

Date
12 Nov 87

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXA/DDA	<i>CS</i>	<i>13 NOV 1987</i>
2. ADDA	<i>AS</i>	<i>13 NOV 1987</i>
3. DDA 16 NOV 1987	<i>D</i>	<i>16 NOV 1987</i>
4. MS/DA 17 NOV 1987		
5. SSA/DDA		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

6. CMS/DA *peel*

7. DDA/Registry

copy of attached sent to

Special Asst to OCI by

DDA - 17 Nov 87

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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DVA Registry
87-2426X

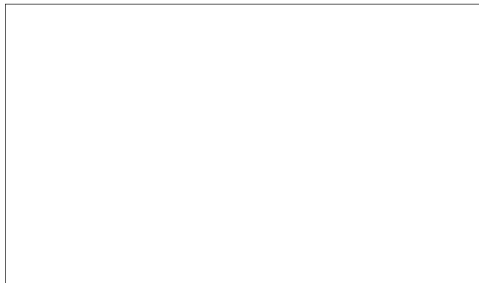
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4 November 1987

FWPAC Meeting Minutes - 20 October 1987

1. A FWPAC meeting was held on 20 October 1987 at 10:30 a.m. in Room 2C40 Headquarters. Members present were:

25X1



Observer present: Recording Secretary:

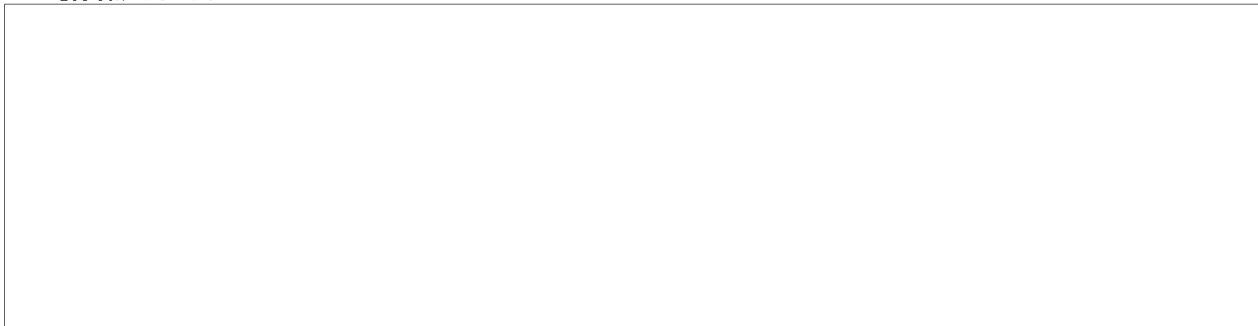
25X1

25X1

2. opened the meeting at 10:30 a.m. by welcoming and introducing the new members to the Federal Women's Program Advisory Council.

- Mr. Robert Fitzgerald, D/EEO was unable to be with us for this meeting, but plans to attend the 17 November 1987 FWPAC meeting, at 10:30 in Room 2D47.

25X1



- The FWP Symposium was by all account an overwhelming success. We are grateful for the tremendous amount of time and effort given to this program by the very thorough and unexhaustable energy and dedication of the Planning Committee and those who were willing to help out when needed.

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Over 250 evaluations have been returned to the office and without exception they were positive, and appreciative and vote for this becoming an annual affair. With that kind of response we will put a Symposium high on our "goals" list for FY-1988.

3. Announcements/EEO News (see attached)

- FWPAC Symposium
- Progress of Day Care Center
- FWIB Meetings
- WELP - OPM 1988 Program
- Training Program for 1988

4. Directorate EEO Officer Reports

25X1 DCI/DDA: [redacted] conveyed Mr. Donnelly's very positive response
 25X1 regarding the symposium. EEO recruiting efforts have been focused on
 25X1 special student programs due to Agency ceiling. He also advised that for
 the 1987 Agency EOD's [redacted] were female.

[redacted]

Recording Secretary

[redacted]

25X1 APPROVED: [redacted] Chair
Federal Women's Program Advisory Council

Attachment:
As stated

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FEDERAL WOMEN'S PROGRAM MANAGER/EEO NEWS

WOMEN'S EMPLOYMENT TRENDS 1987

Purpose of the Council:

It is the mission and purpose of the Federal Women's Program Advisory Council to enhance the employment of women within the Agency. Vehicles for doing this are not always clear or within our span of control. Efforts are often seen as adversary or too aggressive. The ways we can be most effective are through our training courses, seminars, statistical reports, special studies, and symposiums such as the one we have just sponsored. By providing a forum for the discussion of women's issues and being a catalyst for ideas which can be implemented, we can promote an awareness of problem areas which can be communicated both upward and downward and hopefully make a difference in the advancement of women in the Agency.

I have recently made a study of the current status of women employees in the Agency and want to share a few of my findings with you. You will see that we have made some progress but much is still to be done. The following shows improvements made in FY-87 both within the Agency and throughout the Federal Government:

In the CIA in FY 1987:

- 25X1 - The Agency population increased by [] employees of which
25X1 [] were female and [] were male.
- 25X1 - The number of Agency women professionals (GS-10/15) increased
25X1 by [] while the number of male professionals in the same
grade levels decreased by the same []
- 25X1 - The number of female professionals increased by [] over the
25X1 past decade (from [] in 1976 to [] in 1986).
- 25X1 - The percentage of female employees selected for management
positions has risen steadily from [] in FY-1986.
- 25X1 - Despite increases in numbers of women filling managerial positions
the number of women selected to SIS levels continues to be small
compared to that of males: [] female vs. [] male.
- 25X1 - Women GS-11/15 attending management training courses has increased
to approximately []

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- The total number of GS-13 female employees in the Agency almost doubles that of the GS-14 level. This indicates a barrier exists for women aspiring for grades beyond the GS-13 level.
- The average grade for women in the Agency continues to remain at more than 2 grades below that of men.

In the Federal Government in FY 87:

- Over the past 10 years the number of women in professional positions in the federal government has increased by 8% (from 19% - 27%).
- Professional and Technical combined increased by 13% (from 20% - 33%).
- 36% of all professional employees under 35 are female.
- In this age group, females earn 78% of what male employees earned in 1986 (up from 73% in 1976).
- Females of all ages continue to earn 68% of what male employees earn (up from 62% in 1976).
- Greater number of women are in the pipeline for promotion than men.
- Women at GS 13 and above receive higher performance ratings and are promoted at a faster rate.
- In 1984 GS/13 women were promoted at a rate 33% higher than male GS/13's and GS/14 women were promoted at a rate of 22% higher than males.

The Women's Executive Leadership Program/OPM:

The WELP sponsored by Office of Personnel Management (OPM) is a year-long program of training and development for high-potential women designed to equip them for future responsibilities as supervisors and managers. For the past two years, the FWPM/OEEO in coordination with OTE has coordinated this program within CIA. Eight Agency women have participated in this program and have felt it to be career enhancing and

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extremely beneficial to their growth and development as future leaders. The FY-88 program is just getting underway and will be taken over by OTE as it is believed to be focused on developing leadership skills as opposed to equal opportunity awareness. I will continue to coordinate the FY-87 program and will give you an assessment when the year's activities are completed. I am pleased that the Agency will continue to participate in this very worthwhile program. It has proven to be extremely beneficial in the development of those Agency women who have participated. I have attached a brochure explaining the FY-88 program for your information.

Training FY-88:

Plans for the FWP training courses are being finalized. Contract negotiations are still pending, but names, descriptions, dates, and plans have all been confirmed and are attached for your information. If any changes are necessary I will let you know.

Day Care Center:

We have been assured that Agency Management is still 100% behind our plans for the "Harry Fitzwater Children's Center." The mound of dirt in back of "West lot" should be removed by early May 88 and we will re-establish our Planning Committee at that time and proceed from there. "Think Positively - it will be a go!"

SOURCE: OP News & Views, 30 October 1987

STANDING-ROOM ONLY:
THE FIRST SYMPOSIUM ON CAREER ISSUES AND STRATEGIES

It was obvious from the packed Auditorium on 14 October that the first Career Symposium on Career Issues and Strategies was an idea whose time had come in the minds of Agency women. Interest was so strong, in fact, that close to 150 employees who applied to attend had to be turned away. Sponsored by the Federal Women's Program, the symposium was billed as a forum to hear about the broad range of professional and family issues which a growing number of men and women face daily. Specifically, the reconciliation of the dual roles that women in particular must assume was emphasized.

25X1 Feedback on the Symposium has been overwhelmingly positive, according to [redacted] Federal Women's Program Manager. Well over 200 survey responses have been received, and many included suggestions for topics to be included on next year's symposium agenda. Planning for the next symposium, which is to be held in fall of 1988, has in fact already begun.

25X1
25X1
25X1 The speakers at the conference were lively, impressive, informative and humorous. Intended keynote speaker U.S. Senator Nancy Kassebaum was unable to be present owing to her father's death, but she was replaced by Patricia Price Bailey, a Commissioner with the Federal Trade Commission, which is responsible for enforcing the Equal Credit Opportunity Act. Drawing heavily on her personal work experience, Mrs. Bailey spoke about her own early experiences with applying for jobs, about what has occurred in the last fifteen years with women and credit, and about balancing a home and career.

Dr. Geraldine Cox of the Chemical Manufacturers' Association spoke about the need to present yourself as an attractive "package" early in your career; and about the uses, advantages and disadvantages of the various types of power.

An afternoon highlight was a talk by Ms. Judy Mann, syndicated columnist from the Washington Post, who spoke about the revolutionary changes that have taken place over the last twenty years with respect to women's role in the work force; how the media has portrayed working mothers; and about her own personal experiences with applying for jobs, advancement, with family responsibilities, and day care.

Finally, there were concurrent sessions in different Headquarters location. The Auditorium session, heavily-attended, was an SIS-women's panel discussion about their personal job experience and advancement. A lively question-and-answer session followed. Additional sessions were held on child care and on legislative issues affecting women.

For those who were unable to attend, videotapes of the conference will be available by calling [redacted] on secure [redacted]

In commenting on the success of the first symposium, [redacted] asked that we specifically cite and express our appreciation for the tremendous help from Office of Logistics and Office of Security.

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"CULTURE, POWER & GENDER DYNAMICS"

(CPGD)

Description

"Culture, Power & Gender Dynamics", sponsored by the Office of Equal Employment Opportunity, is a mixed gender forum for discussion of how the awareness of culture--shared values and basic beliefs--and the use of power impact on the individual and group successes of men and women in the Agency. Emphasis is placed on exploring the variance and contrast in problem solving and decision making based on gender differences. Participation in the course will help individuals plan strategies for removing systemic barriers to the full employment of women professionals. The desired result is a more effective utilization of the talents and human resources available to the Agency in its female workforce through a better understanding of gender differences and leadership styles. CPGD is designed to replace both the Women's Executive Leadership Development (WELD) course and the Professional Men's Course (PMC) and will integrate men and women into the same course. For further information call

COURSE DATA:

Conducted by: Office of Equal Employment Opportunity

Length: Five days, full time

Frequency: Six times per year

Location:

Class Size: 24 Minimum; 26 Maximum

Grade Range: GS/12 and above (men and women)

Prerequisite: Nominations must be sent through Directorate Senior Training Officers or Equal Employment Opportunity Officers to Central Registration, OTE, 822 C of C

Registration

Deadline: Four weeks before course begins

"BEYOND AWARENESS COURSE"

(BAC)

Description

This course is designed to address the two major obstacles to women achieving greater levels of responsibility in the Agency: 1) the attitudes of peers, subordinates, and supervisors towards women in leadership roles; and 2) barriers which women impose upon themselves vis-a-vis their organizational relationships. These two breakdowns can be significantly altered when women have a clearly conceptualized and articulated career identity and when they have a variety of influence styles from which they can choose in managing organization situations. Women who are perceived as strong individual contributors either technically or managerially have achieved personal mastery of - their career identity - (strong sense of self and career purpose); and - their personal influence - (ability to command respect, inspire action and get results working through other people.) This course contends that when women have developed mastery of these two areas they will be able to move into areas of greater organizational responsibility in a predominantly male dominated professional organization.

COURSE DATA:

Conducted by: Office of Equal Employment Opportunity

Length: Four days, full time

Frequency: Three times per year

Location:

Class Size: 25 Minimum

Grade Range: GS/7 and above

Prerequisite: Nominations must be sent through Directorate Senior Training Officers or Equal Employment Opportunity Officers to Central Registration, OTE, 822 C of C.

Registration

Deadline: Four weeks before course begins

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"WOMEN ON THE TEAM"

(WOTT)

Description

The Office of Equal Employment Opportunity is sponsoring a newly developed version of the former "Professional Women's Course" (PWC). This course will address the conflicts created when divergent employees bring into the organization assumptions that do not mesh with management reality. Women hold the somewhat unrealistic view that "superior performance" is the only key to moving up the ladder. This course explains that gender different behavior may be a more significant factor in explaining disparities between men and women at work. Women need more than technical competence to reach high level positions. They will learn how their different backgrounds relate to their approach to problems and reaching solutions. The purpose of the course is to address the perceptions created through gender different socialization and to create a perspective which identifies the role and responsibilities of effective managers. They will learn to understand female and male behavior, organizational needs, managerial theory, cross-gender communication, and the process of internalization. They will try new behaviors, analyze situations from organizational point of view, and take risks.

COURSE DATA:

Conducted by: Office of Equal Employment Opportunity

Length: Four days, full time

Frequency: Three times per year

Location:

Class Size: 24 Minimum; 34 Maximum

Grade Range: GS/7 and above

Prerequisite: Nominations must be sent through Directorate Senior Training Officer or Equal Employment Opportunity Officers to Central Registration, OTE 822 C of C.

Registration

Deadline: Four weeks before class begins

STAT