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REPORT OF THE COMMITTEE ON PROFESSIONAL
WOMEN IN THE OVERT OFFICES

SECTION I. INTRODUCTION

A. Objective

The Committee on Professional Women was established to study the utilization and career opportunities for women in the overt components of the Agency which include the Offices of the Deputy Director (Administration), the Deputy Director (Intelligence), the Director of Training, and the Assistant Director (Communications). The covert elements in these Offices are not included in this Committee's report.

B. Definitions

1. The term "professional" includes all persons on duty on or about 1 September 1953 who are listed on the T/O as "Officers" or who hold positions of equivalent stature such as engineers, librarians, laboratory technicians, etc. Consultants, military personnel and semi-professional personnel have not been included in this report.
2. Professional positions have been grouped into 20 categories for the purpose of this study. (See Exhibit A for definitions of these categories.)
3. Data presented are arranged in tables to show utilization and grade levels (1) by category or field of work, and (2) by organizational component. Grade studies are based on actual grades held, not on the T/O grade authorized. Figures on median grades and recent recruitment trends are based on machine listings furnished by the Office of Personnel. All other tabulations were recorded manually by committee members. (See Exhibit B for tabulations by office.)

C. Summary

1. The statistics presented in this report show that there are many types of professional positions in CIA which are filled by women. Women hold positions in all the general categories outlined in this study with the exception of Legal and Executive, and, in some cases, have attained the grade of GS-14.

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2. On the basis of the above information one might assume that women have adequate opportunity to undertake and to progress in a career in CIA. However, the statistics show that:

- (a) The percentage of women employed is much greater in some fields than others,
- (b) The grades held by women are generally lower than the grades held by men in the same categories of jobs, and
- (c) Only a few women have advanced to jobs of executive responsibility at the Branch Chief level.

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SECTION II. FINDINGS

A. Statistical

1. General Utilization of Professional Women

a. In the overt offices women occupy an average of 21% of all professional positions which are filled. Approximately [] persons are employed in such positions, [] (79%) of whom are men, and [] (21%) are women.

b. In the following fields women are employed in more than 21% of the professional jobs:

<u>Category</u>	<u>Total persons in professional jobs</u>	<u>Number Women</u>	<u>Percent Women</u>
Library	[]	[]	76
Statistics	[]	[]	60
Medical	[]	[]	40
Editing & Publishing	[]	[]	37
Analysis (Info. Control)	[]	[]	36
Translation	[]	[]	35
Graphics	[]	[]	29

c. In the following fields women are employed in less than 21% of the professional jobs:

<u>Category</u>	<u>Total persons in professional jobs</u>	<u>Number Women</u>	<u>Percent Women</u>
Analysis (Research)	[]	[]	17
Training Specialization	[]	[]	15
Executive Support	[]	[]	15
Administrative Support	[]	[]	13
Operations	[]	[]	10
JOT Program	[]	[]	8
Analysis (Current Reports)	[]	[]	6
Technical	[]	[]	5
Liaison	[]	[]	3
Communications Spec.	[]	[]	1
Executive	[]	[]	0
Legal	[]	[]	0

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d. Offices which employ women in more than 21% of their professional positions are the following:

<u>Office</u>	<u>Total persons in professional jobs</u>	<u>Number Women</u>	<u>Percent Women</u>
OCD			45
OCI			30
D/DD/I			29
ORR			27
OO			27
OTR			26
O/DCI & IG			25
OSI			24
ONE			24
O/DD/A			22
Medical			22

e. Offices which employ women in less than 21% of their professional positions:

<u>Office</u>	<u>Total persons in professional jobs</u>	<u>Number Women</u>	<u>Percent Women</u>
Audit			18
Personnel			17
Comptroller			13
General Services			12
Logistics			6
Communications			1
Security			1
General Counsel			0
OIC			0

2. Grades and Levels of Responsibility Attained by Women

a. In a few fields women hold grades above the GS-12 level, but in only one of the general professional categories have they advanced to the grades attained by men.

b. The following table shows the range of grades held by men and women in each of the fields where women occupy more than 21% of the professional jobs.

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<u>Category</u>	<u>Men</u>	<u>Grade Range</u>	<u>Women</u>	<u>Grade Range</u>
Library		5 - 15		5 - 12
Statistics		9		7 - 12
Medical		7 - 15		7 - 9
Editing & Publishing		9 - 15		6 - 14
Analysis (Info. Control)		5 - 15		5 - 14
Translation		5 - 14		5 - 12
Graphics		6 - 15		5 - 12

c. The table below shows the range of grades in fields where women occupy less than 21% of the professional jobs:

<u>Category</u>	<u>Men</u>	<u>Grade Range</u>	<u>Women</u>	<u>Grade Range</u>
Analysis (Research)		5 - 16		5 - 14
Training Spec.		7 - 16		7 - 12
Executive Support		9 - PL		7 - 13
Administrative Support		5 - 16		5 - 13
Operations		5 - 15		5 - 13
JOT Program		5 - 9		5 - 7
Analysis (Current Reports)		7 - 15		12
Technical		5 - 15		7 - 13
Liaison		9 - 15		9
Communications Spec.		5 - 14		9 - 11

d. Of Branch Chiefs in the organizational components studied, (6.5%) are women who vary in grade from GS-9 to GS-14. The male Branch Chiefs hold grades from 12 to 15. No women are assigned as Area, Division, or Deputy Division Chiefs.

e. A study of grade distribution in the several offices indicates that the median grade for professional men is 12, and the median for professional women is 8. (Figures available for computing these medians cover all GS-7's and above, include some clerical and covert employees, and exclude professionals at the GS-5 level.) Median grades in each of the offices studied are shown in the following table:

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<u>Office</u>	<u>Median Grade</u>	
	<u>Male</u>	<u>Female</u>
OCD	9	9
OCI	12	9
O/DD/I	15	9
ORR	11	9
CO	11	9
OIR	11	9
O/DCI, etc.	12	8
OSI	12	9
ONE	15	7
O/DD/A	14	9
Medical	9	7
Audit	13	9
Personnel	12	9
Comptroller	11	9
General Services	11	7
Logistics	11	7
Communications	8	7
Security	11	7
General Counsel	14	9
OIC	15	7

3. Recent Employment Trend

During the first six months of this year comparatively few professional women were hired by the various offices. A study of employee accessions between 1 January and 30 June 1953, which is summarized on the following page, shows that only 10% of the professionals hired during this period were women, most of whom were at the GS-7 level. The median grade for men hired during this period was GS-9.

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<u>Grade</u>	<u>DD/A Group</u>		<u>DD/I Group</u>		<u>Commo.</u>	<u>Training</u>	
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u> - <u>F</u>	<u>M</u>	<u>F</u>
15 & above							
14							
13							
12							
11							
10							
9							
8							
7							

(These figures include non-professional and covert personnel.)

4. Summary

a. Women occupy an average of 21% of all professional positions, and are utilized to some degree in 17 of the 19 professional categories listed in this report. Women, however, occupy less than 21% of the professional positions in 12 of the categories.

b. Eleven of the 20 offices studied have women working in more than 21% of their professional jobs. The other nine offices have placed them in less than 21% of their professional jobs.

c. It has been possible for women in some fields of work to progress to the GS-14 level. In all but one category, however, the highest grades held by women are one to four grades lower than the highest grades held by men.

d. In the offices studied, the median grade for women in professional jobs is, on the average, three grades lower than the median for men.

e. Women occupy relatively few positions with line authority at the Branch Chief level and none above the Branch Chief level.

f. Trends in employment during recent months indicate that only a small percentage of women are being hired for professional jobs. The entrance grade for most of these women is GS-7.

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B. Observations

Some opinions and attitudes which limit the employment and deter the advancement of women are listed below with comments by this Committee. The Committee has not had time to make a survey to prove or disprove these opinions statistically.

1. Opinions expressed by Agency officials:

a. "Women are not qualified to perform in those positions which they do not now occupy."

Comment: Since there are some women in practically every type of position in the Agency, this argument from the viewpoint of any one individual office seems questionable. At least it would be necessary to ascertain whether the aspects of a specific job make a woman ill-fitted for the position rather than the category of profession. It is reasonable that there are specific positions requiring traits or specialized training which women are unlikely to possess.

b. "Women won't travel," and "Men are necessary in Departmental jobs since they must be used as replacements for overseas personnel."

Comment: The Agency employs a fairly large number of women in overseas positions at the present time. Some women are unable and unwilling to travel. This is also true of some men. However, if the Agency can utilize any personnel who are not available for frequent travel, this does not seem a valid argument against the employment of women as a group.

c. "Women can't work under the pressures of urgency and special considerations inherent in much of the Agency's work."

Comment: Women employed in many Agency offices are actually working under considerable pressures and appear no more affected by them than men are. It was certainly evident during the war and postwar years that women were willing and able to work under pressure.

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2. Opinions expressed in business and industry as well as in the government:

a. "Women are undesirable candidates for long-range employment because they frequently interrupt or terminate their employment for marriage or family reasons."

Comment: Although the current trend in the general employment picture reflects an increasing number of married women in the employed population, it is true that the employer cannot be sure that a woman employee will not elect to resign upon marriage, or to devote more time to her family, or that she will require a leave of absence to have a family. As long as our present society continues, this is apt to be the case. There is, however, no certainty that a man will remain permanently or even for a stated number of years. The Committee believes, therefore, that this problem can be met only by a mutual understanding or agreement between career employees -- be they men or women -- and the Agency when the initial planning is done. The concept in a career service plan of obligation to an agency as well as benefits from the agency is basic to all planning without reference to sex of the individual.

b. "Women are absent on account of illness or family responsibilities more often than men."

Comment: No figures are available which indicate that professional women take more sick leave than professional men. Although figures are often given which show that women take more sick leave than men, the majority of sick leave taken by women occurs in the lower grades where there is a preponderance of women. In another department of the government it was found that more men than women had serious illnesses that incapacitated them for long periods of time.

c. "Women are more emotional and less objective in their approach to problems than men. They are not sufficiently aggressive."

Comment: These and other statements relative to personality traits are too generalized to be dealt with in any detail. Undoubtedly a survey of case studies and personnel evaluation reports, or a sampling of opinion among many employees would have to be undertaken to substantiate this opinion or its antitheses. Even then, it is doubtful if the findings would be valid under all conditions. The opinion expressed is doubtless true as applied to some women -- and as applied to some men.

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d. "Men dislike working under the supervision of women and are reluctant to accept them on an equal basis as professional associates."

Comment: It is probably offensive to many men to find a woman occupying positions superior or even equivalent to theirs. It is also probable that many women prefer to work for men. In part, this preference comes from a traditional attitude toward women which will be affected only through a slow evolution of sociological change. Part of the attitude may stem from instances where a poor selection of a woman was made and the error attributed then to the fact that she was a woman. The Panel hopes that such an attitude will not be accepted as a barrier to the utilization of women in executive positions when they are qualified for such positions -- the selection of a man or a woman for an executive position should include consideration of the candidate's supervisory abilities and probable acceptance by subordinate employees.

e. "The economic responsibilities of women are not as great as those of men. Women should not be employed in higher paying positions and deprive men of these opportunities. Women should not be employed at all when men are in need of employment."

Comment: This opinion is not offered as frequently at present as it has been in the past when, incidentally, it had greater merit. It seems to have become generally accepted that many women are faced with the requirement of supporting themselves, of supporting, fully or partially, dependent relatives, or of contributing to the support of their own family. Assignment or promotion on the basis of an individual's personal need is not justifiable in any employment program. The important consideration should be the ability of the individual to contribute to the objectives of the employer.

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C. Career Opportunities for Women

1. The number of women employed in the categories Library, Statistics, Medical, Editing and Publishing, Information Control Analysis, Translation, and Graphics indicates that women have been given considerable career opportunities in these fields.

2. While the Committee has not attempted to analyze fully the reasons for women's limited opportunities in certain other fields of employment, some discussion of the apparent limitations in 12 categories is presented below:

Administrative Support - Women are usually considered to be well suited for positions in this field. This has been found to be true in both government and industry. Therefore, it is justifiable to inquire why such positions in CIA are filled by a small percentage of women. This question is particularly applicable to the components of the DD/A where the majority of such positions are located.

Executive and Executive Support - The lack of women in these categories indicates that the Agency has not yet accepted women for managerial and policy-level positions. It may be that not many women in CIA are sufficiently qualified for such jobs in the Agency. During the last several years, it is doubtful that many women were hired because of their potential executive ability. However, it is probable that, as the limitations on career opportunities for women diminish, more women will be considered capable of filling these positions.

Analysis (Research) and Analysis (Current Reports) - It is possible that the percentage of women in these fields is low because more men have experience and background in business and industry. However, the fact that women are employed in these fields indicates that additional opportunities could develop for them in the future.

Training - The percentage of women is low in this category because of the many training positions in the specialized field of communications for which few women are technically trained.

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Liaison - Many of the Agency's liaison positions require contacts at all levels with other government departments. Only one woman is in this category in CIA. In defense of this fact, the statement has been made that "Women liaison officers, in general, could not deal as effectively as men with their male counterparts in other Agencies." However, since other government departments have women employees who are performing successfully in such positions, it is very likely that CIA also could find women who would be able to do so.

Legal - Since there are now many women in the legal profession, it seems possible that some capable women lawyers might be employed in the Office of the General Counsel.

Communications Specialization, Technical, and Operations - Although men are more apt to be interested in and trained for positions in these categories, the fact that a few women have proven to be competent in such positions should open the field to a greater number of them.

JOT Program - The fact that few women are being selected for the Junior Officer Trainee Program is no doubt due to the difficulty experienced in placing them in jobs with sufficient career possibilities. Some Offices are reluctant to accept women JOT's, not only because of the possible risk of losing them after a long period of training and rotation, but also for the traditional reasons advanced against hiring women. (See the following section.)

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SECTION III. RECOMMENDATIONS

To increase opportunities for women in the Agency, it is recommended:

- A. That the DCI issue a policy statement to encourage maximum utilization of women in the Agency.
- B. That the CIA Career Service Board establish a procedure for
 - 1. the review of all formal and informal recruitment requests which state that male applicants are desired, and
 - 2. corrective action when the preference is not justified.
- C. That the Personnel Office, in the process of filling vacancies, be authorized to establish a more positive program for finding qualified and deserving candidates in the Agency before conducting outside recruitment.

~~(The Committee recognizes that this recommendation affects men as well as women, but, as a result of this study, it has been impressed with the need for such a program.)~~

- D. That offices be encouraged
 - 1. to consider more women for positions in the following categories: Administrative Support, Analysis (Research and Current Reports), Liaison, and Training, and
 - 2. to give women equal consideration when filling positions of responsibility at all grade levels.

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EXHIBIT A

DEFINITIONS OF THE CATEGORIES USED IN THIS STUDY

- ADMINISTRATIVE SUPPORT - Officers in budget, personnel, security, property and supply, organization and methods, and similar administrative positions.
- ANALYSIS - (Current Reports) - Analysts who compile current reports.
- ANALYSIS - (Information Control) - Requirements Officers, and analysts engaged in screening, coding or disseminating documents.
- ANALYSIS - (Research) - Analysts whose research requires area or subject specialization.
- COMMUNICATIONS - Officers engaged in any phase of communications services.
- EDITING AND PUBLISHING - Intelligence Officers engaged in editing and publishing of CIA publications for internal or external distribution.
- EXECUTIVE - Deputy and Assistant Directors, their deputies and others of equivalent rank.
- EXECUTIVE SUPPORT - Executive officers, special assistants, advisory and planning staffs.
- GRAPHICS - Intelligence Officers engaged in any of the graphic arts such as cartographers, illustrators, draftsman, etc.
- JOT - Junior Officer Trainees
- LIAISON - Officers engaged in contact work with other government agencies or other CIA components.
- LEGAL - Officers furnishing legal support for the CIA and CIA employees.
- LIBRARY - Librarians and archivists.
- MEDICAL - Doctors, nurses, psychiatrists furnishing medical support for the CIA.
- OPERATIONS - Case officers, field contact officers.
- STATISTICS - Officers engaged in compilation and analysis of statistical data.
- TECHNICAL - Officers with technical skills not elsewhere listed such as architects, engineers, etc.
- TRAINING SPECIALIZATION - Officers engaged in training and orientation of CIA employees.
- TRANSLATION - Officers engaged in translation of foreign language material.