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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

The attached was forwarded to me by one of the ladies who had lunch with Mr. Colby, after which I prepared a concept paper that was responsive to a few of Mr. Colby's post-luncheon thoughts. The attached seems to have several good points in it. We do owe Mr. Colby some reaction to the paper I left with you for "negotiating purposes." \*

*There were two: 1 in HUMAS "categories"; 1 in unidentified female material*

FOLD HERE TO RETURN		DER	
FROM: NAME, ADDRESS AND			DATE
O/Executive Director/			22Nov72
UNCLASSIFIED	CONFIDENTIAL	SECRET	

(2) Hopefully you and Ben can come up with woman's panel chaired by woman's Action officers - question whether we prepared to provide full time slot.

Incidentally PDP urges particular emphasis on identifying women of potential

(1) It is hard to fault this young lady's approach. Identify women with potential and by assignment and training lead them to eventual promotion. This is obvious command responsibility and Colby has given word on affirmative action. We can provide useful statistics by Career Service for further discussion at Dept. Meeting

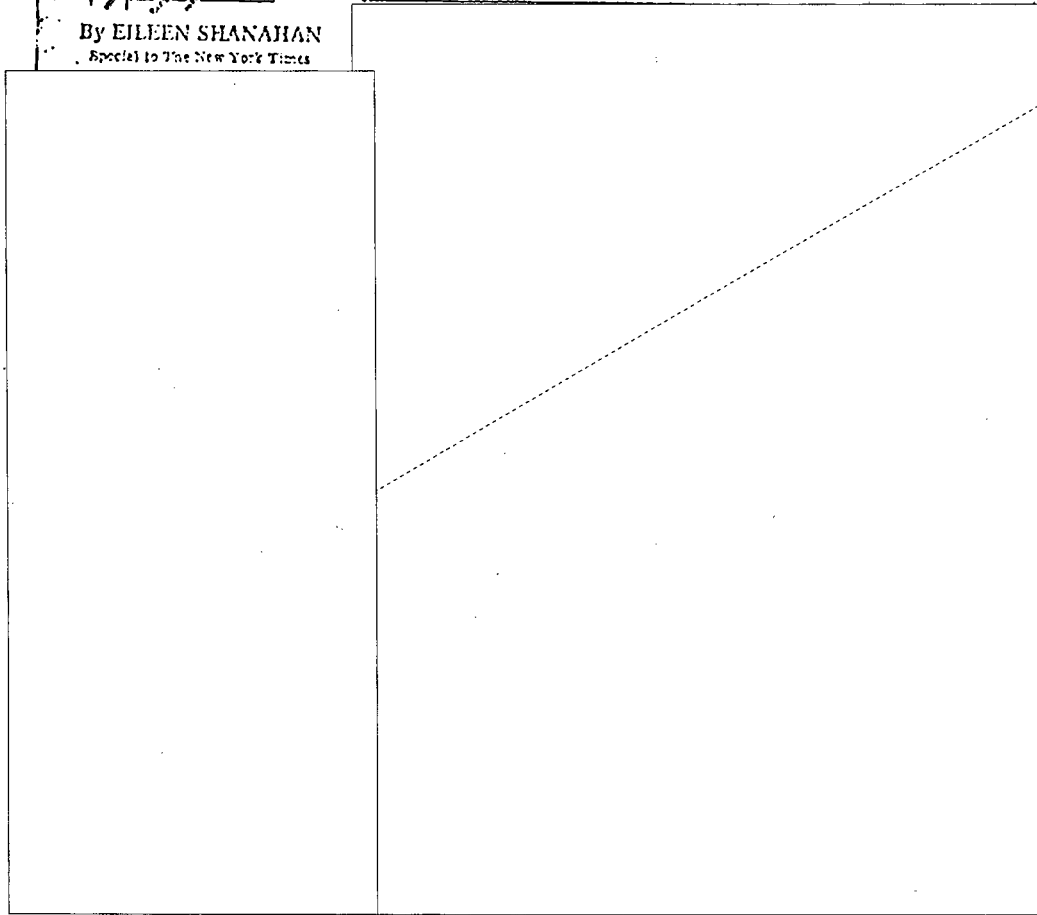

Comparison of Men and Women  
by Grades and Grades of Positions held.

INDIVIDUAL Grades		Total Positions each grade	Grade of Position held	
MEN	WOMEN		MEN	WOMEN
18				
17				
16				
15				
14				
13				
12				
11				
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# Few Women Found in Top U.S. Jobs

*NYT*

By EILEEN SHANAHAN  
Special to The New York Times



# *Women in Government*

By General Schedule and Equivalent Grades, All Agencies, Worldwide

## WOMEN EMPLOYEES ENHANCEMENT

### CONCEPT

A. Identify comers and plan for their development and progression. What kind of language or provision can be built into the Personnel Development Program which will cause this to be done?

B. Women's Advisory Panel. Something like MAG should be established. It might meet quarterly and would be an advisory body to the Executive Director. The only group that is presently constituted is confined to the CS.

1. Charter, function, and access to relevant data.

2. Membership to be appointed by the Deputies to serve at their convenience. Initially keep small, i. e., two from each directorate and one from the O/DCI area.

C. Examination of slot/positions. Establish something like the Foreign Language Registry which will cause management to label slots which cannot be filled by a woman and then go argue or examine this judgment as appropriate.

D. Explore the experience of the CS Junior Officer Management Group.

E. Review the need for an "up and over program," i. e., the development of a secretary/steno to professional officer status.

These notes provided by

I wonder if you could discuss with  before he takes off again.