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Trends

S E C R E T

14 October 1987

Trends in Agency Full-Time Work Force From FY-1980 to FY-1987

25X1 1. From FY-80 through FY-87, the total number of minorities joining the  
 25X1 work force each year as full-time employees increased from some [ ] in  
 25X1 FY-80 to [ ] in FY-87, during a period in which the total Agency work  
 25X1 force grew by some [ ] employees. Their percentage of the Agency work  
 25X1 force dropped somewhat in FY-85 [ ] and FY-86 [ ] but ended FY-87  
 25X1 with an increase, [ ] The EOD rate for minority full-time employees  
 25X1 joining the Agency in FY-87 was [ ] people, (doubling the FY-86  
 25X1 figure of [ ] and reflects a positive trend. However, a substantial number  
 25X1 of these gains are in the technical and clerical fields. [ ]

25X1 2. Women continued to occupy a larger portion of the Agency work force  
 as reflected by their [ ] representation in FY-80 to [ ] in FY-87. The  
 25X1 number of women occupying professional positions continued to increase to  
 25X1 represent approximately [ ] of the professional work force in FY-87. The  
 25X1 EOD rate for new female employees in FY-87 increased to [ ] women) of  
 25X1 all total full-time entrants. This positive trend continues, with [ ] of  
 25X1 all professional employees that entered the Agency in FY-87 being females.  
 [ ]

25X1 3. The total number of employees who identify themselves as having some  
 type of disability as defined by OPM increased during the seven year  
 period. The major jump in the total number of severely or multiply  
 disabled employees after FY-82 reflects the Agency's adoption of OPM's  
 standards defining these types of disabled employees. However, the  
 25X1 percentage of disabled employees in the Agency work force has remained  
relatively static at about [ ]



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EBO Overview  
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S E C R E T

14 October 1987

Equal Employment Opportunity--Overview

25X1 The Office of Equal Employment Opportunity was created in July 1975 and was placed in the DCI area as an independent office. In August 1983, when the Office of Personnel was incorporated into the DDA structure, the EEO Office was placed under the Office of Personnel for general guidance, tasking, and accountability. [ ]

25X1 The CIA's equal employment opportunity and affirmative action program is a multifaceted effort. Since the program's inception some 13 years ago, it has focused on recruitment and retention of women and minorities, and on the development of their careers through skills training and awareness-building efforts. In recent years the EEO office has taken major steps to broaden awareness and sensitivity training for managers and employees, and covers a comprehensive spectrum of minority and women's issues. We are continuing to make progress in these areas but we still have a way to go. [ ]

25X1 During FY-87 the Director of EEO, three specific Program Managers (Hispanic Employment, Black Affairs, and Asian-Pacific-American), as well as the four Directorate EEO representatives aggressively participated in the minority recruitment effort while providing assistance to the Agency's ten regionally based recruiter facilities. In FY-87, the Agency hired [ ] 25X1 minorities (doubling the FY-86 figure of [ ] and [ ] women for full-time 25X1 permanent employment. [ ]

SPECIAL EEO ORIENTED PROGRAMS

25X1 Three EEO oriented programs--Minority Student Symposium, Summer Fellowship, and Minority Undergraduate--are in direct support of the minority recruitment effort. These programs are being expanded and, with greater administrative support from the Office of Employment, should play an important role in helping the Agency develop recruitment feeder groups and recruitment networks at the Historically Black Colleges and Universities (HBCUs) and other schools with significant minority enrollments. [ ]

-Minority Student Symposium

25X1 This promising effort was introduced in FY-86 and was continued in FY-87. On 27-28 April 1987, the Office of EEO sponsored a second "minority symposium" that attracted 35 minority students and 10 placement representatives from 10 different colleges/universities. The group received a series of indepth briefings concerning our mission and objectives. The students were enrolled in science, engineering, political science, and economics study programs at HBCUs and two universities with high Hispanic representation. [ ]

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-Summer Fellowship Program

This program, which began in 1980, has proven to be an excellent developer of supportive contacts at the HBCUs and at the same time offers opportunities for staff personnel at these schools to strengthen their own skills. By placing a small number of faculty and administrators of HBCUs, regardless of their ethnic background, into regular Agency assignments during the summer months, the participants gain valuable experience in their fields and the Agency improves its relations with the schools. Since the program's inception, we have averaged about six per year. However, in FY-87, we EOD'd 11 academicians from 10 colleges/universities for summer employment. This represents a near 50% increase over our FY-86 effort.

25X1

-The Student Scholar Program

In response to a Congressional directive in section 506 of the Intelligence Authorization Act, the Agency developed an undergraduate training program that will lead to baccalaureate degrees and intelligence careers for high school students interested in and capable of developing skills critical to the Agency's mission. This program, designed particularly for minorities and the disabled, will provide tuition assistance and CIA work experience to students pursuing intelligence-related studies with the understanding that they will become full-time CIA employees upon graduation. We began implementing this program in April 1987 with a goal of bringing 5 students on board. Our efforts attracted some 107 applications with 26 students being placed in process. Of these, 19 were fully cleared to EOD and 11 entered on duty on 28 September 1987. These students, with an average SAT score of 1000 and a GPA of 3.5 on a 4.0 scale, represented 7 schools from 5 states.

25X1

-Minority Undergraduate Program (MUPS)

This novel program was first introduced in the Directorate of Intelligence in 1984 and has since been expanded to two other Directorates. Under this program, promising minority undergraduates receive an early introduction to the CIA through a summer work experience linked to their formal academic studies. Also, the program affords the Agency an opportunity to evaluate potential future employees and guide them into course work that will prepare them for careers within our various components.

25X1

In FY-86 six students, out of some 25 applicants from HBCUs, participated in the summer program, and were hired for full-time staff employment. The program for FY-87 was expanded in two ways. Two of our major components--the Directorate of Administration and the Directorate of Science and Technology--joined the Directorate of Intelligence in

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participating, and thereby significantly increased the number of summer placement opportunities. Also, minority students--Hispanics, Asian-Pacific Americans, Native Americans, and Blacks--from all colleges and universities (not just HBCUs) are being invited to participate. In FY-87 we entered on duty some 16 students, thereby more than doubling our FY-86 effort. We plan to continue to broaden and expand the Minority Undergraduate Program in future years.

25X1

#### Tuition Assistance Program

This program, managed exclusively by the Office of Personnel, was established to assist students currently enrolled in one of the Agency's student programs, to help defray the high cost of receiving a college education. Eligible students can receive tuition payments up to \$2,000 provided they return to the Agency as a staff employee upon graduation. An additional sum of up to \$500 will be provided each student with 3.5 or higher G.P.A. Financial assistance has already been provided to over 103 students from 42 different academic institutions.

25X1

#### Upward Mobility

The Agency's Upward Mobility Program offers career opportunities to male and female technical and clerical employees at grades GS-09 and below. From its inception in 1980 through 1986, some 100 employees  (female) were moved into technical and officer positions through this program.

25X1

25X1

In FY-87 we dipped below expectations, placing 12 employees; of this number, 9 were female and 5 were minorities. In FY-86, no minorities participated in the program.

25X1

#### Training Opportunities

The OEEEO office participates actively in formal Agency training courses. A new and comprehensive management training program has been developed by the Office of Training that will now help all new managers to become familiar with EEO issues. It is an effort to further sensitize and educate our next generation of supervisors and managers.

25X1

In FY-87 the Urban Awareness Seminar conducted by Dr. Charles King, President of the Urban Crisis Center in Atlanta, Georgia, was offered nine times, reaching approximately 250 employees. Since 1980 the EEO Office has contracted with Dr. King to provide these seminars in an effort to help participants develop a better understanding of how differences of race, culture, ethnicity, and socio-economics impact on the day-to-day relations between whites, blacks, other minorities, and men and women.

25X1

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25X1 The OEEEO's Federal Women's Program sponsored three training courses offering 26 different runnings in FY 1987. The Professional Women's Course in 10 sessions trained 250 women, the Professional Men's Course trained 200 male managers in 10 training sessions and the new Women's Executive Leadership Development Course was offered in 6 sessions and trained 150 women. These courses provide substantive training, information, and role experiences from different perspectives to teach leaders of both sexes to understand and accommodate gender differences and leadership styles in the work place. The desired result is a more effective utilization of the talents and human resources available to the Agency in its female work force. These courses also provide awareness training for an increasing number of Agency employees.

25X1 In FY 1987, the Office of EEO offered a pilot running of a new EEO for Managers course. This one-day program emphasized the active role and responsibility a manager must play in order to avoid and correct problems that lead to discrimination complaints. The course was attended by 40 employees who are managers or in some way affect employees' careers, and their reaction to it supported our plan to offer the course three times in in FY 1988. This is part of a continuing effort to prevent situations that give rise to complaints of discrimination and to help managers and others to understand their role in EEO matters.

25X1 The Office of Logistics--one of our principal employers of wage grade workers and minorities--has devised a Blue Collar Mid-Career course, paralleling a similar Agency-wide course for professional employees. The "Blue Collar" course is intended to provide a broadening experience and new insights on career opportunities for workers with demonstrated potential for advancement. In the first two runnings of the course, some thirty percent of the participants were represented by women and minorities. This high level of minority and female participation is expected to continue.

#### Contract with Minority-Owned Business

25X1 The General Services Administration (GSA) has been closely involved in every aspect of the construction of the New Headquarters Building. Working through GSA and the Small Business Administration, the Agency awarded a contract for \$5.7 - \$7.0 million to Robert Clay Corporation of Baltimore. According to GSA, this was the largest single contract which had been awarded to date to a minority-owned small business.

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Statistics

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1987 Intelligence  
Authorization Act

OP 87-0129

OP-87-0129

2 MAR 1987

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: Hugh E. Price  
Director of Personnel

SUBJECT: College Sponsorship Program

REFERENCE: 1987 Intelligence Authorization Act

1. The attached proposal for an undergraduate training program responds to Congressional direction in the referenced Intelligence Authorization Act. The program -- designed particularly for minorities and, where possible, for the disabled, -- could lead to baccalaureate degrees and intelligence careers for high school students interested in and capable of developing skills critical to CIA's mission.

2. We are ready to implement this program upon your approval.

STAT

[Signature Box]

Hugh E. Price

Attachment

CONCUR:

STAT

[Signature Box]

Deputy Director for Administration

18 MAR 1987

Date

APPROVED:

STAT

[Signature Box]

Executive Director

23 MAR 1987

Date



100-1R

**SUBJECT: College Scholarship Program**

**Distribution:**

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COLLEGE SCHOLARSHIP PROGRAM

PURPOSE AND PROPOSAL

The Agency proposes to establish a college scholarship program for high-aptitude high school students as mandated by Sections 505 and 506 of HPSCI's Intelligence Authorization Bill. This program will target students whose field of study matches areas of critical Agency recruiting needs. In addition, the program will concentrate on significant minority participation, and where possible, the disabled.

PROCEDURES

The Agency will enter into a contractual arrangement with Scholarship Selection Services of Educational Testing Services (ETS), Princeton, NJ, to identify high-aptitude high school students, especially those from minority groups, from which we will select candidates for this program. We plan to hire five students the first year and expand by five students a year to a maximum of 20 students per year. Those students hired in this program must meet Agency medical and security requirements and begin their first work period the summer following high school graduation. They will be hired as a GS-02 and be promoted yearly, based on satisfactory course work and job performance. After college graduation, they will be eligible for promotion to a general professional entry grade level not lower than a GS-07.



**CONDITIONS AND OBLIGATIONS (Student)**

Students hired into this program will be required to agree to the following conditions:

- a. Complete a mutually agreed upon educational course of study at a fully accredited four-year college or university selected by the student and approved by the Agency.
- b. Maintain a GPA of 2.5 or higher (out of a 4.0 grade system).
- c. Work at an Agency facility during summer breaks between academic school years and other times acceptable to the employee and the Agency.
- d. Reimburse the Agency for the educational costs under the program (excluding pay and allowances) if the student fails to complete the course of study or fails to serve as an Agency employee.
- e. Immediately following college graduation, serve as an Agency employee for a period of one-and-a half years for each year of Agency academic sponsorship. For the normal undergraduate curriculum of four 8-month school years, this would be 48 months

## CONDITIONS AND OBLIGATIONS (Agency)

The Agency will pay expenses to include tuition, room and board, fees, materials, and supplies. In addition, the Agency will also pay the cost of transportation between the academic institution and Washington for work periods. The legislative history requires that the students will earn a year-round salary based on their determined grade level.

## COST DATA

Exclusive of the program administrator's salary, the salaries of students and support personnel, and the fee due ETS (yet to be negotiated) for identifying scholarship-eligible applicants, program costs are estimated to be as follows:

FISCAL YEAR

1987	5 students @ \$10,000 = \$ 50,000
1988	10 students @ \$10,000 = \$100,000
1989	15 students @ \$10,000 = \$150,000
1990	20 students @ \$10,000 - <u>\$200,000</u>
	\$500,000

\$50,000 for tuition assistance has been added to OP's operating budget for FY-87, but additional funding may be required for supporting and services costs. Full funding will be necessary for FY-88. The full program for FY-89 and 90 is included in our new initiatives package.



Washington, D. C. 20505

CIA Undergraduate Minority Scholar Program

Can you meet the challenge? Are you a minority student planning to enroll in a four/five year college program and thinking of becoming a Computer Scientist, Cartographer, Engineer (EE, ME), Mathematician, Physicist, Linguist, Accountant, Economist or Imagery Scientist? If so, the Central Intelligence Agency just might have that special program and career position for you.

As a Student Scholar with the Agency, you will have an opportunity to work at the edge of our nation's intelligence support effort by providing U.S. policymakers with facts and analysis on a broad array of international issues, or helping to develop and maintain highly technical and "state of the art" programs focused on issues of vital importance to our national interests. You will be directly involved in substantive, challenging, and meaningful work assignments commensurate with your academic training.

To qualify for this program, Minority Student Scholars must be U.S. citizens, have a 3.0 high school GPA and meet the same employment standards as permanent employees. All Student Scholars are required to maintain full time college status and a 2.5 GPA, work each summer at an Agency facility and agree to continue employment with the Agency for a period of 1 1/2 times the length of college training after graduation.

Selected Student Scholars will be provided a yearly salary and up to \$10,000/year for tuition, fees, materials, supplies, room and board. The Agency will pay the cost of transportation between school and the Agency and assist you in finding housing during your work period.

If you are eligible for this program and wish to apply, submit a Standard 171 Government Application for Employment along with high school transcript, recommendation and a brief essay to:

Central Intelligence Agency  
Office of Equal Employment Opportunity  
Undergraduate Minority Scholar Program  
Washington, D. C. 20505  
Phone collect -

In order to allow sufficient time for Agency processing, students are asked to apply as early as possible prior to the beginning of their first semester in college.

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Central Intelligence Agency



Washington, D. C. 20505

CIA Undergraduate Scholar Program

1. Objective. The CIA Undergraduate Scholar Program has been established to attract and retain individuals, particularly minority and where possible, disabled high school students, and have their undergraduate education funded by the Agency. These students must plan to enroll, or already have enrolled in a fully accredited four/five year college or university, and have demonstrated an ability to successfully develop skills critical to the mission of the Agency. These occupational skills include Engineering (EE, ME), Economics, Computer Science, Mathematics, Physics, Cartography, non-romance languages, and Imagery Science.

2. Authorities. Intelligence Authorization Act for Fiscal Year 1987 (Sections 505 and 506 of H.R. 4759).

3. Selection Process. Applicants for the CIA Undergraduate Scholar Program must successfully complete medical and security screening including a polygraph examinations.

4. Selection Criteria. To be considered and retained in this program, an applicant must:

a. Have strong academic potential as indicated by high school faculty and staff recommendations; high school transcripts; tests, such as SAT or ACT results and specific placement tests; interviews; and appropriate Agency review.

b. Have interest in and aptitude for critical skills as Engineering (EE, ME), Economics, Computer Science, Mathematics, Physics, Cartography, non-romance languages, and Imagery Science.

c. Have high school academic performance at or above 2.75 GPA level based on a 4.0 grade system.

5. Student Obligations. An individual who is selected for this program must agree in writing:

a. To continue in the service of the Agency for the period of the assignment and to complete the educational course of training for which he/she is assigned and enrolled;

b. Upon graduation (within 60 calendar days) join the Agency as a full-time staff employee for a period of one-and-a-half years for each year of Agency academic sponsorship. For the normal undergraduate curriculum of four 8-month school years, this would amount to 48 months;

c. To reimburse the United States government for the total cost of education (excluding the employee's pay and allowances) if, prior to the employee's completing the educational course of training, the employee's employment with the Agency is terminated either by the Agency due to misconduct by the employee or by the employee voluntarily; and

d. To reimburse the United States government if, after completing the educational course of training for which the employee is assigned, the individual's employment with the Agency is terminated either by the Agency due to misconduct by the employee or by the employee voluntarily, prior to the employee's completion of the service obligation period described in the subparagraph (b) above. The reimbursement will be in an amount equal to the total cost of the educational expenses (excluding the employee's pay and allowances) provided to the employee.

6. Responsibilities. Work at an Agency facility during summer breaks between academic school years and during other periods acceptable to the employee and the Agency.

a. The Director of Personnel:

(1) Is responsible for the appointment, retention or dismissal of the participants, and for other actions related to the CIA Undergraduate Scholar Program; and

(2) Will establish the compensation scale and criteria for this program.

(3) Will designate the Director, Office of Equal Employment to act as Undergraduate Scholar Program Administrator.

The Undergraduate Scholar Program Administrator:

(a) Will be responsible for monitoring student progress and determining and certifying their eligibility for promotion;

(b) Will, along with representatives from the students' office of assignment, provide counseling and coordinate summer employment assignments for program participants; and

(c) Will contact participating educational institutions at least twice annually to verify student enrollment, attendance, and academic standing.

b. The office to which a student is assigned will provide a performance appraisal at the completion of each assignment.

7. Appointments. Participants in the Agency's Undergraduate Scholar Program will be given staff reserve appointment. They will be full-time CIA employees.

8. Conditions of Employment. Conditions and regulations applicable to Agency employees generally apply to the Undergraduate Scholar Program employee.