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OLC 78-2661

OLC #78-2630/2

6 July 1978

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MEMORANDUM FOR: [redacted]
Office of Legislative Counsel

FROM 25X1 [redacted]
Chief, Review Staff, OP

SUBJECT : Congressional Women's Caucus, Meeting with Director

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1. I have read [redacted] notes for the Director's meeting with the Director Federal Women's Program and believe they form a good base for his meeting with the Congressional Women's Caucus. There are a few points which can be expanded, however, and I have included them in the following comments on the specific subjects the Caucus plans to discuss. This may be more data than you need but you can select what is pertinent to the interests of the Caucus members.

2. As background to the mix of data provided herein, most statistics prior to the establishment of the Annual Personnel Plan in FY 74 were maintained by grade rather than occupational category. The comparison figures for the past ten years are based, therefore, on grade structure and we have selected GS-09 as the appropriate cut off grade for this review. The data for fiscal year 1975 and subsequent years taken from the APP are based on broad occupational codes, e.g., professional, technical and clerical, and reflect the single ceiling personnel count for staff and contract personnel which become effective that year.

WOMEN IN THE AGENCY

In the ten years since 1967, the numbers of women in grades GS-09 and above have gradually increased, with a marked improvement coming after 1974 when the Agency-wide attention was focused on the advancement of women and minorities in the New Approaches to Personnel Management implemented by the then DCI, Mr. Colby. In December 1967 women made up 13.5% of the population in grades GS-09 and above; two women held supergrade rank (GS-16) and eight were in grade GS-15. In December 1974 women comprised 13.7% of the GS-09 and above population, still were only two in supergrade rank, albeit one had been promoted to GS-17, and there were twenty women in grade GS-15. By December 1977, however, women made up 15% of the employees in grade GS-09 and above and

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there were ten supergrades (one GS-18, one GS-17 and eight GS-16s). While the number of women holding GS-15 grade had been reduced to 19, the GS-14s had increased by 22, GS-13s by 23 and GS-12s by 44 over the 1974 figures for these grades.

The statistics in this paragraph approach the report from a different angle, by fiscal year and by the professional and technical categories, and reflect significant improvement. In FY 75 women were 15.4% of the professional population; in FY 77 16.4% of the professional employees were women. The goal for FY 78 is 17.15%. FY 78 statistics to date indicate this goal will probably be achieved. In FY 75 there were five supergrade women; one GS-17 and 4 GS-16s; in FY 77 there were ten. During FY 78 there has been one additional promotion to GS-17; one GS-16 has resigned for employment with another Government agency.

Another example of the advancement of women in CIA is in the technical field. In FY 75 the technical population had 4.4% women; in FY 77 the percentage had increased to 7.35%.

The recruitment of professional women and minority employees has been a priority task of the Recruitment Division of the Office of Personnel. In FY 77 twenty percent of the professional and technical employees who entered on duty were women; this is a 52% increase over FY 76. The statistics to date indicate this same percentage will prevail for FY 78. In evaluating this data, one should be aware that females make up approximately 20% of the academic enrollment in the disciplines in which CIA recruits.

PROMOTION OF WOMEN WITHIN THE AGENCY

Statistics for the past few years indicate professional women are promoted at a higher percentage than their percentage of the related work force. As noted above in FY 77 women comprised 16.4% of the professional employees; they received 22.7% of the promotions. In FY 76 with 16.09% of the professional population, women received 20.1% of the promotions.

Technical women employees were 7.35% of the population and received 13.9% of the technical promotions in FY 77. In FY 76 they were 6.45% of the technical population and received 17.05% of the promotions.

In addition to the advancement within the various professional and technical disciplines and specifically identified upward mobility plans, the Agency has an active program for the advancement of clerical and technical personnel to professional status by in-house training, sponsored academic courses and on the job experience. In FY 77 there were 103 clerical conversions to professional status in the Agency; 66 were women. In FY 76 there were 184 conversions from clerical status; 112 were women.

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DO WE SEEK OUT TALENTED WOMEN

The Agency personnel management policies are directed to seeking out all talented employees. However, as the statistics for conversion to professional status and for the rate of promotion indicate, women are being rapidly advanced in the professions. The current thrust in the management of the career of women employees is to increase the female work force in the grades GS-13 and above and to insure they receive the types of assignments which will develop their talents and provide the experience for senior management positions. The increasing attendance of women in the senior management courses, as well as in the external Federal programs, is one indication of Agency interest and progress in this area of development.

Within the merit principles for selection and advancement, we believe the percentage of women professional employees will steadily increase with consequent advancement and assignment to senior level positions in management as well as in substantive specialties.

WOMEN IN POLICY MAKING POSITIONS

As noted in the 16 June 1978 notes prepared by the FWP Manager for the Director, the Agency has not had an influx of political appointees, and vacancies in policy making positions in the main have been filled by professional employees developed internally. The notes make reference to only one female in a high level position. I believe it is worth noting, however, that the DDO has three women in senior positions; a GS-18 is the third in the command line of the Directorate management, a GS-17 is the Chief [redacted] and a GS-16 is a Deputy Chief of a Division (equal to Deputy Chief of an Office in other Agency components). These individuals may be under cover but I believe can be cited in terms of numbers. A women is Chief, Analysis Branch of [redacted] and other supergrade women serve as chief of various senior staffs at Directorate and Office levels. This is not insignificant in an organization which has been putting particular focus on the role of women for only the past four or five years.

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STATSPEC

OTHER INFORMATION

The following data was not requested, but it may be of interest to the Director for background information.

The average grade for women professionals in the Agency is about a grade and a half below that of all professionals; women average 10.65, the professional population averages 12.32. NFAC has the closest correlation, a difference of .77 in favor of men.

Women average older in grade than men, but even this has been reduced since 1974 by a year or more in all grades under GS-18 except

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GS-15. In 1974 GS-15 men and women had the same average age; in 1977 women average 3 months older than the men. The difference in grade GS-16 is eight months.

As noted in the FWP paper, women comprise a larger percentage of the Federal work population that they do in CIA but the average grade of the CIA female employee is GS-07.7 versus the Federal average of 5.84. Population percentages can be misleading, however, and must be considered in terms of the mission and functions of the organizations involved. The Federal statistics include agencies such as Social Security Administration, Veterans Administration, Internal Revenue Service, all of which have large numbers of clerical employees, and exceptionally large percentages in relation to the professional work force. Any discussion, therefore, of comparison figures with the Federal force must be made in terms of the differences in employee population disciplines occasioned by the differences in functions and objectives.

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