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Dr. Martin Luther King, Jr.
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From The Administrator

Last year, on the anniversary of the birthday of the late Dr. Martin Luther King, Jr., we spoke of Dr. King's dream of a society in which every individual has an equal chance to succeed in any endeavor. In our commitment to fulfilling Dr. King's dream, we summarized some of the achievements and some of the goals of NOAA's Equal Employment Opportunity Program.

This year, we commemorate this great American's birthday in a similar manner—with a report on NOAA's continuing efforts to provide equal opportunities for all its employees and applicants without regard to race, color, sex, religion, national origin, age, or any other factor unrelated to merit. The results appear to be rather good. The facts speak for themselves as described in the rest of this special issue of NOAA WEEK.

Overt acts of discrimination, while painful to the individual and intolerable to the agency, can readily be dealt with. Both victim and offender can expect swift and vigorous corrective actions under NOAA EEO guidelines. This is my policy, and therefore, the

responsibility of all managers and supervisors in this Administration.

A more insidious, subtle form of discrimination, however, is a constant threat. Each of us must seek out within our own minds preconceived notions linking a person's right and ability to function on an equal basis in our society with race, color, sex, religion, national origin or age. Where these deep-rooted prejudices are found, they must be exposed to the light of reason. There they will die.

NOAA will continue to demonstrate its commitment to the goal of equal opportunity for all members of the NOAA family by continuing programs already under way, such as specialized upward mobility programs begun in 1974, and, working with the NOAA EEO Advisory Committees, we will seek out new ways to achieve EEO goals.

Robert M. White

Dr. Robert M. White
Robert M. White

Martin Luther King's Dream

-The NOAA Commitment-

Our pledge over this past year to help fulfill Dr. King's dream by making EEO an integral part of NOAA's mission is working. It is working because of the wholehearted support of the entire NOAA family. This is a report of those NOAA actions taken during this past year dedicated to making Dr. King's dream come true.

A formal communications system between all levels of NOAA management and respective EEO Committees has been instituted. The NOAA EEO Committee meets with Dr. White, Dr. Townsend, and all Major Line Components Directors in Rockville, Md., on a quarterly

basis to review program progress and discuss any problem situation. MLC Directors meet with their EEO Committees monthly. Regional and local EEO Committees with their respective managers. The NOAA EEO Committee also meets quarterly with the Assistant Administrator for Administration, the EEO Officer, Director of Personnel and his staff specialists who work in the EEO program to continue to make the NOAA EEO program more effective. A formal system of meetings has put our communications network on solid ground.

A very rewarding side effect has been the growth of inter-communications—from the top down and the bottom up—which has also helped strengthen our overall EEO program effort. In fact, everybody's talking to and with each other now in this critical area of social and interpersonal relations.

NOAA EEO Committee 1974 Review

by Lena Loman,

NOAA EEO Committee, Chairperson

EEO Committees in NOAA are spokespersons for the employees of NOAA—to bring to management an awareness of the problems and practices that have resulted in employment procedures which have hindered minorities, women, and other disadvantaged employees and to recommend ways for developing positive and lasting remedies.

All of the EEO Committees in NOAA function as advisory groups to their respective Directors and are concerned with the operation and effectiveness of NOAA's EEO Program in their organizational element. In particular, the NOAA EEO Committee advises the Administrator on the operation and effectiveness of the total NOAA EEO Program and has been instrumental in bringing to his attention the need for a continuing effort on the part of managers to press consciously for the total involvement of minorities and women in all facets of NOAA's mission.

The NOAA EEO Committee is composed of the chairperson and vice-chairperson of each Major Line Component EEO Committee, the chairperson of the Headquarters Staff EEO Committee, a representative from the NOAA Corps, and NOAA's Federal Women's Program Coordinator.

The 1974 NOAA EEO Committee participated in the highly successful NOAA EEO Awareness Day Programs which was presented in the Washington, D.C. area in May, 1974 and throughout NOAA's various field locations during the remainder of the year. At these EEO Awareness Day Programs many employees heard the Administrator and his Directors commit themselves to NOAA's EEO Program and became aware, for the first time, of the efforts being made to provide mechanisms for bringing minorities, women and underutilized employees into the mainstream of the NOAA work force.

The Committee has worked closely with management and NOAA's Personnel Division in the implementation of the Scientific Upward Mobility Training Programs (SUMTP) one of the most effective Upward Mobility Training Programs in the Federal government. This and previous Committees have pressed for improved supervisory training for NOAA employees which would include exposure to the legal aspects of EEO. Such training courses have been developed and

are being given on a regular basis. Special courses have also been developed for EEO Committee members. The Committee has requested that career counseling be made available for those NOAA employees who desire it. Some progress is also being made in this area. NOAA's Personnel Division is designing brochures which will give NOAA employees information on training programs and career counseling. The Personnel Division has also begun work on a NOAA skills file. The initial file is being designed for employees in GS grades 1 through 7.

The NOAA Awards Program now includes an EEO Award with a sizable monetary stipend. Though not as much as was recommended by the Committee, it still is a step in the right direction.

One of the Committee's most important projects is assisting management and the Personnel Division in the establishing of affirmative actions and goals which are meaningful, reachable, and beneficial to the total NOAA EEO Program. Much of the Committee's success in 1974 has been due to the rapport and excellent working relationship that had developed between management and the Committee. Every effort is being made to maintain this communication channel with the Committee continuing to play the devil's advocate in its efforts to expose unfair practices and practices.

The NOAA EEO Program is a continuing effort requiring the support of all of NOAA's employees. There is much to be done in many areas if NOAA is to realize its goal of equal employment opportunity for all. The Committee representatives do not present "EEO complaints." This is the job of NOAA's well trained staff of EEO Counselors and the EEO Officer but the Committee does not shy away from ideas, suggestions and, yes, criticisms. With such support from NOAA employees, we will continue to realize our goals and the employment for all will not remain a dream—it can and will be a reality.



Ms. Lena Loman

(Right above)

Biological Technician Trainees: Ronald Payne; Mark Harrington; (Jack Gehringer, Deputy Director National Marine Fisheries Service) Milton Palmer; and Rodger Bartlett.

(Right below)

Alaskan natives who are Scientific Technicians with the National Weather Service: John Stepetin; Clarence Sampson; (NWS Alaska Regional Director Stewart Bigler) Benjamin Eakon; and Brenda Cash.

(Far right)

Scientific Technicians and 20/20 Work Study Trainees from the Environmental Data Service, NCC, Asheville, N.C.: First row, from left: Myra Ramsey, Connie Coche, Rita Griffin, Christine Woody, Beulah Taylor, Diane Hollaman; Second row, from left: Juanita Moore, Larry Griffin, Enoch Smith, Lorraine McKinney, and Brenda Page.

OAA Upward Mobility Efforts

NOAA has taken a major step forward during the past year with development and implementation of four new Scientific Upward Mobility Training Programs (SUMTP). As far as we know, NOAA is the only agency in the Federal government to undertake such an Upward Mobility Program on a nationwide basis within less than a year's time.

As evidence of the EEO commitment underlying SUMTP, 87 percent of the 95 trainees participating in the program are minority and 10 percent are female.

The four programs included in SUMTP: Scientific Technician, 20/20 Work Study, Science Intern, and Graduate Scientist; are oriented toward selecting and training men and women with a high degree of potential for scientific work, to enter new career fields where they can contribute directly, as para-professionals or professionals, to NOAA's scientific and technological missions. Through SUMTP, NOAA is able to offer upward mobility to its employees and to improve its overall Equal Employment picture. Through this program, which is centrally funded and administered, employees in NOAA, particularly those in grades GS-1 through 7 or equivalent, are offered specific targeted positions which have career advancement potential in 21 different scientific/technical disciplines. A brochure describing the four programs, which made up SUMTP, including qualification requirements for entry, was prepared and distributed nationwide to all NOAA installations during October and November 1973. An article appeared in the September 14, 1973, edition of NOAA WEEK announcing the new programs. Sixteen presentations on SUMTP were given to NOAA managers and employees in the Washington Metropolitan area; six additional Upward Mobility showcases were given in Boulder, Colorado; Kansas City, Missouri; Seattle, Washington, and Asheville, North Carolina; to publicize the new programs. Audiences ranged from 25 to 100 employees per session. A training agreement was prepared, using the element approach, to qualify candidates for the new Scientific Technician Training Program on the basis of potential, as well as educational and experience factors. This agreement was successfully negotiated with the Civil Service Commission in January, 1974. The Personnel Section of the Personnel Relations Branch added three new counselors to its staff, one in Washington, D.C.; one in Kansas City, Missouri; and one in Seattle, Washington, to assist with program implementation.

All six of NOAA's Major Line Components participated in the four Scientific Upward Mobility Training Programs. Training assignments to target positions are located in Washington, D.C. and throughout NOAA's various field locations. Fifteen Manpower Utilization Council meetings were conducted in Washington, D.C.; two more were conducted in Boulder, Colorado, to select candidates for the 95

SUMTP positions. Of the 95 positions filled this year, 63 are targeted for the field and 32 are targeted for Washington, D.C.

Participants in SUMTP are receiving formal training at 27 colleges, four accredited Technical Institutions and three Federal training sites scattered throughout the United States. On-the-job training assignments are also spread out nationwide. Due to the various disciplines and the complexity of training, the programs vary in length from one year to 24 months.

All six of NOAA's Major Line Components participated in SUMTP but not in all four program categories. The breakdown of minority and female participation in each of the four programs follows: 1) Scientific Technician (50 positions), 90 percent; 2) 20/20 Work Study (20 positions), 65 percent; 3) Science Intern (5 positions), 100 percent; 4) Graduate Scientist (20 positions), 100 percent. The participants represent minorities and female employees including Black, Alaskan Natives, Spanish-Speaking, and Oriental employees, and include Veteran's Readjustment Appointments and one handicapped employee. All participants were selected on the basis of merit promotion principles, after 485 applicants were interviewed both in Washington, D.C., and the field. The 485 applicants included outside college applicants who were interviewed during the months of February and March 1974. All 95 trainees entered the program during April, May, June and July 1974.

The four SUMTP programs were designed in a stair-step progression. The Scientific Technician Program was designed to create technicians in career fields utilized by NOAA to accomplish its mission. This program enables employees, who do not necessarily have a technical background, to qualify as technicians after successfully completed both classroom and on-the-job training. It also allows employees, who may already have a technical background, to change from one technical field to another, by utilizing the same training process.

The 20/20 Work Study Program operates on two bases. The program was designed to develop either technicians or professionals in the various scientific disciplines utilized by NOAA depending upon the qualifications of the employee, and which goal he or she can realistically obtain within the framework of the program. The program provides for two years of university training along with on-the-job training.

The Science Intern Program was designed to create professional scientists from candidates who already have college degrees, which are not in the specific scientific discipline necessary for NOAA's major scientific professions, such as meteorology of fishery biology.

Meetings were held with MLC Directors, or their designees, and their staffs in Washington, D.C., and Boulder, Colorado, to identify target positions, disciplines, and program participation. Focal points or contact points for SUMTP are the Executive/Administrative Officers for each MLC; ERL named its Personnel Officer as its focal point. Each MLC also submitted a list of ten individuals in their respective organizations who would serve as interviewers on the SUMTP interview panels. Special upward mobility presentations were given at EEO Supervisory Seminars in NOS, NMFS, and NWS. Two additional presentations were given to NMFS personnel at the College Park Laboratory and NMFS Headquarters in Washington, D.C.

The four Scientific Upward Mobility Training Programs were tracked by NOAA's Management by Objectives system and reports were given to the Assistant Administrator for Administration on a monthly basis from February through July 1974.

Four presentations on the status of SUMTP were also given to Dr. White and the NOAA EEO Committee. A special presentation on the status of SUMTP was also given to the NWS Regional Directors.

In reviewing the accomplishments of this past year, it is clear that none of them would have been achieved without the full backing and support of the entire NOAA family.



(More pictures on page 4)

NOAA EEO Counselor Structure Revised

During the past year and a half additional positive efforts have been taken to improve the EEO complaint system in NOAA. Last year NOAA requested that the Department of Commerce permit NOAA to assume full responsibility for the designation and location of NOAA employees who would serve as EEO Counselors in our field locations. The Department has since delegated that responsibility to NOAA. Since then, NOAA has revised its field EEO counselor structure not only to include additional counselors but to allocate them at more of our field sites, thus providing better service to NOAA field employees. The revision increases the number of NOAA field employees serving as EEO counselors by about 60 and provides for easier access to EEO counselors for employees seeking redress from alleged acts of discrimination based on race, color, religion, sex, national origin, or age. Currently there are approximately 82 NOAA employees in the field who serve as EEO counselors. These employees are stationed at approximately 67 locations to service employees in all states including Alaska and Hawaii.

In addition to providing judicious use of NOAA's EEO counseling resources, there are other benefits gained from this arrangement. For example, the EEO office now receives monthly reports on counseling activities regarding EEO complaints in the field. These reports will pinpoint the bases for complaints, amount of time expended in attempts at informal resolution, organization (MLC) against which charges are made, etc. From such statistics, trends may be developed regarding the likely causes of complaints; problem areas may be

identified earlier; and recommendations may be made to pro solutions to anticipated problems. Another benefit, of course, is NOAA is now better able to communicate the discriminatory complaint system and other aspects of the EEO program supervisory and other employees. For example, a number of counselors have conducted a slide-tape presentation of the complaint system at their respective duty stations. Others are not attending at EEO committee meetings and are able to make positive contributions at these meetings.

To effect the revision of the field EEO structure, approximately \$30,000 was set aside for training of the counselors. Other funds of varying amounts have also been expended in connection with expanded counselor activities such as posters, photographs, direct etc. These funds for training and other operational expenses are in addition to those set aside for the overall Expanded EEO Program.

The net effect of the revision has been to produce positive results in terms of meeting statutory and regulatory requirements, and communicating the program to employees. The revision has done much toward solidifying the EEO complaint process and the overall Expanded EEO Program.

NOAA Automated Skills File

The Personnel Division has developed a system whereby skills and training possessed by employees but not fully utilized in their present jobs or occupations can be inventoried. Through this inventory, personnel presently in limited promotional opportunity jobs can be better matched with vacancies and maximum automatic consideration assured for promotion or for developmental assignments.

Entry into the inventory is voluntary and is effected by filling out a questionnaire. The questionnaire solicits all of the necessary information such as past experience, training-both academic and OJT, interests, etc. As personnel actions (reassignments, promotions, NOAA paid training completed, etc.) are processed the skills system will be automatically updated. However, when employees complete training courses on their own or their interests change, then they must notify the Personnel Division so that the records can be updated. This will be done by memorandum. The questionnaire is computerized and for each vacancy a list of employees having the type of skills required (without consideration of proficiency in the skill) will be provided.

The system covers certain occupations in grade levels 1 through 7 and equivalent wage grades. At the present time the system is in final stage of development and implementation is expected in early '75. Barring unforeseen events the system should be an integral part of the personnel program by June, 1975.

NOAA's EEO Training Effort

A three-pronged training effort was launched in 1974, by the Personnel Relations Branch of the NOAA Personnel Division. The year 1974 saw the design, development and implementation of a three-day seminar for managers and supervisors, a one-day course for EEO Committee members, and a one-day seminar for non-supervisory personnel.

During the last nine months of 1974, more than 1,700 non-supervisory NOAA employees participated in the one-day seminar. The 1700 figure included 530 field employees. Two hundred and forty-two managers and supervisors were educated as to their EEO responsibilities in 11 three-day seminars, six of which were conducted in the field. Approximately 150 EEO Committee members were trained in ten sessions designed to inform them of their responsibilities as Committee members; two of these sessions were conducted in the field.

A dedication to EEO on the part of the staff of the Personnel Relations Branch is evidenced by their teaching and travel patterns. During a normal two-week period, two three-day and ten one-day seminars are given by the four staff members. During the period from September to November 1974, staff members spent two weeks in Boulder, Colorado; two in the Boston, Massachusetts area; one in Lake City, Utah; and one in Kansas City, Missouri. Some additional training at NOAA field locations will take place in the early months of 1975. Judging from seminar evaluations and requests from field locations asking for additional training sessions, it appears that NOAA's efforts in the EEO Training area have been well-received and will continue.

NOAA Upward Mobility Efforts



Graduate Scientist Group attending Pennsylvania State University majoring in meteorology: First row, from left: (Connie Zarbo, NOAA Upward Mobility Coordinator) Clarence Burke, Renee Fair; Benjamin Watkins; Camella Davis; Gloria Doyle; Second row, from left: James Wright, Counselor; Paul Trotter; Polly Wilson; Ruth Aiken, who is leading the entire meteorology class at Penn State; Alonzo Brown; and Marlin Perkins.

Continued from page 3)



Initial class of Scientific Technicians: Evelyn Los; (Dr. Joe Townsend, NOAA Associate Administrator) Delores Belle; Michael Hodges; Joan Weamer; Lynn West; Harold Graves; Lucille Manly; Stephen Williams; Gloria Shelton; William Cherry; Cheryl Jordan; (Theodore P. Gleiter, Assistant Administrator for Administration) Gail Lewis.



National Oceanic and Atmospheric Administration

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