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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE
23 October 1964

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MEMORANDUM FOR: Deputy Directors and Heads of Career Services
SUBJECT : Equal Employment Opportunity for Women

1. I commend to your attention the attached letter addressed to the Secretary of Labor. In it, the President expresses his approval of the Progress Report of the Interdepartmental Committee on the Status of Women in the Federal Service and his expectations concerning further action to provide qualified women opportunity for employment and advancement on an equal basis with men.

2. I have confidence that our Agency's performance and progress in this area will be enhanced through your continued personal effort toward maintaining a greater understanding of these objectives and fostering proper concern for this program at all levels of management responsibility.



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for
Marshall S. Carter
Lieutenant General, USA
Deputy Director

Attachment: A/S

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THE WHITE HOUSE
WASHINGTON

August 20, 1964

Dear Mr. Secretary:

I appreciate the progress report of the Interdepartmental Committee on the Status of Women made today by you and Chairman John Macy of the Civil Service Commission which while it offers some encouragement, also indicates the distance we have to go before equality of employment opportunity is a reality.

The efforts of the members of your Committee and of the majority of agency and department heads to enlarge employment and promotion opportunities for women in the Federal Service are gratifying to me and to the women whose cause you serve so well, and I commend all of you. During the past seven months, an unprecedented number of women--well over twelve hundred--have been appointed or promoted to positions in grades GS-12 and up, however many of the out-moded customs and prejudices which have historically barred women from consideration for such appointments still remain and must be destroyed before further progress can be made.

Therefore, I expect those agency and department heads which have not yet done so to instruct their officials here in Washington and throughout the field to recruit, hire and consider for advancement qualified women on all levels on an equal basis with men. I also expect those agency and department heads which have established enlightened employment programs for women to make sure that the work which has been so well begun at their headquarters will be effectively implemented and continued outside of as well as in Washington. And I especially want the appropriate field officials to know how much we are all depending on their daily decisions on appointments and promotions for the ultimate success of this program--nationwide and at every level of Government.

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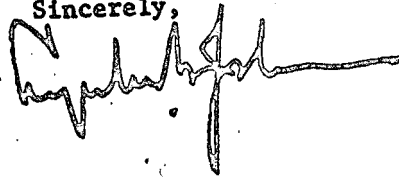
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Finally, Mr. Secretary, I would like you to share with each department and agency a summary of the status of the program and impressions of the significance of information each has provided.

Sincerely,

A handwritten signature in dark ink, appearing to be "Richard Helms", written in a cursive style.

Honorable W. Willard Wirtz
Secretary of the
Department of Labor
Washington, D.C.

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