

Discrimination Complaints Evaluated by CSC

A recent report issued by the Civil Service Commission Board of Appeals and Review noted that many employee complaints of discrimination based on race, color, religion, sex or national origin, stemmed from poor personnel and supervisory practices. It cautioned agencies to make sure that its personnel operations are being carried out fairly and in accordance with the Civil Service rules and regulations, and that all supervisors are following good supervisory practices.

The Commission cautioned against:

- Overlooking an eligible for promotion in situations where vacancies are not posted for receipt of applications.
- Incorrectly stating the requirements for a position or incorrectly stating the basis for selection in a posted promotion notice for submission of applications.
- Interview of some but not of all the referred candidates by a promotion panel.
- Failure to give an employee a promotion appraisal when due while all other employees receive their appraisals.
- Selection of an employee for detail without com-

petition in order to raise the employee's ranking on a promotion register to bring him within reach for consideration for promotion.

- Failure to give an employee reasons for his non-selection for promotion.

The Commission pointed out that failure to communicate with employees or to be responsive to their requests for information leads to the filing of complaints on matters such as those mentioned below:

- When an employee questioned the allocation of his position, the supervisor merely told the employee that there were no higher grade vacancies.
- An employee was detailed to a higher grade position; subsequently the position was downgraded and the employee was reassigned laterally to the position without any explanation to the employee for the downgrading of the position.
- Instead of responding to an employee's request for an explanation as to why he was the only candidate on the promotion certificate not interviewed, the supervisor kept asking the employee to explain why he believed the failure to interview him tended to show lack of equal opportunity.

The Service has strongly endorsed the Equal Employment Opportunity Program. The above information is provided for the guidance of all employees who have personnel management responsibility.



NEWSLETTER



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INSURANCE OPEN SEASON ANNOUNCED

The Civil Service Commission has announced a month-long open season in March when employees may sign up for optional \$10,000 life insurance policies at sharply reduced rates.

Effective with the first pay period in April 1970, the present three premium age groups for optional insurance are enlarged to seven premium age groups, with a reduction in bi-weekly premiums for all employees as follows:

For those under 35, the present \$3 rate will be cut to \$1.30; for workers between 35 and 39, the \$6 rate will be cut to \$1.70; 40-44 will drop from \$6 to \$2.40; 45-49 from \$6 to \$3.60; 50-54 from \$6 to \$5.50; 55-59 from \$20 to \$17; and those 60 or over who now pay \$20 will pay \$19 per pay period.

Rates for regular life insurance, 27.5 cents per \$1,000 of bi-weekly coverage, will remain the same.

To deter employees who are moving into a higher age-premium bracket in January 1970 from cancelling their optional insurance, the increase in optional insurance scheduled for January 1970, affecting employees who reached age 35 or 55 in 1969, is postponed until the first pay period in April 1970, at which time the new age-premium rates apply.

During the March open season, any eligible employee who waived regular insurance or declined optional insurance may acquire the regular insurance or both regular and optional insurance without evidence of good health.

See Here, Ladies

THE MAKING OF A CLUB: SARATOGA STYLE

By — Lucy Meuse

Happy New Year to the Women's Organization of Saratoga National Park, celebrating its first anniversary this month. Certainly the past year has been a busy and successful one!

In the autumn of 1968, several wives of employees, along with the female employees of the Park realized that they were being organized as a women's group.

Although lacking formal organization, they had a growing list of duties, such as planning dinners and parties, welcoming new families and sending gifts and flowers on appropriate occasions.

Also, in conjunction with the Revolutionary War Bicentennial, the Park invited the Brigade of the American Revolution to participate annually in a commemorative program. The park wives assisted with this program by providing over 130 members of the Brigade with a meal—a project they plan to continue until 1977.

As a result, Pat Coleman, wife of Superintendent James W. Coleman, suggested the formation of the

Women's Organization. Deciding that a loosely knit, informal group would be more appropriate to Saratoga, the women wrote a short and flexible constitution. Officers and committees were kept to a minimum and meetings were to be called by the president rather than held on regular dates.

In spite of the informality, the organization has accomplished a great deal during its first year. The women have sponsored several social functions and at two of these—the annual summer picnic and the clam steam—raffles and white elephant sales netted them enough to keep the treasury supplied for nearly the entire year.

In addition, an informational booklet was revised and updated to be available to incoming families to introduce them to the Park and to life in the Saratoga-Albany area. The book includes color photographs and floor plans of the park residences, gives mileage distances to the neighboring towns and shopping areas, and lists the doctors and medical specialists and the baby sitters used by the members of the Women's Organization. It also lists many of the "outlet" or factory stores in the area.

At the year's end, the women agree that the association has been good for all. Attendance at meetings has been high, and participation in the discussions and activities has been strong and enthusiastic.



Silhouette

Elinore Herriman



Energy and versatility sum up Elinore Herriman, wife of Walter Herriman who is supervisory park naturalist for the Virgin Islands National Park.

Originally from the farm lands of Richey, Montana, Elinore studied at the California Hospital School for Nurses. She gathered wide experience on private and

hospital duty and in a high school clinic. During the summer of 1949 while in the medical service at Yellowstone National Park she met Walt, who was serving his first summer as a seasonal ranger. They were married in December 1950 in Lawrence, Kansas.

In the years following, the Herrimans have been stationed in Yellowstone, Grand Canyon and Virgin Islands, where Elinore has worked variously as nurse, clerk-typist and bank teller. She feels that a bit of variety adds excitement to life.

Elinore has acquired many interests including the study and collection of arrowheads, old bottles and seashells. Recently having discovered the fascinating hobby of basketweaving, she and several other park wives meet weekly to study basketry.

"The best thing about basketweaving," Elinore says, "is that this is the type hobby that I can take with me and use anywhere, because no matter where you go, there are always materials that can be used for weaving."

Elinore spends most of her free time on deserted parts of the island hiking, fishing, diving, snorkeling and searching for interesting bottles that may have washed ashore by high tides. She also sketches and paints and enjoys gardening.

However, Elinore insists that her favorite interest is just being a housewife. No wonder, then, that she and Walt are also known as two of the best calypso dancers in the Virgin Islands!



Ivan D. Parker, new chief of the Division of Personnel Management and Manpower Development, is a VERY BUSY MAN.

Beseiged by the requirements of a highly demanding job, his day is studded with appointments and interviews, harried telephone calls, and sudden but often highly portentous meetings.

Surprising, then, is the real man behind all this enterprise—a man whose energy is never nervous, whose vivacity is never brash, and whose life is always punctuated with laughter.

"I like people to feel good," he says jovially, explaining his reasons for entering the Park Service. "Our ultimate mission here is to make people happy. And that's a very satisfying goal."

Ivan's busy life began 41 years ago in St. Louis, Mo. He graduated from Washington University and did postgraduate work at the Missouri Institute of Law. He served with the Veterans Administration in St. Louis and with the Atomic Energy Commission in Los Alamos, New Mexico, before joining the Civil Service Commission in 1955 as an investigator.

In the early 1960's, as CSC representative and interagency training coordinator in St. Louis, Ivan spearheaded coordination of recruitment practices. As employee development officer, he also coordinated a series of management institutes.

Emphasizing the need for creativity, he has exploded such supervisory myths as 1) "The happy shop makes for an efficient shop;" 2) "I can't promote him, he's one of my indispensable people;" 3) "I can't get rid of him, he's been around too long."

Ivan joined the Park Service in 1966 as personnel manager for the Southwest Region. Moving to Washington, D.C., he became chief of the Branch of Employment and Employee Relation in 1968. He has received awards for superior performance and is a member of several professional organizations.

Ivan and his wife, Betty, have four children: daughters Linda (19) and Dana (3) and sons Kevin (16) and Stephen (14).

Short and always energetic, Ivan has an appealing highly mobile face. He looks not unlike a young Phil Silvers—or like Napoleon, whose picture always hangs behind his desk.

Napoleon, by the way, is not one of his idols. Ivan bought the picture 15 years ago when a supervisor said he wasn't strict enough with his employees.

"It's to remind me of what I never want to be," he chuckles.

Ivan's active life, however, doesn't end at the office. He has dozens of interests and gleefully labels almost every one a "hobby." Included are deep sea and trout fishing, golfing, camping, reading, taping music, sightseeing, cutting hair (his sons), going to school, attending the theatre, dining out at exotic restaurants, and dancing with three-year-old Dana when he gets home from work. An amateur photographer, he is particularly proud that one of his photos of the Grand Canyon is being considered for official use.

A cheerful iconoclast, Ivan has an unpretentious, tongue-in-cheek kind of humor—perhaps best illustrated by a sign that hangs behind the door holding his rather awesome title. The sign reads:

"IN CASE OF FIRE: Simply flee building with the same reckless abandon that occurs each day at quitting time!"

NIXON PRAISES SUPERIOR WORK

Noting that a new record of \$195 million in benefits from employee ideas was achieved in the last fiscal year, President Nixon recently praised Federal service employees for the results accomplished under the Incentive Awards Program.

"These outstanding results could not have been achieved without teamwork and extra effort by many people at many levels of our Federal organization. I am delighted to send a hearty and very personal 'Thank You' to everyone in Government for their contributions to this record.

"In many areas of importance to our citizens, the Government must carry out new functions and achieve new or more demanding objectives. It is crucial that we search constantly for the most economical, the most efficient, and the most effective procedures to carry out these missions.

"I deeply appreciate your help in this effort. I am confident that we will continue to improve this record of achievement."

Special thanks goes to all NPS employees who contributed to the success of OUR incentive awards program.

The Park Service adopted 382 suggestions, totaling \$16,840 in awards. These suggestions resulted in \$110,903 in benefits to the Service.

People on the move~

NEW PLACES

Anderson, Lee E., from Pk. Ranger, Lassen Volcanic NP, to Supv. Pk. Ranger, Blue Ridge Pkwy.
 Baker, John H., from Civil Engr., WSC, to same, Padre Island NS
 Ballard, John C., from Civil Engr., WSC, to same, Mesa Verde NP
 Belford, Donald C., from Engr. Equip. Oper., Petrified Forest NP, to same, Arches & Natural Bridges NM
 Blank, Timothy P., from Pk. Ranger, Albright TC, to same, Pinnacles NM
 Cannavo, Benjamin T., from Civil Engr., ESC, to same, NERO
 Carrington, John A., from Corpsman Asst. Supv., Harpers Ferry JCCCC, to Pk. Techn., Albright TC
 Catalano, Kathleen M., from Hist., Albright TC, to same, Independence NHP
 Chittum, Harold J., from Constr. Rep., WSC, to same, Grand Canyon NP
 Clark, Joseph T., from Landscape Arch., ESC, to same, Cape Cod NS
 Clay, John H., Jr., from Conc. Analyst, WSC., to same, SWRO
 Cockrum, Dan E., from Civil Engr., WSC, to same, Glen Canyon NRA
 Crawford, W. Pingree, from Pk. Manager, Statue of Liberty NM, to Mgmt. Asst., Ocmulgee NM
 Culp, Howard L., from Engr. Techn., ESC, to Maintenance Supv., Great Lakes Area Field Off., DS: Indiana Dunes
 Donati, William F., from Pk. Ranger, Crater Lake NP, to Supv. Pk. Ranger, Mount Rainier NP
 Duggan, Philip P., from Civil Engr., WSC, to same, Sanford RA
 Early, James J., from Pk. Guide, Carlsbad Caverns NP, to Pk. Techn., Montezuma Castle NM
 Erskine, Douglas D., from Pk. Ranger, Mount Rainier NP, to Supv., Pk. Ranger, Glacier NP
 Fitzgerald, James R., from Guard & Spec. Police, NCP, to Pk. Techn., Castillo de San Marcos NM
 Fuller, Kent L., from Civil Engr., WSC, to same, SWRO
 Garcia, Tillie R., from Sec. Steno., WSC, to same, SWRO
 Gerner, Frank S., from Arch., WASO, to same, WSC
 Henson, Albert G., from Pk. Planner, WSC., to Mgmt. Asst., SWRO
 Hinsdale, Glenn L., from Hist., Richmond NBP, to Supv. Hist., Gettysburg NMP
 Houston, Oni P., from Civil Engr., ESC, to same, Delaware Water Gap NRA
 Hoy, Wilton E., from Pk. Ranger (Gen.), Curecanti NRA, to Pk. Ranger (Nat.), Organ Pipe Cactus NM
 Koue, A. Lewis, from Arch., WASO, DS: San Francisco, to same, WSC
 Maeder, Richard H., from Cons. Center Dir., Harpers Ferry JCCCC, to Pk. Planner, NERO
 McCamant, Richard E., from Pk. Ranger, Everglades NP, to same, Hot Spring NP
 Mehring, Richard C., from Arch., WASO, to same, WSC
 Miele, John R., from Pk. Hist., Albright TC, to Pk. Ranger, Fort Vancouver NHS

Morishige, Dick T., from Supv. Exhibit Spec., WASO, DS: San Francisco, to Supv. Visual Info. Spec., WSC
 Morris, Hollis G., from Pk. Ranger, Albright TC, to same, Abraham Lincoln Birthplace NHS
 Mott, Eugene T., from Constr. Rep., WSC, to Maintenance Supv., Amistad RA
 Murray, Glennie C., from Hist., Herbert Hoover NHS, to same, WRO
 O'Kane, David A., from Civil Engr., WSC, to same, Grand Canyon NP
 Okey, Stanley S., from Hist., Boston NPS Group, DS: Minute Man NHP, to same, Fire Island NS & NYC Group, DS: Sagamore Hill
 Ray, Francis G., from Constr. Rep., WSC, to Maintenance Spec., Navajo Lands Group
 Reigle, Norman J., from Pk. Ranger, Albright TC, DS: Grand Tetons NP, to same, Lassen Volcanic NP
 Rutherford, George C., from Teacher, Harpers Ferry JCCCC, to Pk. Ranger, Albright TC, DS: Washington D.C.
 Schmidt, Loretta L., from Hist., Albright TC, to same, Boston NPS Group, DS: Minute Man NHP
 Simmonds, Robert V., from Arch., WASO, to same, WSC
 Skiles, Diana F., from Hist., Albright TC, to same, Edison Group
 Strobe, David A., from Pk. Ranger, Albright TC, to same, Grand Canyon NP
 Swift, Katherine L., from Supv. Accounting Spec., SWRO, to Supv. Voucher Examiner, WSC
 Thomas, Larry B., from Pk. Ranger, Lake Mead NRA, to Supv. Pk. Ranger, Sequoia-Kings Canyon NP
 Thomson, James M., from Supt., Fort Clatsop NM, to same, Sanford RA
 Tudminen, Henry M., from Constr. Rep., ESC, to same, Cape Cod NS
 Vaughan, Thomas G., from Archeologist, City of Refuge NHP, to Pk. Manager, Haleakala NP
 Vieira, Victor G., from Pk. Ranger, Albright TC, to same, Grand Canyon NP
 Welch, John E., from Pk. Ranger, Albright TC, to same, Colonial NHP
 Westley, Volney J., from Pk. Planner, WSC, to Landscape Arch., SWRO
 Wilcox, John E., from Pk. Ranger, Albright TC, to same, Padre Island NS

JOINING THE ALUMNI

Alberts, Edwin C., from Spec. Asst., Coop. Assns., WASO
 Condon, David D., from Asst. Supt., Grand Canyon NP
 Cooper, Robert G., from Supv. Civil Engr., ESC
 Dick, Oscar T., from Supt., Zion NP
 Hertel, William M., Jr., from Pvt., U.S. Pk. Police, NCP
 Kenner, Edwin C., from Supv. Civil Engr., ESC
 Mayrose, Paul L., from Supv. Civil Engr., ESC

HAPPY NEW YEAR!