

LIBRARY  
ROOM 5030

JUN 14 1976

TREASURY DEPARTMENT

Treas.  
HJ  
261  
.582

U. S. TREASURY DEPARTMENT.

Status of women in the Treasury Department.  
“

FEB 20 1964

**MEMORANDUM TO THE SECRETARY:**

**From:** Administrative Assistant Secretary

The attached report on the status of women in the Treasury Department in grade GS-12 and above was requested by a telephone call from a member of the White House staff in behalf of the President. The report is due in the White House no later than 5 p.m., Monday, February 24, 1964.

It is recommended that you sign the transmittal letter to the President.

*Administrative Assistant Secretary*

**Attachment**

U.S. Treasury Dept.

Status of Women in the Treasury Department

LIBRARY  
ROOM 5030  
JUN 14 1976

LIBRARY  
ROOM 5030

MAR 28 1963

TREASURY DEPARTMENT

TREASURY DEPARTMENT

05195

	Initiator	Reviewer	Reviewer	Reviewer	Reviewer	
Surname	<i>Marshall Latham</i>	Ex. Sec.				
Initials	<i>ML</i>					

FEB 20 1964

MEMORANDUM FOR THE PRESIDENT

The report on the employment of women grades GS-12 and above requested by a member of the White House staff on February 19, 1964, is enclosed.

There is also enclosed a copy of my most recent directive to heads of Treasury bureaus and offices on the above subject. I shall continue to emphasize the importance of this program and maintain a close watch on our progress.

It may be of interest that Dr. Margaret Wolman Schwartz, Director, Office of Foreign Assets Control, grade 16, is one of six Government career women who will receive the 1964 Federal Woman's Award for her outstanding performance in the specialized field of economic warfare.

/s/ Douglas Dillon

Douglas Dillon

Enclosures

## TREASURY DEPARTMENT EMPLOYMENT OF WOMEN GS-12 AND ABOVE

Past Action -- Since the President's Commission on the Status of Women was established, the Department has issued a policy statement and guidelines outlining minimum steps to be taken by bureaus. Restrictions on the basis of sex were removed from all announcements of Civil Service Commission examinations conducted by Treasury, except for that of Treasury criminal investigator, and a number of directives were issued to reinforce the policy.

Results -- By the end of 1963 women occupied 374 managerial and professional positions at grade level GS-12 or equivalent or higher in the Treasury Department as follows:

<u>Grade</u>	<u>Number</u>
18	2
16	2
15	17
14	34
13	82
12	<u>237</u>
	374

Positions at these levels represent 48 occupational categories and are scattered throughout the Department.

Typical of the important positions occupied by women within the Office of the Secretary are: Director, Office of Foreign Assets Control; Director, Employment Policy Program; Assistant Director, Office of Domestic Gold and Silver Operations; Assistant to the Director of Personnel; Fiscal Economist (Public Debt Management); Fiscal Analyst (Special Assistant to the Fiscal Assistant Secretary); Management Analyst; International Economist; Attorney Adviser; and Special Assistant to the General Counsel. In addition, there have been significant changes in the employment patterns in fiscal, managerial, and tax work at the lower levels which will eventually result in women possessing more higher level positions in these fields.

Since January 1, 1964, there were nine appointments or promotions of women to positions GS-12-15 in the Departmental Service. Reports from the field have not been received; however, it is possible that additional actions have occurred there.

Action Under Way -- Specific steps that are being taken to further the program include (a) discussions at the Secretary's staff meetings of the importance of the program, (b) appointment of a group of women in responsible Treasury positions to serve in an advisory capacity on the implementation of the formal program for inclusion in the Treasury Personnel Manual, (c) instructions to all bureau heads to encourage equality of opportunity within the respective organizational components and to review all appointments and promotions to positions GS-13 and higher to make sure that qualified women are being sought out and considered, and (d) frequent reporting of action taken and of results achieved.



THE SECRETARY OF THE TREASURY  
WASHINGTON

Administrative Bulletin No. 64-20

February 19, 1964

TO BE DISCARDED AFTER February 13, 1965

To Heads of Bureaus and Offices

Treasury Department

SUBJECT: Nondiscrimination on the Basis of Sex

President Johnson has made clear his determination that there shall be no discrimination in his administration on the basis of sex with respect to employment. This has been and will, of course, continue to be the policy of this Department.

I believe that we in the Treasury Department have already made a good record in this field. In a recent address to the Interdepartmental Committee on the Status of Women, Mr. John Macy, Chairman of the U. S. Civil Service Commission, said:

"The Treasury Department is especially noteworthy for opening up greater areas of work in which the employment of women was previously unknown or exceptional. Offering career opportunities in fiscal, economic and enforcement work can be of long-term significance as young women plan their educational and career training. The Treasury has also been a leader in advancing women to new career heights."

Despite Mr. Macy's kind words, I believe that additional progress can be made and must be made if we are to meet the President's objectives. I, therefore, ask you to lead the way in your respective organizations with affirmative actions that will insure that women are afforded opportunity for appointment, advancement, and training equal to that accorded to men. Such action is essential if the full potential of the Department's available skill is to be realized in performing the tasks that lay ahead.

I shall, therefore, appreciate your personal efforts in further encouraging the type of atmosphere in your organization which assures equal employment opportunity to employees of both sexes. Also, it is requested that in all instances of appointments and promotions to positions GS-13 or higher in your organization, you especially assure yourself that available qualified women have been sought out and have been given full consideration. I request that the Director of Personnel report to me periodically on the progress you achieve in developing your program and on specific personnel actions resulting therefrom.

Douglas Dillon

FEB 20 1964

**Administrative Assistant Secretary**

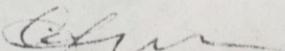
The attached report on the status of women in the Treasury Department in grade GS-12 and above was requested by a telephone call from a member of the White House staff in behalf of the President. The report is due in the White House no later than 5 p.m., Monday, February 24, 1964.

It is recommended that you sign the transmittal letter to the President.

**Attachment**

(Signed) A. E. Weatherbee

**Latham**

  
Office of Personnel

OFFICE OF THE SECRETARY OF THE TREASURY

February 19, 1964

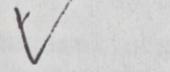
RC:

Nell Yates at the White House called. She said the President would like to have by 5 PM on Monday a report on what the Department has done and is doing in hiring women in GS 12 and above. He wants to know what kind of program we are conducting, how we are publicizing it, and what the actual results are. He would like it as brief as possible. It should be sent to Bill Moyers.

ep

CDD  
CDD

JAN 24 1964



MEMORANDUM TO THE SECRETARY:

From: Administrative Assistant Secretary

SUBJECT: Employment of Women in the Treasury Department

This is in response to your inquiry on January 20 concerning equal employment opportunity for women in the Treasury Department.

I am pleased to report that the Treasury Department has extended its pioneering as an employer of women to the present, and has been cited as one of the forerunners among the agencies of Government in implementing the President's program for assuring equal employment opportunity for women.

Specifically: The material provided Mrs. Esther Peterson by the Civil Service Commission for her recent presentation to the Cabinet concerning equal employment opportunity for women in the Federal Government stated:

"Prominent among the leaders are Navy and Treasury."

On January 20, 1964, John Macy, Chairman, Civil Service Commission, in addressing the Interdepartmental Committee on the Status of Women, said:

"The Treasury Department is especially noteworthy for opening up greater areas of work in which the employment of women was previously unknown or exceptional. Offering career opportunities in fiscal, economic and enforcement work can be of long term significance as young women plan their educational and career training. The Treasury has also been a leader in advancing women to new career heights."

	Initiator	Reviewer	Reviewer	Reviewer	Reviewer
Surname	Latham	Esther			
Initials	[Handwritten]	[Handwritten]			

At this same meeting Mr. Macy handed out a folder of several charts with "Illustrations of Progress in Enlarging the Career Opportunities for Women." This folder appears under tab 1. On these charts, the Department appears several times at the top of the list. Despite these plaudits, we know there is room for improvement both in enlarging the numbers of occupations available to women as well as to making further gains with respect to their placement at the higher grade levels. We shall make a concerted effort to assure that such gains occur.

From an historical standpoint, Treasury has been a leader in the employment of women. For example:

- 1795 - The Bureau of the Mint employed two women as adjusters,
- 1827 - The U. S. Official Register lists Miss Elizabeth Kelly, Nurse, Revenue Cutter Service, Bureau of Customs,
- 1837 - There were seven lady lighthouse keepers on Treasury rolls and one "Matron" at the Marine Hospital at Norfolk,
- 1862 - General Spinner, Treasurer of the U. S., is credited the first appointment of a woman, Jennie Douglas, to cut and trim currency on an equal work for equal pay basis.

You may be interested in a record of ladies appointed by the Treasurer's Office immediately thereafter, also in some pictures relative to the early employment of women. These appear under tab 2.

By October 1962, women constituted 42% of the white collar classified service of the Treasury Department, and women held positions in 65% of Treasury's 186 Classification Act occupations.

Following the establishment of the President's Committee on the Status of Women, and the President's declaration of his intention of maintaining the Federal career service free of any discrimination on the basis of sex in December 1961, the Department took a number of actions designed to implement the President's program. These included:

1. Issuance of a policy statement.
2. Promulgation of guidelines outlining minimum steps to be taken by bureaus including, for example, attention to nondiscrimination in personnel program reviews, and the introduction of positive

measures for orienting selecting officers to the long range values of nondiscriminatory appointment and promotion practices.

3. Removal of restrictions on the basis of sex from all announcements of CSC examinations conducted by Treasury except for Treasury Criminal Investigator.
4. Issuance of Bulletins to reinforce Department policy.

A list of these issuances with highlights of their contents and copies of the issuances appear under tab 3.

By September 1963 we were able to report to the Civil Service Commission a number of significant changes in the employment patterns of various occupational categories which denoted enlargement of opportunity for women. These categories included:

Internal Revenue Agent  
Estate Tax Examiner  
Alcohol and Tobacco Tax Inspector  
Revenue Officer  
Fiscal Accountant

We also reported women were placed in Treasury for the first time in such jobs as Physicist (Optics) and Supervisory Electronics Engineer.

In October 1963 the Civil Service Commission was furnished a list of 21 positions, grade GS-14 and 15 occupied by women. Approximately half of these positions were filled for the first time by a woman. In addition we became aware of many other breakthroughs at lower levels which indicated that the Department's policy was in fact being implemented. Copies of correspondence signifying the changes of employment patterns and containing the list of grade GS-14 and 15 positions occupied by women appear under tab 4.

We understand from the representatives of the Civil Service Commission that there will be an increasing amount of pressure in the forthcoming year to enlarge employment opportunities for women. It is our intention to emphasize this subject in our communications with the bureaus, to formalize guidelines in the Treasury Personnel Manual, and to review this area in our evaluations of bureau personnel programs. I would hope that from time to time you would see fit to express your personal interest in achieving progress in this area at your regular staff meetings.

*A. Matthews*

Enclosures

ILLUSTRATIONS OF PROGRESS  
IN  
ENLARGING THE CAREER OPPORTUNITIES FOR WOMEN

Bureau of Programs and Standards  
U.S. Civil Service Commission

January 1964

CHART I

The job areas which have opened to women for the first time in the agency named:

Estate Tax Examiner . . . . .	<u>Treasury</u>
Alcohol and Tobacco Tax Inspector . . . . .	<u>Treasury</u>
Investigator . . . . .	Civil Service
Electrical Engineer . . . . .	Interior
Electronic Development Technician . . . . .	Interior
Scientific Illustrator . . . . .	Interior
Real Estate Appraiser . . . . .	Housing and Home Finance Agency
Urban Renewal Field Representative . . . . .	Housing and Home Finance Agency

CHART 2

Jobs in which one or only a few women may have been employed previously, but which have now been opened routinely to women.

→ Treasury

Revenue Officer  
Internal Revenue Agent  
Accountant  
Fiscal Economist  
Digital Computer Programmer

Navy

Structural Engineer  
Contract Auditor  
Mathematical Statistician

CHART 3

Agencies in which opportunities for women attorneys have enlarged recently include:

Interstate Commerce Commission  
Atomic Energy Commission  
Federal Trade Commission

General Services Administration  
Federal Communications Commission  
Department of the Army

CHART 4

Some of the higher level positions to which career women have been appointed for the first time:

Assistant Director, Office of Domestic Gold and Silver Operations . . . . .	<u>Treasury</u>
Fiscal Analyst . . . . .	<u>Treasury</u>
International Economist . . . . .	<u>Treasury</u>
Assistant Legal Advisor . . . . .	State
Regional Manager . . . . .	Veterans Administration
Chief of Staff (Hospital) . . . . .	Veterans Administration
Officer, Class 1. Foreign Service Reserve . . . . .	U.S.I.A.
Area Manager . . . . .	G.S.A.
Real Estate Specialist . . . . .	G.S.A.
Buildings Manager . . . . .	G.S.A.
Section Chief, Procurement . . . . .	G.S.A.
Management Systems Specialist . . . . .	A.E.C.
Attorney, GS-15 . . . . .	A.E.C.
Chief, Procurement and Traffic Branch . . . . .	A.E.C.
Medical Officer (Psychiatrist) . . . . .	Army
Medical Officer . . . . .	Navy

CHART 5

Upper level women scientists in the Navy Department:

Director, Mathematics Sciences Division  
Geographer, GS-16  
Head, Physical Mechanics Branch  
Supervisory Aerospace Engineer  
Supervisory Research Chemist  
Electronic Engineer  
Physicist (Mechanics)  
Mathematician  
Meteorologist  
Biologist

CHART 6

Women specialists in the:

National Science Foundation

Program Director, National Trends and Projections  
Science Education Specialists  
Social Science Research Analyst  
Astronomer

Other Agencies

Supervisory Electronics Engineer . . . . .	<u>Treasury</u>
Microbiologist . . . . .	Interior
Psychologist . . . . .	Interior
Fishery Biologist . . . . .	Interior
Senior Scientists (Numerical Analysis) . . .	Air Force

CHART 7

Women promoted in various phases of personnel management are in such positions as these:

Assistant to the Director of Personnel . . . . .	<u>Treasury</u>
Chief, Employee Development Branch . . . . .	A.E.C.
Executive Personnel Specialist . . . . .	A.E.C.
Administrative Officer . . . . .	Navy
Head, Wage and Classification Branch . . . . .	Navy
Manager, Employment and Employee Relations Branch . . . . .	Navy
Manager, Classification and Wage Administration Branch. . . . .	Navy
Personnel Officer. . . . .	Navy
Chief, Career Management Branch. . . . .	Federal Communica- tions Commission
Assistant Chief, Manpower Utilization. . . . .	Federal Communica- tions Commission
Chief, Relations and Training Division . . . . .	Veterans Administration

CHART 8

Managerial and administrative posts into which women have recently entered:

Executive Officer . . . . .	<u>Treasury</u>
Administrative Officer. . . . .	<u>Treasury</u>
Management Analyst. . . . .	<u>Treasury</u>
Management Systems Specialist . . . . .	A.E.C.
Senior Budget Examiner. . . . .	A.E.C.
Supervisory Budget Analyst. . . . .	Air Force
Deputy Assistant Secretary for Public Affairs .	State
Contract Specialist, Material . . . . .	Navy
Public Affairs Officer. . . . .	U.S.I.A.
Budget Analyst. . . . .	Federal Commu- cations Commission
Supervisory Claims Examiner . . . . .	Veterans Administration

First Ladies Appointed in the Treasury Department.

Memorandum

Miss Fanny Kelsted on the recommendation of Gen Pennington was the first direct appoint to the Treas office. - Oct 9, 1862

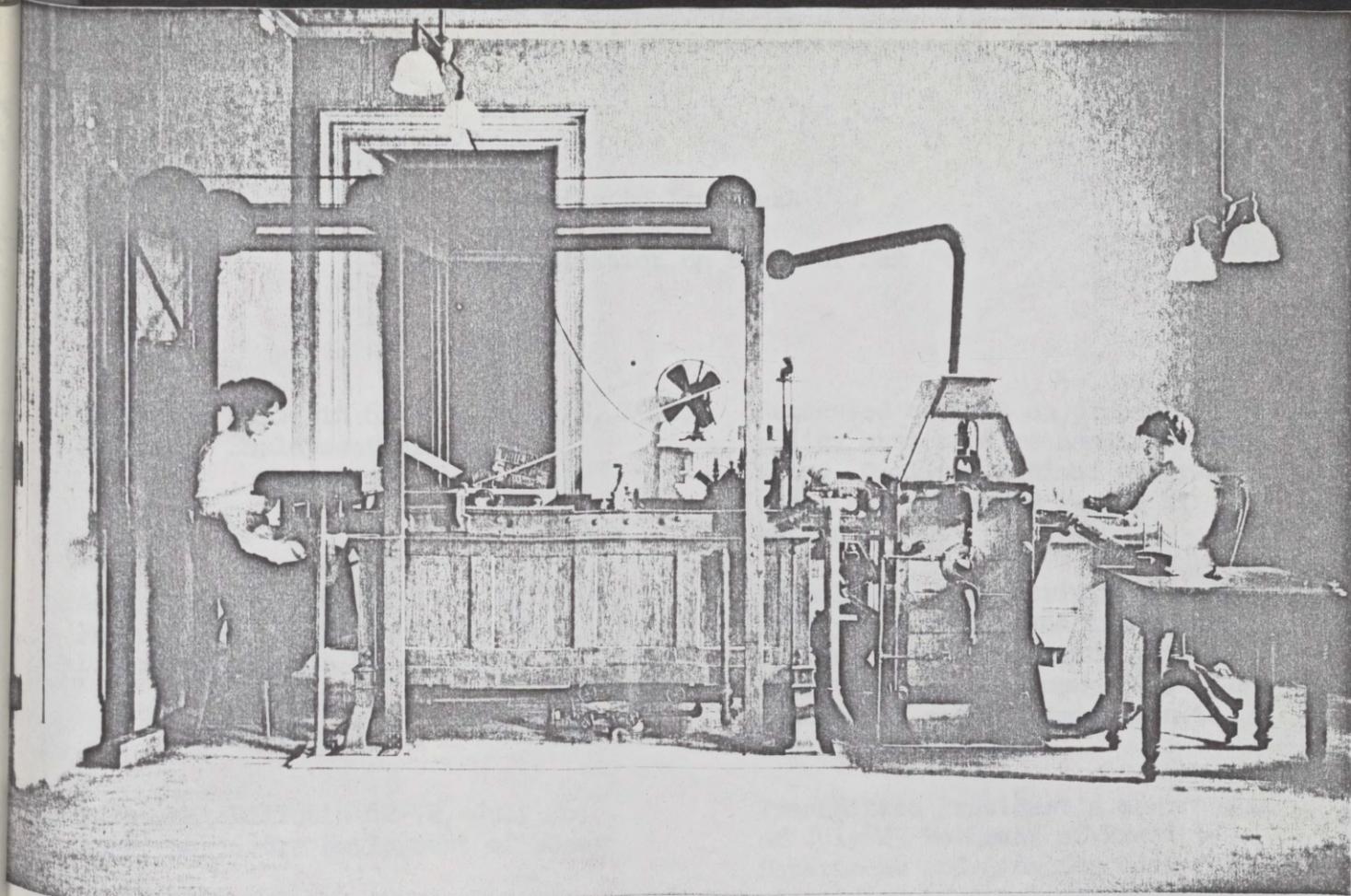
The names below were ladies transferred to the Treasury office at same date from Legation

- Miss Belle Tracy Oct 4, 1862
- do Elizabeth Stone do do
- Mrs A. C. Harris do do
- Miss Jane do do

also (first appoint) Miss R. J. Wilson Sept 13, 1861

- do Kate Waters July 20, 1862
- Mrs Mary J Patterson Jan 22, 62
- Miss Columbia Noyes Apr 12, 62
- Miss Jennie L Wall Feb 11, 62
- do H. C. Kellan Apr 14, 62
- do H. W. Kershner " " "

This information preserved from Treas office



Action to Implement

Nondiscrimination on Basis of Sex

Personnel Bulletin 62-2, January 8, 1962,  
Subject: Employment of Women

Requested comment on proposed policy statement re nondiscrimination. Outlined minimum program steps and requested report of action taken. ✓

Administrative Bulletin 62-23,  
February 26, 1962, Subject: Non-Discrimination in Employment

Promulgated nondiscrimination in employment policy and transmitted copies of correspondence between Secretary and Chairman, CSC, <sup>policy statement enclosed</sup> concerning nondiscrimination in employment of women. <sup>sent</sup> ✓

Personnel Bulletin 62-72, July 26, 1962, Subject: Employment of Women

Transmitted President's memorandum of July 23 to Heads of Executive Department and Agencies advising of opinion of Attorney General. Directive to employ and promote without regard to sex.

Personnel Bulletin 62-81, August 6, 1962, Nondiscrimination on Basis of Sex

Reaffirm the desire of the Department that the spirit and intent of the nondiscrimination in employment concept be complied with in full.

Letter to Director, Bureau Recruiting and Examining, CSC, of May 31, 1962

Advised that sex restriction may be removed from all examinations announcements except for Criminal Investigator, GS-1811

Letter to Executive Director, CSC, of September 27, 1963

Advised of significant changes in employment of women during prior 18 months.

(See under tab 4)

Letter to John Scott, Chief, Employment Systems and Practices Section, CSC, of October 28, 1963

Follow-up reply to above request, - current list of GS-14 and 15 competitive positions held by women in Treasury.

(See under tab 4)

Proposed Treasury Personnel Manual Chapter, "Nondiscrimination in Employment"

Contains nondiscrimination policy and request for positive action by Bureau Heads



# TREASURY DEPARTMENT

WASHINGTON

Personnel Bulletin No. 62-2

January 8, 1962

To Heads of Bureaus,

Treasury Department

SUBJECT: Employment of Women

With the President's recent announcement of establishment of "The President's Commission on the Status of Women", he declared his intention of maintaining the Federal Career Service free of discrimination on the basis of sex. There is to be equal opportunity for employment and advancement on the sole basis of merit and fitness.

The Treasury Department, along with other Federal agencies, has been requested to take the necessary measures to assure that the intent of this objective is attained. One step contemplated is the issuance of the following proposed statement of policy in the Treasury Personnel Manual:

In selecting for initial employment and career development opportunities including advancement, there shall be no discrimination because of the race, color, sex, creed, national origin, physical handicap or lawful political affiliation of any employee or applicant for employment who is otherwise eligible and qualified.

Your comments concerning this proposal will be helpful in assuring that the final policy statement will be of maximum assistance to you in carrying out the President's policy.

It is also incumbent upon the Treasury Department, and in turn upon the bureaus, to take necessary implementing action to carry out this policy. Such action should include as a minimum:

- a. Review of current policy, procedures and instructions to insure that they reflect Presidential intent.
- b. Establishment of coverage in normal personnel program evaluations and related reviews to assure that practices are in accordance with prescribed policies in this area.
- c. Introduction of positive measures to bring about heightened understanding on the part of officials responsible for making selection decisions regarding both the policy and the long-range values of such non-discriminatory practices, e.g. discussion in staff meetings and coverage in the supervisory development curriculum.

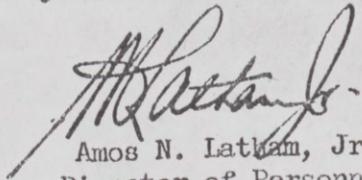
Your comments regarding the proposed policy statement, and a report of action taken on paragraphs a, b and c above and other actions planned to implement the policy relative to the employment and advancement of women is needed in this office no later than February 10, 1962. Bureau reports will be used in preparing a consolidated report from the Secretary to the Chairman, U. S. Civil Service Commission.

Pursuant to the instructions from the President, the Civil Service Commission has already begun a review of its regulations, policies, and practices affecting the employment of women. One immediate result of this review involves a modification of the certification procedures. As outlined in Federal Personnel Manual Letter 332-3, an agency is now required to submit a statement of specific reasons showing why a particular sex is essential for any position for which eligibles have been requested. It is the Commission's plan to assemble these reasons over a period of time so that an analysis may be made to determine whether discriminatory practices may be involved.

It is anticipated that in complying with the procedures cited above, that in certain cases it will be necessary to advise the Commission on a regional or national basis of the necessity to restrict certification to a particular sex for an entire category of positions. We are investigating the possibility of working out a procedure with the Commission for doing this without the necessity for resubmission of the justification each time a request is made for certification in such a category.

It is also necessary in complying with the new certification procedures to insure relative consistency of practices within the bureaus and Treasury-wide with respect to employment and advancement of women in similar types of positions. For example, we should not have a Treasury office in one region restrict hiring to a particular sex for a specific category of positions and an office in another region not do so for the same positions, where essentially the same conditions prevail. Bureaus are expected to take whatever action is necessary to insure internal consistency of practice. In order to maintain consistency of practice within the Department, proposed justifications for restricting certification to a particular sex for an entire category of positions within a bureau should be submitted to the Office of Personnel for coordination.

Please note reports are due by February 10, 1962.



Amos N. Latham, Jr.  
Director of Personnel



ADMINISTRATIVE  
ASSISTANT SECRETARY

TREASURY DEPARTMENT  
WASHINGTON

Administrative Bulletin No. 62-23

February 26, 1962

TO BE DISCARDED AFTER February 15, 1963

To Heads of Bureaus,

Treasury Department

SUBJECT: Non-Discrimination in Employment

The following statement of the Department's policy on non-discrimination in employment is published for your guidance. Please take the necessary steps to insure that your procedures, instructions and individual personnel actions conform thereto in all respects.

"In selecting for initial employment and career development opportunities including advancement, there shall be no discrimination because of the race, color, sex, creed, national origin, physical handicap or lawful political affiliation of any employee or applicant for employment who is otherwise eligible and qualified."

This policy will be incorporated in the next revision of the Staffing section of the Treasury Personnel Manual.

There is also attached for your information an exchange of related correspondence between Secretary Dillon and Mr. John W. Macy, Chairman of the Civil Service Commission, concerning non-discrimination in the Federal Service in the employment of women.

A. E. Weatherbee  
Administrative Assistant Secretary

Attachments



THE SECRETARY OF THE TREASURY  
WASHINGTON

February 23, 1962

Dear Mr. Macy:

In further reply to your letter of December 15, 1961, I am pleased to report the steps taken by the Treasury Department to implement the President's declared intention of maintaining the Federal Career Service free of discrimination on the basis of sex.

In accordance with your request, I am enclosing an Administrative Bulletin which sets forth the Department's policy on non-discrimination in employment.

A Department-wide review of internal policies, procedures and instructions to insure that they reflect Presidential intent has been substantially completed. Several bureaus and offices have also established coverage in their normal personnel program evaluations and related reviews as a follow-up to insure that their practices are in accordance with prescribed policies; others are in the process of doing so. In addition, positive measures are being introduced throughout the Department to bring about heightened understanding on the part of officials responsible for making selection decisions regarding both the policies and the long-range values of such non-discriminatory practices.

At the Departmental level, "non-discrimination on the basis of sex" is being included as a specific item of coverage in the personnel management appraisal program, conducted by the Office of Personnel.

I trust that these steps will lead to even more significant progress in our efforts to utilize the vast untapped potential of women in Federal employment.

Sincerely yours,

/s/ Douglas Dillon

Douglas Dillon

The Honorable  
John W. Macy, Jr.  
Chairman, U. S. Civil Service Commission  
Washington 25, D. C.

Enclosure



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.

DEC 15 1961

Honorable C. Douglas Dillon  
Secretary of the Treasury  
Washington, D. C.

Dear Mr. Secretary:

With the President's recent announcement of establishment of "The President's Commission on the Status of Women" he declared his intention of maintaining the Federal career service free of any discrimination on the basis of sex. There is to be equal opportunity for employment and advancement on the sole basis of merit and fitness.

This imposes upon all of us, as heads of our respective organizations, personal responsibility for attaining this objective. The President has requested that I work with you in seeing that his intent is fully carried out.

Pursuant to the President's instructions to me we have begun reviewing Commission regulations, policies, and practices affecting the employment of women in the Federal career service. One need for change of operating policy has become immediately apparent. For many years the Commission has limited the referral of persons from lists resulting from competitive examinations to those of one sex, upon agency request, without submission of reasons for such limitation. The Commission has completed an analysis of recent requests of this nature. The results show that there appears to be little basis, in relation to the duties to be performed, for most requests which specify that a particular sex only should be referred. For example, the recently acquired data shows that over 94% of the requests for eligibles to fill higher level, management type positions specified men.

It has been decided, therefore, that effective immediately agencies should include a statement of specific reasons when submitting a request for a list of eligibles which specifies that a particular sex is required. It is our plan to assemble these reasons over a period of time so that analysis may be made to determine whether discriminatory practices may be involved.

Operating levels of agencies are being instructed through the usual means of communication of this change. An advance copy of these instructions is attached.

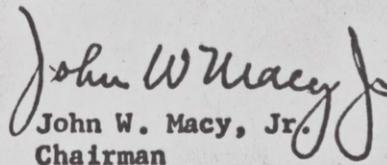
Appointment practices are probably the single most important factor concerning possible discrimination in employment of women. Almost as important, however, are agency practices and policies in taking promotion actions and in providing opportunities for specialized training. The concern for avoidance of discrimination extends equally to matters relating to career development and advancement to more responsible positions.

Accordingly, it is suggested that all agencies start review of their internal personnel policies and procedures, and their operations under them, to make certain that the Presidential intent regarding initial employment and advancement of women employees is made explicit and thoroughly effective. When this review is accomplished, as I hope it may be by March 1, 1962, I would like a copy of any personnel policy statement issued within your agency. I would also appreciate a brief statement of any steps of internal inspection and follow-up that will be taken to assure compliance at all operating levels.

Agencies will be kept informed of other changes which may be made in our regulations and procedures as a result of current review, and of further actions planned by the Commission.

I believe that the establishment of "The President's Commission on the Status of Women" provides an outstanding opportunity for all of us to make certain that the Federal career service in all its aspects is brought closer to the ideals implicit in its long standing principles.

Sincerely yours,

  
John W. Macy, Jr.  
Chairman

Enclosure

NOTE: Enclosure has been issued by the Civil Service Commission as FPM Letter No. 332-3.



# TREASURY DEPARTMENT

WASHINGTON 25, D.C.

Personnel Bulletin No. 62-72

July 26, 1962

To Heads of Bureaus,

Treasury Department

SUBJECT: Employment of Women

Recent newspaper publicity about the President's directive concerning greater employment opportunities for women has caused several immediate inquiries to members of my staff. As a matter of information, I am attaching a copy of the President's Memorandum to Heads of Executive Departments and Offices.

The Civil Service Commission is working on implementing regulations which will be issued in the near future. During the interim, the Department's policy set forth in Administrative Bulletin No. 62-23 should be carefully followed.

  
Amos N. Latham, Jr.  
Director of Personnel

Attachment

THE WHITE HOUSE

WASHINGTON

July 23, 1962

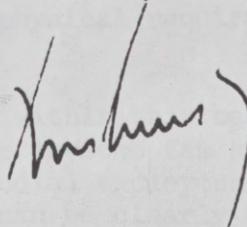
MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

As I recently advised the Chairman of the President's Commission on the Status of Women, the Attorney General has rendered an opinion that will make it possible to open up greater employment opportunities for women in the Federal service. He has held that the question whether positions in the Federal Government may be filled by men only, by women only, or by qualified members of either sex, is a matter which may be regulated by the President.

I have previously directed the Chairman of the Civil Service Commission to review pertinent personnel policies and practices affecting the employment of women and to work with you to assure that selection for any career position is made solely on the basis of individual merit and fitness.

I intend that the Federal career service be maintained in every respect without discrimination and with equal opportunity for employment and advancement. The opinion of the Attorney General now enables me to direct you to take immediate steps so that hereafter appointment or promotion shall be made without regard to sex, except in unusual situations where such action has been found justified by the Civil Service Commission on the basis of objective non-discriminatory standards.





# TREASURY DEPARTMENT

WASHINGTON 25, D.C.

Personnel Bulletin No. 62-81

August 6, 1962

To Heads of Bureaus

Treasury Department

SUBJECT: Nondiscrimination on Basis of Sex

The President, in his memorandum of July 23, 1962, directed each agency head to take immediate steps within his agency to insure that appointments and promotions are made without regard to sex, except in unusual situations where such action has been found justified by the Civil Service Commission on the basis of objective nondiscriminatory standards.

Consistent with the President's directive, the Civil Service Commission is issuing revised regulations and instructions. These are based upon a general employment concept that no training or position shall be denied any person on the basis of sex who meets the applicable experience, skills, and physical requirements for the training or duties in question.

In summary, these changes provide, within this basic employment concept, that exception may be made in some few kinds of institutional, law enforcement, or custodial employment, and in certain unusual circumstances where it can be clearly and logically concluded from the facts at hand that a particular individual under consideration cannot reasonably be expected to perform effectively the duties of the position. A Federal Personnel Manual letter providing specific implementing instructions will be issued shortly.

It is appropriate to again invite your attention to the following bulletins:

Personnel Bulletin 62-2 of January 8, 1962, Subject: Employment of Women,

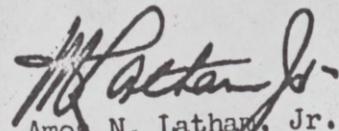
Administrative Bulletin 62-23, Subject: Nondiscrimination in Employment, which contained the following policy statement:

"In selecting for initial employment and career development opportunities including advancement, there shall be no discrimination because of the race, color, sex, creed, national origin, physical handicap or lawful political affiliation of any employee or applicant for employment who is otherwise eligible and qualified." and

Personnel Bulletin 62-72 of July 26, 1962, which conveyed the President's message to Heads of Executive Departments and Agencies on this subject.

In consideration of previous guidance on this subject, bureaus should be prepared at this time to conduct their personnel operations and management in a manner consistent with the President's declared intention that the "Federal Career Service be maintained in every respect without discrimination and with equal opportunity for employment and advancement."

It is the desire of the Treasury Department that the spirit and intent of the employment concept stated above be complied with in full. In this connection bureaus are urged to advise the Office of Personnel of operating problems arising from implementation of this change in policy that may have Department-wide significance. In addition, the Office of Personnel will serve as coordinator and as the focal point for negotiating requests with the Civil Service Commission for designating any specific occupational group as being restricted to one sex.

  
Amos N. Lathan, Jr.  
Director of Personnel

MAY 31 1962

*Cliff Stone*  
*James Ellinger*

Dear Mr. Harvey:

This will confirm our telephonic response to the request in your letter of April 27, 1962, concerning the deletion of restrictive language in Treasury examination announcements, with regard to employment of applicants of a particular sex.

As indicated to Mr. Beckman, restrictions may be removed from all current examination announcements except those for Special Agent, Inspector (Internal Security), and Treasury Enforcement Agent. These examinations cover GS-1811, criminal investigator positions. In view of the requirement for above average physical strength and stamina under adverse and highly dangerous conditions, the necessity to serve in under-cover capacities, and at times to live and associate with criminals for long periods of time, it is believed necessary to restrict these examinations to men.

Sincerely yours,

(Signed) A. N. Latham Jr.

Amos N. Latham, Jr.  
Director of Personnel

Mr. Donald R. Harvey  
Director, Bureau of Recruiting  
and Examining  
U. S. Civil Service Commission  
Washington 25, D. C.

## TREASURY PERSONNEL MANUAL

## CHAPTER N-1 (FPM CODE 713)

## NONDISCRIMINATION IN EMPLOYMENT

## I. General

A. Purpose

This chapter sets forth policy and instructions relative to prohibited discriminatory practices in employment and in related personnel processes.

B. Policy

In selecting for initial employment, advancement and career development opportunities, there shall be no discrimination because of the race, color, sex, creed, national origin, handicap, age, or lawful political affiliation of any employee or applicant for employment who is otherwise eligible and qualified.

C. Positive Action Required

It is the intent, in setting forth the above cited policy, that heads of bureaus and offices initiate and maintain action programs, including necessary educational and evaluative activities to carry out the spirit and intent of the policy in a positive and affirmative fashion. Although there shall be clear avenues adopted for the submission, consideration and redress of complaints, the approach to action programs shall be characterized by the establishment of conditions that will make complaints of discrimination unnecessary.

II. Equal Employment Opportunity Program (Under Executive Order 10925)

A. Introduction

1. Authorities

- a. Executive Order 10925 - Establishing the President's Committee on Equal Employment Opportunity - 6 March 1961 (26 F. R. 1977)
- b. Rules and Regulations of the President's Committee on Equal Employment Opportunity (FPM, Chapter 713)
- c. Federal Recruitment and Training Order of the President's Committee on Equal Employment Opportunity of May 29, 1963
- d. Treasury Department Administrative Circular No. 76, August 17, 1962, Regulations Governing the Equal Employment Opportunity Program
- e. U. S. Civil Service Regulations, Part 410

2. Treasury Department Administrative Circular No. 76 contains executive policy, sets forth the objectives of the Equal Employment Opportunity Program in the Treasury Department, establishes the organization, provides a procedure for the handling of complaints and includes certain additional general responsibilities. This section of the Treasury Personnel Manual provides additional guides for affirmative action in implementing the program. The processing of

complaints under the program continues to be in accordance with the appropriate provisions of the Administrative Circular cited.

3. The objectives of the Equal Employment Opportunity Program set forth in Administrative Circular No. 76 are as follows:
  - a. To assure that all qualified persons are considered for and given equal opportunity for appointment to all levels of positions within the Department.
  - b. To assure that equal consideration is given to all employees in all promotion and reassignment actions.
  - c. To assure that equal training opportunities are made available to all employees.
  - d. To assure fairness in the processing and disposition of all complaints and in making recommendations to appropriate administrative officials for corrective measures.
  - e. To assure that all relations and dealings with applicants and employees are in conformity with the policy of the Federal Government.

B. Responsibilities

1. The Employment Policy Officer

Serves as the personal representative of the Secretary in providing over-all leadership and policy direction to the Equal Employment Opportunity Program, and for dealing with committees of Congress which may be empowered to study or investigate matters concerning Equal Employment

Opportunity. Under the rules and regulations of the President's Committee on Equal Employment Opportunity he:

- a. Advises the Secretary with respect to the preparation of regulations, reports, and other matters dealing with the exclusion and prohibition of discrimination under Executive Order 10925.
- b. Takes final Treasury Department action in complaints of alleged discrimination in personnel matters within the Department.
- c. Appraises the personnel operations of the Department at regular intervals to assure continuing conformity to the policy of excluding and prohibiting discrimination expressed in Executive Order 10925.

2. The Director, Employment Policy Program

As the principal staff assistant to the Employment Policy Officer and as operating head of the program:

- a. Promulgates policies, procedures and guidelines for the handling of complaints concerning discrimination under Executive Order 10925 in employment and other personnel matters.
- b. Conducts appraisal studies of the Department's program and recommends to the Employment Policy Officer measures to be taken for the improvement of the program.

- c. Maintains liaison with the President's Committee on Equal Employment Opportunity and represents the Department in dealing with the Committee.
- d. Investigates and resolves cases of alleged discrimination directed to the Employment Policy Officer, and makes recommendations to appropriate administrative officials for such corrective action as may be deemed necessary.

3. Director of Personnel

- a. Develops programs, methods, and techniques for carrying out the Equal Employment Policy with respect to all aspects of personnel administration within the framework of the Federal Civil Service merit system.
- b. Provides specialized assistance and staff support to the Employment Policy Officer in evaluating the over-all aspects of the Treasury Department's Equal Employment Opportunity Program and in resolving complaints.

4. Heads of Bureaus

- a. Are directly responsible to the Secretary for carrying out the spirit and intent of the Equal Employment Opportunity Program and for providing implementation thereof throughout all levels of their organizations.
- b. Report to Employment Policy Officer on progress made to implement the program and furnish basic statistics indicating the status of minority group employment.

5. Deputy Employment Policy Officers

- a. As representatives of the Employment Policy Officer serve as principal advisors to Bureau Heads or activities in implementing the program.
- b. Investigate complaints directed to officials of their bureaus and resolve such complaints in accordance with established Treasury Department procedures and the rules and regulations of the President's Committee on Equal Employment Opportunity.
- c. Assist the Director, Employment Policy Program in evaluating and reporting on equal employment opportunity matters and in making studies bearing on the program.
- d. Maintain close liaison with Bureau Personnel Officers, to exchange information and to coordinate activities as appropriate.

6. Bureau Personnel Officers

- a. Develop action plans and programs to achieve the objectives of the Equal Employment Opportunity Program with respect to all aspects of personnel administration.
- b. Serve as program advisers to key bureau officials and to the Deputy Employment Policy Officer on personnel matters relating to the program.

C. Recruitment

1. Guides for an Affirmative Approach

To insure Equal Employment Opportunity it is essential that

in recruiting there be effective communication of the agency's needs to all qualified candidates throughout the recruiting area and that the qualifications evaluation process and selection procedure be as objective as possible. Some measures characteristic of an affirmative approach in recruitment include:

- a. Developing and consistently applying valid and realistic qualification requirements and evaluation procedures so as to preclude the possibility of discrimination.
- b. Conducting college and technical school recruitment at a representative number and variety of institutions including those with a substantial number of minority group members in attendance.
- c. Conducting clerical and related recruitment on a full community basis including visits to schools with a substantial number of minority group members in attendance.
- d. Maintaining communications with local educational institutions, service groups, or similar organizations including those composed primarily of minorities.
- e. Designing and planning recruitment publicity such as brochures and vacancy announcements so as to assure all qualified applicants without regard to race, creed,

color, or national origin, that they will be given equal opportunity for employment, e.g. use of illustrations which include minority group members.

- f. Constantly reviewing all phases of the recruitment and selection process for conformance to policy.
- g. Investigating situations wherein the number of minority group members within an organization is substantially less than would be expected under a program of equal opportunity.
- h. Providing recruiting representatives of Treasury activities with the orientation and training necessary to a complete understanding and full appreciation of the Department's policy of nondiscrimination.
- i. Using minority group employees in recruiting activities, e.g. as a member of a recruiting team.

2. Prohibited Recruitment Activities

In accordance with FPM Letter No. 330-2 of July 19, 1963, agency arrangements for obtaining applicants for Federal employment from business, secretarial, trade, and similar

private schools, private employment agencies, and other private recruitment and referral sources that operate on a segregated basis are prohibited. Specifically prohibited are recruiting visits, formal or informal referral of applicants, participation in "career days" and speeches by agency representatives at such sources. Bureaus may continue to send to such institutions examination announcements and other publicity made available to the public, generally. In addition, they may continue to accept applications from students and former students of such sources.

D. Merit Promotion

1. In accordance with Chapter S-3 of the Treasury Personnel Manual, a Bureau's promotion plan must contain " a provision that religious, racial or partisan political discrimination is prohibited and that violation of such provision will be dealt with in accordance with applicable laws, regulations and policies."
2. Positive implementation of such promotion plans require as a minimum
  - a. Measures designed to eliminate personal bias in such subjective areas of evaluation as supervisory vouchers,

interviews, and the ultimate process of selection from among eligibles qualified.

- b. Periodic review of selections and follow-up of apparent repeated instances of nonselection of minority group members.

E. Facilitating Acceptance of Minority Group Members

When the employment of minority group members will constitute a change in the traditional employment pattern of an organization, action should be taken to forestall any possible harmful effects on both productivity and morale. Specific measures which will assist in fostering the development of attitudes receptive to change are:

1. Communication from the head of the organization setting forth a firm position of support for the Equal Opportunity Program.
2. Utilization of staff conferences, supervisory training programs, and problem solving discussions within affected organizational units to explore means of attaining effective change.
3. Creating a clear understanding among all levels of supervision within the organization that they are expected to assume a personal responsibility for making constructive contributions to the national goal of equality of opportunity, as expressed in Executive Order 10925 and that they must recognize that the assumption of this responsibility is a condition of their employment.

4. Fostering supervisory practices which reflect objectivity and fairness in dealing with all employees with respect to such activities as:
  - a. The distribution of work and training assignments and details.
  - b. Expectations as to level of performance.
  - c. Ratings and appraisals of performance.
  - d. Encouragement and assistance in dealing with job connected problems.
  - e. Discussions of dissatisfaction related to discrimination.
  - f. Assuring that the working conditions, e.g. assignment of work areas, are free of discriminatory practices.

F. Effective Utilization of Skills

1. Although many of the existing personnel program activities, including, for example, performance appraisal plans, promotion plans, and maintenance of skills files, result in increased utilization of employee skills, cases will be discovered from time to time of significant nonutilization of such skills. In some instances nonutilization of skills reflects a lack of need for the skill in the organization. Other instances may represent oversight requiring corrective action. It is incumbent upon each bureau to examine its resources for the review of skills utilization and to insure that a periodic review, especially of the skills below Grade 5, is conducted at least annually. It has been found that the preponderance

of significant nonutilization of skills occur at these grade levels. A form which may be used for this purpose appears as Appendix A.

2. When instances of significant under-utilization of skills are identified, remedial action shall be taken consistent with the needs of the organization to better utilize the employee skills, first within the immediate organization and, if necessary, elsewhere within the bureau's organization.
3. In those instances where the employee's skill level is substantially above his employment level and his skills are of a nature not normally utilized in the bureau, or which cannot be utilized in the foreseeable future, the employee should be assisted, if he so desires, and it is consistent with the interest of the organization, in bringing his qualifications to the attention of other bureaus and other agencies. Such cases shall be handled in the field through local interbureau and interagency exchange relationships. In the Washington, D. C. area, bureaus may request the assistance of the Office of Personnel, (Attention: Assistant to the Director of Personnel (Operations)).

G. Employee Development and Training

1. Training

In view of the close relationship between training and development activities and subsequent opportunities for

advancement, discrimination in selection for training in most instances automatically results in discrimination in advancement. Consequently, Civil Service policy expressed in Federal Personnel Manual Letter 410-4 provides "that there shall be equal opportunity in training, as in employment." Furthermore, the President's Committee on Equal Employment Opportunity declared (In Its Federal Recruitment and Training Order of May 29, 1963) that "the training at Government expense of Government employees at schools which discriminatorily restrict their admission of students is inconsistent with the provisions of Executive Order 10925." The Civil Service Commission has implemented the above by issuance of the following in Part 410 of its Regulations:

"The head of each department shall prescribe such procedures as are necessary to assure that in the selection of employees for training there shall be no discrimination because of race, creed, color, national origin, or sex.

"A department shall not select for training any non-Government facility that discriminates because of race, creed, color, or national origin in the admission or in the subsequent treatment of students."

Within the framework of their responsibilities set forth in Section II-B-3 above, Bureau Heads are expected to:

- a. Keep supervisors and training administrators in their bureaus informed of the above cited regulations;

- b. Insure that appropriate policy issuances of the bureau specifically cover nondiscrimination in the selection of employees for training; and
- c. Take such additional measures they deem necessary to assure compliance with the spirit and intent of the regulations.

2. Counseling and Assistance in Self-Development

Many employees possess capabilities and potentialities, which, if developed, could materially contribute to the accomplishment of the Treasury Department's goals and represent an over-all gain to society. Thus, a concept of equal opportunity in the area of training and development must in the long run be backed up by counseling and guidance services which help the employee to assess his potentialities and which positively encourage him to develop them to the fullest extent possible. While the role of the supervisor and that of the personnel office in this regard is the same for all employees, the actions

of both must be marked by awareness of the need of minority group members for both assistance and encouragement.

Specific examples of supporting actions that are recommended include:

- a. Disseminating knowledge of opportunities for advancement.
- b. Disseminating information regarding opportunities for training and development.
- c. Providing assistance in determining developmental needs of individuals for promotion to specific vacancies and for further advancement within career fields.
- d. Providing direct assistance when appropriate in the pursuit of training under the Government employee's training act, e.g. tuition assistance or time off to attend a course at a local university.
- e. Recognizing the development of skills and abilities in making work assignments and in subsequent personnel actions.

#### H. Evaluation and Correction

##### 1. Evaluation

Inherent in a positive plan of action for insuring equal employment opportunity is the need for periodic assessment of problems encountered and progress made. Appendix B is

a suggested self-evaluation guide which has been developed as a tool for making periodic evaluations of the effectiveness of bureau programs. The development of additional or more refined evaluation techniques tailored to the needs of individual organizations is encouraged.

2. Corrective Action

Whenever as a result of specific complaints under Treasury Department Administrative Circular No. 76 or from evaluations such as those suggested above, it is determined that discrimination appears to have occurred, it is important that the practices giving rise to the situation be corrected and that such correction be made promptly. Furthermore, positive corrective action at a local level is in most instances more effective than that proposed by a higher reviewing level. Reports of corrective action on the basis of complaints are made in accordance with the provisions of the Circular.

**INSTRUCTIONS:** From time to time Treasury employees through off-the-job attendance at school and participation in self-development activities increase their skills and qualifications to a significant degree, but for some reason or another fail to make this information part of their official record. Other employees may possess needed specialized skills and qualifications which they are not currently using and which

aren't purposely reflected in their records.

By completing this form you will have the opportunity to make sure your record is up to date. It will also provide your supervisor and the Personnel Officer an opportunity to make a summary review of your qualifications in terms of immediate and anticipated personnel requirements.

NAME <i>(Last)</i> <i>(First)</i> <i>(Middle Initial)</i>			DATE OF BIRTH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
POSITION TITLE			SERIES	GRADE GS OTHER:

ORGANIZATIONAL UNIT <i>(Office)</i>	<i>(Division)</i>	<i>(Branch)</i>	<i>(Section)</i>
--	-------------------	-----------------	------------------

List U.S. Civil Service Examinations you have passed during the past 5 years (Omit the exam for the position you now hold)			How long have you worked in	
TITLE	Grade Level	YR. TAKEN	YRS.	MOS.
			(a) your present office?	
			(b) the Treasury Department?	
			(c) your present position?	
			(d) your present grade level?	

**EDUCATION AND TRAINING**

Circle the highest education level achieved Primary 1 2 3 4 5 6 7 8 High School 1 2 3 4 College 1 2 3 4 5 6 7 Trade or Business 1/2 1 1 1/2 2 3 4	Show all education above high school				List all courses completed during the past 2 years (off the job)
	SCHOOL AND COURSE	FROM	TO	Degree Certif.	

**SPECIAL SKILLS AND QUALIFICATIONS**

In the space provided below, list any special skills, talents, or other qualifications which you believe should be highlighted in your record in connection with possible future assignments. Are there any positions other than those which represent a promotion in your present line of work which you believe you are qualified for and for which you desire consideration. Specify the position(s) and the grade level(s).

Add any general comments you wish to make on the reverse.

**AVAILABILITY**

If your skills and qualifications could be more effectively utilized by assigning you to another position

Would you accept such an assignment only in certain geographical locations? (If yes, list locations on reverse)  YES  NO

Would you accept such an assignment in another Treasury organization? (If yes and your choice is limited, signify the limitations on the reverse)  YES  NO

SIGNATURE OF EMPLOYEE	DATE
-----------------------	------

Suggested Self-Evaluation Guidelines

The following guidelines have been developed to aid in evaluating the effectiveness of the Equal Employment Opportunity Program within the bureau.

I. General

- A. Has the Treasury Department Equal Employment Policy been supplemented by or included in a Bureau issuance?
- B. To what extent have the heads of field establishments expressed their active support of the Program?
- C. What action has been taken to provide for a fully coordinated program between field establishments and the Bureau?
- D. How does management assure itself that the over-all objectives of the Equal Employment Opportunity Program are being carried out?

II. Personnel Practices

- A. Training - To what extent is the in-training program conducted by the bureau utilized to further the objective of the Equal Employment Opportunity Program?
  1. Are new managers and supervisors informed of their responsibilities for implementing this policy?
  2. Have all supervisors attended or are they scheduled to attend a training program dealing with the Equal Employment Opportunity Program?

3. To what extent is Equal Employment Opportunity a topic in middle or top management training programs conducted by the Bureau?
4. Are all new employees fully informed of the Equal Employment Opportunity Program, during regular orientation procedures or training?
5. What measures are established for training evaluation?  
What are the results?

### III. Recruiting

- A. What efforts in the community have been made to encourage all qualified citizens to seek employment with Treasury Department?
  1. Are contacts maintained with colleges and other institutions with substantial or total minority group enrollments and other organizations interested in equal employment opportunities of minorities?
  2. What results have been obtained?
- B. Placement and Development - What statistics are being developed to present a factual picture of employee population and staffing pattern regarding the employment of minority group members at all grade levels and occupational categories? Do the statistics show at least the following information?
  1. Grade level distribution of all employees as compared to grade level distribution of minority group employees.

2. Minority group appointments, i.e. % of total appointments.
3. Occupations filled for the first time by minority group members.
4. Percentage of total professional and technical positions occupied by minority group employees.
5. Participation by minority group employees in continuing or one-time training programs.
6. An organizational breakdown of the Bureau showing minority group population by organization.

When analysis of the statistics reveal the need for remedial steps, have these been taken?

#### IV. Promotion and Utilization

- A. How does management assure that the promotion plan is effectively communicated to all employees?
- B. Are methods of selection such that minority group candidates who possess the required qualifications are assured of equal consideration for all types of jobs at all grade levels?
- C. What positive action has been taken by management to assure that all promotions are effected on the basis of merit and fitness and that equitable consideration has been afforded qualified minority group employees?
- D. Are there provisions for identifying significantly under-utilized employees and if so, is there a positive follow-up and evaluation system to insure remedial placement actions are taken to correct such cases of under-utilization?

- V. To what extent are the following used to identify the problem areas, and potential problem areas?
- A. Placement follow-ups
  - B. Attitude surveys
  - C. Exit interviews
  - D. Review and evaluation of Civil Service Commission Inspection Reports
  - E. Review of bureau self-evaluation reports on personnel program effectiveness
  - F. Periodic surveys of the number and type of discrimination complaints received to identify and correct problem areas
  - G. Meetings of Personnel Officer and Deputy Employment Policy Officer within the organization to allow for discussions of the entire Program

SEP 27 1963

Dear Mr. Irons:

This is in response to the informal request from Mr. John Scott of the Commission's staff for significant examples and developments evolving from Treasury's implementation of the President's policy regarding the employment of women.

As you know, the presence of women in key positions is not new in Treasury. Both the Treasurer of the United States and the Director of the Mint are women and these positions have been occupied in the past by other women. However, during the past year and a half there have been some significant changes in the employment patterns of various occupational categories that may be of interest to you.

Changes worth noting within the Internal Revenue Service are:

Internal Revenue Agent, GS-512 - Although a few women have occupied these positions in the past, opportunities have widened considerably at all levels and there are now several non-supervisory experts at the grade GS-13 level and one GS-14 serving in the appellate function in New York.

Estate Tax Examiner, GS-920 - These positions formerly held by men only are now occupied by women in at least three regions and the National Office.

Alcohol and Tobacco Tax Inspector, GS-1054 - This was formerly a strict "for men only" occupation. Two positions are now held by women in the San Francisco region.

Revenue Officer, GS-1169 - Although this occupation had been almost entirely restricted to men, almost all regions report substantial hiring of women from the FSEE registers for these positions during the past year.

In the Office of the Secretary we now have six grade GS-15 positions occupied by women including one of my own Assistants, Mrs. Esther C. Lawton, four Fiscal Economists, and Mrs. Ida P. Davidson, Assistant Director Office of Domestic Gold and Silver Operations.

5 placed since 12/15/61

The U. S. Coast Guard reports that they have placed women for the first time in a Physicist (Optics) position, GS-9 and in a Supervisory Electronics Engineer, GS-14 position.

Lipha. EOD 62 Connally

AB-Boulder on 2/3, 3-11-62 N/A

Several of the bureaus report noticeably increased hiring of women as professional Accountants in the GS-510 series and in the higher levels as Digital Computer Programmers. Both of these types of work, although not restricted to men, were formerly occupied primarily by men.

It is hoped that the above information will meet the need outlined by Mr. Scott. If you wish any additional details concerning the examples cited, please do not hesitate to call.

Sincerely yours,

(Signed) A. N. Latham Jr.  
Amos H. Latham, Jr.  
Director of Personnel

Mr. Warren B. Irons  
Executive Director  
U. S. Civil Service Commission  
Washington 25, D. C.

W. M. ... 1/25/62

713

OCT 28 1963

Dear Mr. Scott:

This is a follow-up to the conversations between you and members of my staff in which you indicated that additional information concerning the placement of women would be helpful to the Commission in making a report to the White House.

There is attached a list of positions, GS-14 and 15, held by women employees in the Treasury Department. Whenever an asterisk precedes the position title, it signifies that the woman who occupies the position has been placed in it subsequent to December 15, 1961, and that it is the first time the position has been held by a woman at this level.

Sincerely yours,

(Signed) A. N. Latham, Jr.

Amos N. Latham, Jr.  
Director of Personnel

Mr. John F. Scott, Chief  
Employment Systems and  
Practices Section  
Bureau of Programs and Standards  
U. S. Civil Service Commission  
Washington, D. C.

Attachment

7-10-16-63

24  
11

OFFICE

TITLE AND GRADE

Office of the Secretary	* Assistant Director, Office of Domestic Gold and Silver Operations, GS-15
Office of the Secretary	Fiscal Economist (Public Debt Management), GS-15 (2)
Office of the Secretary	* Fiscal Analyst (Special Assistant to Fiscal Assistant Secretary), GS-15
Office of the Secretary	* Assistant to the Director of Personnel, GS-15
Office of the Secretary	* Administrative Officer, GS-14
Office of the Secretary	* Management Analyst, GS-14
Office of the Secretary	* Fiscal Economist (Tax), GS-15
Office of the Secretary	* International Economist, GS-14
Office of the General Counsel	Attorney-Adviser (General), GS-14 (3)
Bureau of Engraving and Printing	Assistant Personnel Officer, GS-14
Internal Revenue Service New York Regional Office	* Internal Revenue Agent (Appellate), Technical Advisor, GS-14
Internal Revenue Service	* Assistant Director, Refund Litigation Division, GS-15
Internal Revenue Service	* Executive Officer, Office of Assistant Commissioner (Administration), GS-15
Internal Revenue Service	Executive Officer, Office of Assistant Commissioner for Planning and Research, Research Division, GS-15
Internal Revenue Service	Executive Officer, Chief of Analytical Services Staff, Office of Assistant Commissioner for Compliance, Collection Division, GS-15

OFFICE

TITLE AND GRADE

Internal Revenue Service

Executive Officer, Office of Assistant  
Commissioner Data Processing, Operations  
Division, GS-15

Internal Revenue Service

Supervisory Digital Computer, Systems  
Analysis, Office of Assistant  
Commissioner for Data Processing,  
Systems Division, GS-14

Internal Revenue Service

Supervisor, Internal Revenue Agent,  
Office of Assistant Commissioner  
(Technical), Tax Rulings Division,  
GS-14

Bureau of the Public Debt  
Chicago Office

Head, Legal Staff, GS-14

Office of the Treasurer, U. S.

Assistant Chief, Check Claims  
Division, GS-14

U. S. Coast Guard

\* Supervisory Electronics Engineer, GS-14