

Civilian Personnel  
FEDERAL WOMEN'S PROGRAM MANAGER

**History.** This is a revised publication in electronic format.

**Summary.** Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-10 establishes policies and responsibilities for the authority of the position Federal Women's Program Manager (FWPM). Also it prescribes the responsibilities of the FWPM.

**Applicability.** This regulation applicable to all military and civilian personnel employed by the Department of the Army for the JRTC and Fort Polk installation. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

**Proponent and Exception Authority.** The proponent agency for this regulation is Office of Equal Employment Opportunity (OEOP), AFZX-EEO, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Supplementation.** Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Director-

ate of Information Management (DOIM), Administrative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

**Suggested Improvements.** Users of JRTC & FP Regulation 210-19 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to Office of Equal Employment Opportunity (OEOP), AFZX-EEO, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

OFFICIAL: MICHAEL V. CHURCH  
Colonel, GS  
Chief of Staff

/s/  
PAUL JACKSON  
Director, Information  
Management

**Distribution.** Distribution of this electronic publication is made in accordance with JRTC & FP Circular 25-30, Distribution Formulas, intended for the DOIM Home Page Address: doimnt4.

**Contents (listed by para number)**

Purpose 1  
General 2  
Responsibilities 3

**1. Purpose.** This regulation establishes the authority for the position of Federal Women's Program Manager (FWPM). Also, it prescribes the responsibilities of the FWPM.

**2. General.**

a. DA, Civilian Personnel Regulation 700, Chapter 713, Appendix E, establishes requirements and guidelines for the FWPM.

b. The FWPM is a fully participating member of the management team, who is responsible to the

Commander and concerned with those aspects of Equal Employment Opportunity, which relate to women in the workforce.

c. While the Equal Employment Opportunity Manager has the responsibility for the total program of Equal Employment Opportunity, including the Federal Women's Program, this does not restrict the access of the manager to the Commander.

d. The position of FWPM will be an additional duty position. Selections will be made for an indefinite period, and will be in compliance with the Merit Promotion Program procedures for part-time positions.

**3. Responsibilities.**

a. Managers at all echelons of authority will ensure the following:

(1) The FWPM is a member of or advisor to the working committees and boards which have a direct or indirect impact upon the status of women.

\*This regulation supersedes JRTC & FP Reg 690-10, 28 October 1977

**JRTC & FP Reg 690-10**

(2) Full cooperation is given to the FWPM in her pursuit of affirmative actions designed to overcome Equal Employment Opportunity problems relating to women.

(3) The workforce is informed through posting of information throughout the activity of the identity, location, telephone number, and functions of the FWPM.

(4) Employees are informed that the FWPM is authorized to receive complaints of discrimination for delivery to the Equal Employment Opportunity Manager for processing.

b. The Equal Employment Opportunity Manager will ensure that complaints of discrimination based on sex (female) are reviewed by the FWPM.

c. The manager of the organization in which the FWPM performs her regular duties will ensure that reasonable time is available to permit full attention to the functions and responsibilities of the FWPM position, to include time for personal development.

d. The FWPM will ensure the execution of the following:

(1) Develop a working knowledge of Office of Personnel Management (OPM) and DA regulations

and policy guidance relating to the Federal Women's Program in particular and personnel management in general.

(2) Participate actively in the formulation of affirmative Equal Employment Opportunity Action Plans.

(3) That employees, managers, and supervisors are fully informed concerning the Federal Women's Program and other areas of related interest.

(4) Formulate reasonable and achievable goals for women in the workforce to be included in Equal Employment Opportunity Plan of Action.

(5) Assist in counseling women of the opportunities available to them through the Upward Mobility Program.

(6) As the need arises, establish a Federal Women's Program Committee.