

*Dr Garcia*

# ARADMAC

## ★ Civilian Personnel News ★

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### EQUAL EMPLOYMENT OPPORTUNITY

Captain Laurence P. Fleming, Legal Officer, has been appointed as the Deputy Equal Employment Opportunity Officer for ARADMAC, replacing Captain Roland V. McKneely, Jr. Captain Fleming's telephone extension number is 2284. In addition, Mr. Leon Avelor, Jr., Extension 459 and Mr. Jesus T. Flores, Extension 2618, have been appointed as Assistant Deputy Equal Employment Opportunity Officers.

It is considered important to again reiterate Colonel Jones' policy concerning Executive Orders 11246 and 11375.

"A positive program must be supported by each of you to eliminate any indication of discrimination because of race, color, religion, sex or national origin. The inherent right of every American citizen to Equal Opportunity must continue to be a way of life at ARADMAC. Each of you should understand that this policy maintains the principle that every person has the opportunity to attain his maximum potential limited only by his individual ability and capability. An individual employee must meet appropriate qualification requirements and no program can supplant his own responsibility in this regard. He must develop himself to be ready for opportunities. This equality envisions not only opportunity in employment and promotion, but also in training and development as well as other activities of this Center."

Basically, the Department of Army policy provides that employment practices will demonstrate full adherence to the letter and spirit of Federal Government policy guaranteeing equal employment opportunity to all persons, without regard to race, sex, creed, color, religion, or national origin. Further, members of minority groups will receive full and impartial consideration for initial employment, possess equal standing and security as Army employees; and enjoy equal opportunity to receive training and develop skills and to advance from a job and career standpoint. Such opportunities are limited only by the needs of the Department of the Army and the individual's own capacity and effort.

Individuals who believe that they have been subjected to discrimination in these matters may register a complaint with the Deputy Equal Employment Opportunity Officer. Complaints will be impartially investigated, adjudicated, and, as warranted, adjusted with all due consideration by officials concerned.

## MERIT PROMOTION PROGRAM

The Merit Promotion Program is of prime interest both to employees who are desirous of being considered for promotion and to supervisors who are interested in filling their position vacancies. Therefore the administration of the Merit Promotion Program should be a matter of concern to all of us. It is imperative that employees and supervisors understand and fulfill their responsibilities with respect to this program. Qualifications of each individual are a prime factor in the evaluation process and the employee's official personnel folder is the primary source of each individual's qualifications for any job. Thus, it becomes a matter of extreme importance for employees and supervisors to provide information to up-date experience and abilities for inclusion in official personnel folders.

Employees should assure they have included within their experience application a complete description of duties performed on jobs prior to employment with ARADMAC. Duties performed at ARADMAC beyond those listed on the official job description should also be a matter of record in your personnel folder. This can be accomplished by forwarding a SF 58 or a written statement to the Employment and Services Branch, Civilian Personnel Division through your supervisor.

The 201 file, personnel folder, is available for review by each employee. Arrangements to review your 201 file must be arranged and scheduled through your supervisor.

## UNION REPRESENTATION ELECTION

The Union Representation Election conducted 20 June 1968 resulted in the necessity of a runoff election between the American Federation of Government Employees and the International Association of Machinists and Aerospace Workers. The Outcome of the 20 June 1968 Election was:

AFGE	788
IAM & AW	548
No Union	543

One of the parties to the election has filed several protests to the election and requested the results be declared null and void. The protests are now being processed through the Department of Army Appeal Procedures. If the protests are upheld, the initial election will be reconducted; if the protests are set aside, a runoff election between the AFGE and the IAM & AW for exclusive recognition over all Wage Board employees will be held.

As soon as the above issues are resolved, another election will be held. You will be advised of the date of the election.

## REQUEST FOR ADVANCE SICK LEAVE

On occasion, for periods of extended illness, it may become necessary for an employee to "borrow" sick leave. Requests for advance sick leave may be approved by the Civilian Personnel Officer when certain conditions are met. A summary of these provisions are outlined below for your guidance.

- a. Employee must have exhausted all accrued sick leave prior to starting date of advance.
- b. Request must be in writing, setting forth the reason and length of time needed, and including a statement of his intentions to return to work upon release by doctor.
- c. Included with employee's request should be a doctor's statement verifying the need for sick leave and giving estimated date of return to work.
- d. Request should be submitted through supervisor for his indorsement.
- e. Each case will be evaluated as to merit and/or hardship and a decision made as to whether it meets the criteria for advance leave, but in no case can the amount of advance sick leave exceed 30 days.
- f. Employee will be notified of decision by letter.
- g. Upon return to work after an extended illness, employee must check through the dispensary prior to resuming work.

#### PLANNED TRAINING

Training needs are recognized in many ways. Periodically management must re-examine the effectiveness of its collective efforts in meeting specific goals and objectives. In so doing, decision may be reached to discard certain work processes in favor of more modern and efficient work methods, and need for training is evident in many such changing situations. New and unfamiliar equipment must be mastered, if maximum efficiency is achieved. Conditions of the workforce may also forecast training needs which must be considered at a given time, even though they will not occur immediately. For example, age of a particular work group may reveal the necessity for development of replacements; as individuals in the group near retirement.

All training needs begin and end with the individual. The employee who does not know how to do his job or who must be conditioned to perform it more effectively must be alerted to his lack of qualifications. Each employee has a personal responsibility to inventory his own capabilities, compare them with requirements for his present job and future progression possibilities, and plan an adequate program of self-development. It has been said that the future belongs to the man who prepares, and this is a sound observation. The employee who desires to be a success in his present duty assignment and be considered for greater responsibilities must energetically pursue the information that will make his dreams a reality. Are you satisfied with your educational level?

POLITICAL ACTIVITY REMINDER

Following provisions are prohibited under the terms of the Hatch Act and are applicable to Federal employees. The political activity poster on bulletin boards throughout ARADMAC should be reviewed periodically by each employee.

- a. Serving on or for any political committee, party, or other similar organization, or serving as a delegate or alternate to a caucus or party convention.
- b. Soliciting or handling political contributions.
- c. Soliciting sale of or selling political party dinner tickets.
- d. Serving as officer of a political club, as member or officer of any of its committees, addressing such a club on any partisan political matter, or being active in organizing it.
- e. Serving in connection with preparation for, organizing or conducting a political meeting or rally, addressing such a meeting on any partisan political matter, or taking any other active part therein.
- f. Engaging in activity at the polls (at primary or regular elections), such as soliciting votes, assisting voters to mark ballots, or transporting or helping to get out the voters on election days.
- g. Acting as recorder, checker, watcher, or challenger of any party or faction.
- h. Serving in any position of election officer in which partisanship or partisan political management may be shown.
- i. Writing for publication or publishing any letter or article, signed or unsigned, soliciting votes in favor of or against any political party or candidate.
- j. Becoming a candidate for nomination or election to office, Federal, State, county, or municipal, which is to be filled in an election in which party candidates are involved, or soliciting others to become candidates for nomination or election to such offices.
- k. Distributing campaign literature or material.
- l. Initiating or circulating partisan political nominating petitions.
- m. Engaging in political caucuses, or canvassing a district or soliciting political support for a party, faction, or candidate.

  
R. A. SALE

Civilian Personnel Officer