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15 March 1974

MEMORANDUM FOR: Members of the Women's Advisory Panel  
SUBJECT : Minutes for the March Women's Advisory  
Panel Meeting

1. The Women's Advisory Panel met on 12 March 1974 and discussed a number of subjects concerning women employees in the Agency. [REDACTED] chaired the meeting, the Director of EEO was present, and six members were in attendance. STATINTL

STATINTL 2. [REDACTED] reminded the Panel that April 21-27 is National Secretaries Week. She asked the group to suggest ways the WAP could call attention to this event. An employees's notice and relevant posters were two suggestions. A great deal of discussion ensued, however, concerning instinctive individual reactions to singling out one group of women workers to honor. Several felt that the emphasis on "secretaries" is condescending or demeaning, or that such recognition is meant to be in lieu of promotions, or that women in business and government as a whole should be recognized--not just one segment. One suggestion was made and accepted by all--to show the two films, "Fifty-one Percent" and "Twelve Like You" in the auditorium during National Secretaries Week.

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No other conclusions were reached, but the chairwoman stated that the WAP will note the occasion in some manner.

3. The chairwoman expressed the need for the WAP to have a set of ground rules regarding Panel membership such as: the length of time for serving on the Panel, criteria to be used in the selection of Panel members, and turnover cycle for Panel members. Ms. Betty

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[redacted] volunteered to draft such a document. [redacted] reported that [redacted] (DDO/NE) was unable to continue as a full time member, but would like to continue as an alternate member. It was suggested to the DDO that someone be named to replace Freda--preferably a secretary or junior officer.

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4. A draft of the WAP annual report for CY-73 was tabled and reviewed. Several suggestions were made and will be incorporated into the report before it is finalized and disseminated.

5. The question of day care centers was raised by the chairwoman who indicated that she had been questioned about this matter a number of times, particularly by the Mid-Career Course classes. Some initial research was conducted last year leading to the NIH as a government agency which actually has established such a center. Edith

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[redacted] volunteered to follow up on this question and

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report back to the Panel.

6. It was agreed unanimously that a two-day work session, probably [redacted] be scheduled during the week of 8 April. Specific objectives for the Women's Advisory Panel for CY-74 could be formalized at such a session. Also computer runs which probably would be available by that time could be studied and analyzed by the group. The two-day session would serve as the April Panel meeting.

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7 [redacted] mentioned that [redacted] of the Office of Personnel was conducting studies on upward mobility for secretaries and clerical personnel. Ms. [redacted] who is on loan to the EEO office has finished such studies for the offices of logistics and personnel, has started one for the office of Finance and is planning such a study for the DDI.

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8. Mr. Holmes announced that an EEO counselors' course was being presented the first week in April and that four women were enrolled. This course is intended to prepare EEO representatives in the various components of the Agency to counsel personnel on EEO matters. Heretofore, such counseling was available only within the Office of Personnel. Mr. Holmes also mentioned that an EEO course for first line supervisors was being prepared by the Office of Training and would have a first running

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next fall. This would be followed shortly by a similar course for middle management and above. A correspondence course prepared by the Civil Service Commission in Denver, Colorado, was recommended as an alternative for Panel members desiring to familiarize themselves with EEO laws and issues without taking time off from their jobs.

9. One of the Panel members brought up for discussion the requirement that secretaries be able to pass the shorthand test in order to be eligible for promotion to many GS-7 jobs. It was mentioned that several Agency studies had indicated that 60% of those secretaries qualified in shorthand did not use this skill. It was observed that, although this was a common requirement, no course in shorthand is offered by the Office of Training. Those secretaries desiring to qualify themselves must take shorthand outside the Agency and after hours.

10. Another point discussed was upward mobility opportunities for intelligence assistants. It was suggested that this problem is fairly localized and the opportunities for this category of employee vary with the office. The Panel was reminded that vacancy notice books were available in every office as well as

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the Office of Personnel and that those desiring to break out of a dead-ended job should be encouraged to consult these books.

11. For any questions, corrections, or additions to the minutes, please call



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