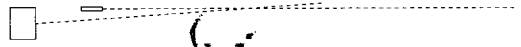


*DDA for
comment as appropriate, pls -
ST*



Executive Registry
78-9641/5

23 August 1978

DD/A Registry
78-2661/8

MEMORANDUM FOR: Director of Central Intelligence
FROM : Edith M. Schneider
Federal Women's Program Manager
SUBJECT : ~~Suggestions from Congressional Women's Caucus and~~
~~the Director of Federal Women's Program~~

1. As you requested, the following is a list of suggestions concerning women made at recent meetings with the Congressional Women's Caucus and the Director of the Federal Women's Program, Civil Service Commission.

a. Hire more women recruiters:

At present three of the 17 recruiters are female (18%).

b. Draw on the talent of women professionals and specialists when awarding study contracts, seeking consultants for NIE's, etc.

c. Utilize the faculties of women's colleges, especially in science, as resources for recruiting women:

Recruiters are presently responsible for exploiting these sources. Influencing factors are the paucity of women in the scientific disciplines, the competition with industry and the relationships with university management.

d. Determine whether men and women in the maintenance force are paid on the same scale:

The Office of Personnel reports that our maintenance force is comprised of GSA employees.

e. Develop women professionals already on board to ensure they receive the assignments and training to enable them to compete for management positions.

DD/A Registry
78-26617

23 August 1978

MEMORANDUM FOR: Director of Central Intelligence
FROM : Edith M. Schneider
Federal Women's Program Manager
SUBJECT : Suggestions from Congressional Women's Caucus and
the Director of Federal Women's Program

1. As you requested, the following is a list of suggestions concerning women made at recent meetings with the Congressional Women's Caucus and the Director of the Federal Women's Program, Civil Service Commission.

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d. Determine whether men and women in the maintenance force are paid on the same scale:

The Office of Personnel reports that our maintenance force is comprised of GSA employees.

e. Develop women professionals already on board to ensure they receive the assignments and training to enable them to compete for management positions.

f. Improve recruiting approach to applicants by furnishing adequate information on positions and ensure women are not asked questions not asked of men.

g. Appoint a full-time Federal Women's Program Manager:

Planned for the near future. Decision is awaiting PMCD review of OEEO.

h. Stress the importance of participation in minority and women's conferences as a source of contacts for employment:

OEEO plans to continue exhibiting at conferences with the assistance of recruiters and is involving managers in these efforts.

i. Director of Central Intelligence is interested in speaking to a women's group in the future:

Federal Women's Program Manager will look for a suitable forum and so advise the DCI.

j. Utilize the Federal Women's Program Interagency Committee on Science and Engineering which is seeking to locate and encourage women in these disciplines to consider Federal employment:

Edith Schneider is one of the founding members of this group and will inform DDS&T and Office of Personnel of any possible applications to CIA.

k. Provide upward mobility opportunities to all employees GS-08 and below in compliance with Civil Service guidelines:

Presently the DCI area, DDO and DDS&T (except for NPIC) do not have formal programs available to all employees. Career development is taking place and clerical employees are being converted to professional status but on an individual basis. Upward Mobility objectives are being addressed in the 1979 EEO Plan.

m. Appoint women to policy making positions by targeting recruiting efforts to mid and senior level positions, making special efforts to go where the women are since the traditional methods utilizing the "Old Boy Network" will not identify women.

n. Designate a specific recruiter responsible for recruiting women for senior or mid-level positions.

o. Utilize information available on recruitment sources for women available at the CSC Federal Women's Program Office:

FWP Office reports it does not have this information but uses the CSC Recruiting Office's material. Our Recruiting Division already has access to this data.

p. The image of CIA projected to Congress is that of a white male organization.

2. The above suggestions heavily emphasize recruiting. While an adequate pool of women applicants is essential, the final hiring decision is made by the selecting official in the component. Managers are therefore the crucial element in hiring women and minorities. Much remains to be done in the area of sensitizing managers to ensure that hiring and career decisions are based strictly on job related factors.

[Redacted Signature Box]

Edith M. Schneider

Distribution:

- Original - DCI via DDCI
- 1 - Exec Reg
- 1 - DDA ✓
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- 2 - D/EEO
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DCI/FWPM/ [Redacted] of (25 August 1978 - [Redacted])

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Women in CIA

FROM:

AD/Pers

EXTENSION NO.

NO.

DDA Registry

78-21661/D

DATE

30 AUG 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Eo/DDA

8/31

Jack,

You questioned the 6.58% figure for women employees in grades 13-18 in CIA. After much research and coordination, we have determined the source of the discrepancy between this figure and the OP statistic of 6.2%.

2.

A/DDA

31 AUG 1978

3.

DDA

1 SEP 1978

EEO used raw data of May 1978 furnished by OP to come up with 6.58%. Their computation is based on comparing women in grades 13-18 with the total Agency population in these grades. OP's figure was computed on the number of women in these grades with women in all grades in the Agency. Both figures are correct, but are based on different comparisons. We are somewhat surprised that the figures are that close.

4. [Handwritten signature]

5. [Handwritten signature]

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B. DeFelice

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1 SEP

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2			
3	A/DDA	28 AUG 1978	
4			
5	DDA	29 AUG 1978	
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
D/OP <i>sent orig. w/DCI comment.</i> received cc)			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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