



TAB K

#### How many women?

No one knows how many women are in the profession, are registered, or are even members of the AIA.

The best information on AIA membership comes from a tally of women members made by the AIA staff in 1969. The total was then 233; it is now estimated at 250 to 300. Total corporate membership in 1971 was 23,233.

Reliable statistics on the number of architects will soon be available in the Detailed Characteristics volumes of the 1970 census. Meanwhile rough estimates come from Elizabeth Duncan Koontz, Director of the Women's Bureau of the U.S. Department of Labor: 33,000 registered architects were employed in the U.S. as of late 1970, according to the Bureau of Labor Statistics, about 4% of them women. There were about 8,000 urban planners, about 20% of them women. This difference is "not too surprising," says Ms. Koontz, "since women often find fewer barriers to entrance into the relatively new and growing occupations not yet stereotyped as 'men's jobs.'"

In the 1969 *Handbook on Women Workers*, a compendium of facts published periodically by the Women's Bureau, the word "architecture" appears not once in the index or any tabulation. But women remain a small part of many professions, says the Bureau of Labor Statistics—1% of engineers, 3% of lawyers, 7% of physicians—despite growth in these professions.

Women generally earn about \$3 for every \$5 earned by a man, although this figure is as high as \$3.33 for "professional/technical" workers (four million of the 30 million women employed). This differential doesn't necessarily mean that women are receiving unequal pay for equal work; it reflects the fact that women are more likely to be in low-echelon jobs. Actually, only 3% of all women in the private sector earn more than \$10,000 a year, according to a White House staff member who is recruiting women into high-ranking government jobs. In fact, women's income relative to men's has deteriorated in most occupations in the last 15 years, during a time when the number of employed women has hit a record high. Women, today, comprise two-fifths of the labor force.

How many women are studying architecture? David Clarke, Executive Secretary of the Association of Collegiate Schools of Architecture (ACSA) reports "a 7% increase in women last year [1971-72, over 1970-71], and this year it's even bigger." But while the number of women is increasing, the relative position is not improving. In 1971-72, for instance, the ACSA statistics for U.S. schools show 23,589 full-time students in architecture and 1,500 part-time students; the 1,500 women students were 5.9% of the total. In 1968-69, however, with 20,755 full-time students and 1,183 part-time, the 1,185 women were 5.4%.

*Time*, in its special issue on "The American Woman," March 20, 1972, made this simple observation on the profession: "Women architects have fared even worse than painters. Only 6% of the students in architecture schools are women, and only 1% of the members of the American Institute of Architects, in art, of course, statistics are not so important as the quality of talent, but it is hard to believe that women are as untalented as the statistics imply."

Aptitude measurement is the specialty of the Johnson O'Connor Research Foundation and its Human Engineering Laboratory, which has tested 300,000 people over the past 50 years. Of 22 distinct aptitudes—finger dexterity, tonal memory, "topophilia," etc.—men and women are equal in 14, women excel in six, men in two. These two aptitudes are grip, or physical strength, and "structural visualization," or the ability to visualize things in three dimensions, an ability that "seems central to the technical/scientific professions (engineering, architecture, surgery, mechanics, building)." However, "the exact figures are one woman in four, one man in two." A paper on "The Potential of Women" by the Human Engineering Laboratory [347 Beacon St., Boston, Mass., 02116] suggests that only cultural bias keeps these professions from ever remotely approaching a 25% female population.

FORUM-SEPTEMBER-1972



TAB L

Women on Journalism Faculties - 1971-72  
 United States Colleges and Universities  
 Academic Rank

<u>Rank</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Women's per- centage of total</u>
Administrators: deans, directors, chairmen, etc.	* 177	177	0	0 %
Professor	377	370	7	1 3/4 %
Associate Professor	365	345	20	5 1/2 %
Assistant Professor	467	434	33	7 %
Lecturers	212	190	22	10 1/2 %
Instructor	266	229	37	13 3/4 %
Visiting lecturer or professor	19	16	3	15 3/4 %
Part-time Lecturer	114	106	8	7 1/2 %
Teaching Fellow	1	1	0	0 %
Extension Education	1	0	1	100 %
Others	<u>114</u>	<u>104</u>	<u>10</u>	<u>8 3/4 %</u>
TOTAL	2,113	1,972	141	
Minus administrators duplicated in other academic rank lists	<u>159</u>	<u>159</u>	<u>0</u>	
ACTUAL TOTAL	1,954	1,813	141	7 1/4 %

\* at 170 schools

Schools with NO women on faculty	90	52 1/4 %
Schools with only one woman on faculty	48	28 3/4 %
Schools with two women on faculty	17	
Schools with three women on faculty	8	
Schools with four women on faculty	4	
Schools with five women on faculty	2	
Schools with nine women on faculty	<u>1</u>	
	170	

81% have none or only one woman on faculty



TAB M



Table 5.10a

Percentage of all physicians in various specialities who are women

Speciality	% Women	Speciality	% Women	Speciality	% Women
<u>Medical (total)</u>	9.0	<u>Surgical (total)</u>	2.4	<u>Other (total)</u>	8.9
Allergy	6.6	General surgery	1.0	Anesthesiology	14.0
Cardiovascular	2.8	Obstetrics	} 5.9	Neurology	6.9
Dermatology	7.0	Gynecology		Occupat'l Med.	3.1
Gastroenterology	2.3	Ophthalmology	3.2	Pathology	11.6
Internal Medicine	5.4	Orthopedic	0.5	Psychiatry	12.5
Pediatrics	20.3	Otolaryngology	1.0	Physical Med.	15.2
Pulmonary	8.0	Plastic	2.7	Preventive Med.	12.1
		Other surgery	0.4	Public Health	18.5
<u>General Practice</u>	4.2			Radiology	4.8
				Other	7.4

Table 5.10b

Percentage of all physicians in various professional activities who are women

Speciality	All	Office based practice	Hospital based practice	Other activity
General practice	4.2	3.6	9.6	7.7
Medical Specialities	9.0	6.4	13.5	10.9
Surgical Specialities	2.4	2.0	3.4	3.8
Other Specialities	8.9	8.1	9.7	8.9
TOTAL	6.7	4.6	10.5	9.0

Goals for Women in Science  
 Women in Science and Engineering  
 Boston, Massachusetts  
 August 1972



TAB N

THE PROFILE OF MEDICAL PRACTICE  
 Center for Health Services Research  
 American Medical Association  
 1972 Edition, P. 104

TABLE 52 -- DISTRIBUTION OF PHYSICIANS AMONG SPECIALTY GROUPS<sup>c</sup>  
 BY SEX, DECEMBER 31, 1971

Specialty Group	Number of Women Physicians in Group	Percent of Women Physicians in Group	Number of Men Physicians in Group	Percent of Men Physicians in Group
Total	22,563 <sup>d</sup>	100.0	296,136 <sup>e</sup>	100.0
General practice	2,462	10.9	53,896	18.2
Internal medicine	3,242	14.4	54,617	18.4
Surgery	855	3.8	69,154	23.4
Obstetrics/gynecology	1,421	6.3	18,349	6.2
Pediatrics	4,247	18.8	15,671	5.3
Psychiatry	3,209	14.2	21,241	7.2
Radiology	754	3.3	13,585	4.6
Anesthesiology	1,655	7.3	9,902	3.3
Pathology	1,435	6.4	9,471	3.2
Other	3,283	14.6	30,250	10.2

<sup>c</sup>-Source: Special Tabulations from Physician Records, 1971. American Medical Association  
<sup>d</sup>-Excludes 4,471 physicians (481 not classified, 3,539 inactive, and 451 address unknown).  
<sup>e</sup>-Excludes 21,653 physicians (3,048 not classified, 15,849 inactive, and 2,756 address unknown).

TABLE 53 -- APPLICANTS AND ADMISSIONS TO MEDICAL SCHOOL BY SEX,  
 SELECTED YEARS 1929-1930 THROUGH 1970-1971

First-Year Class	Men			Women			Women as Percentage of Total Accepted
	Number Applicants	Number Accepted	Percentage Accepted	Number Applicants	Number Accepted	Percentage Accepted	
1929-30	13,174	6,720	51.0	481	315	65.5	4.5
1939-40	11,168	5,890	52.7	632	321	50.8	5.2
1949-50	23,044	6,750	29.3	1,390	400	28.8	5.6
1959-60	13,926	7,968	57.2	1,026	544	53.0	6.4
1966-67	16,554	8,267	49.9	1,696	856	50.5	9.4
1967-68	16,773	8,718	51.9	1,951	984	50.4	10.1
1968-69	19,021	9,116	47.9	2,097	976	46.5	9.7
1969-70	22,176	9,536	43.0	2,289	1,011	44.2	9.6
1970-71	22,253	10,203	45.9	2,734	1,297	47.4	11.3

\* TABLE 54 -- PERCENTAGE OF WOMEN IN SELECTED PROFESSIONAL OCCUPATIONS, 1970

Occupation	Women as Percentage of All Workers
Lawyers	3.5
College presidents, professors, instructors	19.0
Clergy	5.8
Doctors	6.8
Engineers	0.8
Dentists	2.1
Scientists	9.9
Riologists	28.0
Chemists	8.6
Mathematicians	26.4
Physicists	4.2
Nurses	97.0
Social workers	57.0
Librarians	85.0

1-Source: U.S. Bureau of the Census, Census of Population, 1960, Vol. 1, table 202, pp. 528-33, in: Epstein C.F., Woman's Place (Berkeley: University of California Press, 1970), P. 7.



TAB 0

Table 2. Demographic and Background Characteristics  
of American College Faculty, by Sex: 1969  
(Percentage Distribution)

Item Description and Question Number	All Institutions			In Two-Year Colleges			In Four-Year Colleges			In Universities		
	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total
<b>Age (87)</b>												
Over 60 (born before 1909)	7.3	9.3	7.7	6.2	8.0	6.6	7.9	10.4	8.5	7.2	8.6	7.4
51-60 (born 1909-1918)	15.1	18.5	15.7	15.2	18.5	16.1	15.0	17.7	15.6	15.1	19.4	15.7
41-50 (born 1919-1928)	26.7	26.6	26.7	27.6	29.0	28.0	25.6	26.4	25.7	27.3	25.8	27.1
36-40 (born 1929-1933)	17.3	13.0	16.5	15.5	12.2	14.6	16.4	14.5	15.9	18.3	11.7	17.3
31-35 (born 1934-1938)	18.5	12.8	17.4	18.3	11.9	16.6	18.4	12.8	17.1	18.6	13.3	17.8
30 or less (born after 1938)	15.0	19.7	16.0	17.2	20.3	18.0	16.7	18.1	17.0	13.4	21.1	14.6
<b>Race (89)</b>												
White	96.6	94.7	96.3	99.1	96.7	98.4	94.2	91.3	93.5	97.7	97.7	97.7
Black	1.8	3.9	2.2	0.5	1.4	0.7	4.2	7.4	5.0	0.4	1.0	0.5
Oriental	1.3	1.1	1.3	0.2	1.4	0.5	1.2	0.9	1.2	1.6	1.0	1.6
Other	0.3	0.3	0.3	0.2	0.5	0.3	0.4	0.3	0.4	0.3	0.2	0.3
<b>Citizenship (65 a,b)</b>												
Not U.S. citizen	4.0	2.8	3.8	0.8	1.3	0.9	3.3	3.2	3.3	5.1	3.1	4.8
U.S. citizen, naturalized	5.5	4.6	5.3	4.3	2.2	3.8	5.8	4.9	5.6	5.6	5.3	5.6
U.S. citizen, native	90.5	92.6	90.9	94.8	96.5	95.3	90.9	91.9	91.1	89.2	91.6	89.6
<b>Father's Educational Attainment (79b)</b>												
Eighth grade or less	30.0	25.5	29.1	39.4	30.5	37.1	31.5	26.7	30.5	26.9	21.9	26.1
Some high school	14.4	13.7	14.3	15.2	15.0	15.1	15.4	13.6	15.0	13.6	13.3	13.5
Completed high school	17.5	17.4	17.5	19.1	20.1	19.3	17.4	16.0	17.1	17.2	17.7	17.3
Some college	12.4	13.7	12.6	10.8	15.9	12.1	12.2	12.3	12.2	12.9	14.2	13.1
College graduate	9.6	10.0	9.7	6.7	5.8	6.5	8.7	10.1	9.0	10.9	11.7	11.0
Some graduate school	5.0	7.1	5.4	2.7	4.5	3.2	4.9	7.8	5.6	5.5	7.5	5.8
Advanced degree	11.1	12.6	11.4	6.1	8.2	6.6	9.9	13.3	10.7	13.0	13.8	13.1
<b>Religious Background (78a)</b>												
Protestant	63.9	65.4	64.1	64.4	64.1	64.3	59.3	59.7	59.4	66.8	72.2	67.6
Catholic	15.9	21.3	16.9	21.8	28.2	23.4	18.6	24.3	19.9	12.7	14.8	13.0
Jewish	10.4	6.7	9.7	3.7	2.2	3.3	12.3	8.9	11.5	10.7	6.2	10.1
Other	3.4	2.7	3.3	3.8	2.8	3.6	3.3	2.9	3.2	3.4	2.6	3.3
None	3.3	2.6	3.2	2.4	1.4	2.2	3.1	2.5	2.9	3.7	3.3	3.7
No answer	3.0	1.2	2.7	3.8	1.3	3.1	3.4	1.6	3.0	2.6	0.9	2.3
<b>Current Religion (78b)</b>												
Protestant	47.1	51.4	47.9	51.4	53.5	52.0	44.6	46.7	45.1	47.8	55.8	48.9
Catholic	12.2	19.2	13.5	17.8	26.8	20.1	14.7	22.4	16.4	9.2	12.2	9.6
Jewish	7.3	5.4	7.0	2.6	1.6	2.4	9.0	7.5	8.6	7.3	4.9	6.9
Other	6.1	5.2	5.9	7.1	5.9	6.8	5.7	5.1	5.6	6.2	5.1	6.0
None	21.9	15.6	20.7	15.0	10.1	13.8	20.2	15.0	19.0	24.6	18.8	23.7
No answer	5.4	3.1	4.9	6.0	2.1	5.0	5.8	3.3	5.3	4.9	3.4	4.7
<b>Marital Status (85)</b>												
Currently married	87.0	47.4	79.3	86.0	50.3	76.7	83.7	45.6	74.9	89.4	48.1	83.2
Divorced, separated, widowed	3.0	12.4	4.8	2.8	12.2	5.2	3.5	12.9	5.7	2.7	12.1	4.1
Never married	10.0	40.1	15.9	11.2	37.5	18.1	12.8	41.5	19.4	7.9	39.8	12.7
<b>Number of Children (86)</b>												
None	29.3	65.3	36.1	29.7	61.9	38.0	33.7	64.8	40.6	26.2	67.3	32.3
One	16.7	12.3	15.9	18.0	11.5	16.3	16.9	12.8	16.0	16.4	12.0	15.7
Two	26.3	12.9	23.7	25.9	12.7	22.5	24.3	13.8	22.0	27.7	12.0	25.4
Three or more	27.7	9.6	24.3	26.3	13.9	23.1	25.1	8.6	21.4	29.7	8.7	26.6





TAB P

Enrollment trends in 1971 8

TABLE 6 Enrollment changes between fall 1970 and fall 1971 in four-year colleges and universities

	All*		All excepting specialized institutions		Public universities		Public four-year		Private universities		Private four-year	
<i>Total graduate (in all post-B.A. programs)</i>												
Total	389†	4.4 ‡	326	4.3	61	2.7	99	8.5	34	0.7	128	9.3
Men	372	3.7	314	3.7	61	2.4	95	8.0	33	0.7	121	8.8
Women	370	6.0	314	5.7	61	3.0	96	8.9	33	2.3	120	12.3
Black	196	38.1	159	39.8	32	53.1	42	29.2	17	45.8	65	31.2
Spanish surname	158	30.7	130	30.6	25	18.0	35	36.5	12	89.6	54	40.7
<i>First-time graduate (all post-B.A. programs)</i>												
Total	299	2.8	248	3.0	50	1.1	64	10.9	27	-1.2	103	3.4
Men	265	0.7	217	0.8	45	0.2	53	11.7	22	-4.4	93	-1.7
Women	260	4.7	215	4.6	45	-3.5	53	12.4	22	2.6	91	16.0
Black	131	11.2	102	12.2	16	15.2	22	-1.4	10	21.0	51	20.5
Spanish surname	103	35.8	82	33.0	13	-12.5	21	60.0	7	§	38	68.0

\*Includes professional and other specialized schools—medical, art, theological, etc.

† Number of institutions reporting data for fall 1970 and 1971.

‡ Percentage change between 1970 and 1971.

§ Data not available.

## Enrollment Trends in 1971

A Technical Report Sponsored by  
The Carnegie Commission on Higher Education



TAB Q

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## APPENDIX C

### 2. Availability Analyses

Data compiled for 1971 by the State Employment Security Commission, Research Bureau, show that (1) of the total U. S. civilian labor force of 76,811,000, approximately 38 percent was female; (2) of the total North Carolina civilian labor force of 2,313,700, approximately 41 percent was female; (3) the estimated unemployment rate for females in North Carolina was 5.6, or 53,520 persons; (4) for the adjacent counties of Orange, Durham, Alamance, and Chatham (which are most proximate to the Office of General Administration) of the total labor force approximately 43.5 percent was female; the aggregate average unemployment rate among females within the foregoing counties was 5.4 percent, or 3,400 persons.

Data compiled for 1971 by the State Employment Security Commission, Research Bureau, show that (1) of the total U. S. civilian labor force of 76,811,000, approximately 11.2 percent consisted of Non-Whites; (2) of the total North Carolina civilian labor force of 2,313,700, approximately 20 percent, or 457,760 persons, was Non-White; (3) the estimated unemployment rate for Non-Whites in North Carolina was approximately 7.3 percent, or 33,350 persons; (4) for the adjacent counties of Orange, Durham, Alamance and Chatham, of the total labor force approximately 23.4 percent was Non-White; the aggregate average unemployment rate among Non-Whites within the foregoing counties was 6.5 percent, or 2,280 persons.

The foregoing data obviously do not address the question of actual availability, at this location, of qualified persons for various categories of skilled employment. The difficulty of arriving at sound estimates of availability is a reflection of the diversity and number of salient factors which influence the generation of an estimate of this character. Determining the "availability of women" and the "availability of minorities" means, at the very least, the identification of (1) minimally qualified persons (by virtue of educational background and training, experience, and past indicia of successful performance), (2) who are either unemployed and seeking employment or who could be induced to seek placement with a new employer, (3) who either live in an area physically proximate to the proposed place of employment or who could be induced to relocate, (4) and whose qualifications, beyond the minimum, are at least equivalent to those of other available candidates and, thus, are realistically competitive in consideration for available positions. No such calculus is possible, absent extensive and intensive research of a character which, to the knowledge of the Office of General Administration, has not been undertaken to date by any agency.

Data are available from two sources which purport to refine somewhat the availability picture, through reference to occupational skills. There are two difficulties associated with reliable use of such information in connection with ascertaining availability. First, each source proceeds to a large extent from

different definitional bases, which in neither case relates consistently to the basic categories of analysis suggested at the outset of this discussion ("managerial", "professional", "technical", etc.) Second, many of the occupational categories included in those eclectic analyses are not apposite to the occupational emphases of the Office of General Administration. Nevertheless, there is some useful information to be derived from this material.

First, the Social and Economic Statistics Administration of the U. S. Department of Commerce has produced, on the basis of 1970 census data, a profile of the General Social and Economic Characteristics of North Carolina, which includes a breakdown by race and sex for broad occupational categories within the general North Carolina labor force. A review of this statistical data indicates that, for the general state population:

a. Managers and Administrators:

(1) 84% male and 16% female;

(2) 96% white and 4% black.

b. Professional (excluding technical workers):

(1) 53% male and 47% female (the figures for female

professionals include public school teachers at the elementary and secondary

level as the largest single component; elimination of this category from the statistical comparison produces a more realistic "professional" ratio, for present purposes, of approximately 28% female and 72% male);

(2) 88% white and 12% black.

c. Technical Workers:

(1) 82% male and 18% female;

(2) 95% white and 5% black.

d. Clerical Workers:

(1) 27% male and 73% female;

(2) 92% white and 8% black.

For the four-county area of Alamance, Chatham, Durham and Orange, the comparable figures are:

a. Managers and Administrators:

(1) 83% male and 17% female;

(2) 94% white and 6% black.

b. Professional (excluding technical workers):

(1) 57% male and 43% female (with appropriate adjustment

reflecting the predominance of females within the public elementary and secondary



teaching profession, a similar reduction of female percentage representation within the category is achieved);

(2) 89% white and 11% black.

c. Technical Workers:

(1) 74% male and 26% female;

(2) 92% white and 8% black.

d. Clerical Workers:

(1) 25% male and 75% female;

(2) 87% white and 13% black.

A second type of analysis is contained in a summary report prepared by the North Carolina State Personnel Board, based on 1972 data, which breaks down the total complement of classified state employment by substantive occupational category (see Appendix C). Because this analysis is keyed to substantive occupational content exclusively, without distinction between levels of responsibility, skill and remuneration, there is no exact correlation between some of the State Personnel categories and those broader categories of basic analysis such as "professional" and "technical." Thus, an appropriately selective use of the State Personnel data suggests:

a. Clerical and Office Services Classes (which include the classifications Accounting Clerk, Administrative Secretary, Stenographer, Clerk, Typist):

(1) 12.2% male and 87.8% female;

(2) 89% white and 11% black.

b. Legal, Administrative Management and Related Classes (which includes Administrative Officer and Administrative Assistant):

- (1) 64.9% male and 35.1% female;
- (2) 93.4% white and 9.6% black.

c. Institutional Services Classes (which includes Building Custodian, Housekeeping Assistant, General Utilities Man):

- (1) 59.7% male and 40.3% female;
- (2) 39.7% white and 61.3% black.

d. Skilled Trades and Allied Classes (which includes TVE Technicians of various categories):

- (1) 99.96% male and .04% female;
- (2) 03.9% white and 6.1% black.

It is acknowledged that the foregoing experiential data reflect only current utilization, as distinguished from total hypothetical availability. However, given the current limitations on information, the broader inquiry about availability must necessarily remain hypothetical.

With respect to the job contexts and types of employment here in question, "availability analyses" must be recognized, in candor, for what they are and for what they are not. The Office of General Administration does not purport nor profess to offer a scientific evaluation of "availability." Such an undertaking is not practicable (if indeed it is realistically even possible). Clearly it is not possible to assert in good faith that any conclusions drawn are the product of careful calculation of all of the salient variables. Accordingly, a necessary conclusion is that, given a dearth of reliable data, availability

studies amount, at best, to rough estimates and, at worst, to unrefined guesses.

Nevertheless, it would appear that with respect to both comparative utilization and projected availability, the following estimates are realistic as a basis for projection of any necessary goals for the Office of General Administration:

- a. "Managerial"
  - (1) By sex, 70% male and 30% female;
  - (2) By race, 90% white and 10% black.
- b. "Professional"
  - (1) By sex, 70% male and 30% female;
  - (2) By race, 88% white and 12% black.
- c. "Technical"
  - (1) By sex, 75% male and 25% female;
  - (2) By race, 90% white and 10% black.
- d. "Office and Clerical"
  - (1) By sex, 80% female and 20% male;
  - (2) By race, 85% white and 15% black.



## APPENDIX D

### AVAILABILITY STUDIES AND HIRING GOALS

#### A. Faculty

##### (1) Availability

Determine, for the disciplines represented in your department, the total number of people who possess the formal educational qualifications (for example, degrees) you normally require for appointment to your faculty, and within that group the number who are Blacks, other minorities, women, and white males. If you cannot determine firm estimates of these numbers, you must provide us with your best approximations and an explanation of why you could not ascertain full information. Bear in mind that the pool of [available] personnel includes those who have received degrees over many years and who may now be employed or unemployed, not only those currently receiving degrees. We realize that many departments seek faculty members in an international and not a national market, but figures probably are not available except for the United States. You should explain to us any difficulty you have in finding availability figures for the market in which you recruit. The availability figures given should relate as nearly as is feasible to July 1, 1973. The bibliography attached provides you with some sources for determining this information. You are expected to make use of the information outlined in the bibliography and any additional information you yourself discover.

##### (2) Needs, 1973-76

Based on the number of faculty positions, by rank, shown on the current tabulation, determine for your department, on the basis of your recent experience and your best judgment in the light of all known factors (for example, stable enrollments, prospective retirements and resignations, acquisition of new positions, reduction of staff due to termination of federal funding, etc.) for the period of the three fiscal years (July 1, 1973 to June 30, 1976) the number of faculty positions you will have to fill by appointment, the special qualifications (for example, subdiscipline) to be required of each, and the rank (if known) that each position will carry.

##### (3) Goals

Determine in the light of the availability of Blacks, other minorities, women, and white males as indicated under (1) above, and your best judgment as to the availability to the University of Blacks, other minorities, women, and white males to meet the particular anticipated needs stated under (2) above, the number of Blacks, other minorities, women, and white males that you can reasonably expect to add to your faculty during the three fiscal year period on a full-time, non-visiting basis, with an indication of the rank to be held by each where that is now known. Optimism is to be admired but realism is essential, for we must sooner or later justify to HEW any failure to attain our own projected hiring goals for the categories of persons involved. Please note that your goals will cover a three year period

instead of three one year periods. However, your annual progress toward your three year goal will be carefully monitored by the Affirmative Action Officer.

B. Non-Faculty EPA Personnel

Note: This section does not apply to students enrolled in this University who are in consequence given appointments as teaching assistants and the like.

(1) Availability

Separate availability figures are required for each of the functional categories shown on your tabulation. Within each category, determine through means appropriate to your department the total number of people who possess the formal educational qualifications (for example, degrees) you normally require for EPA non-faculty appointments in your department, and within that group the number of Blacks, other minorities, women, and white males. This must necessarily be a more approximate determination than that involved in estimating the availability of faculty candidates. If you cannot determine firm estimates of these numbers, you should provide us with your best approximations and an explanation of why you could not ascertain full information. The availability figures should relate as nearly as feasible to July 1, 1973. The bibliography attached will provide you with some sources for determining this information.

(2) Needs, 1973-76

Based on the number of EPA non-faculty positions shown on the tabulation, and assuming that there will be no increase over the next three years in the number of EPA non-faculty positions available to your department, on the basis of your recent experience and your best judgment in the light of all known factors (for example, stable enrollment, prospective resignations and retirements, acquisition of new positions, loss of positions, etc.) for the period of the three fiscal years (July 1, 1973 to June 30, 1976), determine the number of non-faculty EPA positions, by appropriate functional category, that you will have to fill by appointment and the special qualifications to be required of each category.

(3) Goals

Determine in the light of the availability of Blacks, other minorities, women, and white males as indicated under (1) above, and your best judgment as to the actual availability to this University of Blacks, other minorities, women, and white males to meet the particular needs stated under (2) above, the number of Blacks, other minorities, women, and white males that you can reasonably expect to add to your EPA non-faculty ranks during the three fiscal year period and the functional category to which each will be assigned. Realism is essential here as in the case of faculty appointments. Please note that your goals will cover a three year period instead of three one year periods. However, your annual progress toward your three year goal will be carefully monitored by the Affirmative Action Officer.



DATE: \_\_\_\_\_

AVAILABILITY STUDY REPORTING FORMS

Form No. 1, page one

School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

PART I - AVAILABLE POOL OF PROSPECTIVE FACULTY MEMBERS

1. State below the requirements as to education, experience, and achievement for members of your faculty at each academic rank.

2. How many people in the United States meet the requirements in #1?  
(Complete the chart below for each type of appointment described above.)

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%



School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Form No. 1, page two

3. Explain how you arrived at the figures in the chart on page one.

a. List sources of data:

b. Describe the method(s) used for arriving at the figures recorded in the chart on page one. If you based your figures on a representative sample, please explain below:

c. Evaluate the accuracy and/or completeness of the data you have used:

d. Indicate particular problems encountered in trying to ascertain availability information:

School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Form No. 1, page three

4. If you ordinarily draw your faculty members from a smaller pool of candidates than the whole United States population in the profession,

a. Define that pool for each level and type of appointment you customarily make:

b. Complete the following chart for each of the pools defined above:

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Form No. 1, page four

5. Explain how you arrived at the figures in the chart on page three.

a. List sources of data:

b. Describe the method(s) used for arriving at the figures recorded in the chart on page three. If you based your figures on a representative sample, indicate how you justify this:

c. Evaluate the accuracy and/or completeness of the data you have used:

d. Indicate particular problems encountered in trying to ascertain availability information:

Date: \_\_\_\_\_

School/Department: \_\_\_\_\_

Form No. 2, page one

Individual Completing Form: \_\_\_\_\_

PART II - AVAILABLE POOL OF PROSPECTIVE EPA NON-FACULTY PERSONNEL

1. Outline below the basic educational and experiential requirements for appointment to your EPA non-faculty positions by functional category.

2. How many people in the United States meet the basic educational and experiential requirements outlined in #1 above by functional category?  
(Complete charts below)

OFFICIALS AND MANAGERS

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

PROFESSIONALS

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

TECHNICIANS

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Form No. 2, page two

3. Explain how you arrived at the figures in the charts on page one.

a. List sources of data:

b. Describe the method(s) used for arriving at the figures recorded in the charts on page one. If you based your figures on a representative sample, please explain below:

c. Evaluate the accuracy and/or completeness of the data you have used:

d. Indicate particular problems encountered in trying to ascertain availability information:

School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Form No. 2, page three

4. If you ordinarily draw your EPA non-faculty personnel from a smaller pool of candidates than the whole United States population noted under #2,

a. Describe the pool by functional category:

b. How many people constitute that special pool by category?

OFFICIALS AND MANAGERS

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

PROFESSIONAL

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

TECHNICIANS

	Number	Percent
White Male		
White Female		
Black Male		
Black Female		
Other Male		
Other Female		
TOTAL		100%

School/Department: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Form No. 2, page four

5. Explain how you arrived at the figures in the charts on page three.

a. List sources of data:

b. Describe the method(s) used for arriving at the figures recorded in the charts on page three. If you based your figures on a representative sample, indicate how you justify this:

c. Evaluate the accuracy and/or completeness of the data you have used:

d. Indicate particular problems encountered in trying to ascertain availability information:





TABLE I

PRESENT FACULTY COMPLEMENT  
 (According to October 1973 Tabulation)

TABLE II

PROJECTED FACULTY COMPLEMENT  
 FOR ACADEMIC YEAR 1975-76  
 (Reflecting Anticipated Promotions  
 and your Projected Hiring Goals)

	White		Black		Other		Total		//////////	White		Black		Other		Total	
	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F
FULL-TIME									//////////								
Department Head									//////////								
Professor									//////////								
Associate Professor									//////////								
Assistant Professor									//////////								
Instructor									//////////								
Lecturer									//////////								
SUB-TOTAL									//////////								
*PERMANENT PART-TIME									//////////								
Professor									//////////								
Associate Professor									//////////								
Assistant Professor									//////////								
Instructor									//////////								
Lecturer									//////////								
Visiting									//////////								
SUB-TOTAL									//////////								
TOTAL									//////////								

\*PERMANENT PART-TIME - Individuals working less than full-time and being paid accordingly but hired for a term of 12 months or more or for a stated term of one academic year or more. This does not include part-time appointments which should be reported as full-time by their major departments. The numbers which need to be filled in here are not supplied in the October tabulation and will need to come from your own records.

AFFIRMATIVE ACTION PLAN

EPA FACULTY

SCHOOL/DEPARTMENT \_\_\_\_\_  
 COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

WORK SHEET FOR TABLE II

FULL TIME	Estimated Number of Positions Expected to Become Vacant (1973-1976)	Estimated Number of Newly Created Positions (1973-1976)	Total Positions to be filled (1973-76)	Projected Hiring Goals (based on the total positions to be filled) (1973-1976)									
				WHITE		BLACK		OTHER		TOTAL			
				M	F	M	F	M	F	M	F		
Department Head													
Professor													
Associate Professor													
Assistant Professor													
Instructor													
Lecturer													
SUB-TOTAL													
TOTAL		A	B	C									D
////////////////////////////////////													
PERMANENT PART TIME*													
Professor													
Associate Professor													
Assistant Professor													
Instructor													
Lecturer													
Visiting													
SUB-TOTAL													
TOTAL		A	B	C									D

No. ● A + B = C  
 ● C = D

\*Individuals working less than full time and being paid accordingly but hired for a term of 12 months or more or for a stated term of one academic year or more.

AFFIRMATIVE ACTION PLAN

SCHOOL/DEPARTMENT \_\_\_\_\_  
 COMPLETED BY \_\_\_\_\_

EPA NON-FACULTY

DATE \_\_\_\_\_

WORK SHEET FOR TABLE VI

FULL-TIME	Estimated Number of Positions Expected to Become Vacant (1973-1976)	Estimated Number of Newly Created Positions (1973-1976)	Total Positions to be filled (1973-76)	Projected Hiring Goals (based on the total positions to be filled) (1973-1976)									
				WHITE		BLACK		OTHER		TOTAL			
				M	F	M	F	M	F	M	F		
Officials & Managers (Do not include Dept. Heads)													
Professionals													
Technicians													
<b>SUB-TOTAL</b>													
<b>TOTAL</b>		A	B	C									D
////////////////////////////////////													
<b>PERMANENT PART TIME*</b>													
Officials & Managers													
Professionals													
Technicians													
<b>SUB-TOTAL</b>													
<b>TOTAL</b>		A	B	C									D

Note: A + B = C  
 C = D

\*Individuals working less than full time and being paid accordingly but hired for a term of 12 months or more or for a stated term of one academic year.

AFFIRMATIVE ACTION PLAN  
EPA FACULTY

SCHOOL/DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

COMPLETED BY \_\_\_\_\_

TABLE III  
TOTAL FACULTY COMPLEMENT  
(According to October 1973 Tabulation)  
See Table I

TABLE IV  
PROJECTED FACULTY COMPLEMENT  
(For Academic Year 1975-76)  
See Table III

Availability Percentages	Full Time		Part Time		Total		See Note(e)	Full Time		Part Time		Total	
	No.	% (b)	No.	% (c)	No.	% (d)		No.	%	No.	%	No.	%
White Male													
White Female													
Black Male													
Black Female													
Other Male													
Other Female													
TOTAL		100%		100%		100%			100%		100%		100%

- (a) These percentages should be taken directly from the charts you completed in questions #2 or #4 of Form I.
- (b) These percentages should be computed on the basis of total number of full-time.
- (c) These percentages should be computed on the basis of total number of part-time.
- (d) These percentages should be computed on the basis of total number of full-time plus part-time.
- (e) In this column: place a + (plus) if the percentage in the column marked Total in Table III is higher than the percentage in the corresponding column marked Availability or place a - (minus) if the percentage in the column marked Total is lower than the percentage in the corresponding column marked Availability.



## APPENDIX G

### I. INTRODUCTION: EQUAL EMPLOYMENT OPPORTUNITY

The University of North Carolina is subject to the requirements of Executive Order 11246, as interpreted and administered by the Secretary of Labor and by the Department of Health, Education and Welfare. This program of federal regulation, designed to insure equality of employment opportunity without reference to considerations of race, color, religion, sex or national origin, embodies two basic requirements. First, the University must insure the absence of discrimination in the formulation, statement and application of all personnel policies and practices. Second, the University must undertake positive efforts designed to help eliminate various possible impediments to the full utilization of women and members of minority groups within the employee complement, without necessary reference to whether such impediments are the product of discriminatory practice or intent. Most particularly, this type of affirmative effort must address any demonstrated past underrepresentation or underutilization of women or members of minority groups. The two components of this University obligation are treated separately in this plan.

#### A. University Commitment to Nondiscriminatory Policies and Practices

The University is committed, without reservation, to the principle that employees shall be identified initially and thereafter differentiated among only on the basis of good-faith assessments of individual professional merit. Therefore, University policy prohibits and employment practices will operate to prevent discrimination, affecting any employee or prospective employee,

which is based on considerations of race, color, religion, sex or national origin. Any other policy would be morally indefensible and inconsistent with the pursuit of organizational excellence.

The principle of equal employment opportunity shall apply with respect to all incidents of the employment relationship, including: (1) initial consideration for employment (2) job placement and assignment of responsibilities, (3) evaluation of performance, (4) promotion and advancement, (5) compensation and fringe benefits, (6) access to training and other professional-development opportunities (7) formulation and application of personnel rules and regulations, (8) access to facilities, and (9) layoff, discipline and termination.

The personnel policies and practices of the University will be monitored continuously to determine whether any individual or class has been or is being affected adversely, contrary to the principle of equal employment opportunity. In any case where discrimination based on race, religion, color, sex or national origin is demonstrated, prompt remedial action will be taken.

All employees of the University are expected to support the principle of and contribute to the realization of equal employment opportunity. Any employee with responsibility and authority in the area of personnel relations who imposes any detriment on any other employee through failure or refusal to subscribe to the principle of equal employment opportunity shall be subject to appropriate internal disciplinary action.

B. University Commitment to Increasing Employment Opportunity

The University is committed to the elimination of any demonstrated underutilization of women and members of minority groups within its staff complement.

It is acknowledged that there is a national legacy of prejudice and ignorance which has curtailed unjustifiably the employment opportunities of women and members of minority groups, in both the public and private sectors of employment. In order to enhance significantly and promptly the employment opportunities of those who have suffered disadvantage in the past, it is necessary to do more than simply insure nondiscriminatory employment practices. Accordingly, within its area of influence, the University will contribute to this national remedial effort by implementing a program of positive effort designed to encourage the identification, recruitment, employment and promotion of additional qualified members of groups which formerly have suffered disadvantage in the employment market. More particularly, where there is reasonable evidence that members of a particular class have been underrepresented or underutilized within areas of the staff complement, specific goals and timetables designed to remedy that underrepresentation are being established.

As an institution which seeks to encourage excellence in all areas of endeavor, a university must maintain high standards in the evaluation of employees and prospective employees; it must also apply those standards fairly and consistently. Thus, the conscientious search for and effort to employ additional women and members of minority groups pursuant to established goals and timetables shall not entail a reduction of premium on quality nor a conferral of advantage on any person because of race, color, religion, sex or national origin. Rather, the affirmative efforts of the University shall be directed toward enlarging the opportunity for and incidence of fair competition, by qualified members of previously underrepresented groups, for available positions, appointments and promotions.





APPENDIX H

PUBLICIZING THE EQUAL EMPLOYMENT OPPORTUNITY POLICY

Dissemination of information relative to the Plan is designed to accomplish two fundamental purposes. First, if equality of employment opportunity is to remain a reality with respect to incumbent personnel, supervisory personnel must understand their responsibilities under the plan and supervised personnel must understand their rights under the plan. Second, the broader community of which the University is a part must be aware of this comprehensive commitment to nondiscriminatory practices and affirmative action, to the end that the University will become an increasingly attractive place of prospective employment for qualified women and members of minority groups.

A. Internal Dissemination of Information

	<u>Action</u>	<u>Date of Initiation</u>	<u>Schedule</u>	<u>Responsibility</u>
<i>Insert</i> 1 →	1. Post summary of provisions of Plan on employee informational bulletin boards (See Appendix A)	Date Plan approved by HEW	Continuous	Associate EEO Director
✓	2. Furnish copy of summary of Plan to each incumbent employee	Date Plan approved by HEW	Continuous	Associate EEO Director
<i>Insert</i> 2	3. Maintain copies of full text of Plan on file, to which all employees and applicants for employment shall have access upon request.	Date Plan approved by HEW	Continuous	EEO Director, Associate EEO Director

<u>Action</u>	<u>Date of Initiation</u>	<u>Schedule</u>	<u>Responsibility</u>
✓ 4. Special meeting with administrative and supervisory personnel to explain contents, purposes, and rights and responsibilities under Plan	Within 30 days after Plan approved by HEW	Annual	EEO Director, Associate EEO Director
✓ 5. Special meetings with all supervised personnel, by appropriate division of supervision, to explain contents, purposes, and rights and responsibilities under Plan	Commencing schedule within 30 days after Plan approved by HEW	Annual	EEO Director Associate EEO Director, and pertinent division supervisors
✓ 6. Furnish summary of provisions of Plan to all prospective employees who file application and are interviewed for employment (See Appendix A)	Date Plan approved by HEW	Continuous	For employment positions subject to the State Personnel Act: Associate EEO Director; for employment positions not subject to the State Personnel Act: EEO Director
✓ 7. Furnish copy of summary of Plan to all new hires and explain contents, purposes, and rights and responsibilities under Plan	Date Plan approved by HEW	Continuous, within 10 days of date of hire	For employment positions subject to the State Personnel Act: Associate EEO Director; for other employees: EEO Director
✓ 8. Post federally required EEO notices on employee informational bulletin boards	Immediate	Continuous	Associate EEO Director
✓ 9. Publicize adoption and contents of Plan in appropriate office publications	Within 30 days after Plan approved by HEW	Annual	EEO Director

<u>Action</u>	<u>Date of Initiation</u>	<u>Schedule</u>	<u>Responsibility</u>
10. Publicize EEO develop- ments, progress reports in office publications	Immediate	Continuous, as periodic- ally warranted	EEO Director
11. Provide access to all employees for private counseling concerning problems related to EEO	Immediate	Continuous, at request of affected employee	EEO Director, Associate EEO Director

B. External Dissemination of Information

<u>Action</u>	<u>Date of Initiation</u>	<u>Schedule</u>	<u>Responsibility</u>
1. Inform all recruiting sources, verbally and in writing, of contents and purposes of Plan, stipulating that minori- ties and women be recruited and referred on a nondiscriminatory basis	Within 30 days after Plan approved by HEW	Every 6 mos. for esta- blished sources, immediately upon identi- fication of new source	EEO Director, Associate EEO Director
2. Incorporate the Equal Opportunity clause in all purchase orders, leases, contracts, as required by federal regulations	Immediate	Continuous	EEO Director, Associate EEO Director
3. Incorporate the Equal Opportunity clause on all letterhead stationery	Immediate	Continuous	Associate EEO Director
4. Publicize adoption and contents of Plan in public press and in office publica- tions distributed externally	Within 30 days after Plan approved by HEW	Annual	EEO Director
5. Require that the Equal Opportunity clause appear in connection with any published employment advertising	Immediate	Continuous	Associate EEO Director



given on any way oriented by race or sex? Please explain. With regard to promotions that are competitive, what is the significance of interest, ability and seniority in promotion and transfer considerations? Please explain. Are there any periodic written performance ratings which influence promotion or transfer? Are minorities or women concentrated in certain jobs outside any line of progression or which dead end before the employees can reach the pay grade to which their experience, training or seniority might entitle them? Please explain. Is there a well-structured transfer program? Discuss any lack of representation of minorities and women in this program. Please explain.

(d) Review the file on transfer requests to determine if minorities or women have been overlooked or rejected disproportionately. Please summarize your findings. What is the frequency of inter- or intra-departmental transfer for better working conditions or to gain promotional opportunities? Is counseling offered to employees considering this move? How common is transfer from blue collar to white collar positions or from "traditionally female" or minority to "traditionally male" or non-minority jobs or vice versa? Who monitors promotion and transfer activity and through what means? How is job security affected by transfer or promotion and does this disproportionately affect minorities or women?

(e) Comment on the representation of minorities and women among supervisors and where promotions during the previous year suggest any improvement. If appropriate, review selected personnel records to conduct the following analysis. Explain how supervisors are selected. Who monitors these actions? Explain how supervisory ability is measured.

#### F. Wage and Salary Analysis

Review and compare wages and salaries of a sampling of minorities and women within selected job classifications. Are there positions with similar

duties but with different rates of pay which seem to be related to the sex or race of the incumbents? Please explain. What is the contractor's explanation for these discrepancies? Please explain. Are the general salary ranges for jobs or specific rates at which everyone begins? Please explain. Do minority and women workers appear to be paid lower rates to begin with? Please explain. What is the contractor's explanation for this? Please explain. Who makes the determination as to what those starting rates will be? Please explain. Are the rates negotiable? Are minorities or women assigned to jobs where incentive earnings are more difficult? Please explain. Does review of any employee's records confirm or dispute the relationship of education, training and experience to pay? Please explain. Are minorities and women supervising integrated groups? Are women supervisors generally at a lower plateau in the organization? Where minorities and women have been newly installed as supervisors has there been any negative reaction from the workforce and how has management dealt with it? Please explain. Is there a supervisory development program? Please explain.

#### G. Training and Educational Opportunities

(a) If adequate data on training and educational opportunities was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on training at the facility summarizing by training class the participation by total, male, female and male and female minority classifications and showing the training participation rate for each group. The report should reflect the last six months' activity.

(b) If such a report is not available, the compliance officer should obtain from the contractor a list of various training and apprenticeship programs on-going or completed during the last six months or other

identification, minority group identification, sex of participants, date of completion and job and pay before and after training. Include employees hired directly into such programs.

(c) What types of training do new employees receive? How are additional opportunities for training and education advertised? Is there evidence of any disparate failure or dropout rate? If there is a registered apprenticeship program, has the contractor provided the Bureau of Apprenticeship and Training with an acceptable affirmative action program, with goals

being required now for jobs not previously involved? Is this discriminatory? Does the contractor publicize EO achievements? Does the contractor support organizations which would assist his efforts and implement his affirmative action program?

#### H. Section 60-2.13, Additional Ingredients of AAP

Has the contractor provided evidence to support the fact that the contractor is abiding by the Sex Discrimination Guidelines (41 CFR Part 60-20)? Is there evidence that the contractor is considering minorities and women not in the work force?

Revised Order #4

U.S. DEPARTMENT OF LABOR  
OFFICE OF FEDERAL CONTRACT COMPLIANCE  
WASHINGTON, D.C. 20210

CHAPTER 60 -- Office of Federal Contract Compliance,  
Equal Employment Opportunity, Department of Labor

(Reprint from FEDERAL REGISTER, VOL. 36, NO. 234--SATURDAY, DECEMBER 4, 1971)

**Title 41—PUBLIC CONTRACTS  
AND PROPERTY MANAGEMENT**

Chapter 60—Office of Federal Contract Compliance, Equal Employment Opportunity, Department of Labor

**PART 60-2—AFFIRMATIVE ACTION PROGRAMS**

On August 31, 1971, notice of proposed rule making was published in the FEDERAL REGISTER (36 F.R. 17444) with regard to amending Chapter 60 of Title 41 of the Code of Federal Regulations by adding a new Part 60-2, dealing with affirmative action programs. Interested persons were given 30 days in which to submit written comments, suggestions, or objections regarding the proposed amendments.

Having considered all relevant material submitted, I have decided to, and do hereby amend Chapter 60 of Title 41 of the Code of Federal Regulations by adding a new Part 60-2, reading as follows:

**Subpart A—General**

- Sec. 60-2.1 Title, purpose and scope.
- 60-2.2 Agency Action.

**Subpart B—Required Contents of Affirmative Action Programs**

- 60-2.10 Purpose of affirmative action program.
- 60-2.11 Required utilization analysis.
- 60-2.12 Establishment of goals and timetables.
- 60-2.13 Additional required ingredients of affirmative action programs.
- 60-2.14 Compliance status.

**Subpart C—Methods of Implementing the Requirements of Subpart B**

- 60-2.20 Development or reaffirmation of the equal employment opportunity policy.
- 60-2.21 Dissemination of the policy.
- 60-2.22 Responsibility for implementation.
- 60-2.23 Identification of problem areas by organization unit and job classification.
- 60-2.24 Development and execution of programs.
- 60-2.25 Internal audit and reporting systems.
- 60-2.26 Support of action programs.

**Subpart D—Miscellaneous**

- 60-2.30 Use of goals.
- 60-2.31 Prescription.
- 60-2.32 Supercedure.

**Authority:** The provisions of this Part 60-2 issued pursuant to sec. 201, Executive Order 11246 (30 F.R. 12319).

**Subpart A—General**

**§ 60-2.1 Title, purpose and scope.**

This part shall also be known as "Revised Order No. 4" and shall cover non-construction contractors. Section 60-1.40 of this Chapter, Affirmative Action Compliance Programs, requires that within 120 days from the commencement of a contract each prime contractor or subcontractor with 50 or more employees and a contract of \$50,000 or more develop a written affirmative action compliance program for each of its establishments, and such contractors are now further required to revise existing written affirmative action programs to include the changes embodied in this order within 120 days of its publication in the FEDERAL REGISTER. A review of agency compliance surveys indicates that many contractors do not have affirmative action programs on file at the time an establishment is visited by a compliance investigator. This part details the agency review procedure and the results of a contractor's failure to develop and maintain an affirmative action program and then set forth detailed guidelines to be used by contractors and Government agencies in developing and judging these programs as well as the good faith effort required to transform the programs from paper commitments to equal employment opportunity. Subparts B and C are concerned with affirmative action plans only.

Relief for members of an "affected class" who, by virtue of past discrimination, continue to suffer the present effects of that discrimination must either be included in the contractor's affirmative action program or be embodied in a separate written "corrective action" program. An "affected class" problem must be remedied in order for a contractor to be considered in compliance. Section 60-2.2 herein pertaining to an acceptable affirmative action program is also applicable to the failure to remedy discrimination against members of an "affected class."

**§ 60-2.2 Agency action.**

(a) Any contractor required by § 60-1.40 of this chapter to develop an affirmative action program at each of his establishments who has not complied fully with that section is not in compliance with Executive Order 11246, as amended (30 F.R. 12319). Until such programs are developed and found to be acceptable in accordance with the standards and guidelines set forth in §§ 60-2.10 through 60-2.32, the contractor is unable to comply with the equal employment opportunity clause.

(b) If, in determining such contractor's responsibility for an award of a contract it comes to the contracting officer's attention, through sources within his agency or through the Office of Federal Contract Compliance or other Government agencies, that the contractor has not developed an acceptable affirmative action program at each of his establishments, the contracting officer shall notify the Director and declare the contractor-bidder nonresponsible unless he can otherwise affirmatively determine that the contractor is able to comply with his equal employment obligations or, unless, upon review, it is determined by the Director that substantial issues of law or fact exist as to the contractor's responsibility to the extent that a hearing is, in his sole judgment, required prior to a determination that the contractor is nonresponsible. *Provided*, That during any pre-award conferences every effort shall be made through the processes of conciliation, mediation and persuasion to develop an acceptable affirmative action program meeting the standards and guidelines set forth in §§ 60-2.10 through 60-2.32 so that, in the performance of his contract, the contractor is able to meet his equal employment obligations in accordance with the equal opportunity clause and applicable rules, regulations, and orders: *Provided further*, That when the contractor-bidder is declared nonresponsible more than once for inability to comply with the equal employment opportunity clause a notice setting a timely hearing date shall be issued concurrently with the second nonresponsibility determination in accordance with the provisions of § 60-1.26 proposing to declare such contractor-bidder ineligible for future contracts and subcontracts.

(c) Immediately upon finding that a contractor has no affirmative action program or that his program is not acceptable to the contracting officer, the compliance agency representative or the representative of the Office of Federal Contract Compliance, whichever has made such a finding, shall notify officials of the appropriate compliance agency and the Office of Federal Contract Compliance of such fact. The compliance agency shall issue a notice to the contractor giving him 30 days to show cause why enforcement proceedings under section 203(b) of Executive Order 11246, as amended, should not be instituted.

(d) If the contractor fails to show good cause for his failure or fails to remedy that failure by developing and implementing an acceptable affirmative action program within 30 days, the compliance agency, upon the approval of the

Director, shall immediately issue a notice of proposed cancellation or termination of existing contracts or subcontracts and debarment from future contracts and subcontracts pursuant to § 60-1.26(b), giving the contractor 10 days to request a hearing. If a request for hearing has not been received within 10 days from such notice, such contractor will be declared ineligible for future contracts and current contracts will be terminated for default.

(2) During the "show cause" period of 30 days every effort shall be made by the compliance agency through conciliation, mediation, and persuasion to resolve the deficiencies which led to the determination of nonresponsibility. If satisfactory adjustments designed to bring the contractor into compliance are not concluded, the compliance agency, with the prior approval of the Director, shall promptly commence formal proceedings leading to the cancellation or termination of existing contracts or subcontracts and debarment from future contracts and subcontracts under § 60-1.26(b) of this chapter.

(d) During the "show cause" period and formal proceedings, each contracting agency must continue to determine the contractor's responsibility in considering whether or not to award a new or additional contract.

**Subpart B—Required Contents of Affirmative Action Programs**

**§ 60-2.10 Purpose of affirmative action program.**

An affirmative action program is a set of specific and result-oriented procedures to which a contractor commits himself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected, by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women, and further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to increase materially the utilization of minorities and women, at all levels and in all segments of his work force where deficiencies exist.

**§ 60-2.11 Required utilization analysis.**

Based upon the Government's experience with compliance reviews under the Executive order programs and the contractor reporting system, minority groups are most likely to be underutilized in departments and jobs within departments that fall within the following Employer's Information Report (EEO-1) designations: officials and managers, professionals, technicians, sales workers, office and clerical and craftsmen (skilled). As categorized by the EEO-1 designations, women and jobs within departments are most likely to be underutilized in departments and jobs within departments as follows: officials

and managers, professionals, technicians, sales workers (except over-the-counter sales in certain retail establishments), craftsmen (skilled and semi-skilled). Therefore, the contractor shall direct special attention to such jobs in his analysis and goal setting for minorities and women. Affirmative action programs must contain the following information:

(a) An analysis of all major job classifications at the facility, with explanation if minorities or women are currently being underutilized in any one or more job classifications (job "classification" herein meaning one or a group of jobs having similar content, wage rates and opportunities). "Underutilization" is defined as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability. In making the work force analysis, the contractor shall conduct such analysis separately for minorities and women.

(1) In determining whether minorities are being underutilized in any job classification the contractor will consider at least all of the following factors:

(i) The minority population of the labor area surrounding the facility;

(ii) The size of the minority unemployment force in the labor area surrounding the facility;

(iii) The percentage of the minority work force as compared with the total work force in the immediate labor area;

(iv) The general availability of minorities having requisite skills in the immediate labor area;

(v) The availability of minorities having requisite skills in an area in which the contractor can reasonably recruit;

(vi) The availability of promotable and transferable minorities within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to minorities.

(2) In determining whether women are being underutilized in any job classification, the contractor will consider at least all of the following factors:

(i) The size of the female unemployment force in the labor area surrounding the facility;

(ii) The percentage of the female workforce as compared with the total workforce in the immediate labor area;

(iii) The general availability of women having requisite skills in the immediate labor area;

(iv) The availability of women having requisite skills in an area in which the contractor can reasonably recruit;

(v) The availability of women seeking employment in the labor or recruitment area of the contractor;

(vi) The availability of promotable and transferable female employees within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to women.

**§ 60-2.12 Establishment of goals and timetables.**

(a) The goals and timetables developed by the contractor should be attainable in terms of the contractor's analysis of his deficiencies and his entire affirmative action program. Thus, in establishing his goals and the length of his timetables, the contractor should consider the results which could reasonably be expected from his putting forth every good faith effort to make his overall affirmative action program work. In determining levels of goals, the contractor should consider at least the factors listed in § 60-1.11.

(b) Involve personnel relations staff, department and division heads, and local and unit managers in the goal setting process.

(c) Goals should be significant, measurable and attainable.

(d) Goals should be specific for planned results, with timetables for completion.

(e) Goals may not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.

(f) In establishing timetables to meet goals and commitments, the contractor will consider the anticipated expansion, contraction and turnover of and in the work force.

(g) Goals, timetables and affirmative action commitments must be designed to correct any identifiable deficiencies.

(h) Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the contractor shall establish and set forth specific goals and timetables separately for minorities and women.

(i) Such goals and timetables, with supporting data and the analysis thereof shall be a part of the contractor's written affirmative action program and shall be maintained at each establishment of the contractor.

(j) Where the contractor has not established a goal, his written affirmative action program must specifically analyze each of the factors listed in 60-2.11 and must detail his reason for a lack of a goal.

(k) In the event it comes to the attention of the compliance agency or the Office of Federal Contract Compliance that there is a substantial disparity in the utilization of a particular minority group or men or women of a particular minority group, the compliance agency or OFCC may require separate goals and timetables for such minority group and may further require, where appropriate, such goals and timetables by sex for such group for such job classifications and organizational units specified by the compliance agency or OFCC.



(l) Support data for the required analysis and program shall be compiled and maintained as part of the contractor's affirmative action program. This data will include but not be limited to progression line charts, seniority rosters, applicant flow data, and applicant rejection ratios indicating minority and sex status.

(m) Copies of affirmative action programs and/or copies of support data shall be made available to the compliance agency or the Office of Federal Contract Compliance, at the request of either, for such purposes as may be appropriate to the fulfillment of their responsibilities under Executive Order 11243, as amended.

**§ 60-2.13 Additional required ingredients of affirmative action programs.**

Effective affirmative action programs shall contain, but not necessarily be limited to, the following ingredients:

(a) Development or reaffirmation of the contractor's equal employment opportunity policy in all personnel actions.

(b) Formal internal and external dissemination of the contractor's policy.

(c) Establishment of responsibilities for implementation of the contractor's affirmative action program.

(d) Identification of problem areas (deficiencies) by organizational units and job classification.

(e) Establishment of goals and objectives by organizational units and job classification, including timetables for completion.

(f) Development and execution of action oriented programs designed to eliminate problems and further designed to attain established goals and objectives.

(g) Design and implementation of internal audit and reporting systems to measure effectiveness of the total program.

(h) Compliance or personnel policies and practices with the Sex Discrimination Guidelines (41 CFR Part 60-20).

(i) Active support of local and national community action programs and community service programs, designed to improve the employment opportunities of minorities and women.

(j) Consideration of minorities and women not currently in the workforce having requisite skills who can be recruited through affirmative action measures.

**§ 60-2.13 Compliance status.**

No contractor's compliance status shall be judged solely by whether or not he reaches his goals and meets his timetables. Rather, each contractor's compliance posture shall be reviewed and determined by reviewing the contents of his program, the extent of his adherence to this program, and his good faith efforts to make his program work toward the realization of the program's goals within the timetables set for completion. Where follows an outline of examples of procedures that contractors and Federal Agencies should use as a guideline for establishing, implementing, and judging an acceptable affirmative action program.

**Subpart C—Methods of Implementing the Requirements of Subpart B**

**§ 60-2.20 Development or reaffirmation of the equal employment opportunity policy.**

(a) The contractor's policy statement should indicate the chief executive officers' attitude on the subject matter, assign overall responsibility and provide for a reporting and monitoring procedure. Specific items to be mentioned should include, but not limited to:

(1) Recruit, hire, train, and promote persons in all job classifications, without regard to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. (The term "bona fide occupational qualification" has been construed very narrowly under the Civil Rights Act of 1964. Under Executive Order 11243 as amended and this part, this term will be construed in the same manner.)

(2) Base decisions on employment so as to further the principle of equal employment opportunity.

(3) Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

(4) Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, or national origin.

**§ 60-2.21 Dissemination of the policy.**

(a) The contractor should disseminate his policy internally as follows:

(1) Include it in contractor's policy manual.

(2) Publicize it in company newspaper, magazine, annual report and other media.

(3) Conduct special meetings with executive management, and supervisory personnel to explain intent of policy and individual responsibility for effective implementation, making clear the chief executive officer's attitude.

(4) Schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities.

(5) Discuss the policy thoroughly in both employee orientation and management training programs.

(6) Meet with union officials to inform them of policy, and request their cooperation.

(7) Include nondiscrimination clauses in all union agreements, and review all contractual provisions to ensure they are nondiscriminatory.

(8) Publish articles covering EEO programs, progress reports, promotions, etc., of minority and female employees, in company publications.

(9) Post the policy on company bulletin boards.

(10) When employees are featured in product or consumer advertising, employee handbooks or similar publications both minority and nonminority, men and women should be pictured.

(11) Communicate to employees the existence of the contractor's affirmative action program and make available such elements of his program as will enable such employees to know of and avail themselves of its benefits.

(b) The contractor should disseminate his policy externally as follows:

(1) Inform all recruiting sources verbally and in writing of company policy, stipulating that these sources actively recruit and refer minorities and women for all positions listed.

(2) Incorporate the Equal Opportunity clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11243, as amended, and its implementing regulations.

(3) Notify minority and women's organizations, community agencies, community leaders, secondary schools and colleges of company policy, preferably in writing.

(4) Communicate to prospective employees the existence of the contractor's affirmative action program and make available such elements of his program as will enable such prospective employees to know of and avail themselves of its benefits.

(5) When employees are pictured in consumer or help wanted advertising, both minorities and nonminority men and women should be shown.

(6) Send written notification of company policy to all subcontractors, vendors and suppliers requesting appropriate action on their part.

**§ 60-2.22 Responsibility for implementation.**

(a) An executive of the contractor shall be appointed as director or manager of company Equal Opportunity Programs. Depending upon the size and geographical alignment of the company, this may be his or her sole responsibility. He or she should be given the necessary top management support and standing to execute the assignment. His or her identity should appear on all internal and external communications on the company's Equal Opportunity Programs. His or her responsibilities should include, but not necessarily be limited to:

(1) Developing policy statements, affirmative action programs, internal and external communication techniques.

(2) Assisting in the identification of problem areas.

(3) Assisting line management in arriving at solutions to problems.

(4) Designing and implementing audit and reporting systems that will:

(1) Measure effectiveness of the contractor's programs.

(2) Indicate need for remedial action.

(3) Determine the degree to which the contractor's goals and objectives have been attained.

(4) Serve as liaison between the contractor and enforcement agencies.

(5) Serve as liaison between the contractor and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women.

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(7) Keep management informed of latest developments in the entire equal opportunity area.

(b) Line responsibilities should include, but not be limited to, the following:

(1) Assistance in the identification of problem areas and establishment of local and unit goals and objectives.

(2) Active involvement with local minority organizations, women's organizations, community action groups and community service programs.

(3) Periodic audit of training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

(4) Regular discussions with local managers, supervisors and employees to be certain the contractor's policies are being followed.

(5) Review of the qualifications of all employees to insure that minorities and women are given full opportunities for transfers and promotions.

(6) Career counseling for all employees.

(7) Periodic audit to insure that each location is in compliance in area such as:

(i) Posters are properly displayed.

(ii) All facilities, including company housing, which the contractor maintains for the use and benefit of his employees, are in fact desegregated, both in policy and use. If the contractor provides facilities such as dormitories, locker rooms and rest rooms, they must be comparable for both sexes.

(iii) Minority and female employees are afforded a full opportunity and are encouraged to participate in all company sponsored educational, training, recreational and social activities.

(8) Supervisors should be made to understand that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria.

(9) It shall be a responsibility of supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

§ 60-2.23 Identification of problem areas by organizational units and job classifications.

(a) An in-depth analysis of the following should be made, paying particular attention to trainees and those categories listed in § 60-2.11(d).

(1) Composition of the work force by minority group status and sex.

(2) Composition of applicant flow by minority group status and sex.

(3) The total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, test administration, test validity, referral procedures, final selection process, and similar factors.

(4) Transfer and promotion practices.

(5) Facilities, company sponsored recreation and social events, and special programs such as educational assistance.

(6) Seniority practices and seniority provisions of union contracts.

(7) Apprenticeship programs.

(8) All career and training programs, formal and informal.

(9) Work force attitude.

(10) Technical phases of compliance, such as poster and notification to labor unions, retention of applications, notification to subcontractors, etc.

(b) If any of the following items are found in the analysis, special corrective action should be appropriate.

(1) An "underutilization" of minorities or women in specific work classifications.

(2) Lateral and/or vertical movement of minority or female employees occurring at a lesser rate (compared to work force mix) than that of nonminority or male employees.

(3) The selection process eliminates a significantly higher percentage of minorities or women than nonminorities or men.

(4) Application and related preemployment forms not in compliance with Federal legislation.

(5) Position descriptions inaccurate in relation to actual functions and duties.

(6) Tests and other selection techniques not validated as required by the OFCC Order on Employee Testing and other Selection Procedures.

(7) Test forms not validated by location, work performance and inclusion of minorities and women in sample.

(8) Referral ratio of minorities or women to the hiring supervisor or manager indicates a significantly higher percentage are being rejected as compared to nonminority and male applicants.

(9) Minorities or women are excluded from or are not participating in company sponsored activities or programs.

(10) De facto segregation still exists at some facilities.

(11) Seniority provisions contribute to overt or inadvertent discrimination, i.e., a disparity by minority group status or sex exists between length of service and types of job held.

(12) Nonsupport of company policy by managers, supervisors or employees.

(13) Minorities or women underutilized or significantly underrepresented in training or career improvement programs.

(14) No formal techniques established for evaluating effectiveness of EEO programs.

(15) Lack of access to suitable housing inhibits recruitment efforts and employment of qualified minorities.

(16) Lack of suitable transportation (public or private) to the work place inhibits minority employment.

(17) Labor unions and subcontractors not notified of their responsibilities.

(18) Purchase orders do not contain EEO clause.

(19) Posters not on display.

§ 60-2.24 Development and execution of programs.

(a) The contractor should conduct detailed analyses of position descriptions to insure that they accurately reflect position functions, and are consistent for the same position from one location to another.

(b) The contractor should validate worker specifications by division, department, location or other organizational unit and by job category using job performance criteria. Special attention should be given to academic, experience and skill requirements to insure that the requirements in themselves do not constitute an indirect discrimination. Specifications should be consistent for the same job classification in all locations and should be free from bias as regards to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. Where requirements screen out a disproportionate number of minorities or women such requirements should be professionally validated to job performance.

(c) Approved position descriptions and worker specifications, when used by the contractor, should be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies should also be distributed to all recruiting sources.

(d) The contractor should evaluate the total selection process to insure freedom from bias and, thus, aid the attainment of goals and objectives.

(1) All personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes should be carefully selected and trained to insure elimination of bias in all personnel actions.

(2) The contractor shall observe the requirements of the OFCC Order pertaining to the validation of employee tests and other selection procedures.

(3) Selection techniques other than tests may also be improperly used so as to have the effect of discriminating against minority groups and women. Such techniques include but are not restricted to, unscored interviews, unscored or casual application forms, arrest records, credit checks, considerations of marital status or dependency or minor children. Where there exist data suggesting that such unfair discrimination or exclusion of minorities or women exists, the contractor should analyze his unscored procedures and eliminate them if they are not objectively valid.

(4) Suggested techniques to improve recruitment and increase the flow of minority or female applicants follow:

- (1) Certain organizations such as the Urban League, Job Corps, Equal Opportunity Programs, Inc., Concentrated Employment Programs, Neighborhood Youth Corps, Secondary Schools, Colleges, and City Colleges with high minority enrollment, the State Employment Service, specialized employment agencies, Aspirin, ILLAC, BEH, the G.I. Forum, the Commonwealth of Puerto Rico are normally prepared to refer minority applicants. Organizations prepared to refer women with specific skills are: National Organization for Women, Welfare Rights Organizations, Women's Equity Action League, Talent Bank from Business and Professional Women (including 26 women's organizations), Professional Women's Caucus, Intercolligate Association of University Women, Negro Women's sororities and service

groups such as Delta Sigma Theta, Alpha Kappa Alpha, and Zeta Phi Beta; National Council of Negro Women, American Association of University Women, YWCA, and sectarian groups such as Jewish Women's Groups, Catholic Women's Groups and Protestant Women's Groups, and women's colleges. In addition, community leaders as individuals shall be added to recruiting sources.

(2) Formal briefing sessions should be held, preferably on company premises, with representatives from these recruiting sources. Plant tours, presentations by minority and female employees, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the company's selection process, and recruiting literature should be an integral part of the briefings. Formal arrangements should be made for referral of applicants, followup with sources, and feedback on disposition of applicants.

(3) Minority and female employees, using procedures similar to subparagraph (2) of this paragraph, should be actively encouraged to refer applicants.

(4) A special effort should be made to include minorities and women on the Personnel Relations staff.

(5) Minority and female employees should be made available for participation in Career Days, Youth Motivation Programs, and related activities in their communities.

(6) Active participation in "Job Fairs" is desirable. Company representatives so participating should be given authority to make on-the-spot commitments.

(7) Active recruiting programs should be carried out at secondary schools, junior colleges, and colleges with predominant minority or female enrollments.

(8) Recruiting efforts at all schools should incorporate special efforts to reach minorities and women.

(9) Special employment programs should be undertaken whenever possible. Some possible programs are:

(i) Technical and nontechnical co-op programs with predominately Negro and women's colleges.

(ii) "After school" and/or work-study jobs for minority youths, male and female.

(iii) Summer jobs for underprivileged youth, male and female.

(iv) Summer work-study programs for male and female faculty members of the predominantly minority schools and colleges.

(v) Motivation, training and employment programs for the hard-core unemployed, male and female.

(10) When recruiting brochures pictorially present work situations, the minority and female members of the work force should be included, especially when such brochures are used in school and career programs.

(11) Help wanted advertising should be expanded to include the minority news media and women's interest media on a regular basis.

(12) The contractor should insure that minority and female employees are given equal opportunity for promotion. Suggestions for achieving this result include:

(1) Post or otherwise announce promotional opportunities.

(2) Make an inventory of current minority and female employees to determine academic, skill and experience level of individual employees.

(3) Initiate necessary remedial, job training and workstudy programs.

(4) Develop and implement formal employee evaluation programs.

(5) Make certain "worker specifications" have been validated on job performance related criteria. (Neither minority nor female employees should be required to possess higher qualifications than those of the lowest qualified incumbent.)

(6) When apparently qualified minority or female employees are passed over for upgrading, require supervisory personnel to submit written justification.

(7) Establish formal career counseling programs to include attitude development, education aid, job retention, buddy system and similar programs.

(8) Review seniority practices and seniority clauses in union contracts to insure such practices or clauses are non-discriminatory and do not have a discriminatory effect.

(9) Make certain facilities and company-sponsored social and recreation activities are desegregated. Actively encourage all employees to participate.

(10) Encourage child care, housing and transportation programs appropriately designed to improve the employment opportunities for minorities and women.

**§ 60-2.25 Internal audit and reporting systems.**

(a) The contractor should monitor records of referrals, placements, transfers, promotions and terminations at all levels to insure nondiscriminatory policy is carried out.

(b) The contractor should require formal reports from unit managers on a schedule basis as to degree to which corporate or unit goals are attained and timetables met.

(c) The contractor should review report results with all levels of management.

(d) The contractor should advise top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

**§ 60-2.26 Support of action programs.**

(a) The contractor should appoint key members of management to serve on Merit Employment Councils, Community Relations Boards and similar organizations.

(b) The contractor should encourage minority and female employees to participate actively in National Alliance of Businessmen programs for youth motivation.

(c) The contractor should support Vocational Guidance Institutes, Vestibule Training Programs and similar activities.

(d) The contractor should assist secondary schools and colleges in programs designed to enable minority and female graduates of these institutions to compete in the open employment market on a more equitable basis.

(e) The contractor should publicize achievements of minority and female employees in local and minority news media.

(f) The contractor should support programs developed by such organizations as National Alliance of Businessmen, the Urban Coalition and other organizations concerned with employment opportunities for minorities or women.

**Subpart D—Miscellaneous**

**§ 60-2.30 Use of goals.**

The purpose of a contractor's establishment and use of goals is to insure that he meet his affirmative action obligation. It is not intended and should not be used to discriminate against any applicant or employee because of race, color, religion, sex, or national origin.

**§ 60-2.31 Preemption.**

To the extent that any State or local laws, regulations or ordinances, including those which grant special benefits to persons on account of sex, are in conflict with Executive Order 11246, as amended, or with the requirements of this part, we will regard them as preempted under the Executive order.

**§ 60-2.32 Supersedeure.**

All orders, instructions, regulations, and memoranda of the Secretary of Labor, other officials of the Department of Labor and contracting agencies are hereby superseded to the extent that they are inconsistent herewith, including a previous "Order No. 4" from this Office dated January 30, 1970. Nothing in this part is intended to amend 41 CFR 60-3 published in the FEDERAL REGISTER on October 2, 1971 or Employee Testing and Other Selection Procedures or 41 CFR 60-20 on Sex Discrimination Guidelines.

Effective date. This part shall become effective on the date of its publication in the FEDERAL REGISTER (12-4-71).

Signed at Washington, D.C., this 1st day of December 1971.

J. D. HONSON,  
Secretary of Labor.

HORACE E. MURPHY,  
Acting Assistant Secretary  
for Employment Standards.

JOHN L. WILMS,  
Director, Office of  
Federal Contract Compliance.

U. S. DEPARTMENT OF LABOR  
OFFICE OF FEDERAL CONTRACT COMPLIANCE  
WASHINGTON, D. C. 20210

*Revised Order # 14*

CHAPTER 60 -- Office of Federal Contract Compliance,  
Equal Employment Opportunity, Department of Labor

(Reprint from Federal Register, Vol. 38, No. 97 -- Monday, May 21, 1973)

Title 41--Public Contracts and Property  
Management

CHAPTER 60--OFFICE OF FEDERAL CONTRACT COMPLIANCE, EQUAL EMPLOYMENT OPPORTUNITY, DEPARTMENT OF LABOR

PART 60-60--CONTRACTOR EVALUATION PROCEDURES FOR NONCONSTRUCTION CONTRACTORS

This part, known as "Revised Order No. 14," establishes standardized contractor evaluation procedures for the use of compliance agencies in their conduct of offsite and onsite compliance reviews of nonconstruction contractors subject to the equal employment opportunity requirements of 41 CFR 60-1.40 and 41 CFR pt. 60-2 (Revised Order No. 4) for the development of written affirmative action programs.

Revised Order No. 14 was issued to the compliance agencies and became effective on January 23, 1973. Revised Order No. 14 is hereby published as part 60-60.

While the comments and views of the compliance agencies regarding matters contained in Revised Order No. 14 were solicited and reviewed prior to its issuance, in accordance with the spirit of the public policy set forth in 5 U.S.C. 553, interested persons may submit written comments, suggestions, data or arguments to Mr. Phillip J. Davis, Acting Director, Office of Federal Contract Compliance, U.S. Department of Labor, Washington, D.C. 20210, within 45 days of the publication of Revised Order No. 14 as set forth in this part 60-60. Material thus submitted will be evaluated and acted upon in the same manner as if this document were a proposal. Until such time as further changes are made, however, part 60-60 as contained herein shall remain in effect, thus permitting the public business to proceed more expeditiously.

A new part 60-60, effective as of January 23, 1973, is added to Title 41, Code of Federal Regulations, reading as follows:

Subpart A--General

Sec.

- 60-60.1 Purpose and scope.
- 60-60.2 Background.

Subpart B--Procedures for Contractor Evaluation

- 60-60.3 Agency actions.

Subpart C--Disclosure and Review of Contractor Data

- 60-60.4 Confidential information.
- 60-60.5 Employee interviews.
- 60-60.6 Post review analysis.
- 60-60.7 Contractor notification and consultation.
- 60-60.8 Time schedule for completion.
- 60-60.9 Attachments.

ADVISORY: Section 201, Executive Order 11246, 30 FR 12919, and Executive Order 11375, 32 FR 14303.

Subpart A—General

§ 60-60.1 Purpose and scope.

This part shall be known as "Revised Order No. 14" and is intended to establish standardized contractor evaluation procedures for compliance agencies.

§ 60-60.2 Background.

(a) Each prime contractor or subcontractor with 50 or more employees and a contract of \$50,000 or more is required to develop a written affirmative action program for each of its establishments (§ 60-1.40 of this chapter).

(b) The analysis must relate to all major job classifications at each facility to which the affirmative action program pertains, with explanations if minorities or women are currently being underutilized in any job classification (§ 60-2.11, 60-2.12 of this chapter).

(c) An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women and, further, where deficiencies exist, goals and timetables to which the contractor's good faith efforts must be directed and, thus to increase materially the utilization of minorities and women at all levels and in all segments of his work force (§ 60-2.10 of this chapter).

Subpart B—Procedures for Contractor Evaluation

§ 60-60.3 Agency actions.

(a) *Basic steps.*—A contractor evaluation should proceed in two basic steps:

(1) An onsite review of the contractor's affirmative action program and utilization analysis, using the enclosed contractor evaluation checklist (§ 60-60.9 (b)) as a worksheet; and (2) where necessary, an onsite discussion and review of those matters which are not fully or satisfactorily addressed in the affirmative action plan and utilization analysis using the enclosed onsite review guidelines (§ 60-60.9(c)) as a worksheet.

(b) *Affirmative action program and supporting documentation.*—Using approved methods of priority selection, compliance agencies shall routinely request from Federal contractors within their jurisdiction affirmative action programs including the required analysis and support data, as provided in the enclosed sample notification letter (§ 60-60.9(n)). Any other letter conforming to compliance agency procedures under this part (Revised Order 14) may be

used. As used throughout this part, the term "Affirmative Action Plan (AAP) and supporting documentation" includes:

(1) A copy of the contractor's last EEO-1 report.

(2) The contractor's most recent workforce statistics available by major job classification and by race and sex.

(3) The contractor's evaluation of the inside and outside workforce availability as outlined in § 60-2.11 of this chapter.

(4) Identification of areas of underutilization and establishment of goals and timetables to correct any deficiencies together with a plan of action to achieve such goals and timetables.

(5) Assessment of the contractor's current workforce to identify affected class situations and plans to correct such identified situations. (This may be submitted as part of the contractor's AAP or as a separate document. In either case, as discussed, it will be received in confidence by the compliance officer and returned to the contractor, without having been duplicated, at the conclusion of the review.)

(6) Information relative to:

(i) The reaffirmation of the contractor's EEO policy.

(ii) Dissemination and implementation of the policy.

(iii) A description of the contractor's internal audit reporting systems.

(iv) Substantiation of the compliance of the contractor's personnel policies and practices with the sex discrimination guidelines (pt. 60-40 of this chapter).

(v) Description of the contractor's support of community action programs.

(vi) Substantiation of the contractor's consideration of minorities and women not currently in the workforce having requisite skills.

(7) Summary data on applicant flow, hires, terminations, promotions, and training for the last 6 months or the last 100 applicants, hires, etc., whichever is less.

(c) *Off-site reviews.*—In any letter utilized to obtain data for off-site review, the compliance agency may only request the affirmative action program including the required analysis and support data. Contractors are free to respond to this according to their current procedures under Revised Order No. 4 (pt. 60-2 of this chapter). This first letter is not to contain a request for specific items or for forms unless the compliance officer affirmatively determines that a particular item is necessary for

this particular establishment. The off-site review must include part A of the contractor evaluation checklist (§ 60-60.9(b)). This consists of data absolutely essential to a determination of the acceptability of the contractor's AAP. The agency may complete part B of the contractor evaluation checklist (§ 60-60.9(b)) or decide to have such material for an onsite review where appropriate.

(1) If it is determined that the contractor's analysis is inadequate within the meaning of Executive Order 11246, as amended, and implementing rules, regulations and orders, the compliance officer shall notify the contractor of that fact and request appropriate additional information. If the contractor fails to meet this request within 30 days, a show cause notice will be issued. If the contractor fails to complete an adequate analysis, the enforcement procedures specified in OPCC order 4, (§ 60-2.2(c) of this chapter), shall be applicable.

(2) Such requests need not be limited only to those establishments already determined for a possible onsite investigation. Contractors who have reached agreement with their respective compliance agencies on nationwide AAP formats or on frequency of updating statistics may continue to do so, where onsite investigations are considered appropriate, a second letter advising the contractor of this judgment should be sent. They shall be conducted as soon as practicable at a time agreeable to the agency and the contractor, but no later than 45 days from the time of the request for the affirmative action plan and supporting data.

(3) After reviewing the affirmative action program and supporting data, the compliance agency will make a determination as to whether or not an onsite visit is appropriate. Section 60-60.3, attached hereto, affords guidance as to the methodology to be followed. After analysis of the affirmative action plan and supporting data and prior to the actual onsite visit, additional data necessary to complete the contractor's evaluation checklist (§ 60-60.9(b)) may be requested.

(4) Following receipt of the above information, data should be analyzed along with any files available relative to previous compliance reviews and complaint investigations. The appropriate office of the Equal Employment Opportunity Commission and State and city agencies should be consulted for the status of any current charges.

(5) To aid in the analysis, much material is available and continuously being developed by the Bureau of the Census, Bureau of Labor Statistics, U.S. Training and Employment Service, Chamber of Commerce, and many other resources which should be part of a reference library in all contract compliance offices.

(6) In the interests of an expeditious onsite review, the agency may limit its request to those parts of the contractor's AAP and supporting data necessary to complete part A of the contractor evaluation checklist. This consists of data absolutely essential to a determination of the acceptability of the contractor's AAP.

(7) If the agency desires to do a more thorough onsite review, it may also request the additional data necessary to complete part B of the contractor evaluation checklist or it may decide to leave such material to an onsite review where appropriate.

(8) If the contractor fails to provide the material requested within 30 days of the request, a show cause notice is to be issued and a determination of non-responsibility may be made by the contracting officer pursuant to § 60-2.2 of this chapter.

(9) If it is determined that the contractor's AAP and supporting data are insufficient to satisfactorily respond to the contractor evaluation checklist (either part A or B, or both), § 60-2.2(a), (b), the compliance officer shall notify the contractor of that fact and request such additional information as the compliance officer needs to complete the checklist. If the contractor fails to meet this request within 30 days, other than (1) because of a claim of confidentiality as discussed below, or (2) because the type or volume of data requested is best reviewed onsite, a show cause notice will be issued and a determination of non-responsibility may be made by the contracting officer.

(10) The failure to develop an acceptable affirmative action program as required in parts 60-1 and 60-2 of this chapter or the substantial deviation from a previously approved AAP constitute the only grounds upon which a summary determination of nonresponsibility may be made. See § 60-2.2 of this chapter; section 719 of title VII, as amended. Other allegations of noncompliance with Executive Order 11246 (as amended) and its implementing rules and regulations may give rise to the imposition of sanctions against a contractor only after the procedures in § 60-1.26 of this chapter have been followed.

(d) *Onsite reviews.*—Following an audit of the affirmative action plan and supporting documentation, the agency must make a determination as to whether or not an onsite review of the establishment is appropriate. If a decision is made to schedule an onsite review, a second letter advising the contractor of this judgment must be sent (§ 60-80.9(e), letter II). The onsite review shall be conducted as soon as practicable at a time agreeable to the agency and the contractor, but no later than 45 days from

the time of the request for the affirmative action plan and supporting data.

(1) If a decision is made not to schedule a review, the contractor must be so informed (§ 60-80.9(d)). At the same time, the agency should also inform the contractor that his affirmative action plan has been found acceptable without the necessity for an onsite review. No other determination of compliance status can be made without the additional analysis and investigation of an onsite review. However, a contractor reviewed within the previous 12 months may serve as the basis for a compliance certification as set forth in § 60-1.20(d) of this chapter. Whenever possible, the compliance officer should then outline problems highlighted during the desk audit or state that no major problems were raised.

(2) If an onsite review is necessary, additional data keyed to the deficiencies observed in the contractor's AAP and the contractor evaluation checklist (§ 60-69.9(b)) will be needed during the onsite review process in order to make a determination of compliance with the Executive order.

(3) Each agency is authorized to request from specific contractors such advance information which could reasonably be supplied prior to the actual onsite visit. However, the contractor should be requested to furnish only the specific items of information which the compliance officer affirmatively determines are:

(1) Necessary for conducting the review and completing the standard compliance review report;

(2) Not contained in the material submitted by the contractor;

(3) Not available or hard to be derived from other material submitted by the contractor.

(4) The items requested should provide the compliance officer with the information he or she needs for the review. However, no information may be requested unless the three criteria above are met. In some cases needed information is best made available on the site. In those cases, the contractor should be advised to have the information ready for the onsite review.

(5) This additional data should be such that could be adequately analyzed in the agency's office in order to expedite the actual visit to the facility. In all cases, if and only if the issue addressed is one which is appropriate to the industry and contractor site being visited, the kind of data which is identified in the onsite review guidelines as being necessary for specific portions of the investigation process, must be requested and analyzed, either prior to the visit, or onsite if not supplied in the affirmative action program or available from other contractor supplied information. Certain data is noted in the onsite review guidelines (§ 60-69.9(c)) as being necessary for proper analysis of specific issues. Where the decision is made to reserve the analysis of the data pending the onsite visit, the contractor should be informed reasonably ahead of the scheduled visit as to what information will be required during the review, so that

he may have the pertinent data available for the compliance officer at that time.

(6) In order to pursue certain issues uncovered in the compliance review, it may be necessary for the compliance officer to request certain additional information onsite even though such data have not been previously identified. Such additional information must also meet the above criteria.

(7) There is no specific format for the second letter, and the compliance officers may use any form which conforms to their particular needs and to the specific industry and contractor establishment being reviewed. In no case shall a determination of compliance status be made without an onsite visit.

#### Subpart C—Disclosure and Review of Contractor Data

##### § 60-60.4 Confidential information.

(a) *Submission of and access to data.*—Confidential information such as lists of employees, employee names, pay data, reason for termination, may properly be excluded by the contractor from material submitted prior to an onsite visit if the contractor is concerned with the confidentiality of such data. In all cases, compliance officers must be permitted access to data needed to complete the onsite visit consistent with the onsite review guidelines (see § 60-3(d) of this chapter).

(b) *Review and disclosure of data.*—Review and disclosure of data should be governed by three basic principles:

(1) The contractor must provide full access to data onsite, as required by § 60-1.43 of this chapter, unless he shows that data sought to be reviewed is not pertinent to compliance with the Executive order.

(2) Only summary data of a nonsensitive nature should be provided for review onsite, unless the agency is able to show after onsite review that it requires further detailed data onsite in order to conduct an effective review, or for purposes of enforcement.

(3) Contractor data which is particularly sensitive (names, rates of pay, reasons for termination, etc.) should be limited to onsite review.

(c) *Removal of data.*—Whenever it is determined that detailed data is to be taken onsite, the contractor may protect the confidentiality of such data as follows:

(1) The contractor and the agency may agree that the data is to be considered on loan to the compliance agency for purposes of the review and the data is not to be considered in the custody of the agency.

(2) The data shall be returned to the contractor whenever the agency concludes that the contractor is in compliance or the enforcement procedure concludes.

(d) *Disputes resolution.*—Disputes between the agency and the contractor over the right of access to data, the extent of data to be provided onsite, or the treatment of company sensitive data should be referred to the Office of the

Solicitor of the Department of Labor for a ruling.

(c) **Corrective action programs.**—Corrective action programs directed at identified affected class situations, whether separately documented or prepared as part of an affirmative action program, shall remain the sole property of the contractor whether surrendered to the agency on or off premises for review. Such programs should not be duplicated by the agency and shall be returned intact to the contractor immediately following but not until a determination that they are no longer necessary in connection with a review of the contractor's EEO posture. Contractors should be told that the contents of their corrective action program will be regarded at all times as having been received in confidence and its contents shall not be disclosed except as required during proceedings instituted pursuant to OFCC regulations § 60-1.26 of this chapter.

(f) **Examination and copying of documents.**—Nothing contained herein is intended to supersede or otherwise limit the provisions contained in part 60-40 of this chapter for public access to information from records of the OFCC or its various compliance agencies.

#### § 60-60.5 Employee interviews.

The compliance officer may request, where appropriate, that the contractor make available a reasonable number of selected minority or women employees for interviews to assist in a determination of whether employees are being fairly treated by the contractor or whether such employees believe they are being or have been unlawfully discriminated against in initial placement, subsequent upgrading or promotion, or other terms and conditions of employment. The number, scope, and manner of conducting such interviews should be discussed in advance with the contractor. If the contractor appears reluctant to interview the applicants for other reasons, the compliance officer should conduct such interviews off the premises.

#### § 60-60.6 Post review analysis.

(a) **Summary of deficiencies.**—Subsequent to the completion of the review the compliance officer shall:

- (1) List deficiencies if any noted in the previous onsite review and any corrective action that have ensued.
- (2) List any general deficiencies of the contractor's affirmative action programs.
- (3) List current specific deficiencies if any as determined through the onsite review.

(b) **Discussion of remedies.**—Deficiencies requiring more than obvious simple corrective actions should be discussed with the contractor. For example, matters affecting any relief required for victims of discrimination, e.g., seniority system modifications where appropriate, etc.; should be carefully reviewed with the contractor and reduced to writing.

#### § 60-60.7 Contractor notification and conciliation.

(a) Upon completion of the onsite review, the compliance officer should sched-

ule an exit conference with contractor officials to review, to the extent possible, the findings from the review. Unless the review is of a very small facility with few and minor deficiencies uncovered, an exit conference should not try to itemize all deficiencies until the postreview analysis is completed. Upon completion of the postreview analysis, the findings of the review and the list of deficiencies or recommendations shall be submitted to the contractor in writing and if practicable, delivered in person to lay the foundation for any necessary conciliation efforts. Should the contractor disagree with the findings of the review or feel that he is unable to comply, he may request a conciliation meeting which shall be scheduled by the agency as soon as practical, but may not be used to delay enforcement of the Executive order.

(b) The contractor may at any time avail himself of the provisions of § 60-1.24(c)(4) of this chapter which provide as follows:

When a prime contractor or subcontractor, without a hearing, shall have complied with the recommendations or orders of an agency or the Director and believes such recommendations or orders to be erroneous, he shall, upon filing a request therefor within 10 days of such compliance, be afforded an opportunity for a hearing and review of the alleged erroneous action by the agency or the Director.

#### § 60-60.8 Time schedule for completion.

(a) Within 45 days from the date of the actual initiation of the onsite investigation, if one is conducted, or any extension of such period granted by the compliance agency for good cause, including an opportunity for the contractor

to avail himself of conciliation as above, the contractor must either be found in compliance by the compliance agency, and must have been so notified of that fact by the agency, or must have been issued a 30-day show cause notice as required under the rules and regulations pursuant to the Executive order.

(b) During this period, the compliance agency is obligated to:

- (1) Complete the onsite review.
- (2) Notify the contractor of any deficiencies found or recommendations (see above).
- (3) Undertake any initial conciliation or clarification discussions with the contractor that may be appropriate.
- (4) Notify the contractor of compliance or issue a 30-day show cause order.
- (5) Complete and forward the coding sheet to OFCC.

(c) A contractor's affirmative action plan may be accepted only after the coding sheet has been forwarded to OFCC.

(d) Before each onsite compliance review the compliance officer will complete the coding sheet as indicated. During and after the onsite visit the remainder of the coding sheet will be completed. All completed coding sheets will be forwarded to the Director, OFCC. No compliance review can be considered complete until the coding sheet is forwarded to OFCC, and monthly reports to OFCC will reflect that fact. In addition, all coding sheets are to be forwarded to OFCC within 45 days after an onsite visit.

#### § 60-60.9 Attachments.

The following forms are set out in full as they give detailed information as to our procedures and requirements of value to contractors.

#### SAMPLE LETTER—NOTIFICATION OF COMPLIANCE AUDIT

DEAR CONTRACTOR: Your facility located at \_\_\_\_\_ has been selected for a desk audit regarding the requirements of Executive Order 11246, as amended, and OFCC Regulations 41 CFR parts 60-1 and 60-2. This review will consist of an onsite review of your affirmative action program (AAP) and the supporting data described below as required pursuant to OFCC Order No. 4, 41 CFR part 60-2.

Following this audit, it may be necessary to request additional data from your office and/or to schedule your facility for an onsite compliance review. If it is determined that an onsite review is necessary, you will be contacted as soon as practicable, but no later than 45 days from our receipt of your AAP as to the substance of the review and to schedule a mutually acceptable time for such review. If it is determined that your AAP is acceptable, you will be so notified within 45 days of our receipt of your AAP.

Contents of an acceptable affirmative action program and supporting data are outlined in 41 CFR 60-2.11, 60-2.12 and 60-2.13 and should include:

1. A copy of your last EEO-1 report.
  2. Your most recent workforce statistics available by major job classification and by race and sex.
  3. The evaluation of the inside and outside workforce availability as outlined in 60-2.11.
  4. Identification of areas of underutilization and establishment of goals and timetables to correct any deficiencies together with a plan of action to achieve these goals and timetables.
  5. Assessment of your current workforce to identify affected class situations and plans to correct those identified situations. (This may be submitted as part of your AAP or as a separate document. In either case, it will be received in confidence and will be returned to you, without having been duplicated, at the conclusion of this matter.)
  6. Summary data on applicant flow, hires, terminations, promotions, and training, must be provided for the last 6 months or the last 10 applicants, hires, etc., whichever is less.
- \* Information relative to:
- The reaffirmation of your EEO policy.
  - How you disseminate and implement the policy.
  - The description of your internal audit and reporting systems.

\* Question 7 is optional, to be used if compliance agency needs data to complete pt. 5 of the Contractor Evaluation checklist.

- Substantiation of the compliance of your personnel policies and practices with the Sex Discrimination Guidelines (41 CFR 60-20).
- Description of your support of community action programs.
- Substantiation of your consideration of minorities and women not currently in the workforce having requisite skills, e.g. communications with known sources of referral for minorities and women.

Please submit the foregoing data to ..... within 30 days of the date of this letter. Failure to comply with this request will result in the issuance of a show cause letter pursuant to 41 CFR 60-123 and may also give rise to a determination of nonresponsibility pursuant to 41 CFR 60-2.2. If there are any questions relative to this matter, you may contact ..... telephone number .....

(Agency representative)

**CONTRACTOR EVALUATION CHECKLIST**

(Onsite Review—AAP and Supporting Data)  
 Name of Contractor.....  
 Address of Contractor.....  
 Date Letter Sent Requesting AAP.....  
 Date Receipt of AAP.....  
 Type of Review (Pre-Award, Post Award, Follow-Up Complaint).....  
 Name and Telephone Number of Contractor EO Officer.....

**PART A—ESSENTIAL DATA**

A. Section 60-2.11, Required utilization analysis.  
 The requirements of §60-2.11 are as follows:

(a) An analysis of all major job classifications at the facility, with explanation if minorities or women are currently being underutilized in any one or more job classifications (job "classification" herein meaning one or a group of jobs having similar content, wage rates and opportunities). "Underutilization" is defined as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability. In making the work force analysis, the contractor shall conduct such analysis separately for minorities and women.

(b) In determining whether minorities are being underutilized in any job classification the contractor will consider at least all of the following factors:

(i) The minority population of the labor area surrounding the facility;  
 (ii) The size of the minority unemployment force in the labor area surrounding the facility;

(iii) The percentage of the minority work force as compared with the total work force in the immediate labor area;

(iv) The general availability of minori-

ties having requisite skills in the immediate labor area;

(v) The availability of minorities having requisite skills in an area in which the contractor can reasonably recruit;

(vi) The availability of promotable and transferable minorities within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to minorities.

(c) In determining whether women are being underutilized in any job classification, the contractor will consider at least all of the following factors:

(i) The size of the female unemployment force in the labor area surrounding the facility;

(ii) The percentage of the female work force as compared with the total work force in the immediate labor area;

(iii) The general availability of women having requisite skills in the immediate labor area;

(iv) The availability of women having requisite skills in an area in which the contractor can reasonably recruit;

(v) The availability of women seeking employment in the labor or recruitment area of the contractor;

(vi) The availability of promotable and transferable female employees within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to women.

Yes! No! Unknown!

1. a. Is there a utilization analysis for minorities?.....  
 b. Does it consider the points itemized in §60-2.11(a)(1)?.....  
 c. Describe any deficiencies with the analysis.....

! If question is not applicable to the contractor, note N/A.  
 \* Where information needed to complete this checklist is unavailable, use this column.

The compliance officer should use a narrative in addition to this checklist approach whenever necessary to adequately respond to the following inquiries.

Yes! No! Unknown!

2. a. Is there a utilization analysis for women?.....  
 b. Does it consider the points itemized in §60-2.11(a)(2)?.....  
 c. Describe any deficiencies with the analysis.....

**B. Section 60-2.12, Establishment of goals and timetables.**

Yes No Unknown

1. Are the goals the contractor has set significant and attainable?.....  
 2. Will the goals correct underutilization?.....  
 3. Are there separate goals and timetables for minorities and women to the extent required by §60-2.11?.....  
 4. Has the contractor provided all evidence requested to demonstrate that all levels of management have been involved in the goal setting process?.....  
 5. Has the contractor considered the expansion, contraction and turnover of the work force in developing its goals and timetables?.....  
 6. If the contractor has not established a goal, does his AAP analyze the factors in §60-2.11?.....

**C. Section 60-2.23, Identification of problem areas.**

1. Complete the following:  
 a. Describe goal setting method used by contractor.  
 b. Review the contractor's degree of attainment of his current affirmative action plan goals and note any problems.  
 c. Complete table Q of the coding sheet. If an onsite review is to be conducted, table Q may be left until the onsite review, but suitable workbooks should now be developed.

Listing of major job classifications	AAP goal	End of last period	Current	Percent of goal attainment
Official/manager.....				
Technical.....				
Sales Worker.....				
Office Clerk.....				
Craftsman.....				
Operator.....				
Service Worker.....				
Total.....				

\* These would be subdivided into groupings of common job classifications, earnings ranges or common skill groups for each category.

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c. Female representation table (express as percentages).

Listing of major job classifications	AAP goal	End of last period	Current	Percent of goal attainment
Official/manager				
Professional				
Technician				
Sales worker				
Office/ clerical				
Construction				
Operative				
Laborer				
Service worker				
Total				

1 These would be subdivided into groupings of common job classifications, earnings ranges or common skill groups for each category.

Yes No Unknown

- What is the percent of minority applicants?.....
- What is the availability of minorities in the local work force expressed as a percentage of the local work force?.....
- What is the percent of female applicants?.....
- What is the availability of women in the local work force expressed as a percentage?.....
- Are there written job descriptions?.....
- Does your review of the application form indicate any problem?.....  
Please explain:.....
- Have all sets that we use been validated to the extent required by the OCEC action plan?.....
- What percent of sets by major job classification have been minority?.....
  - Is this improving the utilization condition for underutilized areas?.....
- What percent of sets by major job classification have been women?.....
  - Is this improving the utilization condition for underutilized areas?.....
- What percent of total promotions have been minority?.....
- Is this equal to or greater than the percent of the female representation in the contractor's work force?.....
- Are there inhibiting factors to equal opportunity for minorities in the transfer system?.....  
Please explain:.....
- Are there inhibiting factors to equal opportunity for women in the transfer system?.....  
Please explain:.....
- Does it appear that facility and company sponsored events are open to all and participated in by all?.....
- Are there inhibiting factors to equal opportunity in the seniority practices of the company?.....  
Please explain:.....
- Are minorities significantly underrepresented in apprenticeship or other training programs?.....  
Please explain:.....

- |   | Yes | No | Unknown |
|---|-----|----|---------|
| 20. Are women significantly underrepresented in apprenticeship or other training programs?.....<br>Please explain:.....   |     |    |         |
| 21. Does the company focus on issues affecting minorities and women as set forth in § 60-2.24, i.e., housing, child care, transportation, etc., as they impact resulting employment?.....<br>Please explain:..... |     |    |         |

D. Section 60-2.1, Corrective Action Programs

- Has the contractor developed a corrective action program to the extent required by § 60-2.1?.....
- Was this included as part of the contractor's AAP or a separate program?.....  
What role has the contractor suggested for members of an identified affected class?.....

PART B-ADDITIONAL DATA

Yes No Unknown

A. Section 60-2.2, Development or Reaffirmation of Policy

- Does the contractor's AAP include an EEO policy statement or reaffirmation thereof?.....
- Does this policy statement address those items noted in 60-2.20, paragraph b 1 a. If no, in what respects is the statement deficient?.....

B. Section 60-2.21, Dissemination of the Policy

- Has the contractor provided substantiation of the policy statement in the contractor's policy manual?.....
- Are there examples of it being published in company publications?.....  
If not, how relative to the requirements of § 60-2.21?.....
- Has the contractor provided substantiation that employees have attended meetings relative to the requirements of § 60-2.21?.....
- Has the contractor provided substantiation that EO is covered in new employee orientation and management training?.....
- Has the contractor provided substantiation that union officials have been informed of the policy?.....
- Are there nondiscrimination clauses in all union contracts?.....
- Have there been articles published on EO programs, progress reports, etc?.....
- If employees are featured in image or product advertisements, do they show minorities and women?.....
- Is there evidence of communication to employees concerning the contractor's AAP?.....
- Have all revealing sources the contractor uses been informed verbally and in writing of company policy?.....
- Is the EO clause underlined in the contractor's Purchase Order organization in writing of the company policy?.....
- Is there evidence that the contractor communicates to prospective employees the existence of the AAP?.....
- Are minority and female employees shown in consumer or help wanted advertising?.....
- Has the contractor provided substantiation that it notifies subcontractor, vendor and suppliers of company EO policy?.....

C. Section 50-2.22, Responsibility for Implementation

Yes No Unknown

1. Is there evidence that an executive has been appointed as director or manager of the company E.O. program?.....
2. Is there a description of the executive's responsibilities?.....
3. Does it include those elements as noted in 50-2.22, paragraph (a)?.....
4. Is there a description of line management responsibilities?.....
5. Does line management identify problem areas and establish local goals and objectives?.....
6. Is local management active in minority and female organizations and community programs?.....
7. Does local management conduct periodic audits of training, hiring, promotion, etc.?.....
8. Does the local senior management discuss with other management to insure that the policies are being followed?.....
9. Does management review qualifications to ensure minorities and women are given full opportunities for transfer and promotional?.....
10. Is career counseling available for all employees?.....
11. Does management conduct periodic audits to ensure posters are displayed, facilities are de-segregated, minority and female employees get a full opportunity in company sponsored educational training and recreational activities?.....

D. Section 50-2.24, Development and Execution of Programs<sup>1</sup>

1. Is there evidence that the contractor reviews position descriptions?.....
2. Are work specifications consistent for the same job?.....
3. Are position descriptions available to all members of management?.....
4. Are recruiters trained in E.O.?.....
5. Is there evidence of an active involvement with minority organizations?.....
6. Is there evidence of an active involvement with female organizations?.....
7. Do minority and female employees refer applicants?.....
8. Are they encouraged and female employees on the personnel relations staff?.....
9. Do they participate in job fairs or career days?.....
10. Is there evidence of a job recruiting program at minority schools?.....
11. Is there evidence of a job recruiting program at female schools?.....
12. Is the percentage of female applicants higher than for males?.....
13. Is the percentage of minority applicants higher than for majorities?.....
14. Please explain:.....
15. Is the percent of terminations for females higher than for males?.....
16. How, is there a valid rationale?.....
17. Please explain:.....

E. Section 50-2.26, Internal Audit and Reporting System

1. Is there evidence that the contractor monitors its affirmative action program?.....
2. Does the contractor require formal reports from managers on the accomplishment of goals?.....
3. Is top management aware of the progress of the E.O. program?.....

F. Section 50-2.28, Support of Action Programs

1. Is the contractor management involved in external affirmative action programs?.....
2. Are employees encouraged to participate in external affirmative action programs?.....
3. Does the contractor support outside training programs?.....
4. Does the contractor support schools in order to assist minorities and females?.....
5. Does the contractor publicize E.O. achievements?.....
6. Does the contractor support organizations such as NAB, etc.?.....

G. Section 50-2.13, Additional Ingredients of AAP

Yes No Unknown

1. Has the contractor provided evidence to support the fact that the contractor is abiding by the sex discrimination guidelines (41 CFR pt. 60-3.1)?.....
  2. Is there evidence that the contractor is considering minorities and women not in the work force?.....
- Explain contractor's performance against previous goals:.....

<sup>1</sup>NOTE.—Certain items in 50-2.24 are omitted as they are most appropriate for onsite review, if one is done.

(c) ONSITE REVIEW GUIDELINES

Yes No

- A. EEO policies and procedures:
  1. Are EEO posters prominently displayed?.....
  2. Was EEO policy statements are posted? Please explain:.....
3. How have the lower level supervisors received and disseminated the policy? Please explain:.....
4. Is EEO part of the orientation for new employees and are there periodic meetings with employees and/or supervisors on the subject? Please explain:.....
5. What role does the EEO coordinator play in disseminating the policy? Please explain:.....
6. How much time does he spend in EEO work? (Percent).....
7. Has management expressed any intention in writing or otherwise to take disciplinary action for failure to adhere to EEO policies and procedures? Please explain:.....
8. Are supervisors held accountable for failure to meet EEO goals?.....

B. Workforce analysis.  
 If an adequate workforce analysis was not furnished during the offsite review, the compliance officer should ask to see, if available, the employer's representation report of his workforce summarizing the facility workforce (total, male, female, and male and female for each minority group comprising 2 percent or more of the labor area) by department or organization (i.e., a logical cohesive group such as personnel, manufacturing, finance, etc.) and by EEO-1 category within organization subdivided into (perhaps common) job groupings within an EEO-1 category. These job groupings should reflect one or more jobs having similar content, wage rates and opportunities. The job groupings should be ranked appropriately by skill or earnings or line of progression, or existing administrative practice. If earnings are used, the range of annual earnings for each grouping should be given. However, for the purposes of these guidelines and in all cases where pay is used, alphabetic or numeric coding of the use of an index of pay and pay ranges is acceptable and should be used when contractors are concerned about confidentiality of salary information.

C. Recruitment, hiring, selection and placement.  
 (a) If adequate applicant flow data was not furnished during the offsite review, the compliance officer should ask to see the contractor's applicant flow report summarizing total applicants by total, male, female, and male and female minority classifications. While in many cases applicants are not classified by particular job, it should be possible to provide some separation of the applicant flow count into at least broad occupation groups. An applicant is defined as one who has applied for permanent employment and has complied with the company's formal application procedure. Next the report should show the number of offers of employment for each category and by total, male, female and male and female minority classifications. The report should show acceptance of offers for each category and by total, male, female and male and female minority classifications. The acceptances should also be related to the job groupings outlined in section B. Workforce Analysis. This report should reflect applicant activity for the last 6 months or the last 100 acceptances, whichever is less.

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(b) Where such a summary report is not available, the compliance officer should advise the contractor to maintain such data in the future, but the following collection of data should now be made to determine any problems that may arise in applicant flow and employment ratios. If the company's own data is insufficient, the COO should obtain applications of 100 applicants for blue collar employment and 100 applicants for white collar employment, or applications for a 6-month period, whichever is the lesser. He may use a random sample or an immediate past chronological period. He may exclude certain job groupings where applicants and hires are clearly not a problem and should be sure to include the job groupings cited by him in section 1 above. Now he should construct the report described in the paragraph above showing applicants, offers and acceptances by total, male and female, and male and female minority classifications by as much organization job grouping detail as possible.

(c) Sample a representative number of job requisitions on a given date and compare with minorities and women applying at the same time. Obtain copies of any other forms utilized by the personnel operation such as interview systems. Even if the contractor appears to have a well-structured recordkeeping system, review samples of the procedure to assure that he is in fact using the system to assure equal employment opportunity.

	Yes	No
1. Is the contractor maintaining an applicant flow chart which gives all the necessary information such as name, race, sex, job applied for, source of referral, date of application and disposition?		
2. Do the forms request information which would be used in a discriminatory manner?		
3. Specify the questionable information and who might have access to it.		
4. If such information is already asked for administrative or other purposes, could it be used in a discriminatory manner?		
5. How long are application forms retained and describe the filing system.		
6. Is there an affirmative action file or other referral system to enable minorities and women to be considered if no job can be offered at the time of their original application?		
7. Are there written job descriptions or job specifications?		
8. If not, what procedures are used instead?		
9. Are job requisitions submitted to the employment office in writing and how detailed are they?		
10. Are there forms or check-ones for referral recruitment?		

(d) Is the contractor's applicant flow adequate for the job groupings cited by you in section 1, given the utilization factors for this facility. If not, the following further investigation into recruitment methods and resources is necessary. Summarize the contractor's explanation of the specific recruitment methods and resources utilized for each job grouping involved. Explain the impact of word-of-mouth or other employee referral systems. Explain if recruitment sources are contacted in writing at the time of actual job openings and how much information is provided to them as to the quali-

fications necessary. Is he actually aware of the results of his recruitment efforts? Explain if the contractor has specifically requested to have minority and woman candidates among these referrals. Explain if he has discontinued using any of these sources which have failed to make such referrals. Has he instituted any transportation or housing programs to aid in minority recruitment? Describe blue collar recruitment programs if applicable. Describe in detail the applicant flow process from the point where the applicant first makes contact with the contractor.

	Yes	No
1. Are different interviewers assigned to interview applicants because of their job interest, race or sex?		
2. If job openings are advertised, are they advertised in a specific area?		
3. If not hired, what happens to the application form? Please explain.		
4. If an applicant is not hired, what happens to the application form? Please explain.		
5. Who makes the final decision for hire and on what basis?		
6. If additional interviews are conducted, is there feedback to the employment office?		
7. Does anyone monitor for disparate rejection ratios of minorities and women?		
8. Can and does anyone challenge decisions made by the selecting official?		
9. Please explain.		

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	Yes	No
1. Are those who make selection conscious of the contractor's goals and timetables? Please explain.		
1A. What role does the EEO Coordinator play in the selection process? Please explain.		
(e) Review a representative sample of personnel records of hires from different periods of time in various job categories.		
	Yes	No
1. From discussions with the interviewers and supervisors as well as from comments appearing on the application form, what appear to be some of the more subjective criteria? Please explain.		
2. Does the contractor claim any bona fide occupational qualifications to justify sex distinctions?		

(f) If the contractor states that the tests it uses have been validated, a written report must be available specifying size of samples used and minority and sex composition, nature of jobs, criteria, methods of analysis, and results and recommendations.

The written validation report must be reviewed to determine whether or not the test or selection practice is valid as required by the OCEC Testing Order (41 CFR 60-3).

A compliance officer who has satisfactorily completed an adequate training course should inform contractors of apparent noncompliance with the Order when validity or evidence supporting validity of tests is absent or substantially deficient. However, since the issues involved in test validity are often quite technical and complex, the compliance officer should not try to identify or resolve these issues directly with the contractor during the review. In these cases or in any case where the compliance officer cannot make a clear determination of noncompliance, the contractor's evidence of test validity is to be submitted for higher level review along with the compliance officer's analysis of the disparate rates.

D. Terminations.—(a) If adequate data on terminations was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on terminations at the facility summarizing terminations for total, male, female and male and female for each appropriate minority group, by organization and by EEO-1 category within organization subdivided into (perhaps common) job groupings within EEO-1 category. Consult section B above, workforce analysis, for further guidelines on job groupings.

(b) If such a summary report is not available, for a similarly statistically significant time frame as investigated for hires, review a list of terminations, by name or other identification, showing hire and termination dates, job assignment, minority group membership and sex. If possible, the terminations should be related to the period covered by the hire analysis. To determine if there is an unfair disparity of company policies, the period of at least 6 months or 100 such terminations should be reviewed, whichever is the lesser.

(c) If there is a disproportionate number of terminations because of minority group identification or sex, or a pattern of placement of minority group members or women to specific kinds of jobs, the causal factor should be explored and discussed.

E. Promotion and transfer.—(a) If adequate data on promotions and transfers was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on promotions at the facility summarizing promotions for total, male, female, and male and female for each appropriate minority group, by organization and by EEO-1 category within organization subdivided into (perhaps common) job groupings within EEO-1 category. Consult section B above, workforce analysis, for further guidelines on job groupings. A promotion is defined as any personnel action resulting in improvement to a position of greater skill, effort or responsibility. Wage or salary increases alone do not determine a promotion.

(b) If such a report is not available, the compliance officer should review a list of 100 promotions or the last 6 months activity, whichever is less. The review should include name or other identification, minority group status, sex, previous job, department and pay, and new job and department and pay. A promotion is defined as any personnel action

resulting in movement to a position of greater skill, effort or responsibility. Wage increases alone do not determine a promotion.

(5) A determination should be made if there is a disparity between the promotion rate of minorities and women as related to the rate for nonminorities and/or males. In doing this analysis, the following procedure should be included:

Identify the various entry level positions and the promotional ladders as indicated by the contractor and by the PCO's confirmation through sample record analysis. Are these lines in any way oriented by race or sex? Please explain. With regard to promotions that are competitive, what is the significance of interest, ability and seniority in promotion and transfer considerations? Please explain. Are there any periodic written performance ratings which influence promotion or transfer? Are minorities or women concentrated in certain jobs outside any line of progression or which dead end before the employees can reach the pay grade to which their experience, training or seniority might entitle them? Please explain. Is there a well-structured transfer program? Discuss any lack of representation of minorities and women in this program. Please explain.

(d) Review the file on transfer requests to determine if minorities or women have been overlooked or rejected disproportionately. Please summarize your findings. What is the frequency of inter- or intra-departmental transfer for better working conditions or to gain promotional opportunities? Is counseling offered to employees considering this move? How common is transfer from blue collar to white collar positions or from "traditionally female" or minority to "traditionally male" or nonminority jobs or vice versa? Who monitors promotion and transfer activity and through what means? How is job security affected by transfer or promotion and does this disproportionately affect minorities or women?

(e) Comment on the representation of minorities and women among supervisors and where promotions during the previous year suggest any improvement. If appropriate, review selected personnel records to conduct the following analysis. Explain how supervisors are selected. Who monitors these actions? Explain how supervisory ability is measured.

F. *Wage and salary analysis.*—Review and compare wages and salaries of a sampling of minorities and women within selected job classifications. Are there positions with similar duties but a significant rates of pay which seem to be related to the sex or race of the incumbent? Please explain. What is the contractor's explanation for these discrepancies? Please explain. Are there general salary ranges for jobs or specific rates at which everyone begins? Please explain. Do minority and women workers appear to be paid lower rates to begin with? Please explain. What is the contractor's explanation for this? Please explain. Who makes the determination as to what those starting rates will be? Please explain. Are the rates negotiable? Are minorities or women assigned to jobs where incentive earnings are more difficult? Please explain. Does review of any employee's records confirm or dispute the relationship of education, training, and experience to pay? Please explain. Are minorities and women supervising integrated groups? Are women supervisors generally at a lower plateau in the organization? Where minorities and women have been newly installed as supervisors, has there been any negative reaction from the workforce and how has management dealt with it? Please explain. Is there a supervisory development program? Please explain.

G. *Training and educational opportunities.*—(a) If adequate data on training and educational opportunities was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on training at the facility, summarizing by training class the participation by total, male, female and male and female minority classifications and showing the training participation rate for each group. The report should reflect the last 6 months activity.

(b) If such a report is not available, the compliance officer should obtain from the contractor a list of various training and apprenticeship programs ongoing or completed during the last 6 months or other significant period of time, with name or other identification, minority group identification, sex of participants, date of completion and job and pay before and after training. Include employees hired directly into such programs.

(c) What types of training do new employees receive? How are additional opportunities for training and education advertised? Is there evidence of any disparate failure or dropout rate? If there is a registered apprenticeship program, has the contractor provided the Bureau of Apprenticeship and Training with an acceptable affirmative action program with goals and timetables? Is formal training being required now for jobs not previously involved?

Is this discriminatory? Does the contractor publicize EO achievements? Does the contractor support organizations which would assist his efforts and implement his affirmative action program?

H. § 60-2.13, *additional ingredients of A.A.P.*—Has the contractor provided evidence to support the fact that the contractor is abiding by the sex discrimination guidelines (41 CFR pt. 60-30)? Is there evidence that the contractor is considering minorities and women not in the work force?

(d) **SAMPLE LETTER TO THE CONTRACTOR I**  
**SATISFACTORY REVIEW**

I have reviewed your affirmative action plan and supporting documentation submitted to this office on ..... As a result of that review, I find your A.A.P. acceptable and I will not be visiting your site for a more intensive review.

[My evaluation of your A.A.P. did, however, point out that you should be making a more concerted effort in ..... I would hope to see improvement in these areas during my next review.]

I appreciate your cooperation in this matter.

Optional.

(Signature)

(e) **SAMPLE LETTER TO THE CONTRACTOR II**  
**UNSATISFACTORY REVIEW**

I have reviewed your A.A.P. submitted to this office on ..... As a result of the review on the material submitted, I cannot fully determine your compliance with the requirements of revised order No. 4. I would, therefore, like to schedule an onsite review on ..... I would appreciate your having data available to review the following areas: .....

If you have any questions relative to the above, please contact me.

(Signature)

Signed at Washington, D.C., this 11th day of May 1973.

PETER J. BRENNAN,  
Secretary of Labor.  
PHILIP J. DAVIS,  
Acting Director, Office of  
Federal Contract Compliance.

[FR Doc. 73-6225 Filed 5-18-73; 8:45 am]

OFCC: Contractor Evaluation Checklist

The following checklist, issued as Attachment A to Order No. 14 (Revised) (See 401:151), was designed by the Office of Federal Contract and Comptroller for use by compliance officers in making an onsite review of a nonconstruction contractor's employment under his affirmative action plan.

CONTRACTOR EVALUATION CHECKLIST

(Off-site Review—AAP and Supplemental Data

Name of Contractor  
Address of Contractor  
Date of Letter Sent Requesting AAP  
Date Receipt of AAP  
Type of Review (Pre-Award, Post Award, Follow-Up Complaint)  
Name and Telephone Number of Contractor EO Officer

Part A—Essential Data

A. Section 60-211, Required Utilization Analysis  
The requirements of Section 60-211 are as follows:

(a) An analysis of all major job classifications at the facility, with explanation if minorities or women are currently being underutilized in any one or more job classifications (job classification" herein meaning one or a group of jobs having similar work force as compared with the total work force in the immediate labor area);  
(b) "Underutilization" is defined as having lower minorities or women in a particular job classification than would reasonably be expected by their

availability. In making the work force analysis, the contractor shall conduct such analysis separately for minorities and women.  
(1) In determining whether minority employees are being underutilized in any job classification the contractor will consider at least all of the following factors:  
(I) The minority population of the labor area surrounding the facility;  
(II) The size of the minority unemployment force in the labor area surrounding the facility;  
(III) The percentage of the minority work force as compared with the total work force in the immediate labor area;

(IV) The general availability of minorities having requisite skills in the immediate labor area;  
(V) The availability of minorities having requisite skills in an area in which the contractor can reasonably recruit;  
(VI) The availability of promotable and transferable minorities within the contractor's organization;  
(VII) The existence of training in situations capable of training persons in the requisite skills; and  
(VIII) The degree of training which the contractor is reasonably able to undertake as a means of making all

(2) In determining whether women are being underutilized in any job classification, the contractor will consider at least all of the following factors:  
(I) The size of the female unemployment force in the labor area surrounding the facility;  
(II) The percentage of the female work force as compared with the total work force in the immediate labor area);  
(III) The general availability of women men having requisite skills in the immediate labor area;

(A) The percentage of minority employees having requisite skills in an area in which the contractor can reasonably recruit;  
(B) The availability of women seeking employment in the labor or recruitment area of the contractor;  
(C) The availability of promotable and transferable female employees and job classes available to women.

1. a. Is there a utilization analysis for minorities?  
b. Does it consider the points itemized in Section 60-211(a)(2)?  
c. Described any deficiencies with the analysis

2. a. Is there a utilization analysis for women?  
b. Does it consider the points itemized in Section 60-211(a)(2)?  
c. Describe any deficiencies with the analysis

B. Section 60-212, Establishment of Goals and Timetables  
1. Are the goals the contractor has set significant and attainable?  
2. Will the goals correct deficiencies?  
3. Are there separate goals and time tables for minorities and women to the extent required by Section 60-210?

4. Has the contractor provided all evidence requested to demonstrate that all levels of management have been involved in the goal setting process?  
C. Where information needed to complete this checklist is unavailable, use this column.

Yes No Unknown

Form with horizontal lines for data entry, corresponding to the checklist items.

\* If question is not applicable to the contractor, mark N/A.

Yes No Unknown

3. Has the contractor considered the expansion, contraction and turnover of the work force in developing its goals and timetables?  
 4. If the contractor has not established a goal, does his AWP analyze the factors in Section 60-211?

c. Section 60-223, Identification of Problem Areas

1. Complete the following:

- a. Describe goal setting method used by contractor.
- b. Review the contractor's degree of attainment of his current assignment.

1. Complete Table Q of the Coding Sheet. If an on-site review is to be conducted, Table Q may be left until the on-site review, but suitable worksheets should now be developed.

Listing of Major Job Classifications	AWP	End of Last Period	Current	Goal Attain.
Chief/Manager				
Professional				
Technician				
Office/Clerical				
Sales Worker				
Operator				
Leader				
Service Worker				
Total				

\* These would be subdivided into groupings of common job classifications, earnings ranges or common skill groups for each category.

c. Female Representation Table (express as percentages)

Listing of Major Job Classifications	AWP	End of Last Period	Current	Goal Attain.
Chief/Manager				
Professional				
Technician				
Office/Clerical				
Sales Worker				
Operator				
Leader				
Service Worker				
Total				

\* These would be subdivided into groupings of common job classifications, earnings ranges or common skill groups for each category.

d. What is the percent of minority applicants?

e. What is the availability of minority in the local work force expressed as a percentage of the local work force?

4. What is the percent of female applicants?

5. What is the availability of women in the local work force expressed as a percentage?  
 6. Are there written job descriptions?  
 7. Does your review of the application form indicate any problems? Please explain.

c. Complete Table Q of the Coding Sheet. If an on-site review is to be conducted, Table Q may be left until the extent required by the DECC Testing Order?

- 8. Have all tests that are used been validated to the extent required by the DECC Testing Order?
- 9. a. What percent of hires by major job classification have been women?  
 b. Is this improving the utilization condition for underutilized areas?

10. a. What percent of hires by major job classification have been women?  
 b. Is this improving the utilization condition for underutilized areas?

11. What percent of total promotions have been minority?  
 12. Is this equal to or greater than the percent of the minority representation in the contractor's work force?  
 13. What percent of total promotions have been women?  
 14. Is this equal to or greater than the percent of the female representation on the contractor's work force?

15. a. Are there inhibiting factors to equal opportunity for minorities in the transfer system?  
 b. Please explain:

16. a. Are there inhibiting factors to equal opportunity for women in the transfer system?  
 b. Does it appear that the flexibility and company sponsored events are open to all and participated in by all?

18. a. Are there inhibiting factors to equal opportunity in the seniority practices of the company? .....

Yes No Unknown

b. Please explain: .....

19. Are minorities significantly underrepresented in apprenticeship or other training programs? .....

Please explain: .....

20. Are women significantly underrepresented in apprenticeship or other training programs? .....

Please explain: .....

21. Does the company focus on issues affecting minorities and women as set forth in Section 60-2.23 and does it address steps to meet such as those suggested in Section 20-2.24; i.e., housing, child care, transportation, etc., as they impact recruiting/employment? .....

Please explain: .....

D. Section 60-2.1, Corrective Action Programs

1. Has the contractor developed a corrective action program to the extent required by Section 60.2.1? .....

2. Was this included as part of the contractor's AAP or a separate program? .....

What relief has the contractor suggested for members of an identified affected class? .....

Part B—Additional Data

A. Section 60-2.20, Development or Reaffirmation of Policy

1. Does the contractor's AAP include an EEO policy statement or reaffirmation thereof? .....

2. Does the Policy Statement address those items noted in 60.2.20, paragraphs 1 through 4 in their entirety? .....

a. If no, in what respects is the statement deficient .....

B. Section 60-2.21, Dissemination of the Policy

1. Has the contractor provided substantiation of the Policy Statement in the contractor's policy manual? .....

2. Are there examples of it being publicized in company publications? .....

3. Has the contractor provided substantiation that management meetings have been held relative to the requirements of Sec. 60-2.21? .....

4. Has the contractor provided substantiation that employees have attended meetings relative to the requirements of Sec. 60-2.21? .....

5. Has the contractor provided substantiation that EO is covered in new employee orientation and management training? .....

6. Has the contractor provided substantiation that union officials have been informed of the policy? .....

7. Are there non-discrimination clauses in all union contracts? .....

8. Have there been articles published on EO programs, progress reports, etc.? .....

9. If employees are featured in image or product advertisements, do they show minorities and women? .....

10. Is there evidence of communications to employees concerning the contractor's AAP? .....

11. Have all recruiting sources the contractor uses been informed verbally and in writing of company policy? .....

12. Is the EO clause incorporated in the contractor's Purchase Order? .....

13. Has the contractor provided substantiation that it is notifying minority/female organizations in writing of the company policy? .....

Yes No Unknown

14. Is there evidence that the contractor communicates to prospective employees the existence of the AAP?

15. Are minority and female employees shown in consumer or help wanted advertising?

16. Has the contractor provided substantiation that it notifies subcontractor, vendor and suppliers of company EO policy?

C. Section 60-2.22, Responsibility for Implementation

1. Is there evidence that an executive has been appointed as director or manager of the Company EO program?

2. a. Is there a description of the executive's responsibilities?

b. Does it include those elements as noted in Section 60-2.22, paragraph (a)?

3. Is there a description of line management responsibilities?

4. Does line management identify problem areas and establish local goals and objectives?

5. Is local management active in minority and female organizations and/or community programs?

6. Does local management conduct periodic audits of training, hiring, promotions, etc.?

7. Does the local senior management conduct discussions with other management to ensure that the policies are being followed?

8. Does management review qualifications to ensure minorities and women are given full opportunities for transfer and promotions?

9. Is career counseling available for all employees?

10. Does management conduct periodic audits to ensure posters are displayed, facilities are desegregated, minority and female employees get a full opportunity in company sponsored educational training and recreational activities?

D. Section 60-2.24, Development and Execution of Programs\*

1. Is there evidence that the contractor reviews position descriptions?

2. Are worker specifications consistent for the same job?

3. Are position descriptions available to all members of management?

4. Are recruiters trained in EO?

5. Is there evidence of an active involvement with minority organizations?

6. Is there evidence of an active involvement with female organizations?

7. Do minority and female employees refer applicants?

8. Are there minority and female employees on the personnel relations staff?

9. Does the company participate in job fairs or career days?

10. Is there evidence of an active recruiting program at minority schools?

11. Is there evidence of an active recruiting program at female schools?

12. Is the percent of terminations for minorities higher than for majorities?

13. If so, is there a valid rationale? Please explain:

14. Is the percent of terminations for females higher than for males?

15. If so, is there a valid rationale? Please explain:

E. Section 60-2.25, Internal Audit and Reporting System

1. Is there evidence that the contractor monitors its affirmative action program?

2. Does the contractor require formal reports from managers on the accomplishment of goals?

\*Note: Certain items in Sec. 60-2.24 are omitted as they are most appropriate for review, if one is done.



3. Is top management aware of the progress of the EO program? .....

Yes

No

Unknown

F. Section 60-2.26, Support of Affirmative Programs .....

1. Is the contractor management involved in external affirmative action programs? .....

2. Are employees encouraged to participate in outside organization? .....

3. Does the contractor support outside training programs? .....

4. Does the contractor support schools in order to assist minorities and females? .....

5. Does the contractor publicize EO achievements? .....

6. Does the contractor support organizations such as NAB, etc? .....

G. Section 60-2.13, Additional Ingredients of AAP

1. Has the contractor provided evidence to support the fact that the contractor is abiding by the Sex Discrimination Guidelines (41 CFR Part 60-20)? .....

2. Is there evidence that the contractor is considering minority and women not in the work force? .....

H. Explain Contractor's performance against previous goals: .....

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The following guidelines, issued as "Attachment B" to Order No. 14 (Revised) (See 401:141), were prepared by the Office of Federal Contract Compliance to aid compliance officers in conducting on-site reviews of a nonconstruction contractor's affirmative action experiences.

**ON-SITE REVIEW GUIDELINES**

**A. EEO Policies and Procedures**

Yes No

1. Are EEO posters prominently displayed? .....
2. What EEO policy statements are posted? Please explain: .....
3. How have the lower level supervisors received and disseminated the policy? Please explain: .....
4. Is EEO part of the orientation for new employees ..... and are there periodic meetings with employees ..... and/or supervisors on the subject? Please explain: .....
5. What role does the EEO Coordinator play in dissemination of policy? Please explain: .....
6. How much time does he spend in EEO work? ..... %
7. Has management expressed any intention in writing or otherwise to take disciplinary action for failure to adhere to EEO policies and procedures? Please explain: .....
8. Are supervisors held accountable for failure to meet EEO goals? .....

**B. Workforce Analysis**

If an adequate workforce analysis was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's representation report of his workforce summarizing the facility workforce (total male, female, and male and female for each minority group comprising 2 percent or more of the labor area) by department or organization (i.e., a logical cohesive group such as personnel, manufacturing, finance, etc.) and by EEO-1 category within organization subdivided into (perhaps common) job groupings within an EEO-1 category. These job groupings should reflect one or more jobs having similar content, wage rates and opportunities. The job groupings should be ranked appropriately by skill or earnings or line of progression, or existing administrative practice. If earnings for each grouping should be given. However, for the purpose of these Guidelines and in all cases where pay is used, alphabetic or numeric coding or the use of an index of pay ranges is acceptable and should be used when contractors are concerned about confidentiality of salary information.

**C. Recruitment, Hiring, Selection and Placement**

(a) If adequate applicant flow data was not furnished during the off-site review, the compliance officer should ask to see the contractor's applicant flow report summarizing total applicants by total, male, female, and male and female minority classifications. While in many cases applicant are not classified by particular job, it should be possible to provide some separation of the applicant flow count into at least broad occupation groups. An applicant is defined as one who has applied for permanent employment and has complied with the company's formal application procedure. Next the report should show the number of offers of employment for each

and female minority classifications. The report should show acceptance of offers for each category and by total, male, female and male and female minority classifications. The acceptances should also be related to the job groupings outlined in Section B, Workforce Analysis. This report should reflect applicant activity for the last six months or the last 100 acceptances, whichever is less.

(b) Where such a summary report is not available, the compliance officer should advise the contractor to maintain such data in the future, but the following collection of data should now be made to determine any problems that may exist in applicant flow and employment ratios. If the company's own data is insufficient, the CCO should obtain applications of 100 applicants for blue collar employment and 100 applicants for white collar employment, or applications for a six (6) month period, whichever is the lesser. He may use a random sample or an immediate past chronological period. He may exclude certain job groupings where applicants and hires are clearly not a problem and should be sure to include the job groupings cited by you in Section 1 above. Now he should construct the report described in the paragraph above showing applicants, offers and acceptances by total, male and female, and male and female minority classifications by as much organization job grouping detail as possible.

(c) Sample a representative number of job requisitions on a given date and compare with minorities and women applying at the same time. Obtain copies of any other forms utilized by the personnel operation such as interview reports. Even if the contractor appears to have a well-structured recordkeeping system, review examples of the procedure to assure that he is in fact using the system to assure equal employment opportunity.

taining an applicant flow chart which gives all the necessary information such as name, race, sex, job applied for, source of referral, date of application and disposition? .....

2. Do the forms request information which could be used in a discriminatory manner? Specify the questionable information and who might have access to it .....

3. If such information is allegedly asked for affirmative action purposes, could it not be maintained on a separate record? .....

4. How long are application forms retained and describe the filing system? .....

5. Is there an affirmative action file or other retrieval systems to enable minorities and women to be reconsidered if no job can be offered at the time of their original application? .....

6. Are there written job descriptions or job specifications? If not what procedures are used instead? .....

7. Are job requisitions submitted to the employment office in writing and how detailed are they? .....

8. Are these forms or others used for external recruitment? .....

(d) Is the contractor's applicant flow adequate for the job groupings cited by you in Section 1. Given the utilization factors for this facility? Is not the following further investigation into recruitment methods and resources is necessary. Summarize the contractor's explanation of the specific recruitment methods and resources utilized for each job group-

ing involved. Explain the impact of word-of-mouth or other employee referral systems. Explain if recruitment sources are contacted in writing at the time of actual job openings and how much information is provided to them as to the qualifications necessary. Is he actually aware of the results of his recruitment efforts? Explain if the contractor has specifically requested to have minority and women candidates among these referrals. Explain if he has discontinued using any of these sources which have failed to make such referrals. Has he instituted any transportation or housing programs to aid in minority recruitment? Describe blue collar recruitment programs if applicable. Describe in detail the job application process from the point where the applicant first makes contact with the contractor.

8. Can and does anyone challenge decisions made by the selecting officials? .....  
 Please explain: .....  
 9. Are those who make selection conscious of the contractor's goals and timetables? .....  
 Please explain: .....  
 10. What role does the EEO Coordinator play in the selection process? Please explain: .....

(c) Review a representative sample of personnel records of hires from different periods of time in various job categories.

1. From discussions with the interviewers and supervisors as well as from comments appearing on the application forms, what appear to be some of the more subjective criteria? Please explain: .....  
 2. Does the contractor claim any bona fide occupational qualifications to justify sex discrimination? Please explain: .....

(f) If the contractor states that the tests it uses have been validated, a written report must be available specifying size of samples used and minority and sex composition, nature of jobs, criteria, methods of analysis, and results and recommendations.

The written validation report must be reviewed to determine whether or

valid as required by the OFCC Testing Order (41 CFR 60-3).

A compliance officer who has satisfactorily completed an adequate training course should inform contractors of apparent noncompliance with the Order when validity or evidence supporting validity of tests is absent or substantially deficient. However, since the issues involved in test validity are often quite technical and complex, the compliance officer should not try to identify or resolve these issues directly with the contractor during the review. In these cases or in any case where the compliance officer cannot make a clear determination of noncompliance, the contractor's evidence of test validity is to be submitted for higher level review along with the compliance officer's analysis of the disparate effect.

**D. Terminations**

(a) If adequate data on terminations was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on terminations at the facility summarizing terminations for total, male, female and male and female for each appropriate minority group, by organization and by EEO-1 category within organization subdivided into (perhaps common) job groupings within EEO-1 category. Consult Section B above, Workforce Analysis, for further guidelines on job groupings.

(b) If such a summary report is not available, for a similarly statistically significant time frame as investigated for hires, review a list of terminations, by name or other identification, showing hire and termination dates, job assignment, minority group membership and sex. If possible, the terminations should be related to the period covered by the hiring analysis. Determine if there is an unfair disparity of company policies, the period of at least six (6) months or .01 such terminations should be reviewed, whichever is the lesser.

number of terminations occurred, minority group identification or sex, or a pattern of placement of minority group members or women to specific kinds of jobs, the causal factor should be explored and discussed.

**E. Promotion and Transfer**

(a) If adequate data on promotions and transfers was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on promotions at the facility summarizing promotions for total, male, female, and male and female for each appropriate minority group, by organization and by EEO-1 category within organization subdivided into (perhaps common) job groupings within EEO-1 category. Consult Section B above, Workforce Analysis, for further guidelines on job groupings. A promotion is defined as any personnel action resulting in movement to a position of greater skill, effort or responsibility. Wage or salary increases alone do not determine a promotion.

(b) If such a report is not available, the compliance officer should review a list of 100 promotions or the last six months' activity, whichever is less. The review should include name or other identification, minority group status, sex, previous job, department and pay, and new job and department and pay. A promotion is defined as any personnel action resulting in movement to a position of greater skill, effort or responsibility. Wage increases alone do not determine a promotion.

(c) A determination should be made if there is a disparity between the promotion rate of minorities and women as related to the rate of non-minorities and/or males. In doing this analysis, the following procedures should be included:

Identify the various entry level positions and the promotional ladders as indicated by the contractor and by the COO's confirmation through sample record analysis. Are these

Yes No  
 1. Are different interviewers assigned to interview applicants because of their job interest, race or sex? .....  
 2. Is job counseling offered? .....  
 3. If not hired, is the applicant given a specific reason and is it so noted on the application form? .....  
 4. If an applicant is not hired, what happens to the application form? Please explain: .....  
 5. Who makes the final decision for hire and on what basis? .....  
 6. If additional interviews are conducted, is there feedback to the employment office? .....  
 7. Does anyone monitor for disparate rejection ratios of minorities and women .....  
 Who? .....



SCHOOL \_\_\_\_\_  
 COMPLETED \_\_\_\_\_  
 DATE \_\_\_\_\_

N. C. STATE UNIVERSITY  
 AFFIRMATIVE ACTION PLAN  
 SPA PERSONNEL

TABLE I  
 PRESENT SPA COMPLEMENT.

TABLE II  
 PROJECTED SPA COMPLEMENT FOR  
 ACADEMIC YEAR(S) \_\_\_\_\_  
 (Reflecting Anticipated Promotions  
 and your Projected Hiring Goals)

FULL-TIME	WHITE		BLACK		OTHER		TOTAL		//////	WHITE		BLACK		OTHER		TOTAL	
	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F
Officials & Managers																	
Professionals																	
Technicians																	
Sales																	
Clerical																	
Craftsman																	
Operations (semi skilled)																	
Laborers																	
Service Workers																	
<u>SUB-TOTAL</u>																	
<u>*PART-TIME</u>																	
Officials & Managers																	
Professionals																	
Technicians																	
Sales																	
Clerical																	
Craftsman																	
Operations (semi skilled)																	
Laborers																	
Service Workers																	
<u>SUB-TOTAL</u>																	
TOTAL																	

\*SPA individuals working at least 1/2-time in a permanently established position.

N. C. STATE UNIVERSITY  
 AFFIRMATIVE ACTION PLAN  
 SPA PERSONNEL

SCH \_\_\_\_\_  
 COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

WORK SHEET FOR TABLE II

	Estimated Number of Positions Expected to Become Vacant (1973 - 197 )	Estimated Number of Newly Created Positions (1973 - 197 )	Total Positions to Be Filled (1973-197 )	Projected Hiring Goals (based on the total positions to be filled) (1973 - 197 )															
				WHITE		BLACK		OTHER		TOTAL									
				M	F	M	F	M	F	M	F								
FULL-TIME																			
Officials & Managers																			
Professionals																			
Technicians																			
Sales																			
Clerical																			
Craftsman																			
Operations (semi-skilled)																			
Laborers																			
Service Workers																			
SUB-TOTAL																			
TOTAL																			
*PERMANENT PART-TIME																			
Officials & Managers																			
Professionals																			
Technicians																			
Sales																			
Clerical																			
Craftsman																			
Operations (semi-skilled)																			
Laborers																			
Service Workers																			
SUB-TOTAL																			
TOTAL																			

Note: A + B = C  
 C = D

\*SPA individuals working at least 1/2-time in a permanently established position.



FulltimePERMMENT

## SPA INSTITUTIONAL TOTALS

SCHOOL Institutional Totals

DATE COMPLETED \_\_\_\_\_

Title	Total	White		Black		Other Minorities	
		Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
Officials & Managers	59	56 (95)	3 (5)				
Professionals	78	38 (48)	36 (47)	1 (1.5)	1 (1.5)	0	2 (2)
Technicians	410	248 (61)	118 (29)	29 (6.5)	8 (2)	2 (.5)	5 (1)
Sales	3	2 (67)			1 (33)		
Clerical	766	30 (4)	646 (84)	19 (3)	67 (8.5)	1 (.1)	3 (.4)
Craftsman	251	185 (74)	9 (3)	52 (21)	5 (2)		
Operations (semi-skilled)	109	24 (23)	50 (46)	19 (16)	14 (13)	1 (1)	1 (1)
Laborers	124	42 (34)	3 (2.5)	76 (61)	3 (2.5)		
Service Workers	28	29 (10.7)	10 (3)	120 (43)	122 (43)	1 (.3)	
<b>SCHOOL TOTALS</b>	<b>2,082</b>	<b>654 (32)</b>	<b>875 (41)</b>	<b>316 (15.2)</b>	<b>221 (11)</b>	<b>5 (.3)</b>	<b>11 (.5)</b>

Total 2,082 Full-time employees  
78 Part-time employees



Part-time

SPA INSTITUTIONAL TOTALS

SCHOOL Institutional Totals  
DATE COMPLETED \_\_\_\_\_

Title	Total	White		Black		Other Minorities	
		Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
Officials & Managers							
Professionals							
Technicians	4	2 (50)	2 (50)				
Sales							
Clerical	71		68 (96)				
Craftsman					1 (1.2)		2 (2.8)
Operations (semi-skilled)	3	1 (33)	2 (67)				
Laborers							
Service Workers							
SCHOOL TOTALS	78	3 (4)	72 (92)		1 (1.5)		2 (2.5)

SPA Manpower Infor.

JOHNSTON COUNTY

Table 1. Population by Sex and Minority Status

1970

	Number		Percent Distribution		Labor Force Participation Rate	
	Total (1)	Female (2)	Total (3)	Female (4)	Total (5)	Female (6)
1. Total	61,737	31,951	100.0	100.0	58.7	43.4
2. White	48,615	24,987	78.7	78.2	58.8	42.8
3. Black	13,071	6,935	21.2	21.7	58.0	46.0
4. American Indian	15	6	4/	4/	N/A	N/A
5. Oriental	28	16	4/	4/	N/A	N/A
6. Other Races	8	7	4/	4/	56.0	21.4
7. Spanish-American <u>1/</u>	87	50	0.1	0.2	55.8	32.0
8. Minority Group <u>2/</u>	13,122	6,964	21.3	21.8	58.0	45.8

1/ Spanish-Americans are also counted in the racial categories as white, black or other races.

2/ Sum of Spanish-American ethnic group and all races except white.

3/ Includes American-Indian, Oriental, and other races.

4/ Less than 0.05 percent.

Source: Census of Population 1970.

JOHNSTON COUNTY

Table 2. Employment Status by Sex and Minority Status

1972

Sex and Minority Status	Work Force	Employed	Unem- ployed	Percent Distribution			Unemploy- ment Rate
				Work Force	Employed	Unem- ployed	
Both Sexes							
1. Total	25,140	24,290	850	100.0	100.0	100.0	3.4
2. White	20,600	20,180	430	81.9	83.1	50.6	2.1
3. Black	4,520	4,100	420	18.0	16.9	49.4	9.3
4. Other Races	10	10	0	3/	3/	3/	0
5. Spanish-American 1/	40	40	0	0.2	0.2	3/	0
6. Minority Group 2/	4,570	4,150	420	18.2	17.1	49.4	9.2
<u>Female</u>							
7. Total	9,740	9,170	570	100.0	100.0	100.0	5.9
8. Percent of both sexes	38.7	38.8	67.1	--	--	--	--
9. White	7,790	7,510	280	80.0	81.9	49.1	3.6
10. Black	1,950	1,660	290	20.0	18.1	50.9	14.9
11. Other Races	0	0	0	3/	3/	3/	0
12. Spanish-American 1/	20	20	0	0.2	0.2	3/	0
13. Minority Group 2/	1,970	1,680	290	20.2	18.3	50.9	14.7

1/ Spanish Americans are also counted in the racial categories as white, black or other races.

2/ Sum of Spanish-American ethnic group and all races except white.

3/ Less than 0.05 percent.

Source: North Carolina Employment Security Commission

## JOHNSTON COUNTY

Table 3. Occupations of Employed Persons, by Sex and Minority Status, 1970 and 1972

	B O T H S E X E S						F E M A L E					
	Total	White	Black	Other Races	Spanish Amer. <sup>1/</sup>	Minority Group *	Total	White	Black	Other Races	Spanish Amer. <sup>1/</sup>	Minority Group
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total Number 1972	24,290	20,180	4,100	10	40	4,150	9,170	7,510	1,660	0	20	1,680
Total Number 1970	24,303	20,188	4,101	14	43	4,158	9,171	7,509	1,659	3	16	1,679
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical, & related	7.7	8.2	5.5	0.0	13.6	5.6	10.8	11.1	9.2	0.0	0.0	9.9
Engineers	0.4	0.5	0.0	0.0	0.0	0.0	--	--	--	--	--	--
Medical & health ser.	1.2	1.4	0.5	0.0	0.0	0.5	2.3	2.6	1.3	0.0	0.0	1.1
Teachers, elem. & sec. schools	2.9	2.7	3.8	0.0	0.0	3.8	6.0	5.9	6.6	0.0	0.0	6.0
Other Professionals	3.1	3.6	1.1	0.0	18.6	1.3	2.4	2.6	1.3	0.0	0.0	1.1
Nonfarm managers & adms.	6.3	7.4	1.1	0.0	18.6	1.3	2.7	3.1	0.9	0.0	0.0	0.0
Sales	5.1	6.0	0.7	0.0	18.6	0.9	5.0	5.8	1.6	0.0	50.0	2.0
Retail stores	3.5	4.1	0.6	0.0	18.6	0.8	4.6	5.3	1.6	0.0	50.0	2.0
Other sales workers	1.5	1.9	0.1	0.0	0.0	0.1	0.3	0.4	0.0	0.0	0.0	0.0
Clerical	11.1	12.6	3.5	21.4	11.6	3.7	21.7	25.6	3.9	100.0	31.2	4.0
Secs., stenos., & typs.	3.0	3.5	0.5	21.4	11.6	0.7	7.8	9.2	1.3	100.0	31.2	1.0
Other clerical workers	8.0	9.1	3.0	0.0	0.0	3.0	13.9	16.4	2.6	0.0	0.0	2.0
Craftsmen, foremen & rel.	16.1	17.2	10.7	0.0	13.9	10.7	2.2	2.3	2.0	0.0	0.0	2.0
Construction craftsmen	7.1	7.5	5.2	0.0	0.0	5.1	--	--	--	--	--	--
Mechanics & repairmen	3.3	4.2	2.4	0.0	0.0	2.4	--	--	--	--	--	--
Machinists & other metal craftsmen	0.7	0.8	0.1	0.0	0.0	0.1	--	--	--	--	--	--
Other craftsmen	4.5	4.8	3.0	0.0	13.9	3.1	--	--	--	--	--	--
Operatives, exc. transport	19.5	19.8	17.7	35.7	0.0	17.5	31.8	33.3	25.2	0.0	0.0	24.0
Durable goods mfg.	5.2	5.0	6.4	35.7	0.0	6.4	7.8	7.6	9.2	0.0	0.0	9.0
Nondurable goods mfg.	10.5	11.1	7.4	0.0	0.0	7.3	20.8	22.8	11.5	0.0	0.0	11.0
Nonmanufacturing	3.7	3.7	3.8	0.0	0.0	3.8	3.2	2.9	4.5	0.0	0.0	4.0

\* Sum of Spanish-American and all races except white.

<sup>1/</sup> Spanish-Americans are also counted in the racial categories as white, black, or other races.

SOURCE: Census of Population, 1970 and the North Carolina Employment Security Commission.

Table 3 (Cont'd)

JOHNSTON COUNTY

	B O T H S E X E S						F E M A L E					
	Total	White	Black	Other Races	Spanish Amer. <sup>1/</sup>	Minority Group*	Total	White	Black	Other Races	Spanish Amer. <sup>1/</sup>	Minority Group
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Transport equipment operatives	4.1	4.0	4.1	42.8	0.0	4.2	0.3	0.3	0.7	0.0	0.0	0.7
Laborers, Nonfarm	5.3	3.4	14.5	0.0	0.0	14.3	1.2	0.8	2.6	0.0	0.0	2.6
Service workers, except pvt. households	8.1	7.0	14.0	0.0	18.6	14.0	13.6	12.2	19.3	0.0	18.7	19.3
Cleaning & food service	4.2	3.2	9.4	0.0	0.0	9.3	7.5	6.2	12.8	0.0	0.0	12.7
Protective service	0.9	1.0	0.5	0.0	11.6	0.6	0.1	0.1	0.0	0.0	0.0	0.0
Personal, health, & other services	3.0	2.7	4.0	0.0	7.0	4.1	6.0	5.8	6.4	0.0	18.7	6.5
Private household workers	2.3	0.6	10.9	0.0	0.0	10.8	6.0	1.6	26.3	0.0	0.0	26.0
Farm workers	14.3	13.7	17.0	0.0	0.0	16.8	4.6	3.8	8.2	0.0	0.0	8.1

\* Sum of Spanish-American and all races except white.

<sup>1/</sup> Spanish-Americans are also counted in the racial categories as white, black, or other races.

SOURCE: Census of Population, 1970 and the North Carolina Employment Security Commission.

EMPLOYMENT SECURITY COMMISSION  
OF NORTH CAROLINA  
Bureau of Employment Security Research  
Post Office Box 25903  
Raleigh, North Carolina 27611

DURHAM STANDARD METROPOLITAN STATISTICAL AREA

MANPOWER INFORMATION  
FOR  
AFFIRMATIVE ACTION PROGRAMS

1973

The data in this report meet the minimum requirements of OFCC Revised Order No. 4, Subpart B, paragraph 60-2.11; Section (a), (1), (i)-(v) and (2), (i)-(v).

Mr. Louis Berini, Manager  
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## MANPOWER INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

### Area Coverage

The Durham Standard Metropolitan Statistical Area is composed of Durham and Orange Counties. A substantial portion of area workers are recruited from the Durham-Orange County area; however, many workers commute from nearby Wake County to work particularly in the Triangle Area of Durham County. Statewide recruitment for some professional and managerial positions and for some blue-collar shortage occupations is often conducted. For such positions possible manpower resources in nearby areas or elsewhere should also be considered in setting Affirmative Action Program (AAP) goals.

### Statistical Data and Their Significance

The tables which follow are designed to provide local labor market information to assist employers in evaluating the utilization of women and minorities in their work forces and in establishing goals to improve such utilization.

The statistics in table 1 show that in this area Blacks are by far the dominate minority group, but smaller minority groups should not be overlooked in establishing goals to improve such utilization.

Table 2 contains work force, employment, and unemployment data for 1972 which is the latest available. The percent distribution for each of these categories reveal the relatively greater employment problems of minorities and women. For example, women represent slightly more than two out of five of the employed but comprise almost one-half of total joblessness.

Table 3 shows the percent distribution of employed persons by sex and minority status by major occupational groups and selected intermediate occupations from the 1970 census. The percentages may be related to the 1970 Census counts and the 1972 estimates of all employed persons. Some changes in the occupational distribution have no doubt occurred since 1970, but such changes are not believed to be very significant. The data reveal typical underrepresentation by blacks in the white collar and technical fields and overrepresentation in service jobs. The seemingly favorable proportion of women in professional occupations results from their predominance in elementary and secondary school teaching and nursing. Almost 40.0 percent of all employed women are involved in the clerical and sales categories while over half of the black women hold service jobs, including domestic work.

### Manpower Resources

Goals for the utilization of minorities and women should take into consideration all manpower resources, which include the employed, the unemployed, and persons of working age not in the labor force. On a nationwide basis, an estimated 60.0 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative program goals, an analysis of employees of a firm--its internal labor market--can be of great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of minorities and women in specific job categories, if traditional assignment,



transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women also offer considerable potential for improving their utilization in many job classifications. The entrance and reentrance of women into the labor market in response to availability, at meaningful pay scales, of all kinds of jobs--nontraditional as well as traditional--can be dramatic, as the experience during World War II quite conclusively demonstrated.

In considering all available manpower resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with the precisely required skills but also, and far more frequently, by persons with related skills or lesser skills, or with no pertinent skills at all who must learn the job as they work a process which could involve informal or formal on-the-job training.

#### Services to Employers

The North Carolina Employment Security Commission (NCESC) is prepared to assist employers in nondiscriminatory recruitment. A trained Industrial Services staff can also provide assistance in the techniques of job analysis and job relationships; personnel record systems; recruitment; selection, assignment, and promotion procedures; and identification of training needs. The Durham local office of the NCSES has current labor market information and can advise employers on available publicly-sponsored job training programs including government-financed on-the-job training.

DURHAM SMSA

Table 1. Population by Sex and Minority Status

1970

	Number		Percent Distribution		Labor Force Participation Rate	
	Total (1)	Female (2)	Total (3)	Female (4)	Total (5)	Female (6)
1. Total	190,388	97,569	100.0	100.0	58.5	50.2
2. White	136,155	68,266	71.5	70.0	58.6	49.4
3. Black	53,404	28,924	28.0	29.6	58.2	52.4
4. American Indian	167	79	0.1	0.1	NA	NA
5. Oriental	445	203	0.2	0.2	NA	NA
6. Other Races	217	97	0.1	0.1	56.2 <sup>3/</sup>	42.8 <sup>3/</sup>
7. Spanish-American <sup>1/</sup>	1,269	571	0.7	0.6	53.6	42.4
8. Minority Group <sup>2/</sup>	54,233	29,303	28.5	30.0	58.1	52.1

<sup>1/</sup> Spanish-Americans are also counted in the racial categories as white, black or other races.

<sup>2/</sup> Sum of Spanish-American ethnic group and all races except white.

<sup>3/</sup> Includes American-Indian, Oriental, and other races.

Source: Census of Population 1970.

DURHAM SMSA

Table 2. Employment Status by Sex and Minority Status

1972

Sex and Minority Status	Work Force	Employed	Unem- ployed	Percent Distribution			Unemploy- ment Rate
				Work Force	Employed	Unem- ployed	
Both Sexes							
1. Total	100,920	98,370	2,550	100.0	100.0	100.0	2.5
2. White	74,730	73,210	1,520	74.0	74.4	59.6	2.0
3. Black	25,880	24,860	1,020	25.6	25.3	40.0	3.9
4. Other Races	310	300	10	0.3	0.3	0.4	3.2
5. Spanish-American <u>1/</u>	570	550	20	0.6	0.6	0.8	3.5
6. Minority Group <u>2/</u>	26,750	25,710	1,040	26.5	26.1	40.8	3.9
<u>Female</u>							
7. Total	45,000	43,770	1,230	100.0	100.0	100.0	2.7
8. Percent of both sexes	45.6	44.5	48.2	--	--	--	--
9. White	33,310	32,580	730	74.0	74.4	59.3	2.2
10. Black	11,550	11,060	490	25.7	25.3	39.8	4.2
11. Other Races	130	130	0	0.3	0.3	0	0
12. Spanish-American <u>1/</u>	250	240	10	0.6	0.5	0.8	4.0
13. Minority Group <u>2/</u>	11,940	11,440	500	26.5	26.1	40.7	4.2

1/ Spanish Americans are also counted in the racial categories as white, black or other races.

2/ Sum of Spanish-American ethnic group and all races except white.

Source: North Carolina Employment Security Commission

Table 3. Occupations of Employed Persons, by Sex and Minority Status, 1970 and 1972

	B O T H S E X E S						F E M A L E					
	Total	White	Black	Other Races	Spanish Amer. <sup>1/</sup>	Minority Group *	Total	White	Black	Other Races	Spanish Amer. <sup>1/</sup>	Minority Group *
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total Number 1972	98,370	73,210	21,860	300	550	25,710	43,770	32,580	11,060	130	240	11,440
Total Number 1970	79,222	58,963	20,021	238	443	20,702	35,265	25,125	10,043	97	156	10,296
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical, & related	22.2	26.0	10.8	50.8	54.8	12.2	21.5	24.8	13.2	33.0	48.1	13.9
Engineers	0.9	1.2	0.0	1.7	1.3	0.1	NA	NA	NA	NA	NA	NA
Medical & health ser.	5.1	5.8	3.0	10.9	12.6	3.3	6.6	7.5	4.3	6.2	16.0	4.5
Teachers, elem. & sec. schools	2.9	2.9	2.8	2.1	4.5	2.9	5.2	5.5	4.5	0.0	9.0	4.6
Other Professionals	13.4	16.1	5.0	36.1	36.3	5.9	9.7	11.8	4.4	26.8	23.1	4.9
Nonfarm managers & adms.	7.0	8.6	2.2	4.2	7.2	2.3	2.6	3.3	0.9	0.0	0.0	0.9
Sales	5.8	7.0	2.1	2.1	6.8	2.2	4.7	5.8	1.8	0.0	4.5	1.9
Retail stores	3.3	4.0	1.5	0.0	3.2	1.5	3.9	4.8	1.5	0.0	4.5	1.5
Other sales workers	2.5	3.0	0.6	2.1	3.6	0.7	0.8	1.0	0.3	0.0	0.0	0.4
Clerical	18.5	20.5	12.5	18.5	14.2	12.6	32.0	37.6	17.9	37.1	29.5	18.2
Secs., stenos., & typs.	6.0	6.9	3.2	2.1	10.4	3.3	13.0	15.9	6.1	5.1	29.5	6.4
Other clerical workers	12.5	13.6	9.3	16.4	3.8	9.3	19.0	21.7	11.8	32.0	0.0	11.8
Craftsmen, foremen & rel.	11.2	12.2	8.5	2.1	3.2	8.3	1.6	1.8	1.1	0.0	3.8	1.1
Construction craftsmen	2.8	3.3	1.5	0.0	1.8	1.5	NA	NA	NA	NA	NA	NA
Mechanics & repairmen	0.7	0.9	0.4	0.0	0.0	0.4	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen	3.5	3.4	3.8	0.0	0.0	3.7	NA	NA	NA	NA	NA	NA
Other craftsmen	4.2	4.6	2.8	2.1	1.3	2.8	NA	NA	NA	NA	NA	NA
Operatives, exc. transport	11.9	11.4	13.5	2.5	1.3	13.2	14.1	14.7	12.9	0.0	3.8	12.6
Durable goods mfg.	1.9	1.8	2.5	0.0	1.3	2.4	1.9	1.9	2.1	0.0	3.8	2.1
Nondurable goods mfg.	7.1	7.2	6.7	1.3	0.0	6.5	9.6	10.9	6.4	0.0	0.0	6.3
Nonmanufacturing	2.9	2.4	4.4	1.3	0.0	4.2	2.5	1.8	4.3	0.0	0.0	4.2

\* Sum of Spanish-American and all races except white.

<sup>1/</sup> Spanish-Americans are also counted in the racial categories as white, black, or other races.

SOURCE: Census of Population, 1970 and the North Carolina Employment Security Commission.

Table 3 (Cont'd)

	B O T H S E X E S						F E M A L E					
	Total (1)	White (2)	Black (3)	Other Races (4)	Spanish Amer. <sup>1/</sup> (5)	Minority Group* (6)	Total (7)	White (8)	Black (9)	Other Races (10)	Spanish Amer. <sup>1/</sup> (11)	Minority Group* (12)
Transport equipment operatives	2.8	2.4	3.7	0.0	3.6	3.7	0.3	0.4	0.3	0.0	0.0	0.0
Laborers, Nonfarm	3.4	2.0	7.7	1.7	2.5	7.5	0.6	0.5	0.7	0.0	0.0	0.7
Service workers, except pvt. households	12.7	7.7	27.2	16.4	4.1	26.6	21.8	10.4	50.3	29.9	10.2	49.5
Cleaning & food service	2.9	0.7	9.4	2.1	0.0	9.1	7.3	3.2	17.3	14.4	0.0	17.0
Protective service	1.1	1.2	0.8	0.0	0.0	0.8	0.0	0.1	0.0	0.0	0.0	0.0
Personal, health, & other services	4.3	3.1	8.1	0.0	2.5	7.8	7.5	5.5	12.5	0.0	3.8	12.2
Private household workers	2.6	0.3	9.3	1.7	2.2	9.1	5.6	0.7	17.8	4.1	6.4	17.5
Farm workers	1.8	1.7	2.3	0.0	0.0	2.3	0.6	0.6	0.8	0.0	0.0	0.8

\* Sum of Spanish-American and all races except white.

<sup>1/</sup> Spanish-Americans are also counted in the racial categories as white, black, or other races.

SOURCE: Census of Population, 1970 and the North Carolina Employment Security Commission.

DURHAM SMSA

TABLE 4. LAST OCCUPATION OF THE EXPERIENCED UNEMPLOYED, BY SEX AND MINORITY STATUS

	BOTH SEXES							FEMALES							
	TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	MINORITY GROUP*		TOTAL	FEMALES AS % OF TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	MINORITY GROUP*	
						TOTAL	% OF ALL RACES							TOTAL	% OF BOTH SEXES
Total	2,114	1,285	321	8	14	84.3	39.9	1,120	53.0	74.7	369	4	7	163	54.9
Percent of Total	100.0	100.0	100.0	100.0	100.0	100.0	--	100.0	--	100.0	100.0	100.0	100.0	100.0	--
Professional, technical, & related	13.6	18.6	5.3	50.0	0.0	5.7	16.7	14.1	17.9	21.4	5.5	0.0	0.0	5.4	52.1
Sales	4.1	5.9	0.8	50.0	50.0	2.1	20.7	5.7	24.6	9.3	0.7	100.0	100.0	3.0	77.8
Clerical	17.9	21.9	11.8	0.0	0.0	11.5	25.7	24.8	34.4	30.1	18.8	0.0	0.0	18.3	87.6
Craftsmen, foremen & related	14.2	16.1	11.3	0.0	50.0	11.9	33.3	2.6	100.0	0.0	5.7	0.0	0.0	5.6	26.0
Operatives	17.6	16.2	20.0	0.0	0.0	19.4	44.1	20.9	55.9	20.6	21.5	0.0	0.0	20.9	59.1
Nonfarm laborers	10.1	8.2	13.0	0.0	0.0	12.7	50.2	1.0	4.7	0.7	1.3	0.0	0.0	1.3	5.6
Service, except private households	15.6	8.3	27.2	0.0	0.0	26.4	67.6	20.5	61.8	10.8	32.3	0.0	0.0	31.5	65.5
Service, private households	2.8	1.1	5.6	0.0	0.0	5.4	76.7	5.1	85.0	1.7	9.3	0.0	0.0	9.1	91.3
Farm workers	1.6	1.4	2.1	0.0	0.0	2.0	48.6	1.2	34.3	0.0	2.6	0.0	0.0	2.6	70.6
Last worked 1959 or earlier <sup>1/</sup>	2.4	2.2	2.8	0.0	0.0	2.7	44.2	3.9	75.0	5.4	2.2	0.0	0.0	2.1	43.5

Notes: \* Sum of Spanish American and all races except white. Some duplication possible since Spanish American may include nonwhite races in addition to white.

Sum of individual items may not equal totals because of rounding.

<sup>1/</sup> Occupation not available

SOURCE: Census of Population 1970

EMPLOYMENT SECURITY COMMISSION  
OF NORTH CAROLINA  
Bureau of Employment Security Research  
Post Office Box 25903  
Raleigh, North Carolina 27611

RALEIGH STANDARD METROPOLITAN STATISTICAL AREA  
(WAKE COUNTY)

MANPOWER INFORMATION  
FOR  
AFFIRMATIVE ACTION PROGRAMS  
1973

The data in this report meet the minimum requirements of OFCC Revised Order No. 4, Subpart B, paragraph 60-2.11; Section (a), (1), (i)-(v) and (2), (i)-(v).

Mr. E. Bobbitt Faulk  
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RALEIGH STANDARD METROPOLITAN STATISTICAL AREA

Table 1. Population by Sex and Minority Status

1970

	Number		Percent Distribution		Labor Force Participation Rate	
	Total (1)	Female (2)	Total (3)	Female (4)	Total (5)	Female (6)
1. Total	228,453	116,102	100.0	100.0	64.0	50.1
2. White	176,754	89,437	77.4	77.0	64.6	49.3
3. Black	50,562	26,179	22.1	22.5	61.0	53.5
4. American Indian	331	147	0.1	0.1	N/A	N/A
5. Oriental	548	244	0.2	0.2	N/A	N/A
6. Other Races	258	95	0.1	0.1	68.5	54.4
7. Spanish-American <sup>1/</sup>	970	377	0.4	0.3	68.1	52.3
8. Minority Group <sup>2/</sup>	52,669	27,042	23.1	23.3	61.2	53.5

<sup>1/</sup> Spanish-Americans are also counted in the racial categories as white, black or other races.

<sup>2/</sup> Sum of Spanish-American ethnic group and all races except white.

<sup>3/</sup> Includes American-Indian, Oriental, and other races.

Source: Census of Population 1970.



RALEIGH STANDARD METROPOLITAN STATISTICAL AREA

Table 2. Employment Status by Sex and Minority Status

1972

Sex and Minority Status	Work Force	Employed	Unem- ployed	Percent Distribution			Unem- ploy- ment Rate
				Work Force	Employed	Unem- ployed	
Both Sexes							
1. Total	123,520	126,030	2,490	100.0	100.0	100.0	1.9
2. White	103,530	102,030	1,510	80.6	80.9	60.6	1.5
3. Black	24,440	23,480	960	19.0	18.6	38.9	3.9
4. Other Races	550	530	20	0.4	0.4	0.8	3.6
5. Spanish-American <u>1/</u>	420	410	10	0.3	0.3	0.4	2.4
6. Minority Group <u>2/</u>	25,340	24,360	980	19.7	19.3	39.4	3.9
<u>Female</u>							
7. Total	53,310	51,880	1,430	100.0	100.0	100.0	2.7
8. Percent of both sexes	41.5	41.2	57.4	---	---	---	---
9. White	41,450	40,640	810	77.8	78.3	56.6	5.6
10. Black	11,720	11,100	620	22.0	21.4	43.4	5.3
11. Other Races	140	140	0	0.3	0.3	---	---
12. Spanish-American <u>1/</u>	120	120	0	0.2	0.2	---	---
13. Minority Group <u>2/</u>	11,990	11,370	620	22.5	21.9	43.4	5.2

1/ Spanish-Americans are also counted in the racial categories as white, black or other races.  
2/ Sum of Spanish-American ethnic group and all races except white.

Source: North Carolina Employment Security Commission

Table 3. Occupations of Employed Persons, by Sex and Minority Status, 1970 and 1972

	BOTH SEXES						FEMALE					
	Total	White	Black	Other Races	Spanish-Amer. 1/	Minority Groups*	Total	White	Black	Other Races	Spanish-Amer. 1/	Minority Groups*
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total Number 1972	26,030	102,020	23,480	530	410	24,360	51,880	40,640	11,100	140	120	11,370
Total Number 1970	95,124	76,980	17,741	403	312	18,456	39,158	30,672	8,378	108	93	8,579
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., Technical & Related	19.9	22.4	8.4	34.7	34.9	9.4	17.7	19.4	11.0	32.4	21.5	11.4
Engineers	2.5	3.0	0.1	10.4	9.0	0.5	0	0	0	0	0	0
Medical & Health Ser.	2.3	2.6	1.0	3.7	0	1.1	3.8	4.4	1.6	10.2	0	1.9
Teachers, elem. & sec. schools	3.1	2.9	3.7	1.5	2.2	3.6	6.3	6.4	6.0	0	0	5.8
Other Professionals	12.0	13.9	3.6	19.1	23.7	4.2	7.5	8.6	3.5	22.2	21.5	3.7
Nonfarm Managers & Adms.	10.0	11.7	2.3	9.2	13.1	2.6	3.7	4.3	1.2	13.0	5.4	1.3
Sales	8.2	9.7	1.8	1.2	11.9	2.0	6.4	7.5	2.4	0	8.6	2.4
Retail Stores	4.2	4.9	1.5	0	2.6	1.4	5.4	6.3	2.1	0	0	2.1
Other Sales Workers	3.9	4.8	0.3	1.2	9.3	0.6	1.0	1.2	0.2	0	8.6	0.3
Clerical	21.3	24.1	9.2	14.1	23.4	9.5	39.4	47.0	11.6	34.3	57.0	12.3
Secs., Stenos., & Typs.	7.2	8.6	1.4	2.7	5.4	1.5	17.1	20.9	3.0	10.2	18.3	3.2
Other Clerical Workers	14.0	15.5	7.7	11.4	17.9	7.0	22.3	26.1	8.6	24.1	38.7	8.3
Craftsmen, Foremen & Rel.	10.4	10.7	9.3	2.2	2.9	9.0	1.6	1.6	1.5	0	0	1.5
Construction Craftsmen	3.1	2.7	4.7	1.0	0	3.6	N/A	N/A	N/A	N/A	N/A	N/A
Mechanics & Repairmen	2.5	2.7	1.8	0	2.9	0.7	N/A	N/A	N/A	N/A	N/A	N/A
Machinists & Other Metal Craftsmen	0.5	0.6	0.2	0	0	0.1	N/A	N/A	N/A	N/A	N/A	N/A
Other Craftsmen	4.3	4.7	2.7	1.2	0	4.6	N/A	N/A	N/A	N/A	N/A	N/A
Operatives, exc. Transport	8.2	6.9	13.8	10.4	11.9	13.6	9.7	8.1	15.8	3.7	7.5	15.5
Durable Goods Mfg.	3.0	2.7	4.2	0	0	4.0	3.7	3.6	3.9	0	0	3.8
Nondurable Goods Mfg.	2.5	2.0	5.0	2.5	4.5	5.0	3.7	2.9	6.5	3.7	0	6.4
Nonmanufacturing	2.7	2.3	4.6	7.9	7.4	4.7	2.4	1.6	5.4	0	7.5	5.3

\* Sum of Spanish-American and all races except white.

1/ Spanish-Americans are also counted in the racial categories as white, black, or other races.

Source: Census of Population, 1970 and the North Carolina Employment Security Commission

Table 3. Continued

	BOTH SEXES						FEMALE					
	Total	White	Black	Other Races	Spanish-Amer. 1/	Minority Groups*	Total	White	Black	Other Races	Spanish-Amer. 1/	Minority Groups*
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Transport Equipment Operatives	3.0	2.5	5.2	2.7	0	5.1	0.2	0.2	0.06	0	0	0.06
Laborers, Nonfarm	3.5	2.1	9.3	10.2	0	9.1	0.8	0.6	1.6	0	0	1.5
Service workers, except Private Households	10.1	7.2	22.6	8.2	1.9	22.0	13.5	10.0	26.2	12.0	0	25.7
Cleaning & Food Service	5.4	2.9	16.1	3.2	1.9	8.9	7.1	4.2	17.6	7.4	0	17.3
Protective Service	1.0	1.2	0.4	0	0	0.4	0.1	0.1	0.1	0	0	0.1
Personal, Health, & Other Services	3.7	3.1	6.1	5.0	0	12.7	6.3	5.7	8.4	4.6	0	8.3
Private Household Workers	2.7	0.4	12.8	1.2	0	12.4	6.3	0.8	26.5	4.6	0	26.7
Farm Workers	2.8	2.2	5.3	5.7	0	5.2	0.9	0.5	2.3	0	0	2.3

\* Sum of Spanish-American and all races except white.

1/ Spanish-Americans are also counted in the racial categories as white, black, or other races.

Source: Census of Population, 1970 and the North Carolina Employment Security Commission.

TABLE 4. LAST OCCUPATION OF THE EXPERIENCED UNEMPLOYED, BY SEX AND MINORITY STATUS

	BOTH SEXES							FEMALES							
	TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	MINORITY GROUP*		TOTAL	FEMALES AS % OF TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	MINORITY GROUP*	
						TOTAL	% OF ALL RACES							TOTAL	% OF BOTH SEXES
Total 1970	2,256	1,392	849	15	7	871	38.6	1,276	56.6	742	529	5	0	534	41.8
Percent of Total	100.0	100.0	100.0	100.0	100.0	100.0	--	100.0	--	100.0	100.0	100.0	100.0	100.0	--
Professional, technical, & related	12.4	16.6	5.2	26.7	0.0	5.5	17.2	8.4	38.4	8.9	7.7	0.0	0.0	7.7	38.3
Sales	7.5	10.9	2.1	0.0	100.0	2.9	14.7	7.5	56.4	10.5	3.4	0.0	0.0	3.4	18.7
Clerical	18.5	23.9	9.9	0.0	0.0	9.6	20.1	27.2	83.2	37.5	13.0	0.0	0.0	12.9	19.9
Craftsmen, foremen & related	9.9	10.3	9.5	0.0	0.0	9.3	36.2	1.9	10.7	1.7	2.1	0.0	0.0	2.0	45.8
Operatives	17.7	14.2	23.2	33.3	0.0	23.2	50.5	19.4	62.0	16.2	23.2	100.0	0.0	24.0	51.6
Nonfarm Laborers	6.4	5.2	7.8	40.0	0.0	8.3	49.7	1.6	57.2	2.1	0.9	0.0	0.0	0.9	23.8
Service, except private households	15.1	10.5	23.1	0.0	0.0	22.5	57.3	18.6	69.3	12.9	26.6	0.0	0.0	26.4	59.2
Service, private households	4.2	2.4	7.2	0.0	0.0	7.0	64.2	6.4	86.3	4.6	9.1	0.0	0.0	9.0	19.6
Farm workers	5.5	2.4	10.8	0.0	0.0	10.6	73.6	4.9	50.4	0.0	11.9	0.0	0.0	11.8	100.0
Last worked 1959 or earlier <sup>1/</sup>	2.6	3.5	1.2	0.0	0.0	1.1	16.9	4.0	86.4	5.5	1.9	0.0	0.0	1.9	19.6

Notes: \* Sum of Spanish American and all races except white. Some duplication possible since Spanish American may include nonwhite races in addition to white.

Sum of individual items may not equal totals because of rounding.

<sup>1/</sup> Occupation not available

SOURCE: Census of Population 1970

U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Washington, D.C. 20233

March 1971

\* 1970 Census of Population  
Occupation Classification

Census  
Code

PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS

001	Accountants
002	Architects
	Computer specialists
003	Computer programmers
004	Computer systems analysts
005	Computer specialists, n.e.c.
	Engineers
006	Aeronautical and astronautical engineers
010	Chemical engineers
011	Civil engineers
012	Electrical and electronic engineers
013	Industrial engineers
014	Mechanical engineers
015	Metallurgical and materials engineers
020	Mining engineers
021	Petroleum engineers
022	Sales engineers
023	Engineers, n.e.c.
024	Farm management advisors
025	Foresters and conservationists
026	Home management advisors
	Lawyers and judges
030	Judges
031	Lawyers
	Librarians, archivists, and curators
032	Librarians
033	Archivists and curators
	Mathematical specialists
034	Actuaries
035	Mathematicians
036	Statisticians
	Life and physical scientists
042	Agricultural scientists
043	Atmospheric and space scientists
044	Biological scientists
045	Chemists
051	Geologists
052	Marine scientists
053	Physicists and astronomers
054	Life and physical scientists, n.e.c.
055	Operations and systems researchers and analysts

Census  
Code

PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS-Continued

056	Personnel and labor relations workers
	Physicians, dentists, and related practitioners
061	Chiropractors
062	Dentists
063	Optometrists
064	Pharmacists
065	Physicians, medical and osteopathic
071	Podiatrists
072	Veterinarians
073	Health practitioners, n.e.c.
	Nurses, dietitians, and therapists
074	Dietitians
075	Registered nurses
076	Therapists
	Health technologists and technicians
080	Clinical laboratory technologists and technicians
081	Dental hygienists
082	Health record technologists and technicians
083	Radiologic technologists and technicians
084	Therapy assistants
085	Health technologists and technicians, n.e.c.
	Religious workers
086	Clergymen
090	Religious workers, n.e.c.
	Social scientists
091	Economists
092	Political scientists
093	Psychologists
094	Sociologists
095	Urban and regional planners
096	Social scientists, n.e.c.
	Social and recreation workers
100	Social workers
101	Recreation workers
	Teachers, college and university
102	Agriculture teachers
103	Atmospheric, earth, marine, and space teachers
104	Biology teachers
105	Chemistry teachers
110	Physics teachers
111	Engineering teachers
112	Mathematics teachers
113	Health specialties teachers
114	Psychology teachers
115	Business and commerce teachers
116	Economics teachers
120	History teachers
121	Sociology teachers

Census  
Code

PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS - Continued

	Teachers, college and university-continued
122	Social science teachers, n.e.c.
123	Art, drama, and music teachers
124	Coaches and physical education teachers
125	Education teachers
126	English teachers
130	Foreign language teachers
131	Home economics teachers
132	Law teachers
133	Theology teachers
134	Trade, industrial, and technical teachers
135	Miscellaneous teachers, college and university
140	Teachers, college and university, subject not specified
	Teachers, except college and university
141	Adult education teachers
142	Elementary school teachers
143	Prekindergarten and kindergarten teachers
144	Secondary school teachers
145	Teachers, except college and university, n.e.c.
	Engineering and science technicians
150	Agriculture and biological technicians, except health
151	Chemical technicians
152	Draftsmen
153	Electrical and electronic engineering technicians
154	Industrial engineering technicians
155	Mechanical engineering technicians
156	Mathematical technicians
161	Surveyors
162	Engineering and science technicians, n.e.c.
	Technicians, except health, and engineering and science
163	Airplane pilots
164	Air traffic controllers
165	Embalmers
170	Flight engineers
171	Radio operators
172	Tool programmers, numerical control
173	Technicians, n.e.c.
174	Vocational and educational counselors
	Writers, artists, and entertainers
175	Actors
180	Athletes and kindred workers
181	Authors
182	Dancers
183	Designers
184	Editors and reporters
185	Musicians and composers
190	Painters and sculptors
191	Photographers
192	Public relations men and publicity writers
193	Radio and television announcers
194	Writers, artists, and entertainers, n.e.c.
195	Research workers, not specified
196	Professional, technical, and kindred workers --allocated

Census  
Code

MANAGERS AND ADMINISTRATORS, EXCEPT FARM

201 Assessors, controllers, and treasurers; local public administration  
202 Bank officers and financial managers  
203 Buyers and shippers, farm products  
205 Buyers, wholesale and retail trade  
210 Credit men  
211 Funeral directors  
212 Health administrators  
213 Construction inspectors, public administration  
215 Inspectors, except construction; public administration  
216 Managers and superintendents, building  
220 Office managers, n.e.c.  
221 Officers, pilots, and pursers; ship  
222 Officials and administrators; public administration, n.e.c.  
223 Officials of lodges, societies, and unions  
224 Postmasters and mail superintendents  
225 Purchasing agents and buyers, n.e.c.  
226 Railroad conductors  
230 Restaurant, cafeteria, and bar managers  
231 Sales managers and department heads, retail trade  
233 Sales managers, except retail trade  
235 School administrators, college  
240 School administrators, elementary and secondary  
245 Managers and administrators, n.e.c.  
246 Managers and administrators, except farm-- allocated

SALES WORKERS

260 Advertising agents and salesmen  
261 Auctioneers  
262 Demonstrators  
264 Hucksters and peddlers  
265 Insurance agents, brokers, and underwriters  
266 Newsboys  
270 Real estate agents and brokers  
271 Stock and bond salesmen  
280 Salesmen and sales clerks, n.e.c.  
281 Sales representatives, manufacturing industries  
282 Sales representatives, wholesale trade  
283 Sales clerks, retail trade  
284 Salesmen, retail trade  
285 Salesmen of services and construction  
296 Sales workers--allocated

CLERICAL AND KINDRED WORKERS

301 Bank tellers  
303 Billing clerks  
305 Bookkeepers  
310 Cashiers



Census  
Code

CLERICAL AND KINDRED WORKERS - Continued

311	Clerical assistants, social welfare
312	Clerical supervisors, n.e.c.
313	Collectors, bill and account
314	Counter clerks, except food
315	Dispatchers and starters, vehicle
320	Enumerators and interviewers
321	Estimators and investigators, n.e.c.
323	Expeditors and production controllers
325	File clerks
326	Insurance adjusters, examiners, and investigators
330	Library attendants and assistants
331	Mail carriers, post office
332	Mail handlers, except post office
333	Messengers and office boys
334	Meter readers, utilities
	Office machine operators
341	Bookkeeping and billing machine operators
342	Calculating machine operators
343	Computer and peripheral equipment operators
344	Duplicating machine operators
345	Key punch operators
350	Tabulating machine operators
355	Office machine operators, n.e.c.
360	Payroll and timekeeping clerks
361	Postal clerks
362	Proofreaders
363	Real estate appraisers
364	Receptionists
	Secretaries
370	Secretaries, legal
371	Secretaries, medical
372	Secretaries, n.e.c.
374	Shipping and receiving clerks
375	Statistical clerks
376	Stenographers
381	Stock clerks and storekeepers
382	Teacher aides, exc. school monitors
383	Telegraph messengers
384	Telegraph operators
385	Telephone operators
390	Ticket, station, and express agents
391	Typists
392	Weighers
394	Miscellaneous clerical workers
395	Not specified clerical workers
396	Clerical and kindred workers --allocated

Census  
Code

CRAFTSMEN AND KINDRED WORKERS

401	Automobile accessories installers
402	Bakers
403	Blacksmiths
404	Boilermakers
405	Bookbinders
410	Brickmasons and stonemasons
411	Brickmasons and stonemasons, apprentices
412	Bulldozer operators
413	Cabinetmakers
415	Carpenters
416	Carpenter apprentices
420	Carpet installers
421	Cement and concrete finishers
422	Compositors and typesetters
423	Printing trades apprentices, exc. pressmen
424	Cranemen, derrickmen, and hoistmen
425	Decorators and window dressers
426	Dental laboratory technicians
430	Electricians
431	Electrician apprentices
433	Electric power linemen and cablemen
434	Electrotypers and stereotypers
435	Engravers, exc. photoengravers
436	Excavating, grading, and road machine operators; exc. bulldozer
440	Floor layers, exc. tile setters
441	Foremen, n.e.c.
442	Forgemen and hammermen
443	Furniture and wood finishers
444	Furriers
445	Glaziers
446	Heat treaters, annealers, and temperers
450	Inspectors, scalers, and graders; log and lumber
452	Inspectors, n.e.c.
453	Jewelers and watchmakers
454	Job and die setters, metal
455	Locomotive engineers
456	Locomotive firemen
461	Machinists
462	Machinist apprentices
	Mechanics and repairmen
470	Air conditioning, heating, and refrigeration
471	Aircraft
472	Automobile body repairmen
473	Automobile mechanics
474	Automobile mechanic apprentices
475	Data processing machine repairmen
480	Farm implement

Census  
Code

## CRAFTSMEN AND KINDRED WORKERS--Continued

481	Heavy equipment mechanics, incl. diesel
482	Household appliance and accessory installers and mechanics
483	Loom fixers
484	Office machine
485	Radio and television
486	Railroad and car shop
491	Mechanic, exc. auto, apprentices
492	Miscellaneous mechanics and repairmen
495	Not specified mechanics and repairmen
501	Millers; grain, flour, and feed
502	Millwrights
503	Molders, metal
504	Molder apprentices
505	Motion picture projectionists
506	Opticians, and lens grinders and polishers
510	Painters, construction and maintenance
511	Painter apprentices
512	Paperhangers
514	Pattern and model makers, exc. paper
515	Photoengravers and lithographers
516	Piano and organ tuners and repairmen
520	Plasterers
521	Plasterer apprentices
522	Plumbers and pipe fitters
523	Plumber and pipe fitter apprentices
525	Power station operators
530	Pressmen and plate printers, printing
531	Pressman apprentices
533	Rollers and finishers, metal
534	Roofers and slaters
535	Sheetmetal workers and tinsmiths
536	Sheetmetal apprentices
540	Shipfitters
542	Shoe repairmen
543	Sign painters and letterers
545	Stationary engineers
546	Stone cutters and stone carvers
550	Structural metal craftsmen
551	Tailors
552	Telephone installers and repairmen
554	Telephone linemen and splicers
560	Tile setters
561	Tool and die makers
562	Tool and die maker apprentices
563	Upholsterers
571	Specified craft apprentices, n.e.c.
572	Not specified apprentices
575	Craftsmen and kindred workers, n.e.c.

Census  
Code

CRAFTSMEN AND KINDRED WORKERS--Continued

580 Former members of the Armed Forces  
586 Craftsmen and kindred workers--allocated

OPERATIVES, EXCEPT TRANSPORT

601 Asbestos and insulation workers  
602 Assemblers  
603 Elastomers and powdermen  
604 Bottling and canning operatives  
605 Chainmen, rodmen, and axmen; surveying  
610 Checkers, examiners, and inspectors, manufacturing  
611 Clothing ironers and pressers  
612 Cutting operatives, n.e.c.  
613 Dressmakers and seamstresses, except factory  
614 Drillers, earth  
615 Dry wall installers and lathers  
620 Dyers  
621 Filers, polishers, sanders, and buffers  
622 Furnacemen, smeltermen, and pourers  
623 Garage workers and gas station attendants  
624 Graders and sorters, manufacturing  
625 Produce graders and packers, except factory and farm  
626 Heaters, metal  
630 Laundry and dry cleaning operatives, n.e.c.  
631 Meat cutters and butchers, exc. manufacturing  
633 Meat cutters and butchers, manufacturing  
634 Meat wrappers, retail trade  
635 Metal platers  
636 Milliners  
640 Mine operatives, n.e.c.  
641 Mixing operatives  
642 Oilers and greasers, exc. auto  
643 Packers and wrappers, except meat and produce  
644 Painters, manufactured articles  
645 Photographic process workers  
Precision machine operatives  
650 Drill press operatives  
651 Grinding machine operatives  
652 Lathe and milling machine operatives  
653 Precision machine operatives, n.e.c.  
656 Punch and stamping press operatives  
660 Riveters and fasteners  
661 Sailors and deckhands  
662 Sawyers  
663 Sewers and stitchers  
664 Shoemaking machine operatives  
665 Solderers  
666 Stationary firemen

Census  
Code

OPERATIVES, EXCEPT TRANSPORT--Continued

	Textile operatives
670	Carding, lapping, and combing operatives
671	Knitters, loopers, and toppers
672	Spinners, twistlers, and winders
673	Weavers
674	Textile operatives, n.e.c.
680	Welders and flame-cutters
681	Winding operatives, n.e.c.
690	Machine operatives, miscellaneous specified
692	Machine operatives, not specified
694	Miscellaneous operatives
695	Not specified operatives
696	Operatives, except transport--allocated

TRANSPORT EQUIPMENT OPERATIVES

701	Boatmen and canalmen
703	Busdrivers
704	Conductors and motormen, urban rail transit
705	Deliverymen and routemen
706	Fork lift and tow motor operatives
710	Motormen; mine, factory, logging camp, etc.
711	Parking attendants
712	Railroad brakemen
713	Railroad switchmen
714	Taxicab drivers and chauffeurs
715	Truck drivers
726	Transport equipment operatives--allocated

LABORERS, EXCEPT FARM

740	Animal caretakers, exc. farm
750	Carpenters' helpers
751	Construction laborers, exc. carpenters' helpers
752	Fishermen and oystermen
753	Freight and material handlers
754	Garbage collectors
755	Gardeners and groundskeepers, exc. farm
760	Longshoremen and stevedores
761	Lumbermen, raftsmen, and woodchoppers
762	Stockhandlers
763	Teamsters
764	Vehicle washers and equipment cleaners
770	Warehousemen, n.e.c.
780	Miscellaneous laborers
785	Not specified laborers
796	Laborers, except farm--allocated

Census  
Code

FARMERS AND FARM MANAGERS

801 Farmers (owners and tenants)  
802 Farm managers  
806 Farmers and farm managers--allocated

FARM LABORERS AND FARM FOREMEN

821 Farm foremen  
822 Farm laborers, wage workers  
823 Farm laborers, unpaid family workers  
824 Farm service laborers, self-employed  
846 Farm laborers and farm foremen--allocated

SERVICE WORKERS, EXC. PRIVATE HOUSEHOLD

901 Cleaning service workers  
Chambermaids and maids, except private household  
902 Cleaners and charwomen  
903 Janitors and sextons

910 Food service workers  
Bartenders  
911 Busboys  
912 Cooks, except private household  
913 Dishwashers  
914 Food counter and fountain workers  
915 Waiters  
916 Food service workers, n.e.c., except private household

921 Health service workers  
Dental assistants  
922 Health aides, exc. nursing  
923 Health trainees  
924 Lay midwives  
925 Nursing aides, orderlies, and attendants  
926 Practical nurses

931 Personal service workers  
Airline stewardesses  
932 Attendants, recreation and amusement  
933 Attendants, personal service, n.e.c.  
934 Baggage porters and bellhops  
935 Barbers  
940 Boarding and lodginghouse keepers  
941 Bootblacks  
942 Child care workers, exc. private household  
943 Elevator operators  
944 Hairdressers and cosmetologists  
945 Personal service apprentices  
950 Housekeepers, exc. private household

Census  
Code

SERVICE WORKERS--Continued

Personal service workers--Continued

952 School monitors  
953 Ushers, recreation and amusement  
954 Welfare service aides

Protective service workers

960 Crossing guards and bridge tenders  
961 Firemen, fire protection  
962 Guards and watchmen  
963 Marshals and constables  
964 Policemen and detectives  
965 Sheriffs and bailiffs

976 Service workers, exc. private household--allocated

PRIVATE HOUSEHOLD WORKERS

980 Child care workers, private household  
981 Cooks, private household  
982 Housekeepers, private household  
983 Laundresses, private household  
984 Maids and servants, private household  
986 Private household workers--allocated

WORKERS NOT CLASSIFIABLE BY OCCUPATION

991 Unemployed persons, last worked 1959 or earlier\*  
995 Occupation not reported \*\*

\* Found in experienced civilian labor force universe only.  
\*\* Used for Occupation 5-years ago item only.

NORTH CAROLINA STATE UNIVERSITY  
School of Engineering  
Raleigh, North Carolina

Affirmative Action Data

12/14/73

These statistics may be useful as we struggle with the HEW plan and reports (Affirmative Action). Item No. 6 seems to be particularly useful. This memorandum was prepared from material accumulated from a number of sources. In a few cases, more detailed information is available in my office but, in general, all of the pertinent information is included below.

R. G. Carson, Jr.

1. 1969 Handbook on Women Workers (as quoted in Availability Data, H.E.W.):

"Women remain a small part of many professions - 1% of engineers, 3% of lawyers, 7% of physicians. . ."

2. Women's Equity Action League: Proportion of Doctorates Earned by Women 1960-1969.

Engineering degrees earned by women: 82 out of 18,572; 0.44%.

(This same figure shows up in an HEW table; probably the source of the League's figure.)

3. Women holders of the Ph.D. - 1967-1969.

Compiled by the Office of the Chancellor, University of Wisconsin from top degree granting schools:

	<u>No.</u>	<u>% of Those in the Field</u>
Agricultural Engineering	1	2.1
Chemical Engineering	3	0.7
Civil & Environmental Engineering	0	0
Electrical Engineering	4	0.6
Engineering Mechanics	0	0
Industrial Engineering	2	1.3
Mechanical Engineering	1	0.4
Nuclear Engineering	0	0



4. The National Research Council, Doctorate Records File, shows that the percentage of doctorates conferred on women since 1939 (those that make up the present work force) in engineering is 0.5. (Note from RGC: Though not stated, presumably, this extends through 1971 or 1972.) (Reported in a "Manpower Comments" monthly bulletin.)
5. Doctor's Degrees Conferred by all U. S. Institutions: 1961-62 through 1970-71 published January 1973 by U. S. Department of H.E.W.

	<u>Total</u> <u>Engineering</u>	<u>Women</u> <u>Engineering</u>	<u>% Women</u>
1961-62	1207	4	0.33
1962-63	1378	11	0.80
1963-64	1693	7	0.41
1964-65	2124	10	0.47
1965-66	2304	9	0.39
1966-67	2614	11	0.42
1967-68	2932	12	0.41
1968-69	3377	12	0.36
1969-70	2681	24	0.65
1970-71	3638	23	0.63

6. From the Manpower Commission of Engineers Joint Council.  
 (Engineering and Technology Graduates - A Report for 1970-71  
 Data. Preliminary Newsletter Report for 1972-73 Data.)

Data shown for doctorates. Data is available for bachelor's  
 and master's degrees, but not reproduced here.

Doctorate Degrees

<u>Curriculum</u>	<u>1970-71</u>		<u>1972-73</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Aerospace	198	5.4	181	5.0
Agricultural	53	1.5	68	1.9
Biomedical	29	.8	46	1.3
Ceramic	37	1.0	22	.6
Chemical	395	10.9	405	11.3
Civil	458	12.6	432	12.0
Computer	44	1.2	96	2.7
Electrical	899	24.7	820	22.9
Engineering, General/Unified	114	3.1	37	1.0
Engineering - Mathematics	31	.9		
Engineering Mechanics	154	4.2	109	3.0
Engineering Physics	35	1.0	74	2.1
Engineering Science	50	1.4		
Engineering Science/Math			124	3.5
Environmental Sanitary	37	1.0	51	1.4
Geological	17	.5	18	.5
Industrial Manufacturing	121	3.3	147	4.1
Management	6	.1		
Marine/Naval Arch./Ocean	17	.5	18	.5
Materials	89	2.4	125	3.5
Mechanical	479	13.2	411	11.5
Metallurgical	162	4.5	143	4.0
Mining/Mineral	8	--	13	0.4
Nuclear	115	3.1	115	3.2
Petroleum	19	.5	17	.5
Systems	71	2.0	72	2.0
Other & Not Specified			40	1.1
<b>Total</b>	<b>3638</b>	<b>99.8</b>	<b>3584</b>	<b>100.0</b>

Note: EJC did not use exactly the same curriculum listing each of the  
 two years.

Degrees Granted in all U. S. Engineering Schools:

1970-71

	<u>Bachelors</u>	<u>Masters</u>	<u>Engineer</u>	<u>Doctors</u>
Total	43,167	15,889	494	3,640
Women	353	156	2	25
% of Total	0.82	0.99	0.41	0.69
U. S. Negroes	407	47	0	8
% of Total	0.94	0.30	0	0.22

1972-73

Total	43,429	16,718	434	3,587
Women	524	202	6	39
% of Total	1.21	1.21	1.38	1.09
U. S. Negroes	574	81	2	12
% of Total	1.32	0.48	0.46	0.34
*Other	757	108	2	12
% of Total	1.74	0.65	0.46	0.33

\*American Indian and Spanish Surname

7. Graduate degrees in Engineering granted by all schools in N. C., by sex:

A. Master's Degrees:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Men	157	154	186	161
Women	--	--	7	--
Total	157	154	193	161

B. Doctorates in Engineering granted by all schools in N. C. by sex:

Men	65	62
Women	1	--
Total	66	62

8. Number and percent of blacks in engineering - nationwide, 1960, reported as part of an American Bar Association Study:

Male Engineers 4,418 or 0.8%