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*A Guide to Federal Agency Adjudication* **A Guide to Federal Agency Rulemaking** **A People's Guide to the Federal Budget** **A Guide to Judicial and Political Review of Federal Agencies** **Guide to Federal Pharmacy Law** **A Guide to Federal Contracting** **How to Land a Top-paying Federal Job** **An Insider's Guide To Working for the Federal Government** **The Essential Guide to Federal Employment Laws** **Green Book** **A Guide to the Federal Tort Claims Act** [Federal Regulatory Guide](#) [The Essential Guide to Federal Employment Laws](#) *Funding Your Education* **Federal Employees Legal Survival Guide** *Your Guide to Federal Highway Administration Programs* **The Federal Manager's Handbook** **Guide to Federal Government Acronyms** **How to Land a Top-Paying Federal Job** **Guide to Federal Records in the National Archives of the United States: Record groups 171-515** *An Interpretive Guide to the Government in the Sunshine Act* [The Essential Guide to Federal Employment Laws](#) [Guide to Government Contracts](#) [Guide to America's Federal Jobs](#) [Guide to Federal Records in the National Archives of the United States: Record groups 171-515](#) *Federal Civil Defense Guide* *Career Planning* *The Administrator's Guide to Federal Programs for English Learners* [Working the Federal Budget](#) **The Lobbying Manual** *Document Drafting Handbook* **Federal Regulatory Directory** *A Guide to Federal Sector Equal Employment Law and Practice (2013)* **Guidelines Manual** **Technical Assistance Guide for Federal Construction Contractors** *The WPA Guides* **The WPA Guide to Florida** **The Essential Guide to Federal Employment Laws** **Jobseeker's Guide** **Information Security and Privacy**

A Guide to Federal Contracting, 2nd Edition, provides a succinct yet thorough treatment of federal contracting requirements and regulations--demystifying the volumes of regulations and policies of the federal government. With over 40% of the federal government's 1.6 million employees retiring over the next 10 years, now is the time for anyone seeking a government job to take advantage of the massive retirement wave that has already begun. Yet until now, no truly up-to-date or comprehensive book has existed to give readers the tools and guidance they need to get hired for a government job, internship, or fellowship. Entertainingly written by a successful career coach who has climbed the federal career ladder herself as a hiring manager, this reader-friendly book steers prospective applicants through every stage of their job search. Drawing on interviews with more than 100 other hiring managers. Including a companion CD filled with sample resumes and worksheets, this is the book to have when seeking out employment with the federal government. An all-in-one reference to the important employment laws that every employer and HR pro needs to know. During the 1930s in the United States, the Works Progress Administration developed the Federal Writers' Project to support writers and artists while making a national effort to document the country's shared history and culture. The American Guide series consists of individual guides to each of the states. Little-known authors—many of whom would later become celebrated literary figures—were commissioned to write these important books. John Steinbeck, Saul Bellow, Zora Neale Hurston, and Ralph Ellison are among the more than 6,000 writers, editors, historians, and researchers who documented this celebration of local histories. Photographs, drawings, driving tours, detailed descriptions of towns, and rich cultural details exhibit each state's unique flavor. In the 21st Century, Florida is a major center for industry and tourism; however, published in 1939, the WPA Guide to Florida exhibits a rather rural and quiet state. This guide gives an interesting perspective on the Sunshine State before its explosive growth starting in the 1950s, focusing on the state's Seminole roots and Spanish influence as well as its lush, diverse landscape. From history of the budget process

to detail about the ongoing conflict in Washington, from charts explaining where every federal dollar goes to simple explanations of budget terminology, this book covers it all. A People's Guide to the Federal Budget is for every American who wants to understand and participate in a process that affects all of us. It serves as a foundation for the novice reader, a reference tool for a more advanced audience, and is perfect for high school and college classroom use. Released to coincide with the fiscal year 2013 budget process and the 2012 presidential election, this guide includes up-to-the-minute numbers and explanation of President Obama's 2013 budget request. This book is an invaluable resource for managers, supervisors, HR professionals, and anyone else who needs to know about federal employment laws. It takes the 20 most important federal workplace laws and breaks them down into plain English, chapter by chapter. Managers and HR professionals can pick up this easy-to-use reference guide any time they have questions about their obligations under federal employment laws. "This book provides a thorough overview of the law of judicial and political control of federal agencies. The primary focus is on the availability and scope of judicial review, but the book also discusses the control exercised by the U.S. president and Congress"--Provided by publisher. This book provides a concise overview of the FTCA and its jurisprudence. The author is a seasoned professional who has spent many years litigating and managing FTCA issues at the Department of Justice. His approach is simple and straightforward, while being comprehensive in scope. The book serves as a ready reference for readers of all levels who are about to begin research on a variety of FTCA issues. How to Land a Top-Paying Federal Job is the ultimate guide to securing a government job, internship, or fellowship. Written by a successful career coach who has climbed the federal career ladder herself and served as a hiring manager, the book steers applicants through every stage of their job searches—from finding unadvertised openings and getting interviews to sealing enviable deals and even getting promoted. Drawing on interviews with more than 100 federal hiring managers, the book reveals the secrets to impressing these gatekeepers online, on paper, and in person—information that is available nowhere else. The updated second edition includes more get-ahead tips; new templates for writing winning applications; expanded directories for internships, fast-track management training programs and fellowships; and the latest helpful websites. Complete with a companion CD filled with sample resumes, checklists, and templates, this indispensable book gives readers the inside scoop on landing some of the nation's most secure, well-paying, and rewarding jobs—in all 50 states and abroad! A concise but thorough resource, the guide provides a time-saving reference for the latest case law, and the most recent legislation affecting rulemaking. Welcome to the Green Book a comprehensive guide for financial institutions that receive ACH payments from the Federal government. Today, the vast majority of Federal payments are made via the ACH. With very few exceptions, Federal government ACH transactions continue to be subject to the same rules as private industry ACH payments. As a result, the Green Book continues to get smaller in size and is designed to deal primarily with exceptions or issues unique to Federal government operations. Learn how to navigate the USAJOBS system and write a correct federal resume. Troutman shows military personnel and their spouses job search strategies to begin their search. This guide provides a description of Federal Student Aid programs and the application process. Readers will find information on federal student aid as a source for funding postsecondary education, and know where to go for more detailed information. Funding Your Education: The Guide to Federal Student Aid speaks to high school students, college students, adults, and parents interested in finding out about financial aid from the federal government to help pay for education expenses at an eligible college, technical school, vocational school, or graduate school. In 1935 the FDR administration put 40,000 unemployed artists to work in four federal arts projects. The main contribution of one unit, the Federal Writers Project, was the American Guide Series, a collectively composed set of guidebooks to every state, most regions, and many cities, towns, and villages across the United States. The WPA arts projects were poised on the cusp of the modern bureaucratization of culture. They occurred at a moment when the federal government was extending its reach into citizens' daily lives. The 400 guidebooks the teams produced have been widely celebrated as icons of American democracy and diversity. Clumped together, they manifest a

lofty role for the project and a heavy responsibility for its teams of writers. The guides assumed the authority of conceptualizing the national identity. In *The WPA Guides: Mapping America* Christine Bold closely examines this publicized view of the guides and reveals its flaws. Her research in archival materials reveals the negotiations and conflicts between the central editors in Washington and the local people in the states. Race, region, and gender are taken as important categories within which difference and conflict appear. She looks at the guidebook for each of five distinctively different locations -- Idaho, New York City, North Carolina, Missouri, and U.S. One and the Oregon Trail--to assess the editorial plotting of such issues as gender, race, ethnicity, and class. As regionalists jostled with federal officialdom, the faultlines of the project gaped open. Spotlighting the controversies between federal and state bureaucracies, Bold concludes that the image of America that the WPA fostered is closer to fabrication than to actuality. Christine Bold is director of the Centre for Cultural Studies and an associate professor of English at the University of Guelph in Guelph, Ontario.

The *Federal Regulatory Directory, Sixteenth Edition* continues to offer a clear path through the maze of complex federal agencies and regulations, providing to-the-point analysis of regulations. Information-packed profiles of more than 100 federal agencies and departments detail the history, structure, purpose, actions, and key contacts for every regulatory agency in the U.S. government. Now updated with an improved searching structure, the *Federal Regulatory Directory* continues to be the leading reference for understanding federal regulations, providing a richer, more targeted exploration than is possible by cobbling together electronic and print sources. What do nude beaches and catfish have to do with the federal budget? Quite a bit, it turns out. *Working the Federal Budget* fills the need for an unvarnished, readable guide to how the federal government collects money and spends it. Centuries of political struggles over the size and funding of government have produced a dense set of budget-related laws, procedures, court decisions and outright improvisations. The resulting rules are legion, complex, and remain a secret to many. In this book, author George D. Krumbhaar unravels the complexity with a journalist's eye for clarity and a lawyer's eye for detail, explaining the system, plainly laying out the laws that lie behind it, and identifying the players that are central to decision making at various stages in the process. With chapters covering the grandiose (why we have such big deficits) and the picayune (PAYGO and its importance) in fascinating and often entertaining detail, *Working the Federal Budget* provides an invaluable and critical exploration of the who, the what, and the why of the budget process for readers with an interest in government relations and how the government functions—whether from Capitol Hill, the executive branch, "K Street," postgraduate studies or even civic concern.

The *Federal Regulatory Directory, Eighteenth Edition* continues to offer a clear path through the maze of complex federal agencies and regulations, providing to-the-point analysis of regulations. Information-packed profiles of more than 100 federal agencies and departments detail the history, structure, purpose, actions, and key contacts for every regulatory agency in the U.S. government. Now updated with an improved searching structure, the *Federal Regulatory Directory* continues to be the leading reference for understanding federal regulations, providing a richer, more targeted exploration than is possible by cobbling together electronic and print sources. Flash MX developers who need instant on-the-job reminders about the ActionScript language should find O'Reilly's new *ActionScript for Flash MX Pocket Reference* useful. This concise reference is the portable companion to the Flash coder's essential resource, *ActionScript for Flash MX: The Definitive Guide* by Colin Mook.

What is it like to work for the federal government? What are day-to-day operations like? How do I get a job in the Beltway? For anyone asking these questions, author and longtime federal employee Dan Lindner draws on more than forty years of experience to provide the answers. With simple, to-the-point, explanations of the different branches and agencies of government, Lindner guides prospective employees and contractors through the halls of bureaucracy, giving readers everything they need to know to excel in the federal environment. Along the way, Lindner provides "100 Lessons"—nuggets of advice for almost any situation. *An Insider's Guide to Working for the Federal Government* tells you how to get the job, how to thrive in the job, and how to retire. There's even an additional chapter covering Lindner's own career "war stories." This ABA bestseller provides

detailed guidance for compliance with the Lobbying Disclosure Act. It gives practical examples of how to be compliant, and covers all of the major federal statutes and regulations that govern the practice of federal lobbying. The book offers invaluable descriptions of the legislative and executive branch decision-making processes that lobbyists seek to influence, the constraints that apply to lobbyist participation in political campaigns, grassroots lobbying, ethics issues, and more. This is a plain-English guide to the 20 most important federal laws dealing with employment issues. Includes bibliographical references and index. THE FEDERAL MANAGER'S HANDBOOK: A GUIDE TO REHABILITATING OR REMOVING THE PROBLEM EMPLOYEE--Every federal manager or supervisor faces the task of rehabilitating or removing problem employees--a complicated process involving specific legal & technical procedures. In 208 pages two Washington attorneys experts in the field explain in 21-chapters what is meant by employee misconduct, how to handle unacceptable performance, & the employees' defenses, appeals, & special situations. Acclaimed by federal personnel officials, federal managers, & union leaders, the softcover book employs easy-to-read lay language & makes a tough subject understandable through cases-in-point, legal references, a glossary, a comprehensive index, & charts & graphs. The HANDBOOK is the only single-source available that tells federal managers how to tackle whistleblowers, discrimination, sexual harassment, handicapped discrimination, disability, fitness for duty, & alcohol or drug dependent employees. To order send \$21.95/copy to MPC Publications, P.O. Box 66834, Washington, DC, 20035-6834; phone 202-466-6446. For the federal market MPC also publishes the highly successful THE WAYS OF WILLS: TRUST & ESTATE PLANNING FOR GOVERNMENT EMPLOYEES (\$14.95/copy) & WELCOME TO THE FEDERAL GOVERNMENT (\$5/copy). All prices include postage & handling; bulk discounts are available. Written by Ernie Hadley, a practitioner before the Equal Employment Opportunity Commission for more than 25 years and lecturer on EEO practice, the EEO Guide is the standard reference on federal sector EEO law and its appellate organization, the Office of Federal Operations. This treatise provides practice guidance and analyses of federal sector EEOC and court decisions, statutes regulations, policies, guidance, and practical advice. It is annually updated and extends back to 1978.

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