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EDUCATION LEVELS

In an article entitled, "Are Quotas Good for Blacks?", which appeared in the June 1978 issue of Commentary magazine, author Thomas Sowell (Professor of Economics at the University of California) said,

"Education contrasts are also great. More than half of all Americans over thirty-five of German, Irish, Jewish, or Oriental ancestry have completed at least four years of high school. Less than 20 per cent of all Mexican Americans in the same age bracket have done so. The disparities become even greater when you consider quality of school, field of specialization, post graduate study, and other factors that are important in the kind of high-level jobs on which special attention is focused by those emphasizing representation. Those groups with the most education--Jews and Orientals--also have the highest quality education, as measured by the rankings of the institutions from which they receive their college degrees, and specialize in the more difficult and remunerative fields, such as science and medicine. Orientals in the United States are so heavily concentrated in the scientific area that there are more Oriental scientists than there are black scientists in absolute numbers, even though the black population of the United States is more than twenty times the size of the Oriental population.

"Attention has been focused most on high-level positions--the kind of jobs people reach after years of experience or education, or both. There is no way to get the experience or education without also growing older in the process, so when we are talking about top-level jobs, we are talking about the kind of positions people reach in their forties and fifties rather than in their teens and twenties. Representation in such jobs cannot be compared to representation in a population that includes many five-year-olds--yet it is."

APTITUDES

An article entitled: "Ethnicity and Sex Distinctions in Patterns of Aptitude Scores in a Sample of Urban High School Seniors," written by James J. Hennessy (Assistant Professor, School of Education, Fordham University) and Phillip R. Merrifield (Professor, Department of Educational Psychology, New York University) appeared in the American Educational Research Journal in the summer of 1978 (Vol. 15, No. 3, pp. 385-389). The article examines the factor scores of four groups (Blacks, Hispanics, Caucasian-Jewish and Caucasian-Gentile) with regard to the patterns and levels of performance of the groups. Three aptitude factors scores (Verbal, Reasoning and Technology) for each of 2,985 college-bound, urban high school seniors were used to compare patterns and levels of performance by sex and ethnic group membership.

"It was found that . . . the absolute difference between the two [sex] groups was not significant. The greatest difference found between the two [sex] groups were on the Technology factor. Even though there was also a significant difference between ethnic groups on this factor, the difference between the two sex groups was massive, surpassing those encountered in any other study. While women performed at higher levels than men on the Reasoning factor within all ethnic groups, and were higher on the Verbal factor in all ethnic groups except for the black group, men had higher means within all ethnic groups on the Technology factor."

"On Verbal there were no significant differences between the two Caucasian groups or between the Black and Hispanic groups, but there were highly significant differences between the Black group and the two Caucasian groups, and between the Hispanic group and the two Caucasian groups. . . . these findings suggest that the two 'minority' groups in this study may not have mastered, to the same level as the Caucasian groups, the skills necessary for high levels of functioning demanded in an academic, school-oriented setting."

In an article entitled, "Why Bakke Won't End Reverse Discrimination," appearing in the September, 1978, issue of Commentary magazine, Nathan Glazer (Professor of Education and Sociology at Harvard), commenting on the recent supreme court decision, reported on the percentile score on the Medical College Admissions Test (MCAT) of two groups of regular and special admittees.

	<u>Verbal</u>	<u>Quant- tative</u>	<u>Science</u>	<u>Gen. Inform.</u>
1973				
Average of Reg. Admit.	81	76	83	69
Average of Spec. Admit.	46	24	35	33
1974				
Average of Reg. Admit.	69	67	82	72
Average of Spec. Admit.	34	30	37	18

Glazer observed that, "One may put aside the verbal and general information parts of the MCAT as perhaps not directly relevant to medical practice. But the enormous gap between the regular and special admittees in their quantitative and science scores certainly casts doubt on whether the special admittees could actually succeed in getting through medical school, and if they did, what their success could possible mean."

In an article with the same title appearing in the same issue of Commentary co-authors William J. Bennett (Executive Officer of the National Humanities Center in North Carolina) and Terry Eastland (Editor of the Editorial Page of the Greensboro, N.C., Record) reported that

". . . as many of those who filed amicus briefs in Bakke--on both sides--agreed, within . . . [the available] pool there simply is no balance or 'equilibrium' between black applicants and white applicants. Thus, the Association of American Medical Colleges, which supported the University of California and opposed Bakke, said in its brief that the academic qualifications of minority applicants to medical schools 'pale in comparison with the much higher academic qualifications of the very large and highly competitive pools of white applicants.' The Association of American Law Schools said in its brief that 'the ineradicable fact' is that as a group, minority applicants to law schools 'achieve dramatically lower LSAT [Law School Admission Test] scores and GPA [Grade Point Average] than whites.' The AALS brief produced the relevant figures, 'Twenty per cent of the white and unidentified applicants, but only 1 per cent of blacks and 4 per cent of Chicanos received both an LSAT score of 600 and above and a GPA of 3.25 or higher. . . . If the combined LSAT-GPA levels are set at 500 and 2.75 respectively, 60 per cent of the white and unidentified candidates would be included but only 11 percent of the blacks and 23 per cent of the Chicanos.' Such disparities, said the AALS brief, exist at all LSAT and GPA levels."

On January 18, 1979, an article appearing in the "Metro" section of the Washington Post reported on the results of Virginia's new competency tests in reading and mathematics of the 10th graders in the State's school system. The 159-question test was given to about 71,000 10th grade students throughout the state in the fall of 1978. The article stated that, "State officials said almost 42 percent of black students and about 11 percent of whites failed the tests." Richard L. Boyer, an assistant state school superintendent who discussed the test scores at a press conference, noted that, "Blacks also have scored relatively low in other testing programs, such as the National Assessment of Educational Progress and the College Entrance Examination Board tests."

The article went on to say that, "In the reading part of the exam, 32.8 percent of black students failed compared to 9 percent of whites and 20.1 percent of students of other races, principally Asians. In Mathematics, the failure rate was 34.4 percent for blacks, 7.8 percent for whites and 9.7 percent for other races."

In an article entitled "Level I and Level II Abilities in Three Ethnic Groups" that appeared in the American Educational Research Journal in the fall of 1973 (vol. 10, No. 4, pp. 263-276), Arthur R. Jensen (Professor of Educational Psychology at the University of California) reports on the results of a large battery of various tests of short-term memory, intelligence and scholastic achievement which was administered to some 2,000 white, Negro and Mexican-American pupils in grades 4, 5 and 6 in a largely agricultural school district in the central valley of California. Level I ability involves the simple registration, storage and recall of sensory inputs. Level II involves mental manipulation of sensory inputs relating them to stored memories, and generalization, abstraction, transfer reasoning, conceptualization and problem solving. Three factors were identified and compared: memory (a Level I ability), fluid intelligence (gf) and crystallized intelligence (gc)--both Level II abilities.

Jensen found that, "On crystallized intelligence, gc, whites scored markedly higher than Negroes and Mexicans, who are similar in gc. On fluid intelligence, gf, whites and Negroes are even further apart, while Mexicans are intermediate. On Memory (Level I), the white and Mexican groups are furthest apart and Negroes are intermediate. . . . the Level II abilities . . . show much greater ethnic group differences (particularly white-Negro differences) than is found on Level I ability, in which the white and Negro groups come especially close together."

By way of showing the average intellectual and socioeconomic characteristics of the three ethnic groups tested, Jensen gives their scores on the Lorge-Thorndike verbal and nonverbal IQ's and scores on Gough's Home Index. These scores show, ". . . that the white school population is very close to the national average in IQ, according to the Lorge-Thorndike norms, with a mean IQ = 100. . . . The Negro group, as is typical of the general Negro population of California, is slightly but significantly above the national average for U.S. Negroes (IQ, about 85). No satisfactory nationwide normative data exist for Mexican-Americans, but other studies, such as the large-scale Coleman report (Coleman et al., 1966) typically find the Mexican-American mean located somewhere between the white and the Negro means on tests of scholastic aptitude, and this is what we see . . . [for the subject group]."

MEAN EARNINGS
YEAR-ROUND FULL-TIME PRIVATE WAGE AND SALARY WORKER -
AND
FEDERAL WORKERS 14 YEARS OLD AND OLDER
BY
RACE AND SEX
1976

<u>Male</u>	<u>White</u>	<u>Black</u>
National Work Force	\$15,393	\$10,680
Federal Work Force	17,799	13,767
% Federal Government Over (+)/Under (-) National	+115.6%	+128.9%
<u>Female</u>		
National Work Force	8,665	8,076
Federal Work Force	11,869	11,067
% Federal Work Force Over (+)/Under (-) National	+137.0%	+137.0%
<u>All Races</u>	<u>Male</u>	<u>Female</u>
National Work Force	\$15,004	\$ 8,598
Federal Work Force	17,284	11,643
% Federal Government Over (+)/Under (-) National	+115.2%	+135.4%

Source: Enclosure 12B

Enclosure 12A

TABLE 55. CLASS OF WORKER OF LONGEST JOB IN 1976—NUMBER WITH EARNINGS, MEDIAN EARNINGS, AND MEAN EARNINGS IN 1975 OF CIVILIAN WORKERS 14 YEARS OLD AND OVER, BY RACE, SPANISH ORIGIN, WORK EXPERIENCE, AND SEX

(Persons 14 years old and over as of March 1977. For meaning of symbols, see text)

CLASS OF WORKER OF LONGEST JOB	ALL RACES			WHITE			BLACK			SPANISH ORIGIN ¹		
	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)
MALE												
ALL WORKERS												
TOTAL	60 450	10 301	11 365	54 219	10 695	11 757	5 254	7 034	7 618	2 673	7 553	8 352
PRIVATE WAGE AND SALARY WORKERS	45 655	10 159	11 150	40 974	10 570	11 547	4 009	6 802	7 351	2 214	7 602	8 228
IN AGRICULTURE	1 754	2 267	4 128	1 506	2 232	4 330	214	2 314	2 748	195	4 153	4 473
IN NONAGRICULTURAL INDUSTRIES	43 902	10 447	11 430	39 467	10 667	11 622	3 795	7 156	7 618	2 019	7 755	8 540
PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS	4 595	15 484	17 353	4 338	15 597	17 606	156	10 554	11 527	110	13 231	13 562
MANAGERS AND ADMINISTRATORS	5 575	16 324	18 849	5 349	15 560	19 136	154	9 450	10 515	112	12 253	14 092
SALES WORKERS	3 151	10 628	12 117	3 029	10 705	12 225	105	8 271	9 309	69	8 217	8 145
CLERICAL AND KINDRED WORKERS	2 656	9 607	9 589	2 388	9 702	9 651	225	7 350	7 359	121	8 217	8 145
CRAFT AND KINDRED WORKERS	9 853	12 175	12 033	9 134	12 358	12 234	660	9 181	9 257	425	10 100	10 276
OPERATIVES, INCLUDING TRANSPORT	9 924	9 296	9 428	8 571	9 439	9 587	1 238	8 043	8 520	625	7 711	8 183
LABORERS	4 267	3 671	5 469	3 536	3 442	5 456	674	4 368	5 527	272	5 477	6 024
SERVICE WORKERS	3 877	3 147	4 602	3 121	2 902	4 502	643	4 552	4 831	223	5 399	5 757
PRIVATE HOUSEHOLD WORKERS	76	575	563	68	(B)	(B)	6	(B)	(B)	1	(B)	(B)
SERVICE WORKERS, EXCEPT PRIVATE HOUSEHOLD	3 801	3 249	4 663	3 054	2 902	4 590	637	4 622	4 876	223	5 411	5 802
GOVERNMENT WAGE AND SALARY WORKERS	8 782	12 164	12 260	7 529	12 570	12 783	1 054	9 250	9 073	319	9 171	9 208
PUBLIC ADMINISTRATION WORKERS	3 642	13 630	13 731	3 128	14 361	14 219	437	10 920	10 448	118	11 799	11 102
PROFESSIONAL SERVICES	3 272	11 434	12 035	2 847	12 061	12 610	350	8 552	8 875	139	9 272	7 928
ALL OTHER WORKERS	1 868	9 537	9 791	1 555	10 005	10 211	277	7 177	7 359	63	(B)	(B)
FEDERAL GOVERNMENT	2 228	15 057	15 204	1 846	15 455	15 750	313	12 239	11 910	76	13 442	13 235
PUBLIC ADMINISTRATION WORKERS	1 641	15 294	15 672	1 353	15 658	15 618	230	12 711	12 455	59	(B)	(B)
PROFESSIONAL SERVICES	216	13 500	15 231	171	13 924	16 574	36	(B)	(B)	15	(B)	(B)
ALL OTHER WORKERS	371	13 132	13 120	311	13 484	13 261	41	(B)	(B)	10	(B)	(B)
STATES AND LOCAL GOVERNMENT	6 554	10 969	11 286	5 684	11 532	11 610	751	7 555	7 590	243	7 553	7 543
PUBLIC ADMINISTRATION WORKERS	2 001	12 192	12 140	1 765	12 512	12 675	201	7 641	8 177	67	(B)	(B)
PROFESSIONAL SERVICES	3 055	11 312	11 863	2 676	11 956	12 337	313	7 559	8 734	122	7 171	7 351
ALL OTHER WORKERS	1 497	8 949	8 755	1 244	9 453	9 448	236	5 539	6 236	53	(B)	(B)
SELF-EMPLOYED WORKERS	5 913	8 232	11 829	5 621	8 448	12 050	188	1 911	4 557	145	6 113	8 803
IN AGRICULTURE	1 362	4 552	7 589	1 491	4 739	7 742	39	(B)	(B)	15	(B)	(B)
IN NONAGRICULTURAL INDUSTRIES	4 350	9 674	13 352	4 130	13 022	13 648	149	2 338	5 307	130	6 871	8 873
UNPAID FAMILY WORKERS	60	777	1 759	95	777	1 798	3	(B)	(B)	1	(B)	(B)
IN AGRICULTURE	87	738	1 788	85	740	1 823	2	(B)	(B)	1	(B)	(B)
IN NONAGRICULTURAL INDUSTRIES	12	(B)	(B)	10	(B)	(B)	1	(B)	(B)	1	(B)	(B)
YEAR-ROUND FULL-TIME WORKERS												
TOTAL	35 184	13 455	15 004	34 679	13 812	15 393	2 453	10 112	10 680	1 543	10 267	11 310
PRIVATE WAGE AND SALARY WORKERS	27 767	13 550	15 083	25 231	13 557	15 520	2 155	9 703	10 322	1 252	10 111	11 159
IN AGRICULTURE	401	6 953	8 316	515	7 524	9 811	78	4 263	4 704	64	(B)	(B)
IN NONAGRICULTURAL INDUSTRIES	27 166	13 690	15 233	24 716	13 689	15 659	2 077	9 956	10 536	1 189	10 342	11 393
PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS	3 607	17 095	19 855	3 449	17 205	20 018	64	13 645	14 715	82	15 575	16 624
MANAGERS AND ADMINISTRATORS	4 611	17 473	20 257	4 465	17 657	20 466	105	10 856	12 302	87	15 000	16 372
SALES WORKERS	2 035	14 417	16 384	1 957	14 625	16 528	69	(B)	(B)	41	(B)	(B)
CLERICAL AND KINDRED WORKERS	1 720	12 235	12 716	1 565	12 493	12 981	122	9 919	10 037	70	(B)	(B)
CRAFT AND KINDRED WORKERS	6 567	13 972	14 289	6 144	14 155	14 442	364	11 189	11 559	281	11 974	12 255
OPERATIVES, INCLUDING TRANSPORT	5 778	11 251	12 119	4 947	12 132	12 384	771	10 155	10 535	303	9 365	10 102
LABORERS	1 315	10 226	10 469	1 043	10 713	10 857	261	7 899	9 013	105	8 735	9 832
SERVICE WORKERS	1 359	8 173	8 805	963	8 454	9 145	277	7 859	7 807	140	8 210	8 355
PRIVATE HOUSEHOLD WORKERS	3	(B)	(B)	2	(B)	(B)	—	(B)	(B)	—	(B)	(B)
SERVICE WORKERS, EXCEPT PRIVATE HOUSEHOLD	1 356	8 189	8 821	961	8 526	9 157	277	7 459	7 809	140	8 215	8 359
GOVERNMENT WAGE AND SALARY WORKERS	6 418	14 142	15 111	5 607	14 536	15 469	705	11 434	12 110	204	12 007	12 511
PUBLIC ADMINISTRATION WORKERS	2 974	15 080	15 753	2 593	15 272	15 061	330	12 726	13 154	89	13 417	13 514
PROFESSIONAL SERVICES	2 192	13 691	15 509	1 937	14 513	15 554	222	10 667	11 664	75	10 916	11 525
ALL OTHER WORKERS	1 253	12 146	12 858	1 077	12 435	13 173	152	10 056	10 247	40	(B)	(B)
FEDERAL GOVERNMENT	1 924	16 065	17 284	1 533	16 543	17 756	244	13 228	13 757	60	(B)	(B)
PUBLIC ADMINISTRATION WORKERS	1 401	16 116	17 334	1 158	16 584	17 860	197	13 644	14 094	41	(B)	(B)
PROFESSIONAL SERVICES	175	16 093	17 754	148	17 435	18 938	22	(B)	(B)	14	(B)	(B)
ALL OTHER WORKERS	252	15 743	16 652	218	15 956	16 595	25	(B)	(B)	5	(B)	(B)
STATES AND LOCAL GOVERNMENT	4 569	13 175	14 244	4 074	13 516	14 542	463	10 415	11 235	144	10 503	11 403
PUBLIC ADMINISTRATION WORKERS	1 572	13 647	14 395	1 425	13 930	14 586	132	10 976	11 749	48	(B)	(B)
PROFESSIONAL SERVICES	2 019	13 857	15 317	1 789	14 270	15 709	200	10 676	12 020	60	(B)	(B)
ALL OTHER WORKERS	997	11 273	11 914	860	11 457	12 278	131	8 933	9 443	36	(B)	(B)
SELF-EMPLOYED WORKERS	3 964	10 650	14 381	3 798	10 785	14 552	61	4 189	7 849	92	7 898	10 726
IN AGRICULTURE	1 143	6 049	9 930	1 086	6 224	9 117	29	(B)	(B)	10	(B)	(B)
IN NONAGRICULTURAL INDUSTRIES	2 822	12 189	16 590	2 709	12 256	16 735	62	(B)	(B)	82	8 707	11 384
UNPAID FAMILY WORKERS	35	(B)	(B)	35	(B)	(B)	—	(B)	(B)	—	(B)	(B)
IN AGRICULTURE	33	(B)	(B)	33	(B)	(B)	—	(B)	(B)	—	(B)	(B)
IN NONAGRICULTURAL INDUSTRIES	2	(B)	(B)	2	(B)	(B)	—	(B)	(B)	—	(B)	(B)

¹ PERSONS OF SPANISH ORIGIN MAY BE OF ANY RACE.

B - Base less than 75,000 workers.

Enclosure 12B

Table 55. CLASS OF WORKER OF LONGEST JOB IN 1976—NUMBER WITH EARNINGS, MEDIAN EARNINGS, AND MEAN EARNINGS IN 1976 OF CIVILIAN WORKERS 14 YEARS OLD AND OVER, BY RACE, SPANISH ORIGIN, WORK EXPERIENCE, AND SEX—Continued

(Persons 14 years old and over as of March 1977. For meaning of symbols see text)

CLASS OF WORKER OF LONGEST JOB	ALL RACES			WHITE			BLACK			SPANISH ORIGIN ¹		
	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)	NUMBER WITH EARNINGS (THOUS.)	MEDIAN EARNINGS (DOLLARS)	MEAN EARNINGS (DOLLARS)
FEMALE												
ALL WORKERS												
TOTAL	44 365	4 260	5 050	39 077	4 250	5 053	4 735	4 555	5 137	1 848	3 811	5 278
PRIVATE WAGE AND SALARY WORKERS	33 727	4 084	4 759	29 814	4 085	4 783	3 372	4 033	4 508	1 534	3 725	4 592
IN AGRICULTURE	580	4 660	5 570	473	5 011	5 701	60	4 621	5 63	18	4 994	5 562
IN NONAGRICULTURAL INDUSTRIES	33 147	4 169	4 815	29 341	4 163	4 833	3 282	4 112	4 604	1 485	4 217	4 542
PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS	2 947	7 210	7 635	2 681	6 962	7 443	105	6 895	7 559	74	6 91	7 51
MANAGERS AND ADMINISTRATORS	1 490	8 011	8 336	1 428	8 017	8 374	55	7 811	8 31	30	7 811	8 31
SALES WORKERS	2 766	2 382	3 303	2 610	2 424	3 323	116	2 056	3 102	81	2 000	3 333
CLERICAL AND KINDRED WORKERS	11 289	5 691	5 659	10 428	5 655	5 648	755	6 177	5 825	360	5 727	5 637
CRAFT AND KINDRED WORKERS	5721	6 015	6 002	525	6 011	5 953	251	5 81	6 00	24	5 81	6 00
OPERATIVES, INCLUDING TRANSPORT	4 986	4 604	5 505	4 119	4 749	5 111	140	5 057	5 336	459	4 319	4 279
LABORERS	419	3 295	4 117	366	3 427	4 295	45	3 181	4 181	17	3 181	4 181
SERVICE WORKERS	8 677	1 745	2 526	7 155	1 591	2 419	1 336	2 284	3 116	394	1 425	2 501
PRIVATE HOUSEHOLD WORKERS	1 899	968	864	1 412	602	614	470	1 289	1 829	62	935	1 876
SERVICE WORKERS, EXCEPT PRIVATE HOUSEHOLD	6 777	2 317	2 592	5 774	2 187	2 841	866	3 399	3 214	312	2 455	2 168
GOVERNMENT WAGE AND SALARY WORKERS	8 446	6 481	6 818	7 390	6 435	6 817	1 280	6 811	6 970	282	6 659	6 275
PUBLIC ADMINISTRATION WORKERS	1 992	7 651	7 416	1 549	7 513	7 252	269	6 210	6 749	70	6 210	6 749
PROFESSIONAL SERVICES	6 379	6 298	6 845	5 375	6 277	6 855	802	6 551	6 895	194	6 210	6 545
ALL OTHER WORKERS	575	3 289	4 552	456	3 736	4 743	67	1 625	3 410	19	1 625	3 410
FEDERAL GOVERNMENT	1 221	8 694	8 779	922	8 710	8 977	259	8 625	8 940	50	8 625	8 940
PUBLIC ADMINISTRATION WORKERS	823	9 105	9 304	643	8 965	9 227	157	10 017	9 442	26	10 017	9 442
PROFESSIONAL SERVICES	266	8 153	8 071	135	8 258	8 355	71	7 81	8 181	18	7 81	8 181
ALL OTHER WORKERS	132	6 947	6 535	9	7 484	7 103	26	6 81	6 81	6	6 81	6 81
STATES AND LOCAL GOVERNMENT	7 625	6 056	6 504	6 468	6 037	6 578	1 021	6 314	6 870	232	6 314	6 870
PUBLIC ADMINISTRATION WORKERS	1 969	6 392	6 516	1 666	6 270	6 576	129	7 27	7 885	33	7 27	7 885
PROFESSIONAL SERVICES	6 110	6 235	6 791	5 161	6 221	6 871	892	6 458	6 525	199	6 242	6 740
ALL OTHER WORKERS	445	2 450	3 973	371	2 835	3 144	69	1 81	3 181	12	1 81	3 181
SELF-EMPLOYED WORKERS	1 064	1 409	3 133	1 750	1 402	3 152	79	1 525	2 602	31	1 525	2 602
IN AGRICULTURE	123	704	1 265	116	692	1 321	4	704	1 265	1	704	1 265
IN NONAGRICULTURAL INDUSTRIES	1 740	1 515	2 265	1 634	1 516	3 281	75	1 575	2 722	31	1 575	2 722
UNPAID FAMILY WORKERS	129	912	1 431	122	934	1 458	5	1 81	1 81	1	1 81	1 81
IN AGRICULTURE	54	1 81	1 81	49	1 81	1 81	3	1 81	1 81	1	1 81	1 81
IN NONAGRICULTURAL INDUSTRIES	76	932	1 574	73	1 81	1 81	2	1 81	1 81	1	1 81	1 81
YEAR-ROUND FULL-TIME WORKERS												
TOTAL	18 073	8 009	8 598	15 631	8 154	8 662	2 139	7 650	8 075	604	6 978	7 402
PRIVATE WAGE AND SALARY WORKERS	13 164	7 016	8 134	11 543	7 707	8 235	1 414	6 657	7 225	571	6 759	7 272
IN AGRICULTURE	50	1 81	1 81	44	1 81	1 81	4	1 81	1 81	1	1 81	1 81
IN NONAGRICULTURAL INDUSTRIES	13 115	7 025	8 143	11 499	7 712	8 242	1 410	6 678	7 247	569	6 760	7 281
PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS	1 477	10 541	11 428	1 309	10 447	10 912	109	11 070	10 909	37	11 070	10 909
MANAGERS AND ADMINISTRATORS	959	9 625	10 370	952	9 624	10 441	27	9 625	10 370	27	9 625	10 370
SALES WORKERS	666	6 229	7 316	633	6 247	7 326	26	5 81	7 326	23	5 81	7 326
CLERICAL AND KINDRED WORKERS	5 666	7 978	8 271	5 124	7 954	8 275	412	8 225	8 241	125	7 902	7 999
CRAFT AND KINDRED WORKERS	302	7 986	8 453	280	8 022	8 404	16	7 81	8 404	17	7 81	8 404
OPERATIVES, INCLUDING TRANSPORT	2 163	6 648	7 057	1 737	6 804	7 203	374	5 956	6 540	125	5 940	6 269
LABORERS	126	7 914	8 070	121	7 839	8 118	5	7 81	8 118	2	7 81	8 118
SERVICE WORKERS	1 780	5 499	5 660	1 332	5 502	5 669	411	5 572	5 622	101	5 792	5 622
PRIVATE HOUSEHOLD WORKERS	145	2 636	2 723	78	2 212	2 877	66	1 81	2 877	11	1 81	2 877
SERVICE WORKERS, EXCEPT PRIVATE HOUSEHOLD	1 635	5 705	5 442	1 255	5 626	5 853	345	5 991	5 211	90	6 097	5 211
GOVERNMENT WAGE AND SALARY WORKERS	4 316	9 628	10 410	3 535	10 013	10 518	702	9 274	9 607	117	9 225	9 005
PUBLIC ADMINISTRATION WORKERS	1 081	9 795	10 510	861	9 712	10 567	150	10 032	10 744	39	10 032	10 744
PROFESSIONAL SERVICES	3 049	10 062	10 439	2 518	10 165	10 584	462	9 324	9 606	69	9 324	9 606
ALL OTHER WORKERS	193	8 600	8 618	156	8 674	9 079	33	8 61	9 079	9	8 61	9 079
FEDERAL GOVERNMENT	761	11 016	11 613	572	11 102	11 869	103	10 556	11 567	23	10 556	11 567
PUBLIC ADMINISTRATION WORKERS	527	11 450	12 129	409	11 253	12 176	105	12 047	12 003	15	12 047	12 003
PROFESSIONAL SERVICES	161	10 557	10 902	108	10 919	11 624	40	10 81	11 624	4	10 81	11 624
ALL OTHER WORKERS	72	1 81	1 81	55	1 81	1 81	12	1 81	1 81	1	1 81	1 81
STATES AND LOCAL GOVERNMENT	3 558	9 677	10 146	2 963	9 816	10 258	541	8 896	9 462	94	8 896	9 462
PUBLIC ADMINISTRATION WORKERS	553	8 650	9 162	452	8 667	9 146	64	8 351	9 172	24	8 351	9 172
PROFESSIONAL SERVICES	2 884	10 016	10 414	2 410	10 130	10 375	437	9 237	9 671	65	9 237	9 671
ALL OTHER WORKERS	121	8 317	8 265	101	8 332	8 579	19	8 31	8 579	1	8 31	8 579
SELF-EMPLOYED WORKERS	556	4 250	6 031	501	4 199	6 143	19	4 81	6 143	5	4 81	6 143
IN AGRICULTURE	26	1 81	1 81	27	1 81	1 81	1	1 81	1 81	1	1 81	1 81
IN NONAGRICULTURAL INDUSTRIES	508	4 391	6 262	474	4 320	6 386	16	4 81	6 386	4	4 81	6 386
UNPAID FAMILY WORKERS	52	1 81	1 81	52	1 81	1 81	1	1 81	1 81	1	1 81	1 81
IN AGRICULTURE	22	1 81	1 81	22	1 81	1 81	1	1 81	1 81	1	1 81	1 81
IN NONAGRICULTURAL INDUSTRIES	30	1 81	1 81	30	1 81	1 81	1	1 81	1 81	1	1 81	1 81

¹PERSONS OF SPANISH ORIGIN MAY BE OF ANY RACE.

Source: Current Population Reports, Consumer Income, Money Income in 1976 of Families and Persons in the United States, U.S. Dept. of Commerce, Bureau of the Census, Series P-60, No. 114, Issued July 1978



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF MINES
2401 E STREET, NW.
WASHINGTON, D.C. 20241

March 19, 1979

Memorandum

To: Director, Bureau of Mines

From: Assistant Director--Administration

Subject: EEO Award for the Division of Finance

On March 7, 1979, I sent you a buck slip regarding the subject award. The Bureau EEO Officer was anxious to get the letter into you to sign, and I did not really have much of a chance to think about it. I have thought about it now, and I believe the award should not have been made. The award was given to the Division of Finance for increasing its full-time minority work force from 11.7 percent to 15.9 percent as a result of planning and diligent efforts by the Chief, the supervisory staff and the Division's EEO officials. That's an increase of 36 percent in one year.

The Chief, Division of Finance, was very evasive in responding to my questions about how he did this. His response, in essence, was that he selected the best qualified candidate off each certificate--and implemented his EEO Plan. Questioned on the latter statement, he finally admitted to leaning to minorities in certain cases. He was evasive and defensive because he knows I want him to make personnel selections without regard to race, sex or ethnicity. I want him to do this because I feel that this is what E.O. 11748 and Title VII of the Civil Rights Act of 1964 require. On the other hand, he feels pressure to give preference to designated minorities and to women because Bureau EEO officials have affirmative action plans that set numerical goals for hiring and promoting designated minorities and women and in other ways require such preference.

There are two types of affirmative action plans, and they are often confused. The first is the type that each executive department and agency is required to establish and maintain by Executive Order 11478. This type of affirmative action plan allows for no race, sex or ethnic consciousness and is designed purely to provide equal employment opportunity for all civilian employees and applicants, in furtherance of Title VII of the Civil Rights Act of 1964. This type of plan is designed to insure nondiscrimination in present personnel practices but not to remedy the adverse effects of past discrimination. (See

Sections 1 and 2 of E.O. 11748 attached as Enclosure 1.) A more appropriate and descriptive title for a plan like this would be an "Equal Employment Opportunity Plan" to distinguish it from the second type of affirmative action plan.

The second type of affirmative plan is the type that is designed to correct the adverse effects on designated minorities and women of past discrimination. Title VII of the Civil Rights Act of 1964 says that discrimination in personnel matters on the basis of race, color, religion, sex or national origin is unlawful. Notwithstanding this language, courts have ordered employers to so discriminate in some cases to remedy the effects that past discrimination has had on designated minorities and women. The EEOC encourages employers voluntarily to implement such affirmative action plans without a court order when affirmative action is indicated. In the absence of a court order, how does an employer tell when such a plan is indicated?

The Policy Statement on Affirmative Action of the Equal Employment Opportunity Coordinating Council (Enclosure 2) answers this question. (The Policy Statement is reaffirmed by Section 13B of and attached as an appendix to the Uniform Guidelines on Employee Selection Procedures (1978), F.R. vol. 43, No. 166, 8/25/78.) Pertinent parts of paragraphs (2) and (3) of this Policy statement are quoted as follows: "(2) Voluntary affirmative action to assure equal employment opportunity is appropriate at any stage of the employment process. The first step in the construction of any affirmative action plan should be the analysis of the employer's work force to determine whether percentages of sex, race or ethnic groups in individual job classifications are substantially similar to the percentages of those groups available in the relevant job market who possess the basic job related qualifications. When substantial disparities are found through such analysis, each element of the overall selection process should be examined to determine which elements operate to exclude persons on the basis of sex, race, or ethnic group. . . . (3) When an employer has reason to believe that its selection procedures have [such an] exclusionary effect . . . , it should initiate affirmative steps to remedy the situation. Such steps . . . in design and execution may be race, color, sex or ethnic 'conscious'. . . ."

The Bureau's EEO Officer calls the Bureau's affirmative action plan an Equal Employment Opportunity Plan. That title is misleading since it would cause one to believe that it is the first type of plan required by E.O. 11748. It is not; it is the second type because it sets numerical goals and in other ways gives preference to designated minorities and women; i.e., it is designed to correct the adverse effects on designated minorities and women of past discrimination. For an affirmative action plan of the second type to have any color of legality, the analysis of the employer's work force must have been completed as required by the Policy Statement. The question is: Has that analysis been done for the Bureau?

I am reasonably certain it has not been done, and I believe that the Bureau's EEO Officer will confirm this. If that is the case, then the Bureau's plan is illegal. Of course, that is only my view and it could be that I am in error. However, I have sent copies of this memorandum to, among others, the Solicitor, Department of the Interior. Perhaps, the Solicitor will notify you as to whether or not I am in error; if not, I think you should ask him.

If the Solicitor tells you that my view is correct or if the Solicitor does not respond at all, I recommend that you direct the Bureau EEO Officer to: (1) begin immediately revising the Bureau EEO Plan to remove from it all vestiges of discrimination and preference as proscribed by Title VII, and bring it into line with E.O. 11748, or (2) complete the analysis required by the Policy Statement which may give discriminatory practices a legal basis. Until such time as the revision or the analysis can be completed, Bureau officials should be promptly notified that the EEO Plan is in the process of being revised and that they should not give preference or discriminate in their personnel decisions based on race, sex or ethnicity. In addition to that, the EEO Office should be required to stop immediately all of its present activities of a kind that are preferential to any race, sex or ethnic group.

Walter J. Lander

Walter J. Lander

Enclosures

Executive Order 11478, as Amended¹ Equal Employment Opportunity in the Federal Government

It has long been the policy of the United States Government to provide equal opportunity in Federal employment on the basis of merit and fitness and without discrimination because of race, color, religion, sex, or national origin. All recent Presidents have fully supported this policy, and have directed department and agency heads to adopt measures to make it a reality.

As a result, much has been accomplished through positive agency programs to assure equality of opportunity. Additional steps, however, are called for in order to strengthen and assure fully equal employment opportunity in the Federal Government.

Now, THEREFORE, under and by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered as follows:

SECTION 1. It is the policy of the Government of the United States to provide equal opportunity in Federal employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a continuing affirmative program in each executive department and agency. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of civilian employees of the Federal Government.

¹ Amended by Executive Order 11590, which made this order applicable to the United States Postal Service and to the Postal Rate Commission.

SEC. 2. The head of each executive department and agency shall establish and maintain an affirmative program of equal employment opportunity for all civilian employees and applicants for employment within his jurisdiction in accordance with the policy set forth in section 1. It is the responsibility of each department and agency head, to the maximum extent possible, to provide sufficient resources to administer such a program in a positive and effective manner; assure that recruitment activities reach all sources of job candidates; utilize to the fullest extent the present skills of each employee; provide the maximum feasible opportunity to employees to enhance their skills so they may perform at their highest potential and advance in accordance with their abilities; provide training and advice to managers and supervisors to assure their understanding and implementation of the policy expressed in this order; assure participation at the local level with other employers, schools, and public or private groups in cooperative efforts to improve community conditions which affect employability; and provide for a system within the department or agency for periodically evaluating the effectiveness with which the policy of this order is being carried out.

SEC. 3. The Civil Service Commission shall provide leadership and guidance to departments and agencies in the conduct of equal employment opportunity programs for the civilian employees of and applicants for employment within the executive departments and agencies in order to assure that personnel operations in Government departments and agencies carry out the objective of equal opportunity for all persons. The Commission shall review and eval-

uate agency program operations periodically, obtain such reports from departments and agencies as it deems necessary, and report to the President as appropriate on overall progress. The Commission will consult from time to time with such individuals, groups, or organizations as may be of assistance in improving the Federal program and realizing the objectives of this order.

SEC. 4. The Civil Service Commission shall provide for the prompt, fair, and impartial consideration of all complaints of discrimination in Federal employment on the basis of race, color, religion, sex, or national origin. Agency systems shall provide access to counseling for employees who feel aggrieved and shall encourage the resolution of employee problems on an informal basis. Procedures for the consideration of complaints shall include at least one impartial review within the executive department or agency and shall provide for appeal to the Civil Service Commission.

SEC. 5. The Civil Service Commission shall issue such regulations, orders, and instructions as it deems necessary and appropriate to carry out this order and assure that the executive branch of the Government leads the way as an equal opportunity employer, and the head of each executive department and agency shall comply with the regulations, orders, and in-

structions issued by the Commission under this order.

SEC. 6. This order applies (a) to military departments as defined in section 102 of title 5, United States Code, and executive agencies (other than the General Accounting Office) as defined in section 105 of title 5, United States Code, and to the employees thereof (including employees paid from nonappropriated funds), and (b) to those portions of the legislative and judicial branches of the Federal Government and of the Government of the District of Columbia having positions in the competitive service and to the employees in those positions. This order does not apply to aliens employed outside the limits of the United States.

SEC. 7. Part I of Executive Order No. 11246 of September 24, 1965, and those parts of Executive Order No. 11375 of October 13, 1967, which apply to Federal employment, are hereby superseded.

→SEC. 8. This order shall be applicable to the United States Postal Service and to the Postal Rate Commission established by the Postal Reorganization Act of 1970.¹←

RICHARD NIXON

THE WHITE HOUSE,
August 8, 1969.

¹ Added by Executive Order, 11590, April 23, 1971.

RULES AND REGULATIONS

N. Labor organization. Any labor organization subject to the provisions of the Civil Rights Act of 1964 as amended, and any committee subject thereto controlling apprenticeship or other training.

O. Observable. Able to be seen, heard, or otherwise perceived by a person other than the person performing the action.

P. Race, sex, or ethnic group. Any group of persons identifiable on the grounds of race, color, religion, sex, or national origin.

Q. Selection procedure. Any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.

R. Selection rate. The proportion of applicants or candidates who are hired, promoted, or otherwise selected.

S. Should. The term "should" as used in these guidelines is intended to connote action which is necessary to achieve compliance with the guidelines, while recognizing that there are circumstances where alternative courses of action are open to users.

T. Skill. A present, observable competence to perform a learned psychomotor act.

U. Technical feasibility. The existence of conditions permitting the conduct of meaningful criterion-related validity studies. These conditions include: (1) An adequate sample of persons available for the study to achieve findings of statistical significance; (2) having or being able to obtain a sufficient range of scores on the selection procedure and job performance measures to produce validity results which can be expected to be representative of the results if the ranges normally expected were utilized; and (3) having or being able to devise unbiased, reliable and relevant measures of job performance or other criteria of employee adequacy. See section 14B(2). With respect to investigation of possible unfairness, the same considerations are applicable to each group for which the study is made. See section 14B(8).

V. Unfairness of selection procedure. A condition in which members of one race, sex, or ethnic group characteristically obtain lower scores on a selection procedure than members of another group, and the differences are not reflected in differences in measures of job performance. See section 14B(7).

W. User. Any employer, labor organization, employment agency, or licensing or certification board, to the

extent it may be covered by Federal equal employment opportunity law, which uses a selection procedure as a basis for any employment decision. Whenever an employer, labor organization, or employment agency is required by law to restrict recruitment for any occupation to those applicants who have met licensing or certification requirements, the licensing or certifying authority to the extent it may be covered by Federal equal employment opportunity law will be considered the user with respect to those licensing or certification requirements. Whenever a State employment agency or service does no more than administer or monitor a procedure as permitted by Department of Labor regulations, and does so without making referrals or taking any other action on the basis of the results, the State employment agency will not be deemed to be a user.

X. Validated in accord with these guidelines or properly validated. A demonstration that one or more validity study or studies meeting the standards of these guidelines has been conducted, including investigation and, where appropriate, use of suitable alternative selection procedures as contemplated by section 3B, and has produced evidence of validity sufficient to warrant use of the procedure for the intended purpose under the standards of these guidelines.

Y. Work behavior. An activity performed to achieve the objectives of the job. Work behaviors involve observable (physical) components and unobservable (mental) components. A work behavior consists of the performance of one or more tasks. Knowledge, skills, and abilities are not behaviors, although they may be applied in work behaviors.

APPENDIX

17. Policy statement on affirmative action (see section 13B). The Equal Employment Opportunity Coordinating Council was established by act of Congress in 1972, and charged with responsibility for developing and implementing agreements and policies designed, among other things, to eliminate conflict and inconsistency among the agencies of the Federal Government responsible for administering Federal law prohibiting discrimination on grounds of race, color, sex, religion, and national origin. This statement is issued as an initial response to the requests of a number of State and local officials for clarification of the Government's policies concerning the role of affirmative action in the overall equal employment opportunity program. While the Coordinating Council's adoption of this statement expresses only the views of the signatory agencies concerning this important subject, the principles set forth below

should serve as policy guidance for other Federal agencies as well.

(1) Equal employment opportunity is the law of the land. In the public sector of our society this means that all persons, regardless of race, color, religion, sex, or national origin shall have equal access to positions in the public service limited only by their ability to do the job. There is ample evidence in all sectors of our society that such equal access frequently has been denied to members of certain groups because of their sex, racial, or ethnic characteristics. The remedy for such past and present discrimination is twofold.

On the one hand, vigorous enforcement of the laws against discrimination is essential. But equally, and perhaps even more important are affirmative, voluntary efforts on the part of public employers to assure that positions in the public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial, or ethnic characteristics. Without such efforts equal employment opportunity is no more than a wish. The importance of voluntary affirmative action on the part of employers is underscored by title VII of the Civil Rights Act of 1964, Executive Order 11246, and related laws and regulations—all of which emphasize voluntary action to achieve equal employment opportunity.

As with most management objectives, a systematic plan based on sound organizational analysis and problem identification is crucial to the accomplishment of affirmative action objectives. For this reason, the Council urges all State and local governments to develop and implement results oriented affirmative action plans which deal with the problems so identified.

The following paragraphs are intended to assist State and local governments by illustrating the kinds of analyses and activities which may be appropriate for a public employer's voluntary affirmative action plan. This statement does not address remedies imposed after a finding of unlawful discrimination.

(2) Voluntary affirmative action to assure equal employment opportunity is appropriate at any stage of the employment process. The first step in the construction of any affirmative action plan should be an analysis of the employer's work force to determine whether percentages of sex, race, or ethnic groups in individual job classifications are substantially similar to the percentages of those groups available in the relevant job market who possess the basic job-related qualifications.

When substantial disparities are found through such analyses, each element of the overall selection process should be examined to determine

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which elements operate to exclude persons on the basis of sex, race, or ethnic group. Such elements include, but are not limited to, recruitment, testing, ranking certification, interview, recommendations for selection, hiring, promotion, etc. The examination of each element of the selection process should at a minimum include a determination of its validity in predicting job performance.

(3) When an employer has reason to believe that its selection procedures have the exclusionary effect described in paragraph 2 above, it should initiate affirmative steps to remedy the situation. Such steps, which in design and execution may be race, color, sex, or ethnic "conscious," include, but are not limited to, the following:

(a) The establishment of a long-term goal, and short-range, interim goals and timetables for the specific job classifications, all of which should take into account the availability of basically qualified persons in the relevant job market;

(b) A recruitment program designed to attract qualified members of the group in question;

(c) A systematic effort to organize work and redesign jobs in ways that provide opportunities for persons lacking "journeyman" level knowledge or skills to enter and, with appropriate training, to progress in a career field;

(d) Revamping selection instruments or procedures which have not yet been validated in order to reduce or eliminate exclusionary effects on particular groups in particular job classifications;

(e) The initiation of measures designed to assure that members of the affected group who are qualified to perform the job are included within the pool of persons from which the selecting official makes the selection;

(f) A systematic effort to provide career advancement training, both classroom and on-the-job, to employees locked into dead end jobs; and

(g) The establishment of a system for regularly monitoring the effectiveness of the particular affirmative action program, and procedures for making timely adjustments in this program where effectiveness is not demonstrated.

(4) The goal of any affirmative action plan should be achievement of genuine equal employment opportunity for all qualified persons. Selection under such plans should be based

upon the ability of the applicant(s) to do the work. Such plans should not require the selection of the unqualified, or the unneeded, nor should they require the selection of persons on the basis of race, color, sex, religion, or national origin. Moreover, while the Council believes that this statement should serve to assist State and local employers, as well as Federal agencies, it recognizes that affirmative action cannot be viewed as a standardized program which must be accomplished in the same way at all times in all places.

Accordingly, the Council has not attempted to set forth here either the minimum or maximum voluntary steps that employers may take to deal with their respective situations. Rather, the Council recognizes that under applicable authorities, State and local employers have flexibility to formulate affirmative action plans that are best suited to their particular situations. In this manner, the Council believes that affirmative action programs will best serve the goal of equal employment opportunity.

Respectfully submitted,

HAROLD R. TYLER, Jr.,
Deputy Attorney General and
Chairman of the Equal Em-
ployment Coordinating Coun-
cil.

MICHAEL H. MOSKOW,
Under Secretary of Labor.
ETHEL BENT WALSH,
Acting Chairman, Equal Em-
ployment Opportunity Com-
mission.

ROBERT E. HAMPTON,
Chairman, Civil Service Com-
mission.

ARTHUR E. FLEMING,
Chairman, Commission on Civil
Rights.

Because of its equal employment opportunity responsibilities under the State and Local Government Fiscal Assistance Act of 1972 (the revenue sharing act), the Department of Treasury was invited to participate in the formulation of this policy statement; and it concurs and joins in the adoption of this policy statement.

Done this 26th day of August 1976.

RICHARD ALBRECHT,
General Counsel,
Department of the Treasury.

Section 18. Citations. The official title of these guidelines is "Uniform

Guidelines on Employee Selection Procedures (1978)". The Uniform Guidelines on Employee Selection Procedures (1978) are intended to establish a uniform Federal position in the area of prohibiting discrimination in employment practices on grounds of race, color, religion, sex, or national origin. These guidelines have been adopted by the Equal Employment Opportunity Commission, the Department of Labor, the Department of Justice, and the Civil Service Commission.

The official citation is:

"Section —, Uniform Guidelines on Employee Selection Procedure (1978); 43 FR — (August 25, 1978)."

The short form citation is:

"Section —, U.G.E.S.P. (1978); 43 FR — (August 25, 1978)."

When the guidelines are cited in connection with the activities of one of the issuing agencies, a specific citation to the regulations of that agency can be added at the end of the above citation. The specific additional citations are as follows:

Equal Employment Opportunity Commission

29 CFR Part 1607
Department of Labor
Office of Federal Contract Compliance Programs

41 CFR Part 60-3
Department of Justice
28 CFR 50.14

Civil Service Commission
5 CFR 300.103(c)

Normally when citing these guidelines, the section number immediately preceding the title of the guidelines will be from these guidelines series 1-18. If a section number from the codification for an individual agency is needed it can also be added at the end of the agency citation. For example, section 6A of these guidelines could be cited for EEOC as follows: "Section 6A, Uniform Guidelines on Employee Selection Procedures (1978); 43 FR —, (August 25, 1978); 29 CFR Part 1607, section 6A."

ELEANOR HOLMES NORTON,
Chair, Equal Employment
Opportunity Commission.

ALAN K. CAMPBELL,
Chairman,
Civil Service Commission.

RAY MARSHALL,
Secretary of Labor.

GRIFFIN B. BELL,
Attorney General.



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

DEC 16 1981

MEMORANDUM

TO: All Employees

FROM: Under Secretary

SUBJECT: Policy Statement on Equal Employment Opportunity

It is the policy of the Department of the Interior to uphold and enforce the laws protecting equal opportunity for all employees and applicants for employment.

The Administration has a commitment to equal treatment of all citizens. Our goal is to bring minorities and women into the mainstream of American life, and to look for new and imaginative ways to overcome problems facing minorities and women.

The overall thrust of the Administration is to change the economic direction of our country. A necessary part of this effort is budget savings in the Federal sector. Although this means restricted hiring opportunities in this Department, I expect managers and supervisors to continue to enhance the careers of minorities and women. This means emphasis on identifying skills and experience of current employees.

Using the potential of all employees to the fullest is crucial to fulfilling our objective of solving the economic and social problems of our country.

Ronald Paul Hodel

UNDER SECRETARY



United States Department of the Interior

BUREAU OF MINES
2401 E STREET, NW.
WASHINGTON, D.C. 20241

February 4, 1982

Memorandum

To: All Employees

From: Director, Bureau of Mines

Subject: Policy Statement on Equal Employment Opportunity

The Bureau of Mines is supportive of Equal Employment Opportunity and I encourage the leadership of the Bureau to take such action as is appropriate or necessary to demonstrate continuing support and endorsement of affirmative action.

Equal Employment Opportunity is the hallmark of sound management. It is the policy of the Bureau of Mines to foster the fullest development of human potential without regard to race, color, sex, religion, national origin or handicap. That is what sound management is all about.

The Bureau will do its part to place more minorities and women into mainstream occupations and to help them develop into the effective staff we need for their benefit and the Bureau's enrichment.

I expect managers and supervisors to diligently apply the skillful use of management techniques to enhance the careers of minorities and women throughout the Bureau.

The progress we have made in the past toward an agency of professional excellence and equal opportunity will continue and I am confident, that despite reductions in our funding and our numbers, the Bureau will continue to focus on the fair treatment of all employees and applicants for employment.


Director



United States Department of the Interior

BUREAU OF MINES
2401 E STREET, NW.
WASHINGTON, D.C. 20241

February 2, 1982

Memorandum

To: All Headquarters Employees

From: Director, Bureau of Mines

Subject: Observance of Black History Month-February 1982

The month of February has been designated Black History Month. Black History Month allows us time to reflect on the contributions and achievements of Black Americans to the growth and development of America.

The history, achievements, and present realities should raise our awareness and sensitivity to America's commitment to freedom, equality, and justice for all.

The Bureau of Mines will be observing Black History Month on February 23, 1982, at 10:00 a.m., in Conference Room 1042 A and B. I invite and encourage all employees to support and participate in the planned activities.


Director



United States Department of the Interior

BUREAU OF MINES
2401 E STREET, NW.
WASHINGTON, D.C. 20241

March 9, 1982

Memorandum

To: Federal Women's Program Advisory Committee
Through: Bureau Federal Women's Program Manager *[Signature]*
From: Headquarters Federal Women's Program Manager
Subject: Programs for Women's Week

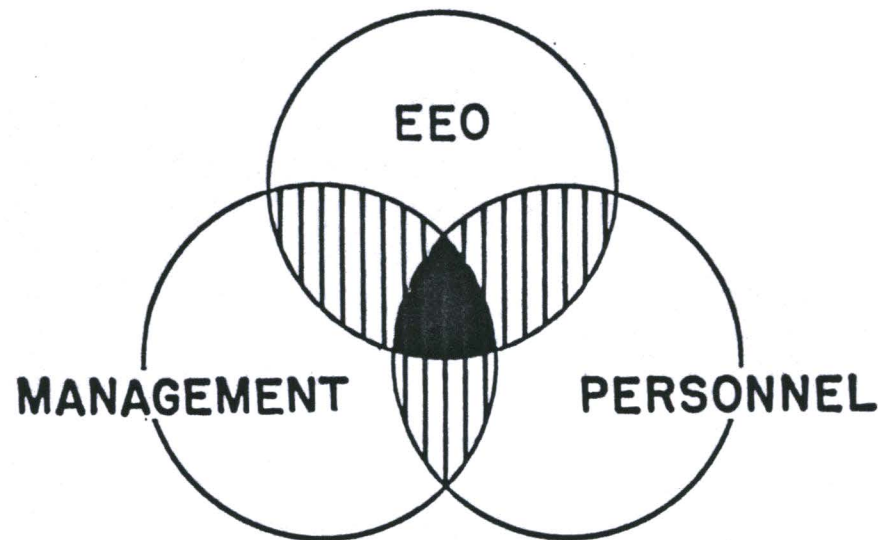
The Federal Women's Program Advisory Committee will meet from 10:00 a.m. until 11:00 a.m. on Thursday, March 11, in room 1042A. Members will select programs for the upcoming "Women's Week," scheduled for April 19-23, 1982.

Catharine G. Schauer

Catharine G. Schauer

Bureauwide
MULTI-YEAR PLAN FOR

AFFIRMATIVE ACTION



FISCAL YEARS 1982 THROUGH 1986

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

BUREAU OF MINES
DEPARTMENT OF THE INTERIOR

Bureauwide
Multi-Year Plan for
Affirmative Action

Bureau of Mines, Department of the Interior
Name of Organization

2401 E Street, N.W., Washington, D.C. 20241
Address of Organization

Number of Employees Covered by this Plan - 2739

Ronald B. Shelton Bureau Equal Opportunity Officer
Name and Title of Principal EEO Official

Ronald B. Shelton
Signature

12-18-81
Date

Robert C. Horton Director

Name and Title of Head of Organization (certifies that the agency and component plans are in compliance with Section 8 (h) as further specified in 29 CFR Part 1613).

Robert C. Horton
Signature

1/21/82
Date

Multi-Year Plan Reviewing Officials

This Plan has been thoroughly reviewed by the following officials who concur with its contents:

CB Kenahan

Charles B. Kenahan
Deputy Director for Minerals Research

12/1/81

Date

H. Enzer

Hermann Enzer
Deputy Director for Minerals Information and
Analysis

12/1/81

Date

Bernita A. Joyce

Bernita A. Joyce
Management Services Officer

12/16/81

Date

Edwin E. Maust, Jr.

Edwin E. Maust, Jr.
Acting Assistant Director for Program
Development and Evaluation

12/18/81

Date

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Equal Employment Opportunity Policy Statement

It is the policy of the Bureau of Mines to provide EEO for all persons, regardless of race, color, religion, sex, national origin, age or physical or mental handicap.

Affirmative action to obtain equal employment opportunity requires new goal-setting programs with measurement and evaluation factors. Accountability for goal-achievement is established to assure that affirmative action shares equal importance with other Bureau goals.

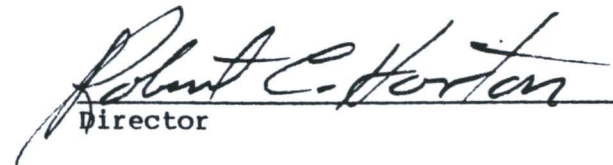
Affirmative action will affect all employment practices, including (but not limited to) recruiting, hiring, assignments, transfers, promotions, training, layoffs and terminations.

All levels of management, in addition to the Equal Opportunity Officer and Chief, Branch of Personnel, share responsibility for achievement or good faith efforts toward achievement of the Bureau's affirmative action goals.

Management performance will be evaluated on these as on other major Bureau goals. I expect your full support and endorsement.

Prevention of Sexual Harassment in the Workplace

Sexual harassment, defined as, "specific, deliberate or repeated unsolicited verbal comments, gestures or physical contact of a sexual nature which are unwelcome," will not be tolerated in the Bureau of Mines. Employees may follow the standard Equal Employment Opportunity complaint process or appropriate grievance processes if they believe they have been sexually harassed.


Director

Introduction and Summary of Multi-Year Plan

This Multi-Year Affirmative Action Program Plan was prepared pursuant to the Department of the Interior Equal Opportunity Directive No. 81-03; Equal Employment Opportunity Commission Management Directive 707, as amended; Federal Personnel Management Letter 720-2; Title 29 of the Code of Federal Regulations, Part 1613, Subpart B; and Section 717 of Title VII of the Civil Rights Act of 1964, as amended. It is designed to provide managers a single affirmative action plan to be implemented over a 5-year period. Its purpose is to assist managers in carrying out their responsibilities to eliminate underrepresentation of minorities and women in the Bureau of Mines workforce. It was prepared by representatives from the Bureau's Office of Equal Employment Opportunity, Branch of Personnel, and each major organization in the Bureau. It focuses on the following aspects of affirmative action:

- A. Occupations in the Bureau that have been targeted for affirmative action during Fiscal Years 1982 through 1986.
- B. Minority and sex groups that are underrepresented in the targeted occupations.
- C. Affirmative action goals (and timetables) which, when accomplished, will eliminate the underrepresentation.
- D. Examination of artificial barriers which often hinder the recruitment, hiring, placement and promotion of minorities and women in the targeted occupations and have hampered managements' efforts to eliminate underrepresentation.
- E. Program strategies designed to modify, eliminate, or overcome the barriers.

The underrepresented minority and sex groups listed in this plan were identified through an analysis which compared the percentages of the groups' participation in the Bureau's workforce with the percentages of the same groups' participation in the relevant undifferentiated civilian labor force or professional labor force. Underrepresentation exists where the analysis results reveal that the percentages of the groups' participation in the Bureau's workforce is lower than the percentages in the labor force.

Underrepresentation in all occupations, especially mainstream occupations, should be eliminated; however, emphasis should be placed on the targeted occupations. The selection of targeted occupations was based on considerations such as:

- A. Whether or not the occupations are mainstream occupations.
- B. Severity of underrepresentation in the occupations.

- C. Turnover rates and projected vacancies in the occupations.
- D. Projected opportunities to recruit, hire and/or promote members of the underrepresented groups to the occupations.

The Bureau's ultimate (long-term) goal is to achieve full representation of minorities and women in all mainstream occupations, employment categories and high grade levels. Full representation will exist in the targeted occupations:

- A. When the percentages of minorities and women in targeted professional occupations in the Bureau workforce are equal to or higher than the percentages of minorities and women in the relevant professional labor force (See Charts 1 and 1-A).
- B. When the percentages of minorities and women in targeted technical and administrative occupations in the Bureau workforce are equal to or higher than their percentages in the relevant civilian labor force (See Charts 2 and 2-A).

The Bureau's multi-year (Fiscal Years 1982 through 1986) and annual goals are designed to help reach the ultimate goal. The multi-year goals have been established to provide for 50 percent of the hiring opportunities, for each of the seven targeted occupations, to be exercised as part of the Multi-Year Affirmative Action Program. Chart 3 shows the multi-year goals for each race/national origin group by sex.

Units/offices in the Bureau which do not have targeted occupations should establish goals for other occupations where underrepresentation has been identified through locally conducted underrepresentation analysis. Information, data and assistance for conducting the analysis may be obtained from the Office of Equal Opportunity staff that provides service to your organization.

NOTE: The term employee(s) for the purpose of this plan is defined as permanent full and part-time employees in the Bureau of Mines.

The civilian labor force and professional labor force figures (EEOC's MD-707, Appendix B) are the best information available at present for calculating underrepresentation. Inasmuch as these figures may be too aggregated to apply to the specialized workforce categories (e.g., engineers, metallurgists) employed by the Bureau, research will be conducted during Fiscal Year 1982 to develop, where necessary, an adequate data base for determining underrepresentation in the targeted Bureau's workforce.

Responsibilities
Bureau Affirmative Action Program (AAP) Plans
Including the Federal Equal Opportunity Recruitment Program (FEORP) Plans

The following are management responsibilities to be fulfilled in the development, implementation, and evaluation of the Bureau's Affirmative Action Program (AAP) Plans including the Federal Equal Opportunity Recruitment Program (FEORP) Plans:

The purpose of issuing these responsibilities is twofold: (1) They emphasize our commitment to the accomplishment of required affirmative efforts for achieving full representation of minorities and women in all areas of the Bureau's workforce; and (2) They place the final responsibility for identifying and accomplishing these efforts in the hands of those persons who can make this accomplishment a reality--the line managers and supervisors of the Bureau, with the full support and assistance of the appropriate staff functions.

Management responsibilities for the plans are as follows:

- A. The Director, Bureau of Mines, has primary responsibility for the plans. This responsibility includes as a minimum: prescribing the Bureau's commitment to the Affirmative Action Program, exercising overall responsibility for the Bureau's two affirmative action sub-components and delegating operational authority and responsibility for development, implementation, and evaluation of the plans to appropriate management officials.

In addition to primary overall responsibility, the Director has immediate operational AAP/FEORP responsibility for plan development and goal accomplishment within his immediate office and staff.

- B. The heads of the Bureau's major functional organizations have overall operational responsibility for:
1. Participation in the development, implementation, and evaluation of the plans in their primary program areas in both of the Bureau's two affirmative action sub-components; i.e., (1) Washington, D.C., workforce; and (2) field units;
 2. Delegating authority as required to assist in carrying out this responsibility; and
 3. Accomplishment of those AAP/FEORP goals and objectives identified in their primary program areas.
- C. The Bureau Equal Opportunity Officer is responsible for:
1. Working in close cooperation with Bureau management in the development, implementation, and evaluation of the Bureau's AAP Plans; and

2. Providing the required support and assistance to the Chief, Branch of Personnel in the development, implementation, and evaluation of the Bureau's FEORP Plans.

D. The Chief, Branch of Personnel, through the Management Services Officer, is responsible for:

1. Working in close cooperation with Bureau management in the development, implementation, and evaluation of the Bureau's FEORP Plans; and
2. Providing the required support and assistance to the Bureau Equal Opportunity Officer in the development, implementation, and evaluation of the Bureau's AAP Plans.

A comparison of the percentages of minority/female groups in the Bureau's workforce and the labor force indicates which groups are represented and underrepresented in the Bureau.

Chart 1: Bureau's Workforce

Targeted Professional Occupations	Total Employed	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian or Pacific Islander Male	Asian or Pacific Islander Female	American Indian or Alaskan Male	American Indian or Alaskan Female	White Female
*Engineering	332	1%	0	1%	0	3%	1%	0	0	5%
General Physical Scientist 1301 Series	311	1%	0	1%	0	1%	1%	1%	0	5%
Metallurgist, 1321 Series	117	0	0	1%	0	6%	0	1%	0	3%
Geologist, 1350 Series	132	0	0	2%	1%	0	0	0	0	14%

Chart 1-A: Labor Force

National Professional Labor Force	7,511,693	3.07%	2.23%	2.21%	1.00%	1.01%	0.29%	0.11%	0.04%	24.44%
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*All engineering positions in the Bureau are aggregated and treated as a single targeted occupation for the purpose of EEO affirmative action.

Zero indicates less than 1 percent where the percentage has been rounded off.

Chart 2: Bureau's Workforce

Targeted Technical and Administrative Occupations	Total Employed	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian or Pacific Islander Male	Asian or Pacific Islander Female	American Indian or Alaskan Male	American Indian or Alaskan Female	White Female
Engineering Technician, 802 Series	106	1%	0	2%	0	0	0	0	0	5%
Physical Science Technician, 1311 Series	142	4%	1%	2%	1%	0	1%	0	0	18%
Administrative Officer, 341 Series	9	0	11%	0	0	0	0	0	0	33%

Chart 2-A: Labor Force

National Civilian Labor Force	79,612,807	5.15%	4.75%	3.68%	2.28%	0.43%	0.31%	0.15%	0.09%	36.52%
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The participation rates for the Bureau's occupations are as of June 30, 1981. They were taken from the Department of the Interior Equal Opportunity Information System (EOIS), Format EO-02B, permanent full and part-time employees.

The participation rates for the National Professional Labor Force and National Civilian Labor Force are 1980 estimates. They were taken from Appendix B of the Equal Employment Opportunity Commission Management Directive 707.

Chart 3: Summary Table of Multi-Year Goals

Targeted Occupation	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian or Pacific Islander Male	Asian or Pacific Islander Female	American Indian or Alaskan Male	American Indian or Alaskan Female	White Female
**Engineering	6%	5%	2%	2%	-	-	1%	-	34%
General Physical Scientist, 1301 Series	7%	7%	7%	4%	-	-	-	-	25%
Metallurgist, 1321 Series	8%	6%	2%	2%	-	2%	-	-	30%
Geologist 1350 Series	9%	9%	-	-	8%	-	-	-	24%
Engineering Technician, 802 Series	5%	5%	3%	3%	-	-	-	-	34%
Physical Science Technician, 1311 Series	5%	5%	5%	5%	-	-	-	-	30%
Administrative Officer, 341 Series	If two or more vacancies occur in the Administrative Officer series during the multi-year period, at least one or 50 percent will be filled by a member of the underrepresented group.								

*Goals are expressed as the percentages of hiring opportunities to be exercised toward each minority and/or sex group that is underrepresented in the targeted occupation.

**All engineering positions in the Bureau are aggregated and treated as a single targeted occupation for the purpose of EEO affirmative action.

Targeted Occupation	Barrier to Internal or External Staffing	Specific Actions to Overcome Barrier (s)	Interim Alternatives*
Engineering General Physical Scientists, 1301 Series Metallurgist, 1321 Series Geologist, 1350 Series	1. Bureau has placed very few advertisements in minority and women's magazines to identify the Bureau as an employer and to specify job opportunities in the Bureau. Consequently, very few minorities and women know of the Bureau and its job opportunities. 2. Minorities and women have limited knowledge about opportunities in the Mineral Resource Science profession.	1. (a) Will place ads in nationwide minority media as funds permit; (b) Maintain contact with and develop sources with the capability of reaching large numbers of potential applicants in the appropriate minority communities and female population. 2. (a) Will invite individual representatives and groups from colleges/universities; minority/women professionals, community and advocacy organizations; junior and senior high schools; etc., to visit/tour Bureau installations and discuss needs, positions, what Bureau does, etc.; (b) As funds permit attend minority conferences and forums sponsored by colleges and universities and minority and women's organizations; (c) Contact minority/women's professional, community and advocacy organizations for candidate referrals; (d) Make speakers available to college classes, professional organizations, etc.	

*To be employed if barrier cannot be removed during this fiscal year.

Targeted Occupation	Barrier to Internal or External Staffing	Specific Actions to Overcome Barrier (s)	Interim Alternatives*
General Physical Scientist, 1301 Series	3. The restructuring of some Series 1301 positions is accomplished by establishing interdisciplinary positions to be filled as 1301 Physical Scientist or 1101 Mineral Specialist. This may mean overcoming one barrier can create another barrier due to the OPM PATCO classification which lists 1301 as Professional and 1101 as Administrative. In practice, these interdisciplinary positions are for Commodity Specialists with identical grade levels. The career ladder for both series is GS 5-12 and positions in either series may go to GS-13 or 14 levels, depending on the commodity.	3. Series 1101 will be included with series 1301 for Affirmative Action Plan reporting.	
Engineering General Physical Scientist, 1301 Series Metallurgist, 1321 Series Geologist, 1350 Series	4. The reduction in funds impacts on the effectiveness of external recruitment activities.	4. (a) Contact colleges/universities and minority and women's organizations by phone and mail to maintain rapport and request referrals; (b) Develop posters and other recruitment literature which can be sent to colleges and organizations for distribution.	
General Physical Scientist, 1301 Series Geologist, 1350 Series	5. Bureau traditionally fills scientific positions at the higher GS levels. This hinders the recruitment of non-minorities and especially hinders the recruitment of minorities and women with the required specialized experience at these levels.	5. To the extent possible fill vacant positions at entry levels.	

*To be employed if barrier cannot be removed during this fiscal year.

Targeted Occupation	Barrier to Internal or External Staffing	Specific Actions to Overcome Barrier(s)	Interim Alternatives*
Engineering General Physical Scientist, 1301 Series Metallurgist, 1321 Series Geologist 1350 Series	6. Insufficient use of indirect external recruitment sources (i.e., COOP, VRA, Handicapped appointments, etc.).	6. (a) Negotiate new 4-year undergraduate and graduate COOP agreements with colleges and universities having a high representation of minority groups and women; (b) Future COOP agreements will be negotiated on a Bureauwide basis by the Headquarters personnel office and will be available for use by all Bureau offices; (c) Attend veterans' job fairs to promote Bureau positions, VRA appointments with the Bureau and to encourage those veterans no longer eligible for VRA appointments to obtain eligibility on appropriate OPM registers; and (d) Contact schools and centers for handicapped persons, Veterans Administration offices and State occupational rehabilitation offices for referrals.	
Engineering Technician, 802 Series Physical Science Technician, 1311 Series	7. Insufficient use of Internal recruitment programs such as Upward Mobility, Career Development Agreements and Training Agreements as a means of developing minorities and women.	7. (a) Establish bridge/training positions which can be filled at lesser levels of qualification and which will in turn qualify for more specialized technical/professional positions; (b) Special effort to study the feasibility of filling positions at lower levels without jeopardizing the quality of work; (c) Where appropriate, negotiate "in-house" qualification standards with OPM; (d) Restructure vacant positions to allow filling in other similar occupational series with less stringent qualification requirements; (e) Utilize the Department of the Interior training agreement with OPM to develop intern/	

*To be employed if barrier cannot be removed during this fiscal year.

Targeted Occupation	Barrier to Internal or External Staffing	Specific Actions to Overcome Barrier (s)	Interim Alternatives*
Engineering Technician, 802 Series Physical Science Technician, 1311 Series	8. Bureau has maintained little contact with local community and advocacy organizations, junior and senior high schools etc. to schedule visits and tours of Bureau installations and to discuss the Bureau and its occupational opportunities.	(7. Continued) training programs; and (f) Where appropriate, increase the use of details and rotational assignments to qualify minorities and women for higher level positions. 8. (a) Will invite individual representatives and groups from colleges/universities; minority/women professionals, community and advocacy organizations; junior and senior high schools; etc., to visit/tour Bureau installations and discuss needs, positions, what Bureau does, etc.; (b) As travel funds permit, attend job fairs at colleges and universities having high minority and female student populations; (c) As funds permit, attend minority conferences and forums sponsored by colleges and universities and minority and women's organizations; (d) Contact minority/women's professional, community and advocacy organizations for candidate referrals; (e) Contact schools and centers for handicapped persons, State occupational rehabilitation offices and the Veterans Administration for referrals of eligible handicapped persons and disabled veterans; and (f) Make speakers available to college classes, professional organizations, etc.	

*To be employed if barrier cannot be removed during this fiscal year.

Targeted Occupation	Barrier to Internal or External Staffing	Specific Actions to Overcome Barrier(s)	Interim Alternatives*
Engineering Technician, 802 Series	9. The reduction in funds impacts on the effectiveness of external recruitment activities.	9. (a) Contact colleges/universities and minority and women's organizations by phone and mail to maintain rapport and request referrals; (b) Develop posters and other recruitment literature which can be sent to colleges and organizations for distribution.	
Physical Science Technician, 1311 Series			

*To be employed if barrier cannot be removed during this fiscal year.

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
See Attachment		Increase the public's awareness and in particular minority awareness of the Bureau's mission, programs, job opportunities, etc.	A. High schools, colleges/universities and special interest groups will be contacted by Bureau Personnel. Bureau speakers will be provided to those interested groups.	X	X	X	X
			B. Bureau organizations will prepare booklets, information packets, and slide presentations.	X	X	X	X
			C. Tours of the Bureau's research facilities will be conducted for interested students, faculty, counselors, representatives of colleges/universities, minority, and female organizations, etc.	X	X	X	X
			D. The Bureau will initiate and maintain contact with the following organizations: 1. Project Technology, Univ. of Minnesota 2. American Assoc. of University Women 3. Chicano & Indian Study Centers 4. Society of Women Engrs.	X	X	X	X

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
			5. LULAC 6. HEPM Council 7. Society for Advance- ment of Chicanos and Native Americans in Science 8. National Consortium for Black Professional Development 9. Association of Black Engineers and Applied Scientists 10. Chinese Institute of Engineers 11. Puerto Rican Engineers and Scientist Society 12. Mexican American Engr. Society 13. National Puerto Rican Forum, Inc. 14. Society of Hispanic Professional Engineers 15. Association of Women Geoscientists 16. Women in Mining 17. Hispanic Women's Conf. 18. Cinco De Mayo Mexican Festival E. The Bureau will initiate and maintain contact with the following schools/ universities: 1. University of Alaska 2. University of Nevada				

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
			3. Penn State University 4. Community College, Reno, Nevada 5. University of New Mexico 6. University of Texas 7. University of Missouri 8. University of Oregon 9. New Mexico Institute of Mining and Technology 10. New Mexico State Univ. 11. Rolla High School, Rolla, Missouri 12. Hug High School, Reno, Nevada 13. Oregon State University 14. Linn-Benton Community College, Albany, Oregon 15. Willamette University, Salem, Oregon 16. Chemeketa Community College, Salem, Oregon 17. Howard University 18. University of Alabama 19. University of Maryland, Eastern Shore 20. Tuskegee Institute 21. University of Pittsburgh 22. Metropolitan State College, Denver, Colo. 23. Community College of Denver, Red Rocks 24. Colorado Women's College 25. California State Univ. at Fresno 26. Portland State University				

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
			27. Bowling Green State University 28. Florida A&M University 29. University of Idaho 30. Idaho State University 31. Butte School of Mines 32. Montana State University 33. University of Montana 34. Washington State Univ. 35. University of Washington 36. Chatham College, PA 37. Carlow College, PA F. Development of a standard Bureauwide ad for future placement in minority and female magazines, trade journals, etc.				X

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
		Increase and expand the use of external recruitment methods	A. The Branch of Personnel will negotiate six new COOP agreements with minority schools/schools with high minority populations. Three with 2-year schools and three with 4-year schools. B. Contact will be made with 50 nationwide minority, female, and handicapped/disabled veterans' organizations in an attempt to identify their capability of referring eligible applicants to the Bureau for its specialized positions. C. Where appropriate, minority and female applicants will be "name requested" from OPM registers using selective factors or hired under appropriate direct hire authorities to eliminate the time lag. D. Announcements for under-represented positions will be automatically distributed to appropriate minority, female, and handicapped/disabled veterans' organizations. This requirement		X		X
					X		
				X	X	X	X
				X			

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
			will be incorporated into the Bureau's revised Merit Promotion Plan. E. Bureau personnel will participate on the curriculum committees of the Metallurgical Technology Program at Linn-Benton Community College, Albany, Oregon, and the Science Technology Program at Chemeketa Community College, Salem, Oregon. F. The Bureau's Medical Qualification Chapter will be reviewed and rewritten. During this process attention will be paid to potential adverse impact on handicapped/disabled veteran applicants.		X		

Chart 5: FEORP Plan Summary

Targeted Occupation	Recruitment Strategies		Specific Actions to Implement Strategies	Quarterly Milestones			
	Internal	External		1st	2nd	3rd	4th
	Increase and expand the use of internal recruitment methods.		A. Where appropriate, the Bureau will develop or utilize intern/training programs, details or rotational assignments.	X	X	X	X
			B. The Bureau's Upward Mobility Program will be revised in an attempt to clarify the program and simplify the process.				X
			C. Vacancies will be reviewed and an attempt will be made to restructure positions to allow filling in other occupational series with less stringent qualification requirements.	X	X	X	X
				X	X	X	X

Attachment to Chart 5: FEORP Plan Summary

As the Bureau is a small highly specialized organization, the barriers to goal achievement in the filling of target positions and the alternative objectives and specific strategies proposed to alleviate barriers are basically the same throughout the Bureau. Some differences do exist in the types of targeted positions found in different Bureau offices. However, the nature of the positions (i.e., professional and paraprofessional engineering and physical science) are the same. The types of recruitment sources; the conditions of those sources (i.e., the lack of both eligibles and more pointedly minority and female eligibles on OPM registers; enrolled in appropriate college curricula and already existing in the labor force with appropriate experience); and the degree of competition from private industry for persons with these credentials are also basically the same. Therefore, the strategies, both internal and external, which the Bureau proposes to use to combat underrepresentation in these occupations throughout the Bureau must also be the same. This accounts for the lack of distinction in this plan between recruitment strategies designated for specific minority and female categories in specific targeted occupations. This is both realistic and intentional.

Chart 6: Allocation of Resources

The allocation of resources for the Affirmative Action Program are listed below.

Note: This format follows closely the categories contained in the Office of Management and Budget Circular Number A-11 entitled "Preparation and Submission of Budget Estimates." A few minor changes have been made to increase the usefulness of the form as a tool in multi-year affirmative action planning.

Program: Federal Service Equal Employment Opportunity
Activity: Affirmative Action (Federal)

<u>Data Entries</u>	<u>FY 82 Estimate</u>	<u>FY 83 Estimate</u>	<u>FY 84 Estimate</u>	<u>FY 85 Estimate</u>	<u>FY 86 Estimate</u>
Obligations (in thousand of dollars)	150	175	200	225	250
Outlays (in thousand of dollars)	150	175	200	225	250
Full-time permanent positions	13	7	7	7	7
Federal Workyears (Total)	21	15	15	15	15
Federal Workyears (FWP)	4	3	3	3	3
Federal Workyears (HEP)	3	2	2	2	2
Federal Workyears (Section 717)	2	2	2	2	2
Federal Workyears (FEORP)	3	3	3	3	3

Program: Federal Service Equal Employment Opportunity
Activity: Administrative and Management Support

<u>Data Entries</u>	<u>FY 82 Estimate</u>	<u>FY 83 Estimate</u>	<u>FY 84 Estimate</u>	<u>FY 85 Estimate</u>	<u>FY 86 Estimate</u>
Obligations (in thousand of dollars)	500	450	450	450	450
Outlays (in thousand of dollars)	500	450	450	450	450
Federal Workyears	13	11	11	11	11

Agency Contact: Ronald B. Shelton

Telephone: 634-1317

Plan for Quarterly and Annual Assessment of Progress

The Bureau Equal Opportunity Officer, together with the Chief, Branch of Personnel and key management officials shall monitor and evaluate the Multi-Year Affirmative Action Program (AAP) on a quarterly and annual basis. The purpose for monitoring the AAP is to assure adherence to program standards, assure timely accomplishments of AAP goals, assess effectiveness of the AAP Plans and insure integration of the affirmative action planning process in the sub-components management programs and the Bureau's personnel management system. The purpose of evaluating the AAP is to review the scope, depth and effectiveness of the AAP Plans.

Good-faith efforts in meeting goals will also be monitored and evaluated. It may not be possible to attain all goals according to the agreed-upon timetables, despite vigorous and good-faith efforts, particularly for highly technical professional occupations in which the pool of historically underrepresented groups may be limited. Therefore, efforts that result in restructuring jobs, creating bridge positions, focusing on entry level positions as a way to create larger pools of qualified persons or providing more and better training will be monitored and evaluated in conjunction with the attainment of overall affirmative action hiring goals.

The monitoring and evaluation process will include:

Quarterly Assessments

- A. Comparison of workforce profiles (by sex within racial and ethnic group) for 9/30/81, with workforce profiles for the current quarter in the following categories:
 1. Total paid employment by grade level;
 2. Total permanent employment (full-and part-time) by grade level; and
 3. Total permanent employment in each targeted occupation (or aggregation thereof).
- B. Comparison of workforce profiles for the current quarter with those of the previous quarter in the categories listed above.
- C. Analysis of hires, promotions and separations by pay systems during the quarter under review.
- D. Analysis of hires, promotions and separations in targeted occupations during the quarter under review.
- E. List of barriers to the employment of minorities and women which have been eliminated during the quarter under review.

- F. Summary of FEORP activities (internal and external recruitment) and the results during the quarter under review.
- G. List of barriers targeted for partial or full elimination during the coming quarter.
- H. List of projected FEORP activities and projected results during the coming quarter.

Annual Assessments

- A. Total paid employment by grade level for 9/30/81 and 9/30 of each succeeding year from FY 82-86.
- B. Total permanent employment (full-and part-time) by grade level for 9/30/81 and 9/30 of each year succeeding year from FY 82-86.
- C. Total permanent employment in each targeted occupation (or aggregation thereof) for 9/30/81 and 9/30 of each succeeding year from FY 82-86.
- D. Assessment of successes in the elimination of targeted barriers during the fiscal year under review. Reassessment of the relevance of barriers targeted for elimination during the coming fiscal year.
- E. Assessment of the productivity of recruitment activities conducted under the FEORP plan during the fiscal year under review. Reassessment of the practicality and usefulness of recruitment activities planned for the coming fiscal year.

The AAP will be monitored and evaluated at three levels--bureauwide, sub-component, and each organization within the sub-components. The bureauwide review will include the total workforce and the workforce at selected Bureau units/offices located in standard metropolitan statistical areas (SMSA) and States with high concentrations of minorities and women in the civilian labor forces and professional labor forces.

The following are the primary sources for information and the methods that will be used for conducting the monitoring and evaluation process:

- A. U.S. Bureau of Mines Quarterly Computer Printout LT6790

- Report 1: Workforce Profile by Grade/Pay Level
- Report 2: Average Time in Grade, Full-Time Permanent GS Pay Plan Employees
- Report 3: Workforce Profile by Occupational Series
- Report 4: Accessions and Separations
- Report 5: EEO Organizational Personnel Roster
- Report 6: Change in Series, Grade and Supervisory Status

- B. Department of the Interior Equal Employment Information System (EOIS), Formats EO-02 through EO-08. The reports from this system are received from the Department and analyzed on a quarterly basis. They report data and information on the Bureau's workforce profile, including the identification of all minority and sex groups, and state which groups are represented and/or underrepresented in each occupation in the Bureau.
- C. Equal Employment Opportunity Quarterly Report on Affirmative Action Accomplishments. This report enables each organization in the Bureau to report its affirmative action efforts, activities, accomplishments, problems and recommendations to the Equal Employment Opportunity staff and higher headquarters.
- D. Internal Equal Employment Opportunity Evaluation System that evaluates the effectiveness of affirmative actions and other EEO efforts and accomplishments at each unit/organization in the Bureau, on a rotational cycle. The system includes:
 - 1. Background reviews of the organizations
 - 2. Administration of employee questionnaires
 - 3. Onsite surveys:
 - a. Interviews with the organization's heads
 - b. Interviews with employees and supervisors
 - c. Interviews with outside officials
 - d. Interviews with EEO and personnel officials
 - e. Reviews of EEO personnel and statistical records
 - f. Closeout meeting with the organization head and staff
 - 4. Report of findings, recommendations and required actions

Glossary of Terms

Affirmative Action - Those actions appropriate to overcome the effects of past or present practices, policies or other barriers to EEO and necessary to implement the Affirmative Action Program Plan.

Agency - Those agencies and departments (i.e., Department of the Interior) with employees covered by Section 717 of Title VII of the Civil Rights Act of 1964.

Applicant Sources - Any entity from which members of underrepresented groups can be recruited for federal employment.

Barrier Analysis - A review and analysis of selection procedures to determine those procedures which impede the Bureau's efforts to eliminate underrepresentation or to offer equal employment opportunities to underrepresented groups.

Civilian Labor Force - The number of persons 16 years of age and over except those in the armed forces, who are employed or seeking employment.

Determination of Underrepresentation - A comparison between the percent of a particular race, national origin group by sex in a category of federal employment and the percentage of the same group in the relevant civilian labor force or professional labor force.

Employment Category - Two or more aggregated occupations that are treated as one occupation for affirmative action planning. For example: Mining Engineering, Chemical Engineering and other similar occupations may be aggregated into an employment category titled "Engineering."

FEORP (5 USC 7201) - Federal Equal Opportunity Recruitment Program - An affirmative recruitment program required by the Civil Service Reform Act of 1978 and predicated upon a determination of underrepresentation in various categories of civil service employment.

Goals:

A. Annual Goal

1. The annual "rate" (percentage) of hiring opportunities to be exercised toward each minority and/or sex group that is underrepresented in the targeted occupations.
2. An annual "rate" (percentage) at which members of the separate race/national origin group by sex will be hired or promoted in order to eliminate underrepresentation for the entire multi-year period.

- B. Multi-Year Goal - The "rate" (percentage) of hiring opportunities to be exercised during the multi-year period, toward each minority and/or sex group that is underrepresented in the targeted occupations.
- C. Ultimate ("Long-Term") Goal - The percentages of a minority and/or sex group, that the Bureau should have participating in its workforce to be fully represented. Ordinarily, this percentage would be the same as the percentage in the relevant civilian labor force or professional labor force.

Grade or Pay Level - The specific levels within the prevailing pay structure (general schedule (GS), wage grade (WG), or other).

Hiring or Employment Opportunities - All vacancies (unencumbered positions) which result from increases in authorized personnel ceilings; overall attrition or merit promotions and lateral assignments.

Level of Authority - Designated authority levels within the Bureau. Supervisory, managerial (a supervisor's supervisor) and other (all other non-supervisory personnel).

Mainstream Occupations - Those occupational series with the widest grade range between entry and the full performance levels.

Major Operating Components - Discrete organizational or functional units below the agency/department level (i.e., the Bureau of Mines) that have designated regional/installation offices.

Monitoring System - Internal Bureau or agency systems designed to track actions being taken by the Bureau to ensure compliance with the requirements set forth in the Bureau, Departmental, EEOC and OPM instructions and regulations.

Most Populous Occupations - Those occupational series within the Bureau which have the largest number of actual or projected authorized positions.

Multi-Year Plans - An affirmative action planning cycle which will extend beyond one-year and will coincide with the Bureau's ongoing budgetary and personnel management planning in order to address both long term and short term goals.

PATCO - The abbreviation for Professional, Administrative, Technical, Clerical and Other.

PATCO Category - The grouping together of occupational series by either professional, administrative, technical, clerical or other. (See Appendix A to EEOC's Management Directive 707).

Professional Labor Force (PLF) - The number of persons 16 years of age and over except those in the armed forces, who are employed or seeking employment in professional occupations. To provide a more realistic comparison of PLF and Bureau profiles, professional labor force participation rates do not include those occupational categories which are not typically represented in Federal professional employment (e.g. elementary and secondary school teachers and certain health related occupations).

Professional Occupations - As specified in the PATCO occupations in FPM 720-2.

Promotion Trend Data - Statistical data for a designated time period which illustrates promotion actions for race, national origin groups by sex.

Qualifiable - Those persons who do not presently possess the requisite qualifying factors for lateral or promotional placement, but who through specialized training and/or assignments may advance into an underrepresented employment category.

Race, National Origin, Groups by Sex ("Group") - The racial and ethnic categories to be used in affirmative action program plans. In all instances data and calculations for each group must also differentiate male and female. The UGESF requires analysis of race or sex data. Under these instructions, it is required that analyses be completed for each national origin group by sex.

White (not of Hispanic origin)

Black (not of Hispanic origin)

Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

Representation - When a minority or sex group's participation rate in the Bureau's workforce reflects the same group's participation rate in the civilian labor force or professional labor force.

Staffing/Recruitment Strategies - Staffing techniques which are designed to increase the available pools of qualified candidates from among the underrepresented groups.

Standard Metropolitan Statistical Area (SMSA) - A standard geographic area used for Federal data and programmatic implementation, based on the general concept of an integrated economic and social unit with a recognized large population nucleus, generally a city of 50,000 or more.

Targeted Occupations - The seven occupations, selected because of the degree of underrepresentation; its large number of positions; the widest grade/pay range; and the number of vacancies.

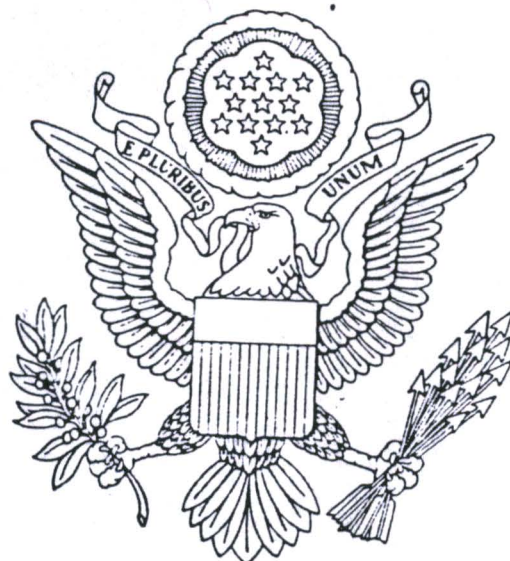
Transition Year - A developmental year designed to introduce Federal agencies to a systematic approach to affirmative action planning which will lead to multi-year affirmative action planning.

Underrepresentation - The disparity between the participation rate of a race/national origin group by sex in the Bureau workforce and in the relevant civilian labor force or professional labor force.

Uniform Guidelines on Employee Selection Procedures (UGESP) - Guidelines which set forth standards and procedures to be used by public and private sector employers in analyzing selection procedures.

Vacancy Projections - Annual estimate of unencumbered authorized positions that will occur within the Bureau during a fiscal year or the multi-year period.

Workforce Profile - An analysis of the Bureau workforce showing the dispersion of race, national origin groups, by sex within specified employment categories.

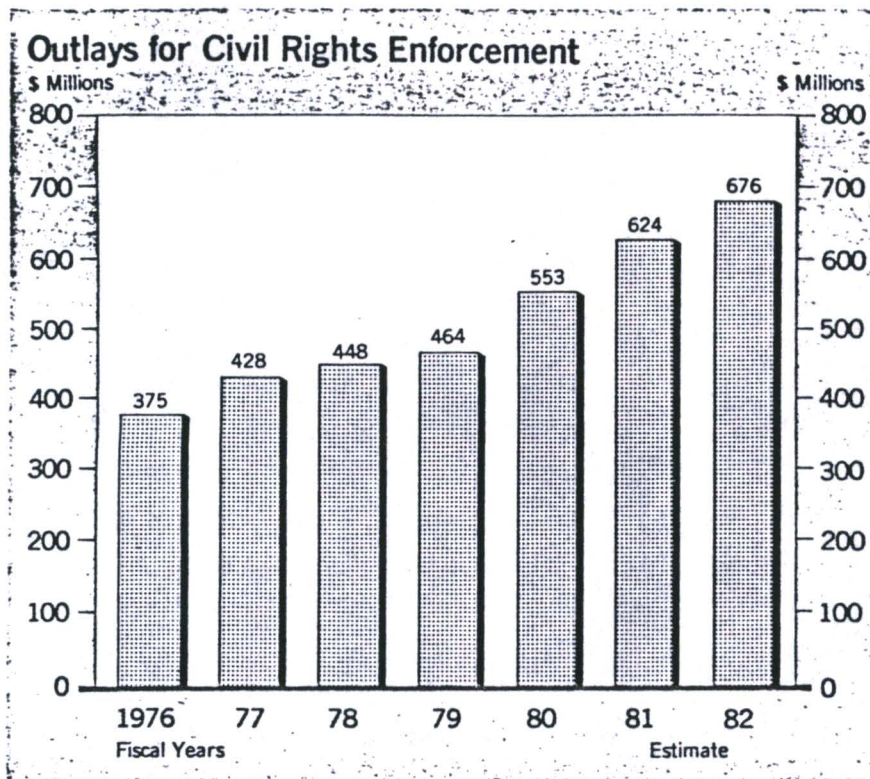


SPECIAL ANALYSES

**BUDGET OF THE
UNITED STATES
GOVERNMENT**

**FISCAL YEAR
1982**

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET**



Employment

The principal statutes or Executive orders prohibiting employment discrimination are:

- Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on race, color, religion, sex or national origin by public and private employers, unions, and employment agencies.
- The Age Discrimination in Employment Act Amendments of 1978 (ADEA), which prohibit discrimination against persons aged 40 through 70.
- The Equal Pay Act of 1963 (EPA), which prohibits discrimination in payment of wages based on sex.
- Executive Order 11246, as amended, section 503 of the Rehabilitation Act of 1973, section 402 of the Vietnam Veterans Readjustment Act, which together require Federal contractors to take affirmative action to assure equal employment opportunity regardless of race, color, sex, national origin, religion, handicap, service-connected disability, or Vietnam era military service.

In 1977, the President's Reorganization Project studied the administration of these laws by the 18 Federal departments and agencies that had major equal employment responsibilities. The study identified major problems of duplication and inconsistency in

billion or 3 percent of total 1980 procurements. For 1981, the goal is \$4.2 billion. If this rate can be maintained, the goal of reaching 10 percent by 1990, endorsed by the White House Conference on Small Business and sanctioned by President Carter, can be achieved. Next year, the goal setting process will be refined further and institutionalized as part of the OMB budget process.

- Executive Order 12138, issued on May 18, 1979, required greater involvement of women-owned businesses in Federal procurement. As a result of this and other efforts to increase involvement of women in Federal (procurement) total contracts awarded to female owned firms increased from \$40.5 million in 1977 to over \$212 million in 1980. The SBA's Office of Women Business Enterprise is responsible for coordinating efforts to provide management and financial assistance and to increase utilization of women business enterprises throughout the Government.
- Standardized efforts to increase utilization of minority, women, handicapped, and socially and economically disadvantaged entrepreneurs will be included in the Uniform Procurement System (UPS) now in preparation under the leadership of OFPP. The UPS will also simplify the procurement process making significant management improvements to expedite the acquisition and distribution of goods and services.

Table J-3. CIVIL RIGHTS OUTLAYS BY DEPARTMENT AND AGENCY

(In millions of dollars)

	1980 actual	1981 estimate	1982 estimate
Department of Agriculture.....	15.0	16.4	16.4
Department of Commerce.....	6.2	8.5	9.2
Department of Defense.....	127.6	136.9	146.3
Department of Education.....	40.5	43.5	51.1
Department of Energy.....	3.9	5.2	6.0
Department of Health and Human Services.....	32.5	36.1	44.9
Department of Housing and Urban Development.....	16.8	28.5	27.4
Department of the Interior.....	11.2	16.7	18.8
Department of Justice.....	33.0	37.0	40.0
Department of Labor.....	56.6	60.7	59.2
Department of State.....	1.6	1.8	1.9
Department of Transportation.....	9.6	11.8	12.5
Department of the Treasury.....	9.7	11.2	12.1
Equal Employment Opportunity Commission.....	*130.8	*143.3	*156.3
Commission on Civil Rights.....	11.6	12.0	13.9
Office of Personnel Management.....	4.4	4.5	6.2
Small Business Administration.....	2.2	2.4	2.9
All other Executive agencies.....	¹ 39.6	¹ 47.1	¹ 51.1
(U.S. Postal Service).....	² (27.7)	² (30.1)	² (32.7)
(Legislative Branch—GAO, GPO).....	² (1.3)	² (.5)	² (.6)
Total.....	552.8	623.6	676.2

*Estimated total internal equal employment opportunity outlays are not included in EEOC's outlay figures as in previous special analyses. Actual outlays are now included in each agency's total.

¹ Includes outlays by 29 agencies.

² U.S. Postal Service and Legislative Branch outlays appear in the Annexed Budget and are included here for memorandum purposes only.

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