



## **Department of the Interior**

### *Report to the White House Council on Women and Girls*

**I. *Executive Summary:*** With possession of one fifth of the nation’s lands and ownership of one third of the nation’s energy resources, with control over the nation’s second largest federal police force, and with over 70,000 employees spread across the country, the Department of the Interior’s impact is expansive. The mission of Interior is to “protect and provide access to our Nation’s natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities.” We further this mission with a set of five Departmental broad goals: (1) Resource protection: Protect the Nation’s Natural, Cultural, and Heritage Resources, (2) Resource use: Manage Resources to Promote Responsible Use and Sustain a Dynamic Economy, (3) Recreation: Provide recreation opportunities for America, (4) Serving Communities: Safeguard lives, property and assets, advance scientific knowledge, and improve quality of life for communities we serve, (5) Management excellence: Manage the Department to be highly skilled, accountable, modern, functionally integrated, citizen-centered and result-oriented.

Within our mission and the scope of these five goals, the Department has a significant capability to promote the place and advancement of women and girls, both at the Federal workforce and community levels. The expansive reach of DOI employees in National Parks, Wildlife Refuges, Bureau of Land Management lands, our central office in Washington, D.C., and more, provides a breadth of places and ways to further women, both as employees and as scientists. Our direct interfaces with the communities in which our lands and resources are located provide significant opportunities to further women and girls directly on-site. The scientific nature of resource management and protection brings with it chances to introduce girls to science and open up professional opportunities for women in science. Our charge of protecting Native communities enables DOI to interact with diverse groups of women and peoples to help implement unique programs and initiatives.

Overall, the Department has outlined four critical goals for how Interior is striving to empower women across the vast and varied expanse of our scope:

- Increasing leadership potential for female employees;
- Emphasizing a healthy work-life balance while providing the tools to achieve it;
- Exposing women and girls to science and the outdoors and providing opportunities for career development; and
- Enhancing quality of life for Native American women and girls through Bureau of Indian Education schools and Bureau of Indian Affairs initiatives.

**II. Programs Which Improve the Lives of the Federal Workforce:** Women comprise 40 percent of the Department of the Interior's permanent workforce. With women accounting for 51 percent of the Minerals Management Service, 34 percent of DOI Wildlife Biologists, and 130 of 391 Park Superintendents at America's National Parks, women are critical to the Department's functionality and productivity. Despite the improvements in our workforce makeup, Interior is committed to ensuring full equal opportunity in the workforce. Women are disproportionately represented in the lower ranks of the DOI workforce, accounting for 55 percent of the GS-8 and below workforce, and only 36 percent of the GS-9 and above workforce. With an ever-growing population of women at DOI; however, a number of programs exist to help improve the lives of all employees, while simultaneously providing tools for achieving a healthy work-life balance that strengthens families.

### **Current Programs**

- **On-Site Daycare:** GSA provides access to numerous day care facilities for all Federal employees. With 28 locations in the Washington, D.C area (15 in the District, the other 13 in Virginia and Maryland), DOI employees have convenient and reliable access to day care for their children.
- **Childcare Subsidies:** Eligibility for subsidies is capped at \$60,000 per household. The subsidy is valid for approved facilities, both on- and off-site. Currently, this option is not widely used, as only the Park Service has an active program. The other Bureaus do not have enough funding at this time.
- **Lactation Rooms:** Nursing mothers can return to work while still meeting their desire to breast-feed their babies. The Main Interior Building hosts its lactation room in room 4254 through the National Business Center Health Unit.
  - a. **Relevant Statistics:** On average, one woman per quarter makes use of the lactation room.
- **Interior Department Recreation Association:** The IDRA provides a number of amenities in the Main Interior Building, including:
  - **Salon/Barber**
  - **Post Office**
  - **Gymnasium/Fitness Center**
  - **Store**
  - **Dry Cleaning**
  - **Health Unit**
  - **Snack Bars**

- **Fitness Center Subsidies:** Minerals Management Service, Fish and Wildlife Service, and the Bureau of Land Management each offer subsidies for up to 50% of the cost of a gym membership, up to \$300. The subsidy applies both to on- and off-site facilities.
- **Employee Assistance Programs:** The DOI contracts with the federal Occupational Health to assist employees twenty-four hours a day, seven days a week to help those dealing with stress, family, and financial issues. These licensed counselors can be contacted via telephone or email.
- **Alternative Work Schedules:** In order to promote schedule flexibility so that employees can meet the needs of both their jobs and their families, Interior offers a variety of Alternative Work Schedules. There is no overarching program for the Department; however, Alternative Work Schedules are used widely throughout each bureau and office. Each schedule meets the needs of the employee and the requirements of the employer in order to improve morale while strengthening management's internal controls. These programs include:
  - **Credit Hours:** Credit hours are hours an employee works voluntarily, with prior supervisory approval, in excess of the normal hours worked in a pay period. Credit hours can be carried over for use in another pay period.
  - **Compressed Work Schedule:** This type of AWS requires a fixed schedule where the employee may fulfill the biweekly work requirement on less than 10 workdays in the pay period. Arrival and departure times are fixed. There are no core hours, flexible time bands, or flexible lunch periods. Employees are limited to a ½-hour uncompensated lunch period. Credit hours may not be earned. Employees may select, with supervisory approval, a set arrival time and may work one of the following schedules.
    - **Compressed 5/4-9**—Employees work nine hours on eight workdays in the pay period, eight hours on one day in the pay period and have one AWS day off. The AWS day off is fixed at the time the schedule is established and may not be swapped for another day.
    - **Compressed 4/10**—Employees work four 10-hour days each week of the biweekly pay period and have one AWS day off each week. The AWS day off is fixed at the time the schedule is established and may not be swapped for another day.
  - **Maxiflex:** This schedule allows for the establishment of flexible arrival and departure times, and flexible lunch periods, and requires that specific core hours be established on at least three days of the work week. There is no daily or weekly requirement. Employees must work or account for their whereabouts, by leave, credit time, or compensatory time off, to meet their biweekly work requirement (80 hours for full-time employees). Employees may vary the number of hours they work each

day and each week for a maximum of two days off per pay period. Employees working under this type of AWS should gain approval from their immediate supervisor for their planned schedule by the beginning of each pay period. Credit hours may be earned with supervisory approval but will not accrue until after the biweekly work requirement is met. In addition to full Maxiflex, employees have the option of working schedules similar to those of Compressed schedules as follows:

- **Maxiflex 5/4-9:** This requires the employee to establish a daily schedule of nine hours on each of 8 work days, 8 hours on 1 work day and one AWS day off per pay period. The AWS day off is established but may be swapped for another day within a pay period with prior supervisory approval. Arrival and departure time bands and core hours are established for days on which work is scheduled. Flexible lunch periods are allowed, with prior supervisory approval. Credit hours may be earned but will not accrue until after the biweekly work requirement has been met.
  - **Maxiflex 4/10:** This schedule requires the employee to establish a daily schedule of 10 hours on each of 4 workdays each week with 1 AWS day off per week. The AWS day off is scheduled on a recurring basis, but may be swapped for another day within a pay period with prior supervisory approval. Arrival and departure time bands and core hours are established for days on which work is scheduled. Flexible lunch periods are allowed with prior supervisory approval. Credit hours may be earned but will not accrue until the biweekly work requirement has been met.
  - **Flexitime:** Commonly referred to as the “gliding schedule,” this type of AWS provides for flexible arrival, departure and lunch periods and has specified core hours in each of 10 workdays in the pay period. Full-time employees are required to work during their scheduled work hours, or use leave, credit time, and/or compensatory time off during specified core hours and 8 regular hours on each of 10 workdays in the biweekly pay period. Employees may be allowed to earn credit hours under the guidelines in this policy after the biweekly work requirement is met.
  - **Job Sharing:** This is an option in which two or more employees share a single job. Currently, the Department tends to make use of part-time employees more than job sharing. Fish and Wildlife Service is currently the only Bureau utilizing job sharing, and it is used limitedly.
- a) **Relevant Statistics:** Over 17,000 females participate in the Alternative Work Schedule program. Over 45,000 employees participate, which is over 55% of the entire Department of the Interior workforce. The breakdown by Bureau is:

<b>Bureau</b>	<b>Female Participation</b>	<b>Percentage on AWS of females in Bureau</b>	<b>Percentage of entire Bureau on AWS</b>
Office of the Secretary	669	37%	35%
Bureau of Indian Affairs	796	17%	21%
National Park Service	5,251	50%	52%
U.S. Geological Survey	2,964	84%	82%
Bureau of Land Management	4,238	93%	90%
Bureau of Reclamation	130	7%	21%
Fish and Wildlife Service	2,040	51%	48%
Office of the Solicitor	139	59%	51%
Office of Surface Mining, Reclamation	162	66%	67%
Office of the Inspector General	89	68%	51%
Minerals Management Service	855	99%	99%
<b>TOTAL</b>	<b>17,333</b>	<b>53%</b>	<b>55%</b>

- **Telework:** The Telework Program is available to eligible employees occupying positions where all or some of their duties can be accomplished at home, or at a qualified telework center. This program provides employees the opportunity to work at the home or alternative work site on a regular, recurring basis, or on an irregular, ad-hoc basis. Each of the bureaus has a relatively healthy telework program in place, with the exception of the Bureau of Indian Affairs. The U.S. Geological Survey was highlighted in Fiscal Year 2007 for its strong program, and Fish and Wildlife Service's program was nominated for a government-wide program. The National Park Service's program is undergoing significant changes, as their responsive telework coordinator works with the Office for Policy, Management and Budget. The Bureau of Indian Affairs has been working with OPM since January to attempt to get their program off the ground. The biggest obstacles being faced currently are supervisory hesitation and lack of management support. However, the Office of Human Resources is

currently coordinating an updated telework policy with the Office of the Chief Information Office.

- **Telework and Broadband Reimbursement:** With over 600 employees who telework, the Fish and Wildlife Service provides employees who require broadband services to perform their work duties at home with partial reimbursement for costs associated with basic high-speed internet, including a cable modem, DSL, and/or a high-speed satellite connection from a commercial vendor.
- **Employee Assistance Program:** The local EAP hosts brown-bag lunch meetings and seminars on eldercare, managing stress, retirement, and other relevant topics.
- **DOI University:** This comprehensive training organization provides an extensive listing of training and services to better educate DOI employees, the public and industry professionals.
- **DOI Learn:** A web-based system, DOI Learn allows employees to manage their training and development and also maintain an official record of their training within DOI. This system provides tailored information and e-content.
- **Financial Planning Reimbursement Program:** The Fish and Wildlife Service reimburses employees up to 50 percent of the cost of financial planning services expenses up to \$200 every three years.
  - a. **Relevant Statistics:** Between the Financial Planning Reimbursement Program, Fitness Center Subsidies, and Broadband Subsidies, the Service spends over \$525,000 and year, and in Fiscal Year 2008, served over 1,600 employees.
- **Department of the Interior Health and Safety:** The Office of Occupational Health and Safety and a committee of volunteers from each bureau schedule events that promote work-life safety and satisfaction. Many of these events take place during the annual Safety and Health Awareness weeks, with events over a two week period such as: “Eat Healthy, Eat Local! Come Learn about Community Sustained Agriculture”, a week of open gym for all DC employees, money management, “10 Steps to Emotional Resiliency” and more.
  - a. **Relevant Statistics:** Over 400 employees attended events at the 2009 Safety and Health Awareness Week. Over 55 percent of attendees were female. Only ten women took advantage of the free trial membership at the gym, but two of the women joined at the end of the week, making the program a success.

- **Diversity Days:** This annual week-long event includes trainings, seminars, speakers, photography contests, and prizes to promote diversity in the workplace.
- **Special Observance Months and Days:** Each year there are a number of days dedicated specially to various diverse groups. Each day or month is led by a specific bureau to recognize and empower the Department's diverse groups. Women's Equality Day is in August, and is hosted by the Office of Surface Mining. Women's History Month is March, and is hosted by the U.S. Geological Survey.
- **Federally Employed Women (FEW):** Among employee groups that are available to DOI employees is Federally Employed Women (FEW). This is a membership organization working for the elimination of sexual discrimination and the advancement of women in government. This is accomplished by: encouraging diversity and equality in the workplace; establishing and maintaining working relationships with organizations to advocate the fair application of EEO and personnel laws, policies, procedures, and practices; improving the quality of life by influencing Congressional and administrative actions; committing to achieve and maintain a unified and diverse membership; and providing opportunities for professional growth through leadership development, education, mentoring, and networking. FEW interacts with the Department through the Office of Civil Rights. There is a FEW Chapter sanctioned by DOI (Capital Chapter). The Capital Chapter FEW meets monthly on the second Tuesday of the month from 12:00-1:00 p.m. in the Main Interior Building. The Capital Chapter is actively involved in Special Emphasis activities such as Women's History Month and Women's Equality Day. They also regularly collaborate with other Employee/Affinity Groups.
- **Onsite Health Suite:** Inside the Main Interior building there is an onsite health suite with a Registered Nurse. There is healthcare information available that is targeted specifically to women.
- **Voluntary Leave Share Programs:** This program is used to allow employees who have exhausted all their earned leave to use leave donated by others when the employee will suffer a loss of income because of a medical emergency. The program can help ease the emotional and financial burdens felt by an employee who is seriously ill or has a family member with a medical emergency. The program allows coworkers to voluntarily transfer some of their annual leave to a qualifying employee.
- **Family Medical Leave:** Covered DOI employees are entitled up to 12 administrative work weeks of unpaid leave during a qualified 12 month period. Leave coverage includes the birth of a child; the placement of a child with the employee for adoption or foster care; the care of a spouse, son, daughter, or parent with a serious health condition; and the serious health condition of an employee that makes the employee unable to perform his or her duties.



- **Weight Watchers @ Work:** This employee funded program provides an onsite meeting place for employees to participate in the Weight Watchers program, so even the busiest employees can attend. Additionally, attending meetings with co-workers creates a network for ongoing support and motivation. Weight Watchers is hosted by the IDRA.
  - a. **Relevant Statistics:** Most recently there were 10 members of this program, and all 10 were female. The Fish and Wildlife Service, which maintains its own program, had 25 women participate in Fiscal Year 2008.
  
- **30/30 Club:** In January this club was created as a support group sharing the goal of losing 30 pounds in 30 weeks, spanning from January 21, 2009 to August 12, 2009. Recognizing that losing weight is America's # 1 resolution at the end of the holiday season every year, the NBC Health Unit nurse convened a class to help people who had 30 pounds or more to lose and who were willing to lose their weight at the slow rate of 1 pound a week.
  - a. **Relevant Statistics:** Emphasizing that the simple solution of weight loss is reducing food intake and increasing exercise, this support group of 28 women and 2 men has met weekly to weigh themselves and share successes and challenges. As is true of many weight loss programs, 85% of the class dropped out by the midway point. However, the remaining women said the "30 / 30 Club" was helpful and they have lost an average of 11 pounds.
  
- **"Smoke Free Families":** DOI's healthcare professional, Barbara Hayden, RN, COHN-S, leads this smoking cessation support group onsite to help employees navigate quitting smoking. The program's title and curriculum demonstrates an understanding that smoking impacts the entire family, and healthy habits protect the entire family, both now and in future generations. The program is free to both employees and the Department, as it is provided through the D.C. Lung Association.
  - a. **Relevant Statistics:** Over 40 employees participate in this program, and 70 percent of participants are women.

## Future Programs

- **Women @ DOI on Department's Intranet:** While DOI does not yet have an intranet site, there are current plans to build one. This intranet site could provide useful and accessible information about programs and benefits available to women who work at Interior. Two potential elements of this intranet section would include:
  - **Programs and Benefits:** This section of the DOI intranet site could provide more information about many of the programs available to women at DOI that some women might not be aware of (like childcare, flexitime, telework, etc.) This ensures women have access to the most current information necessary for their use of existing and future programs and benefits.
  - **Forum:** The intranet could be set up to include a forum for women at DOI to discuss topics related to their work or families. This could be an excellent way to build more of a sense of community of women who work at DOI and share common issues and struggles.
- i. **Benchmarks:** DOI does not yet have an intranet site for all employees, making the implementation of this program dependent on the technology being set up. Additionally, the creation of a forum will take additional time. If we want to move immediately, once the content is created, we could instantly launch a public facing site that outlines all the benefits and programs available for female employees, confidential information notwithstanding. This would take minimal time to create, and could be used in the interim until the intranet is launched.
- ii. **Areas of Need:** Basic intranet infrastructure is the first priority. Also, in order to maintain content and keep it current, a point person for developing this specific content area would be necessary.

- III. Programs Which Improve the Lives of America's Women and Girls:** The Department of the Interior is unique in the level of direct contact between communities, employees, and programs. Interior's many programs work toward three goals with regard to women: 1) connecting women and girls with federal opportunities in education and careers in science; 2) improving opportunities for professional women in careers in science; and 3) enhancing the quality of life for out Native communities.

## **Current Programs**

### ***Education***

- **Kids and Teachers Pages on DOI.gov** The DOI.gov website has sections with resources for [children](#) and [teachers](#). These pages offer portals into the various children's and teacher resources available throughout the DOI bureaus including science experiments and earth science lesson plans, information about becoming a Park Ranger or USGS scientist, information on renewable energy and energy production, and educational games and coloring books and much more. It includes information and access to many of the programs listed below in this report. The DOI children's page has the highest traffic of any page on DOI.gov other than the homepage. Together, the children's and teacher resources account for just under 20% of all traffic on DOI.gov.
- **Earth Science Week:** This year marks the 10<sup>th</sup> anniversary of Earth Science Week—an event that has activities that occur throughout the year. The theme of Earth Science Week 2008 was “No Child Left Inside”. Since its inception, the US Geological Survey has been the principal supporter and contributor to this large national effort. With USGS facilities and services located in hundreds of locations throughout the nation, USGS scientists and staff contribute to an interactive website and identify natural sites that offer rich interpretive and educational opportunities.
- **Reston, VA Beaver Pond Field Trip:** For the past 15 years, US Geological Survey employees and scientists have been actively involved with the Langston Hughes Middle School's Beaver Pond Field Trip in Reston, VA. This outdoor field trip is designed to be a multi-disciplinary learning activity involving most of the core elements of the 7<sup>th</sup> grade curriculum: mathematics, science, geography, English, and art. The USGS portion of the trip consists of five field stations in and around Lake Audubon in Reston. Through presentations, demonstrations, and hands-on-activities, USGS scientists help children learn about watersheds, how to measure stream flow, factors affecting aquatic organisms of a depositional stream environment, factors affecting aquatic organisms of a stream riffle, stream chemistry, and geologic mapping.

- **Open House:** The US Geological Survey in Reston, VA hosts an Open House every three years, and provide a chance for the community to talk to world-class USGS scientists to learn about earthquakes, volcanoes, water quality, climate change, invasive species, and mapping the Earth.
- **Science Camp:** The US Geological Survey National Center and Reston Association have partnered for 13 years in the highly successful Science Camp for children ages 8 to 12 years at the USGS National Center in Reston, VA. The camp provides a rare opportunity for 240 children each summer to meet scientists, participate in science experiments, and learn about the natural environment in an activity-based program using the resources of real science labs and the 105-acre campus.
- **Becoming an Outdoor Woman:** This Fish and Wildlife Service educational opportunity teaches hands-on outdoor skills to adult women in a safe and supportive atmosphere. Participants choose from over 50 courses, such as rock climbing, orienteering, archery, ATV handling, fishing, nature crafts, bird watching, and more. These workshops are designed for women 18 years and older who have little to no experience in the outdoors.
- **Ladies, Let's Go Fishing:** Ladies, Let's Go Fishing (LLGF) is a partnership program with the Fish and Wildlife Service dedicated to attracting women to sport fishing and promoting conservation and responsible angling. The Sport Fish Restoration grant program and the Florida Fish and Wildlife Conservation Commission provide financial and educational support to LLGF. These weekend seminars introduce women to fishing in a non-threatening atmosphere. During the seminars, women spend the first day becoming introduced to topics, with the afternoon providing hands-on skill stations. The second day is spent fishing. LLGF also plans organized fishing trips to Florida, Costa Rica, the Bahamas, and Alaska. In addition, the group has local chapters which are held through the year.
- **Ladies Bait Your Hook:** An event at the Noxubee National Wildlife Refuge in Brooksville, Mississippi, this Fish and Wildlife day introduces women of all ages to fishing. The program consists of interactive learning about fishing followed by actual chances to fish on fishery bonds. They then learn how to clean fish. This will be the fourth year of conducting the program, and has included women from the ages of 8 to 76.
- **Hadassah Day at the Refuge:** The Fish and Wildlife Service R.M Laxahatchee National Wildlife Refuge in Boynton Beach, FL introduce women to the Refuge with mini lectures, guided walks, and an art show. Hadassah is a Jewish women's organization in service to serve the Hadassah Hospital in Israel.

**a. Relevant Statistics:** The South Florida office of Hadassah has approximately 15,000 members, and approximately 100 women attend this program.

- **Big Brother, Big Sister Fishing Event:** Hosted at the Warm Springs National Fish Hatchery in Georgia, the Fish and Wildlife Service provides young women and men and their mentors with an opportunity to learn to catch and release fish. Events included teaching catch and release, knot tying, Biologist in Training activities, proper handling of fish, as well as many other environmental education activities.

**a. Relevant Statistics:** The event hosted 70 female Bigs and Littles from the Atlanta Chapter.

- **Women, Water, and Wilderness:** A program out of the National Park Service and funded by an annual grant from the Glacier National Park Fund, seven to ten high school women from the Blackfeet tribe of Browning, Montana gain exposure to America's treasured landscapes. It is an annual four day kayaking and stewardship experience that incorporates the restoration of a wilderness campground, leave-no-trace backcountry use education, and personal empowerment. The aim is to provide a positive experience that will motivate and encourage these young women to appreciate their strengths and abilities and to learn new skills. Participants are selected based on recommendations from school teachers and counselors, and follow by personal interviews. This program has been in place since 2004.

- **Educational Partnerships Program:** The Office of the Secretary has five partnership schools in the local Washington, D.C. area. The schools serve students in grades K-12. The mission of the program is to provide available Departmental resources to help enrich the school curriculum by fostering interest in natural resources, cultural heritage, environmental protection, and conservation education. Educational partnership activities include: a literacy program, student book forum series, student forum series, teacher workshops, career fair participation to promote jobs within DOI, science fair participation, participation in National Initiatives (e.g. National Groundhog Shadow Day, National Fishing and Boating Week, etc), field trips to the Main Interior building and local Interior sites, donation of supplies and materials, book donation to school library and teacher's library, magazine subscription donation, provided educational materials/resources, offer the exhibition and programs of the Interior Museum as learning laboratories for students and teachers, offer the resources of the Interior Library as a research facilities, and more.

**a. Relevant Statistics:** Girls make up 50 percent of the educational partnership programs and women make up 100 percent of the teacher workshop participation.

- **Teaching Women's History in the NPS:** A program of the National Park Service, Teaching Women's History highlights the important role women have played in history. Women have played important roles at many NPS sites, from Clara Barton to Rosie the Riverter. There is also an online travel itinerary available entitled *Places Where Women Made History* which highlights 75 places in NY and MA. There is also an important component within the Teaching with Historic Places program for women. The program offers award winning, classroom ready lesson plans that use National Register listings to teach history, social studies, and geography.

- a. **Relevant Statistics:** With over 75 locations, and many specific women highlights, there are many places that help teach women's place in history. Fifteen of the Teaching with Historic Places lesson plans prominently feature the role of women at a specific site.

- **Girl Scouts of the USA—Linking Girls to the Land Program:** This program encourages national and local partnerships between agencies and Girl Scout councils to offer conservation and outdoor programs nationwide. Fish and Wildlife, the Bureau of Land Management, and the National Park Service each have programs under this project. Each of the nine regions of FWS has Scouting Coordinators that facilitate program coordination and information sharing with regard to both Boy and Girl Scout programs. Programs with Scouts happen all across the country on National Wildlife Refuges, National Fish Hatcheries, and communities near Fish and Wildlife Service field operations.

- a. **Relevant Statistics:** Approximately 35,000 girls have participated in this interagency program. The program has access to 3.5 million members to include girls and adults and 2.6 million girl members.

- **FishHer:** Another program of the Fish and Wildlife Service, FishHer is designed to educate, equip, and empower girls new to the sport of fishing, boating, and aquatic education. This program is being offered initially to Girl Scouts of Nebraska in a pilot program. Once the pilot is developed and is successful the program will be presented to the Girl Scouts of the United States for adoption as a national Girl Scout Program. Partnerships include: Nebraska Game and Parks Commission and Girl Scouts—Nebraska.

- a. **Relevant Statistics:** Participation as of December 31, 2008 was 1,016 girls, with an anticipated participation of 1,800 girls in 2009. The final participation of 2009 is to be reported in September 2009.

- **Biologist-In-Training Program:** This program is an innovative environmental education program through the Fish and Wildlife Service

that promotes National Fish Hatcheries as unique outdoor classrooms. The program fosters direct interactions with fish and aquatic environments. Youth gain a first-hand understanding of aquatic resources, a link to a mentor, and empowerment to act to help conserve aquatic resources. Girl Scout juniors—5<sup>th</sup> and 6<sup>th</sup> graders—in the southeastern states complete the program to achieve the Biologist-In-Training patch, certificate of achievement, and a congratulatory letter from the USFWS Regional Director.

- **Girl Scout National Council Session 51<sup>st</sup> Convention:** The Fish and Wildlife Service was represented at the 2008 national convention held in Indianapolis, IN, where they provided Girl Scouts information on FWS initiatives and careers.
  - a. **Relevant Statistics:** Over 11,000 girls were present at the national convention.
- **Girl Scout Day:** An annual event since 2005, Girl Scout Day is held at the Smithsonian Air and Space Museum and is hosted by the Fish and Wildlife Service. The event provides information to Girl Scouts from the council serving the Washington, D.C. area in a fun and interactive fashion regarding natural resources. This normally includes education activities in the areas of fisheries, marine mammals, migratory birds, and endangered species.
  - a. **Relevant Statistics:** Approximately 3000 Girl Scouts, their leaders, and parents attend the event each year.
- **Eco-Expo:** Held in 2005 and 2009 at an outdoor venue in Washington, D.C., the Eco-Expo gathers groups of Girl Scouts to hear from organizations and companies on a variety of environmental issues. The U.S. Fish and Wildlife Service has a presence there and runs educational activities in the areas of fisheries, marine mammals, migratory birds, and endangered species.
  - a. **Relevant Statistics:** Approximately 2000 Girl Scouts, their leaders, and parents attend this event.
- **Girl Scout Thinking Day:** Held at the GSUSA National Headquarters in New York City, the U.S. Fish and Wildlife Service provides Girl Scout leaders and National Staff information regarding natural resources, specifically water, and information on USFWS careers at this significant event on the GSUSA national calendar.
  - a. **Relevant Statistics:** Approximately 200 GSUSA National Staff, Girl Scout leaders, and Girl Scouts attended the event

- **Serve to Preserve:** The Fish and Wildlife Service hosts an event at the Shell Mound Unit of the Lower Suwannee/Cedar Keys National Wildlife Refuge in Florida to connect Girl Scouts (7-12 years of age) to nature, the landscape, our heritage, and individual responsibility and stewardship towards our natural resources.
- **Girl Scout Wilderness Road Council Day Camp Program:** Hosted at the Wolf Creek National Fish Hatchery in Somerset, Kentucky by the Fish and Wildlife Service, this one day camp offers a myriad of outdoor related programs and activities.
- **Me and My Guy Fishing Event:** Also at the Wolf Creek National Fish Hatchery, this event encourages area Girl Scouts of all ages to bring their favorite guy for an afternoon of fishing on the creek.
- **Eco-Action/Water-Everywhere:** Hosted by the FWS at Wolf Creek National Fish Hatchery, activities for local Girl Scouts are planned and led so that junior age girls may earn their Eco-Action badge and Brownie age girls may earn their Water-Everywhere badges.
- **Scout Badge Requirement Opportunities:** The Fish and Wildlife Service provides opportunities at the Warm Springs Regional Fisheries Center in Georgia for young men and women to earn their scout badge requirements. A visit to a federal facility, review of aquatic wildlife, what it means to be threatened or endangered, discussions with a biologist, environmental education programs, programs promoting environmental management and going green initiatives, as well as other FWS program areas, have all been used to connect youth with the great outdoors.
  - a. **Relevant Statistics:** The Fish and Wildlife Service has over 390,000 Girl Scouts participating in their various programs.
- **Campbell Creek Science Center:** This BLM field office in Alaska reported 51 participants in its various *Linking Girls* programs.
- **Roseburg District Office:** This BLM field office in Oregon reported 300 participants in its various *Linking Girls* programs.
- **Resource Stewardship Girl Scout Ranger Program:** A new program of a partnership between the National Parks Service and Girl Scouts of the United States of America (GSUSA), the Girl Scout Ranger Program is a tailored certificate/patch program that began in April, 2009. It is designed to increase Girl Scout visitation to national park sites, to promote a better understanding of the NPS mission among girls and their families, educate young people about their responsibility in conserving our natural and cultural resources, encourages volunteer service, and promotes good citizenships. Additionally, this program helps



encourage girls to explore careers in environmental science and conservation while developing critical leadership skills. Girls will be awarded a special unit certificate or individual patch for participation in educational and service projects. This is a program of the *Girl Scouts Linking to the Land* Elliot Wildlife Values Project.

- a. **Relevant Statistics:** Approximately 20,000 girls will participate in this program each year.

## **Careers**

- **USGS National Association for Geoscience Teachers (NAGT):** Since 1965 the NAGT and the US Geological Survey have solicited the names of highly qualified students from the directors of field camps throughout the Nation. These nominees are then invited to apply for a summer appointment to do field, laboratory, or scientific office work with USGS scientists. A number of these students have gone on to become full-time employees.
  - a. **Relevant Statistics:** This year 33 percent of internships through the USGS/NAGT partnership are female.
- **Celebrating Women in Science:** A program of the Bureau of Land Management's Campbell Creek Science Center in Alaska, this occurs during National Women's History Month and highlights the work of local women scientists in Alaska. While the audience is not restricted, most of the 30-35 attendees are girls and women.
- **Students Career Experience Program:** Though utilized all throughout the Department of the Interior, the Bureau of Land Management makes special use of the SCEP program. This program has one of the highest SCEP conversion rates in the Federal government and has been recognized as a "best practice" by the Partnership for Public Service.
- **Student Sponsorship Program:** The Fish and Wildlife Service uses the Student Sponsorship Program to increase the agency's ability to reach diverse individuals (including women) skilled in natural resources management and strategic habitat conservation. It provides targeted recruitment of diverse students at selected institutions—including women's colleges and universities. The FWS forms partnerships with colleges and universities that have qualifying natural resources degree programs and better utilize SCEP to recruit diverse students into entry-level positions.
  - a. **Relevant Statistics:** The Fish and Wildlife Service has had 30 SCEP/STEP female students participate and successfully complete internships.
- **Job Corps Civilian Conservation Centers:** The Bureau of Reclamation operates six Job Corps Civilian Conservation Centers (JCCCs). Their mission

is to connect the nation's most vulnerable youth with a quality education and vocational training which meet the needs of America's employers. Job Corps is the nation's largest residential, educational, and career training program for at risk youth between the ages of 16-24. The Centers assist students with attaining their high school diploma or General Educational Development (GED) certificate, and training in more than twenty high-growth industries. Young women are strongly encouraged to participate in traditionally male oriented trades in the science, technology, and construction fields. These centers are organizationally located in Reclamation's Pacific Northwest Region, Upper Colorado Region, and Administration, Denver, Colorado. Reclamation's Job Corp Centers are scheduled to be transferred to the Department of Agriculture, U.S. Forest Service in January of 2010.

- a. Relevant Statistics:** The Reclamation Centers have the capacity to serve 1,400 students at any one time, approximately thirty percent of which are female.
- **Job Shadows:** A program of the Fish and Wildlife Service out of the Warm Springs Regional Fisheries Center in Georgia, Job Shadows provide young women and men an opportunity to participate in career field advancement of studies. High school Job Shadows have participated in field advancement studies by meeting with staff to gain individual attention as well as to answer questions concerning areas of interest. Students were paired with biologists to address specific areas of interest in the fish health, genetic, and cryo labs as well as fish culture areas.

### ***Native Communities***

- **Bureau of Indian Education and Tribally Operated Schools:** These BIE schools serve youth (males and females) living on reservations in grades K-12.
  - a. Relevant Statistics:** As of April 16, 2009, BIE has 21,185 females in grades K-12. This total includes both BIT operated and Tribally operated schools.
- **Indian Child and Family Education (FACE):** This program, through the Bureau of Indian Education, funds early childhood education, adult education, and parenting skills for parents living on a reservation with a Bureau funded school.
  - a. Relevant Statistics:** 81 percent of adults participating in the FACE program are females, and 53 percent of students are girls.
- **Family Violence Protection:** The Bureau of Indian Affairs (BIA) works with the Department of Justice (DOJ) to provide services to women and children,

such as intervention specialists, social workers for child protection and welfare transportation to safe areas. BIA also partners with Indian Health Services, community advocates, and tribal leaders to establish clear standards of practice and standardize protocols for responding to domestic violence and sexual assaults. It provides training programs that develop culturally sensitive protocols for officers in the field who are most often the first to respond to incidences of domestic violence and sexual assault as well as protocols for the collection and preservation of evidence for prosecution. Also, BIA works with the Federal Bureau of Investigation and the United States Attorney's Office to establish clear guidelines for the reporting of crimes and to establish evidentiary chains of command to maximize prosecutions. BIA also works with Tribes, States, and local governments to clearly delineate jurisdictional responsibilities and protocols associated with reporting, responding to, and prosecuting these crimes.

- a. **Relevant Statistics:** The American Reinvestment and Recovery Act of 2009 includes \$25 million of funding for BIA and Indian Health Services to further fund these programs.

### **Future Programs:**

- **Youth Conservation Corps:** Secretarial Order Number 3286 created the Office of Youth in Natural Resources within the Department of the Interior to promote education, engagement, and employment of youth at Interior. The Order reads that the Office will “include a special emphasis on encouraging the participation of young women and girls.” Currently, 42 percent of participants in the Youth Conservation Corps summer employment program for young people ages 15-18 are girls. Going forward, the Office will issue frequent data calls to the field as a way of ensuring that programs are in fact engaging substantial numbers of young women, girls, and young people from other diverse backgrounds. The engagement of youth is a critical component of the Department's strategic plan, and the inclusion of young women and girls provides a crucial home for the development of specific and targeted programs within this Office.
- **DOI Mentoring Program:** Upon recognizing two important facts—that women are underrepresented in science both at DOI and in the private sector and that 35% of DOI women are set to retire by 2014—a crucial step is needed to encourage young women into science fields and more directly, into Interior. An opportunity exists to connect young women and girls with scientists in Federal Service through a mentoring and internship program. Working from models in the private finance sector, DOI could create a pilot program under the U.S. Geological Survey with potential to scale Department wide and across other agencies. Using both new and existing internship programs under USGS—the National Institute for Water Resources-USGS

Student Internship Program, the National Cooperative Geologic Mapping Program/EDMAP Program, and the NAGT-USGS Cooperative Summer Field Training Program—as models, DOI could provide opportunities for girls and young women to gain exposure to top professionals, training, and a strong alumni network.

- **Expanding the Use of SCEP:** Expanding the use of the Student Career Experience Program and the Career Intern Program can serve as a conduit towards recruiting women and girls to the Department. These programs funnel talented and experienced young professionals into government careers—which is a much needed step as much of the older workforce, especially women, retire.
- **Focus on Girls:** Consider institutionalizing agreements with Environmental Careers Organization (ECO) and The Posse Foundation. ECO sponsors a Diversity Conservation Career Intern Program which boasts a network of diverse students who are interested in careers in conservation. Posse, recently recognized by President Barack Obama, identifies public high school students with extraordinary academic and leadership potential that may be overlooked by traditional college selection processes.
- **Women and Girls Section of DOI.gov:** The main Interior website could include specific content geared towards the numerous programs that exist for women and girls. There are two main areas of content that we would include as part of this section of the website—one that talks about the women who already work at DOI and their contributions to the departments and their fields, and second, programs available to the public that engage women and girls. These two areas are:
  - **Women @ DOI**
    - **Weekly or Monthly Feature:** This section could feature a specific woman at DOI each week or month. We could start with women in leadership roles (Assistant Secretaries, Bureau Heads, etc.) but over time, begin featuring scientists, researchers, and other women throughout DOI. In addition to a written blurb and photo about each woman we feature, a podcast or video that captures her talking about her work and role at DOI could be included.
    - **Statistics about Women at Department of the Interior:** This section could highlight the number of women who work at DOI, the types of work they do, and more statistics that capture the vital role women play, and will continue to play, at the Interior.
      - i. Benchmarks:* Once content is created, this would take only a few days to set up.

*ii. Areas of Need:* This could be launched in the near future, assuming content could be quickly manufactured.

- **DOI for Women and Girls**

- **Catalog of Outreach Programs:** There are a number of existing programs throughout the various Bureaus that connect women and girls with DOIs programs and missions, as highlighted in this report. The catalog would serve as a clearinghouse for all these programs throughout DOI. It could also feature a photo gallery or videos of past outreach events.
- **Virtual Mentoring Program:** DOI could sponsor periodic live chats or video conferences between women who work at DOI and high school and middle school aged girls. These discussions could be focused on how women at DOI came to work in their field, any challenges they faced, and more. Conducting these chats or video conferences online would allow for women at Interior to reach larger audiences without having to travel.
- **Social Media:** DOI is in the process of setting up YouTube, Facebook, Twitter, and Flickr accounts for the Department. Each of these social media outlets could be used to help promote the Women and Girls section of the website, upcoming events, or other content developed as part of this program.
- **Recruitment and Retention Tools:** Using podcasts and the above new media techniques to create a targeted recruitment scheme could help highlight careers at DOI in exciting and accessible ways.

*i. Benchmarks:* If made a priority, the technical kinks and content management could be figured out between a few weeks and a couple months.

*ii. Areas of Need:* This section requires the creation of content, as well as a point person responsible for the active updating of information. From a technical standpoint, only the virtual mentoring program would be difficult to create. A vendor would have to be identified that could put together a web cast or video conference. After working out the technical requirements, we would need to both have a woman at DOI present her story and have students on the other end watching it.

#### ***IV. Overarching Recommendations:***

- Incorporate the initiatives and goals of the White House Council on Women and Girls in the Department of the Interior's Strategic Plan. This provides a specific and continued mechanism of oversight, and ensures each Office is considering the advancement and support of women in its programs and decision-making processes. Also, incorporation at the top level ensures accountability.
  - Restructuring the workforce, increasing resources for women and girls, improving quality of life and work/life balance, creating economic opportunity, and fostering the advancement of women Department wide
- Expanding daycare and wellness services across DOI locations for all employees. Interior has a ways to go in working towards a high level of work-life balance and quality of life in the work place. A committee is already in existence to support this goal, and the addition of consideration of women in these changes will help ensure a broad scope of changes.
- Centralizing and sharing best practices among Bureaus and Offices to prevent unnecessary stagnation and enable each Office to learn from one another's successes and failures.
- Better coordination and collection of data to ensure accountability and effective benchmarks to measure improvement, including the use of surveys and focus groups to provide employees a forum in which to directly express their views. Standardizing the measurements across Bureaus, Offices, and programs will ensure that comparisons can be made and consistency can be maintained.
- Strategize Bureau-level goals and action-plans to enable specific and achievable progress. The Fish and Wildlife Service has already begun this process and can serve as a lead example for other Bureaus to follow. Their plan is as follows:

## **President's Council on Women and Girls - U.S. Fish and Wildlife Service's Goals**

The Fish and Wildlife Service (Service) has set the goal of increasing the diversity of its workforce, both to fill anticipated vacancies and to develop a workforce that appropriately reflects the diversity of our nation. However, the agency's record of recruiting and retaining women, especially in the biological and law enforcement series can be improved. The need to develop, implement, and evaluate the effectiveness of a national comprehensive program targeted for women and girls, ages 17 to 24, cannot be overstated. Our goals center on three fundamental ideas: (1) recruitment and retention, (2) mentoring, and, (3) career development.

### Recommended Actions – Recruitment and Retention

**Use Special Hiring Authorities.** Expand use Student Career Experience Program (SCEP) and Career Intern Program as a conduit for recruiting women and girls.

**Focus on Girls.** Consider institutionalizing agreements with Environmental Careers Organization (ECO) and The Posse Foundation. ECO sponsors a Diversity Conservation Career Intern Program which boasts a network of diverse students who are interested in careers in conservation. Posse, recently recognized by President Barack Obama, identifies public high school students with extraordinary academic and leadership potential that may be overlooked by traditional college selection processes.

**Develop Recruitment and Retention Tools.** Products would be targeted to women and girls and highlight careers and include: (1) web features, (2) podcasts, & (3) social media techniques.

### Recommended Actions - Mentoring

**The United States Senate Youth Program** – *High priority need to quickly secure Interior Secretary's participation in the 2010 program (March 9<sup>th</sup>).* The program is merit-based and highly competitive. Two delegates are selected from each state and D.C. to participate in Washington Week, an intensive week of unparalleled educational activities in the nation's capital encompassing the Legislative, Executive, and Judicial branches of government. The Hearst Foundations supports the program financially, and since its inception; no government funds have been utilized. The President and Vice President were involved in last year's program and are already on board for the 2010 Washington Week.

**Create a Coaching/Mentoring Network** – Establish a comprehensive mentoring program that identify and charts career paths as well as provides a support network. Utilize the Federal Consulting Group, a Department of Treasury franchise (merged with DOI's NBC) that assists federal agencies with consulting and executive coaching.

### Recommended Actions – Career Development

**Upward Mobility Program** - Expand women's career opportunities by increasing the use of the Upward Mobility Program in the Service.

**Work / Life Programs** - Increase the use of incentives and work/life programs including: (1) compressed work schedules; (2) flex-time; (3) telecommuting; (4) transportation subsidy; (5) fitness subsidy; and, (6) Domestic Partner Assistance Program.