvis Christian College Hawkins, TX 75765 (214) 769-2174 Ext. 292	Ms. Floydine Y. Henson Counseling & Testing Specialist Jarvis Christian College P.O. Drawer G Hawkins, TX 75765
Paul Quinn College Waco, TX 76704 (817) 753-6415 Ext. 248/281	Ms. Joyce M. Fonteneaux, Director Department of Human Resource Center Paul Quinn College 1020 Elm Avenue Waco, TX 76704
Prairie View A&M University Prairie View, TX 77446 (409) 857-2120	Mr. Brutus N. Jackson Director of Career Education & Placement Center Prairie View A&M University P.O. Box 2746 Prairie View, TX 77446
Texas College Tyler, TX 75702 (214) 593-8311 Ext. 73	Ms. Peggy A. Johnson Director of Placement Texas College 2404 N. Grand Tyler, TX 75702

College/University  
Telephone Number

Director/Address

TEXAS (continued)

Texas Southern University  
Houston, TX 77004  
(713) 527-7346/527-7347/527-7142

Mr. Harry E. Clack, Director  
Cooperative Education & Placement Services  
Texas Southern University  
3100 Cleburne Street  
Houston, TX 77004

Wiley College  
Marshall, TX 75670  
(214) 938-8341 Ext. 232/233

Mr. Bishop B. Curry  
Director of Career Counseling & Placement  
Wiley College  
Thirkiel Hall, B-9  
Marshall, TX 75670

VIRGINIA

Hampton University  
Hampton, VA 23668  
(804) 727-5331/727-5630/727-5631

Mr. James A. Bell  
Director of Career Planning & Placement  
Hampton University  
Wigwam Building Room 300  
Hampton, VA 23668

Norfolk State University  
Norfolk, VA 23504  
(804) 623-8462

Mr. George E. Watts  
Director of Placement  
306 Student Union  
Norfolk, VA 23504

St. Paul's College  
Lawrenceville, VA 23868  
(804) 848-3111

Mr. W. Harrison Land  
Director of Career Planning & Placement  
St. Paul's College  
406 Windsor Avenue  
Lawrenceville, VA 23868

Virginia State University  
Petersburg, VA 23803  
(804) 520-5211

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Petersburg, VA 23803

Virginia Union University  
Richmond, VA 23220  
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Career Planning & Placement  
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Henderson Center  
1500 N. Lombardy Street  
Richmond, VA 23220

*HISTORICALLY BLACK INSTITUTIONS*  
**Geographical Locations**  
**Four-Year**  
**Institutions**

State/College	City	State/College	City
<b>Alabama</b>		<b>Maryland</b>	
* Alabama A&M University	Norma	* Bowie State College	Bowie
* Alabama State University	Montgomery	* Coppin State College	Baltimore
Miles College	Fairfield	* Maryland-Eastern Shore University (of)	Princess Anne
Oakwood College	Huntsville	* Morgan State University	Baltimore
Stilman College	Tuscaloosa	Sojourner-Douglass College	Baltimore
Tallahassee College	Tallahassee		
Tuskegee Institute	Tuskegee		
<b>Arkansas</b>		<b>Mississippi</b>	
* Arkansas-Pine Bluff University (of)	Pine Bluff	* Alcorn State University	Alcorn
Arkansas Baptist College	Little Rock	* Jackson State University	Jackson
Philander Smith College	Little Rock	* Mississippi Valley State University	Itta Bena
		Rust College	Holly Springs
		Tougaloo College	Tougaloo
<b>Delaware</b>		<b>Missouri</b>	
* Delaware State College	Dover	* Lincoln University	Jefferson City
<b>District of Columbia</b>		<b>New York</b>	
* District of Columbia University (of)	Washington	* Medgar Evers College	New York City
* Howard University	Washington		
<b>Florida</b>		<b>North Carolina</b>	
Bethune-Cookman College	Daytona Beach	Barber Scotia College	Concord
Edward Waters College	Jacksonville	Bennett College	Greensboro
* Florida A&M University	Tallahassee	* Elizabeth City State University	Elizabeth City
Florida Memorial College	Miami	* Fayetteville State University	Fayetteville
		Johnson C. Smith University	Charlotte
		Livingstone College	Salisbury
		* North Carolina A&T State University	Greensboro
<b>Georgia</b>		* North Carolina Central University	Durham
* Albany State College	Albany	Saint Augustine's College	Raleigh
Atlanta University	Atlanta	Shaw University	Raleigh
Clark College	Atlanta	* Winston-Salem State University	Winston-Salem
* Fort Valley State College, The	Fort Valley		
Morehouse College	Atlanta		
Morris Brown College	Atlanta		
Paine College	Augusta		
* Savannah State College	Savannah		
Spelman College	Atlanta		
Inter-Denominational Theological Center	Atlanta		
<b>Kentucky</b>		<b>Ohio</b>	
* Kentucky State University	Frankfort	* Central State University	Wilberforce
Simmons Bible College	Louisville	Wilberforce University	Wilberforce
<b>Louisiana</b>		<b>Oklahoma</b>	
Dillard University	New Orleans	* Langston University	Langston
* Grambling State University	Grambling		
* Southern University	Baton Rouge		
* Southern University at New Orleans	New Orleans		
Xavier University of Louisiana	New Orleans		
		<b>Pennsylvania</b>	
		* Cheyney University of Pennsylvania	Cheyney
		Lincoln University	Lincoln
		<b>South Carolina</b>	
		Allen University	Columbia
		Benedict College	Columbia

State/College	City	State/College	City
Claflin College	Orangeburg	Jarvis Christian College	Hawkins
Morris College	Sumter	Paul Quinn College	Wacc
* South Carolina State College	Orangeburg	* Prairie View A&M University	Prairie View
Voorhees College	Denmark	Texas College	Tyler
<b>Tennessee</b>		* Texas Southern University	Houston
Fisk University	Nashville	Wiley College	Marshall
Knoxville College	Knoxville	<b>Virginia</b>	
Lane College	Jackson	Hampton University	Hampton
LeMoyne-Owen College	Memphis	* Norfolk State University	Norfolk
Menard Medical College	Nashville	Saint Paul's College	Lawrenceville
* Tennessee State University	Nashville	Virginia Seminary & College	Lynchburg
<b>Texas</b>		* Virginia State University	Petersburg
Bishop College	Dallas	Virginia Union University	Richmond
Huston-Tillotson College	Austin		

\*Institutions which are supported and controlled by municipal or state government.

TAB  
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MINORITY RECRUITING SCHEDULE BALANCE OF FY 1987

January 1987 - September 1987

Winston Salem-State U.	January - Coop
Michigan State University Minority Career Fair	Jan. 22 - 23 - DO/CT & EEO
Xavier	January 28 - 29 Dallas RAC
Ohio State University (Minority Career Fair	9 - 10 February 1987 - EEO & CT (Interviews will be arranged)
Carnegie Mellon/U. of Pitt.	19 - 20 February - EEO
University of Maryland	18 February - EEO
Xavier, Southern/Baton Rouge	February Coop
Indiana University	19 February - EEO & DO/CT
University of Louisville-Minority Career Fair	25 - 27 February - DO/CT & EEO
Western KY. Univ.	Late September
KY. State U.	Late September
U. of Kentucky	Late September
Prairie View	March 12 Dallas RAC/ DDS&T EEO



Grambling		21 March	Dallas RAC
Grambling		May-	DI/EEO
University of Minnesota		To be established	DO/CT
MIT/Harvard			DO/CT
South Carolina State		March	Coop
Atlanta Consortium		March	Coop
Morehouse College & other Atl. schools		10 - 11 March	DO/CT
Winston-Salem State U.		March 22- 24	DO/CT & DDI/EEO
National Society of Black Engineers		Dallas 25 - 29 March	DI/EEO & S&T/EEO
Univ. of Tenn. /Chattanooga		March 30 - 31	EEO
University of D.C.		1 April 1987 -	EEO
Virginia Commonwealth University		Date to be established -	EEO
Winston-Salem State University (Youth Motivational Task Force		6 - 7 April -	EEO
Indiana U. of Penn.		13, 14 & 15 April	DO/CT
Michigan State University		9 - 10 April	
University of New Mexico (APA/Hispanic)		EEO 20 -21 April(To be confirmed w/ school	
Arizona State Univ.	" "	22 - 23 April	EEO(To be confirmed with school)
San Diego State	" "	27 - 28 April -	EEO(To be confirmed with school

Annual Meeting of PECH - Denver (Conference on the Handicapped)	22 - 24 April 1987 - EEO EXHIBIT
Cleveland State, Case Western, U. of Akron	EEO mid - March (To be confirmed with school)
Xavier U. (Career Fair), Southern/Baton Rouge	EEO Week of 14 Sept.
Atlanta University - Career Fair (includes Clark, Morehouse, Spelman and Morris Brown Colleges)	last week in September EEO
University of Maryland/Eastern Shore	3rd week in Sept. - EEO
Univ. of South Carolina Minority Career Fair	2nd week in September - EEO
Univ. of VA. Minority Career Fair	Last week/Sept. or 1st week in October - EEO
North Carolina A&T University	1st week in September - EEO
Tennessee State	DDS&T/EEO (Career Fair)
Hampton University	2nd week in September - EEO
Pennsylvania State	15 March - DO/CT
Tuskegee	DDS&T/EEO
Temple University	Late April - DO/CT
U. of Penn.	Late April - DO/CT
New York University	Late April - DO/CT
Georgia State University	Mid March - DO/CT
Old Dominion	Late April - DO/CT, EEO
National Urban League Convention	July 19 - 22, 1987 Houston- EEO
National Association for the Advancement of Colored People Convention	July 6 - 8 New York
Minority Student Symposium	Projected 29 - 30 April, 1 May

**TAB  
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