



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 1000.16

10/13/83

Subject: DEPARTMENTAL FEDERAL WOMEN'S PROGRAM

1. **PURPOSE.** This Order establishes the policy and procedures for the administration and implementation of the Federal Women's Program (FWP) at all organizational levels within the Department of Transportation.
2. **REFERENCE.** The Executive Orders, laws, and issuances which are to be adhered to by all Secretarial Offices and Operating Administrations in the administration and implementation of the Federal Women's Program.
 - a. Executive Order 11246, "Equal Employment Opportunity," September 1965: Ensures nondiscrimination in Federal employment.
 - b. Executive Order 11375, "Amending Executive Order No. 11246, Relating to Equal Employment Opportunity," October 1967: Adds sex to other prohibited forms of discrimination.
 - c. Federal Personnel Manual Letter 713-8, January 1968: Provides the initial guidance regarding the role and activities of the Federal Women's Program Manager, and delineates agency management's responsibilities to the program.
 - d. Executive Order 11478, "Equal Employment Opportunity in the Federal Government," August 1969, as amended: Integrates the Federal Women's Program into the overall Equal Employment Opportunity Program and places the Federal Women's Program under the stewardship of the Office of Civil Rights.
 - e. Public Law 92-261, "The Equal Employment Opportunity Act of 1972": Establishes the legislative base for the Federal Women's Program as an integral part of the Equal Employment Opportunity Program in the Federal Government.
 - f. Federal Personnel Manual Letter 713-37, May 1977: Cites requirements for the documentation of EEO collateral duties in official position descriptions.

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All Operating Administrations

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- g. Public Law 95-454, "Civil Service Reform Act of 1978": Cites the authority for determining underrepresentation of minorities and women.
- h. Code of Federal Regulations, "Federal Equal Employment Opportunity," 29 CFR 1613.201 et seq., January 1979: Cites the regulation and policy for the administration of the Federal Women's Program.
- i. Office of Personnel Management, "Handbook for Federal Women's Program Managers," August 1979: Sets forth primary guidelines and instruction for the administration of the Federal Women's Program in Federal agencies.
- j. DOT Order 1100.28B, March 15, 1983, "Affirmative Action Plans to Assure Equal Employment Opportunity for Minorities and Women in the Department of Transportation": Establishes Departmental policy to assure equal opportunity for minorities and women.

3. BACKGROUND.

- a. The Federal Women's Program is historically based on Executive Order 11375, and regulations and procedures established by the Equal Employment Opportunity Commission (EEOC) and the Office of Personnel Management (OPM). The Federal Women's Program is an integral part of the Equal Opportunity/Civil Rights Program and is governed by the laws, rules and regulations of the Equal Employment Opportunity Program.
- b. The EEOC and the OPM have required Federal agencies to have a viable Federal Women's Program with allocations of personnel and funding to accomplish equal employment opportunity for women in accordance with the requirements as set forth in the Equal Employment Opportunity Act of 1972, and the Civil Service Reform Act of 1978.

4. POLICY. It is the policy of the Department of Transportation to provide equal opportunity for women in all areas of employment consistent with the hiring and promotion goals and objectives of the Department's Affirmative Action Program. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, career development, advancement, and treatment of women.
5. SCOPE. All operating administrations of the Department of Transportation are covered by the provisions contained herein. The Office of the Secretary and the Office of the Inspector General are to be considered operating administrations for the purpose of this Order.
6. RESPONSIBILITIES.
 - a. Operating Administrators, the Inspector General and Assistant Secretary for Administration shall:
 - (1) ensure the development and implementation of an FWP within their respective operating administrations pursuant to the Departmental FWP plan (see 6.c.), applicable laws, rules, and regulations;
 - (2) provide resources for the administration of a results-oriented program at all administrative levels; and
 - (3) ensure that the FWP, as an integral part of the EEO Program, is included in the performance appraisals of all managers and supervisors.
 - b. Departmental Director of Civil Rights shall:
 - (1) develop and evaluate the Departmental FWP to ensure that matters related to the program are consistent with overall equal opportunity goals;
 - (2) assure that the Departmental FWP is an integral part of the total DOT EEO program;
 - (3) issue implementing instructions as may be necessary to assure an effective Departmental FWP;

- (4) assure that resources and budget are allocated to the Departmental Office of Civil Rights for the administration of the Departmental FWP;
- (5) assure the staffing of the FWP at a sufficient level of authority and responsibility in the Office of Civil Rights; and
- (6) assure that the Departmental Federal Women's Program Manager has access to the Director of Civil Rights on all FWP matters.

c. Departmental Federal Women's Program Manager shall:

- (1) serve as the principal resource person and staff advisor to the Departmental Director of Civil Rights on laws, regulations, and procedures pertaining to the unique concerns/problems related to equal opportunity and affirmative action for women;
- (2) develop a plan for the implementation of the Departmental FWP which will include, but not be limited to, program direction and guidelines, monitoring and evaluation, and technical assistance;
- (3) provide technical advice and assistance to management and operating administrations' Federal Women's Program Managers on the implementation of the Departmental FWP;
- (4) review each operating administration's FWP to ensure compliance with Departmental policy;
- (5) review agency plans and programs to ensure that such do not impact negatively on the employment of women; and
- (6) participate in the development and implementation of affirmative action plans to ensure that these plans address the underrepresentation and underutilization of women.

d. Operating Administration Directors of Civil Rights shall:

- (1) develop and evaluate the operating administration's FWP to ensure that matters related to the Program are consistent with overall equal employment opportunity goals;
- (2) assure that the FWP is an integral part of the total Equal Employment Opportunity Program;
- (3) issue implementing instructions as may be necessary to assure an effective FWP;
- (4) assure that resources and budgets are allocated for the administration of the FWP;
- (5) assure the staffing of the FWP at an appropriate level in the operating administration's Office of Civil Rights and, for collateral-duty staff, ensure that a sufficient amount of official duty time be allocated to the administration and implementation of the Program; and
- (6) assure that the Federal Women's Program Manager has access to the Director of Civil Rights on all FWP matters.

e. Operating Administration Federal Women's Program Managers shall:

- (1) serve as the principal resource person and staff advisor to the operating administration Directors of Civil Rights on Federal regulations pertaining to the unique concerns/problems related to equal opportunity and affirmative action for women;
- (2) develop an FWP plan within the respective operating administration which will include, but not be limited to, program direction, guidelines, technical assistance, and evaluation;
- (3) provide technical advice and assistance to managers and supervisors and field Federal Women's Program Managers on the implementation of the FWP;

- (4) review operating administration plans and programs to ensure that they do not impact negatively on the employment of women; and
- (5) participate in the development and implementation of affirmative action plans to ensure that these plans address the underrepresentation and underutilization of women.

f. Managers and Supervisors shall:

- (1) implement the FWP as an integral part of the administration's EEO Program;
- (2) monitor and evaluate their personnel actions to ensure that they address the underutilization and underrepresentation of women;
- (3) communicate to employees the FWP policy and plan to facilitate their understanding, cooperation and support; and
- (4) participate in outreach efforts with professional and community organizations, groups, and businesses which address the employment concerns of women.

g. Directors of Personnel shall:

- (1) assure that the FWP policy and plan, as an integral part of the EEO Program, are considered in the development of personnel policies, programs, and procedures;
- (2) assist managers and supervisors in the execution of their responsibilities for the FWP; and
- (3) cooperate with the Directors of Civil Rights to provide training for Federal Women's Program Managers to include, but not be limited to, developmental and/or rotational assignments, structured on-the-job training programs and outside-of-agency training.

7. FEDERAL WOMEN'S PROGRAM MANAGERS INTRA-DEPARTMENTAL COUNCIL

The Federal Women's Program Intra-Departmental Council consists of the Departmental Federal Women's Program Manager, who serves as chair of the Council, and the Federal Women's Program Managers in each of the Department's operating administrations who have national-level responsibilities for the operating administration's FWP. The Council addresses issues and concerns which affect women in DOT including but not limited to providing input for the development of the Departmental Affirmative Action Program Plan, and sponsoring programs and activities to address the employment concerns/problems related to equal opportunity for women.

8. DOCUMENTATION OF PERSONNEL RECORDS

Official duties and responsibilities of collateral-duty Federal Women's Program Managers shall be described in the official position descriptions that cover the positions occupied by the employees.

9. REPORTING AND SUBMISSION REQUIREMENTS

Federal Women's Program plans and reports, developed as integral parts of operating administration EEO Affirmative Action Program Plans, Update and Accomplishment Reports, will be submitted annually to the Departmental Office of Civil Rights in accordance with established DOT Affirmative Action Program Plan reporting requirements.

FOR THE SECRETARY OF TRANSPORTATION

Jon H. Seymour
for the Assistant Secretary
for Administration