

Getting Started: What you need to know....

This booklet contains important information and definitions needed to collect information from your graduates and to submit that information to NALP. **Regardless of your method of submission** please help ensure the integrity of the survey results by reading this entire booklet **first** and by referring to it as you compile your survey results.

- The Class of 2014 is defined as persons graduating with a JD degree between September 1, 2013 and August 31, 2014. This includes joint degree students who may not complete the second (non-JD) degree at the same time. However, for ERSS purposes, you will be reporting on employment status as of March 15, 2015. This point in time after graduation — 10 months for the typical May graduate — allows for bar passage and licensure. Because the time span over which graduates obtain post-graduate employment is great, you can and should start to collect that employment information well before graduation. However, this extended time frame also means that plans and circumstances can and do change in the time leading up to March 15. A December (or 6-month) survey is therefore highly recommended, to include at a minimum those graduates for whom you have no information, those who were not employed at the time of an earlier survey, and those known to be in a short-term or temporary situation, e.g. a fixed duration project. The December survey may also be used to confirm the status of graduates who reported that they were employed on an earlier survey. If the graduate is employed but actively seeking other employment, report the details of the job held as of March 15.
- Before you begin entering the information from your graduate surveys or transferring it to the survey forms, it is important for you to *look at the surveys* with a critical eye and to *question responses* that appear to be inconsistent, unusual, or in error. Use your knowledge of the local job market, the definitions in this booklet, and your own experiences with the graduate to help you. Adjustments based on your knowledge or followup with the graduate may be necessary. If your students/graduates input their own information, your review is even more important.
- Provide **one** form or computer record for **each** JD graduate in your Class of 2014, **including** those for whom you do not have employment status information. For those graduates for whom you do not have employment information, provide as much demographic information as possible. **Providing a record for each graduate is vital to ensuring the most comprehensive information possible on the Class of 2014.** Exception: You do not need to provide a form or record for a graduate who is deceased.
- If you are submitting a file, please keep a copy with records in the same order as in the file you submit. This will help if NALP needs to contact you with questions concerning your data. **Remember that the file you submit to NALP includes neither names nor ID/Social Security numbers.**
- If you are using forms and need more, please contact NALP. **Do not use photocopies or forms from prior years.** (Unused forms do not need to be returned to NALP.) Responses may be indicated with a ✓ or X. Using a pencil is recommended, however, to facilitate making corrections. Before returning your completed survey forms to NALP, **make sure you have a copy of the information as backup** in case of loss or damage of the originals or in the event that NALP needs to contact you with questions about your data. Be sure to copy both sides. You may use the pre-printed numbers on the forms to cross-reference with graduate names. Alternatively, you may number the forms submitted to NALP in the upper right-hand corner with a number corresponding to the number you assigned to the original survey form.
- Also included in this package of ERSS materials are some guidelines and materials for surveying your graduates. Please read them carefully. Please **do** include the “NALP Graduate Employment Survey for the Class of 2014 Frequently Asked Questions” (or your own version thereof) when you survey/request information from your graduates. If you will be submitting your data to NALP using survey forms, please **do not** mail the numbered survey forms to your graduates. Instead, either use the enclosed “Graduate Survey Form,” or use your own survey. Transfer information collected from your graduates onto the numbered survey forms for submission to NALP.



PLEASE MAKE CERTAIN THAT YOUR DATA ARRIVES IN THE
NALP OFFICE NO LATER THAN **APRIL 15, 2015**

THANK YOU !!

ERSS DEFINITIONS AND TERMINOLOGY STEP BY STEP . . .

This section contains **general definitions** and instructions designed to be helpful and offer direction **regardless of the method you use to submit your data**. The phrase “check the appropriate box,” or variations thereof, is used for simplicity, but includes the electronic equivalent. Likewise, the term “item” refers to a question in general, whether it be on a form or in a data file as a field. Letter/number references conform to the “Graduate Survey Form — Class of 2014.”

I. DEMOGRAPHIC INFORMATION

Please complete as much of this information as possible including for any graduates for whom employment status is not known. Many analyses depend on complete demographic information.

Gender & Sexual Orientation

Gender: The traditional binary choice of male or female for gender has been replaced with a broader gender identity item to allow graduates to indicate that they do not identify as either male or female, and additionally to identify as transgender.

Sexual orientation: There is a new item, sexual orientation, with three possible responses—heterosexual, gay/lesbian/bisexual, and other.

Both of these items rely on voluntary self-identification on the part of graduates. For more background on these changes see Mark Goldfarb's article in the February 2014 *NALP Bulletin* at www.nalp.org/uploads/2014ERSSChanges.pdf.

Race/Ethnicity **You may check up to two boxes.**

Special comments:

- Although Hispanics may be of any race, please classify them as Hispanic.
- Graduates of European descent, e.g. Italian, Polish, German, Irish, Swiss, should be classified according to their race, which is most likely Caucasian. The same is true for graduates from Iran, Egypt, etc. Graduates of specific religious affiliations, e.g. Jewish, should be classified using the appropriate racial category.
- The Black/African American category includes not only African Americans but also Blacks from any other part of the world, such as Africa or Jamaica.
- The Asian category includes individuals having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- The Native Hawaiian or other Pacific Islander includes individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Age **Complete either age at graduation or birth date.**

You may complete either age at graduation or birth date, whichever is easiest at your school or whichever your software allows. It is not necessary to report exclusively using one method. If you complete the birth date item, use the format required by your software. On paper surveys, use the **mmddyy** format, e.g. 090979 for September 9, 1979. If you have no information on age, both items can be left blank.

Disability Status

Indicate whether or not the graduate has a disability. An individual with a disability is anyone who has a physical or mental impairment that substantially limits major life activities such as walking, thinking, talking, breathing, or working. Individuals with a disability include those with conditions such as AIDS, epilepsy, and asthma, but not those who are alcoholics or drug abusers. **If the graduate does not have a disability, be sure to check “No.”**

Program Type Check only one.

Check the appropriate box to define the type of program attended by the graduate while earning his or her JD degree. If the graduate attended both types of programs, check the box for the program type at graduation. This information should be available and reported for each of your graduates.

II. JOB-1 INFORMATION

POST-GRADUATE EMPLOYMENT STATUS AND TYPE OF JOB

This question is one of the most important of the entire survey, as it describes the graduate's basic employment status, that is whether they are employed or not, or continuing studies full-time as of March 15. This question is also used to report the nature of the graduate's primary job. **PLEASE DO NOT LEAVE THIS ITEM BLANK.** If you do not know the graduate's status, please be certain to select "unknown" for this item when entering your data.

If the graduate has two concurrent jobs, refer to p. 11 for additional information.

TO BE CONSIDERED AS EMPLOYED, the graduate must be in a position where he or she receives a stipend or a salary and the graduate must be performing the duties of the position as of March 15, 2015. A stipend is a form of salary often used for an internship or apprenticeship. It is a payment or payments that represent a set amount for a fixed period of time or for a project's duration. For example, a stipend might be \$2,000 for two months or \$7,000 for the length of a project. Compensation that is paid at an hourly rate is not a stipend. For example, if a graduate is working at an hourly rate as a law clerk or in a part-time job that is not law-related, the graduate is receiving a salary and not a stipend. A nominal payment that bears no relationship to work performed, e.g. \$125 per month, is neither a salary nor a stipend, and a graduate working under such circumstances is a volunteer.

- An offer of employment which a graduate may have accepted but for which the start date is after March 15, for whatever reason (e.g., a judicial clerkship scheduled to start in the fall of 2015 or an assistant D.A. who will start on April 1) cannot be reported as the job held as of March 15. The only exception to this rule is the case of a graduate who has an accepted and confirmed JAG Corps job; that job should be reported to NALP. (See page 8.)
- A graduate who has accepted a job that will start after March 15, 2015, and who is not working in an interim job, must be reported as "Not employed—start date deferred." This conforms with the ABA category.
- **Interim work** — In cases where a graduate has accepted a job that will start after March 15, 2015, but has an interim job as of March 15, 2015, the interim job should be reported.
- A graduate **who turned down a job offer** (and did not accept another offer instead) is not considered as employed and should be reported as either seeking or not seeking a job, whichever is appropriate for that graduate.

Employment thus is in contrast to a **VOLUNTEER POSITION**, which pays neither a stipend nor a salary. Volunteer positions may include, in addition to individual volunteer opportunities, structured volunteer programs/positions that may require a commitment of 6 months or more, that may lead to paid employment or may even be required to obtain a paid position with that employer in the future. If the graduate is **not employed**, provide information about volunteer activity, if any, and also indicate if the graduate is seeking a job or not seeking a job.

- **Bar Admission Required/Anticipated.** This job type requires that the graduate pass the bar and be licensed to practice law in one or more jurisdictions. These jobs may be in a law firm, business, government, or non-profit setting. This category also includes positions which require the individual to pass the bar after being hired in order to retain the position. Finally, note that, for purposes of reporting to NALP and the ABA, judicial clerkships (as defined on page 9) are considered as Bar Admission Required jobs.
- **JD Advantage.** Jobs in this category are those for which the employer sought an individual with a JD, and perhaps even required a JD, or for which the JD provided a demonstrable advantage in obtaining or performing the job, but itself does not require bar passage, an active law license, or involve practicing law. Examples of positions for which a JD is an advantage include a corporate contracts administrator, alternative dispute resolution specialist, government regulatory analyst, FBI agent, and accountant. Also included might be jobs in personnel or human resources, jobs with investment banks, jobs with consulting firms, jobs doing compliance work for business and industry, jobs in law firm professional development, and jobs in law school career services offices, admissions offices, or other law school administrative offices. Doctors or nurses who plan to work in a litigation, insurance, or risk management setting, or as expert witnesses, could fall into this cate-

gory, as could journalists and teachers (in a higher education setting) of law and law related topics. In some jurisdictions and for some employers, jobs such as law clerk or paralegal may be considered as JD Advantage. A fact-based inquiry would be required to make this determination. It is an indicator that a position does not fall into this category if a JD is uncommon among persons holding such a position.

- **Other Professional Position.** A position in this category is one that requires professional skills or training but for which a JD is neither required nor a demonstrable advantage. It may or may not require certification or a degree specific to that position. Examples of jobs in this category include a math or science teacher, business manager, or performing arts specialist. Other examples include professions such as doctors, nurses, engineers, or architects, if a JD was not demonstrably advantageous in obtaining the position or in performing the duties of the position.
- **Other Non-Professional Position.** For purposes of this survey, a “non-professional” position is one that does not require any special professional skills or training.
- **Enrolled in a Full-time Degree Program.** This category includes both degree-granting and continuing education certificate programs. The degree being pursued may be either law related (e.g., LL.M.) or not (e.g., Ph.D.). If this item is checked, leave subsequent questions related to a job blank. If the graduate has a job or a fellowship in conjunction with the program, report this job as Job-2. “Full-time” enrollment refers to whatever course- or credit-load defines full-time at an individual’s school.
- **Not employed — start date deferred.** The graduate has accepted a written offer of employment by the March 15 reporting date, but the start date of the employment is subsequent to March 15. In order to qualify for this category, the start date must be identified with certainty, and must be reported in item 7.
- **Seeking Work.** Graduates “seeking work” are not employed in any capacity outside the home and are seeking employment. A graduate who is performing volunteer work and is seeking employment is included. Also included is a graduate who was offered a position, turned it down, and is seeking another position as of March 15, 2015. A graduate who is studying for the bar exam and is not employed as of March 15, 2015 is considered to be seeking employment unless classification of the graduate as “not seeking” can genuinely be supported by the graduate’s particular circumstances. A graduate who is employed as of March 15, 2015 but seeking another job should be reported in an employed category.
- **Not Seeking Work.** Those “not seeking work” outside the home are not in the labor force. This category includes graduates who are not seeking because of health-related or family circumstances, or because of personal choice (e.g., graduate’s serious medical condition, dependent care responsibilities, or travel in lieu of employment). A graduate doing volunteer work and not seeking employment should be counted in this category. Also included is a graduate who was offered a position, turned it down, and is not seeking further employment as of March 15, 2015.
- **Working — Type of Job Unknown.** This category may be used for a graduate known to be working, but for whom you do not have information as to the type of job, i.e., bar passage required, other professional, etc.
- **Employment Status Unknown.** If you have no information on the graduate’s status mark this choice to signal that the graduate is truly an “unknown.”
- **Full-time vs. Part-time.** For purposes of this survey, a “full-time” position is defined as occupying five work days and/or at least 35 hours of work per week, regardless of the terms of employment. That is, full-time positions may be either long-term or short-term. “Part-time” refers to employment not meeting the above criteria. Note that the terms “full-time” or “part-time” are used to describe individual jobs, and not the total number of hours worked per week. Up to two jobs can be reported to NALP with each described as either full-time or part-time.



For each employed graduate please complete information on timing of the job offer, job start date, job source, job duration, special funding for jobs of fixed duration, search status, employer type, job location, salary, and summary items for a secondary job, if any. If a graduate is unemployed, or the graduate’s employment status is unknown, **these items are not applicable.**

Timing of Job Offer Select one for employed graduates.

Even if the graduate continues to seek other employment or has a different job than at graduation, answer the question for the job held as of March 15, selecting **one** response. Leave the item blank if timing is unknown. Note that this item cannot be used to calculate the percentage of the class employed before graduation. First, this item pertains to employed graduates, rather than the whole class. Second, although a graduate may have had a job offer before graduation, or as of graduation be continuing in a job held prior to or during law school, by March 15 the specifics of employment at that time, including when the graduate obtained the job, may have changed.

Note that you should report timing of job “offer” as “after bar results” for a graduate who has opened his/her own practice as of March 15.

Job Start Date Please complete only for employed graduates.

Report the date on which the graduate started the job.

Source of Job Please mark only one for employed graduates.

Please mark the **one** choice that best describes how the graduate learned of and made initial contact with the employer for **the primary job reported**. Even if the graduate continues to seek other employment, answer the question for the job reported. Leave the question blank if source is unknown.

NOTE:

- Many graduates obtain their post-graduate employment as the result of a job, internship, or externship held during the school year or during the summer. Summer associate positions, school-term clerk positions, and internships are examples. To the extent possible, report how the graduate obtained the temporary job opportunity that led to the permanent job. For example, the summer associate position might have been obtained through fall OCI; the internship might have been posted in the career services office.
- The job posting category includes postings at another school’s career services office.
- The choice of “Response to job posting, described either in print, e.g., a classified ad, or online at a commercial or non-profit job site such as Monster, OSCAR, PSJD, USAJobs, etc.” refers to where the job was posted, not to the application process. Many applications are completed online, but this does not describe how the graduate learned of or made contact with that employer.
- A job taken with the family business or firm, should be reported as obtained as a result of networking, or returning to/continuing with the job held prior to law school, as appropriate.

Search Status of Employed Graduates Please mark only for employed graduates.

This question applies **only** to graduates who are employed and is designed to determine whether or not **the graduate** is seeking, for whatever reason, a different job than that held on March 15. Note that a graduate may be employed in a permanent job (see the definition of job duration below), such as one held during law school, **and** seeking a different job. This question is not applicable to unemployed graduates.

NOTE: For purposes of this data collection effort, graduates who have obtained a judicial clerkship should be reported as not seeking a different position even though the clerkship is of known duration.

Job Duration for Employed Graduates (2 questions) Please mark only for employed graduates.

This question applies **only** to graduates who are employed and describes whether the job is short-term or long-term from the employer’s perspective. All jobs must be categorized as either-long term (1 year or more) or short-term (less than a year). All long-term jobs must also be categorized as either fixed-duration (e.g., a typical judicial clerkship) or of an indefinite duration (e.g., a typical law firm associate or assistant district attorney position). Note that just because a short-term position may evolve into a long-term position does not make the position a long-term position. A graduate may be employed in a long-term job with no fixed end point, such as one held during law school, **and** be seeking a different job. And even though the graduate may consider this job as short-term until finding something else, from the employer’s perspective the job is long-term with no fixed end point, and should be reported as such.

Special Funding:

For jobs of fixed duration, whether short-term or long-term, indicate whether the job is funded in whole or in part by a grant from an outside organization, such as Equal Justice Works, Echoing Green, Skadden Fellowship, or in whole or in part by the law school. Note that law school funding includes both direct funding of positions, i.e., the law school writes the paychecks and is the employer, and indirect funding of positions, i.e., the law school provides grant(s) to other organizations for them to hire and pay the graduates. Most bridge-to-practice programs are law school-funded. Special funding is not applicable to all fixed duration jobs, for example, a typical judicial clerkship, or a document review project staffed by temporary attorneys.

Law school funding also includes stipends to graduates in fixed duration positions who would otherwise be volunteers at the organization, as well as grants funded by the law school which are not part of a bridge-to-practice fellowship or on-campus jobs program.

Note that NALP's question differs from the current ABA question, in that NALP also asks about funding from outside organizations for jobs of fixed duration. NALP's definition of a law-school funded position is also narrower than the ABA's in that NALP does not include jobs in the law school that are of no fixed duration and that may have been available and obtained by a graduate from that school, such as a position in the general counsel's office or in the career services office.

ADDITIONAL JOB DETAIL



Please provide information on employer type, choosing from one of the five areas below. Each employer type has detail questions as noted.

IMPORTANT: For each employed graduate choose only ONE of these areas.

- Law Firm Private Practice (3 detail questions)
- Business (2 detail questions)
- Government (2 detail questions)
- Public Interest/Non-profit (1 detail question)
- Academic (2 detail questions)

Law Firm Employment If the graduate's primary employment is in a law firm, complete Items B1, B2 and B3.

If the graduate's primary employment is in a law firm, complete Items B1, B2 and B3. Law firms include those specializing in public interest law, and "new model" law firms which have no equity partners; rather all attorneys work as staff attorneys. Any job in a law firm, including associate, law clerk, law firm librarian, paralegal, and clerical position is to be reported here. Report the type of job in Item B3.

A public interest law firm is defined as a private and for-profit firm, but is distinguished from other private firms in that a majority of its practice involves clients that are typically under-represented, or groups that advocate for community, rather than corporate, interests. Sliding fee cases and contingent fee cases are common. Typical areas of practice for public interest law firms include plaintiff's employment discrimination, civil rights, environmental law, and union representation. Note that categorizing public interest law firms in this way may be at odds with current ABA definitions.



Note that graduates working on a contract basis and hired directly by the firm should also be reported here, with the specific type of job again reported in Item B3. However, graduates employed at a law firm through an agency which places attorneys in temporary positions should be reported under Business and Industry.

Item B1 asks for TOTAL number of attorneys FIRMWIDE. For a multi-office national firm, this count corresponds to the total of all attorneys employed by the entire firm nationwide. All levels of attorneys in the firm should be included in these counts without regard to seniority, status, or job tenure (that is, this total should reflect all of the senior and junior partners, of counsel, staff attorneys, senior and junior associates, and the like, counted together).



Please note that the size category "solo practice" is to be used only for graduates who have established their own solo practice as of March 15. To be reported as a solo practitioner, there must be findings or indicia that the graduate is indeed setting up a solo law practice. Intent to do so in the future is not enough. Typically, at a

minimum, the graduate must have passed the bar and taken some additional steps toward setting up a law practice, such as, depending on the jurisdiction, applying for a business license, obtaining practice insurance, and advertising the availability of legal services.

If a graduate is clerking for a solo practitioner, please report the firm and office size as “2-10.” If a graduate is obtaining independent contract work from a number of attorneys or firms on an ad hoc basis, report the graduate as self-employed under business and industry, not as a solo practitioner. Note this may be at odds with current ABA definitions.

Report the kind of job in the law firm in item A3. Most entry-level attorney jobs should be reported as associate jobs. The staff attorney category is reserved to describe certain jobs, usually in larger law firms, where the firm hires both partnership-track and non-partnership track attorneys. The staff attorney position describes the non-partnership-track position, regardless of the actual job title used at a particular firm. In addition “new model” law firms typically hire staff attorneys.

An attorney job in a smaller firm, which may not have a partnership track as such, should be reported as an associate position under most circumstances.

If a graduate will be working in a law firm as of March 15 prior to a judicial clerkship, report the law firm job.



Items B1, B2 and B3 pertain to law firms only. These items are not applicable to other employer types. Do not complete Items B1, B2 and B3 if the graduate is employed with a business, government, public interest, or academic organization.

Business Employment If the graduate’s primary employment is in business, complete B4 and B5.

If the graduate’s primary employment is in business, indicate **both** the employer type **and** the type of job. If the job does not fit into any of the categories listed, please check “other” and use the space provided to describe the job.

Additional business employer and job types are available for the Class of 2014. Legal process outsourcers (LPO’s) are businesses that provide legal and support services to law firms and corporations including document review and litigation support. Legal or law-related technology companies provide technology products, services and solutions to law firms and corporations.

Compliance is a new job type choice in business. Compliance positions include those in companies in heavily-regulated industries, such as health care, banking/financial services, or insurance. These positions are tasked with ensuring that the company abides by federal, state and local laws and regulations applicable to the industry in all jurisdictions throughout the world where the companies do business and also with internal company policies or industry guidelines. Examples may include: working in the health care industry ensuring compliance with HIPAA privacy laws; working in banking ensuring compliance with anti-money laundering laws; or working in financial services ensuring compliance with the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Sarbanes-Oxley Act, among others.

NOTE: In-house lawyers are defined as attorney positions within the law or legal department of a company and reporting to the office of general counsel or associate general counsel; the law department handles some portion of legal matters for the company. Typically, the number of graduates taking in-house jobs is quite small. Other jobs within the in-house department should be reported using the appropriate job type and not as in-house lawyers.

NOTE: The category of “Other” business or industry encompasses a range of profit and not-for-profit organizations such as retail establishments, private hospitals (including those affiliated with private universities), and public relations firms.

NOTE: Graduates working as “temporaries” through a legal temporary employment agency should be classified in the “Business — Legal temporary agency” category and the job reported as “temporary attorney work” or “temporary law clerk or paralegal work” as appropriate. A graduate employed by a temporary employment

agency but not one specifically making legal placements should be reported as employed in “Business — Other.” Use the choice of “other” business job type for graduates who are working as paralegals or law clerks in a business setting and not through an agency. The job choice of “temporary law clerk/paralegal” refers to such jobs via agency placement.

NOTE: A job with a labor union should be reported as a public interest job and not as a business job.

Government Employment

If the graduate’s primary employment is in government at any level complete Items B6 and B7.

Please select only one response for both B6 and B7 but do complete both items.

Item B6 requests information on the level of government at which the job was obtained. Please provide this information for all government positions and judicial clerkships. Note that although they are included as a job type under government, judicial clerkships will be reported out separately, not as part of government.

- **Federal government** refers to the U. S. government only. Jobs with governments—at any level—outside the U.S. should be reported as “other” level of government.
- **Local governments** include county, municipal, and city governments, as well as special-purpose government entities such as local transit authorities and sanitation districts.
- **US Territories and the District of Columbia.** Please report non-court jobs with government in trust territories such as Puerto Rico and the Virgin Islands and with the District of Columbia as state level jobs. Judicial clerkships (or other court positions) with federal courts in these jurisdictions should be reported as federal level jobs. Similar positions with lower courts (the equivalent of a state or local court in other jurisdictions) should be reported as state level jobs.
- **Tribal government, the United Nations, and governments of other countries** should be classified as an “other” level of government.

Item B7 requests information on the type of government position obtained. The list was expanded starting with the Class of 2011 to specifically track agency honors programs, non-clerkship positions with courts, and executive and legislative branch positions. Positions with the Judge Advocate General’s Corps (JAGC) of any service are also being tracked specifically. All other civilian and uniformed positions in all branches of the military, including the Army Corps of Engineers, should be reported using the “other military position” choice.

- Because of the wide variations and unpredictable start dates of JAGC positions, you may report a confirmed and accepted JAGC position, even if the graduate is in an interim position as of March 15. **This is the only exception to the general guideline of reporting the job in which the graduate is working as of March 15.**
- The **prosecutor** category includes jobs representing or litigating on behalf of government in either criminal or civil proceedings. These jobs may be within the US Department of Justice, states’ attorney general offices, or local district or prosecuting attorney offices. It does not include other jobs in a prosecutor office, e.g., law clerk or non-attorney position, which should be reported using the appropriate choice for the department/agency as a whole. Note also that jobs in law enforcement, such as police officer or probation officer, are not prosecutor jobs; they should be reported as other administrative/executive agency at either the state or local government levels.
- **Agency attorney honors programs**, which are run by several executive branch agencies, e.g., the Department of Justice and the Equal Employment Opportunity Commission, are competitive programs through which third-year law students and recent graduates are hired as honors attorneys for the agency. These positions are highly sought after and the hiring processes differ from other government attorney positions. Honors programs may also be found at the state level, e.g., attorneys general offices. Although it is often the case that honors attorneys will stay with the agency upon completing the honors programs, which typically last for 2 or 3 years, honors program jobs should be reported as long-term but of fixed duration.
- **Administrative or executive branch agencies** are found at all levels of government, including local government. Examples include the FTC, SEC, and USDA at the federal level, departments of labor and natural resources at the state level, and housing authorities and law enforcement at the local level. Most jobs not belonging in one of the other government categories would fall into this one, including law clerks, police officers, etc.

- A **judicial clerkship** is typically a 1- or 2-year position working for a judge (including administrative law judges) on tasks such as research and drafting. Judicial clerks may include graduates who perform duties similar to those of a judicial clerk assigned to a specific judge, but who perform those duties for a pool of judges or for the court as a whole rather than for a specific judge. Jobs as **temporary assistant clerks** (TACs), whose duties are primarily administrative, should be classified as “judicial-other” jobs and not as judicial clerks.
- If the graduate has obtained a clerkship that will start after March 15, please report what the graduate is doing as of March 15. If a graduate will be working in a law firm prior to a judicial clerkship and as of March 15, report the law firm job. If the graduate has obtained a clerkship that will start after March 15, e.g., in September of 2015 or 2016, and is not working as of March 15, report the graduate as not working, and either seeking work or not seeking work, as appropriate.
- Positions in **public education** (at any level) should be reported as academic positions in Items B9 and B10 and **not** as government positions. Positions with **political campaigns or parties** are not government positions; they should be reported as “trade association or political campaign” in Item B4. Jobs with **bar associations** should also be reported this way.



Some governments “contract out” functions traditionally performed by government. For example, child support enforcement functions may be performed by a private company, with the individual performing that function being paid by (and therefore classified as an employee of) the private company. Conversely, if a private company is under contract with a government agency to manage or operate portions of a facility but the government agency maintains fiscal responsibility and pays the employees, the job should be classified as a government job.

As a general rule of thumb, the entity actually doing the hiring and writing the paycheck should be considered the employer.

Public Interest/

Non-Profit Employment If the graduate’s primary job is in a public interest organization, complete Item B8.

If the graduate’s primary job is in a public interest organization or some other type of non-profit setting, complete Item B8 and use the space provided to describe jobs other than those in the specific categories provided.

- **Civil legal services** includes positions specifically funded by the Legal Services Corporation, as well as positions with other organizations providing indigent or reduced-fee legal services, such as prisoners’ legal aid and campus legal services.
- All **public defender and appellate defender** jobs should be reported as public interest jobs, regardless of whether the office is a government agency or a private organization. Categorizing public defenders as public interest positions differs from the ABA guidelines, which were changed for the Class of 2013 to categorize public defenders as government jobs. Other jobs within a public defender office, e.g., law clerk or administrative, should be reported as “other public interest.”
- Public interest/non-profit employers include private non-profit **advocacy**, religious, social service, fund-raising, **community resource**, or cause-oriented organizations, such as the Children’s Defense Fund, United Way, churches, Boy Scouts, and Red Cross chapters. Public interest employers also include labor unions and non-profit policy **analysis and research** organizations, such as Brookings and the Heritage Foundation.
- Jobs with **trade associations and political campaigns** should be reported under “trade association or political campaign” in Item B4. Law firms specializing in public interest law should be reported by checking Item B2 (firm is a public interest law firm).
- Jobs with public interest organizations may include those that are funded by outside grants, but for which the hiring and personnel responsibilities lie with the public interest organization, and jobs for which the public interest organization is responsible for interviewing and hiring, but for which the law school funds the stipend or hourly pay.

Academic Employment

If the graduate's primary employment is in an academic institution, complete Items B9 and B10.

- Academic positions may be at any level — elementary, secondary, or higher education — and within either private or public education, e.g. private colleges, state universities, and local public education. Positions include faculty or teacher, administrative positions and research assistants, fellowships and other temporary/fixed-duration positions. Administrative positions include librarian, positions in the office of general counsel, counselors, and career services positions. Do not include positions at university hospitals and similar university-related entities. Report such positions according to the university's type as either private sector or government jobs.
- **Academic employment does not include graduates who are continuing their education full-time and are not otherwise working.** Such graduates should be reported as **enrolled in a degree or certificate program** in the basic employment status item.
- Academic employment includes school-funded programs to provide recent graduates with fixed-duration/temporary job opportunities as employees of the law school. As noted on page 6, not all jobs at law schools are law-school-funded as defined by NALP for purposes of this survey. For example, a job taken in the general counsel's office or in the Career Services Office that is a long-term job of no fixed duration is not considered as law-school funded even though technically the job is funded by the law school. However, for purposes of this survey, law school funding of academic jobs applies just to those jobs on campus that are of fixed duration.
- Jobs funded by grants made by law schools to outside organizations to support fellowships or other fixed duration jobs may be reported as jobs with that organization provided that the organization is fully responsible for interviewing and hiring graduates for the positions and paying them as employees of the organization. However, the source of the funding should be identified in item 4. A job funded by a bridge-to-practice program should be reported as a job at the organization where the graduate is working, provided that the organization was responsible for interviewing and hiring for that job.
- Jobs reported to the ABA in the "Education" job category should continue to be reported to NALP as academic positions.

Geographic Location

If you do not know the location of the graduate's employment or if the graduate is not working, please leave this item blank.

This booklet includes a list of the current NALP City and State Codes starting on page 10. Please refer to this list to find the correct code for the **city** location of the graduate's primary job. Clearly write the code in the 5-digit space provided [4-digit codes should start in the second column]. If you know a graduate is employed in a certain state **but do not know the specific city**, please use the "other/unknown" code for the state, such as Alabama — 60199, Alaska — 90299, and so on. Also use the "other/unknown" code if you know the city location of the graduate's employment but this city is not on the list of city and state codes.



Important Notes:

- Please do NOT record a zip code in this space. The 5-digit location codes are NOT zip codes.
- If you are using forms, report a foreign location starting in column 2.
- If the graduate is working remotely or in varying locations (e.g., for a virtual law firm), report the location of the employer for which the graduate is working.
- If you do not know the location of the graduate's employment, please leave this item blank.
- If you use the ERSS software or Symplicity, these city codes are built into the program. In the ERSS software, select a city from a drop down list. In Symplicity, type in the city and state in the fields provided. Please include the complete name exactly as shown on the list starting on page 12 of this booklet, not shorthand or an abbreviation.

Salaries and Stipends

Is the graduate receiving a salary or a stipend?

- When an individual is paid a salary or wage, the individual is considered to be an employee of the organization and is entitled to benefits and protections granted to workers by law. This includes compensation for working overtime, eligibility for unemployment compensation, and adherence to minimum wage standards. A wage or salary may be paid for either full-time or part-time work. For example, a graduate working at an hourly rate as a law clerk or in a part-time job that is not law-related is paid a wage.
- A stipend is a form of pay often used for an internship or apprenticeship. It is a predetermined amount to provide basic living expenses. No matter how many hours an individual spends in the internship activity, the stipend amount does not change. The organization paying the stipend may pay in increments, e.g., monthly, but this does not change the overall amount of the stipend. For example, a stipend might be \$2,000 for two months or \$7,000 for the length of the project.

Reporting Salaries:

- Report the base starting pre-tax salary. It is not necessary to report salaries for part-time jobs or for jobs that will last for less than a year. You should however report a stipend, if applicable, for such jobs.
- **Do not include** potential year-end bonus dollars, a "guaranteed bonus," or other contingent income in this figure.
- **Do not include** a signing bonus, a bar stipend, a clerkship bonus, or other additional monies in the salary figure.
- All salary figures, regardless of reporting mechanism, must be right-justified. Report all digits of the salary, e.g., 75000, not 75 or 75K. For a stipend, report the amount and indicate whether it is per week, per month, or a lump sum. If possible, convert a lump sum to a per-month amount.
- For graduates taking jobs in the military, report the salary for their starting rank. Military salaries may include a housing allowance.
- For clerkship jobs, record the clerkship salary, **not** the salary the graduate expects to earn at another job following the clerkship.
- If possible, convert hourly, weekly, or monthly salary figures for graduates working full-time in a job lasting at least a year to yearly figures, if doing so will provide a reasonable estimate of what the graduate will earn over the course of a year.
- For graduates taking jobs in law firms which have more than one salary scale, depending on hours billed, report the lower salary.
- Report the salary as of March 15. In most cases that is the starting salary. However, if you can document that the salary has changed, for example after bar passage, report the most current salary.

III. JOB-2 INFORMATION

SECONDARY JOBS HELD BY GRADUATES: If the graduate holds a second job concurrently with his or her primary employment, please complete SECTION III JOB-2 INFORMATION or use the Job-2 screen on your software.

In certain instances where a graduate has two jobs, it may be difficult to classify one job as primary and the other as secondary. As a rule, please accept the judgment of your graduates; that is, accept whatever THEY IDENTIFY as their primary job to be JOB-1.

Do not repeat first job information in the area provided for second jobs. A law firm job following a judicial clerkship (or vice versa) should not be reported as a second job, as it is not a concurrent job.

Note that the only information requested for JOB-2 is basic job type and employer type. No further detail is required. Refer to the corresponding section of the instructions above for clarification on how to answer the JOB-2 questions.

State and City Codes

ALABAMA

Anniston 60105
 Bessemer 60115
 Birmingham 60120
 Florence 60123
 Decatur 60125
 Gadsden 60127
 Dothan 60130
 Huntsville 60135
 Mobile 60140
 Montgomery 60145
 Tuscaloosa 60165
 Other/Unknown AL. . . 60199

ALASKA

Anchorage 90205
 Fairbanks 90210
 Juneau 90215
 Kenai Peninsula 90220
 Other/Unknown AK. . . 90299

ARIZONA

Flagstaff 80310
 Mesa 80320
 Phoenix 80325
 Prescott 80326
 Scottsdale 80330
 Tempe 80340
 Tucson 80345
 Yuma 80350
 Other/Unknown AZ. . . 80399

ARKANSAS

Bentonville 70401
 Conway 70402
 El Dorado 70405
 Fayetteville 70410
 Fort Smith 70415
 Jonesboro 70425
 Little Rock 70430
 Pine Bluff 70440
 Rogers 70441
 Springdale 70442
 Other AR 70499

CALIFORNIA

Alameda 90501
 Anaheim 90503
 Bakersfield 90504
 Berkeley 90507
 Beverly Hills 90508
 Burbank 90510
 Burlingame 90511
 Cerritos 90514
 Compton 90516

Concord 90517
 Costa Mesa 90518
 Davis 90519
 Downey 90520
 Escondido 90523
 Fairfield 90530
 Fremont 90532
 Fresno 90533
 Fullerton 90534
 Glendale 90536
 Hayward 90538
 Inglewood 90540
 Stanford 90541
 Irvine 90545
 Lakewood 90546
 La Mesa 90547
 Long Beach 90548
 Los Angeles 90549
 Menlo Park 90551
 Modesto 90550
 Monterey 90552
 Mountain View 90554
 Napa 90555
 Newport Beach 90556
 Oakland 90561
 Oceanside 90562
 Ontario 90563
 Orange 90564
 Oxnard 90565
 Palo Alto 90566
 Pasadena 90567
 Pico Rivera 90568
 Pomona 90569
 Rancho Cucamonga . . . 90570
 Redondo Beach 90571
 Redwood City 90572
 Riverside 90574
 Sacramento 90575
 Salinas 90576
 San Bernardino 90577
 San Diego 90578
 San Francisco 90579
 San Jose 90580
 San Leandro 90581
 San Mateo 90582
 Santa Ana 90583
 Santa Barbara 90584
 Santa Clara 90585
 Santa Monica 90586
 Santa Rosa 90587
 Stockton 90590
 Sunnyvale 90591
 Thousand Oaks 90592
 Torrance 90593
 Vallejo 90594

Ventura 90595
 Walnut Creek 90596
 West Covina 90597
 Other/Unknown CA. . . 90599

COLORADO

Aurora 80610
 Boulder 80615
 Colorado Springs 80620
 Denver 80625
 Englewood 80630
 Fort Collins 80635
 Grand Junction 80640
 Greeley 80645
 Lakewood 80650
 Littleton 80655
 Longmont 80665
 Pueblo 80680
 Other/Unknown CO . . 80699

CONNECTICUT

Bridgeport 10705
 Bristol 10706
 Danbury 10708
 East Hartford 10709
 East Haven 10710
 Enfield 10711
 Fairfield 10712
 Greenwich 10713
 Groton 10714
 Hartford 10716
 Manchester 10717
 Meriden 10718
 Middletown 10719
 Milford 10720
 New Britain 10730
 New Haven 10735
 Newington 10740
 New London 10745
 Norwalk 10750
 Norwich 10755
 Shelton 10756
 Stamford 10760
 Stratford 10762
 Torrington 10764
 Trumbull 10766
 Vernon 10768
 Wallingford 10770
 Waterbury 10772
 West Hartford 10774
 West Haven 10776
 Westport 10778
 Windsor 10782
 Other/Unknown CT. . . 10799

DELAWARE

Dover 50805
 Newark 50810
 Wilmington 50815
 Other/Unknown DE. . . 50899

WASHINGTON, DC 50910

FLORIDA

Boca Raton 51005
 Boynton Beach 51010
 Bradenton 51015
 Clearwater 51025
 Cocoa Beach 51024
 Coral Gables 51030
 Coral Springs 51032
 Daytona Beach 51034
 Deerfield Beach 51036
 Delray Beach 51038
 Dunedin 51040
 Fort Lauderdale 51042
 Fort Myers 51044
 Fort Pierce 51046
 Gainesville 51048
 Hialeah 51052
 Hollywood 51054
 Jacksonville 51056
 Lakeland 51058
 Lake Worth 51060
 Largo 51062
 Melbourne 51070
 Miami 51072
 Miami Beach 51074
 Naples 51077
 North Miami 51078
 North Miami Beach . . . 51080
 Ocala 51082
 Orlando/Winter Park . . 51083
 Panama City 51084
 Pensacola 51086
 Plantation 51088
 Pompano Beach 51089
 Riviera Beach 51090
 St. Petersburg 51091
 Sarasota 51092
 Tallahassee 51094
 Tampa 51096
 Titusville 51097
 West Palm Beach 51098
 Winter Park/Orlando . . 51083
 Other/Unknown FL . . . 51099

GEORGIA

Albany 51105
 Athens 51110

Atlanta 51115
 Augusta 51120
 Columbus 51125
 Dalton 51126
 Griffin 51131
 La Grange 51132
 Macon 51135
 Marietta 51141
 North Atlanta 51143
 Rome 51145
 Sandy Springs 51147
 Savannah 51150
 Valdosta 51155
 Other/Unknown GA . . 51199

HAWAII

Hilo 91210
 Honolulu 91215
 Kailua Kona 91216
 Other/Unknown HI . . 91299

IDAHO

Boise 81305
 Coeur D’Alene 81306
 Idaho Falls 81310
 Lewiston 81315
 Pocatello 81325
 Twin Falls 81330
 Other/Unknown ID . . 81399

ILLINOIS

Addison 31402
 Alton 31404
 Arlington Heights . . 31406
 Aurora 31408
 Belleville 31410
 Bloomington 31414
 Carbondale 31422
 Champaign 31424
 Chicago 31426
 Chicago Heights . . . 31428
 Danville 31432
 Decatur 31434
 De Kalb 31436
 Des Plaines 31438
 Downers Grove 31440
 East St. Louis 31442
 Edwardsville 31443
 Elgin 31444
 Evanston 31450
 Freeport 31452
 Galesburg 31454
 Granite City 31458
 Joliet 31468
 Kankakee 31469
 Moline 31473
 Mount Prospect . . . 31474
 Naperville 31475
 Northbrook 31478

Oak Lawn 31481
 Oak Park 31482
 Palatine 31483
 Park Ridge 31485
 Pekin 31486
 Peoria 31487
 Rockford 31489
 Rock Island 31490
 Schaumburg 31491
 Skokie 31492
 Springfield 31493
 Urbana 31495
 Waukegan 31496
 Wheaton 31497
 Other/Unknown IL . . 31499

INDIANA

Bloomington 31502
 East Chicago 31506
 Elkhart 31508
 Evansville 31510
 Fort Wayne 31512
 Gary 31514
 Griffith 31515
 Hammond 31516
 Highland 31518
 Indianapolis 31520
 Kokomo 31522
 Lafayette 31524
 LaPorte 31525
 Marion 31528
 Merrillville 31529
 Michigan City 31530
 Muncie 31534
 Munster 31535
 New Albany 31536
 Notre Dame 31537
 Portage 31538
 Richmond 31540
 Schererville 31541
 South Bend 31542
 Terre Haute 31544
 Valparaiso 31546
 Other/Unknown IN . . 31599

IOWA

Bettendorf 41604
 Burlington 41606
 Cedar Falls 41608
 Cedar Rapids 41610
 Clinton 41612
 Council Bluffs 41613
 Davenport 41614
 Des Moines 41616
 Dubuque 41618
 Fort Dodge 41620
 Iowa City 41622
 Marshalltown 41624
 Mason City 41626

Muscatine 41627
 Ottumwa 41628
 Sioux City 41630
 Waterloo 41632
 Other/Unknown IA . . 41699

KANSAS

Emporia 41705
 Garden City 41706
 Junction City 41711
 Kansas City 41715
 Lawrence 41720
 Manhattan 41730
 Olathe 41735
 Overland Park 41740
 Pittsburg 41742
 Prairie Village 41741
 Salina 41745
 Shawnee 41746
 Topeka 41750
 Wichita 41755
 Other/Unknown KS . . 41799

KENTUCKY

Ashland 61805
 Bowling Green 61810
 Covington 61815
 Fort Knox 61820
 Frankfort 61825
 Highland Heights . . 61828
 Hopkinsville 61830
 Lexington 61835
 London 61837
 Louisville 61840
 Owensboro 61845
 Paducah 61850
 Pikeville 61851
 Richmond 61852
 Other/Unknown KY . . 61899

LOUISIANA

Alexandria 71905
 Baton Rouge 71910
 Chalmette 71978
 Covington 71915
 Gretna 71977
 Houma 71925
 Kenner 71976
 Lafayette 71935
 Lake Charles 71940
 Metairie 71950
 Monroe 71955
 New Iberia 71960
 New Orleans 71965
 Shreveport 71970
 Slidell 71975
 Other/Unknown LA . . 71999

MAINE

Auburn 12001
 Augusta 12005
 Bangor 12010
 Portland 12020
 Other/Unknown ME . . 12099

MARYLAND

Annapolis 52105
 Baltimore 52110
 Bethesda 52115
 Cumberland 52135
 Frederick 52150
 Gaithersburg 52155
 Glen Burnie 52160
 Hagerstown 52165
 Rockville 52185
 Silver Spring 52190
 Towson 52194
 Wheaton 52196
 Other/Unknown MD . . 52199

MASSACHUSETTS

Agawam 12202
 Amherst 12204
 Andover 12206
 Beverly 12216
 Boston 12220
 Braintree 12222
 Brockton 12224
 Brookline 12226
 Cambridge 12228
 Chelsea 12232
 Chicopee 12234
 Dedham 12236
 Fall River 12240
 Fitchburg 12242
 Framingham 12244
 Gloucester 12246
 Haverhill 12248
 Holyoke 12250
 Lawrence 12252
 Leominster 12254
 Lexington 12256
 Lowell 12258
 Lynn 12260
 Malden 12262
 Marlborough 12264
 Medford 12266
 Milton 12272
 Natick 12273
 Needham 12274
 New Bedford 12275
 Newton 12276
 Northampton 12277
 Norwood 12278
 Peabody 12279
 Pittsfield 12280
 Quincy 12282

Randolph	12283
Salem	12285
Somerville.	12286
Springfield	12287
Stoughton.	12288
Taunton.	12289
Waltham	12291
Wellesley	12293
West Springfield	12295
Weymouth	12296
Woburn	12297
Worcester.	12298
Other/Unknown MA	12299

MICHIGAN

Ann Arbor	32304
Bloomfield Hills	32305
Battle Creek.	32306
Bay City	32308
Birmingham	32311
Dearborn	32312
Detroit	32316
East Lansing	32320
Farmington Hills.	32322
Flint	32326
Grand Haven	32329
Grand Rapids.	32330
Grosse Pointe.	32331
Holland	32334
Jackson	32338
Kalamazoo	32340
Lansing	32344
Livonia	32348
Midland	32352
Mt. Clemens	32353
Muskegon.	32354
Pontiac	32358
Novi	32359
Port Huron	32361
Rochester Hills	32363
Royal Oak.	32366
Saginaw	32368
St. Clair Shores	32370
Southfield	32372
Sterling Heights	32376
Trenton	32380
Troy	32382
Warren	32384
Other/Unknown MI.	32399

MINNESOTA

Bloomington	42410
Brooklyn Park	42420
Burnsville	42425
Coon Rapids	42430
Duluth.	42440
Eagan	42442
Edina	42445
Fridley	42450

Mankato	42455
Maplewood	42460
Minneapolis	42465
Minnetonka	42470
Moorhead.	42475
Richfield	42485
Rochester	42490
Roseville.	42492
St. Cloud	42494
St. Louis Park.	42495
St. Paul	42496
Winona	42497
Other/Unknown MN	42499

MISSISSIPPI

Biloxi	62505
Clarksdale.	62506
Columbus.	62510
Greenville.	62515
Greenwood	62516
Gulfport.	62520
Hattiesburg.	62525
Jackson	62530
Laurel	62531
Meridian	62535
Natchez	62536
Oxford	62543
Pascagoula	62540
Tupelo.	62542
Vicksburg.	62545
Other/Unknown MS.	62599

MISSOURI

Blue Springs	42605
Cape Girardeau	42610
Columbia	42615
Independence	42625
Jefferson City.	42630
Joplin	42635
Kansas City	42640
Kirkwood	42645
Lee's Summit	42650
Raytown.	42655
St. Charles	42660
St. Joseph	42665
St. Louis.	42670
Springfield	42675
Other/Unknown MO	42699

MONTANA

Billings	82705
Bozeman	82706
Great Falls	82715
Helena.	82716
Missoula	82720
Other/Unknown MT	82799

NEBRASKA

Grand Island	42805
Lincoln	42810
Norfolk	42811
North Platte	42812
Omaha	42815
Other/Unknown NE.	42899

NEVADA

Carson City.	82905
Las Vegas	82910
Reno.	82920
Other/Unknown NV	82999

NEW HAMPSHIRE

Concord.	13005
Dover	13006
Keene	13007
Manchester	13010
Nashua	13015
Other/Unknown NH	13099

NEW JERSEY

Atlantic City	23102
Bloomfield	23110
Camden.	23114
Cherry Hill	23116
Clifton.	23118
East Brunswick.	23120
Edison.	23124
Elizabeth	23126
Fair Lawn	23130
Fort Lee	23132
Hackensack.	23136
Jersey City	23144
Linden.	23148
Livingston	23150
Long Branch	23152
Middletown.	23154
Montclair	23156
Morristown.	23157
Newark	23160
North Bergen	23162
Nutley.	23164
Paramus.	23170
Passaic.	23172
Paterson.	23174
Pennsauken.	23176
Piscataway	23180
Plainfield	23182
Princeton	23183
Rahway	23184
Ridgewood	23185
Roseland	23186
Teaneck.	23188
Trenton	23189
Union	23190
Union City	23191
Vineland	23192

Wayne.	23193
Westfield	23194
West Orange	23196
Woodbridge	23198
Other/Unknown NJ	23199

NEW MEXICO

Alamagordo	83201
Albuquerque	83205
Farmington.	83220
Las Cruces	83230
Roswell	83235
Santa Fe.	83240
Other/Unknown NM	83299

NEW YORK

Albany.	23302
Auburn	23304
Baldwin	23306
Binghamton	23308
Bronx	23309
Brooklyn	23311
Buffalo	23312
Central Islip	23314
East Meadow	23318
Elmira.	23320
Flushing.	23323
Franklin Square	23324
Freeport.	23326
Garden City.	23327
Hempstead	23328
Hicksville	23330
Huntington.	23331
Huntington Station	23332
Ithaca	23334
Jamaica	23335
Jamestown	23336
Jericho.	23337
Levittown.	23338
Massapequa.	23344
Merrick	23346
Mineola	23347
Mount Vernon	23348
New Rochelle.	23352
New York.	23354
Plainview	23362
Poughkeepsie.	23364
Riverhead.	23365
Rochester	23366
Rockville Centre	23368
Rome	23370
Schenectady	23374
Syracuse.	23376
Troy	23378
Uniondale.	23379
Utica.	23380
Valley Stream.	23382
Watertown	23384
White Plains	23386

Woodbury 23387
Yonkers 23388
Other/Unknown NY . 23399

NORTH CAROLINA

Asheville 53405
Buies Creek 53407
Burlington 53410
Camp Le Jeune Central 53415
Chapel Hill. 53420
Charlotte 53425
Durham 53430
Fayetteville. 53435
Fort Bragg 53440
Gastonia 53445
Goldsboro 53450
Greensboro 53455
Greenville 53460
High Point 53465
Kannapolis. 53470
Kinston. 53475
Raleigh 53480
Rocky Mount 53485
Wilmington 53490
Wilson 53495
Winston-Salem 53497
Other/Unknown NC . 53499

NORTH DAKOTA

Bismarck 43505
Fargo 43510
Grand Forks 43515
Other/Unknown ND . 43599

OHIO

Ada 33601
Akron. 33602
Bowling Green. 33608
Canton 33614
Cincinnati 33616
Cleveland. 33618
Columbus 33622
Cuyahoga Falls 33624
Dayton 33626
Elyria 33630
Fairfield 33636
Findlay 33638
Hamilton. 33642
Kent. 33644
Lancaster. 33650
Lebanon 33652
Lima 33654
Lorain 33656
Mansfield 33658
Marion 33662
Middletown 33668
Newark. 33670
Portsmouth 33678
Sandusky. 33680

Springfield 33686
Toledo 33693
Warren 33695
Youngstown 33696
Other/Unknown OH . 33699

OKLAHOMA

Bartlesville 73705
Edmond 73720
Enid. 73725
Lawton 73730
Midwest City 73735
Muskogee 73745
Norman 73750
Oklahoma City 73755
Tulsa 73775
Other/Unknown OK . 73799

OREGON

Beaverton 93810
Corvallis 93815
Eugene 93820
Hillsboro 93830
Lake Oswego. 93831
Medford 93835
Portland 93840
Salem 93845
Springfield 93850
Other/Unknown OR . 93899

PENNSYLVANIA

Allentown 23902
Altoona. 23904
Bethlehem 23908
Carlisle 23909
Chester 23910
Easton 23912
Erie 23914
Harrisburg 23916
Johnstown 23918
Lancaster. 23920
New Castle. 23928
Norristown. 23930
Philadelphia 23932
Pittsburgh 23934
Reading. 23938
Scranton 23940
State College 23942
Villanova. 23943
Wilkes-Barre. 23946
Williamsport. 23948
York 23950
Other/Unknown PA . 23999

RHODE ISLAND

Bristol 14005
Cranston 14010
East Providence 14020
Newport 14025

Providence 14040
Warwick 14045
Woonsocket 14055
Other/Unknown RI . 14099

SOUTH CAROLINA

Aiken 54101
Anderson. 54105
Barnwell 54102
Beaufort 54103
Bluffton 54112
Camden 54122
Cayce 54114
Charleston 54110
Columbia. 54115
Conway. 54116
Daniel Island. 54107
Florence 54120
Fort Mill 54117
Greenville 54125
Greenwood 54126
Greer 54123
Hilton Head 54119
Lexington 54131
Mauldin 54124
Moncks Corner 54109
Mt. Pleasant 54108
Myrtle Beach. 54129
N. Myrtle Beach 54106
N. Charleston 54130
Orangeburg 54121
Rock Hill 54135
Spartanburg 54140
St. Matthews 54139
Summerville 54111
Sumter 54142
Surfside Beach. 54104
W. Columbia 54113
Walterboro. 54145
York 54118
Other/unknown SC. . 54199

SOUTH DAKOTA

Pierre 44207
Rapid City 44210
Sioux Falls 44215
Vermillion 44217
Other/Unknown SD . 44299

TENNESSEE

Bartlett 64301
Chattanooga 64305
Clarksville 64310
Cleveland. 64315
Columbia. 64320
Jackson 64335
Johnson City. 64340
Kingsport 64345
Knoxville. 64350

Memphis 64355
Morristown 64356
Murfreesboro 64357
Nashville 64360
Oak Ridge 64365
Other/Unknown TN . 64399

TEXAS

Amarillo 74402
Arlington. 74403
Austin 74404
Baytown 74405
Beaumont 74406
Brownsville 74408
Bryan 74410
Carrolton. 74412
Corpus Christi. 74416
Dallas. 74418
Denton 74420
El Paso 74424
Fort Hood 74426
Fort Worth. 74428
Galveston 74430
Garland. 74432
Harlingen 74438
Houston 74440
Irving. 74444
Laredo 74450
Longview. 74452
Lubbock 74454
McAllen 74458
Midland 74462
Plano 74474
Port Arthur 74476
San Angelo. 74480
San Antonio 74482
Sherman 74486
Texarkana 74490
Tyler 74494
Victoria. 74496
Waco 74497
Wichita Falls. 74498
Other/Unknown TX . 74499

UTAH

Logan. 84512
Murray. 84515
Ogden 84520
Orem 84525
Provo 84530
Salt Lake City 84535
Sandy City 84540
Other/Unknown UT . 84599

VERMONT

Burlington 14605
Montpelier. 14610
South Royalton 14615
Other/Unknown VT . 14699

VIRGINIA

Alexandria	54705
Annandale	54710
Arlington	54715
Charlottesville	54725
Chesapeake	54730
Danville	54735
Fairfax-McLean	54737
Fort Belvoir	54738
Grundy	54739
Hampton	54740
Lexington	54745
Lynchburg	54750
Newport News	54755
Norfolk	54760
Petersburg	54765
Portsmouth	54770
Quantico	54771
Richmond	54775
Roanoke	54780
Virginia Beach	54790
Williamsburg	54793
Woodbridge-Marumscoc	54795
Other/Unknown VA	54799

WASHINGTON

Auburn	94805
Bellevue	94810
Bellingham	94815
Bremerton	94820
Edmonds	94825
Everett	94830
Fort Lewis	94835
Kennewick	94840
Olympia	94855
Renton	94860
Richland	94865
Seattle	94870
Spokane	94875
Tacoma	94880
Vancouver	94885
Walla Walla	94887
Yakima	94890
Other/Unknown WA	94899

WEST VIRGINIA

Charleston	54905
Huntington	54910
Morgantown	54915
Parkersburg	54920
Wheeling	54925
Other/Unknown WV	54999

WISCONSIN

Appleton	35005
Beloit	35010
Brookfield	35015
Eau Claire	35020
Fond Du Lac	35025

Green Bay	35030
Janesville	35040
Kenosha	35045
La Crosse	35050
Madison	35055
Manitowoc	35060
Menomonee Falls	35065
Milwaukee	35070
Oshkosh	35085
Racine	35090
Sheboygan	35091
Superior	35092
Waukesha	35093
Wausau	35094
Wauwatosa	35096
Other/Unknown WI	35099

WYOMING

Casper	85105
Cheyenne	85110
Laramie	85120
Other/Unknown WY	85199

FOREIGN 5500

Canada	5510
Mexico	5520
Puerto Rico	5530
Virgin Islands	5540
Europe	5550
Africa	5560
Middle East	5570
Asia/South Pacific	5580
Australia	5581
Trust Territories	5590
Central America	5521
South America	5522