



Regional Affirmative Action Equal Employment Opportunity

Multi-year Program Plan Fiscal Year 1982 -1986



Certification of Qualification of Principal EEO Officials

I certify that the qualifications of all staff officials, full-time and part-time, concerned with administration of the EEO Program, including the Director, Office of Civil Rights; Federal Women's Program Manager and Hispanic Employment Program Manager have been reviewed by competent authority, and the incumbents of these positions meet the standards outlined in Qualification Handbook X-118 under Equal Opportunity Specialist Series or "Qualification Guide for Collateral Assignment Involving Equal Employment Opportunity Duties." Evidence for the review has been made and its findings are on file and available for review by Equal Employment Opportunity Commission Officials.

I further certify that the provisions of FPM Letter 713-37, documenting EEO Collateral Duties in Official Position Description, have been met.

Valdas V. Adamkus SEPTEMBER 10th, 1981
Acting Regional Administrator Date

Multi-Year Affirmative Action Plan
Fiscal Years 1982 - 1986
Environmental Protection Agency, Chicago Region

Irene Little September 10, 1981
Director, Office of Civil Rights Date

Valdas V. Adamkus September 10th, 1981
Acting Regional Administrator Date

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Introduction

The legal authority requiring Federal Affirmative Action Programs was first established by Executive Order 11473 in 1969. In the 1972 amendment of Title VII of the Civil Rights Act (Section 717, 42 USC 200-E 16), the Congress required agencies to maintain an Affirmative Action Program to ensure enforcement of the Federal Equal Employment Opportunity Policy. In October, 1978, the Federal Reform Regulations gave to the Equal Employment Opportunity Commission (EEOC) the responsibility of overseeing and enforcing Federal Affirmative Action.

On January 23, 1981, the EEOC issued Management Directive Number 707 requiring Federal agencies to prepare a Multi-Year Affirmative Action Program Plan, which includes a review and analysis of an agency's workforce, a determination of underrepresentation and goal setting, accordingly. While goals are specific, the overall objective of the Plan is to reduce and/or eliminate underrepresentation of women and minorities in all occupations within an agency's workforce. The Multi-Year concept is a long-term systematic approach to Affirmative Action Planning and Program Development. It has built-in flexibilities which allow agencies to work through internal staffing and budgetary constraints caused by freezes, reductions in force, and other occurrences which impact the ability to accomplish Affirmative Action Goals.

This is the Chicago Region's first Multi-Year (5-year) Affirmative Action Plan. For the most part, we have followed the instructions contained in EEOC's Management Directive Number 707. One significant exception - we have not included an evaluation of employee training within the Region because the training data is not available and we anticipate limited training opportunities during the first year of this Plan's operation.

The Plan is established on the premise that, assuming nondiscrimination in hiring, promotion and other employment policies and practices; the agency's workforce (by sex and ethnic groups) would ordinarily reflect civilian workforce participation in the relevant labor market. For example, if the standardized civilian labor force (CLF) data shows 20% Hispanic Chemists, then approximately 20% of the chemists in EPA Region V's workforce would be Hispanic. If more than 20% of our chemists are Hispanic, no affirmative action goal will be set for chemists. If there is approximately 20% representation, our goal would be to monitor turnover and hires in order to maintain the 20%. If the number of Hispanic Chemists in our workforce is significantly lower than 20%, we have underrepresentation (the disparity between the participation of a race or ethnic group by sex in the civilian workforce and its participation in Region V's workforce), and a commensurate goal is set.

We have looked at Region V's complete workforce (by sex and ethnic group); and have identified the major jobs or job categories that make up our workforce. We have determined underrepresentation and have established affirmative action goals accordingly.

Our ultimate (long-term) goal is to eliminate underrepresentation. Ideally, our numerical goal should represent the net increase necessary to eliminate underrepresentation. However, the numerical goals contained in this plan have been altered to realistically reflect anticipated number and kinds of vacancies to be filled.

Our incremental (annual) goal is to reduce underrepresentation. For example, if Hispanic Chemists must show a net increase of 10 in order to reach 20% (no underrepresentation), ideally the incremental goal should be a net increase of 2 each year for a total of ten (ultimate goal). However, we must consider hiring freezes, ceiling cutbacks, budgetary restrictions, etc. If we anticipate 0 hiring opportunities for chemists, our incremental goal may be 0, subject to revision, should hiring conditions change.

This plan will be monitored on a quarterly basis and revisions in goals will be made whenever there is substantial increase or decrease in authorized ceiling, substantial change in agency mission, necessitating major personnel movement or reclassification, substantial change in civilian workforce statistics, or any other condition which could impact goal achievement.

Explanation of Terms

EMPLOYEES - This refers to full-time permanent employees and part-time permanent employees, unless otherwise designated.

AGGREGATE GROUPING - When a specified group (male & female) constitutes less than 1% of the Civilian Labor Force, we have combined statistics for more than one group in order to achieve more significant numerical statistics. For example, if Civilian Labor Force shows American Indian represent 0.11% and Asian represent 1.68%, the two groups would be combined for determining underrepresentation, goals and goal achievement. This process of combining is called aggregate grouping.

AUTHORIZED PERSONNEL CEILING - Means full-time equivalence (FTE). Region V, EPA utilizes the FTE concept which means that the Region may use X number of full-time and part-time work years. We are currently authorized 723 permanent full-time work years. The number of authorized on board employees may vary throughout the fiscal year.

BARRIERS - Those personnel policies, practices and/or procedures, within the control of the agency, which may serve as impediments to achieving full representation.

CIVILIAN LABOR FORCE REGIONAL DATA - The official estimates of the percentages of minority groups that are represented within the labor force. This data is based on 1970 published and unpublished census data, adjusted to reflect national rates of change from 1970 to 1980. Listed below is the labor force data utilized within this plan:

Group	Professional Percentage Within Chicago SMSA	Non-Professional Percentage Within Chicago SMSA
White	18.09	30.85
Black Male	3.83	8.19
Black Female	2.52	6.45
Hispanic Male	1.62	2.78
Hispanic Female	0.44	1.42
Asian/Pacific Is. Male	1.22	0.38
Asian/Pacific Is. Female	0.32	0.30
Amer. Ind. Male	0.07	0.06
Amer. Ind. Female	0.01	0.04

WORK FORCE PROFILE BY GRADE/PAY LEVELS

Permanent Full-time
(As of September 27, 1980)

Figure 3

Grade/Pay Levels	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
GS - 2			1	100			1	100																	
3			15	100			2	13			13	87													
4	2	50	37	95	2	5	12	31			23	59			2	5									
5	9	11	76	89	8	9	35	41	1	1.5	38	45			2	2			1	1.5					
6			42	100			22	52			17	41			2	5			1	2					
7	17	37	29	63	14	31	20	44	2	4	7	15					1	2	2	4					
8			3	100			2	67			1	33													
9	39	60	26	40	34	52	13	20	3	5	9	13			1	2	2	3	3	5					
10	1	100			1	100																			
11	83	73	30	27	68	60	22	20	6	5	8	7	1	1			8	7							
12	143	85	26	15	128	76	23	14	8	4	2	1					7	4	1	1					
13	94	85	17	15	89	80	15	13	3	3	1	1	1	1			1	1	1	1					
14	32	89	4	11	31	86	4	11	1	3															
15	10	77	3	23	10	77	3	23																	
WG - 1	1	100							1																
7	1	100			1																				
11	1	100			1																				
AD - 00	1	100			1	100																			
CC - 00	9	100			7	78			1	11							1	11							
ES - 00	5	71	2	29	4	56	2	29	1	14															
Total	759		448	59	311	41	399	53	176	23	27	43	119	16	2	-	7	1	20	3	9	1			

WORK FORCE PROFILE BY GRADE/PAY LEVELS

Other Than Permanent Full-time
(As of September 27, 1980)

Figure 3

Grade/Pay Levels	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
GS - 1			1	100			1	100																
2			10	100			7	70			3	30												
3	1	4	27	96	1	4	12	43			15	53												
4	9	26	24	74	7	21	7	29	2	6	15	44												
5	20	51	19	49	15	38	9	23	5	13	9	23						1	3					
6			1	100			1	100																
7	17	52	17	48	17	47	13	36	1	3	4	11					1	3						
8																								
9	22	79	6	21	21	75	5	18	1	3.5	1	3.5												
10																								
11	17	77	5	23	15	68	5	23	2	9														
12	8	80	2	20	7	70	2	20	1	10														
13	1	33	2	67	1	33	1	33			1	33												
14	1	100			1	100																		
15	1	100			1	100																		
Total 211	97	46	114	54	86	40	65	31	12	6	48	22					1	.5	1	.5				

FEMALE

Figure 4

[illegible]

WORKFORCE PROFILE BY OCCUPATIONAL SERIES/ OCCUPATIONAL LEVELS

FEMALE

Race/National Origin Group by Sex _____

Figure 4

Occupational Series by Occupational Level (Entry, Mid, Senior Including SES)	TOTAL						WHITE						BLACK						HISPANIC						ASIAN AMERICAN/ PACIFIC ISLANDER						AMERICAN INDIAN/ ALASKAN NATIVE					
	ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%		
Administrative																																				
GS 1 - 4	3						1						1						1																	
5 - 8	18						11						7																							
9 -11			30						15						12					1							2									
12 -13			16						15																		1									
14 -15					5						5																									
ES					2						2																									
Total 74	21	11	46	26	7	4	12	7	30	17	7	4	8	4	12	7			1	1	1	1					3	2								
Clerical																																				
GS 1 - 4	104						37						66						1																	
5 - 8	115						61						49						3						2											
Total 219	219	94					98	42					115	50					4	2					2	1										
Technicians and Aides																																				
GS 1 - 4	8	58					6	42					2	16																						
5 - 8	25	74					9	28					15	43					1	3																
9 - 11																																				
12 - 13																																				
Total 33	33	65					15	29					17	33					1	2																

Entry GS 1 thru 8

Mid GS 9 thru 13

Senior GS 14 and above

MALE

Figure 4

Occupational Series by Occupational Level (Entry, Mid, Senior Including SES)	TOTAL						WHITE						BLACK						HISPANIC						ASIAN AMERICAN/ PACIFIC ISLANDER						AMERICAN INDIAN/ ALASKAN NATIVE					
	ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR		ENTRY		MID		SENIOR	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%		
Professional Other than Scientific and Engineering																																				
GS 1 - 4	10							9						1																						
5 - 8																																				
9 -11			54							45				7												2										
12 -13			40							38				2																						
14 -15					4							4																								
Total 108	10	6	94	52	4	2	9	5	83	46	4	2	1	-	9	5											2	1								
Scientific and Engineering																																				
GS 1 - 4	35							32						1											2											
5 - 8																																				
9 -11			82							68				5						1							8									
12 -13			158							142				7						1							8									
14 -15					27							26			1																					
Total 302	35	11	240	73	27	8	32	10	210	64	26	8	1	-	12	4	1	-		2	1				2	1	16	5								

WORKFORCE PROFILE BY OCCUPATIONAL SERIES/ OCCUPATIONAL LEVELS

Figure 4

MALE

Race/National Origin Group by Sex _____

[illegible]

WORKFORCE PROFILE BY OCCUPATIONAL UNIT

All Employees

(As of September 27, 1980)

Figure 5

Organizational Unit (Division, Branch, Section)	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Regional Admn.																								
CC - 00	1	100			1	100																		
ES - 00	2	67	1	33	2	67	1	33																
GS - 4	1	17	5	83	1	17					5	83												
5	1	8	11	92			4	33	1	8	5	42			1	8			1	8				
6			3	100			3	100																
7			3	100			1	33			2	67												
8			1	100			1	100																
9	3	60	2		2	40	1	20	1	20									1	20				
11	6	54	5	46	5	45	4	36	1	9	1	9												
12	9	64	5	36	9	64	3	21			1	7							1	7				
13	13	62	8	38	12	57	7	33	1	5	1	5												
14	7	70	3	30	7	70	3	30																
15	1	33	2	67	1	33	2	66																
Div. Total 93	44	47	49	53	40	43	30	32	4	4	15	15			1	1			3	3				

WORKFORCE PROFILE BY OCCUPATIONAL UNIT

All Employees

(As of September 27, 1980)

Figure 5

Organizational Unit (Division, Branch, Section)	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Planning and Management																								
AD - 00	1	100			1	100																		
GS - 4			6	100			4	67			2	33												
5			8	100			6	75			2	25												
6			6	100			5	83			1	17												
7	3	33	6	67	3	33	5	56			1	11												
8			1	100							1	100												
9	2	15	5	85	1	14	1	14			3	43					1	14	1	14				
11	7	85	1	15	6	75			1	10	1	15												
12	10	63	6	37	10	63	5	31			1	6												
13	7	78	2	22	7	78	2	22																
14	2	67	1	33	2	67	1	33																
15	1	100			1	100																		
WG - 1	1	100							1	100														
7	1	100			1	100																		
Total	35	45	42	55	32	42	29	38	2	3	12	16					1	1	1	1				

WORKFORCE PROFILE BY OCCUPATIONAL UNIT

All Employees
(AS of September 27, 1980)

Figure 5

Organizational Unit (Division, Branch, Section)	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Water Division																								
CC - 00	3	100			3	100																		
ES - 00	1	100			1	100																		
GS - 2			1	100			1	100																
3			3	100							3	100												
4	1	7	12	93	1	8	2	16			8	61			2	16								
5	3	11	25	89	3	11	9	73			16	57												
6			15	100			4	27			9	60			1	7					1	7		
7	4	28	10	72	3	21	7	50	1	7	3	21												
9	12	75	4	25	11	68	2	12			1	6					1	6			1	6		
11	27	79	7	21	24	70	5	15	1	3	2	6	1	3			1	3						
12	35	87	5	13	31	77	5	13	4	10														
13	28	97	1	3	28	97	1	3																
14	5	100			5	100																		
15	2	67	1	33	2	67	1	33																
Total 205	121	59	84	41	112	54	37	18	6	3	42	20	1	1	3	2	2	1	2	1				

WORKFORCE PROFILE BY OCCUPATIONAL UNIT

All Employees
(As of September 27, 1980)

Figure 5

Organizational Unit (Division, Branch, Section)	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Air & Hazardous Material Div.																								
CC - 00	3	100			1	34			1	33							1	33						
ES - 00	1	100			1	100																		
GS - 3			1	100							1	100												
4			3	100			2	67			1	33												
5	1	16	5	84	1	16	3	50			1	17			1	17								
6			5	100			4	80			1	20												
7	3	43	4	57	3	43	4	57																
9	10	49	7	41	9		4		1	6	3	18												
11	14	77	4	23	13	73	3	17			1	6					1	6						
12	25	92	2	8	21	78	2	7	1	4							3	11						
13	15	100			15	100																		
14	3	100			3	100																		
15	2	100			2	100																		
Total	77	72	31	28	69	64	22	20	3	3	8	7			1	.9	5	4						

WORKFORCE PROFILE BY OCCUPATIONAL UNIT

All Employees
(As of September 27, 1980)

Figure 5

Organizational Unit (Division, Branch, Section)	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Enforcement Div																								
ES - 00			1	100			1	100																
GS - 3			9	100			2	22			7	78												
4			11	100			3	27			8	73												
5	3	13	21	87	3	13	9	37			12	50												
6			10	100			5	50			4	40			1	10								
7	2	33	4	67	1	17	1	17	1	17	1	17							2	33				
9	7	50	7	50	6	43	5	36	1	7	1	2			1	2								
11	13	52	12	48	10	40	10	40	1	4	2	8					2	8						
12	35	85	6	15	32	78	5	12	1	2	1	2					2	5						
13	18	75	6	25	16	67	5	21	1	7							1	4	1	4				
14	7	100			7	100																		
15	3	100			3	100																		
Total	88	51	87	49	78	45	46	26	5	2	36	20			2	1	5	3	3	2				

WORKFORCE PROFILE BY OCCUPATIONAL UNIT

All Employees

(As of September 27, 1980)

Figure 5

Organizational Unit (Division, Branch, Section)	TOTAL				WHITE				BLACK				HISPANIC				ASIAN AMERICAN/ PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Surveillance & Analysis Div.																								
CC - 00	2	100			2	100																		
ES - 00	1	100							1	100														
GS - 3			2	100							2	100												
5	1	14	6	86	1	14	4	57			2	87												
6			3	100			1	33			2	67												
7	5	71	2	29	3	43	2	87	1	14							1	14						
8			1	100																				
9	5	83	1	17	5	83					1	17												
10	1	100			1	100																		
11	16	94	1	6	10	59			2	12	1	6					4	24						
12	29	93	2	7	25		2	7	2	6.5							2	7						
13	13	100			10	75			2	16			1	8										
14	8	100			7				1															
15	1	100			1	100																		
WG - 11	1	100			1	100																		
Total 101	83	82	18	18	66	65	10	10	9	9	8	8	1	1			7	7						

Figure 8

ASSESSMENT OF UNDERREPRESENTATION

Occupational Series/Employment Category Scientific & Engineering

Race/ National Origin Group by Sex	% of Class Category (A)	% of Class CLF (B)	$A \div B$	$A \div B \times 100$	Underrepresentation
White Female	7.6	18.09	$7.6 \div 18.09 = 0.4$	$0.4 \times 100 = 40.$	40
Black Male	4.3	3.83	$4.3 \div 3.83 = 1.1$	$1.1 \times 100 = 110$	110 *
Black Female	0.30	2.52	$0.30 \div 2.52 = 0.1$	$0.1 \times 100 = 10$	10
Hispanic Male	0.60	1.62	$0.60 \div 1.62 = 0.3$	$0.3 \times 100 = 30$	30
Hispanic Female	0.0	0.44	$0.0 \div 0.44 = 0$	$0 \times 100 = 0$	0
Asian Male	5.5	1.22	$5.5 \div 1.22 = 4.5$	$4.5 \times 100 = 450$	450 *
Asian Female	0.30	0.32	$0.30 \div 0.32 = 0.9$	$0.9 \times 100 = 90$	90
Amer. In. Male	0.0	0.07	$0.0 \div 0.07 = 0$	$0 \times 100 = 0$	0
Amer. In. Female	0.0	0.01	$0.0 \div 0.01 = 0$	$0 \times 100 = 0$	0

Underrepresentation = $\frac{\% \text{ class group represented in category}}{\% \text{ class group represented in CLF}} \times 100 = \text{UR}$

* No underrepresentation

Figure 8

ASSESSMENT OF UNDERREPRESENTATION

Occupational Series/Employment Category: Professionals, other than Scientific and Engineering

Race/ National Origin Group by Sex	% of Class Category (A)	% of Class CLF (B)	$A \div B$	$A \div B \times 100$	Underrepresentation
White Female	30.0	18.09	$30.0 \div 18.09 = 1.6$	$1.6 \times 100 = 160$	160 *
Black Male	5.6	3.83	$5.6 \div 3.83 = 1.4$	$1.4 \times 100 = 140$	140 *
Black Female	7.8	2.52	$7.8 \div 2.52 = 3.0$	$3.0 \times 100 = 300$	300 *
Hispanic Male	0.0	1.62	$0.0 \div 1.62 = 0$	$0 \times 100 = 0$	0
Hispanic Female	0.0	0.44	$0.0 \div 0.44 = 0$	$0 \times 100 = 0$	0
Asian Male	1.1	1.22	$1.1 \div 1.22 = 0.9$	$0.9 \times 100 = 90$	90
Asian Female	2.2	0.32	$2.2 \div 0.32 = 6.8$	$6.8 \times 100 = 680$	680 *
Am. In. Male	0.0	0.07	$0.0 \div 0.07 = 0$	$0 \times 100 = 0$	0
Am. In. Female	0.0	0.01	$0.0 \div 0.01 = 0$	$0 \times 100 = 0$	0

Underrepresentation = $\frac{\% \text{ class group represented in category}}{\% \text{ class group represented in CLF}} \times 100 = \text{UR}$

* No underrepresentation

Figure 8

ASSESSMENT OF UNDERREPRESENTATION

Occupational Series/Employment Category Administrative

Race/ National Origin Group by Sex	% of Class Category (A)	% of Class CLF (B)	$A \div B$	$A \div B \times 100$	Underrepresentation
White Female	27.5	30.85	$27.7 \div 30.85 = 0.8$	$0.8 \times 100 = 80$	80
Black Male	17.0	8.19	$17.0 \div 8.19 = 2.0$	$2.0 \times 100 = 200$	200*
Black Female	11.2	6.45	$11.2 \div 6.45 = 1.7$	$1.7 \times 100 = 170$	170*
Hispanic Male	0.0	2.78	$0.0 \div 2.78 = 0$	$0 \times 100 = 0$	0
Hispanic Female	1.1	1.42	$1.1 \div 1.42 = 0.7$	$0.7 \times 100 = 70$	70
Asian Male	0.6	0.38	$0.6 \div 0.38 = 1.5$	$1.5 \times 100 = 150$	150*
Asian Female	1.7	0.30	$1.7 \div 0.30 = 5.6$	$5.6 \times 100 = 560$	560*
Am. In. Male	0.0	0.06	$0.0 \div 0.06 = 0$	$0 \times 100 = 0$	0
Am. In. Female	0.0	0.04	$0.0 \div 0.04 = 0$	$0 \times 100 = 0$	0

Underrepresentation = $\frac{\% \text{ class group represented in category}}{\% \text{ class group represented in CLF}} \times 100 = \text{UR}$

* No underrepresentation

Figure 8

ASSESSMENT OF UNDERREPRESENTATION

Occupational Series/Employment Category Technical

Race/ National Origin Group by Sex	% of Class Category (A)	% of Class CLF (B)	$A \div B$	$A \div B \times 100$	Underrepresentation
White Female	29.4	30.85	$29.4 \div 30.85 = 0.9$	$0.9 \times 100 = 90$	90
Black Male	10.0	8.19	$10.0 \div 8.19 = 1.2$	$1.2 \times 100 = 120$	120 *
Black Female	33.3	6.45	$33.3 \div 6.45 = 5.1$	$5.1 \times 100 = 510$	510 *
Hispanic Male	0.0	2.78	$0.0 \div 2.78 = 0$	$0 \times 100 = 0$	0
Hispanic Female	2.0	1.42	$2.0 \div 1.42 = 1.4$	$1.4 \times 100 = 140$	140 *
Asian Male	0.0	0.38	$0.0 \div 0.38 = 0$	$0 \times 100 = 0$	0
Asian Female	0.0	0.30	$0.0 \div 0.30 = 0$	$0 \times 100 = 0$	0
Am. In. Male	0.0	0.06	$0.0 \div 0.06 = 0$	$0 \times 100 = 0$	0
Am. In. Female	0.0	0.04	$0.0 \div 0.04 = 0$	$0 \times 100 = 0$	0

Underrepresentation = $\frac{\% \text{ class group represented in category}}{\% \text{ class group represented in CLF}} \times 100 = \text{UR}$

* No underrepresentation

Figure 8

ASSESSMENT OF UNDERREPRESENTATION

Occupational Series/Employment Category Clerical

Race/ National Origin Group by Sex	% of Class Category (A)	% of Class CLF (B)	$A \div B$	$A \div B \times 100$	Underrepresentation
White Female	42.2	30.85	$42.2 \div 30.85 = 1.3$	$1.3 \times 100 = 130$	130 *
Black Male	1.3	8.19	$1.3 \div 8.19 = 0.1$	$0.1 \times 100 = 10$	10
Black Female	50.0	6.45	$50.0 \div 6.45 = 7.7$	$7.7 \times 100 = 770$	770 *
Hispanic Male	0.0	2.78	$0.0 \div 2.78 = 0$	$0 \times 100 = 0$	0
Hispanic Female	2.0	1.42	$2.0 \div 1.42 = 1.4$	$1.4 \times 100 = 140$	140 *
Asian Male	0.0	0.38	$0.0 \div 0.38 = 0$	$0 \times 100 = 0$	0
Asian Female	1.0	0.30	$1.0 \div 0.30 = 3.3$	$3.3 \times 100 = 330$	330 *
Am. In. Male	0.0	0.06	$0.0 \div 0.06 = 0$	$0 \times 100 = 0$	0
Am. In. Female	0.0	0.04	$0.0 \div 0.04 = 0$	$0 \times 100 = 0$	0

Underrepresentation = $\frac{\% \text{ class group represented in category}}{\% \text{ class group represented in CLF}} \times 100 = \text{UR}$

* No underrepresentation

ULTIMATE GOAL FORMULA

Figure 9

Occupational Series/Employment category Scientific and Engineering

	% If Races/National Origin group by Sex in CLF A	Authorized Personnel Ceiling P	Ultimate Goal (A × P)
WF	18.09	267	48
BM	3.83		*
BF	2.52		7
HM	1.62 2.06		6
HF	.44		
A/PM	1.22		
A/PF	.32 1.62		4
A/IM	.07		
A/IF	.01		

* No underrepresentation

ULTIMATE GOAL FORMULA

Figure 9

Occupational Series/Employment category Professionals, other than Scientific and Engineering

	% If Races/National Origin group by Sex in CLF A	Authorized Personnel Ceiling P	Ultimate Goal (A × P)
WF	18.09	90	*
BM	3.83		* .
BF	2.52		*
HM	1.62 / 2.06		/ 2
HF	.44 /		/
A/PM	1.22 /		/
A/PF	.32 / 1.62		/ 1
A/IM	.07 /		/
A/IF	.01 /		/

* No underrepresentation

Administrative

Occupational Series/Employment category .

* No underrepresentation

ULTIMATE GOAL FORMULA

Figure 9

Occupational Series/Employment category Technical

	% If Races/National Origin group by Sex in CLF A	Authorized Personnel Ceiling P	Ultimate Goal (A × P)
WF	30.85	30	9.
BM	8.19		*
BF	6.45		*
HM	2.78		1
HF	1.42		*
A/PM	.38		
A/PF	.30		0
A/IM	.06		
A/IF	.04		

* No underrepresentation

ULTIMATE GOAL FORMULA

Figure 9

Occupational Series/Employment category Clerical

	% of Races/National Origin group by Sex in CLF A	Authorized Personnel Ceiling P	Ultimate Goal (A × P)
WF	30.85	185	*
BM	8.19		15
BF	6.45		*
HM	2.78		5
HF	1.42		*
A/PM	.38		
A/PF	.30		1
A/IM	.06		
A/IF	.04		

* No underrepresentation

Figure 10

ANNUAL GOAL

Occupational Category/Employment Series: Scientific and Engineering

RACE/NATIONAL ORIGIN BY SEX (a)	ULTIMATE GOAL (UG) (b)	% GROUP IN CLF (c)	ESTIMATE OF OPPORTUNITIES (d)	ANNUAL GOAL (c) · (d)	* ANNUAL GOAL
White Female	48	18.09	123	$18.09 \times 123 =$	$22 \times 2 = 44$
Black Male	*				
Black Female	7	2.52		$2.52 \times 123 =$	$3 \times 2 = 6$
Hispanic Male	6	2.06		$2.06 \times 123 =$	$3 \times 2 = 6$
Hispanic Female					
Asian Male					
Asian Female	4	1.62		$1.62 \times 123 =$	$2 \times 2 = 4$
Amer. Ind. Male					
Amer. Ind. Female					

*Annual Goal after PRORATING by Underrepresentation

* No underrepresentation

Figure 10

ANNUAL GOAL

Occupational Category/Employment Series: Professionals, other than Scientific and Engineering

RACE NATIONAL ORIGIN BY SEX (a)	ULTIMATE GOAL (UG) (b)	% GROUP IN CLF (c)	ESTIMATE OF OPPORTUNITIES (d)	ANNUAL GOAL (c) · (d)	• ANNUAL GOAL
White Female	*				
Black Male	*				
Black Female	*				
Hispanic Male	2	2.06	12	$2.06 \times 12 = .24$	0
Hispanic Female					
Asian Male					
Asian Female	1	1.62		$1.62 \times 12 = .19$	0
Amer. Ind. Male					
Amer. Ind. Female					

• Annual Goal after PRORATING by Underrepresentation

* No underrepresentation

Figure 10

ANNUAL GOAL

Occupational Category/Employment Series: Administrative

RACE NATIONAL ORIGIN BY SEX (a)	ULTIMATE GOAL (UG) (b)	% GROUP IN CLF (c)	ESTIMATE OF OPPORTUNITIES (d)	ANNUAL GOAL (c) · (d)	* ANNUAL GOAL
White Female	43	30.85	24	$30.85 \times 24 =$	7
Black Male	*				
Black Female	*				
Hispanic Male	4	2.78		$2.78 \times 24 =$	$1 \times 2 = 2$
Hispanic Female	2	1.42		$1.42 \times 24 =$	1
Asian Male	*				
Asian Female	*				
Amer. Ind. Male	0				0
Amer. Ind. Female					

* Annual Goal after PRORATING by Underrepresentation

* No underrepresentation

Figure 10

ANNUAL GOAL

Occupational Category/Employment Series: Technical

RACE NATIONAL ORIGIN BY SEX (a)	ULTIMATE GOAL (UG) (b)	% GROUP IN CLF (c)	ESTIMATE OF OPPORTUNITIES (d)	ANNUAL GOAL (c) · (d)	• ANNUAL GOAL
White Female	9	30.85	9	$30.85 \times 9 =$	3
Black Male	*				
Black Female	*				
Hispanic Male	1	2.78		$2.78 \times 9 = .25$	$(.25 \times 2 = .50)$ 1
Hispanic Female	*				
Asian Male	0	.78		$.78 \times 9 =$	0
Asian Female					
Amer. Ind. Male					
Amer. Ind. Female					

• Annual Goal after PRORATING by Underrepresentation

* No underrepresentation

Figure 10

ANNUAL GOAL

Occupational Category/Employment Series: Clerical

RACE NATIONAL ORIGIN BY SEX (a)	ULTIMATE GOAL (UG) (b)	% GROUP IN CLF (c)	ESTIMATE OF OPPORTUNITIES (d)	ANNUAL GOAL (c) · (d)	• ANNUAL GOAL
White Female	*				
Black Male	15	8.19	32	$8.19 \times 32 =$	$3 \times 2 = 6$
Black Female	*				
Hispanic Male	5	2.78		$2.78 \times 32 =$	$1 \times 2 = 2$
Hispanic Female	*				
Asian Male	1	.78		$.78 \times 32 = .24$	0
Asian Female					
Amer. Ind. Male					
Amer. Ind. Female					

• Annual Goal after PRORATING by Underrepresentation

* No underrepresentation

Figure 12

BARRIER ANALYSIS

Occupational Series/ ▲ Employment Category	◆ Occupational Level	Barrier(s)	Special Action to Overcome Barrier(s)	Quarterly Milestones			
Administrative Technical	Entry	1. Lack of understanding by managers of their EEO responsibilities. 2. Too few bridge positions. 3. No ongoing structured upward mobility program.	1. OCR will work with Personnel to insure that an ongoing EEO training program is provided for all supervisors and managers.			X	
	Mid		OCR will monitor managers' achievements by having input in review of manager's performance in the EEO area and participating in the review incentive award submissions.	X	X	X	X
	Senior		2. Review all positions within each Division to determine if job restructuring is possible. 3. Establish an ongoing upward mobility program, identify a program coordinator to insure that all jobs are reviewed for possible staffing through the upward mobility program.		X	X	

▲ PATCO Category

◆ Entry, Mid, Senior

**AFFIRMATIVE ACTION PLAN SUMMARY
REGION 5**

Figure 13

OCCUPATIONAL SERVICE	OCCUPATIONAL LEVEL	WHITE		BLACK				HISPANIC				Asian American/ Pacific Islander				American Indian Alaskan Native				TOTAL	
		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		GOALS	
	ENTRY, MID, SENIOR	*L	**A	L	A	L	A	L	A	L	A	L	A	L	A	L	A	L	A	L	A
Profes- sional	Mid Level	48	44			7	6	6	6			4	4							65	60
Other	Mid Level							2	1			1	0							3	1
Admini- strative	Mid Level	43	7					4	2	2	1									49	10
Clerical	Entry			15	6			5	2			1	0							21	8
Technical	Mid Level	9	3					1	1											10	4

* Long Term (Ultimate Goal)

** Annual Goal

*** Agency will need to assign goal to the appropriate level

Aggregate

Monitoring and Evaluation

The Equal Employment Opportunity Commissioner (EEOC) will evaluate EPA, Region V on its total Affirmative Action effort. In instances where specific goals are not achieved, EEOC will examine other agency activities such as elimination of barriers, use of innovative staffing, training, creation of bridge positions and other Affirmative Action initiatives.

Region V has established its own internal monitoring group. It consists of one representative from each division, and the staff offices, the Personnel Office, the Chairperson of the Federal Women's Program Committee, the Federal Women's Program/Hispanic Program Manager and the Director, Office of Civil Rights.

This group will meet at least quarterly to offer input for specific cases where Affirmative Action could be accomplished. This will give division and office directors ongoing status of Region V's progress.

Figure 14

ACTION PLAN FOR PREVENTION OF SEXUAL HARASSMENT IN THE WORKPLACE

Quarterly milestones				
	1st	2nd	3rd	4th
I Specific steps taken by agency to inform employees of their right to file sexual harassment charges under Title VII.				
	*			
a. Policy Statement issued.	*			
b. Memorandum to all employees issued				
II Types of Training Programs conducted to inform supervisors and managers of their responsibility and accountability for preventing sexual harassment in the workplace.				
a. Federal Women Program Meetings - Film viewing and discussion (supv. & mgr)	x	x		
b. Federal Women Program Meetings- Film viewing and discussion (women only)	*			
c. Small structured training programs included in supervisor's EEO Training (ongoing)		x	x	x
III Agency codes of conduct or other materials designed to curtail and/or prevent sexual harassment in the workplace issued.				
a. Posters for Bulletin Boards.		x		

* accomplished

United States of America
Office of
Personnel Management

Washington, D.C. 20415

In Reply, Refer To

DEC 12 1978

Your Reference

MEMORANDUM TO HEADS OF DEPARTMENTS AND INDEPENDENT AGENCIES

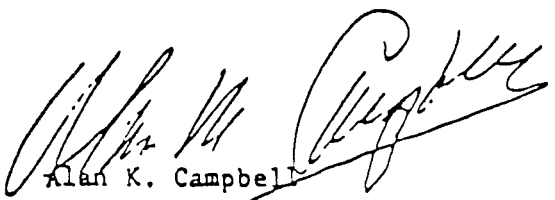
SUBJECT: Policy Statement and Definition on Sexual Harassment

This memorandum transmits the Office of Personnel Management's policy statement on sexual harassment which is applicable to each Federal agency and department. The policy statement also includes the specific definition of sexual harassment which should be utilized in addressing this issue.

The Subcommittee on Investigations of the Committee on Post Office and Civil Service has held hearings on the problem of sexual harassment within the Federal sector. The Office of Personnel Management was requested by Chairman James M. Hanley to assist in the effort to curtail sexual harassment by issuing a policy statement which made clear that sexual harassment undermines the integrity of the Federal Government and will not be condoned. Merit system principles require that all employees be allowed to work in an environment free from sexual harassment.

I am recommending that each of you take a leadership role by initiating the following actions:

1. Issue a very strong management statement clearly defining the policy of the Federal Government as an employer with regard to sexual harassment;
2. Emphasize this policy as part of new employee orientation covering the merit principles and the code of conduct; and
3. Make employees aware of the avenues for seeking redress, and the actions that will be taken against employees violating the policy.


Alan K. Campbell
Director

POLICY STATEMENT AND DEFINITION ON SEXUAL HARASSMENT

Federal employees have a grave responsibility under the Federal code of conduct and ethics for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the Government's business and the maintenance of confidence of the American people. Any employee conduct which violates this code cannot be condoned.

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes in the work productivity of its victims and co-workers.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance, such as the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

Specifically, sexual harassment is deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome.

Within the Federal Government, a supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly an employee of an agency who behaves in the manner in the process of conducting agency business is engaging in sexual harassment.

Finally, any employee who participates in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome and interfere in work productivity is also engaging in sexual harassment.

It is the policy of the Office of Personnel Management (OPM) that sexual harassment is unacceptable conduct in the workplace and will not be condoned. Personnel management within the Federal sector shall be implemented free from prohibited personnel practices and consistent with merit system principles, as outlined in the provisions of the Civil Service Reform Act of 1978. All Federal employees should avoid conduct which undermines these merit principles. At the same time, it is not the intent of OPM to regulate the social interaction or relationships freely entered into by Federal employees.

Complaints of harassment should be examined impartially and resolved promptly. The Equal Employment Opportunity Commission will be issuing a directive that will define sexual harassment prohibited by Title VII of the Civil Rights Act and distinguish it from related behavior which does not violate Title VII.



United States
Environmental Protection Agency
Washington, D.C. 20460

MAY 15 1980

The Administrator

MEMORANDUM TO ALL EPA EMPLOYEES

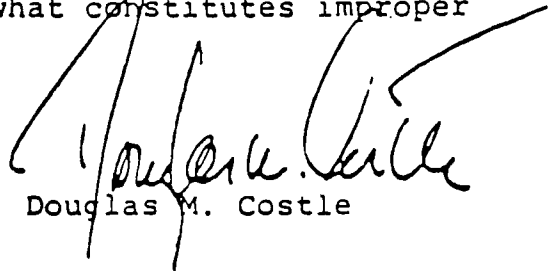
SUBJECT: Policy Statement on Sexual Harassment

In response to Congress and concerns in both the private and public sectors, Alan K. Campbell, Director of the Office of Personnel Management, has issued the attached policy statement on sexual harassment. Sexual harassment in the form of unsolicited comments, gestures or contacts of a sexual nature, on a deliberate or repeated basis, is unacceptable. It may form the grounds of sex discrimination complaints and lawsuits. Sexual harassment will not be tolerated at the Environmental Protection Agency. Director Campbell's policy statement on sexual harassment is the policy of this Agency, and each office head within EPA will be expected to advise all employees of the policy and to enforce it firmly.

To implement Agency policy on sexual harassment, I have asked the Federal Women's Program and the Discrimination Complaints Division in the Office of Civil Rights to designate representatives to work with the Personnel Office to: (1) develop appropriate amendments to the EPA Conduct Manual, including proposed penalties; (2) develop printed materials as part of the orientation package for all new employees; and (3) make training materials on this subject part of training for managers, supervisors and EEO counselors. I have also asked the Inspector General to incorporate material on sexual harassment into the standards of conduct briefings for EPA's employees.

Sexual harassment complaints may be filed with the Office of Inspector General or as EEO complaints in the Office of Civil Rights. Implementation of this policy on sexual harassment will become a part of the discrete EEO performance appraisal for all managers and supervisors impacted by merit pay.

EPA's Federal Women's Program Manager (755-0520) will be responsible for providing further guidance and clarification and examples of what constitutes improper behavior.

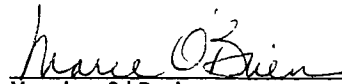


Douglas M. Costle

Attachment

REGION V

Federal Equal Opportunity Recruitment Program (FEORP)
FY'82 through FY'86

A handwritten signature in cursive script, reading "Marie O'Brien", is written over a horizontal line.

Marie O'Brien
Regional Personnel Officer

This issuance explains what positions (series and grade) within Region V reflect underrepresentation of minorities and/or women. We have listed actions that the Personnel Branch will try to undertake in an effort to eliminate the underrepresentation. This plan covers five (5) fiscal years. We, therefore, anticipate modifications so that it is applicable to our current situation.

Definitions

Underrepresentation - A situation in which the women or members of a minority group within a category of civil service employment constitutes a lower percentage of the total employees within the employment category than the percentage within the civilian labor force of the State of Illinois.

Severe Underrepresentation - A situation in which women or members of a minority group are represented in the Agency by less than one-half of the percentage determined to be available in the labor market.

Minority Groups - Those groups classified as minority by the Equal Employment Opportunity Commission including Blacks, Hispanic, American Indian-Alaska Native, Asian American-Pacific Islander. In addition, all women are covered by FEORP regardless of race or ethnic background.

Responsibilities

Regional Personnel Officer - Responsible for developing local FEORP plan which is specific as to underrepresentation problems, proposed actions to resolve them, and continuous evaluation of results.

Regional Civil Rights Officer - Responsible for conducting underrepresentation analysis and providing the Regional Personnel Officer with information for FEORP planning and goal setting. Assist the Personnel Officer in identifying additional recruiting sources in the local areas in evaluating local FEORP results.

Regional Managers and Supervisors - Responsible for participation in local FEORP plan actions. Provide necessary resources and commitment to overcome underrepresentation problems in his/her organization.

Determination & Analysis of Underrepresentation

Determinations of underrepresentation were made by comparing the workforce of Region V to the workforce of the Chicago civilian labor market. Comparisons were made by grade clusters and occupational groupings in both minority group and sex categories.

The following identifies those categories which are considered to be under-represented in Region V. The asteriks annotate the categories in which severe underrepresentation was found. The number in parenthesis designates the goal (number of positions) by which we hope to increase representation. For the severely underrepresented categories the achievement of the numerical goal will eliminate severe representation; however, the category may still remain as underrepresented.

Professional, other than Scientific & Engineering

- Hispanic Male* (1)
- Hispanic Female* (1)
- Asian Male (1)
- American Indian Male* (1)
- American Indian Female* (1)

Scientific & Engineering

- White Female* (2)
- Black Female* (2)
- Hispanic Male* (1)
- Hispanic Female* (1)
- Asian Female (1)
- American Indian Male* (1)
- American Indian Female* (1)

Administrative

- White Female (2)
- Hispanic Male* (1)
- Hispanic Female (1)
- American Indian Male (1)
- American Indian Female (1)

Technical

- White Female (1)
- Hispanic Male* (1)
- Asian Male* (1)
- Asian Female* (1)
- American Indian Male* (1)
- American Indian Female* (1)

Clerical

- Black Male* (3)
- Hispanic Male* (1)
- Asian Male* (1)
- American Indian Male* (1)
- American Indian Female* (1)

External recruitment is the most essential mechanism to overcome underrepresentation in Region V. The following steps will be implemented to help alleviate this situation.

- (1) Expand our present mailing list of current vacancies to include those organizations shown in Appendix A.
- (2) Prepare recruitment package to be sent to the universities/colleges and organizations shown in Appendix B.

External Recruitment Methods

In addition to the above mentioned external recruitment activities, we will:

- (1) Utilize the following delegated authorities:
 - (a) Mid/Senior Level positions, GS-9/15
 - (b) Part-time Direct Hire Program, GS-028, GS-401, and GS-1301 series grades 5 thru 13.
 - (c) Veteran's Readjustment Act (VRA) Appointments (direct-hire).
 - (d) Cooperative Education Appointments (direct-hire).
- (2) Participation in the Women's Career Convention which is attended by approximately 30,000 women over a three day period.
- (3) Participation in workshops/seminars sponsored by local community action groups and alumni associations.

At the present time (FY82) we do not anticipate an active external recruitment program. However, whenever recruitment is initiated that may positively affect the underrepresented categories, the Personnel Branch will make every effort to meet the goals we have established to eliminate underrepresentation.

Internal Recruitment Methods

1. Broaden area of consideration under merit promotion recruiting practices.
2. Expanded use of Upward Mobility Program.
3. Conversion of students in the Cooperative Education Program.

Appendix A

1. Society of Hispanic Professional Engineers
(SHPE)
P.O. Box 48
Main Office
Los Angeles, California 90052
2. La Rasza National Bar Association
c/o South Bay Judisial District
Torrence, California 90503
3. Mexican-American Engineering Society
P.O. Box 41
Placentia, California 92670
4. American Bar Association Women's Rights Unit
c/o Ford Associates
701 South Federal Avenue
Butler, Indiana 46721
5. Association of Black Engineers and Applied Scientists
667 Merrick
Detroit, Michigan 48202
6. Minority Information Referral Center
770 Lee Street
Des Plaines, Illinois 60016
7. Texas Alliance for Minorities in Engineering
c/o College of Engineering
University of Texas at Austin
Austin, Texas 78765
8. American Chemical Society
Employment Aids Office
1155 10th Street, NW
Washington, D.C. 20036
9. Society of Women Engineers
345 E. 47th Street
New York, N.Y. 10017
10. Association of Women in Science
Suite 1122
1346 Connecticut Avenue, NW
Washington, D.C. 20036

Appendix B

Roosevelt University
Chicago, Illinois

Chicago State University
Chicago, Illinois

Northwestern University
Chicago, Illinois

University of Illinois
Circle Campus
Chicago, Illinois

University of Wisconsin
Madison, Wisconsin

Michigan State University
East Lansing, Michigan

University of Michigan
Ann Arbor, Michigan

Purdue University
W. Lafayette, Indiana

Wilberforce University
Wilberforce, Ohio

Wayne State University
Detroit, Michigan

Indiana University
Bloomington, Indiana

Cleveland State University
Cleveland, Ohio