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April 1986

Women's Advisory
Council
1985 Annual
Report

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WOMEN'S ADVISORY COUNCIL
ANNUAL REPORT
FISCAL YEAR 1985

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CHAPTER 1

INTRODUCTION AND OVERVIEW

GAO'S WOMEN'S ADVISORY COUNCIL

The Women's Advisory Council (WAC) was formally established in 1975, receiving official sanction from the Comptroller General in 1976. Prior to that date, the Council was a temporary assistant committee to the Federal Women's Program (FWP). This volunteer group felt a permanent council should be established to address the interests of women in the General Accounting Office (GAO).

COUNCIL'S GOALS

The Council's overall goals, as stated in its bylaws, are to

--advise and assist the Comptroller General, the Deputy Comptroller General, the Assistant Comptrollers General, the Federal Women's Program Manager, the Director of the Civil Rights Office, and the Director of Personnel on policies and programs concerning women in GAO;

--serve as a liaison to division and office management;

--advance the interests of women in GAO; and

--provide a representative forum for discussing and publicizing women's issues and problems.

Specific objectives for fiscal year 1985 were developed. These included

--examine the effect on women of programs and policies in the areas of child care, GAO's merit selection (promotion), career development, and flexible work schedules and

--create an awareness among women and men at GAO by informing them of the importance of the rights of women for equal opportunity to full and challenging careers at GAO.

The fiscal year 1985 Women's Advisory Council accomplished its work through the committees listed on page 3. The Executive Committee, comprising the Council's officers, conducted monthly meetings, participated on Council projects, and met with GAO

managers to discuss various matters. The other three WAC committees' efforts and accomplishments are presented in chapters 2 through 4.

PRESIDENT'S MESSAGE

I am pleased with the progress made by the fiscal year 1985 Council. WAC got involved in many new areas that concern all GAO employees while continuing its work on matters that help advance women's interests at GAO.

Some of the Council's newer issues were health-related, such as examining the status of asbestos removal from the GAO building. The Council's continuing work included monitoring the results of the annual merit selection (promotion) and recruiting procedures and supporting part-time employment opportunities and increasing flexitime credit hours. The Council also began to develop a brochure explaining maternity/paternity leave policies and neared completion on the issue of a child care facility at GAO.

I would like to thank all members of the fiscal year 1985 Women's Advisory Council who through hard work and dedication maintained the Council's stature as a responsible partner in GAO's personnel and employee relations efforts. I also wish the fiscal year 1986 Council much success in their endeavors.

WOMEN'S ADVISORY COUNCIL MEMBERS
1985

Executive Committee

Trish Zemple	GGD	President
Chris Kopocis	OGC	Executive Vice President
Carolyn Kirby	RCED	Vice President for Communications
Jan Ward	GGD	Secretary

Career Development Committee

Sarah Brady	NSIAD	Co-Chair
Laura Talbott	WRO	Co-Chair
Lynna Pollard	HRD	
LaForris Robinson	Personnel	
Susan Taylor	Combined Offices	

Personnel Committee

LaVerne Tharpes	WRO	Chair
Marsha Boals	AFMD	
Delores Cohen	NSIAD	
Frankie Lovell	Personnel	
Sandy Seay	RCED	
Marcia Washington	IMTEC	

Special Projects Committee

Clarita Mrena	HRD	Co-Chair
Mehrzaad Nadji	RCED	Co-Chair
Jackie Council	GS&C	
Carolyn Kirby	RCED	
Kathi McGraw	IMTEC	
Jan Ward	GGD	
Lillian Whren	AFMD	

Ad hoc Members of all Committees

Chris Kopocis
Trish Zemple

Members At-Large

Carolyn Boyce	PEMD
JoAnn Geoghan	NSIAD
Mary Martin	WRO
Jane Slattery	NSIAD

CHAPTER 2

CAREER DEVELOPMENT COMMITTEE ISSUES

The Career Development Committee worked on a variety of issues in 1985, including the possibility of GAO increasing credit hours and reviewing both the progress and process of the Cooperative Education and Upward Mobility programs at GAO and the Executive Women's Leadership Program. They also began to develop an informational brochure on GAO's leave procedures for new mothers and fathers. The following summarizes the committee's work and positions.

INCREASE IN CREDIT HOURS

WAC endorsed increasing credit hour accrual from 10 to 24 hours in 1984 and wrote a memo stating our position to the Assistant Comptroller General for Human Resources. In 1985, when GAO's Personnel Director queried division and office heads for their views on revising GAO's flexitime policies and increasing credit hours, the Career Development Committee urged WAC representatives to carry WAC's endorsement of this change directly to their unit managers. At the end of the year, GAO management had not announced their decision on this matter, since the Congress had not permanently reauthorized flexitime.

COOPERATIVE EDUCATION PROGRAM

The Committee continued to monitor GAO's Cooperative Education Program by contacting Personnel on the progress of women co-op employees in GAO. Since WAC supports this program as a good tool for recruiting and advancing women professionals in the agency, the Committee was interested in knowing if women were doing well in assignments and training opportunities as well as being hired by GAO after graduation. The Committee found that women are progressing satisfactorily. The Committee will continue to monitor this program.

EXECUTIVE WOMEN'S LEADERSHIP PROGRAM

The Committee examined the selection process for the Executive Women's Leadership Program. GAO selected Aletha Brown to participate in the program during fiscal year 1985. Ms. Brown spoke with WAC about the program. WAC endorses this program,

believing that it will help enlarge career opportunities for women selected by providing them with a variety of leadership experiences, challenges, and contacts. The Committee will continue to monitor this program.

UPWARD MOBILITY PROGRAM

The Committee reviewed the availability of openings for GAO's 1985-86 Upward Mobility Program. WAC has long supported this program because it offers advancement opportunity and educational support for GAO's secretaries. The Committee was satisfied with the 1985-86 program offering and will continue to monitor its progress.

MATERNITY/PATERNITY LEAVE BROCHURE

The Committee began work to develop a handy "question-and-answer" brochure explaining GAO's leave procedures and policies for new mothers and fathers. GAO adopted a progressive and flexible maternity/paternity policy authorizing an employee to use Leave Without Pay (LWOP) for up to 6 months to care for a new baby or a newly adopted child. Employees can combine sick (women only during the period of incapacitation) and annual leave to meet these types of family needs. WAC believes these flexible procedures are not yet well-known or understood and hopes this brochure will be useful. The brochure will be ready in early 1986.

PART-TIME EMPLOYMENT OPPORTUNITIES

The Committee continued to monitor part-time employment opportunities at GAO. Part-time schedules can benefit women and men at GAO during periods when they are pursuing family, educational, or pre-retirement interests. WAC endorsed the Federal Women Program (FWP) Managers' 1984 report on increasing part-time employment for interested GAO staff. The Committee is prepared to assist GAO management in fully implementing GAO's part-time policy.

FUTURE GAO "SKILLS MIX"

The Committee initiated a review of GAO efforts to revise the "skills mix" of GAO evaluators via recruitment and training efforts. The Committee researched OOH's training program and its training database to determine the representation of GAO women. More work is needed to ensure that revisions to the Office's

desired skills mix and associated training and recruitment efforts also promote the interests of women evaluators in the agency.

EMPLOYEE COUNCIL COORDINATION

The Committee addressed improving coordination between WAC and other employee councils. Suggested approaches include sending minutes from meetings and copies of relevant correspondence to other councils' liaisons, soliciting advance comment on our positions from other councils, jointly developing positions on issues of mutual interest, and regular meetings between liaisons or key officers to share information.

CHAPTER 3

PERSONNEL COMMITTEE ISSUES

The Personnel Committee has major responsibilities to monitor and comment on GAO's attainment of affirmative action goals and advise the Personnel Appeals Board. This year most of the Committee's work focused on analyzing the results of the fiscal year 1984 merit selection process and the fiscal year 1984 recruitment effort in order to recommend changes in subsequent affirmative action plans so that an improved racial, ethnic, and gender profile can be attained. The draft 1985 Affirmative Action Plan, which was commented on by the Committee, was not finalized by GAO and the 1986 Affirmative Action Plan has not been released to advisory councils for comment.

ANALYZING PROMOTIONS AND MONITORING THE AFFIRMATIVE ACTION PLAN

Last year, the Women's Advisory Council, along with other employee councils, recommended changes to the 1985 Affirmative Action Plan that dealt with the use of the Civilian Labor Force/ Relevant Labor Force criterion for hiring. GAO management considered the Council's recommendations and a compromise proposal was made. The plan was not finalized by GAO, though GAO operated under the draft plan for fiscal year 1985. The fiscal year 1986 plan, which is being developed by GAO, had not been released for comment by employee councils by the time WAC's fiscal year 1985 session ended.

To be able to comment on the upcoming affirmative action plan, the Committee analyzed the annual promotions and recruitment efforts for 1984. The results of that analysis showed that while white women were making the best qualified lists and being promoted to the GS-13, 14 & 15 levels in greater percentages than their proportions of the eligible populations, minority women were not faring as well. Black females at the GS-13, 14 & 15 levels did not make the best qualified list nor receive promotions in proportion to their numbers in the eligible population. Hispanic females received no promotions at any of the grade levels. In the "other female" category, one promotion was received at the GS-14 level.

The fiscal year 1984 recruitment results showed similar disparities. GAO hired a total of 128 evaluators in fiscal year 1984.¹ Minority women accounted for only 3 of the new hires (1 Hispanic female and 2 other females). None were black females.

In comparing the fiscal year 1984 recruitment results with the fiscal year 1984 affirmative action goals, the Committee found that problems existing in racial and gender categorization resulted in less recruitment efforts directed at minority women. For affirmative action purposes, white males and white females are placed in separate categories while minorities are categorized only by race, with no separate gender breakdown. As a result, in 1984 GAO met its affirmative action goals for blacks (7 percent), although no black females were hired (9 black men were hired). The Committee plans to complete its analysis soon and incorporate recommended changes in its comments to the fiscal year 1986 plan.

OTHER RESPONSIBILITIES

The Committee provides advice to the Personnel Appeals Board. In this capacity, as a member of the screening panel, the Committee assisted in filling two vacancies on the Board.

FUTURE TASKS

The Committee's major task will be to continue monitoring the annual promotions process and recruiting and commenting on the affirmative action plan. The Committee will pay particular attention to the proposed implementation of pay-for-performance proposals and suggest ways in which the system can be improved to ensure that women and minorities are treated equally.

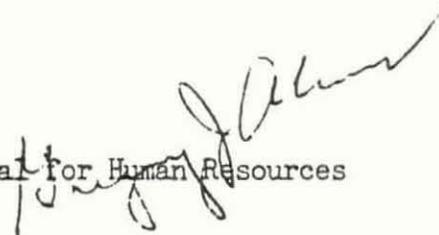
¹Excludes evaluators hired by GAO through the Cooperative Education Program.

Memorandum

December 10, 1985

TO : Comptroller General

FROM : Assistant Comptroller General for Human Resources
 - Gregory J. Ahart



SUBJECT: Black Female Representation in Entry-Level Hires

You will recall that at our meeting with WAC representatives on Monday, Marcia Washington observed that we had hired no black female evaluators in 1984 at entry level. She recognized that, because of the small numbers involved, we have not stated hiring goals separately for black males and black females, that we had converted black female co-ops to entry level positions in 1984, and that 1985 hiring statistics looked all right.

Ms. Washington's observations were correct. In 1984, of 11 black evaluators hired only 2 were female and both were converted from the co-op program. In contrast, in 1985, 28 black evaluators were hired of whom 20 were female--16 entry-level hires and 4 co-op conversions.

In the context of our overall career level picture, which shows higher female than male black representation, it appears that the 1984 occurrence was an isolated one. A snapshot each year since 1982 is shown below:

<u>Date</u>	<u>Black Representation--GS-7/12(%)</u>		
	<u>Male</u>	<u>Female</u>	<u>Total</u>
10/82	7.5	9.2	16.7
10/83	7.1	9.2	16.3
10/84	6.7	8.4	15.1
10/85	6.0	8.3	14.2

Accordingly, I don't believe that any specific action is indicated.

Beginning with 1985 statistics, however, we are breaking out reports of hiring by male and female and by entry-level hiring and co-op conversions. This reporting will facilitate identification of any unusual swings.

- cc: Mr. Fee, ACG/Ops
- Mr. Silva, CRO
- Mr. Brandon, Pers
- Ms. Zemple, GGD
- Ms. Kopocis, OGC
- Ms. Washington, IMTEC

CHAPTER 4

SPECIAL PROJECTS COMMITTEE ISSUES

In 1985, the Special Projects Committee dealt with several issues that did not fall under the domain of the other WAC committees. These issues included child care, asbestos removal from the work place, and exercise facilities for GAO employees.

CHILD CARE

In 1985, WAC continued its involvement with the issue of child care for pre-school age children of GAO's working parents. WAC's continued interest and support as well as the results of its 1983 agency-wide survey of employees persuaded Comptroller General Bowsher to appoint a GAO Child Care Task Force in the spring of 1985. The Task Force's mandate was to study alternative child care systems or benefits for GAO and to brief the Assistant Comptroller General for Human Resources and the Comptroller General on their findings.

WAC asked a former Council member, Donna Brown, to represent it on the task force. Ms. Brown's experience in the child care field made a successful contribution. After completing its research and evaluation, the task force briefed Mr. Ahart and Mr. Bowsher in November 1985. They made two recommendations to management based upon their findings.

First, they recommended that GAO management provide an information and referral service. This will provide specialized child care information and referral services by contract with professional information networks such as the Metropolitan Washington Child Care Network operated by the Council of Governments. This service is relatively inexpensive; provides helpful consultation to parents on how to select affordable, quality day care for their child; requires little start-up time; and can be implemented at GAO's regional offices.

Second, the Task Force recommended that GAO management be responsive to employees who want to organize their own employee-sponsored child care center at or near GAO. Such a center would likely be professionally staffed, with GAO parents governing its operational policies through a board of directors. GAO management could provide a part or all of the start-up costs without direct

involvement in operating the center. This approach can also be implemented in GAO regions but requires involvement of the parents in both the start-up and operation.

WAC supported both recommendations of the Task Force. The Council held a series of lunch-time seminars to inform interested parents of the intricacies of starting and operating a parent-run cooperative child care center. The seminars, held on Nov. 12-14, 1985, featured speakers from the Senate Day Care Center, Department of Transportation's DOT TOTS, Reston Children's Center, and the Crystal City Working Parents Group.

Through these seminars, WAC intended to identify and bring together a group of interested parents who can function as the core organizing group of a cooperative child care facility at GAO. The Council expects that this group, once organized, will carry forward and make reality the idea of a child care facility.

EXERCISE FACILITIES

In recent years, people have become more aware of the benefits of physical fitness to our general well-being and productivity. Due to the growing interest and need of its constituents, the Committee addressed the issue of exercise facilities at GAO in 1985. The Committee initiated efforts to request designation of a suitable room for a noon-time exercise program and renovations of the women's showers and locker room facilities.

However, because the same issues of health and physical fitness were being addressed through the pilot Health Advocacy Program (HAP) offered by the Office of Organization and Human Development, the Committee decided instead to direct its efforts towards supporting the permanent offering of HAP. This program offers employees sound information on nutrition, exercise, and other health matters as well as a structured, individually monitored plan for them to achieve their own fitness goals, such as weight loss, exercise, and so on. WAC believes the program will be valuable in increasing the morale and productivity of all GAO employees.

THE GAO ASBESTOS CONTROL AND ABATEMENT PROGRAM

Representatives from the Office of Security and Safety (OSS) discussed the GAO Asbestos Control and Abatement Program with Council members at the February 1985 meeting. During this meeting and in a subsequent memo to OSS, the Council expressed its belief

that GAO should make a more concerted effort to educate its employees about asbestos in their work environment. The Council believes that the agency has done little to gain its employees' confidence that adequate measures are being taken during this process to protect against asbestos exposure.

APPENDIX I

APPENDIX I

NOTICES ISSUED BY THE
WOMEN'S ADVISORY COUNCIL
IN FISCAL YEAR 1985



CHILD CARE--THE CO-OP APPROACH

The Women's Advisory Council is sponsoring a seminar to explain what is involved in setting up and organizing a cooperative day care center. The seminar will be offered on November 12, 13, and 14 to all GAO employees who may be interested in forming a cooperative child care center for GAO. The speakers will explain how to go about setting up a day care center for GAO parents and answer any questions.

November 12: Arlene Altman and Mary Conklin, Senate Day Care Center

November 13: Nancy Miller and Allaire Williams, Department of Transportation Child Care Center (DOT TOTS)

November 14: Donna Brown, member of GAO Task Force on Child Care and Reston Children's Center, and Jessie Marshall, Crystal City Working Parents

The seminar will be from 12 to 1 p.m. in the Comptroller General's Briefing Room. No food or drink please. Attendance at each session is not required.

APPENDIX II

APPENDIX II

MEMORANDA ISSUED BY THE
WOMEN'S ADVISORY COUNCIL
IN FISCAL YEAR 1985

Memorandum

17 October 1984

TO : Assistant Comptroller General for Operations

FROM : President, Women's Advisory Council
Jan Ward *Jan Ward*SUBJECT: Federal Women's Program Managers' Paper on
Part-Time Employment

The Women's Advisory Council fully supports the recommendations on part-time employment made by the Federal Women's Program Managers in their paper dated August 3, 1984. WAC believes that part-time opportunities can and should be expanded in GAO. However, for part-time to be successful and supported, managers need to be comfortable with part-time arrangements, and such comfort requires experience and familiarity. The FWPM's suggestion for a pilot program will enable managers to gain the experience they need, and this, in turn, will lead to a more objective assessment of whether or not part-time employment can be expanded.

We look forward to implementation of the FWPM's recommendations.

cc; Mr. Ahart
Ms. Gainer

*Memorandum**1 April 85*

TO :

Carl Moore
General Counsel, PAB

FROM :

Patricia Zemple *Patricia C. Zemple*
President, Women's Advisory Council

SUBJECT:

Comments on PAB's Draft EEO Oversight Report

Overall, the Council is pleased with the scope of the oversight report and believes that it will serve as a useful base from which to conduct future reviews. The comments forwarded here serve two purposes: (1) to fine-tune the presentation and (2) to raise issues that we believe need to be incorporated. The first part of this memo comments on the body of the report; the second part deals with the presentation of the specific issues in the summary. The third part raises some general questions.

Part 1.

While overall the report does deal with almost all EEO issues, it deals with them singularly. We believe the readers of the report could benefit from an overview whereby interrelated issues are tied together. It is important for the agency to understand that the effect of inactivity in one particular area is not isolated; other areas are affected as well. For example, failure to establish an affirmative action plan with timetables precludes the agency from developing definitive hiring goals and setting quantifiable standards in SES contracts. This type of overview could be presented at the end of the summary section and in the appropriate sections in the body of the report.

The report's reliance on agency data which, according to you, are of questionable validity leads the reader to question the validity of the conclusions drawn from these data. One suggestion for resolving this issue is that in the future the data be collected independently or that the PAB dictate to the agency how the data are to be collected. A short-term fix would be to note in the report that the conclusions, where drawn from unverifiable data, are questionable and cannot be supported until the functional studies are completed.

One issue that should be added to the oversight report is attrition. This issue should be studied not only from the view-

point of possible adverse impact but also from the viewpoint of affirmative action. Depending on the number and types of people leaving the agency, the affirmative action plan, once it is completed, may need to be changed.

Part 2.

The summary version of the oversight report should be expanded to include more of the particulars that are found in the body of the report. You must take into consideration the fact that not all readers will read the entire report but only the summary. Therefore, a more complete picture should be given. Examples of suggested inclusions follow:

1. Mention the CLC survey under the Career Ladder Section and the fact that variations in promotions will be a functional study.

2. Specify what portions of the merit selected process should be reviewed and how the reviews are to be conducted instead of simply endorsing the review that GAO says it will conduct.

3. Include the need for individual EEO performance standards in SES contracts.

4. Give the number of people and the percentages in employment trends instead of just the percentages since they can give a misleading picture. (This suggestion is relevant for both the body and the summary.)

5. Revise the maternity/paternity selection. We are unaware of any efforts to develop a day care program and thus the section is misleading. Also, more information falls under this category in the body of the report than child care.

6. Include the informal process in the discussion of sexual harrassment and delete the "only" when reporting on the number of sexual harrassment cases filed.

Part 3.

Is the summary version of the oversight going to be distributed to all GAO employees? Such distribution should be considered since this document would not only inform employees of what's going on in the agency but also who the PAB is and what one of their functions is.

When will the functional studies be conducted, and who will

conduct them? Also, can we expected to see a decrease in the need for this number of functional studies or will the number remain constant? On a related point, what authority does the PAB have to recommend changes or particular courses of action?

We appreciate the opportunity to comment on the oversight report and hope that these coments will be useful. If you have questions, please call me on 275-8609.

Memorandum

April 17, 1985

TO : Gregory J. Ahart,
Assistant Comptroller General For Human Resources

Thru : Patricia C. Zemple, President, WAC *364*

FROM : La Verne G. Tharpes, Chair, WAC Personnel Committee *L. Tharpes*

SUBJECT: Attrition Data

This is to request information on attrition at GAO. We understand that a report on attrition has been compiled and submitted to the Comptroller General by the Office of Internal Evaluation.

If you have any questions concerning this request, please contact me on 275-5904.

cc : Alex Silva, Civil Rights Office
Jan Ward, WAC
William Martin, Office of Internal Evaluation

Memorandum

4-28-85

TO : Chair, Personnel Appeals Board - Molly Bowers

THRU: President, Women's Advisory Counsel - Patricia Zemple

FROM : Executive Vice-President, Women's Advisory Council -
Christine Kopocis (WAC)

SUBJECT: PAB Appeals Process

The Women's Advisory Council appreciates the opportunity to comment on the PAB appeals process and thanks you and your staff for your time and effort in meeting with us in February and March. Due to the complexity of the subject matter, our lack of knowledge in this area and the expertise of the Board members as Federal arbitrators, the Council makes no recommendations at this time to alter the current procedures. One area the Council encourages the Board members to consider in their deliberations of the process, however, is the potential for conflict of interest. This issue was raised by Mr. Moore, by GAO management and by the employee council representatives at various times during the past few months.

Two other concerns WAC has as a result of our meetings are the size of the General Counsel's staff and the lack of publicity for the Board throughout the Agency. Concerning the staff size, WAC questions whether, given the responsibilities of investigations, litigation and oversight, the General Council's staff should be larger than two full-time and one part-time employee. Increasing the staff should have a direct impact on the length of time it presently takes for an investigatory report - a concern of the Council.

As was discussed in the March 8 meeting, few GAO employees are aware of the PAB or their function. WAC suggests that information about the Board should be located in one or more central places in the Agency - perhaps in the Personnel teams, the Labor Management and Employee Relations office, the Counseling and Career Development office, each division and region. Beyond this, new employees should be informed of the Board's role and location. A PAB staff member is best qualified to address this issue during the orientation program the Agency has for all new employees.

If the Council can be of further assistance, please call me on 275-4466.

Memorandum

May 17, 1985

TO Arthur A. Kleckner, Director, Office of Security & Safety

FROM Trish Zemple, President, Women's Advisory Council

SUBJECT: Asbestos removal in the GAO building

I would like to take this opportunity to formally thank you, Jay King, and Gary Carpineta for attending the Women's Advisory Council February meeting to discuss asbestos removal in the GAO building. At that time you expressed your willingness to answer any questions about the process the Council might have in the future. At this time we would like to know what plans, if any, GAO has to educate its employees about asbestos in their working environment beyond the Awareness Bulletin issued last December. The Bulletin was a step in the right direction but we feel that it is important for GAO to undertake a more thorough employee education effort. We believe that all GAO employees at risk of asbestos exposure should be given the opportunity to attend a presentation like the one you made to employee organization representatives earlier this year. We feel that this would do much to alleviate their concerns and anxiety about this issue, and to gain their confidence that adequate measures are being taken to protect them against asbestos exposure. Does GAO plan to conduct such presentations? What other education initiatives does GAO intend to undertake and when?

We would also like to know if the asbestos control and abatement management plan has been finalized. When you spoke to the Council in February, GAO was in the midst of negotiating the provisions of such a plan with GSA. When does GAO anticipate issuing final management provisions and to what extent are the tentative policies and procedures currently being implemented? The Council is concerned about the progress of these negotiations because the asbestos control and removal process is continuing and we feel it is essential to conduct it according to set standards and procedures.

We are looking forward to your response to these questions and continued communication between the Women's Advisory Council and the Office of Security and Safety concerning this issue.

Memorandum

October 31, 1985

TO : Chair, Personnel Appeals Board - Ira Jaffe

FROM : Executive Vice-President, Women's Advisory Council -
Christine M. Kopocis *Christine M. Kopocis*

SUBJECT: Comments on Proposed PAB Revised Rules

The proposed revisions to the rules of the Personnel Appeals Board appear to address the concerns raised by the Women's Advisory Council's (WAC) memo to Ms. Bowers dated April 25, 1985. As you and Carl Moore explained, the potential for conflict of interest and the lack of publicity for the Board throughout the Agency were two matters the Board deliberated when revising the rules.

Although the potential for conflict remains, you have assured us that the potential is slight. You also addressed the matter of the General Counsel's presence or absence at a Board hearing and the possible inference drawn by the Board members. WAC, at this time, will accept your assurances that the Board members decide cases solely on the record and are not influenced by who presents the case for the employee.

WAC is pleased with the Board's actions publicizing the Board and we reaffirm our offer to aid that project. The posters describing the Board are very good publicity. I will ask our division/office representatives to ensure that posters appear in the appropriate places.

With respect to the size of the General Counsel's staff, the third concern addressed in our April memo, WAC will be interested to see how the changes in the investigatory process will affect the workload of the General Counsel's staff.

Thank you for meeting with the employee group representatives and for providing us time to comment on the proposed rules. Congratulations on your appointment as Chair. WAC looks forward to working with you during your term.

APPENDIX III

APPENDIX III

WOMEN'S ADVISORY COUNCIL
NEWSLETTER UPDATE ISSUED
IN FISCAL YEAR 1985



update

The GAO Women's Advisory Council Newsletter

SEXUAL HARASSMENT: WHAT IT IS AND WHERE TO GO FOR HELP IN GAO

OPM defines sexual harassment as "deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome". A supervisor or colleague is engaging in sexual harassment who uses implicit or explicit coercive sexual behavior to control or affect your career, salary, or job, or who interferes with your ability to perform your work. The unwelcome behavior, verbal or physical, is observable, repetitive, and deliberate. If it falls within any category below, the behavior is illegal:

—your submission to such sexual advances is either an explicit or implicit term of employment;

—your submission to or rejection of such advances is the cause for an employment decision about you (assignments, appraisal ratings, promotion);

—such advances are meant to or have the effect of interfering with your work or they create an intimidating, hostile, or offensive working environment.

Although you may think you are a victim of sexual harassment, you may be unsure about how to deal with it or you're reluctant to file a complaint against your harasser. There are alternative strategies for stopping the harassment short of a complaint. In GAO, you can go to the following offices for counseling and guidance, where you can discuss your problem in confidentiality. This will not require you to file a formal complaint.

Linda Gainer, the Federal Women's Program manager in the Civil Rights Office (275-6388).

A counseling psychologist in the Counseling and Career Development Office (275-8992).

Carl Moore, general counsel, Jan Willis, deputy general counsel, Personnel Appeals Board (275-1663).

Additional Information:

For a copy of GAO's policy statement on sexual harassment, call Linda Gainer at 275-6388. The Counseling and Career Development Officer sponsors a one-day sexual harassment workshop and provides half-day briefings on request. For the workshop's schedule, call CCD at 275-8992.

WAC PLANS ACTIVITIES FOR FY1985

The Women's Advisory Council started off the year identifying issues that it plans to address in FY1985. The Council will work through three committees to address the following issues:

- Personnel Committee: monitoring the Affirmative Action Plan, Pay for Performance, and PSDP's study of GS-12 performance appraisals
- Career Development Committee: monitoring the Co-op and Upward Mobility programs and part-time employment
- Special Projects Committee: following up on the results of GAO's child care survey, maintaining the women's reading file and the child care file in the GAO technical library and monitoring the asbestos removal program in the GAO building.

If you are interested in providing input to the Council activities or if you have any questions about these issues, please contact one of the officers or your division/office representative.

FY1985 Women's Advisory Council Officers

President: Trish Zemple, GGD
 Executive Vice President: Chris Kopocis, OGC
 Vice President for Communications: Carolyn Kirby,
 RCED
 Secretary: Jane Slattery, NSIAD
 Jan Ward, GGD

WRO - Laura Talbott
 LaVerne Tharpes

Combined small offices- Susan Taylor

FY1985 Women's Advisory Council Members

AFMD - Marsha Boals
 Lillian Whren
 GGD - Jan Ward
 Trish Zemple
 GS&C - Violet Simmons
 Jackie Council
 HRD - Clarita Mrena
 Lynna Pollard
 IMIEC - Kathi McGraw
 Marcia Washington
 NSIAD - Sarah Brady
 Delores Cohen
 Jane Slattery
 Joann Geoghan
 OGC - Chris Kopocis
 PEMD - Carolyn Boyce
 Florence Hammond
 PERS - Frankie Lovell
 LaForris Robinson
 RCED - Peggy Frank
 Carolyn Kirby
 Mehrzad Nadji
 Sandy Seay

ASBESTOS REMOVAL IN THE GAO BUILDING

Arthur Kleckner, Jay King, and Gary Carpineta, all from the Office of Security and Safety, attended the February WAC meeting to discuss asbestos in the GAO building. After showing an IBM-prepared videotape about asbestos, Jay King described where asbestos was located in GAO, how it is being removed, and the risks associated with exposure to asbestos fibers.

OSHA has not set standards for levels of asbestos in office settings. The occupational standards are 2.0 fibers per cubic centimeter of air. GAO has set its standard at 0.01 fibers per cubic centimeter.

Jay explained that a GSA contractor will continue to remove asbestos in the building over the next several years. The management plan for this process has been drafted and is in the process of being finalized. The plan includes periodic collection of air samples throughout the building to monitor air quality. According to this plan OSS will monitor GSA's issuance of permits for all other repairs or renovation. This will help to insure that the remaining asbestos is not disturbed. The driving force for the removal program was the need to update the heating and ventilation system.

OSS encourages employees to contact them with questions about asbestos removal or the effect of other structural work in the building on asbestos. Employees also may contact the WAC with their concerns and experiences and we will be happy to relay these to OSS.

CREDIT HOURS MAY INCREASE

WAC supports GAO personnel policies that are sensitive and responsive to the needs of employees. Consequently, WAC is requesting top management to allow employees to accrue 24 credit hours. A provision in the 1982 Flexible and Compressed Work Schedules (P.L. 97-221) allows full-time employees on a flexible schedule to carry forward 24 credit hours unless the Office of Personnel Management (OPM) or an agency sets a lower limit. Since OPM did not set a lower limit, each agency has the discretion of allowing full-time employees on a flexible schedule to accumulate 24 credit hours or a lower limit.

WAC believes that allowing accrual of up to 24 credit hours would be beneficial to all employees. Occasionally, employees need to work extra hours to ensure that jobs are completed on schedule. A change, such as the one WAC is supporting, would allow individuals who work those extra hours to keep and receive credit for these hours. This change would also enable people to attend to personal matters without using their annual leave.

WAC has learned that offices in at least 6 federal agencies allow their employees to carry over 24 credit hours from one bi-weekly pay period to another. The offices are located in the departments of the Army, Air Force, Health and Human Services, Commerce, Treasury, and the National Science Foundation. Also, the Federal Communications Commission allows employees to accrue 16 credit hours.

CHILD CARE TASK FORCE FORMED

A task force has been formed to study the various alternatives to child care for GAO. For each alternative, the members will outline the pros and cons, the legal issues involved, and the

financial arrangements necessary. The alternatives, or models, under study are an on-site facility, a referral system, and an off-site facility. To gain a better understanding of what might work at GAO, the task force members are looking at other federal agencies that currently have child care centers. The task force is to complete its study by the end of August and report its findings to the Assistant Comptroller General for Human Resources.

The formation of the task force came about partly as a result of WAC's long-term advocacy of a GAO-sponsored child care facility and the compilation of questionnaire results. This questionnaire was sent out in late 1983 and early 1984 to all GAO employees to survey their interest in child care services for families of GAO employees. 82% of are GAO employees responded. Of that 82%, approximately 45% responded that they had moderate to very great interest in a child care facility.

WOMEN'S ADVISORY COUNCIL MEETS WITH MR. BOWSHER

The FY1984 Women's Advisory Council (WAC) met with Mr. Bowsher on April 11, 1985 to discuss their annual report. WAC summarized its activities, highlighting some which were of particular interest to the Council. The Council also discussed a few issues that remained unresolved - for example, the lack of a final FY1985 Affirmative Action Plan.

Mr. Bowsher informed WAC that he would like to see work in the child care area expedited, as this issue has been discussed for many years. He indicated that some of the Council's concerns would not be addressed until Alexander and Associates' review of GAO's personnel system is completed.

LIST OF SPEAKERS AT WAC MEETINGS OR
OPEN SEMINARS DURING FISCAL YEAR 1985

February 20, 1985

Art Klekner, Director, Office of Security and Safety
Jay King, Office of Security and Safety

Topic: Asbestos removal program in the GAO building.

March 20, 1985

Carl Moore, General Counsel, Personnel Appeals Board

Topic: Discussion of the Personnel Appeal Board's first oversight report, particularly issues affecting women employees.

April 17, 1985

Dave Rowan, National Security and International Affairs
Division and former instructor in OOHD

Topic: Presentation of Mr. Rowan's instructional program on "Tips for Success in the Office."

June 19, 1985

Lisa Cormier, Secretarial/Clerical Council

Topic: The Secretarial Council's efforts to survey staff using the MICOM (electronic work stations) about comfort and eye-strain concerns with this equipment.

August 21, 1985

Steve Medlin, Office of Organization and Human Development
Nina Kettering, Office of Organization and Human Development

Topic: Development of a "skills mix" needed for future GAO evaluators.

September 18, 1985

Donna Brown, WAC representative on GAO Child Care Task Force

Topic: Results of the Child Care Task Force's review of alternative approaches for GAO management to support employee child care needs.

November 12, 13, 14, 1985 (open seminar program)

Arlene Altman and Mary Conklin, Senate Day Care Center
Nancy Miller, Department of Transportation's DOT TOTS
Donna Brown, GAO Child Care Task Force, and Jessie Marshall,
Crystal City Working Parents Group

Topic: Organizing and running an employee-sponsored cooperative child care center at the workplace.



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