

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NE 1400.3

New England Region

3/14/96

SUBJ: FEDERAL WOMEN'S PROGRAM

1. **PURPOSE.** This order establishes and prescribes the objectives, functions, and responsibilities of the New England Region's Federal Women's Program.
2. **DISTRIBUTION.** This order is distributed to all employees in the New England Region.
3. **CANCELLATION.** Order NE 3300.24, Federal Women's Program, dated July 25, 1983, is canceled.
4. **BACKGROUND.**
 - a. Executive Order 11246, amended by Executive Order 11375, dated October 13, 1967, was enacted to provide for equality of opportunity not only on the basis of race, color, religion, or national origin, but also on the basis of sex. The amendment reflects, in part, the need to reinforce existing programs for women in the Federal Service. Executive Order 11478, dated August 8, 1969, raised the level of attention on the Federal Women's Program by integrating it into the overall Equal Employment Opportunity Program. Public Law 92-261, the EEO Act of 1972, further strengthens the government's requirement to assure equal opportunity for women by requiring agencies to designate Federal Women's Program Managers to assist in program implementation.
 - b. The plans, procedures, practices, and regulations of all Federal agencies must provide for equal opportunity for all persons on the basis of relevant employment merit. The Federal Women's Program is an integral part of the Equal Employment Opportunity (EEO) Program and is an inherent responsibility of every FAA New England Region manager and supervisor.
5. **GOALS.** The primary program goals are to:
 - a. Identify gender-based barriers that prevent equal access for employment and development opportunities. Provide leadership in the design and delivery of educational programs and activities to facilitate the elimination of gender based barriers (e.g. Mentoring Guidelines and Questionnaires Program, Appendix 1).

Distribution: A-X(NE)-8; A-FOF-0 (All); ANE-40 (2)

Initiated By: ANE-9

- b. Provide supervisors and managers with a continuing awareness of the program's goals and objectives to ensure an understanding of the importance of their commitment to achieve the goals.
- c. Encourage and provide assistance for employees and applicants for employment to achieve their highest career potential consistent with their ambitions, skills and abilities.
- d. Provide a neutral forum for employees and management to raise and discuss gender based concerns.

6. **ORGANIZATION**. The Federal Women's Program is accountable and sponsored by the Office of Civil Rights and consists of a Federal Women's Program Manager (FWPM), three Co-Chairpersons and a Senior Advisor.

a. **Federal Women's Program Manager**. The FWPM is accountable to the New England Region's Civil Rights Office Manager. The FWPM position is an accountable function within the Office of Civil Rights. The FWPM must have served as a Co-Chair for the FWP and serves a two (2) year term. The FWPM is nominated by the current FWPM, Senior Advisor and Civil Rights Office Manager and is appointed by the New England Regional Administrator.

b. **Co-Chairpersons**. There are three Co-Chairs in the Federal Women's Program. Reliant upon Divisional consent, the Co-Chairs serve a term of two (2) years.

c. **Senior Advisor**. The Senior Advisor must have held the FWPM or Co-Chair position.

7. **RESPONSIBILITY**.

a. **Federal Women's Program Manager**. The FWPM is responsible for the management of the overall program direction and ensures completion of the Quarterly Program Reviews.

(1) The FWPM advises the Civil Rights Office Manager of any program changes and identifies program resource requirements.

(2) It is the responsibility of the FWPM to ensure program involvement in Government-wide opportunities for women.

(3) The FWPM nominates individuals to serve as Co-Chairs.

b. **Co-Chairpersons**. The Co-Chairs develop and conduct annual activities, e.g. Mentoring Program and Mini-skills Workshops.

(1) The Co-Chairs are responsible for the communication of the Programs activities and progress, e.g. newsletter, telecons and national telecons.

3/14/96

(2) The Co-Chairs act as a resource to management in identifying and eliminating potential concerns in the organizational culture.

(3) The Co-Chairs will meet at least monthly with the FWPM to discuss program direction and accomplishments.

(4) The Co-Chairs, in conjunction with the FWPM, nominate future Co-Chairs.

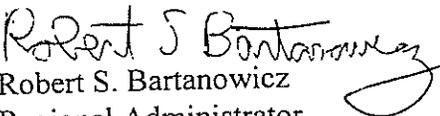
c. **Senior Advisor.** The Senior advisor serves as a consultant within the FWP leadership.

8. **QUARTERLY PROGRAM REVIEW.** At the end of each quarter, the Co-Chairs, as delegated by the FWPM, shall prepare a report of the program's activities, accomplishments and recommendations. The report will be presented to the Regional Administrator through the FWPM and the Civil Rights Office Manager.

9. **APPENDICES.**

Appendix 1. Mentoring Program Guidelines

Appendix 2. Mentoring Program Questionnaire


Robert S. Bartanowicz
Regional Administrator

APPENDIX 1.
Federal Women's Program
Mentoring Program Guidelines

The Federal Aviation Administration has responsibility for providing opportunities for employees to receive training, counseling, and guidance that will enhance their productivity and potential for career advancement. The Federal Women's Program is the focal point in providing a Mentoring Program for Career Enhancement for all New England Region employees.

Q. What are the Program Objectives?

A. The objectives of the Mentoring Program are to:

- Increase employees' productivity by improving their present general skills and abilities. This would include problem solving and analysis, decisiveness, communication and writing skills.
- Support Upward Mobility by providing employees with information that will assist them in their career development.
- Improve morale of mentors and mentees who will gain experience and satisfaction from participation in the program.
- Help meet affirmative action requirements and Federal Women's Program goals of improving employment and advancement opportunities for women in the Agency.

Q. How will the Program Objectives be Accomplished?

A. The Mentoring Program will capitalize on the experiences of FAA employees who volunteer to serve on a one-on-one basis as mentors to employees who wish to have a mentor (hereafter referred to as mentees). Mentees will be paired with mentors who will serve as role models, and who will provide valuable insight and guidance to those mentees who want to improve their work performance and enhance their career opportunities. Program participants will be allowed up to two (2) hours of duty time per month, at their supervisor's discretion, to participate in mentoring activities.

Q. Who is Eligible to be a Mentor or Mentee in the Mentoring Program?

A. All Full-time and Part-time FAA employees are eligible to participate as mentees. Any FAA employee who meets the basic criteria outlined below can serve as a mentor. (NOTE: Certain other criteria may exist for participation in some divisional management programs (ATNSS). Information about these criteria is available from the division sponsoring the specific program.)

Participation as a mentor or mentee will be on a voluntary basis. New employees should be briefed on the program as part of new employee orientation. Guidelines with questionnaires are available for supervisors to distribute to new employees.

Q. What Characteristics should a Mentor have?

A. At a minimum, a mentor should possess the following characteristics:

- Be able to serve as a role model and resource person for mentees.
- Have exhibited a high degree of proficiency and initiative in their own career patterns.
- Be committed to assisting and advising mentees on how to achieve their full potential.
- Contain a high degree of patience and cooperation when working with others.
- Devote time for one-on-one discussions with mentees.
- Proactively provide constructive feedback to mentees on career and personal issues which would improve career advancement.
- Possess good listening skills.
- Demonstrate tact, diplomacy, and sensitivity in order to work with others who may be of a different age group, background, or culture.

Q. What is the Role of the Mentor?

A. A Mentor is a counselor that facilitates an individual's preparation for advancement within an organization. A mentor assists an individual in developing competence, identity and effectiveness in a professional role. This can be achieved through sponsorship, coaching, exposure (creating opportunities for visibility) and challenges (providing "stretch" assignments).

Additionally, mentors will assist mentees in the following ways:

- Serve, on a voluntary basis, as an unbiased confidant and advisor with whom mentees may discuss general skills and abilities, such as organizing and planning, judgment and interpersonal skills.
- Provide information about the organization that will assist mentees in assimilating the culture and values of FAA.
- Provide objective and positive suggestions on appropriate office demeanor and acceptable work ethics.
- Provide objective and positive suggestions on how the mentees may improve their proficiency and productivity on the job.
- Periodically assess the progress of the mentees.

Q. What is the Role of the Mentee?

A. Mentees must complete the Mentor Program Questionnaire in order to establish the foundation for discussion of their goals. Mentees must also actively participate in the program, taking full advantage of services and assistance provided.

Q. How can an Employee Become a Mentor or Mentee?

A. Questionnaire forms are available from the Federal Women's Program Manager and the Federal Women's Program Committee Members. Once the form is completed, it should be returned to the Federal Women's Program Manager, who will forward the application to the Regional Mentoring Review committee.

The Mentoring Review Committee will review applications and recommend possible matches between mentors and mentees. All applicants will be notified of available mentors and mentees, with recommended matches.

Mentoring Program Questionnaire

NAME _____ YEARS IN FAA _____

I WOULD LIKE TO BE A MENTOR _____ MENTEE _____ BOTH _____

CURRENT POSITION _____ TELEPHONE _____

ORGANIZATIONAL UNIT (AIR TRAFFIC, AIRWAY FACILITIES, ETC.) _____

FACILITY _____ IMMEDIATE SUPERVISOR _____

WORK HISTORY (INCLUDE TITLE, SERIES, GRADE, DATES OF CURRENT AND PREVIOUS POSITIONS), EDUCATIONAL BACKGROUND _____

IDEALLY, WHAT WOULD YOU LIKE TO ACCOMPLISH AS A RESULT OF THE MENTORING RELATIONSHIP? _____

WHAT ARE YOUR LONG AND SHORT TERM CAREER GOALS? _____

MENTORS: LIST THE CHARACTERISTICS OR QUALITIES THAT MAKE YOU ESPECIALLY QUALIFIED TO SERVE AS A MENTOR. WHAT KNOWLEDGE, SKILLS AND EXPERIENCES ARE YOU WILLING TO SHARE.

MENTEES: LIST THE QUALITIES YOU ARE SEEKING IN A MENTOR.

MENTORING PROGRAM QUESTIONNAIRE

I WOULD PREFER MY MENTOR / MENTEE TO BE
MALE _____ FEMALE _____ EITHER _____
ORGANIZATIONAL UNIT _____
OTHER REQUESTS _____

IF YOU ARE REQUESTING A SPECIFIC INDIVIDUAL, STATE NAME.

ARE YOU QUALIFIED TO APPLY FOR THE AIR TRAFFIC NATIONAL SELECTION
SYSTEM (ATNSS)? _____ ARE YOU INTERESTED IN DEVELOPMENT FOR THE
ATNSS? _____

ADDITIONAL COMMENTS _____

