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Panel on Career Service for Women  
Minutes for the Sixth Meeting  
17 September 1953

The sixth meeting of the Panel on Career Service for Women was held on Thursday, 17 September, at 10:00 a.m. in [redacted]. The following members were present: Miss Helen Hanson, Mrs. Adelaide Hawkins, Mrs. Mary Hitchison, Miss Dorothy Knoelk, Miss Jeanne Latellier, Miss Margaret McKenney, Miss Marion Shaw, Mrs. Sylvia Warner, and Mrs. Ruth Robinson.

The minutes of the meeting of 3 September 1953 were distributed and approved.

The Chairman distributed a schedule of the targets for completion of the final report. It was decided that the work of gathering statistics during the next week would be done in small committees. The work sheets for each office, except ORR and Medical, were distributed. The work sheets for these two offices were to be submitted by the end of the week.

The initial reports on alleged discriminations were then discussed. It was decided that these cases would be submitted to the Chairman, CIA Career Service Board after the next meeting.

Miss Knoelk presented data gathered from exit interview reports for an eight month period. She indicated that the final report on these interviews would show the turnover rate for women as compared with men in the Agency.

The draft of the report for the Legislative Task Force was read and discussed. It was approved and will be forwarded to Mr. Warner by Miss Knoelk.

It was decided that an analysis of the occupational breakdowns should be made by Friday in order to determine whether there are any categories where women could be used but are not being used in the Agency. It was suggested that the Office of Training and the Personnel Office are places where women would normally be expected to perform successfully and to be employed in at least equal proportions to men.

The next meeting was scheduled for 1 October at 10 a.m. in [redacted]

READ AND APPROVED

/s/  
BERTHA H. BOND  
Secretary

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