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REPORT OF THE COMMITTEE ON PROFESSIONAL WOMEN
IN THE OVERT COMPONENT OF CIA

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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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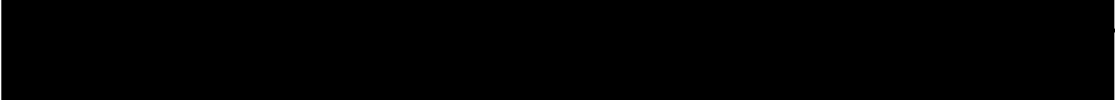
SECTION II. FINDINGS

A. Statistical

1. General Utilization of Professional Women

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a. In the overt offices women occupy an average of 21% of all



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

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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
JOF 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

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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

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2. Grades and Levels of Responsibility Attained by Women

a. In a few fields women hold grades above the GS-12 level, but only in the professional category of Statistics 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 - 12	25X9A2
Statistics				7 - 12	
Medical				7 - 9	
Editing & Publishing				6 - 14	
Analysis (Info. Control)				5 - 14	
Translation				5 - 12	
Graphics				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 - 14	25X9A2
Training Spec.				7 - 12	
Executive Support				7 - 13	
Administrative Support				5 - 13	
Operations				5 - 13	
JOT Program				5 - 7	
Analysis (Current Reports)				12	
Technical				7 - 13	25X9A2
Liaison				9	
Communications Spec.				9 - 11	

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
OO	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	[REDACTED]							
14								
13								
12								
11								
10								
9								
8								
7								

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(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. 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 abilities. 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 172 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.

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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 DD/A 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 Agency officials be encouraged
 1. to consider more women for positions in the following categories: Administrative Support, Analysis (Research and Current Reports) and Liaison, 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, 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 specialty specialization.
- COMMUNICATIONS** - Officers engaged in any phase of communications service.
- 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 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 to 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 materials.