

DOE 1600.1A
5-14-92

THIS PAGE MUST BE KEPT WITH DOE 1600.1A, FEDERAL WOMEN'S PROGRAM.

DOE 1600.1A, FEDERAL WOMEN'S PROGRAM, HAS REVISED DOE 1600.1 TO REFLECT ORGANIZATIONAL TITLE, ROUTING SYMBOL, AND OTHER EDITORIAL REVISIONS TO INCORPORATE CHANGES REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE BEEN MADE. DUE TO THE NUMBER OF PAGES AFFECTED BY THE REVISIONS, THE ORDER HAS BEEN ISSUED AS A REVISION.

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 1600.1A

5-14-92

SUBJECT: FEDERAL WOMEN' S PROGRAM

1. PURPOSE. This Order establishes a Departmentwide Federal Women's Program (FWP), outlines policy, and sets forth responsibilities for officials assigned specific duties in the implementation of the Federal Women's Program.
2. CANCELLATION. DOE 1600.1, FEDERAL WOMEN' S PROGRAM, of 10-14-80.
3. BACKGROUND. The primary program efforts will be directed towards achieving equality of opportunity without regard to sex through the legal, regulatory, and administrative framework, including:
 - a. The elimination of customs, habits, and attitudes which preclude or impede the access of women to all occupations and all position levels in the Federal career service.
 - b. The enhancement of the effectiveness of the Department's work force through the recruitment, employment, development, training, and provision of career opportunities for all women.
4. POLICY AND OBJECTIVE.
 - a. It is the policy of the Department of Energy (DOE) to provide equality of opportunity in employment without regard to sex, race, national origin, color, religion, age, or handicap.
 - b. The objective of the Federal Women's Program is to assist management efforts to improve conditions for employment including development, training, and advancement of women in the work force.
5. REFERENCES.
 - a. Executive Order 11375, which covers prohibition of sex discrimination in employment and the establishment of the Federal Women's Program.
 - b. Executive Order 11478, which covers integration of the Federal Women's Program into the Equal Employment Opportunity (EEO) Program and outlines agency and Office of Personnel Management (formerly Civil Service Commission) responsibility for various program elements.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Civil Rights

- c. Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (Public Law 92-261), which covers equal employment opportunity provisions for Federal agencies and employees.
 - d. Equal Employment Opportunity Commissions's Regulations 29 CFR 1613, which provides guidance to Departments and agencies in the execution of the Federal Women's Program.
 - e. Civil Service Reform Act of 1978, which requires fair and equitable treatment in all personnel management, without regard to sex, race, religion, color, national origin, age, politics, or handicapping conditions.
6. RESPONSIBILITIES.
- a. Director of Civil Rights, shall:
 - (1) Direct and administer the overall Equal Employment Opportunity Program, including the Federal Women's Program.
 - (2) Appoint a Departmental Federal Women's Program Manager (DFWPM) to carry out the Federal Women's Program.
 - b. Departmental Manager, Federal Women's Program, shall:
 - (1) Administer the Program Departmentwide and develop policy pertaining to its implementation.
 - (2) Appoint a Headquarters Manager to administer the Program for Headquarters employees in accordance with merit selection procedures.
 - (3) Provide advice and guidance relative to the special concerns of women and assure that the Department's Equal Employment Opportunity Plan includes affirmative actions that are designed to eliminate barriers to the full employment of women at all levels and in all occupations.
 - (4) Evaluate the effectiveness of the Program at all Departmental levels.
 - (5) Provide technical guidance to Equal Employment Opportunity Officers and Federal Women's Program Managers throughout DOE organizational components.
 - (6) Develop and maintain contacts with women's national professional organizations and Federal interagency groups in order to publicize the Federal Women's Program and to obtain information of value in conducting the Program.

- c. Headquarters Manager, Federal Women's Program, shall:
 - (1) Administer the Headquarters Program.
 - (2) Advise the Departmental Manager on policies, programs, and practices related to the Headquarters and Departmental Program objectives.
- d. Head of Each Field Element, shall:
 - (1) Assure that adequate resources are provided to implement the Federal Women's Program in the field element.
 - (2) Appoint a field element Federal Women's Program Manager in accordance with merit selection procedures.
- e. Field Element Manager, Federal Women's Program, shall:
 - (1) Administer the field element Program, including the functions of the field element Federal Women's Program Advisory Council.
 - (2) Advise the head of the field element and the Equal Employment Opportunity Officer on the Federal Women's Program implementation.
 - (3) Provide information and report on the Federal Women's Program to the Departmental Manager.
- f. Managers and Supervisors, shall:
 - (1) Provide positive direction to assure that their organization's personnel practices and procedures are in accordance with established laws, regulations, and policies directed to the elimination of sex discrimination in Federal employment.
 - (2) Provide support to the efforts of Federal Women's program Managers in the administration of the program.
 - (3) Encourage participation of employees in Federal Women's Program activities.

7. ADVISORY COUNCILS.

- a. The Departmental Federal Women's Program Advisory Council is established to assist the Departmental Manager in developing and implementing the Program. Members are nominated for a 1-year term by the Heads of Departmental Elements and appointed by the Departmental Manager. Additional representatives to the Council may be appointed to work on specific program tasks.

- b. The Headquarters and field element Federal Women's Program Advisory Councils are established in Headquarters and in each field element to assist the Federal Women's Program Managers in developing and implementing the program. Members are selected and appointed by the Federal Women's Program Managers with the concurrence of the employees' supervisors for a 1-year term and may be appointed for additional terms. A minimum of five members should be appointed in each field office.

8. PROCEDURES.

- a. A full-time or part-time field element Federal Women's Program Manager (FWPM) will report to the field element Equal Employment Officer. A collateral-duty manager will report to the Equal Employment Opportunity Officer in the performance of the Federal Women's Program duties. Field elements with a thousand or more employees should have full-time managers.
- b. The duties of each individual serving the Federal Women's Program on a collateral basis will be included in the incumbent's Official Personnel Folder by an amendment to the position description. The amendment will include:
 - (1) Duties of the position.
 - (2) The percentage of the field element Federal Women's Program Manager's official time expended on the Program (approximately 20 percent).
- c. The Federal Women's Program will be provided adequate resources, including clerical support and facilities for confidential conferences.
- d. Detailed instructions and guidelines for implementation of the Federal Women's Program will be issued separately.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management