



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D.C. 20415



Dear Readers,

In early January I accepted a position with another Federal agency. It is with great reluctance that I say goodbye to the many friends and associates made during my tenure as Director of the Federal Women's Program. We have come quite a distance with each other. We no longer must rely on good wishes and honorable intentions - there are laws, regulations, and programs to back us. The Federal Women's Program has gained increased acceptance as an integral part of the EEO Program and the Personnel Management System. In general, the climate has been set for advancement of women in the public sector.

But much remains to be done! While legislation and regulations provide a system for combating discrimination, they are only first steps. Attitudinal barriers remain. Feminists' efforts are fragmented by competing interests and priorities. We in the Federal government must be united in our efforts to attain the rights and privileges to which women are so justly entitled.

Women in the Federal workforce have been a source of encouragement to me. I am proud of their efforts to improve themselves and their stations in life. I am proud of the women using the complaint system to air their grievances (it is, after all, there to be used), and proud of women with aspirations who are competing for jobs that were once thought beyond reach. I am proud of the increasing numbers of male feminists, and especially proud of minority women who are working to overcome double barriers to opportunity.

Although I will be working from a different vantage point, I aim to work as hard as ever for the advancement of women in public employment. It is my personal hope that the fresh ideas and new energy of the next Director, FWP will help us reach the point where the program will "self-destruct" - it will be so well integrated into a system with feminist agency heads, managers and workers that a Federal Women's Program will no longer be necessary to insure equal employment opportunity for women in the Federal government.

Thank you all for your support and your interest.

Sincerely,

Helene S. Markoff
Helene S. Markoff

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

Women in Action

An Information Summary for the Federal Women's Program

Emphasis on the Future - Career Counseling

The Federal Government sponsors and encourages career counseling at all levels. A systematic approach to career counseling has been developed to harness, direct and to strengthen career objectives. Federal agency personnel responding to the need for career counseling, include Equal Employment Opportunity Specialists, Managers, Personnelists, Federal Women's Program Coordinators and counselors. This approach is becoming a vital aspect and valuable investment for achieving the mission of every Federal agency and department.

Highlighting some of the informational and counseling aspects of the career spectrum under the Federal umbrella, the following incidences provide a quick review of career counseling.

Treasury Department

The Treasury Department is formally and informally involved in the career counseling process for women. Over 200 Federal Women's Program Coordinators are actively involved in the upward mobility process of identifying potential on all grade levels.

The Bureau of Public Debt conducts an annual skills survey to identify underutilized employees, keeps a skill card on each employee and maintains an eligibility list for promotion. In the Government Financial Office, one member of the employment development staff is detailed one day each week to answer employees' questions on their current jobs and training opportunities to enhance skills for those jobs as well as



training necessary to change fields entirely. Internal Revenue Service carried out a service-wide "Career Counseling Seminar for Managers", and 90% of all local Internal Revenue Service Centers conducted career day workshops for women as part of the International Women's Year focus on women. The innovative career counseling program at the Bureau of Engraving and Printing has been very effective in using the Assessment Center concept, and has been in operation since July 1974. A team of trained counselors works with employees who have been through a process designed to single out those most motivated.

Smithsonian Institution

More than 500 high school women attended a symposium on Science Careers sponsored by the Smithsonian-Harvard Center for Astro-

physics in celebration of International Women's Year. "Earth and the Cosmos: Space for Women" was held in Cambridge, Massachusetts late last fall. The symposium focused on problems and potentials for women's careers in astronomy, geophysics and the space sciences.

Discussions stressed the realities of scientific careers for women: what jobs are available for women with high school or technical educations as well as those with advanced degrees; how to plan for careers in these fields; what problems women can expect to face in traditionally masculine communities; and most importantly, what special satisfaction the work of exploring the universe can provide. In addition to scientific investigation and education, panels of programmers, secretaries, and administrators from the Smithsonian discussed opportunities in direct support of scientific research such as communication, library science, and project management.

Energy Research and Development Administration

Career Day activities were sponsored by the Energy Research & Development Administration primarily for the children of ERDA employees, aged 12 to 20 years. Although open to both sexes, major emphasis was placed on career opportunities for women. The Germantown, Maryland, facility accommodated almost 600 participants with welcoming remarks from Robert Fri, Deputy Administrator and a keynote address by Dr. Estelle Ramey from the Georgetown University Medical School and Hospital. The exhibit area focused on opportunities within various scientific fields, and workshops highlighted individual and specific scientific occupational areas.

Air Force



The Federal Women's Program at Kelly Air Force Base, Directorate of Maintenance, in Texas has established an extensive career counseling program that assists women to achieve higher graded positions via training and progressive job experiences. Through career counseling, women are encouraged to accept new challenges to take advantage of work opportunities, to have confidence in their abilities, and to exer-

Career Counseling Handbook for Women Now Available

A Handbook for people who counsel women about their careers—supervisors, managers, personnelists, and EEO specialists.

- Explains why career counseling for women is important.
- Describes step-by-step procedure for helping women evaluate their work experience, set career goals, and implement their career plans.
- Includes sections on:
 - Discovering what job possibilities exist.
 - Obtaining training and exploring other developmental activities.
 - Maximizing the personnel system.
 - Using upward mobility programs.
 - Developing effective resumes and interview techniques.
- Provides descriptions of career counseling programs in several agencies and case studies of women who have successfully developed their careers.
- Lists sources of information on vocational development and career planning for women including books, articles, courses, and films.
 - Federal agencies have ordered copies for nationwide distribution. (CSC Bulletin No. 171-478). Copies will be distributed in January 1976. Additional copies may be obtained from Superintendent of Documents, Government Printing Office, Washington, DC 20402.

From the Counselor's Desk

Each woman has the awesome and challenging opportunity to mold her own future. It is up to her to develop awareness in being able to identify exciting opportunities. That awareness begins with a steady flow of new information and active communication with others. It is personal initiative and a plan of action that will insure success. Too often the passive attitude prevails and responsibility or blame is put upon someone or something else. It is interesting how often we hear, "It's the system's fault", "My background (upbringing) didn't provide well enough for me", or "My boss doesn't like me because he's a sexist", rather than, "Do I know how to work within the system?", "What can I do to upgrade myself?", or "Is there something that I have done that needs to be discussed with my supervisor?" It is essential to be realistic in assessing where we are and why we are there. Before we can move on, there must be an accounting of ourselves and to ourselves. Socially, professionally, and personally, we must be responsible for our own world.

Bolles, Richard Nelson, **What Color is Your Parachute**. Revised edition, Berkeley, California, Ten Speed Press, 1974. (Single copies may be ordered direct from publisher for \$4.95 and \$0.25 per copy—Ten Speed Press, Box 4310, Berkeley, California 94704)

A highly readable account of the job hunting and job changing process, filled with specific information, frank opinions, candid directions and humor.

Dunlap, Jan. **Personal and Professional Success for Women**. Englewood Cliffs, New Jersey, Prentice-Hall, 1972.

Specific, straightforward advice about how to succeed in the competitive work world and enjoy it.

Seed, Suzanne. **Saturday's Child: 36 Women Talk About Their Jobs**. Chicago: J. Phillips O'Hara, Inc., 1973.

Films:

"What's the Matter With Alice?" (16mm; 30 minutes).

A film designed to communicate an understanding of upward mobility: the management effort to provide employees, especially those at the lower levels, the encouragement and training to advance to more responsible jobs. One segment of the film is a case study of an underutilized woman. Excellent film to serve as discussion stimulus regarding career counseling and upward mobility for employees, supervisors, or managers. Order from NEWSFILMS, USA, 21 West 46th Street, New York, New York 10036; cost to Federal agencies is \$225 per print.

"Twelve Like You" (16 mm; 25 minutes).

A candid discussion about career opportunities for women by women. Twelve working women share their experiences and ideas about how women can reach their potential. Includes follow-up discussion guide. Order from Cally Curtis Company, 111 No. Los Palms Avenue, Hollywood, California 90038; 213-467-1101; \$360 purchase, \$100 three day rental, \$25 preview.

Bicentennial Exhibit

"A Special Destiny: The Role of Women in the Era of the American Revolution: 1750-1815", will be the first and only exhibition of its kind during the entire Bicentennial celebration. The exhibit examines the status and role of women in American society from the period of the American Revolution to the present time. Sponsored by the Pilgrim Society, the Plymouth Antiquarian Society, Plymouth County Development Council, Inc., the Plymouth Bicentennial Commission, corporate sponsors, and individual sponsors, the exhibition will open in June 1976 in Pilgrim Hall, Plymouth, Massachusetts and then travel to selected museums and universities along the east coast; the mid-west and ultimately to the west coast. It will be opened in each city by a prominent woman in the arts, sciences or public life. For additional information write the Pilgrim Society, 75 Court Street, Plymouth, Massachusetts 02360.

Women in Action

is the newsletter of the Federal Women's Program



U. S. Civil Service
Commission

Washington, D. C. 20415

Career Counseling For Women In The Federal Government - A Handbook. For Sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Price \$1.65, Stock Number 006-000-00894-1

Resource Review

U.S. Civil Service Commission, "The Federal Career Directory—1975". Available from U.S. Government Printing Office, Washington, DC 20402, Stock number 0600-00776, Price \$2.50. (The 1976 Directory will be available at GPO late January 1976).

A comprehensive catalogue describing Federal white-collar career occupations, including information about the kind of work, locations and qualifications.

U.S. Department of Labor, Women's Bureau. "Career Opportunities for Women" Women's Bureau Series: "Why Not Be—

An Engineer? Leaflet 41—1971
An Optometrist? Leaflet 42—1968
A Medical Technologist? Leaflet 44—1971
A Public Relations Worker? Leaflet 46—1970
A Technical Writer? Leaflet 47—1971
A Personnel Specialist? Leaflet 48—1968
An Urban Planner? Leaflet 49—1970
An Apprentice? Leaflet 52—1970

"College Educated Workers 1968-1980" U.S. Department of Labor, Bulletin 1676, Bureau of Labor Statistics 1970. (Price 35 cents).

Outlines supply and demand for college-educated workers (B.A. and advanced degrees). Also includes information on Junior College trained workers. Especially helpful because information about women in each field is included.

U.S. Department of Labor, Women's Bureau. "Continued Education Programs and Services for Women", Washington, D.C., U.S. Department of Labor, Women's Bureau, 1971. Order from U.S. Government Printing Office, Washington, D.C. 20402 (Price 70 cents).

A State by State analysis of continuing education services and programs of interest to women.

U.S. Department of Labor, Women's Bureau, "Get Credit for What You Know", Washington, D.C., Women's Bureau, 1971.

Indicates how to obtain high school equivalency or college credits without "returning to school", and notes this may be of special interest to women wishing to improve opportunities for better jobs. Lists sources of information for preparing and taking qualifying examinations.

U.S. Department of Labor, Women's Bureau, "Job Finding Techniques for Mature Women", Washington, D.C., Women's Bureau Pamphlet 11, 1973. Order from U.S. Government Printing Office, Washington, D.C. 20402 (Price 30 cents).

Designed to help mature women prepare for and find employment, this pamphlet includes sections on (1) self-inventories, (2) resumes, (3) jobhunting, (4) letters of application, (5) interviews, and (6) training. Much of the material is applicable to career development.

U.S. Department of Labor, "Merchandising Your Job Talents", Washington, D.C., U.S. Department of Labor. Order from U.S. Government Printing Office, Washington, D.C. 20402 (Price 25 cents, Stock Number 2900-0136).

A general and useful all-purpose handbook. U.S. Department of Labor, Bureau of Labor Statistics. **The Occupational Outlook Handbook**. Washington, D.C., U.S. Department of Labor, Bureau of Labor Statistics. Available in most libraries or order from the U.S. Government Printing Office, Washington, D.C. 20402 (Price \$6.25).

This handbook is published every two years and is the best single source for information about occupations.

U.S. Department of Labor, Bureau of Labor Statistics. **Occupational Outlook Quarterly**, Washington, D.C., U.S. Department of Labor, Bureau of Labor Statistics. Order from Bureau of Labor Statistics Regional Offices. (Price \$3.00 a year or 45 cents an issue).

A career guidance magazine.

U.S. Civil Service Commission, Office Federal Equal Employment Opportunity. "Upward Mobility Through Job Restructuring", Personnel Management Series No. 26. Washington, D.C., Office of Federal Equal Employment Opportunity, U.S. Civil Service Commission, 1974.

Designed to inform Federal managers about the essential benefits to be realized through the rearrangement of the way work gets done. It includes a description of the techniques used in redesigning jobs.

Bird, Caroline. **Everything a Woman Needs to Know to Get Paid What She's Worth**. New York, David McKay Company, 1973.

In question and answer format, this book describes the tactics and approaches women have used to deal successfully with specific job situations that threatened to thwart their progress or keep their salaries down.

Marjorie Ward Lynch at HEW



Mrs. Marjorie Ward Lynch was administered the oath of office as Under Secretary of Health, Education and Welfare on November 13, 1975, at an open ceremony held in the HEW North Auditorium.

Mrs. Lynch assumed the position of Under Secretary, Health, Education and Welfare, following an impressive career of appointments that included: Deputy Administrator, American Revolution Bicentennial Administration; Associate Director for Domestic and Anti-Poverty Operations, ACTION in Washington, DC, and Regional Director, Region X in Seattle, Washington. In addition, she served as an elected member of the Washington State Legislature from 1961 to December 1971.

Born and educated in England, Mrs. Lynch served during World War II in the Women's Auxiliary Air Force and later with the American Red Cross. Upon her arrival in the United States, Mrs. Lynch became a resident of Yakima, Washington, received United States citizenship and began a twenty-five year span of community services combining talents of lawmaker, active volunteer and government administrator.

Wally Funk Investigates Air Crashes



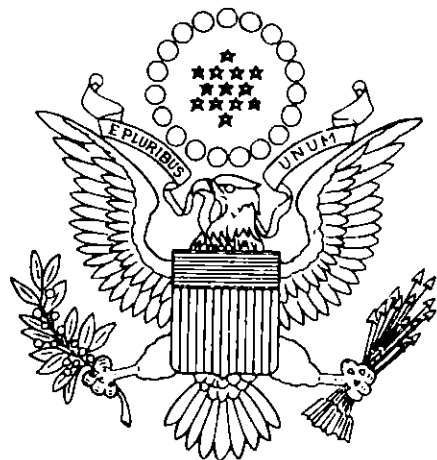
"If women are to assume a greater role in aviation, it is your daughters who must be permitted to develop their interest in aircraft." That was the statement of Wally (M.W.) Funk, the first woman to work as an investigator of aircraft crashes for the National Transportation Safety Board, when she spoke before a special meeting of FEW, Inc., in Southern California.

Ms. Funk's interest in aircraft began early when as a child she built model planes. It grew through learning to fly, flight instructing and astronaut training. She has also worked for the Federal Aviation Administration as a General Aviation Operations Inspector and served as a member of the Los Angeles FAA SWAP Team.

Clements Named to High Army Post



Sarah (Sally) W. Clements, newly named Assistant Deputy for Material Acquisition, Office of the Assistant Secretary of the Army (Installations and Logistics) is the first Department of the Army civilian woman to serve at the Secretariat level. Sally has the distinction of being the only 1974 woman recipient of the Department of Defense top civilian decoration, the Distinguished Civilian Service Award. A native of Chickasha, Oklahoma, and a Phi Beta Kappa graduate of the University of Oklahoma, Sally "joined the Army" in 1956, as a weapons system staff officer and served as Assistant Chief in the Office of Project Management, U.S. Army Materiel Command (USAMC) for eleven years.



The Board of Trustees of the Federal Woman's Award announced the 1975 winners late last year. A banquet honoring the recipients was held at the Shoreham Americana Hotel with approximately 500 in attendance. The recipients of the Award included Miss Anita Alpern, Dr. Barbara J. Dvorak, Dr. Evans Vaughan Hayward, Mrs. Wilda H. Martinez, Dr. Marie U. Nylén, and Dr. Marguerite M. Rogers.

The award winners were nominated by their agency heads and chosen by an independent panel of judges for their outstanding contributions to the Federal Government.

Federal

Mary Olmsted Named First Ambassador to Papua

Mary S. Olmsted has been nominated by President Ford as the first U.S. Ambassador to Papua, New Guinea. Ms. Olmsted's distinguished career with the Department of State includes posts as Principal Officer in Port Moresby, Deputy Director of Personnel in Washington, DC, and assignments to Montreal, Amsterdam, Reykjavik, Vienna and New Delhi. In a presentation awards ceremony where Ms. Olmsted received the Department of State, Christian A. Herter Award, she was cited as the first senior woman Foreign Service Officer who voluntarily put her name, her rank and her career on the line to help remove discrimination against women.



The appointment of Ambassador Olmsted brings the total of women currently serving as U.S. Ambassadors to five. The number of women who have so served, since the first women was appointed in 1933, is now sixteen.



Mrs. Wilda H. Martinez

Mrs. Martinez, Staff Scientist, Department of Agriculture, Agricultural Research Service, has developed methods for extracting pure protein from cotton seed. Her research is expected to play an important part in improving and increasing the food supply in the United States and in developing countries where cotton is grown. Mrs. Martinez has studied chemistry at Tulane University, Iowa State University and University of California and has also been a research assistant at Tulane University and Sloan Kettering Institute. In twenty-one years of Federal Service, Mrs. Martinez has received the USDA Superior Service Award and is active in many societies including Sigma Xi.



Miss Anita F. Alpern

Miss Alpern, Assistant Commissioner for Planning and Research, Treasury Department, Internal Revenue Service, developed new systems and techniques that greatly impact on nationwide collection policy and program direction for some 10,000 employees located in 58 IRS districts. She is the architect of comprehensive data management and evaluation systems used throughout the Internal Revenue Service. Through her high degree of administrative ability and leadership, she has instilled in her staff a deep sense of responsibility and commitment to high performance standards. Miss Alpern attended the University of Wisconsin and Columbia University and has also served in the U.S. Employment Service and Department of Defense. Miss Alpern received numerous outstanding performance ratings during her 28 years of Federal Service.



Dr. Evans Vaughan Hayward

Dr. Hayward, Nuclear Physicist, Department of Commerce, National Bureau of Standards, pioneered work in the field of photonuclear physics, designed and conducted experiments that made initial observations of the nature of interactions between atomic nuclei and incident X or gamma rays with high energies, resulting in breakthrough discoveries. Her Doctorate and Masters Degrees were conferred by the University of California and her undergraduate work was completed at Smith College. Dr. Hayward has also worked with the University of California Radiation Laboratory, and received a Guggenheim Foundation Fellowship to the Institute for Theoretical Physics. In her fifteen years of Federal Service, she has received many distinguished awards including Department of Commerce's Gold and Silver Medal Awards, and the Service Award for Distinguished Authorship. She has been appointed to numerous advisory councils.

MCP Award Presented



Action Lines

→ Dr. Mary Jane Oestmann has been selected to receive the Nuclear Regulatory Commission's Distinguished Woman Award in a special ceremony in Bethesda, Maryland. Dr. Oestmann, who has an international background of research and teaching in radioisotopes and reactor chemistry, was chosen for her outstanding contribution to the environmental efforts of the NRC in the licensing process for nuclear power plants.

→ Joy R. Simonson has been appointed as the first Executive Director of the Advisory Council on Women's Educational Programs. The twenty member Council appointed by President Ford, advises the Assistant Secretary for Education and the Commissioner of Education concerning the improvement of educational equity for women.

→ Mrs. Mary Hickman, Environmental Protection Coordinator for the Naval Station, Roosevelt Roads, Puerto Rico, was selected as Federal Woman of the Year for that area. An ardent defender of the natural environment, Mrs. Hickman also received an outstanding performance evaluation for the development of an environmental program which resulted in a superior classification of the solid waste disposal facility at the Naval Station.

→ Mrs. Dorothy M. Pleasant has recently been advanced to the executive level as a senior operations officer at the Customs Service, Washington, DC. A graduate of Spelman College in her native Atlanta, Georgia, she joined Customs Service in 1963, as a Customs Aid GS-5. She acquired training in thirteen different jobs, predominantly filled by males, to attain her present status.

→ The second annual two-day Federal Working Women's Seminar designed for women of all grade levels was held recently in Indianapolis. The Seminar was sponsored by the Indianapolis Council of Federal Agencies and was chaired by Norma Putoff, Naval Avionics Facility, FWP Coordinator. Five hundred women from Federal agencies participated in the seminar.

→ The St. Louis Metropolitan Federal Women's Program Council and the Federal Executive Board sponsored the first Federal Women's Week last fall to recognize the signing of Executive Order 11375, which added sex discrimination to other forms of discrimination prohibited in the Federal Government, and to recognize International Women's Year. The week was proclaimed by the Mayor of St. Louis, and the County Supervisor.

A luncheon for agency heads and Federal Women's Program Coordinators kicked off the week's activities. Keynote speaker for the luncheon was Helene S. Markoff, Director of the Government-wide Federal Women's Program, U.S. Civil Service Commission, Washington, DC.

Three outstanding St. Louis Area Federal women were presented awards for their achievements in promotion of equal employment opportunity. Those receiving the award were: Betty Parker, AVSCOM; Charlene Gill, DMAAC; and Carol Ehrhard, FHA.

→ Edward Hines, Jr. Hospital of the Veterans Administration in Hines, Illinois, held Career Day for students and employees earlier this year. Stressing upward mobility and career counseling, the participating medical services were represented by employees who provided information on occupational duties, entrance requirements, and qualifications and advancement opportunities. Aids in the form of pamphlets and brochures were available as handout material.

Over 625 students and employees availed themselves of the unique opportunity to observe and discuss occupations of various medically related fields which could lead to occupations offering upward mobility.

→ The Women's Activities Subcommittee of the Atlanta Federal Executive Board, together with the Civil Service Commission Regional Federal Women's Program, sponsored a luncheon in July to salute women in Government.

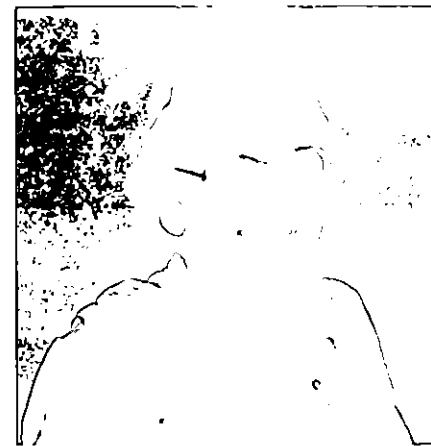
In celebration of International Women's Year, 1975, the large gathering, including members of the local news media, heard speakers representing Federal, State and local government and the Atlanta Consular Corps. Keynote speaker for the program was Miss Anita Alpern, Assistant Commissioner for Planning and Research, Internal Revenue Service, Department of Treasury.

An exhibit featuring women at various levels of government and emphasizing women in the Atlanta Region Civil Service Commission was on display.

→ The Federal Women's Program of the Air Force Logistics Command Tinker Air Force Base, Oklahoma saluted International Women's Year 1975, and highlighted women in their workforce. A special edition of the newspaper **Tinker Take-Off** provided an impressive display of woman-power in the U.S. Air Force.

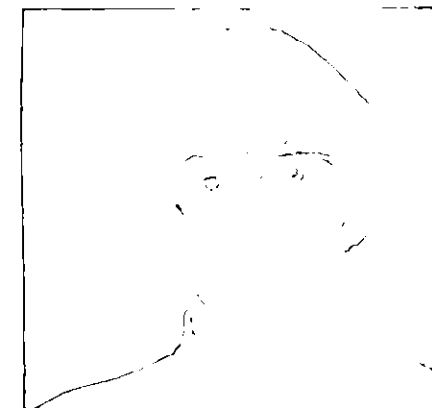
→ Headquarters, US Army Aviation Systems Command, St. Louis, Mo, developed and presented an eight hour training course, "Planning for Progression", in response to International Women's Year. The three objectives of the course included: to approach problems positively; to realize the importance of an individual development plan; and, to realize we control our own behavior. To meet these objectives, the training course dealt with such subjects as Upward Mobility, communication, general awareness and transactional analysis. AVSCOM women who had successfully bridged from clerical to career positions also conducted a panel for the large proportion of women in lower grade areas.

Woman's Award - 1975



Dr. Marguerite M. Rogers

Dr. Rogers, Assistant Technical Director and Head, Systems Development Department, Department of the Navy, Naval Weapons Center, is a nationally recognized expert in the delivery, development, tactical employment and ultimate effectiveness of conventional weapons. Her accomplishments include the direction of development of thirty weapons and warheads from the feasibility stage through release to the Bureau of Naval Weapons. She completed graduate and undergraduate studies in physics at Rice Institute and was formerly a member of the faculty of the University of Houston. During her thirty-two year career with the Federal Government Dr. Rogers also received the L.T.E. Thompson Award (Navy), Kiwanis Citizenship and China Lake Woman's Awards, and memberships including Sigma Xi, Phi Beta Kappa and the American Physical Society.



Dr. Marie U. Nylén

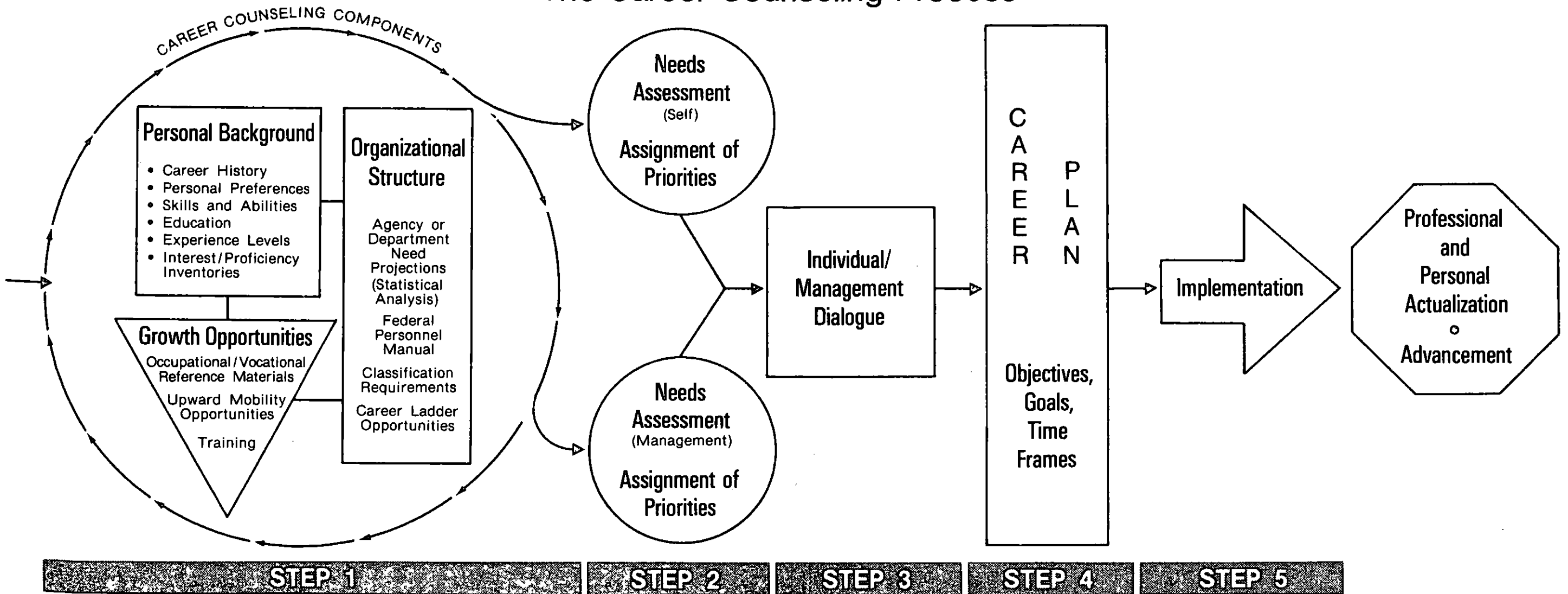
Dr. Nylén, Chief, Laboratory of Biological Structure, Department of Health, Education and Welfare, Public Health Service, National Institutes of Health, has significantly advanced the frontiers of scientific knowledge in several fields of biological investigation related to the morphology of tooth structure. She received her D.D.S. from the Royal Dental College in Copenhagen, Denmark, and has also been a faculty member there. During her twenty-year career with the Federal Government, Dr. Nylén has been the recipient of a Superior Service Award (HEW), International Association of Dental Research Award and an honorary degree, Doctor of Odontology, from the Royal Dental College.



Dr. Barbara J. Dvorak

Dr. Barbara Dvorak, Supervisory Personnel Research Psychologist, Labor Department, Manpower Administration, has achieved international recognition in the areas of psychological tests and measurements and vocational counseling. One of her most outstanding achievements has been the development of the General Aptitude Test Battery, a group of tests which measure nine basic aptitudes important for success in a wide variety of occupations. Dr. Dvorak holds a B.A., M.A. and Ph.D. from the University of Minnesota and has also served with the Employment Stabilization Research Institute, University of Minnesota and American University. A member of Phi Beta Kappa, she has been the recipient of many awards including the Elmer A. Voight Award, Department of Labor's Distinguished Service Award and is a Diplomate in Industrial Psychology. Dr. Dvorak has been with the Federal Government since 1931.

The Career Counseling Process



The career counseling process helps an individual to focus upon organizational structure, growth opportunities and personal background, and to compare these areas with management needs in the development of a career plan.

STEP 1

Although there are fourteen or more various areas that must be taken into consideration, the components can be separated into three parts.

1. Personal Background

These six areas enable an individual to look at herself/himself and to compile a personal picture or profile that reflects present and potential abilities.

2. Growth Opportunities

Components in this area provide an opportunity for the individual to change and grow in directions that will enhance and add to the personal profile. Through training and developmental opportunities (mobility assignments, on-the-job training, classroom course work, committee work, special assignment and details) occupational information and upward mobility opportunities, the individual can strengthen and develop professional potential.

3. Organizational Structure

This grouping enables an individual to become aware of the policies and practices of an organization and the civil service procedures that operate government-wide. The Federal Personnel Manual is the policy manual for all personnel areas including the merit system, classification areas and recruitment information. These components provide essential job information and organizational predictions necessary to construct a career plan.

STEP 2

After a full exploration of all components, the individual must evaluate and assess the information privately and verbally with a career counselor. Talking with a skilled counselor helps to focus more accurately on the points under consideration. A personal needs assessment can then be developed by the individual with the aid of the counselor. Management also assesses the needs of the organization in terms of assigned mission.

STEP 3

At this point management and the individual enter into a dialogue. The

goal of this step is to attempt to match both sets of priorities and needs to each other.

STEP 4

Discussion with management will provide additional information to construct a career plan. Career plans usually are developed by the individual in cooperation with a career counselor. Appropriate growth opportunities, short and long-term goals, and time frames are put into an action plan. A career plan is flexible and may change with the onset of new conditions and opportunities.

STEP 5

The implementation stage is a life-long series of progressive steps that lead to a fuller, richer, more challenging career. There is a need for frequent review and flexibility in carrying out stated goals. If you are employed with the Federal Government, the Federal Women's Program Coordinator for your agency can inform you where career counseling is available at your installation.

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Newsletter of the Federal Women's Program

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APRIL 1976

IN THIS ISSUE:

Fed. Women's Program 99-2
Counselor
Naval War College
New Port, RI 02840

KEY APPOINTMENT

W. Antoinette Ford appointed deputy director of Labor Department's Office of Federal Contract Compliance Programs.

WOMEN APPRENTICES

Women apprentices are working in a greater variety of 'nontraditional' jobs than ever, reports Bureau of Apprenticeship and Training official.

APPOINTMENT

Two women named to Advisory Committee for Higher Education Equal Employment Opportunity Programs.

SPECIAL AWARDS

Young women and men craftworkers will be honored with "Paul Revere" Bicentennial Awards.

PROFILE

Molly Pitcher and other women aided soldiers in American Revolution.

LEGISLATIVE LINE

Victims of job discrimination entitled to seniority, Supreme Court rules.

PUBLICATIONS HIGHLIGHTS

State laws affecting women workers detailed in new Women's Bureau publication.

DIRECTOR'S JOURNAL

Women unite in ERAmerica

WOMAN NAMED TO KEY LABOR DEPARTMENT POST

WASHINGTON -- W. Antoinette Ford, a former member of the District of Columbia City Council, has been appointed deputy director of the U.S. Department of Labor's Office of Federal Contract Compliance Programs, Secretary of Labor W. J. Usery Jr. announced recently.

Ford will help direct OFCCP's administration of laws requiring firms with federal contracts to provide equal employment opportunity to minorities, women, the handicapped, and Vietnam-era veterans.

The OFCCP is part of the Employment Standards Administration.

Ford, 34, comes to the Labor Department after teaching on an academic fellowship at Harvard University since 1975. Previously, she was an environmental and energy consultant in Washington, D.C.

In 1973-74, Ford worked at the Commerce Department primarily as a contract officer for the Office of Minority Business Enterprise (OMBE). She headed a task force to determine the number and analyze the growth of minority-owned businesses nationwide, and also performed liaison between OMBE and women in business. Concurrently, she was a member of the District of Columbia City Council, serving as chairperson of the Commercial Development Committee.

In September 1971, Ford was named a White House Fellow with the Department of the Treasury. As a fellow, she chaired the Minority Business Concessions Task Force, heading up an effort to determine the possibility of international trade between minority businesses and African countries. She previously had held positions in oceanography in the federal government and private industry.

Ford received a B.S. degree from Chestnut Hill College in Philadelphia, her hometown, and an M.S. degree from American University in Washington, D.C.

She resides in Washington, D.C., with her husband, Melvin, and their daughter, Regan, 6.

###

MORE WOMEN APPRENTICES
IN NONTRADITIONAL JOBS

WASHINGTON -- Women were working as apprentices in a greater variety of non-traditional occupations in 1974 than ever before.

These occupations included: plumber and pipefitter, roofer, structural steelworker, aircraft mechanic, molder, tool-and-die maker, and pressman, according to latest tabulations of the U.S. Department of Labor's Employment and Training Administration.

One hundred or more women were apprentices in each of these occupations: barbers and beauticians (473), carpenters (136), compositors (126), electricians (113), and machinists (116).

Analyzing statistics on registered apprentices in the United States, Hugh C. Murphy, administrator of the Bureau of Apprenticeship and Training, expressed gratification at the increased participation of women in apprenticeship programs.

He noted that:

---About 1,670 women entered apprenticeship programs in 1974, compared to 960 the previous year.

---Women who completed apprenticeship programs in 1974 numbered 402; in 1973 the figure was 146.

---The total number of women in apprenticeship programs increased in 1974 to 3,707 or 0.9 percent, compared to 3,287 or 0.7 percent in 1973.

Two states were superior in terms of numbers of women in apprenticeship and their percentage of the total number of apprentices in the state: Virginia with 365 women (4.6 percent) out of a total of 8,640, and Wisconsin with 304 women (3.5 percent) out of 8,630 apprentices.

The total number of registered apprentices in the U.S. in 1974 was 291,000 -- an increase of 7,000 from the previous year and the highest in history, Murphy said.

About 46,450 apprentices completed an average of four years in approximately 415 occupations and became journeymen in 1974, a six percent increase over the 43,700 who completed programs in 1973.

The total number of new registrations in apprenticeship programs declined by 11 percent in 1974 to 112,800, however.

###

April 1976

WOMEN & WORK - 4/76
DIRECTOR'S JOURNAL - p.2DIRECTOR'S JOURNALWOMEN UNITE IN ERAmerica

by CARMEN MAYMI

Director, Women's Bureau
U.S. Department of Labor

The establishment of ERAmerica to push for ratification of the Equal Rights Amendment is a good example of how women's groups and their allies can get things done by pooling their efforts and resources.

More than 100 women's organizations and groups involved in women's concerns -- including unions, churches, civil rights groups and political organizations -- have been operating their own individual programs to promote the concept of equal rights for women and ratification of the Equal Rights Amendment since Congress approved the amendment in 1972.

Results have been good. Thirty-four states have ratified, and only four more are needed before March 22, 1979.

But the momentum built up in 1972 has been diminishing. In 1972, 22 states ratified; in 1973, 8 more joined the ranks; 1974 saw ratification in 3 states, but in 1975 only 1 state approved the amendment.

In the meantime, efforts have been made to rescind the approval in a number of states, although legal authorities say that rescission would be invalid.

By 1975, it became clear that a more concentrated drive was necessary and that the groups supporting ERA would have to combine their resources in a nationwide campaign for the Equal Rights Amendment to become part of the Constitution and the legal rights of women to be recognized under the amendment.

At that point, the National Commission on the Observance of International Women's Year sponsored a Consultant's Day, bringing together representatives of major national organizations, labor and church coalitions, and state ERA coalitions to determine an effective course for the future.

(MORE)

The consensus was that a comprehensive ERA program was necessary and that an independent national organization was the best way to achieve success. The ERA committee of the National IWY Commission was asked to serve as the catalyst and convener.

Representatives of the national groups continued to meet under the auspices of the ERA committee until an organizational structure was developed and the leadership selected. The new organization was given the name ERAmerica, and two prominent proponents of ERA were named co-chairs--Elly Peterson, former assistant chairman of the Republican National Committee, and Liz Carpenter, member-at-large of the Democratic National Committee. Funding will come from organizations supporting ERA.

ERAmerica will focus on three basic issues: ratification of the amendment in four states; defeat of attempts to rescind earlier ratifications, and support of state equal rights legislation.

It is this kind of concerted action that brought about passage of the Equal Pay Act and prohibition of sex discrimination in Title VII of the Civil Rights Act. Once again, the united voices of American women, speaking through ERAmerica, may tip the scales in favor of equality.

###

PUBLICATIONS HIGHLIGHTSNEW PUBLICATION REPORTS ON
STATE LAWS AFFECTING WOMEN WORKERS

WASHINGTON -- State laws affecting women workers have changed in form and emphasis, a new Women's Bureau publication reports.

"State Labor Laws in Transition: From Protection to Equal Status for Women," summarizes state labor laws of special interest to women and notes the altered status of laws applying only to women and the increasing emphasis on equal employment opportunity for them.

The pamphlet reviews the status of state laws on minimum wage, premium overtime pay, equal pay, fair employment practices (age and sex discrimination), maximum hours, night work, occupational and weightlifting limitations, meal and rest periods, child-birth-related limitations, and occupational safety and health in the 50 states, Puerto Rico, and the District of Columbia.

"State Labor Laws in Transition: From Protection to Equal Status for Women" is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, for 35 cents a copy.

###

Hispanic American women had higher unemployment rates (11.2 percent) than all white women workers (7.7 percent) in the third quarter of 1975; this and other facts concerning the economic status of Spanish-origin women are included in "Women of Spanish Origin in the United States," a new publication of the Women's Bureau.

Tables providing detailed information about residence, age, marital status, employment and unemployment, heads of households, number of children, occupations, educational attainment, work experience, and income of Spanish-origin women make up a large part of the study.

The pamphlet also distinguishes among women of Mexican, Puerto Rican, and Cuban backgrounds to help identify their individual problem areas.

Free single copies are available from the Women's Bureau, U.S. Department of Labor, Washington, D.C. 20210.

###

April 1976

TWO WOMEN APPOINTED TO LABOR, NEW EEO ADVISORY COMMITTEE

WASHINGTON -- Two women have been added to the membership of the Federal Advisory Committee for Higher Education Equal Employment Opportunity Programs.

Appointed jointly by Secretary of Labor W. J. Usery Jr. and Secretary of Health, Education and Welfare David Mathews, the new members are: Dr. Joan E. Wallace, Deputy Executive Director, National Urban League, and Mary Ellen Verheyden-Hilliard, National Coordinator, Education Task Force, National Organization of Women.

Wallace and Verheyden-Hilliard will join the 10 previously appointed committee members in providing the Departments of Labor and HEW with continuing advice and recommendations on equal employment matters at institutions of higher education.

###

"New Directions for Chinatown," in the March issue of Worklife magazine, includes information about the occupational distribution and low income status of Chinese women workers in the United States.

The article reviews the history of Chinese immigration to the United States and employment patterns of Chinese people living in this country.

Chinese women who work primarily as seamstresses, food service workers, and clerical workers are the most seriously underemployed, the article states.

A number of suggestions for solving the problems of Chinese workers are included in the article.

Also in the March Worklife magazine is an article about New Jersey Employment Service employees who have been able to take advantage of the New Jersey Department of Labor and Industry Cooperative Education Program.

Most of the participants are women in their thirties and forties who had been unable to move out of secretarial, stenographic or subprofessional aide positions.

The program provides time and tuition-free classes for employees working toward college degrees. It also provides opportunity to get college credit for work and life experience.

Worklife magazine is available for the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, at \$1.30 per copy.

###

April 1976

LABOR DEPARTMENT TO HONOR OUTSTANDING YOUNG WOMEN CRAFTWORKERS

WASHINGTON -- A number of young women who are craftworkers will be honored this year for their superior work skills and citizenship with special Bicentennial awards from the U.S. Department of Labor.

They are among a group of approximately 50 young craftworkers from across the nation who will receive "Paul Revere Awards."

Sponsored jointly by the U.S. Department of Labor and the Vocational, Industrial Clubs of America (VICA), the silver medallion awards commemorate Revolutionary War craftsman-patriot Paul Revere.

Winners will be chosen in local VICA-sponsored contests for their achievement in work skills and qualities of citizenship, leadership and community concern. Contestants will represent up to 200 vocations.

Local finalists will be honored during the week of June 13 at the National VICA convocation in Miami, Fla. A national winner of the top Paul Revere Award will travel to Washington, D.C., for a visit with Secretary Usery and U.S. Congressional representatives from his or her home state.

VICA is a national, nonprofit organization of high school and post-secondary clubs chartered in 46 states, Puerto Rico and the Virgin Islands. VICA annually sponsors state and regional skill contests for its 200,000 club members in an effort to prepare young people for careers in trade, technical, industrial and health occupations.

The special Paul Revere Award contest is part of the Labor Department's observance of the Bicentennial.

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PROFILE

April 1976

WOMEN AIDED SOLDIERS IN CONTINENTAL ARMY;
ONE EARNED FAMOUS NICKNAME, MOLLY PITCHER

As many as 20,000 women were attached to various American Army units during the Revolution. Families displaced by war, mothers in search of protection and food, wives who wanted to be with their husbands, and prostitutes all followed the Army.

While there were no WAC's in the Continental Army, women served the cause of the Revolution, both on the battle front and behind the lines. Besides relieving the tedium and loneliness of long marches and camp life, women performed essential tasks such as cooking, washing and mending.

Their most valuable contribution, however, may have been their influence on the soldier's cleanliness. In a war where disease caused more deaths than battle wounds, the women "put the men upon washing their hands and faces, and keeping themselves neat and clean."

Despite the women's services to the troops, some Army commanders considered them a nuisance and even a burden. General Anthony Wayne, however, felt that as long as they were useful, the Army could tolerate them.

Although concerned, General Washington opposed attempts by the Secretary at War and the Superintendent of Finance to limit the number of women attached to any single unit. "I was obliged to give Provisions to the extra Women in the Regiments," he explained, "or lose by Desertion, perhaps to the Enemy, some of the oldest and best Soldiers in the Service."

Some women contributed more directly to the war effort by carrying cartridges and water to soldiers in battle and nursing the wounded after many engagements.

Probably the most famous woman serving with the Continental Army was Mary Hays, known to history by her nickname, Molly Pitcher.

(MORE)

WOMEN & WORK - 4/76
PROFILE - p. 2

Traveling with the Army to be near her husband, this stocky tobacco-chewing farm girl earned her nickname and her place in history on a blistering hot day in June 1778. After following the British Army 80 miles from Valley Forge, Washington's troops engaged the British at Monmouth, N.J.

During the battle, with water in short supply, practically the only relief for the soldiers came from Mary Hays. Throughout the day, she hurried back and forth across the battlefield carrying pitchers of water from a nearby stream.

Her famous nickname is said to have come from the abbreviated pleas for water from the parched soldiers "Molly! Pitcher!"

The cannon as well as the men needed the water that "Molly" supplied. Heated barrels had to be swabbed between shots to prevent the premature ignition of new powder bags being rammed down.

Late in the battle, while helping her husband tend a gun, Mary displayed exceptional calmness and courage when, as legend has it, a British shell passed between her legs, tearing away the lower part of her petticoat.

A nearby soldier, observing the incident, later wrote that "Mary reacted to the narrow escape with apparent unconcern," remarking only that she was "lucky it did not pass a little higher." She immediately returned to her station on the gun.

###

LEGISLATIVE LINE

April 1976

SUPREME COURT SENIORITY RULING
MAY BENEFIT MANY WOMEN WORKERS

WOMEN & WORK - 2/76
LEGISLATIVE LINE - p. 2

WASHINGTON -- In a 5-3 decision that may benefit many women workers, the U.S. Supreme Court has ruled that victims of illegal hiring practices should be given seniority as of the date they were denied employment in violation of the Civil Rights Act of 1964.

Although the decision in *Franks v. Bowman Transportation Co.* (no. 74-728) deals specifically with black men who had been denied jobs as over-the-road (OTR) truck drivers, Justice Brennan's majority opinion notes:

We...repeat...the observation of earlier decisions that in enacting Title VII of the Civil Rights Act of 1964, Congress intended to prohibit all practices in whatever form which create inequality in employment opportunity due to discrimination on the basis of race, religion, sex, or national origin.

The Supreme Court cautions that lower courts are not required to award seniority status in all circumstances; however, as in the case of backpay, they can deny it only for reasons that would not frustrate the statutory purpose of eradicating discrimination throughout the economy and making persons whole for injuries suffered through past discrimination against them. When a discriminatory hiring pattern and practice has been demonstrated (as in the case in question), the burden must be on the employer to prove that individuals who reapply under court order were originally rejected on the basis of such factors as vacancy, qualification, or performance -- rather than a basis prohibited by law. The decision further noted that without an award of seniority dating from the time at which they were discriminatorily refused employment, individuals who apply for and obtain employment as OTR drivers, pursuant to the District Court's order enjoining the company from perpetuating its discriminatory practices, would

(More)

never obtain their rightful place in the hierarchy of seniority; they would perpetually remain subordinate to persons who, but for the illegal discrimination, would have been, in respect to entitlement to these benefits, junior to them.

As for the contention that awarding retroactive seniority to the class of discriminatees will conflict with the economic interests of individuals already in the jobs, the Court quotes an appeals court finding that there will be little hope of correcting the wrongs to which title VII is directed if relief can be denied merely because the majority group of employees, who have not suffered discrimination, will be unhappy about it.

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FROM Dept of Labor - Office of Info	DATE RECEIVED IN CENTRAL FILES 16 Apr 76	REPLY DUE
	FILE NUMBER 5727/Women Power	COPIES AVAILABLE 2
ORIGINATOR'S IDENTIFICATION DATA AND DATE		

SUBJECT
WOMEN & WORK APRIL 1976

INTERDEPARTMENT						INTRADEPARTMENT					
ROUTE ORDER	CODE	ROUTING SYMBOL	INITIALS	DATE		ROUTE ORDER	CODE	ROUTING SYMBOL	INITIALS	DATE	
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REMARKS (INDICATE COMMENTS, ACTION, OR ACTION BEING TAKEN.)

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527-1-1 WIA

FEDERAL WOMEN'S WEEK EVENT

Tuesday, 24 August 1976

1030

**Pringle Hall
Naval War College**

"CARDIO PULMONARY RESUSCITATION"

Presentation by LCDR F. Stevenson, USN - NETC Staff

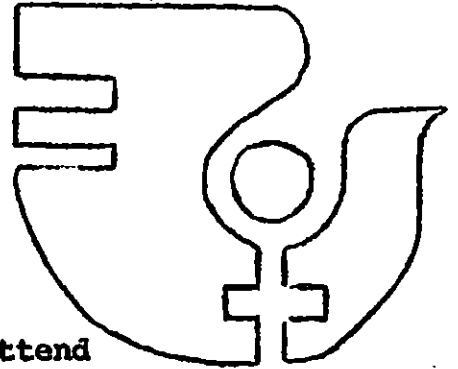
LCDR F. Stevenson is a Certified CPR Instructor, a R.I. Certified Emergency Medical Technician, a Red Cross First Aid Instructor and a member of a local rescue squad.

Film, demonstration and discussion

NOT FOR WOMEN ONLY!

EVERYONE INVITED

5727/WIA
The biological symbol
for women; the mathe-
matical sign for
equality.



YOU are cordially invited to attend
a luncheon
in celebration of
FEDERAL WOMEN'S WEEK

Date. On Thursday, 26 August 1976 (Women's Equality Day)
Place. Officers' Club
Time. Cash Bar 1130 - 1230
Luncheon 1230
Speaker 1300

Rae O'Neill, Director of the Adult Daytime Education Program
at the University of Rhode Island will speak on
"WOMEN 1976."

Menu: New England Clam Chowder
Garden Green Salad
Breast of Chicken Cordon Bleu
Au Gratin Potatoes
Cordial Mousse COMO
Rolls, Butter, Coffee

Price per person is \$5.00.

HOPE YOU CAN MAKE IT!

Please make checks payable to Commissioned Officers' Mess (Open).
Give cash or check to your Federal Women's Program Coordinator,
Deanna May, C-417.

Please turn in money by Monday 16 August.

Yes, I will attend:

_____ Name

MAIL CONTROL RECORD
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FROM U. S. Dept of Labor	DATE RECEIVED IN CENTRAL FILES 18 AUG 76	REPLY DUE
	FILE NUMBER 5727/Women Power	COPIES AVAILABLE 2
ORIGINATOR'S IDENTIFICATION DATA AND DATE August 1976		

SUBJECT
 Women and Work

INTERDEPARTMENT						INTRADEPARTMENT					
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