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MAY 19 1987

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 1400.3B

5/7/87

MASTER FILE

SUBJ: WESTERN-PACIFIC REGION FEDERAL WOMEN'S PROGRAM

1. PURPOSE. This order describes the functions and responsibilities of the Western-Pacific Region's Federal Women's Program.

2. DISTRIBUTION. This order is distributed to branch level and above in the regional office and all field offices/facilities in the Western-Pacific Region.

3. CANCELLATION. WP 1400.3A, Western-Pacific Region Federal Women's Program, dated 2/10/84 is cancelled.

4. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN. The Federal Women's Program is an integral part of the agency's total equal employment opportunity program and, as such, is an inherent responsibility of every manager and supervisor.

5. RESPONSIBILITIES.

a. A Regional Federal Women's Program Manager (FWPM) has been designated on the Civil Rights Staff, AWP-9, as shown in Appendix 1. In general, the Regional FWPM acts as a central point of contact and is responsible for advancing the program in the region. In consonance with the Civil Rights Officer, and Manager, Human Resource Management Division, AWP-10, the Regional FWPM and members of the Federal Women's Program Committee conduct the activities described in Appendix 2. In addition, FWPM is authorized to receive formal complaints of discrimination from any employee or applicant for employment based on race, color, religion, national origin, sex, age, mental or physical handicap.

b. The Federal Women's Program Committee is comprised of a chairperson and representatives from each division/staff office and local facilities.

(1) The Chairperson is selected by members of the committee in September of each year and serves a term of 1 year, coinciding with the calendar year.

(2) Membership in the committee will automatically expire at the end of the calendar year. New nominations and recommendations will be solicited in October of each year. Current members may have their terms extended by submitting a new nomination memorandum as shown in Appendix 3.

Distribution: A-X-3: FOF-0 (MAX)

Initiated By: AWP-9

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c. Associate Federal Women's Program Managers have been designated at major field locations (Appendix 1) to assist the Regional FWPM and local management officials in advancing the program in their respective areas. The use of official time and travel needed for specific projects is subject to the normal supervisory approvals. In coordination with the Regional FWPM their activities include:

(1) Assist FAA managers and supervisors in attaining their affirmative action goals.

(2) Increase awareness of job opportunities for women in government service.

(3) Increase awareness of training, upward mobility, and avenues of self-development.

(4) Develop referral sources for recruitment of women in skill areas needed in the FAA.

(5) Consult with management on issues needing action for inclusion in the Regional EEO Plan.

(6) Assist other organizations and individuals concerned with equal employment opportunity.

d. Managers and Supervisors are responsible for exercising personal leadership in day-to-day activities to ensure a positive and continuing program for attaining goals and objectives specified in the Region's EEO Plan, as they relate to equal employment opportunity for women. Additional responsibilities include:

(1) Assure that the principles of upward mobility are realized, review organizational and job structures periodically and, where appropriate, redesign and restructure positions to provide increased opportunities for the advancement and employment of women.

(2) In conjunction with local recruitment representatives, take affirmative outreach action to identify and nominate qualified women candidates for consideration in filling positions.

(3) Assure that women employees are counseled regarding their self-development responsibilities and make duty and training assignments which will contribute to their career enhancement and attainment of the Region's EEO objectives.

H. C. McClure
Director

APPENDIX 1. FWP MANAGER AND ASSOCIATE MANAGERS

REGIONAL FEDERAL WOMEN'S PROGRAM MANAGER

Catherine M. Trujeque
Civil Rights Staff, AWP-9
Western-Pacific Region
P.O. Box 92007, WWPC
Los Angeles, CA 90009
Telephone: (FTS) 984-1443

ASSOCIATE FEDERAL WOMEN'S PROGRAM MANAGERS

Faye Christian
Air Traffic Control Specialist
Flight Service Station
2980 Pacific Highway
San Diego, CA 92102
Telephone: (FTS) 895-5530

Rose Cusic
Air Traffic Control Specialist
Air Traffic Control Tower
Palo Alto Airport
1909 Embarcadero Road
Palo Alto, CA 94303
Telephone: (415) 856-1277

Patricia A. Davis
Aviation Safety Assistant
Flight Standards District Office #4
4955 E. Anderson Ave., Suite 110
Fresno, CA 93727
Telephone: (FTS) 465-5306

Terri Landon
Air Traffic Control Specialist
Flight Service Station
601 S. Rock Blvd., Suite D-103
Reno, NV 89502
Telephone: (FTS) 470-5416

Norma Lavinder
Clerical Assistant
Air Traffic Control Tower
3350 Sky Harbor Blvd.
Phoenix, AZ 85034
Telephone: (FTS) 261-4226

June Lucas
Visual Information Specialist
Air Route Traffic Control Center
4202 Diamond Head Road
Honolulu, HI 96816
Telephone: (808) 734-6630

Sherry K. Seward
Clerical Assistant
Air Traffic Control Tower
5795 S. Paradise Road
Las Vegas, NV 89119
Telephone: (FTS) 598-6559

Marianne Sommer
Flight Inspection Field Office
6349 Lindberg Drive
Metro Airport
Sacramento, CA 95837
Telephone: (FTS) 460-5331

APPENDIX 2. ACTIVITIES OF THE FWP MANAGER AND FWP COMMITTEE

a. Activities of the Federal Women's Program Manager:

1. Identify barriers to employment and advancement of women.

2. Encourage and assist women to achieve their highest career potential consistent with merit principles and individual ambition and abilities.

3. Increase managerial awareness of Federal Women's Program objectives.

4. Develop, monitor, prepare and analyze statistical information to assess the representation and progress of women.

5. Review classification and qualification standards to insure the absence of unrealistic criteria which may be a barrier to women.

6. Review merit promotion lists to determine any trends toward non-selection of women in those occupations in which there is under-representation.

7. Review training, position descriptions, work facilities, work duties, selection criteria, performance standards, and performance ratings to determine whether or not there are any disparities because of sex.

8. Participate in activities of other Government agencies, colleges, universities, sororities and community organizations to further the goals and objectives of the Federal Women's Program.

9. Analyze exit interviews of women employees to determine methods which may be utilized to decrease the attrition rate of women.

10. Review experience and educational records of higher grade women to determine what else they need in order to qualify for top management positions.

11. Increase participation of women in non-DOT management development training programs.

12. Coordinate activities of the Region's Federal Women's Program Committee and the Associate Federal Women's Program Managers.

b. Activities of the Federal Women's Program Committee:

1. Encourage managers to develop cross-functional mobility assignments for women.

2. Increase the awareness of women on training and job opportunities in the Federal service.

3. Develop and conduct special programs and projects to improve the status and employment of women.

4. Assist women to enroll in continuing education programs, to enhance their qualifications. Assist women in applying for positions for which they qualify, to improve their representation in higher level positions.

5. Evaluate FWP progress and recommend corrective action.

6. Encourage women to form networks of concerned individuals for information-sharing on job openings and self-development activities.

APPENDIX 3. SAMPLE FORMAT - NOMINATIONS FOR MEMBERSHIP AND EXTENSIONS FOR MEMBERSHIP

U.S Department of Transportation
Federal Aviation Administration

Memorandum

Subject: ACTION: Membership in the Federal Women's Program Committee

Date:

From: _____

Reply to Attn of:

Rtg. Symbol: _____
Extension: _____

To: Federal Women's Program Manager, AWP-9

TO BE COMPLETED BY EMPLOYEE

I request membership in the Federal Women's Program Committee (FWPC). I am aware that, as a member of the FWPC, I will be expected to attend the meeting each month (third Wednesday of month), serve as a member of subcommittees to which I am appointed, volunteer my time and skills in developing and implementing programs in which the FWPC is involved, and disseminate the information obtained at FWPC meetings to division personnel, through the Division Manager.

_____
Employee's Signature

TO BE COMPLETED BY IMMEDIATE SUPERVISOR

I concur with this employee's request for membership in the Federal Women's Program Committee. As the first line supervisor, I have been informed and consent to the employee attending the meeting each month (third Wednesday of month) serving on subcommittees, volunteering time and skills to FWPC programs, and informing division personnel, through me, of information obtained at the FWPC meetings.

_____ _____
Immediate Supervisor's Signature Date

Concur: _____ _____
Division Manager Date