

WOMEN IN ACTION

An Information Summary For the Federal Women's Program

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CSC and LEAA Act:

Height Requirement Removed for Law Enforcement Jobs

Recent actions taken by the U.S. Civil Service Commission and the Law Enforcement Assistance Administration (LEAA) should open the way to increased representation by women and minorities in the law enforcement field in both Federal and non-Federal positions.

The U.S. Civil Service Commission recently removed height and weight requirements from the qualification standards governing the appointment of U.S. Park Police, deputy marshals, special agents in the Bureau of Narcotics and Dangerous Drugs, and jobs in fire protection and prevention. U.S. Civil Service Commission Chairman Robert E. Hampton said: "This is another in a continuing series of changes designed to make standards

more realistic and to remove all procedural barriers which might inhibit equal employment opportunity in Government."

The Law Enforcement Assistance Administration has informed police departments, correctional institutions and courts that receive aid from LEAA that they may no longer use a minimum height requirement as a job qualification. Unless it can be shown as essential to a job performance, height limitations are now banned in the 40,000 LEAA funded agencies. It is felt that height requirements had created a discriminatory practice against women and certain minority groups.

Furthermore, recipients of LEAA grants who (a) receive \$25,000 or

more in aid (b) employ 50 or more people and (c) are located in a geographic area where the available minority workforce is 3% or more of the total workforce must now formulate, implement and maintain an Equal Employment Opportunity Program affecting women and minorities. The written EEO Program, among other criteria must also include statistics on race, sex and national origin, and a narrative report on current employment policies, procedures and practices as they relate to minority employment and equal opportunity for women. Plans must also be included for the dissemination of the Equal Employment Opportunity Program to all personnel, applicants and the general public.

Opportunities at FAA

The Federal Aviation Administration and the U.S. Civil Service Commission have reopened the Air Traffic Control Examination. Air Traffic Controller entry positions are at the GS-5 and GS-7 levels with promotional opportunities to the GS-11 through GS-13 levels in about five years. Recent legislation has set a maximum entry age of 30 for most air traffic



positions. There are approximately 370 women employed in this occupation and the FAA is striving to increase this number. Test applications and information are available at any Civil Service Commission Office, Federal Job Information Center and at most large post offices.



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Dallas FEB Holds Third Women's Seminar Distinguished Winners



Some key participants at the Dallas seminar were: (left to right) Dorothy D. Stuck, Chairwoman of the Women's Committee; Vera Beth Robinson, member of the Women's Committee and Dallas Area Manager (CSC); and Virginia R. Allen, keynote luncheon speaker.

An active Federal Executive Board Women's Committee and Civil Service Commission Regional Training Center staff in Dallas combined forces to produce a successful third annual Women's Seminar on training. The ten-member committee, active since June 1971, uses ideas and suggestions generated in one conference activity as study material and program theme for the next one.

The two-day 1973 training session held in March had as its theme, "The Reality of Getting Ahead." Ten major problem areas hampering advancement, as identified by Federal women employees, were tackled by participants in small group problem-solving sessions. Workshops were held with discussions centering around four major topics:

1. FEO Action Plans
2. Managing Change
3. Upward Mobility
4. Roles of Women's Program Coordinators and Committees

The speakers for the conference were selected because of their active roles in effecting change that would lead to furthering employment opportunities for women. Mrs. Virginia L. Allen, Deputy Assistant Secretary of State for Public Affairs, spoke on the conference theme, "The Reality of Getting Ahead". Mrs. Jo Ann Peters, a Dallas attorney active in Women for Change, chose the topic, "Are Organizations Ready for Change?"

The Dallas Federal Executive Board Women's Committee conference attracted approximately 150 agency managers, FWP Coordinators, EEO and Personnel Officers.

"Attitudes and Actions" at Arkansas

"Federal Women's Program: Attitudes and Actions" was the theme of a conference held April 6 in Little Rock, Arkansas under the sponsorship of the Federal Women's Program Subcommittee of the Federal Executive Association of Arkansas.

One hundred persons attended the conference. In addition to Federal managers, EEO Officers and FWP Coordinators, there were also representatives from the State of Arkansas, City of Little Rock, Urban League of Little Rock, and Philander Smith College in attendance.

Dorothy Stuck, Dallas Regional Director for HEW's Office for Civil Rights, and Chairman of the Dallas-Fort Worth Federal Executive Board's Women's Committee was the keynote

speaker. Diane Kincaid, Chairman of the Arkansas Governor's Commission on the Status of Women, was luncheon speaker. Faye Walker, FWP Coordinator for the Dallas Region, U.S. Civil Service Commission, was speaker for the afternoon session and also led workshop sessions on "Federal Women's Program Actions." Dr. Rae Barnes, a psychologist with the VA Hospital in Little Rock, led workshop sessions on "Management Commitment and Attitude."

To carry out the action theme of the conference, a follow-up meeting will be held next fall at which time participating agencies will be asked to report on actions taken as a direct result of the conference.

Ambassador Carol Laise, U.S. Envoy to the Kingdom of Nepal, and Mrs. Charlotte Tuttle Lloyd, Assistant General Counsel, Department of the Treasury, are among the ten winners of the National Civil Service League's 1973 Career Service Award for Sustained Excellence.

Ambassador Laise, whose Federal career spans 34 years, served with the Department of Agriculture, the Civil Service Commission and the U.N. Refugee Relief Administration before joining the State Department in 1948. She has been the Ambassador to Nepal for the past six years.

According to Ambassador Laise, the Nepal Women's Organization thinks her status as Ambassador and Dean of the Diplomatic Corps is positive reinforcement of the recognition and role that women can achieve in society. "Because I am a woman and an Ambassador, they consider me as giving a tremendous boost to their efforts to achieve recognition and improve the status of women in Nepal. They are very happy about the National Civil Service League award and have their own sense of pride about it all," she said.

Mrs. Charlotte Tuttle Lloyd has served as Assistant General Counsel of the Treasury Department since 1965 and has been in Federal service since 1934. She was the first woman to hold a legal position of such rank in the history of the Treasury Department. She is considered a legal expert in such fields as constitutionality of various techniques of taxation, ethical practices by Government officials and employees, conflict of interest matters and administrative procedures. In 1967 Mrs. Lloyd was nominated by the Treasury Department for the Justice Tom C. Clark Award and in 1970 received the Treasury Department's Meritorious Service Award in recognition of her exceptional competence and achievements.

CAN YOU TOP THIS?

The U.S. Embassy in Barbados has challenged the record of the Consulate General at Rotterdam where 50% of the staff is composed of female Foreign Service Officers. According to Ambassador Eileen R. Donoran, "we have 58.3% women officers — 7 out of a total officer staff of 12." If the Director of the Peace Corps is included, the percentage rises to 61.5%. Ambassador Donoran also noted "that of our total Foreign Service local staff of 17, 11 or 65% are women . . ."

Mayor Gatti Proclaims "Federally Employed Women's Week"

San Antonio's Mayor John Gatti proclaimed the week of May 6 through May 12, 1973 as "Federally Employed Women's Week." Many of the city's 125 federal agencies held various in-house programs during this time. To climax the week, a seminar was held on May 12. Speakers included Mrs. Dorothy Stuck, Chairman of the Dallas-Fort Worth Federal Executive Board's Women's Committee and Dr. Priscilla Ransohoff, National President of Federally Employed Women. Pictured from left to right are Zella Rainey, Federal Women's Program, Brooks Air Force Base; Marie Griffin, President, Federally Employed Women, Inc., San Antonio Chapter; Esther O. Gudowski, Federal Women's Program Coordinator, Brooke Army Medical Center, Mayor John Gatti of San Antonio; Elsie Cole, Federal Women's Program Coordinator, Brooks Air Force Base; and Major Florine White, WAC Company Commander, Brooke Army Medical Center.



Reach Out—Project Women

Project Women has met with considerable enthusiasm and assistance from Federal employees. This Washington, D.C. project is designed to motivate adolescent girls from several inner city schools to remain in school and to explore vocational and professional opportunities through direct contacts with women in the world of work. Funded by the D.C. Law Enforcement Agency and co-sponsored by the D.C. Commission on the Status of Women and the D.C. Public Schools, Project Women utilizes adult volunteer sponsors to provide vocational role models to the students. The young women who participate have opportunities to observe their adult sponsors at work and to develop a one-to-one relationship with them. Forty-six women from 17 Federal agencies and other non-Federal sponsors participated during the year. Each sponsor averaged a caseload of three students per year and eight hours per month. To volunteer for Project Women and/or to receive more information, contact Louise Kemp, Staff Coordinator, Project Women, Commission on the Status of Women, Room 204 District Building, Washington, D.C. 20004.

Resource Review

- **WOMEN AND WORK**, a news service prepared and distributed by the U.S. Department of Labor has begun publication. Its copy is directed to women who work or want to work and will contain articles on career opportunities, women holding interesting jobs in and out of Government, the impact of labor laws on women, and governmental actions to improve the status of working women. Presently **WOMEN AND WORK** is a monthly publication but if enough news and feature stories are forthcoming, it may appear more frequently. Inquiries should be directed to: **WOMEN AND WORK**, Office of Information, Publications and Reports, U.S. Department of Labor, 14th and Constitution Avenue, N.W., Washington, D.C. 20210.
- The Citizens' Advisory Council on the Status of Women has completed its third annual report entitled **WOMEN**. This is a highly recommended publication covering the political, legal and economic advances women made in 1972. It includes information on the Equal Rights Amendment, employment developments, women in the Federal Civil Service and military service, and suggestions on credit and manpower training. Free copies may be obtained by writing: **WOMEN**, Citizens' Advisory Council on the Status of Women, U.S. Department of Labor, Washington, D.C. 20210.
- Dr. Kathryn Health, Assistant for Special Studies, Office of Education, HEW, has written a paper entitled **LEGISLATION AND ITS IMPLICATIONS FOR ELIMINATING SEX BIAS**. It is a historic overview of the government's role to increase the rights of women, emphasizing progress in the area of education. While not specifically concerned with federally employed women, it is a valuable reference on legislation affecting women in the labor market. Copies are available from the Federal Women's Program, U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415.
- Several high-ranking women Foreign Service Officers have indicated a willingness to share their knowledge and experiences with women's organizations across the country. The fields of expertise are diverse, covering many aspects of U.S. Foreign policy. Additional information about the availability of women speakers can be obtained from Barbara Morlet, Speakers Division, Office of Public Services, Bureau of Public Affairs, Room 5825, Department of State, Washington, D.C. 20520.

fact sheet no. 6

FULL-TIME WHITE COLLAR EMPLOYMENT BY GENERAL SCHEDULE AND EQUIVALENT GRADES WORLDWIDE

All Agencies

Grade A/	Employment Total	Number	31 October 1972 — Women —	%
01	3,843	2,697		70.2
02	30,953	22,606		73.0
03	106,831	81,669		76.4
04	170,053	126,311		74.3
05	176,635	115,521		65.4
06	86,068	56,212		65.3
07	120,889	51,963		42.0
08	29,964	12,250		40.9
09	157,335	44,294		28.2
10	23,277	3,610		15.5
11	149,132	19,982		13.4
12	132,807	10,426		7.9
13	102,968	4,797		4.7
14	50,237	1,924		3.8
15	27,373	883		3.2
16	5,356	98		1.8
17	1,869	30		1.6
18	1,334	14		1.0
Above 18	299	6		2.0
TOTAL	1,377,223	555,293		40.3

CLIP AND SAVE

A/ The grades or levels of the various pay systems have been considered equivalent to specific general schedule grades solely on the basis of comparison of salary rates, specifically, in most instances, by comparing the 4th step GS rates with comparable rates in other pay systems.
 B/ Excludes U. S. Postal Service statistics.
 C/ Excludes agencies with fewer than 2,500 employees

fact sheet no. 7

FULL-TIME WHITE COLLAR EMPLOYMENT BY OCCUPATIONAL GROUPS

Occupational Group	Employment Total	Number	31 October 1972	
			--- Women ---	%
Miscellaneous Occupations	45,378	2,062		4.5
Social Science, Psychology	37,125	10,145		27.8
Personnel Management	35,804	20,280		56.6
General Administration	440,940	302,405		68.6
Biological Sciences	44,842	3,023		6.7
Accounting and Budget	107,520	52,275		48.6
Medicine, Dentistry, Pharmacy	105,371	59,252		56.2
Veterinary Medicine	2,353	36		1.5
Engineering and Architecture	150,882	1,699		1.1
Legal and Kindred	40,222	20,555		51.1
Information and Arts	19,309	5,799		30.0
Business and Industry	64,356	15,187		23.6
Copyright, Patents	1,728	121		7.0
Physical Sciences	41,682	3,690		8.9
Library and Archives	8,472	5,263		62.1
Mathematics and Statistics	14,310	5,311		37.1
Equipment, Facilities, Services	16,327	347		2.1
Education	29,208	11,741		40.2
Investigation	45,624	1,815		4.0
Commodity Quality Control	19,341	472		2.4
Supply	66,642	27,422		41.1
Transportation	39,787	6,393		16.1
TOTAL	1,377,223	555,293		40.3

CLIP AND SAVE

* The U.S. Postal Service is not included in these figures. See Fact Sheet No. 4 for 1972 U.S. Postal Service Statistics.
* Excludes agencies with fewer than 2,500 employees.

THE FEDERAL WOMEN'S PROGRAM



U.S. CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

Action Lines

→ The Internal Revenue Service recently announced the promotion of Carolyn K. Buttolph as director of the Burlington, Vermont IRS District. Mrs. Buttolph, the first woman to be named district director in the Internal Revenue Service, is a career government official who began her IRS service in 1958 as a management analyst in Washington, D.C. She has served in a series of increasingly responsible positions in the IRS, most recently as assistant district director in Albany, N.Y. In 1963 Mrs. Buttolph was the IRS nominee for the Federal Woman's Award.

→ Department of the Army held a World-wide Civilian Equal Employment Opportunity Conference on March 12-14, 1973 at which former Secretary of Defense Elliot Richardson was the featured speaker. The Washington, D.C. Conference was attended by 180 senior military and civilian officials including Commanders, Directors of Personnel, Equal Employment Opportunity Officers, Civilian Personnel Officers and Civilian Personnel EEO Action Officers, Federal Women's Program Coordinators, and 16-Point Spanish Surnamed Program Coordinators.

In addition to hearing several speakers, the Conference attendees participated in eight workshop sessions which included subjects on Upward Mobility Programs, The EEO Complaint System, The Federal Women's Program, and Planning and Evaluating the EEO Program.

→ The U.S. Army Forces Southern Command (USARSO) in Fort

Amador, Canal Zone has established a Federal Women's Program Committee with the responsibility of advising USARSO Commander, Major General George L. Mabry Jr. and the Command's Equal Employment Officer, Clayton Murphy. Chosen to serve are Jean Bailey (Coordinator), Elvia Adela Garcia, Pat Lenneville, Loretta Lim (the highest ranking woman employee of USARSO), Elizabeth Stevens, Elsie Woodruff and Sally de la Guardia. According to Julio Hernandez Jr., Director of the Office of Civilian Personnel, USARSO, the women were selected for their empathy with and understanding of the special problems and concerns of women and "for their ability to gain the confidence and acceptance of managers, supervisors and employees."

→ The NASA Headquarters Federal Women's Program Committee has initiated a periodic report entitled the "FWPC Exchange." The purposes of the report are: to communicate FWPC activities; to inform Headquarters employees of facts concerning women; and to provide a vehicle for exchange of ideas concerning the Fed-

Former Secretary of Defense Elliot Richardson speaking before World-wide Army EEO Conference.



eral Women's Program among employees. It is distributed on a monthly basis as an attachment to the Headquarters Weekly Bulletin.

→ For the first time in the history of Tulsa District, the U.S. Army Corps of Engineers has hired women park rangers for the summer months. Several women with college majors in the physical or natural sciences have been selected as ranger aides or ranger technicians. They will have the same authority as their male counterparts and will drive pickup trucks, patrol park areas, collect fees in charge areas, and provide information to the visiting public.

→ Dr. Betsy Ancker-Johnson, a Seattle scientist, has been appointed by President Nixon to be the Assistant Secretary of Commerce for Science and Technology. She was formerly Academic/Science Advisor to the Research and Engineering Group of the Boeing Company, and head of Advanced Energy Systems for Boeing's Aerospace Group. She is currently an affiliate Professor of Electrical Engineering at the University of Washington.

Dr. Ancker-Johnson received her B.S. degree from Wellesley College in 1948 and her Ph.D. in physics from Tuebingen University in Germany. She is a member of the National Advisory Committee on Oceans and Atmosphere, a Fellow of the American Physical Society and a senior member of the Institute of Electrical and Electronic Engineers.

→ Lillian D. Regelson has been appointed Deputy Assistant Administrator for Water Planning and Standards at the Environmental Protection Agency. This newly created GS-17 position makes Mrs. Regelson the first female supergrade at EPA. In her new capacity, she is responsible for developing a program strategy for water pollution abatement. Mrs. Regelson has a masters degree in mathematics and previously directed planning, research and evaluation at the Office of Economic Opportunity.