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LHD: 10 FEB 75

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER 15381		2 NAME (LAST FIRST-MIDDLE) HICKS CALVIN W		
3 NATURE OF PERSONNEL ACTION UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA			4 EFFECTIVE DATE 12 22 74	5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS y	V TO V	V TO CF	7 FAN AND NSCA 5222 4116	8 CSC OR OTHER LEGAL AUTHORITY PL 89-648 SECT 231
	CF TO V	CF TO CF		
9 ORGANIZATIONAL DESIGNATIONS			10 LOCATION OF OFFICIAL STATION	
11 POSITION TITLE WATCH OFFICER			12 POSITION NUMBER 1125	13 SERVICE DESIGNATION OAA
14 CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15 OCCUPATIONAL SERIES 13067	16 GRADE AND STEP 13 9	17 SALARY OF RATE 27582	
18 REMARKS				
SIGNATURE OR OTHER AUTHENTICATION				

SECRET
(When Filled In)

6

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 056361				2. NAME (Last-First-Middle) HICKS, Calvin W.	
3. NATURE OF PERSONNEL ACTION Retirement (Disability) Under CIA Retirement & Disability System & Cancellation of NSCA				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 27 74	
5. FUNDS X: V TO V O TO V				6. PAN AND NSCA 5222-4116 0000	
7. ORGANIZATIONAL DESIGNATIONS DDO/Operations Staff Intelligence Group Intelligence Watch Branch				8. LEGAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643, Section 231	
9. POSITION TITLE Watch Officer (14)				10. LOCATION OF OFFICIAL STATION Wash., D. C.	
11. POSITION NUMBER BJ25 0947		12. CAREER SERVICE DESIGNATION DAA		13. GRADE AND STEP 13 9	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0132.07		17. SALARY OR RATE 26,180 27,632	
18. REMARKS LWD: 27 December 1974 Orig - CNG/MID 1 - Payroll 1 - OPS/SP Co-ordinated with [redacted] /ROB 30 January 1975. [redacted] [redacted] [redacted] 27.5/RS 1/28/74					
19. ACTION CODE 45		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC	
22. STATION CODE		23. INTEGRER CODE		24. HOURS CODE 1	
25. DATE OF BIRTH MO DA YR 11 18 24		26. DATE OF GRADE MO DA YR		27. DATE OF LEI MO DA YR	
28. RTE EXPIRES MO DA YR		29. SPECIAL REFERENCE 1-CK 2-FCR 3-FLA 4-BONE		30. RETIREMENT DATA CODE O, IIE, OO, O, O	
31. SEPARATION DATA CODE TYPE O, IIE, OO, O, O		32. CORRECTION/CANCELLATION DATA MO DA YR		33. SECURITY REG NO.	
34. VET PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		35. SERV COMP DATE MO DA YR		36. LONG. COMP DATE MO DA YR	
37. CAREER CATEGORY CAR/RESV PROV/TEMP		38. FEDERAL HEALTH INSURANCE CODE 0 - WAIVER 1 - YES 2 - UNRELIABLE		39. SOCIAL SECURITY NO.	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YEARS) 3 - BREAK IN SERVICE (MORE THAN 3 YEARS)		41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO	
43. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE 1 - YES 2 - NO		44. POSITION CONTROL CERTIFICATION K 02-27-75 07 FEB 1975		45. APPROVAL [Signature] DATE APPROVED 1/30/75	

FORM 1152
9-72

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-0332

EX-2
AFDR

(4)

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR : Chairman, Board of Medical Examiners

SUBJECT : Request for Medical Evaluation -
Mr. Calvin W. Hicks

1. Subject, a participant in the CIA Retirement and Disability System, has applied for disability retirement under the provisions of Section 231 of Public Law 88-643, Central Intelligence Agency Retirement Act of 1964 for Certain Employees. It is requested that a medical examination be arranged for Subject and that a written report of the Board of Medical Examiners as prescribed in paragraph f. (4) of HR 20-50 be submitted to the Director of Personnel.

2. Attached are copies of the Supervisor's Statement, the Application for Disability Retirement, and a private physician's statement.

3. Subject intends to remain on duty until a decision is made regarding his application for disability retirement.

R. L. Austin, Jr.
Deputy Director of Personnel
for Special Programs

Attachments:
a. Supervisor's Statement
b. Application
c. Physician's Statement

Distribution:
0 & 1 - Addressee
1 - D/Pers
1 - OPF
1 - ROB Soft File
1 - ROB Reader

OP/RAD/ROB [redacted] (at/3257 (4 November 11 '41)
ADMINISTRATIVE - INTERNAL USE ONLY

Administrative - Internal Use Only

10 December 1973

MEMORANDUM FOR: Chief, Career Management Group

SUBJECT: Promotion of Mr. Calvin W. Hicks

1. I would solicit Career Management Group and the Promotion Panel to consider the overall career of Calvin W. Hicks when deciding on the current cycle of promotions from GS-13 to GS-14.
2. After Mr. Hicks EOD in 1950, he advanced rapidly in three years to GS-11. He was promoted to GS-12 in 1956, six years later to GS-13 in 1962, and since then has been almost 12 years in grade. He has had overseas tours with FE and NE Divisions, has served as a training instructor, on a PM task force, and with Miami Ops and area branches in WHI. In these assignments he consistently received Strong ratings. Despite a largely paramilitary background, in 1967 he adjusted to the intelligence production cycle and developed the skills of an operations officer doing operations-oriented reports work in the Intelligence Watch. As of this date he has the longest continuity in the Intelligence Watch and is rated as a mature and thoughtful individual who exercises excellent professional judgment. He was recommended for promotion from GS-13 to GS-14 in April 1968 and in April 1969. In 1970 he was recommended for a QSI by FI Chief, Peer deSilva. He was again recommended for promotion in March 1971, in November 1972, and in November 1973.
3. Admittedly, promotions are competitive and the rankings are relative and must be adjusted to the headroom available. The overall history of his career would seem to argue the equity of granting the often recommended promotion to Mr. Calvin Hicks as he nears the end of a career. Mr. Hicks is 49 years old and has a family of five children. He has a medical hold which will not allow him to serve overseas at this time and he therefore, contemplates retirement at age 50 (in late 1974). He is and will be until then a valuable member of the Intelligence Watch.
4. I recommend that the promotion which has escaped him in the last decade be granted at the time of this year's promotion cycle.


Chief, Operations Staff

Administrative - Internal Use Only

13 November 1973

MEMORANDUM FOR: Career Management Group
Mid-Career Officer Branch


SUBJECT : Recommendation for the Promotion of Calvin W. Hicks (056361)
to GS-14

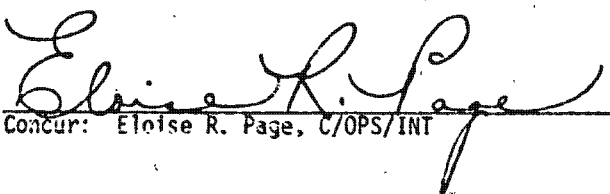
1. I would again like to recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been with the Intelligence Watch since June 1967 and his performance has been characterized consistently by exceptional proficiency. He serves on a rotating schedule with seven other officers doing identical work, some of whom are currently in GS-14.

2. A medical hold has precluded any further overseas assignments and for this reason his stay in IW has been extended until November 1974, when he will be 50-years-old at which time he plans to retire under the Agency retirement system.

3. Mr. Hicks' resourcefulness and ability to apply the multitude of reporting instructions and techniques have been convincingly demonstrated in crisis situations such as the recent Chilean coup and the Middle-Eastern crisis. He has consistently displayed initiative and good judgment in meeting unforeseen crisis with rapid and effective action and has clearly demonstrated his ability to continuously adjust to rotating shifts and the irregular flow of traffic.

4. For his sustained high level of performance in 1972 Mr. Hicks received a quality step increase in recognition and as proof of the high esteem in which he is held by his superiors. He occupies a GS-14 slot. His promotion is again recommended in recognition of his long years of Agency service.


Joseph A. Procaccino
C/OPS/INT/IW


Concur: Eloise R. Page, C/OPS/INT

E2 IMPDET CLBY 002025

Calvin Hicks

SECRET

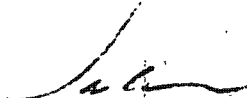
26 September 1973

MEMORANDUM FOR: Chief, Operations Staff

SUBJECT: Appreciation of IW Performance During
Chilean Upheaval

1. The officers of the Intelligence Watch (IW) performed admirably in swiftly processing the heavy flow of intelligence engendered by the recent political upheaval in Chile. In many instances, reports were in the hands of customers in the intelligence community within minutes of being filed in Santiago.

2. Please extend to the IW officers concerned the appreciation of this Division for their fine performance. I suggest that a copy of this memorandum be placed in the personnel folder of each of the officers concerned.



David A. Phillips
Chief, Western Hemisphere Division

E2 IMPDET
CL BY 039964

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13 APR 1972

MEMORANDUM FOR: Calvin W. Hicks
SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

/s/ Carl Meyer, Jr.
For
Thomas H. Karamessines
Deputy Director for Plans

CSPS/SOB/Hileberman;rv(11Apr72)

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SECRET

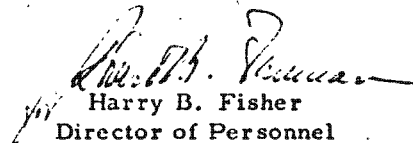
CONFIDENTIAL

10 APR 1972

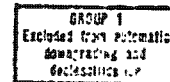
MEMORANDUM FOR: Secretary, DDP/QSI - HMA Panel

SUBJECT : Notification of Approval of
Quality Step Increase -
Calvin W. Hicks

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.


Harry B. Fisher
Director of Personnel

CONFIDENTIAL



SECRET

DEC 1974

MEMORANDUM FOR: Chief, Foreign Intelligence Staff
SUBJECT : Intelligence Watch Assistance to
European Division

1. As I am preparing to leave the European Division, a note of appreciation is in order for the services rendered to us for the four years of my tenure here by the officers of the Intelligence Watch.

2. At a time of increasingly complicated intelligence collection and reporting problems, our Agency has come of age. We have recognized that information often cannot be allowed to wait for attention until sunrise, and that we must be able to respond to national needs and world events around the clock. The Intelligence Watch, more than any other single institution, has made it possible for us to do this. We have benefited from its cooperation particularly under strained reporting conditions -- during Presidential trips abroad, for instance -- but have also found IW's presence and judgment helpful at other times. I know that my staff relied on IW extensively.

3. I am making a point of recognizing this because the Intelligence Watch -- a bit like our Agency as a whole -- is apt to get more attention with an occasional slip than with a record of continuing accomplishment and success in coping with problems. From what I have been able to observe, the job has been well done.

4. I hope you will bring this memorandum to the attention of those concerned.

John L. Hart
John L. Hart
Chief
European Division

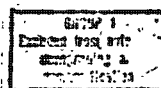
Joseph Procaccino
Walter Kuzmuk

James Pekich
Frank Levy

Calvin Hicks

Robert Sawicki

SECRET



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 056361						2. NAME (Last-First-Middle) Hicks, Calvin W.	
3. NATURE OF PERSONNEL ACTION Reassignment				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 23 71		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS N V TO V O TO V				7. FINANCIAL ANALYSIS NO. CHARGEABLE 2222-4116		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/FI Staff Intelligence Group Intelligence Watch				10. LOCATION OF OFFICIAL STATION Washington, D. C.			
11. POSITION TITLE Watch Officer (14)				12. POSITION NUMBER 0947		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0132.07		16. GRADE AND STEP 13 7		17. SALARY OR RATE \$ 21,313	
18. REMARKS Reassigned from Position FI/INT/IW 1032 Distribution: Orig. - CSPS/SOB 1 - FI/Pers * HB: SOD							
19. [Blank]				DATE SIGNED 22 Dec 71		188. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>A. J. Leberman</i>	
				DATE SIGNED 12-23-71			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. ACTION CODE	21. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. MOOTRS CODE	25. DATE OF BIRTH MO. DA. YR.
							11 23 24
26. DATE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CYC 2-ORIG 3-FICA 4-NONE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.
35. PAY PREFERENCE CODE 8-NONE 1-5 PF. 2-10 PF.	36. SERV COMP DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE	39. FEGLI HEALTH INSURANCE CODE CODE 1-NATYER 2-REG 3-REG OPT 4-UNELIGIBLE	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM 8 EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM 8 EXECUTED CODE NO. TAX EXEMPT.
45. POSITION CONTROL CERTIFICATION 12-23-71 <i>[Signature]</i>						46. OP APPROVAL <i>[Signature]</i>	
						DATE APPROVED 12-23-71	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

5 MARCH 1971

Not approved

MEMORANDUM FOR: SECRETARY, CSPS/SECTION A

SUBJECT: RECOMMENDATION FOR THE PROMOTION OF CALVIN W. HICKS (056361) TO GS-14

1. I RECOMMEND THE PROMOTION OF SUBJECT OFFICER FROM GS-13 TO GS-14. MR. HICKS HAS BEEN ASSIGNED TO THE INTELLIGENCE WATCH/FI STAFF SINCE JUNE 1967 AND SERVES ON A ROTATING SCHEDULE WITH SEVEN OTHER OFFICERS DOING IDENTICAL WORK, FOUR OF WHOM ARE CURRENTLY IN GRADE GS-14.

2. MR. HICKS HAS BEEN IN THE INTELLIGENCE WATCH (IW) FOR ALMOST FOUR YEARS AND HIS WORK, BOTH QUANTITATIVELY AND QUALITATIVELY, HAS BEEN CONSISTENTLY OF A VERY HIGH CALIBER.

3. HIS KEENLY DEVELOPED SENSE OF OPERATIONAL SECURITY RESULTING FROM HIS EXTENSIVE PARAMILITARY EXPERIENCE, COUPLED WITH HIS CLEAR UNDERSTANDING OF THE RELATIONSHIP BETWEEN OPERATIONS AND INTELLIGENCE, HAS MADE HIM A VERY FINE OFFICER AND A VALUABLE ASSET TO IW. HE HAS BEEN UNDER MY SUPERVISION FOR 18 MONTHS AND I HAVE HAD AMPLE OPPORTUNITY TO OBSERVE HIS PERFORMANCE UNDER CONDITIONS OF STRESS. HE VERY ABLY APPLIES A MULTITUDE OF DETAIL AND GENERAL REPORTING INSTRUCTIONS TO THE DIFFERENT SITUATIONS MANIFEST IN EACH INCOMING REPORT AND DISPLAYS INITIATIVE IN MEETING UNFORESEEN CRISES WITH RAPID AND EFFECTIVE ACTION. SINCE THE INTELLIGENCE INFORMATION IS THE FACE THAT THE CLANDESTINE SERVICE PUTS OUT TO THE INTELLIGENCE COMMUNITY, THE PERFORMANCE OF WATCH OFFICERS IS OF GREAT IMPORTANCE. THIS FACTOR BECOMES APPARENT WHEN IT IS NOTED THAT OVER 75 PERCENT OF ALL CABLED INTELLIGENCE REPORTS ARE DISSEMINATED BY IW.

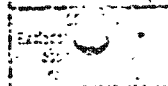
4. MR. HICKS HAS AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS BOTH IN THE FIELD AND AT HEADQUARTERS. ALL OF HIS FITNESS REPORTS FOR THE SIX YEARS PRECEDING HIS ASSIGNMENT TO IW HAVE BORNE THE OVERALL RATING OF "STRONG." HE HAS BEEN DESCRIBED AS "HIGHLY MOTIVATED, SINCERE, AND CAPABLE." ALSO, "HE WORKS WELL WITH OTHERS AND HIS KNOWLEDGE AND ABILITY ARE RESPECTED." OTHER SUPERVISORS DURING THE YEARS PRIOR TO THIS ASSIGNMENT HAVE DESCRIBED HIM AS "SERIOUS, HARD-WORKING AND DEPENDABLE." HIS PERFORMANCE IN HIS PRESENT ASSIGNMENT HAS DEMONSTRATED THESE SAME QUALITIES.

5. MR. HICKS IS A DISTINCT ASSET TO IW AND I HIGHLY RECOMMEND HIS FOR PROMOTION TO GS-14.

[Redacted Signature Box]

JOSEPH A. PROCACCINO
CHIEF, FI/INT/IW

SECRET



SECRET

2 FEB 1970

Not approved

MEMORANDUM FOR: Chairman, DDP QSI and Honor and Merit Awards Panel

SUBJECT: Request for Quality Step Increase
Mr. Calvin W. HICKS, GS-13 (056361)

1. I recommend that a Quality Step Increase be awarded to Mr. Calvin W. Hicks.

2. Mr. Hicks is one of three officers in the Intelligence Watch, FI Staff, on whom identical recommendations are being submitted. These officers, all in grade GS-13, have for several years done responsible and demanding work, identical to that done in the same office by five other officers, GS-14 and 15, and all three have been rated "Strong."

3. The Intelligence Watch is the primary intelligence dissemination office of the Clandestine Service. Its output of over 2,000 reports a month is the chief end-product of CS collection operations. Watch Officers serve on a rotating schedule. When an officer draws the night shift he serves alone. He must make quick, independent dissemination decisions. Mr. Hicks has done well at this work. He is alert and conscientious and has a sharp operational sense which is extremely useful in the handling of CS intelligence information. He has been recommended several times for promotion to GS-14.

4. The high quality of Mr. Hicks's performance has continued for more than two years. There is no reason to expect any decline in it. His enthusiasm continues, and his tour has recently been extended for another two years.

5. Consideration has been given to recommending him for an Honor and Merit Award, but on balance I believe that a Quality Step Increase would be more appropriate.

[Redacted Signature]

Peer de Silva
Chief
Foreign Intelligence

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

SUBJECT: Request for Quality Step Increase
Mr. Calvin W. HICKS, GS-13 (056361)

APPROVAL RECOMMENDED:

Chairman, CS QSI Panel

Date

Director of Personnel

Date

SECRET

SECRET

6 MARCH 1969

MEMORANDUM FOR: Chief, FI Staff

SUBJECT : Performance of the Intelligence Watch
During the President's Trip to Europe

1. Now that the President's trip to Europe has been concluded, I feel that a special commendation for the Intelligence Watch (IW) is in order.

2. The contribution that is being made by the officers in the Intelligence Watch is often taken for granted. Thus it was natural for us, when we formed our task force for the President's trip, to build our arrangements for positive intelligence disseminations around the IW's twenty-four-hour-a-day availability. We were not disappointed. The system worked smoothly and efficiently.

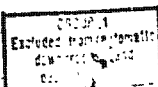
3. In addition to that, it became clear that the Intelligence Watch officers were willing and able to go beyond the simple call of duty. We came to admire their competence, courtesy, and cooperation, without which effective intelligence coverage would have been immeasurably more difficult. Since the IW's were working under an unusual strain, caused by the simultaneous outbreak of crises in different parts of the world, their performance is that much more to be commended.

4. Please convey our appreciation to all officers who had a part in this fine effort.

John L. Hart
Chief,
European Division

CALVIN M. HICKS

SECRET



SECRET

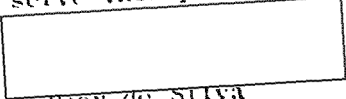
7 March 1969

MEMORANDUM FOR: Mr. Edward J. Carroll
Chief, Intelligence Watch

SUBJECT: Performance of the Intelligence
Watch during President Nixon's
recent visit to Europe

1. I wish to commend you and each member of your staff who participated in the support which the Agency was called on to render to the Presidential party during its recent travel abroad. From several quarters I have had verbal expressions of praise and commendation and to these I wish to add my own in writing. I am enclosing a copy of a memorandum from the Chief, European Division, which reflects both my thoughts and the reactions I have heard from others.

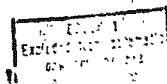
2. I hope you will take appropriate action so that the personnel files of each of your participating officers will reflect this appreciation. You may wish to make copies of my memorandum and Mr. Hart's memorandum to serve this purpose.


Pier de Silva
Chief
Foreign Intelligence

Enclosure

CALVIN M. HICKS

SECRET



SECRET

Not Approved by
CS, Finance Section

Panel A Act 1

24 JUN 1969

9 April 1969

MEMORANDUM FOR: Secretary, CSFS/Section A

SUBJECT: Recommendation for the promotion of
Calvin W. Hicks (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch/PI Staff since June 1967, and serves on a rotating schedule with seven other officers doing identical work, five of whom are currently in Grade GS-14.

2. Mr. Hicks has been with IW for almost two years and his work, both quantitatively and qualitatively has been consistently of a very high caliber. Normally six months are required before an officer newly assigned to the Intelligence Watch is able to handle a shift by himself. At least a year is required before a Watch Officer can perform at a high level of proficiency. However, in the case of this officer, in a little more than a year he had earned the rating of "Strong" and has maintained it ever since. Although most of his agency experience had been in paramilitary operations, he adapted quickly to the demands of his new assignment. His keenly developed sense of operational security, coupled with his clear understanding of the relationship between operations and intelligence, has made him a very fine officer and a valuable asset to IW. He has been under my supervision for 16 months and I have had ample opportunity to observe his performance under conditions of stress. He is even tempered and level headed. His mistakes are few and infrequent and these are usually of the clerical variety, not in matters of judgment. I continue to be impressed with his thoroughness in handling information; with the evidence of his coordination when the interests of more than one division are involved. Since operations have to be submerged and the intelligence is the portion of the iceberg which shows to the intelligence community, the performance of the Watch Officers is of great importance. This factor becomes apparent when it is noted that about 80% of all cabled intelligence reports are disseminated by the Intelligence Watch. Recently the Watch Officers were commended by the Chief, PI Staff and the Chief, Europe Division for their performance during the President's trip to Western Europe. The simultaneous outbreak of crises in different parts of the world further added to the burdens of the Watch Office at that time. Mr. Hicks made a real contribution during that period and deserves the commendation personally in a high degree.

SECRET

SECRET

3. Prior to his assignment to the Intelligence Watch, Mr. Hicks served with WH Division and with the Cuban Operation. He has an extensive background in paramilitary operations both in the field and at headquarters. All of his Fitness Reports for the six years preceding his assignment to the Intelligence Watch have borne the overall rating of "strong." He has been described as "highly motivated" "sincere and capable." He has been further complimented as "working well with others and his knowledge and ability are respected." Other supervisors have described him as "serious, hard-working and dependable." His performance in his present assignment has demonstrated these same qualities. He has managed the transition from active operations to the life of a desk bound intelligence officer with ease. I recommend him with enthusiasm for promotion to GS-14.

Edward J. Carroll

Edward J. Carroll
Chief, FI/INT/IW

- 2 -

SECRET

Not Approved by
CS Colonel Service

John W. ...

OCT 1968

24 OCTOBER 1968

MEMORANDUM FOR: SECRETARY, CSPS/SECTION A

SUBJECT: RECOMMENDATION FOR THE PROMOTION OF
CALVIN W. HICKS (056361) TO GS-14

1. I RECOMMEND THE PROMOTION OF SUBJECT OFFICER FROM GS-13 TO GS-14. MR. HICKS HAS BEEN ASSIGNED TO THE INTELLIGENCE WATCH/ FI STAFF SINCE JUNE 1967, WHERE HE SERVES ON A ROTATING SCHEDULE WITH SEVEN OTHER OFFICERS DOING IDENTICAL WORK; FIVE OF WHOM ARE CURRENTLY IN GRADE GS-14.

2. MR. HICKS HAS BEEN WITH IW FOR ABOUT 16 MONTHS AND HIS WORK, BOTH QUANTITATIVELY AND QUALITATIVELY, HAS BEEN CONSISTENTLY OF VERY HIGH CALIBER. NORMALLY SIX MONTHS ARE REQUIRED BEFORE AN OFFICER NEWLY ASSIGNED TO THE INTELLIGENCE WATCH IS ABLE TO HANDLE A SHIFT BY HIMSELF. AT LEAST A YEAR IS USUALLY REQUIRED BEFORE A MAN CAN ADVANCE FROM "ADEQUATE" TO "PROFICIENT." AT PRESENT, MR. HICKS HAS ALREADY PROGRESSED TO THE RATING OF "STRONG." HE IS ALERT AND CONSCIENTIOUS AND HAS AN OPERATIONAL SENSE WHICH IS INVALUABLE IN THE HANDLING OF INTELLIGENCE. WITH HIS EXTENSIVE OPERATIONAL AND PARAMILITARY BACKGROUND, MR. HICKS HAS A FINE SENSE FOR THE RELATIONSHIP BETWEEN OPERATIONS AND ITS PRIMARY PRODUCT, THE CLANDESTINE SERVICES INTELLIGENCE REPORT. THIS OFFICER HAS BEEN UNDER MY SUPERVISION FOR 11 MONTHS AND DURING THAT PERIOD I HAVE HAD AMPLE OPPORTUNITY TO OBSERVE HIS CONDUCT UNDER CONDITIONS OF STRESS. HE IS EVEN TEMPERED AND LEVEL HEADED. HIS MISTAKES ARE FEW AND INFREQUENT. I AM PARTICULARLY IMPRESSED WITH HIS THOROUGHNESS IN HANDLING INFORMATION; WITH THE EVIDENCE OF THE COORDINATION WHICH HE SO OFTEN ATTEMPTS WITH SEVERAL AREA DIVISIONS WHEN NECESSARY BEFORE DISSEMINATING A REPORT TO THE INTELLIGENCE COMMUNITY. SINCE THE INTELLIGENCE INFORMATION REPORT IS THE FACE THAT THE CLANDESTINE SERVICES SHOWS TO THE INTELLIGENCE ANALYST AND THE POLICY OFFICERS OF THE GOVERNMENT, THE PERFORMANCE OF THE WATCH OFFICERS IS OF GREAT IMPORTANCE. THIS FACTOR BECOMES APPARENT WHEN ONE NOTES THAT ABOUT 80 PERCENT OF ALL CABLED INTELLIGENCE REPORTS ARE DISSEMINATED BY THE INTELLIGENCE WATCH.

3. PRIOR TO HIS ASSIGNMENT TO THE INTELLIGENCE WATCH, MR. HICKS SERVED WITH WH DIVISION AND WITH THE CUBAN OPERATION. HE HAS AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS BOTH IN

SECRET

PROMOTION RECOMMENDATION - CALVIN W. HICKS (CONTINUED) PAGE 2

THE FIELD AND AT HEADQUARTERS. ALL OF HIS FITNESS REPORTS FOR THE SIX YEARS PRECEDING HIS ASSIGNMENT TO THE INTELLIGENCE WATCH HAVE BORNE THE OVERALL RATING OF "STRONG." HE HAS BEEN DESCRIBED AS "HIGHLY MOTIVATED, SINCERE AND CAPABLE." ALSO, "HE WORKS WELL WITH OTHERS AND HIS KNOWLEDGE AND ABILITY ARE RESPECTED." OTHER SUPERVISORS DURING THE YEARS IMMEDIATELY PRIOR TO THIS ASSIGNMENT HAVE DESCRIBED HIM AS "SERIOUS, HARD-WORKING AND DEPENDABLE." HIS PERFORMANCE IN HIS PRESENT ASSIGNMENT HAS DEMONSTRATED THESE SAME QUALITIES. ALTHOUGH IT MIGHT SEEM SURPRISING THAT A MAN OF HIS OUT-GOING PERSONALITY WITH AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS COULD ADJUST TO THE LIFE OF A DESK-BOUND PRODUCER OF INTELLIGENCE REPORTS, MR. HICKS HAS MANAGED THIS TRANSITION WITH THE GREATEST OF EASE. HE IS A DISTINCT ASSET TO THIS OFFICE AND THE UNDERSIGNED WILL FEEL GRATEFUL IF HE SHOULD DECIDE TO EXTEND HIS TOUR IN THE INTELLIGENCE WATCH BEYOND THE NORMAL TWO YEARS. I RECOMMEND HIM WITH ENTHUSIASM FOR PROMOTION TO GS-14.

Edward J. Carroll
EDWARD J. CARROLL
CHIEF, FI/INT/IW

ATTACHMENT

SECRET

SECRET

5 APRIL 1968

MEMORANDUM FOR: SECRETARY, CSPS/SECTION A

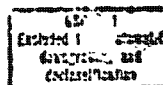
SUBJECT: RECOMMENDATION FOR THE PROMOTION OF
CALVIN W. HICKS (056361) TO GS-14

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PROMOTION RECOMMENDATION - CAEVIN W. HICKS (CONTINUED) PAGE 2

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E. J. Carroll
EDWARD J. CARROLL
CHIEF, FI/INT/IW

ATTACHMENT

I heartily endorse this recommendation that Mr. Hicks be promoted to GS-14. As his supervisor points out, Mr. Hicks, when he came to the Intelligence Watch, was essentially a guerrilla warfare field operational officer. Positive intelligence information reporting and the handling of reports were new to him, and called for professional skills and other qualities radically different from those which most of his previous experience had brought into play. Yet in a relatively short time, Mr. Hicks has developed the skills required of a Watch Officer, and thanks to this and to other strengths has become one of the most valuable officers in the unit.

Wallace R. Deuel
Wallace R. Deuel
Chief FI/INT

SECRET

24 OCTOBER 1968

MEMORANDUM FOR: SECRETARY, CSPS/SECTION A

SUBJECT: RECOMMENDATION FOR THE PROMOTION OF
CALVIN W. HICKS (056361) TO GS-14

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PROMOTION RECOMMENDATION - CALVIN W. HICKS (CONTINUED) - PAGE 2

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CHIEF, FI/INT/IW

ATTACHMENT

SECRET

SECRET

5 APRIL 1968

MEMORANDUM FOR: SECRETARY, CSPS/SECTION A

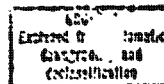
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PROMOTION RECOMMENDATION - CALVIN W. HICKS (CONTINUED) PAGE 2

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Wallace R. Deuel
Wallace R. Deuel
Chief FI/INT

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SECRET
(When Filled In)

H-3

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 29 May 1967		
1. SERIAL NUMBER 056361		2. NAME (Last-First-Middle) HICKS, CALVIN W.										
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06 04 67		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS		X V TO V		V TO CF		7. COST CENTER/NO. CHARGE ABLE 23 0007 7235-0620		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203				
9. ORGANIZATIONAL DESIGNATIONS DDP/FI						10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.						
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D						
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP 13		17. SALARY OR RATE S					
18. REMARKS												
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NIE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-ESC 3-TIER 5-NONE CODE 2		31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.		34. SER		
35. VET. PREFERENCE CODE 0-NONE 1-1 PT 2-10 PT		36. SERV. COMP. DATE MO. DA. YR.		37. LONG COMP. DATE MO. DA. YR.		38. CAREER CATEGORY LAB. RESV. PREV. TEMP. CODE	39. FEGLI-HEALTH INSURANCE CODE 0-WAIVER 1-YES HEALTH INS. CODE		40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NONE		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NONE		45. POSITION CONTROL CERTIFICATION			
45. POSITION CONTROL CERTIFICATION 06-07-67 W.M.						46. OP APPROVAL See memo signed by D/Pers dated 1 JUN 1967				DATE APPROVED		

FORM 1152 USE PREVIOUS EDITION
6-63 OP-1 1-68

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 2 May 1967	
1. SERIAL NUMBER 056361		2. NAME (Last-First-Middle) HICKS, Calvin W.									
3. NATURE OF PERSONNEL ACTION Reassignment				4. EFFECTIVE DATE 1906 (10/01/67)		5. CATEGORY OF EMPLOYMENT Regular					
6. FUNDS XX		V TO V CF TO V		V TO CF CF TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE 7223-0007		8. LOCAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/FI STAFF Intelligence Group Intelligence Watch						10. LOCATION OF OFFICIAL STATION Wash., D.C.					
11. POSITION TITLE Watch Officer				12. POSITION NUMBER 1032		13. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (G.S. 18, etc.) GS			15. OCCUPATIONAL SERIES 0132.07		16. GRADE AND STEP 13 5		17. SALARY OR RATE \$4,217 14665				
18. REMARKS Reassigned from: DDP/WH/Branch 3/Columbia Section, Position No. 1359, Cost Center No. 7235-0620. Concur: Security Approval Granted by Pers. 50/95 5/4/67 JC 5/23/67 WH/Pers Distribution: Orig. - CSPS/B 1 - FI/Pers 1 - Security 1 - Payroll											
18A. SIGNATURE OF REQUESTING OFFICIAL E. M. [Signature]				DATE SIGNED 5/22/67		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]				DATE SIGNED 5/22/67	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 3250 F-2		22. STATION CODE 75013	23. INTEGREE CODE	24. DUTIES CODE 1	25. DATE OF BIRTH MO. DA. YR. 11 10 24		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEF MO. DA. YR.
28. RTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-ESE 2-FICA 3-NONE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ NO		34. SEX	
35. VET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		36. SERV COMP DATE MO. DA. YR.		37. LONG COMP DATE MO. DA. YR.		38. CAREER CATEGORY CODE 0-DRIVER 1-YES		39. FEGLI HEALTH INSURANCE CODE 0-DRIVER 1-YES		40. SOCIAL SECURITY NO	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		45. SOCIAL SECURITY NO		
43. POSITION CONTROL CERTIFICATION 5-23-67 WH FROM WH						44. OP APPROVAL [Signature]		DATE APPROVED 5/23/67			

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E

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1 SERIAL NUMBER 056361				2 NAME (Last-First-Middle) HICKS, CALVIN W.	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT			4 EFFECTIVE DATE REQUESTED MONTH: 04, DAY: 23, YEAR: 67		5 CATEGORY OF EMPLOYMENT REGULAR
6 RPODS XX		7 FINANCIAL ANALYSIS NO CHARGEABLE 7235-0620		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
9 ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 COLOMBIA SECTION			10 LOCATION OF OFFICIAL STATION WASHINGTON, D.C.		
11 POSITION TITLE OPS OFFICER			12 POSITION NUMBER 1358		13 CAREER SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, LR, etc.) GS		15 OCCUPATIONAL SERIES 01SS.01		16 GRADE AND STEP 13 4	
17 SALARY OR RATE \$14217					
18 REMARKS FROM: 1359					
19 SIGNATURE OF CAREER SERVICE APPROVING OFFICER C/WH/Pers					
20 DATE SIGNED 24 April 67					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21 ACTION CODE 37		22 EMPLOY CODE 10		23 OFFICE CODING 5142/WH	
24 STATION CODE 7502		25 INGRESS CODE		26 HOURS CODE 1	
27 DATE OF BIRTH 11/08/24		28 DATE OF GRADE 1 1		29 DATE OF LEI	
30 WTE EXPIRES XX/XX/XX		31 SPECIAL REFERENCE 1-CSK 2-NCA 3-NONE		32 RETIREMENT DATA CODE	
33 SEPARATION DATA CODE		34 CORRECTION CANCELLATION DATA TYPE		35 SECURITY REG. NO.	
36 VET PREFERENCE CODE		37 SPN COMP DATE MO DA YR		38 LONG COMP DATE MO DA YR	
39 CAREER CATEGORY CODE		40 FEGLI HEALTH INSURANCE CODE		41 SOCIAL SECURITY NO.	
42 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		43 LEAVE CAT CODE		44 FEDERAL TAX DATA CODE	
45 STATE TAX DATA CODE		46 NO. TAX EXEMPTIONS		47 NORM EXECUTED CODE	
48 POSITION CONTROL CERTIFICATION 4-27-67		49 OP APPROVAL H.A. [Signature]		50 DATE APPROVED 4-27-67	

FORM 1152

USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

7 April 1967

MEMORANDUM FOR: Calvin W. Hicks
VIA : WH/RMO
SUBJECT : Records Officer Appointment

1. In accordance with a request received from your component, you are hereby appointed a Records Officer in the Clandestine Services. Your functions are described, in summary, in CSI 43-1, Para. 4.b.(3). You have also participated in a training course in which these functions were reviewed in some detail.

2. The essence of your appointment is that you now occupy a position of trust in which you are expected to draw on your knowledge and experience to exercise responsible and sound judgment in building and maintaining a professionally useful records system in the Clandestine Services. You are, at the same time, expected to train and guide others within your component in these respects.

3. A copy of this memorandum will be placed in your official personnel folder.

Peter D. Dyke

PETER D. DYKE
DDP Records Management Officer

cc: Personnel File of Addressee

GROUP I
Excluded from automatic
downgrading and
declassification

SECRET

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 15 SEPT 1966							
1 SERIAL NUMBER 056361		2 NAME (Last-First-Middle) HICKS, CALVIN W.															
3 NATURE OF PERSONNEL ACTION REASSIGNMENT					4 EFFECTIVE DATE REQUESTED 09 15 66			5 CATEGORY OF EMPLOYMENT REGULAR									
6 FUNDS XX V TO V CF TO V		7 FINANCIAL ANALYSIS NO CHARGEABLE 7235 0620		8 LEGAL AUTHORITY (Completed by Office of Personnel)													
9 ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 COLOMBIA SECTION					10 LOCATION OF OFFICIAL STATION WASHINGTON, D.C.												
11 POSITION TITLE OPS OFFICER (28) (12)					12 POSITION NUMBER 1359		13 CAREER SERVICE DESIGNATION D										
14 CLASSIFICATION SCHEDULE (G.S. I.B., etc.) GS			15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 13 4		17 SALARY OR RATE \$ 14,217										
18 REMARKS FROM: DDP/WH/BRANCH 3/LIMA SECTION/1392 PRA IN ACCORDANCE WITH HR 20-17 c (d)																	
19 Finance																	
19A SIGNATURE OF REQUESTER				DATE SIGNED 16 Sept 66 Pers		19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED 20 Sept 66							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19 ACTION CODE 37		20 EMPLOY CODE 10		21 OFFICE CODING: NUMERIC ALPHABETIC 51400 wh		22 STATION CODE 75013		23 INTEGREE CODE 1		24 DDOTS CODE 1110924		25 DATE OF BIRTH MO. DA. YR.		26 DATE OF GRADE MO. DA. YR.		27 DATE OF LEI MO. DA. YR.	
28 WFE EXPIRES MO. DA. YR. 09/14/68		29 SPECIAL REFERENCE 84		30 RETIREMENT DATA 1-CSC 2-FICA 3-NONE		31 SEPARATION DATA CODE FPE		32 CORRECTION/CANCELLATION DATA MO. DA. YR.		33 SECURITY REQ NO.		34 SEX					
35 VET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		36 SERV. COMP. DATE MO. DA. YR.		37 LONG COMP DATE MO. DA. YR.		38 CAREER CATEGORY CAR RES. PROB. TEMP.		39 FEGLI HEALTH INSURANCE CODE 0-WAIVER 1-YES		40 SOCIAL SECURITY NO.							
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42 LEAVE CAT CODE		43 FEDERAL TAX DATA FORM EXECUTED CODE MO. TAX EXEMPTIONS				44 STATE TAX DATA FORM EXECUTED CODE MO. TAX ENEMP.							
45 POSITION CONTROL CERTIFICATION 09-22-66.N						46 O.P. APPROVAL [Signature]				DATE APPROVED							

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1

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED
1 SERIAL NUMBER 056361		2 NAME (Last-First-Middle) HICKS, CALVIN W.				
3 NATURE OF PERSONNEL ACTION REASSIGNMENT			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 31 66		5 CATEGORY OF EMPLOYMENT REGULAR	
6 FUNDS X		V TO V	V TO CF	7 FINANCIAL ANALYSIS NO CHARGEABLE 7235 0620		
9 ORGANIZATIONAL DESIGNATIONS DDP/WII BRANCH 3 LINA SECTION		10 LOCATION OF OFFICIAL STATION WASHINGTON, D.C.				
11 POSITION TITLE OPS OFFICER (13)			12 POSITION NUMBER 1392	13 CAREER SERVICE DESIGNATION D		
14 CLASSIFICATION SCHEDULE (G), I.B., etc.) GS		15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 13 A	17 SALARY OR RATE \$ 14,217		
18 REMARKS FROM: DDP/WII/CS & DEV COMP/9997 MR. HICKS IS REPLACING [] WHO IS BEING REASSIGNED. 1 - FINANCE 1 - SECURITY Security Approval Granted by Capt. SO/OS 7/27/66 [] 8/18/66						
DATE SIGNED 2 Aug 66 ERS		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		DATE SIGNED		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
19 ACTION CODE 37	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC ALPHABETIC 51409 wh		22 STATION CODE 25C13	23 INTEGRASE CODE	
24 HOURS 1		25 DATE OF BIRTH MO DA YR 11 08 24		26 DATE OF GRADE MO DA YR		
27 DATE OF LEI MO DA YR		28 NTE EXPIRES MO DA YR		29 SPECIAL REFERENCE		
30 RETIREMENT DATA 1-CSC 2-FIB 3-NONE		31 SEPARATION DATA CODE		32 CORRECTION CANCELLATION DATA TYPE MO DA YR		
33 SECURITY REG NO		34 SER		EOD DATA →		
35 VET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		36 SERV COMP DATE MO DA YR		37 LONG COMP DATE MO DA YR		
38 CAREER CATEGORY CODE 0-PROV TEMP		39 FEGLI-HEALTH INSURANCE CODE 0-WAIVER 1-YES		40 SOCIAL SECURITY NO		
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42 LEAVE CAT CODE		43 FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		
44 STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		45 POSITION CONTROL CERTIFICATION 08-08-66		46 O P APPROVAL [Signature] DATE APPROVED 08-08-66		

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 056361						2. NAME (Last-First-Middle) HICKS, Calvin W.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH: 09 DAY: 16 YEAR: 65		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS I V TO V V TO C C TO V C TO C				7. COST CENTER NO CHARGEABLE 6235-0623		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH CS/CS Development Complement				10. LOCATION OF OFFICIAL STATION Washington, D.C.			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER X88X 9097		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GX, FR, RA, ...) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 (4)		17. SALARY OR RATE \$ 13,335	
18. REMARKS From DDP/WH/FC, MOB, PM Sec., #1140, D.C. Subject is enrolled in extensive language training from September 1965 to January, 1966.							
DATE SIGNED 10 Sept 65				18S. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		DATE SIGNED 9/14/65	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37		20. EMPLOY CODE 13		21. OFFICE CODING NUMERIC: 51947 ALPHABETIC: wh 75013		22. STATION CODE	
23. INTELESEE CODE		24. MONTHS CODE 1		25. DATE OF BIRTH MO: 11 DA: 08 YR: 47		26. DATE OF GRADE MO: DA: YR:	
27. DATE OF LEI MO: DA: YR:		28. RETIREMENT DATA 1-ISC 2-PCA 3-NONE		29. SPECIAL REFERENCE		30. SEPARATION DATA CODE	
31. DATE OF LEI MO: DA: YR:		32. CORRECTION CANCELLATION DATA TYPE: MO: DA: YR:		33. SECURITY REQ NO		34. SEX	
35. VET PREFERENCE CODE: 0-NONE 1-5 PT 2-10 PT		36. SERV COMP DATE MO: DA: YR:		37. LONG COMP. DATE MO: DA: YR:		38. CAREER CATEGORY CODE: 0-WAIVER 1-PA	
39. FEGLI HEALTH INSURANCE CODE: 0-WAIVER 1-PA		40. SOCIAL SECURITY NO		41. PREVIOUS GOVERNMENT SERVICE DATA CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT CODE	
43. FEDERAL TAX DATA FORM EXECUTED: 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED: 1-YES 2-NO		45. POSITION CONTROL CERTIFICATION 9/15-65 WJ		46. OP APPROVAL <i>[Signature]</i>	
47. DATE APPROVED 9/14/65							

Recorded by
CS/D
[Signature]

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED	
1. SERIAL NUMBER 056361					2. NAME (Last-First-Middle) HICKS, Calvin W.	
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED MONTH: 05 DAY: 13 YEAR: 62		
5. CATEGORY OF EMPLOYMENT REGULAR				6. LEGAL AUTHORITY (Completed by Office of Personnel)		
7. FUNDS X V TO V CF TO V		7. COST CENTER NO. CHARGE-ABLE 2235-1400-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W Paramilitary Branch				10. LOCATION OF OFFICIAL STATION Washington, D.C.		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0715		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13 (1)		17. SALARY OR RATE \$10,635	
18. REMARKS Recommendation and Fitness Report previously submitted.						
19. SIGNATURE OF REQUESTING OFFICIAL Louis W. Armstrong, C/TFW/Dep.			DATE SIGNED 3 May 62		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	
					DATE SIGNED 5/10/62	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
20. ACTION CODE 22	21. EMPLOY. CODE 10	22. OFFICE CODING 661450 TFW		23. STATION CODE	24. INTEROFF. CODE	
25. DATE OF BIRTH 11 08 124	26. DATE OF GRADE	27. DATE OF LEI	28. SECURITY REQ. NO.	29. SER.	30. SPECIAL REFERENCE	
31. RETIREMENT DATA 1 - CSC 3 - FICA 4 - NONE	32. SEPARATION DATA CODE	33. CORRECTION/CANCELLATION DATA	34. SOCIAL SECURITY NO.	35. VET. PREFERENCE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SER. COMP. DATE MO. DA. YR.	
37. LONG. COMP. DATE MO. DA. YR.	38. MIL. SER. CREDIT LCO 1 - YES 2 - NO	39. FEGLI / HEALTH INSURANCE 0 - NONE 1 - YES	40. SOCIAL SECURITY NO.	41. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	42. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	
43. PREVIOUS GOVERNMENT SERVICE DATA 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)	44. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	45. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	46. POSITION CONTROL CERTIFICATION	47. O.P. APPROVAL <i>[Signature]</i>	48. DATE APPROVED 5/10/62	

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EYES ONLY
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28 August 1961

MEMORANDUM FOR: Secretary, CS/CS Panel (Section B)

SUBJECT : Recommendation for Promotion to Grade GS-13
- Mr. Calvin W. Hicks

1. It is recommended that Calvin W. Hicks be promoted from Grade GS-12 to Grade GS-13 in recognition of his outstanding performance as a member of JMATE Project.

2. Mr. Hicks was assigned to JMATE Project in October 1960 as an operations officer in the Paramilitary Section. His years of Agency experience and varied operational assignments enabled him to immediately take hold and perform the many functions required in the Paramilitary Operations Section in a most outstanding manner. This included recruitment, training, briefing, debriefing and in-exfiltration of agents; supervision of the infiltration of supplies and bodies by air for the Paramilitary Operations Section; case officer for certain high level agents and their W/T operators inside the target area. Mr. Hicks' maturity, common sense and varied experience enabled him to operate with the minimum of supervision. He trained certain agents in trade-craft, air and maritime reception, mapping, and guerrilla warfare with the result that these agents received the only completely successful air drops. In addition, some of these agents handled and trained by Mr. Hicks became our most trusted and important agents, and a large measure of their willingness to go on after continued frustrations was due to their respect for, and trust and confidence in, Mr. Hicks.

3. Mr. Hicks has continuously demonstrated the ability to perform duties in a higher grade. He has the leadership, maturity, common sense, stability, and ability to make decisions and to operate with minimum supervision so necessary to senior officers in the Agency. He is aggressive and capable of fighting for his views; at the same time he will listen to advice and once a decision has been handed down, will give it his full support even though he might have opposed it before the decision was made.

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-2-

4. Mr. Hicks has been an Agency staff employee since August 1950 and was last promoted in November 1956. He is in every way fully qualified to perform the duties of a higher grade and has been doing so in an outstanding manner on JMATE Project. Therefore, it is strongly recommended that Mr. Hicks be promoted to Grade GS-13 at the earliest date.

J. C. KING
Chief

Western Hemisphere Division

EYES ONLY
SECRET

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(When Filled In)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED 10 August 1961										
1. SERIAL NUMBER 056361 ✓		2. NAME (Last-First-Middle) HIGAS, Calvin W.													
3. NATURE OF PERSONNEL ACTION REASSIGNMENT And Transfer to Vouchered Funds				4. EFFECTIVE DATE REQUESTED MONTH: 8 DAY: 20 YEAR: 61		5. CATEGORY OF EMPLOYMENT REGULAR									
6. FUNDS		V TO V <input checked="" type="checkbox"/>		V TO CF <input type="checkbox"/>		7. COST CENTER NO. CHARGEABLE 2635-5000-8021		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATIONS DDP/MH, Divn. Branch 4 Paramilitary Sec.		10. LOCATION OF OFFICIAL STATION Wash., D. C.													
11. POSITION TITLE OPS OFFICER (D)				12. POSITION NUMBER 0716		12A. PCR CONTROL NO.		13. CAREER SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS (12)			15. OCCUPATIONAL SERIES 0136101		16. GRADE AND STEP 12 (4)		17. SALARY OR RATE 9,735 ✓								
18. REMARKS Froms DDP/MH, Br. 4, Unass.															
19. SIGNATURE OF REQUESTER Pers. [Signature]					20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
21. ACTION CODE 16		22. EMPLOY. CODE 16		23. OFFICE CODING NUMERIC: 64150 ALPHABETIC: 161		24. STATION CODE 75013		25. POSTAL CODE 1		26. DATE OF BIRTH MO: 11 DA: 08 YR: 24		27. DATE OF PAID		28. DATE OF LEI	
29. NOTE EXPIRES MO. DA. YR.		30. SPECIAL REFERENCE		31. RETIREMENT DATA 1 - YES 2 - NO		32. SEPARATION DATA CODE		33. CORRECTION/CANCELLATION DATA MO. DA. YR.		34. SECURITY REL. NO.		35. SEX			
36. VET. PREFERENCE CODE: 0 - NONE 1 - 5 yr. 2 - 10 yr.		37. SER. COMP. DATE MO. DA. YR.		38. LONG COMP. DATE MO. DA. YR.		39. MIL. SER. CREDITAL CD 1 - YES 2 - NO		40. FEELT / HEALTH INSURANCE CODE: 0 - NONE 1 - YES		41. SOCIAL SECURITY NO.					
42. PREVIOUS GOVERNMENT SERVICE DATA CODE: 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)				43. MILITARY SER. CODE		44. FEDERAL TAX DATA CODE: 1 - YES 2 - NO				45. STATE TAX DATA CODE: 1 - YES 2 - NO					
46. POSITION CONTROL CERTIFICATION 3/61					47. O.P. APPROVAL										

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(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 17 October 1960	
1. SERIAL NUMBER 556361		2. NAME (Last-First-Middle) HICKS, Calvin W.					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT (TEMPORARY)*				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 30 60		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 1535-5000-0021	
		CF TO V		X		CF TO CF	
8. ORGANIZATIONAL DESIGNATIONS DDP/WH Division Branch 4 4617				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.			
11. POSITION TITLE GUERRILLA WARFARE OFFICER			12. POSITION NUMBER XXXXXX		12A. PCR CONTROL NO.	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS		15. OCCUPATIONAL SERIES 0136.14		16. GRADE AND STEP 12 (3)		17. SALARY OR RATE \$9475	
18. REMARKS CS/DC DDP/NS/S- [] #812 *UPON TERMINATION OF THIS TEMPORARY ASSIGNMENT YOU WILL BE REASSIGNED AS THE HEAD OF YOUR CAREER SERVICE DIRECTS. DEG: 11-13-56 PS: 05-14-61 Concur. J. J. [] C/NOPK so deta 10-15-60							
18A. SIGNATURE OF REQUESTING OFFICER				18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION 57	20. MONTH 01	21. OFFICE CODE NUMERIC ALPHABETIC 64450 WH		22. STATION CODE	23. WORK CENTER	24. POSITION CODE 1	25. DATE OF BIRTH MO DA YR 11 03 24
26. DATE EXPIRES	27. SPECIAL REFERENCE	28. ASSIGNMENT DATA 1 = SSC 2 = T 24 3 = NOM		29. SEPARATION DATA CODE	30. CORRECTIVE/CANDIDATION DATA		31. SEC. Q. NO. SER. REQ. NO.
32. VET. PREFERENCE 1 = NONE 2 = 10 YR 3 = 15 YR	33. SERV. COMP. DATE MO DA YR		34. LONG. COMP. DATE MO DA YR		35. MIL. SER. CRED. YR 1 = YES 2 = NO	36. HEALTH INSURANCE CODE 0 = OTHER 1 = YES	37. SOCIAL SECURITY NO.
38. PREVIOUS EMPLOYMENT SERVICE DATA CODE 1 = NO PREVIOUS SERVICE 2 = NO BARR. IN SERVICE 3 = BARR. IN SERVICE (LESS THAN 12 MO) 4 = BARR. IN SERVICE (MORE THAN 12 MO)		39. STATE TAX DATA CODE	40. FEDERAL TAX DATA FORM INDICATED 1 = YES 2 = NO		41. STATE TAX DATA CODE 1 = YES 2 = NO	42. STATE TAX DATA CODE 1 = YES 2 = NO	
43. POSITION CONTROL CERTIFICATION 11/ 2/60				46. O.P. APPROVAL			

REQUE FOR PERSONNEL ACTION

1. Serial No. 556361	2. Name (Last-First-Middle) HICKS CALVIN W.	3. Date Of Birth Mo. 11 Da. 08 Yr. 24	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 1	5. Sex M	6. CS - EOD Mo. 07 Da. 18 Yr. 50
7. SCD Mo. 05 Yr. 20	8. CSC Reim. Yes-1 No-2 1	9. CSC Or Other Legal Authority 50 USCA 403	10. Apmt. Affidav. Mo. Da. Yr.	11. FEGLI Yes-1 No-2 00	12. LCD Mo. 05 Yr. 50

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP NEA SOUTH ASIA BRANCH	Code 5045	15. Location Of Official Station	Station Code 55544
16. Dept. - Field Dept. Code USfld - Frqn -	17. Position Title GUERRILLA WAR OFF	18. Position No. 0812	19. Serv. 20. Occup. Series GS 0136.14
21. Grade & Step 12 3	22. Salary Or Rate \$ 2570 9475	23. SD DM	24. Date Of Grade Mo. 11 Da. 18 Yr. 56
25. PSI Due Mo. 11 Da. 15 Yr. 59		26. Appropriation Number 9 3373 02 174	

ACTION **CS 14 C1**

27. Nature Of Action REASSIGNMENT XXXXXXXXXXXX	Code 67	28. Eff. Date Mo. 10 Da. 02 Yr. 60	29. Type Of Employee REGULAR	Code 25	30. Separation Data
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PRESENT ASSIGNMENT

31. Organizational Designations DDP/NE CS/CS DEVELOPMENT COMPLEMENT	Code 4088	32. Location Of Official Station WASHINGTON, D.C.	Station Code 7503
33. Dept. - Field Dept. Code USfld - Frqn -	34. Position Title EMERX GUERRILLA WAR OFF	35. Position No. 108260	36. Serv. 37. Occup. Series GS 0136.14
38. Grade & Step 12 3	39. Salary Or Rate \$ 9475	40. SD D	41. Date Of Grade Mo. Da. Yr.
42. PSI Due Mo. Da. Yr.		43. Appropriation Number 1120 1998	

SOURCE OF REQUEST

A. Requested By (Name & Title) FRANK J. DEWALD, JR. CNE/PERSONNEL	B. Request Approved By (Signature And Title) <i>[Signature]</i>
B. For Additional Information Call (Name & Telephone Ext.) x3671	

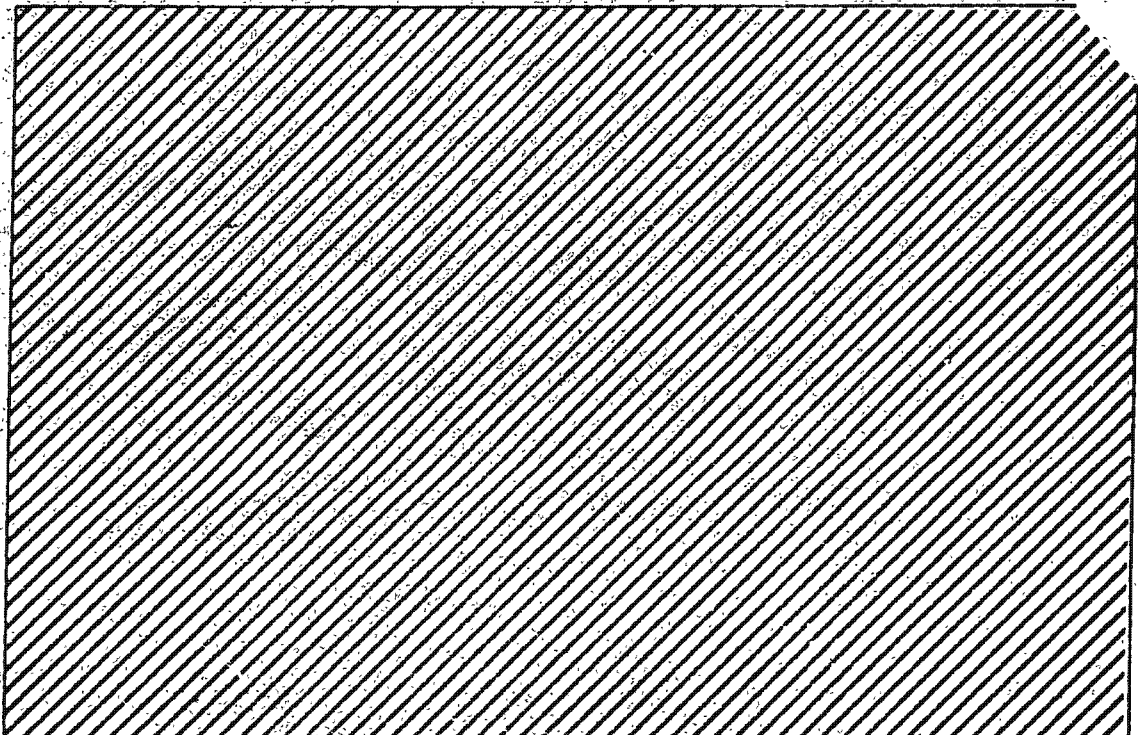
CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>[Signature]</i>	7/30/60	D. Placement		
B. Pos. Control	<i>[Signature]</i>	12/11/60	E.		
C. Classification			F. Approved By		12/21/60

Remarks
2 cc - Security
1 cc - Finance
RES RETURNED
Subject awaiting reassignment

[Stamp]
10/19/60

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
HICKS, Calvin W.	dau. Lisa malaria	60-391D
	dau. Mary tonsillectomy	60-392D
	son. Michael tonsillectomy	60-393D

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on April 1960.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE
10 Aug 60

SIGNATURE OF BCD REPRESENTATIVE
R. DeFolice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

Pre 1960
Requests for
Personnel Action
& similar docs

SECRET

FORM 7-68 (Rev. 1-17-72)

FITNESS REPORT						EMPLOYEE SOCIAL NUMBER
SECTION A GENERAL						066661
1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SSN
Hicks,	Calvin	W.	8 Nov 24	M	GS-13	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Watch Officer			DDP/FI/INT/IW		HQS	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> INTERIM <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions in Section C)			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 October 1972			1 Nov 71 - 31 Oct 72			
SECTION B PERFORMANCE EVALUATION						
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Fair/Good	Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong	Performance is characterized by exceptional proficiency.					
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 (NOTE: DDP is the closest qualification code to describe the work of a Watch Officer) -- Prepares ID disses from Intel Cables and releases them to the U.S. Intel Community for the CS expediting their delivery by electrical transmission when appropriate. Also disses certain FI/D Cables.						RATING LETTER S
SPECIFIC DUTY NO. 2 Consults with area division officers, as necessary in his judgment, regarding disseminability of the info and to ensure adequate protection of sources and methods with minimum impairment to info reaching policy levels.						RATING LETTER S
SPECIFIC DUTY NO. 3 Reviews supdata and authentication statement in intel cables and deletes any sensitive operational data before any distribution is made. Effects distribution of the deleted portion within the DDP on a strict need to know basis.						RATING LETTER S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of customer agencies including the White House for cabled info, i.e., info on narcotics, hijacking, protection of U.S. and foreign dignitaries, etc.						RATING LETTER S
SPECIFIC DUTY NO. 5 After hours, grants clearances (in consultation with responsible area division) for the use of dissem'd CS information in finished intel publications in a manner denied by dissemination controls						RATING LETTER S
SPECIFIC DUTY NO. 6 Maintains good working relations not only with DDP area divisions and staff, but with Signal Center and Cable Secretariat at all levels to expedite the dissem of significant reports; works closely with CSDOs and SDOs to keep one another alert to significant events.						RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position, such as performance of specific duties, productivity, conduct on job, cooperativeness, attainment personal goals or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						S

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SECTION C

NARRATIVE COMMENTS

In more significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relation to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on future development, if required for current position. Apply or explain ratings given in Section B in providing basis for determining future personnel action. Point out areas of responsibility or supervisory duties and cost considerations in the use of personnel, training, equipment and funds, available resources and priorities. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Hicks continues to perform with exceptional proficiency. In April 1972 he was granted a Quality Step Increase in recognition and as proof of the high esteem in which he is held by his supervisor in the Glandestine Service.

Mr. Hicks' services have been particularly valuable during this reporting period because of DDP's increased concern regarding the strict maintenance of operational security in the dissemination of its intelligence information. Mr. Hicks has been instrumental in referring many reports when in the opinion of IW officers, the authentication statement and the manner in which the report is written would help to pinpoint the source of the information if the report fell in unauthorized hands. Mr. Hicks' notations on the IW log cards which record the action taken on each report indicate the seriousness in which Mr. Hicks approaches his daily tasks and his contributions in reminding Divisional personnel about the essential elements of good reporting and the need to comply with the prescribed format.

The exercise of good judgment in referring or consulting on an Intel Cable prior to its dissemination to the Intelligence Community is an essential element in the proper functioning of this office and upon which depends to a certain extent the Agency's reputation.

With the retirement and reassignment of several IW officers during this reporting period, Mr. Hicks is now the IW officer with the most experience and continuity on the job. This together with his maturity of judgment and ability to withstand the rigors and pressures inherent in an around-the-clock activity, make Mr. Hicks a distinct asset in the unit.

The assignment carries no supervisory responsibilities and does not require any significant demonstration of cost consciousness.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE: 16 October 1972
SIGNATURE OF EMPLOYEE: Calvin W. Hicks

2. BY SUPERVISOR
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE: 16 October 1972
OFFICIAL TITLE OF SUPERVISOR: C/FI/INT/IW
TYPED OR PRINTED NAME AND SIGNATURE: Joseph A. Procaccino

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL
I can add nothing to this evaluation. I share the rater's high opinion of Mr. Hicks' work and characteristics.

DATE: 24 Oct. 1972
OFFICIAL TITLE OF REVIEWING OFFICIAL: C/FI/INT
TYPED OR PRINTED NAME AND SIGNATURE: Thomas F. Thiele

SECRET

BIOGRAPHICAL PROFILE (PART I) SSN: 28 May 1924

NAME (Last-First)		SEX		DATE OF BIRTH		LAST ENTRY DATE	
HICKS, Calvin Wilson		M		8 Nov 1924		5 Aug 1950	
MARITAL STATUS		DEPENDENTS (Exclud. own spouse)		NO. YEARS OF BIRTH		US NATURALIZATION DATES	
Married		7		1925 1931 1941 1951 1959		NA	
CAREER STATUS		MEMBERSHIP		OTHER STATUS		10. LAST ACQ. OFFICIAL FOR EVAL. FOR	
D		Jul 1954				May 1966 PCS O/S	
1. CURRENT SERVICE STATUS		NON-SERVICE		GRADE		ACTIVE DUTY WITH CIA CAT. 01	
D		X				RELEASE TO MIL. SER. CAT. 02	
2. ASSESSMENT DATE		13. PROFESSIONAL TEST DATE		14. LANGUAGE APTITUDE TEST DATE			
None		None		Aug 1954			

5. NON-CIA EMPLOYMENT
 1943-45 Military Service, US Army, Pvt
 1946 National Geophysical Co, Dallas, Texas - Shooter (for seismography) (2 mo)
 1948; 49 Marine Exploration Co, Houston, Texas - Laboratory Helper (5 mos)

6. NON-CIA EDUCATION
 1945-50 Texas Agricultural & Mechanical College, Collogo Sta, Texas - BS Geology
 1949 Univ of Houston, Houston, Texas - Geology (Classical)

7. FOREIGN LANGUAGE ABILITIES
 Language, Proficiency, Date Tested

None

8. AGENCY SPONSORED TRAINING
 1950 1953-54
 1950-51
 1952
 1952 C

9. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Performance Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Oct 1960	" " "	0136.14	12	D DDP/CS Dev Comp/NE	Eq
Nov 1960	" " "	0136.14	12	D DDP/WI-4	"
Aug 1961	Ops Off	0136.01	12	D DDP/WI-4/Paramil Sec	"
May 1962	" "	0136.01	13	D DDP/Task Force "W"/Paramil Br	"
Jun 1962	" "	0136.01	13	D DDP/SAS/Miami Oper/Ch, PM Sec	"
May 1965	" "	0136.01	13	D DDP/WI-4/Miami Oper/Ch, PM Sec	"
Jan 1965	" "	0136.01	13	D DDP/WI-4/Miami Oper/Ch, PM Sec	"

10. DATE REVIEWED 11. PROFILE REVIEWED BY 12. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE (CONTINUED) 20 Nov 1964

BIOGRAPHIC PROFILE (PART 1 - Continued)

NAME (Last-First-Mi) HICKS, Calvin Wilson	DATE OF BIRTH 8 Nov 1924
--	-----------------------------

12. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION, TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORGAV. TITLE (If any)	LOCATION
Jul 1966	Ops Of 0136.01	13	D	DEP/WH/Br-3/Lima	Hq
Aug 1966	" " 0136.01	13	D	DEP/WH/Br-3/Colombia	"
Jun 1967	Watch Of 0132.07	13	D	DEP/FIS/IntolGrp/IntolWatch	"

DATE REVIEWED 20 Apr 1973	PROFILE REVIEWED BY cmw/jck
------------------------------	--------------------------------

FORM 100 SERIAL NO.

046261

BIOGRAPHIC PROFILE (PART 2)

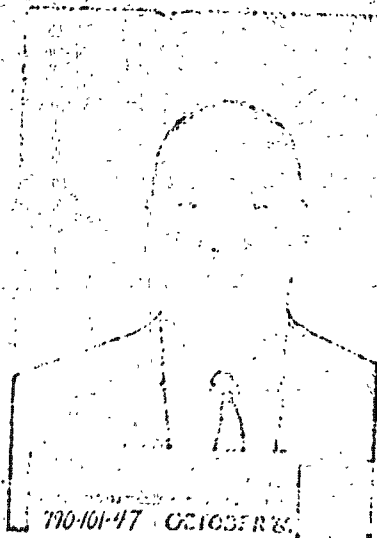
NAME (Last-First-Middle)

HICKS, Calvin Wilson

DATE OF BIRTH

21 Nov 1924

23. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS



24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Commendation 1960 from former Chief of Base, [redacted] for outstanding performance of duty while on the staff of ACLEVER Project, 7 January - 25 August 1960.
 Appreciation and Commendation 1967 from Ch, NS & SA Div for the performance of the FI/Intol Watch during the height of the recent Middle East crisis.
 Appointed 1967 a Records Officer in the Clandestine Services.
 Appreciation 1969 from Ch, Eur Div for the performance of the Intelligence Watch during the president's trip to Europe with endorsement by Ch, FI.
 Award 1972 Quality Step Increase for sustained superior performance.

27. DATE REVIEWED

20 Aug 1973

28. PROFILE REVIEWED BY

umw/jrk

0000

Unsantized Bioprofile

THIS MEMORANDUM MUST REMAIN ON TOP OF THIS FILE

16 May 1955

Keep on top of file

MEMORANDUM FOR: The Record

SUBJECT : Credit Reference for Mr. Calvin W. Hicks

1. Mr. Calvin W. Hicks has had the following history of employment with the Agency:

- a. August 1950 - EOD Headquarters
- b. December 1950-April 1952 - FE Division, stationed overseas
- c. April 1952-March 1954 - OTR, Headquarters
- d. March 1954-May 1955 - OTR, [redacted]

During his time at Headquarters he was a student and did not establish credit. While overseas, his cover was that of a [redacted] [redacted] although he told casual friends that he had been recalled to active duty. From April 1952 to March 1954, he used a [redacted] [redacted] He used the [redacted] [redacted] to establish credit there.

2. Mr. Hicks will abide by the above story. Therefore, he should admit no affiliation with the Agency, and his employment with the Agency will be denied.

[redacted]
PERSONNEL OFFICER, OTR

CONCUR:

Calvin W. Hicks

Calvin W. Hicks

CONCUR:

M. J. [redacted]

Security Officer, OTR

CONCUR:

[redacted]

Administrative Officer, OTR

SECRET

FORM 1150-1 FEB 75

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER 55881		2. NAME (LAST FIRST MIDDLE) HICKS CALVIN W							
3. NATURE OF PERSONNEL ACTION RETIREMENT UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA				4. EFFECTIVE DATE MO DA YR 12 27 74		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V CF TO V		V TO CF CF TO CF		7. FAN AND NSCA 5222 4116		8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT 231			
9. ORGANIZATIONAL DESIGNATIONS 080/OPERATIONS STAFF INTELLIGENCE GROUP INTELLIGENCE WATCH BRANCH				10. LOCATION OF OFFICIAL STATION WASH., D.C.					
11. POSITION TITLE WATCH OFFICER				12. POSITION NUMBER 0335		13. SERVICE DESIGNATION DAA			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 13207		16. GRADE AND STEP 13 9		17. SALARY OR RATE 27632			
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 45	20. EMPLOY CODE 1	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE 11	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE	27. DATE OF LEI
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. CAC 3. TCAI 4. NCHS		31. SEPARATION DATA CODE	32. Correction /Cancellation TYPE MO DA				
35. VET. PREFERENCE CODE	36. SERV COMP DATE MO DA YR	37. LONG. COMP DATE MO DA YR	38. CAREER CATEGORY CAG RESV CODE CODE 0 / 998 PROV TEMP 1 / YES		39. FEGLI				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE				42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTION 1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION									



SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

056361

1 SERIAL NUMBER: 056361
2 NAME (LAST-FIRST-MIDDLE): HICKS CALVIN W

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT
4 EFFECTIVE DATE: 07 02 73
5 CATEGORY OF EMPLOYMENT:

6 FUNDS: X
7 FAN AND NO. A: 4222 411 0001
8 CSC OR OTHER LEGAL AUTHORITY:

9 ORGANIZATIONAL DESIGNATIONS: ODD/OS
ODD/OS/PEND REASS
10 LOCATION OF OFFICIAL STATION: WASH., D.C.

11 POSITION TITLE: WATCH OFFICER
12 POSITION NUMBER: 0000
13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, FS, etc.): GS
15 OCCUPATIONAL SERIES: 0132.07
16 GRADE AND STEP: 13
17 SALARY OR RATE:

18 REMARKS

POSTED
7-1-73
[Signature]

SIGNATURE OR OTHER AUTHENTICATION

11-0-2-1

SECRET

(When Filled, In)

NOTIFICATION OF PERSONNEL ACTION

005 07/02/72

1 SERIAL NUMBER 058361	2 NAME (LAST FIRST MIDDLE) MICKS CALVIN W
---------------------------	--

3 NATURE OF PERSONNEL ACTION REASSIGNMENT	4 EFFECTIVE DATE MO DA YE 07 01 72	5 CATEGORY OF EMPLOYMENT
--	--	--------------------------

6 FUNDS	<input checked="" type="checkbox"/> V TO V	<input type="checkbox"/> V TO CF	7 FINANCIAL ANALYSIS NO. CHARGABLE 3223 4116 0000	8 CSC OR OTHER LEGAL AUTHORITY
	<input type="checkbox"/> CF TO V	<input type="checkbox"/> CF TO CF		

9 ORGANIZATIONAL DESIGNATIONS DDP/FI STAFF	10 LOCATION OF OFFICIAL STATION WASH., D.C.
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11 POSITION TITLE WATCH OFFICER	12 POSITION NUMBER 0947	13 CAREER SERVICE DESIGNATION D
------------------------------------	----------------------------	------------------------------------

14 CLASSIFICATION SCHEDULE (GS, FS, etc.) GS	15 OCCUPATIONAL SERIES 0132.07	16 GRADE AND STEP 13	17 SALARY OR RATE
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18 REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED

7-27-72 *km*

MLH: 03 JAN 72

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1 SERIAL NUMBER 056361		2 NAME (LAST-FIRST-MIDDLE) HICKS CALVIN W	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT		4 EFFECTIVE DATE 12 23 71	
5 FUNDS X V TO V CF TO V		6 CATEGORY OF EMPLOYMENT REGULAR	
7 Financial Analysis No. Chargeable 2222 4116 0000		8 CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9 ORGANIZATIONAL DESIGNATIONS DDP/FI STAFF INTELLIGENCE GROUP INTELLIGENCE WATCH		10 LOCATION OF OFFICIAL STATION WASH., D.C.	
11 POSITION TITLE WATCH OFFICER		12 POSITION NUMBER 0947	13 SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15 OCCUPATIONAL SERIES 0132.07	16 GRADE AND STEP 13 7	17 SALARY OR RATE 21313
18 REMARKS HOME BASE: SOD			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19 ACTION CODE 37	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC: 32500 ALPHABETIC: FI	
22 STATION CODE 75013		23 INTEGREE CODE	24 HEALTH CODE 1
25 DATE OF BIRTH 11 08 24		26 DATE OF GRADE	
27 DATE OF SER.		28 SECURITY REQ NO	
29 SPECIAL REFERENCE		30 RETIREMENT DATA	
31 SEPARATION DATA CODE		32 CORRECTION CANCELLATION DATE	
33 VET PREFERENCE		34 SERV COMP DATE	
35 LONG COMP DATE		36 CAREER CATEGORY	
37 FEEDBACK		38 HEALTH INSURANCE	
39 SOCIAL SECURITY NO		40 STATE TAX DATA	
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE		42 LEAVE CAT CODE	
43 FEDERAL TAX DATA		44 STATE TAX DATA	
45 NO PREVIOUS SERVICE		46 NO TAX EXEMPTIONS	
47 NO BREAK IN SERVICE		47 NO TAX EXEMPTIONS	
48 BREAK IN SERVICE (LESS THAN 3 YRS)		48 NO TAX EXEMPTIONS	
49 BREAK IN SERVICE (MORE THAN 3 YRS)		49 NO TAX EXEMPTIONS	
SIGNATURE OR OTHER AUTHENTICATION			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; margin: 0;">POSTED</p> <p style="text-align: center; margin: 0;">5 JAN 1972</p> </div>			

FORM 566 1150 Mfg 670

Use Previous Edition

SECRET

BSI

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

118

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

005 07/24/71

1 SERIAL NUMBER 005001	2 NAME (LAST-FIRST-MIDDLE) TICKS CALVIN W
---------------------------	--

3 NATURE OF PERSONNEL ACTION REASSIGNMENT	4 EFFECTIVE DATE 07 01 71	5 CATEGORY OF EMPLOYMENT
--	------------------------------	--------------------------

6 FUNDS	7 FINANCIAL ANALYSIS NO CHARGABLE 2222 4110 0000	8 CSC OR OTHER LEGAL AUTHORITY
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9 ORGANIZATIONAL DESIGNATIONS DUP/FI STAFF	10 LOCATION OF OFFICIAL STATION WAS-1, D.C.
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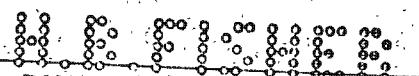
11 POSITION TITLE WATCH OFFICER	12 POSITION NUMBER 1032	13 CAREER SERVICE DESIGNATION D
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14 CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15 OCCUPATIONAL SERIES 0132.07	16 GRADE AND STEP 13	17 SALARY OR RATE
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18 REMARKS

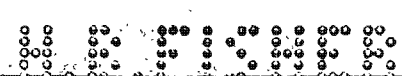
SIGNATURE OR OTHER AUTHENTICATION

POSTED

 26 AUG 1971

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
056361		HICKS CALVIN W.		32 500		Y				
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS-13	7	\$22,487	05/02/71	GS-13	8	\$23,112	04-16-72			
8. Remarks and Authentication										
QUALITY STEP INCREASE										
/s/ H.B. FISHER										
										
PAY CHANGE NOTIFICATION										
DATE: 04-06-72										

Form 9-61 560 Mfg. 3-65 Obsolete Previous Edition

(4-51)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
056361		HICKS CALVIN W.		32 500		Y				
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS-13	7	\$22,487	05/02/71	GS-13	8	\$23,112	04-16-72			
8. Remarks and Authentication										
QUALITY STEP INCREASE										
/s/ H.B. FISHER										
										
PAY CHANGE NOTIFICATION										
DATE: 04-06-72										

Form 9-61 560 Mfg. 3-65 Obsolete Previous Edition

(4-51)

148

TAX
12 2 11

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
086361		HICKS CALVIN W		32 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	A.D.J.
GS 13	6	\$20,721	05/04/69	GS 13	7	\$21,313	05/02/71		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE							DATE		
<i>Joseph L. ...</i>							10/22/71		
<input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS					AUDITED BY				
<i>...</i>					<i>...</i>				
FORM 7-66 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)	

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR=STEP	NEW SALARY
HICKS CALVIN W	056361	32	500	V GS 13 7	\$22,487

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-26
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	32	500	V GS 13 5	\$14,665	\$15,307

9/21/67

G-36

FF H 3

1. Serial No		2. Name		3. Cost Center Number		4. LWOP Hours						
056361		HICKS CALVIN W		51 400 V								
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION				
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.		
GS	13	4	\$14,217	05/09/65	GS	13	5	\$14,665	05-07-67			
							05-21-67					
8. Remarks and Authentication												
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>BJT</i> AUDITED BY <i>[Signature]</i>												
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.												
SIGNATURE: <i>[Signature]</i> DATE: <i>[Date]</i>												
PAY CHANGE NOTIFICATION												

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W.	056361	32	500	V GS 13 6	820,721

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32	500	V GS 13 6	819,555

14-00000

PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-205 AND EXECUTIVE ORDER 11674 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	OPGR.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	096361	32	500	V GS 13 5	\$18,447

H8

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
096361		HICKS CALVIN W		32 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	5	\$16,329	05/07/67	GS 13	6	\$16,809	05/04/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Ed. J. Howard</i>						DATE <i>6 March 1969</i>			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS, INITIALS								<i>DH</i>	
FORM 7-65 560 E Use previous editions		PAY CHANGE NOTIFICATION						(4-51)	

DB

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11713 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	32	500	V GS 13 3	\$15,307	\$16,329

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32	400	V GS 13 8	\$25,500

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32	500	V GS 13 8	\$24,299

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11611 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32	400	V GS 13 9	\$27,632

SECRET
(When Filled In)

BJT: 14 JUN 67

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 056361		2. NAME (LAST FIRST-MIDDLE) HICKS CALVIN W	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM			4. EFFECTIVE DATE MO DA YR 06 04 67
5. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		6. CATEGORY OF EMPLOYMENT REGULAR	
7. Financial Analysis No. Chargeable 7223 0007 0000		8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 208	
9. ORGANIZATIONAL DESIGNATIONS DDP/FI		10. LOCATION OF OFFICIAL STATION WASH., DC	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP 13	17. SALARY OR RATE
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH MO DA YR			26. DATE OF GRADE MO DA YR			27. DATE OF LEI MO DA YR		
28. NIE EXPIRES MO DA YR		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - LSC 2 - CIA 3 - FICA 4 - NONE 2		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR			33. SECURITY REG NO.			34. SER			
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT		36. SERV COMP. DATE NO. DA YR		37. LONG COMP DATE NO. DA YR		38. CAREER CATEGORY LAN HIS CODE		39. FEGLI / HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES HEALTH INS CODE			40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXCLUDED CODE NO TAX EXEMPTIONS			44. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS								

EOD DATA

SIGNATURE OR OTHER AUTHENTICATION

SECRET

Handwritten signature and date: 6/14/67

FORM 5-66 1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled)

SECRET
(When Filled In)

OUT: 2 JUN 67

NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)													
056361		HICKS CALVIN W													
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
REASSIGNMENT						06 04 67		REGULAR							
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY							
X		CF TO V		CF TO CF		7223 0007 0000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION									
DDP/FI, STAFF INTELLIGENCE GROUP INTELLIGENCE WATCH						WASH., D.C.									
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION							
WATCH OFFICER						1032		D							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE							
GS			0132.07			13 5		14665							
18. REMARKS															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE	20. Empl. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqrs. Code	25. DATE OF BIRTH			26. DATE OF GRADE		27. DATE OF LEI			
37	10	NUMERIC	ALPHABETIC				MO	DA	YR	MO	DA	YR	MO	DA	YR
		32500	FI	75013		1	11	08	24						
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ NO.		34. SEX		
MO	DA	YR		1 - CSC 2 - CIA 3 - FICA 5 - NONE	CODE		TYPE	TO	DA	YR	EOD DATA →				
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE			40. SOCIAL SECURITY NO				
CODE	0 - NONE 1 - 5 PT 2 - 10 PT	NO	DA	YR	NO	DA	YR	LAN PHN	HEAL TEMP	CODE	CODE	0 - WAIVER 1 - YES	HEALTH INS. CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA							
CODE				CODE		FORM EXECUTED		NO TAX EXEMPTIONS		FORM EXECUTED		CODE		NO TAX STATE CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)						1 - YES 2 - NO				1 - YES 2 - NO					
SIGNATURE OR OTHER AUTHENTICATION															
FROM: WH															
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; margin: 0;">POSTED</p> <p style="text-align: center; margin: 0;">6/5/67</p> </div>															

FORM 5-66 1150

Use Previous Edition

SECRET

Plw

GROUP 1
Excluded from automatic
downgrading and
declassification

14-58700
(When Filled In)

SECRET
(When Filled In)

BJT, 27 APR 67

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 058361		2. NAME (LAST FIRST-MIDDLE) HICKS CALVIN W	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE MO DA YR 04 23 67	
5. CATEGORY OF EMPLOYMENT REGULAR		6. CSC OR OTHER LEGAL AUTHORITY	
7. Financial Analysis No. Chargeable 7235 0620 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DOP/WH BRANCH 3 COLUMBIA SECTION		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OFS OFFICER		12. POSITION NUMBER 1358	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13 4	17. SALARY OR RATE 114217
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. Empl. Code 10	21. OFFICE CODING NUMERIC ALPHABETIC 51400 WH	22. STATION CODE 75013
23. INTEGREE CODE	24. Mgr's Code 1	25. DATE OF BIRTH MO DA YR 11 08 24	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. NTE EXPIRES MO DA YR XX XX XX	29. SPECIAL REFERENCE 1 - CSC 2 - CIB 3 - FICA 4 - NONE	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO.	34. SEX
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT	36. SERV. COMP DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CAR 0 - NONE PROL TEMP
39. FEGLI / HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT CODE
43. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMP STATE CODE 1 - YES 2 - NO	SIGNATURE OR OTHER AUTHENTICATION	

EOD DATA

POSTED
04-28-67

ZF: 27 SEPT 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)										
056361		HICKS, CALVIN W										
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT						09 15 66		REGULAR				
A. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY				
X						7235 0620 0000		50 USC 403 J				
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION						
DDP/WH BRANCH 3 COLOMBIA SECTION						WASH., D.C.						
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION				
OPS OFFICER						1359		D				
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE			
GS			0136.01			13 4			14217			
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LES	
37	10	NUMERIC	ALPHABETIC	75013		1	MO.	DA.	YR.	MO.	DA.	YR.
		51400	WH				11	08	24			
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION, CANCELLATION DATA		33. SECURITY REQ NO		34. SEX
MO	DA.	YR.	1 - CSC	CODE			TYPE	MO	DA.	YR.		
09	14	68	84									
35. YET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO		
CODE	0 - NONE	NO	DA.	YR.	NO	DA.	YR.	CODE	0 - WAIVER	HEALTH INS CODE		
	1 - 8 PT								1 - YES			
	2 - 10 PT								2 - NO			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT CODE	43. FEDERAL TAX DATA				44. STATE TAX DATA			
0 - NO PREVIOUS SERVICE					FORM EXECUTED				FORM EXECUTED			
1 - NO BREAK IN SERVICE					1 - YES				1 - YES			
2 - BREAK IN SERVICE (LESS THAN 3 YRS.)					2 - NO				2 - NO			
3 - BREAK IN SERVICE (MORE THAN 3 YRS.)												

POSTED

09 30 66

1150

Use Previous Edition

SECRET

7827
FORM 7827-100 (2-2-66)
GPO: 1966 O-318-218
501025-43290

(When Filled In)

REF: 10 AUG 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)										
056361		HICKS CALVIN W										
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT					07 31 66		REGULAR					
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY				
X						7235 0620 0000		50 USC 403 J				
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION							
DDP/WH BRANCH 3 LIMA SECTION					WASH., D.C.							
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION					
OPS OFFICER					1392		D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS			0136.01		13 4		14217					
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hq/In. Code	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LEI		
37	10	NUMERIC	ALPHABETIC	75013		1	MO	DA	YR	MO	DA	YR
		51400	WH				11	08	24			
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.		34. SER
MO.	DA	YR.	1. CSC	2. FICA	3. NONE	CODE	TYPE	NO	DA	YR		
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
CODE	0 - NONE	1 - 5 PT	2 - 10 PT	MO.	DA	YR.	MO.	DA	YR.	CODE	0 - WAIVER	1 - YES
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA		
CODE	0 - NO PREVIOUS SERVICE			FORM EXECUTED		CODE		NO TAX EXEMPTIONS		FORM EXECUTED		CODE
	1 - NO BREAK IN SERVICE			1 - YES						1 - YES		NO TAX EXEMPT
	2 - BREAK IN SERVICE (LESS THAN 3 YRS)			2 - NO						2 - NO		STATE CODE
	3 - BREAK IN SERVICE (MORE THAN 3 YRS)											
SIGNATURE OR OTHER AUTHENTICATION												

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	51	997	V GS-13 4	\$13,815	\$14,217

RZF: 21 SEPT 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 056361		2. NAME (LAST-FIRST-MIDDLE) HICKS CALVIN W	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE MO DA YR 09 21 65
5. CATEGORY OF EMPLOYMENT REGULAR			6. COST CENTER-NO. CHARGEABLE 6235 0623 0000
7. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			8. FUNDS V TO V <input checked="" type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF <input type="checkbox"/>
9. ORGANIZATIONAL DESIGNATIONS DDP/WH CS/CS DEVELOPMENT COMPLEMENT		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 9997	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13 4	17. SALARY OR RATE 13335
18. REMARKS TRAINING			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 13	21. OFFICE CODING NUMERIC ALPHABETIC 51997 WH	22. STATION CODE 75013
23. INTEGREE CODE	24. Hdqtrs. Code 1	25. DATE OF BIRTH MO DA YR 11 08 24	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1 - CSC 2 - PICA 3 - NONE	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO	34. SER. NO
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT	36. SERV. COMP DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CAR. HIS. PHYZ. TEMP
39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT CODE
43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	45. SIGNATURE OR OTHER AUTHENTICATION	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED <i>dlb 9/23/65</i> </div>	

*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
 AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962.*
 EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	51	997	V GS 13 4	\$13,335	\$13,815

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
056361		HICKS CALVIN W		49 300 38F V						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS 13	3	\$12,915	05/10/64	GS 13	4	\$13,335	05/09/65			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>KV</i> AUDITED BY										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>Calvin W. Hicks</i>								DATE: <i>5/4/65</i>		
PAY CHANGE NOTIFICATION										

MAY 12 4 25 PM '65
 CONTROLLER'S OFFICE

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION							
OCS 05/27/65							
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)					
056361		MICKS CALVIN W					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT				05 31 65			
6. FUNDS		7. COST CENTER NO. (CHARGEABLE)		8. CSC OR OTHER LEGAL AUTHORITY			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO C <input type="checkbox"/> C TO V <input type="checkbox"/> C TO C		5235 1162 0000					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH DIVISION MM C MIAMI OPS OR PM SEC				WASH., D. C.			
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
OPS OFFICER			1140		U		
14. CLASSIFICATION SCHEDULE (GS 18 etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		13			
18. REMARKS							
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 6-9-65 <i>H</i> </div>							
SIGNATURE OR OTHER AUTHENTICATION							

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 07/01/64

1 SERIAL NUMBER 056361		2 NAME (LAST FIRST MIDDLE) HICKS CALVIN W	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT		4 EFFECTIVE DATE MO DA YR 06 19 64	
5 CATEGORY OF EMPLOYMENT		6 COST CENTER NO (CHARGEABLE) 4232 1000 1000	
7 FUNDS A V TO V CF TO V CF TO V CF TO CF		8 CSC OR OTHER LEGAL AUTHORITY	
9 ORGANIZATIONAL DESIGNATIONS DDP/SAS M O B PN SEC		10 LOCATION OF OFFICIAL STATION WASH. D. C.	
11 POSITION TITLE OPS OFFICER CM		12 POSITION NUMBER 0930	13 CAREER SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, LB, etc) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 13	17 SALARY OR RATE
18 REMARKS			

REC. PAYROLL DIVISION
MAY 5 4 53 PM '64

1. Serial No. 056361		2. Name HICKS CALVIN W		3. Cost Center Number 49 450		4. LWOP Hours 39.F	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date
GS 13	2	\$12,110	05/12/63	GS 13	3	\$12,495	05/10/64
7. TYPE ACTION PSI LSI ADJ.							
8. Remarks and Authentication NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY: <i>ck</i> I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>[Signature]</i> DATE: <i>April 64</i>							

PAY CHANGE NOTIFICATION

Form 9-61 560

Obsolete Previous Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	49 450 V	GS 13 2	\$11,515	\$12,110

1 Serial No		2 Name		3 Cost Center Number		4 LWOP Hours				
056361		HICKS CALVIN W		61 450 V 3						
5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 13	1	\$11,190	05/13/62	GS 13	2	\$11,515	05/12/63			
8 Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>[Signature]</i> DATE: 25 MAR 63										
PAY CHANGE NOTIFICATION										

NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER 2. NAME (LAST FIRST MIDDLE)															
056361 HICKS CALVIN W															
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT						
PROMOTION						05 13 62			REGULAR						
6. FUNDS		V TO V		V TO CP		7. COST CENTER NO (CHARGEABLE)			8. CSC OR OTHER LEGAL AUTHORITY						
X						2235 1400 1000			50 USC 403 J						
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION									
DOP TASK FORCE W PARAMILITARY BRANCH						WASH., D. C.									
11. POSITION TITLE						12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION						
OPS OFFICER						0715			D						
14. CLASSIFICATION SCHEDULE (SS, LS, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE						
GS			0136.01			13 1			10635						
18. REMARKS															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH			26. DATE OF GRADE		27. DATE OF LEI			
22	10	61450	7FW	75013		1	11	08	24	05	13	62	05	13	62
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA			33. SECURITY REG. NO		34. SEX		
								EOD DATA							
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT/CD		39. FEGLI / HEALTH INSURANCE			40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA					
SIGNATURE OR OTHER AUTHENTICATION															
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0; font-size: 1.2em;">05/23/62 WK</p> </div>															

Form 8-61 1150

Use Previous Edition

SECRET

(4-51)

101

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 795 AND OGI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS. EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	GRST SALARY	OLD	NEW	GRST SALARY	OLD	NEW
HICKS CALVIN W	056361	61450	V	13 1	\$10635	13 1	\$11150		

PSC: 18 AUG 1961

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)										
056361		HICKS CALVIN W										
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS						NO DA YR 08 20 61			REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY			
X		CF TO V		CF TO CF		2635 5000 8021			50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION						
DDP WH BRANCH 4 PARAMILITARY SECTION						WASH., D.C.						
11. POSITION TITLE						12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION			
OPS OFFICER						0716			D			
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS				0136.01		12 4		9735				
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
16	10	NUMERIC	ALPHABETIC	75013		1	MO	DA	YR	MO	DA	YR
		64450	WH				11	08	24			
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ NO.	34. SEV
MO DA YR		1 - CSC 2 - PICA 3 - NONE		CODE		TYPE		MO DA YR			EOD DATA	
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT/LCD		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO		
CODE		MO DA YR		MO DA YR		1 - YES 2 - NO		CODE CODE 0 - WAIVER 1 - YES		HEALTH INS CODE		
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE				CODE		FORM EXECUTED CODE NO TAX EXEMPTIONS			FORM EXECUTED		CODE NO TAX EXEMP STATE CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)						1 - YES 2 - NO			1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION												
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 08/29/61 JK </div>												

NOTIFICATION OF PERSONNEL ACTION														
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)												
056361		HICKS CALVIN W												
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
REASSIGNMENT (TEMPORARY)*					11 04 60		REGULAR							
6. FUNDS		7. V TO V		8. V TO CF		9. COST CENTER NO. CHARGEABLE		10. CSC OR OTHER LEGAL AUTHORITY						
CF TO V		X		CF TO CF		1535 5000 0021		50 USC 403						
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION									
DDP WH BRANCH A					WASH., D. C.									
13. POSITION TITLE			14. POSITION NUMBER		15. CAREER SERVICE DESIGNATION									
GUERRILLA WAR OF			0000		D									
16. CLASSIFICATION SCHEDULE (GS, NB, etc.)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE							
GS			0136.14		12 3		9475							
20. REMARKS *UPON TERMINATION OF THIS TEMPORARY ASSIGNMENT YOU WILL BE REASSIGNED AS THE HEAD OF YOUR CAREER SERVICE DIRECTS.														
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL														
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODING		24. STATION CODE	25. INTEGREE CODE	26. MONTH CODE	27. DATE OF BIRTH		28. DATE OF GRADE	29. DATE OF LEI				
37	10	NUMERIC	ALPHABETIC	75013		1	NO	DA	YR	NO	DA	YR		
30. NTE EXPIRES	31. SPECIAL REFERENCE	32. RETIREMENT DATA		33. SEPARATION DATA CODE	34. CORRECTION/CANCELLATION DATA		35. SECURITY REQ NO.		36. SEX					
NO	DA	YR	1 - CSC	2 - FICA	3 - NONE	TYPE	NO	DA	YR	EOD DATA				
37. VET. PREFERENCE	38. SERV. COMP. DATE		39. LONG. COMP. DATE		40. MIL. SERV. CREDIT/LCO		41. FEGLI / HEALTH INSURANCE		42. SOCIAL SECURITY NO.					
CODE	0 - NONE	1 - 5 PT.	2 - 10 PT.	NO	DA	YR	1 - YES	2 - NO	CODE	0 - WAIVER	1 - YES	HEALTH INS CODE		
43. PREVIOUS GOVERNMENT SERVICE DATA				44. LEAVE CAT. CODE		45. FEDERAL TAX DATA		46. STATE TAX DATA						
CODE				0 - NO PREVIOUS SERVICE	1 - NO BREAK IN SERVICE	2 - BREAK IN SERVICE (LESS THAN 12 MOS)	3 - BREAK IN SERVICE (MORE THAN 12 MOS)	FORM EXECUTED	CODE	NO TAX EXEMPTIONS	FORM EXECUTED	CODE	NO TAX EXEMP	STATE CODE
SIGNATURE OR OTHER AUTHENTICATION														
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 11/17/60 ZJK </div>														

Form 6-60 1150

Obsolete Previous Editions

SECRET

(4-9)

SECRET
(When Filled In)

1. Serial No.	2. Name			3. Cost Center Number		4. LWOP Hours				
556361	HICKS CALVIN W			DDP/WH UN UV						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS	12 3	\$ 9,475	11/15/59	12	4	\$ 9,735	05/14/61			

8. Remarks and Authentication

NO EXCESS LWOP
 IN PAY STATUS AT END OF WAITING PERIOD
 US AT END OF WAITING PERIOD

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-563 AND DCI MEMO DATED 1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
DM	HICKS CALVIN W	556361	50 45	GS-12 3	\$ 8,810	\$ 9,475

15/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

BLT. 21 OCT 1960

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
056361		HICKS CALVIN W							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT					10 02 60		REGULAR		
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		1120 1993 0000		50 USC 403	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDP NE CS/CS DEVELOPMENT COMPLEMENT					WASH., D. C.				
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
GUERRILLA WAR OFF					9997		D		
14. CLASSIFICATION SCHEDULE (GS, NR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.14		12 3		9475		
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREEE CODE	
37		16		58997 NE		75013		1	
24. DATE OF BIRTH		25. DATE OF GRADE		26. DATE OF LEI		27. SECURITY REF NO.			
11 08 24						EOD DATA			
28. VET. PREFERENCE		29. SERV. COMP. DATE		30. LONG. COMP. DATE		31. MIL SERV. CREDIT/LCD		32. FEGLI HEALTH INSURANCE	
CODE		NO DA YR		NO DA YR		CODE		CODE	
0 - NONE		NO DA YR		NO DA YR		1 - YES		2 - WAIVER	
1 - 5 PT		NO DA YR		NO DA YR		2 - NO		3 - YES	
2 - 10 PT		NO DA YR		NO DA YR				HEALTH INS CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
CODE				CODE		FORM EXECUTED		FORM EXECUTED	
0 - NO PREVIOUS SERVICE						1 - YES		1 - YES	
1 - NO BREAK IN SERVICE						2 - NO		2 - NO	
2 - BREAK IN SERVICE (LESS THAN 12 MOS)								CODE	
3 - BREAK IN SERVICE (MORE THAN 12 MOS)								NO TAX STATE CODE	
								EXEMPT	
SIGNATURE OR OTHER AUTHENTICATION									

POSTED
1 - /

Pre 1960 Personnel
actions

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A						GENERAL INFORMATION					
1. EMPLOYEE NUMBER 056361		2. NAME (Last, first, middle) HICKS, Calvin W.			3. DATE OF BIRTH 8 Nov 24		4. SEX M	5. GRADE GS-13		6. SD D	
7. OFFICIAL POSITION TITLE Watch Officer				8. OFF DIV/BR OF ASSIGNMENT DDO/OPS/INT/IW		9. CURRENT STATION HQS.		10. CODE (A/B/C/D) X		11. OF	
11. TYPE OF APPOINTMENT						12. TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (SEE)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL				
13. REPORTING PERIOD (FROM-TO) 1 October 1973 - 30 September 1974						14. DATE REPORT DUE IN O.P. 31 October 1974					

SECTION B QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. No

SECTION C PERFORMANCE EVALUATION

U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive removal action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 (NOTE: DDO IS THE CLOSEST QUALIFICATION CODE TO DESCRIBE THE WORK OF A WATCH OFFICER) — Prepares TD disseminations from DDO intel cables and releases them to the U.S. Intel Community expediting their delivery by advance electrical transmission when appropriate. Also disseminates certain DIV/D cables.	RATING LETTER S
SPECIFIC DUTY NO. 2 Reviews intel cables for adherence to established reporting procedures and operational security; when necessary deletes objectionable data from the SUPDATA and/or authentication statements.	RATING LETTER S
SPECIFIC DUTY NO. 3 After hours grants or denies clearances (in consultation with the responsible area division) for use of DDO information in finished intel publications.	RATING LETTER S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of both internal and external Agency customers particularly when the information involves the security and protection of U.S. and foreign dignitaries, hijacking, etc.	RATING LETTER S
SPECIFIC DUTY NO. 5 Maintains good working relations not only with DDO area divisions and staffs but with Signal Center, Cable Secretariat at all levels to expedite the dissemination of significant reports; works closely with DDO Duty Officers and SDOs to keep one another alert to significant events.	RATING LETTER S
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

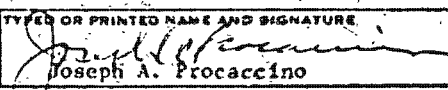
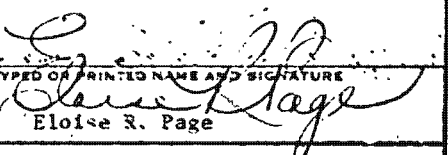
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, control of job responsibilities, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

28 OCT 1974

RATING LETTER
S

CONFIDENTIAL
CLASSIFICATION

SECTION D	NARRATIVE COMMENTS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. <u>Quality of performance of managerial or supervisory duties and cost consciousness in the use of personnel, spare equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.</u></p> <p>During this reporting period Mr. Hicks' performance has continued to be characterized by exceptional proficiency. The record is already replete of laudatory comments regarding his performance not only in IW but in previous assignments. Mr. Hicks is retiring from the Agency at the end of this year on a medical disability.</p> <p>Since his assignment to IW, 7 1/2 years ago, he has had a medical hold and because of his deep rooted motivation and strong belief in the Agency's mission, he has held on tenaciously until he reached the age of 50. In addition to being a very effective IW officer throughout these years, Mr. Hicks has also performed in a superior manner as a paramilitary officer during the early years of his career, overseas and in Headquarters.</p> <p>We wish him Godspeed, and our best wishes for good health throughout the coming years.</p>	

SECTION E			CERTIFICATION AND COMMENTS		
1. BY SUPERVISOR					
<small>NUMBER OF EMPLOYEES HAS BEEN EVALUATED BY SUPERVISOR</small> 64		<small>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</small> RETIRED			
<small>DATE</small> 24 December 1974	<small>OFFICIAL TITLE OF SUPERVISOR</small> C/OPS/INT/IW	<small>TYPED OR PRINTED NAME AND SIGNATURE</small>  Joseph A. Procaccino			
2. BY EMPLOYEE					
<small>STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE</small> <small>HAVE ATTACHED</small> <input checked="" type="checkbox"/> <small>HAVE NOT ATTACHED</small>		<small>DATE</small>	<small>SIGNATURE OF EMPLOYEE</small> Calvin W. Hicks		
3. BY REVIEWING OFFICIAL					
<small>COMMENTS OF REVIEWING OFFICIAL</small> <p>I concur with the rating official's comments. Mr. Hicks turned in a creditable performance during his extended tour on the Operations Staff, and well deserves his supervisor's "Strong" rating. We all hope that his years of retirement are rewarding and fruitful.</p>					
<small>DATE</small>	<small>OFFICIAL TITLE OF REVIEWING OFFICIAL</small> C/OPS/INT	<small>TYPED OR PRINTED NAME AND SIGNATURE</small>  Eloise R. Page			
<small>BY EMPLOYEE</small>					
<small>I CERTIFY THAT I HAVE BEEN THE ENTIRE IN ALL SECTIONS OF THIS REPORT.</small>		<small>DATE</small> Employee retired on 27 Dec 1974	<small>SIGNATURE OF EMPLOYEE</small>		

CLASSIFICATION
CONFIDENTIAL

CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 05631	2. NAME (Last, first, middle) HICKS, Calvin W.	3. DATE OF BIRTH 8 Nov 24	4. SEX M	5. GRADE GS-13	6. SD D
7. OFFICIAL POSITION TITLE Watch Officer		8. OFF/DIV/BR. OF ASSIGNMENT DDO/OPS/INT/IW	9. CURRENT STATION HQS		10. HQ CD 1
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER, Spec.	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL
			<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (From-to) 1 Nov 72 - 30 September 73			14. DATE REPORT DUE IN O.P. 31 October 1973		

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C

PERFORMANCE EVALUATION

- U - Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- M - Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- P - Proficient Performance is satisfactory. Desired results are being produced in the manner expected.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 (Note: DDIO is the closest qualification code to describe the work of a Watch Officer)--Prepares TD disseminations from DDO intel cables and releases them to the U.S. Intel Community expediting their delivery by advance electrical transmission when appropriate. Also disseminates certain DIV/D cables.	RATING LETTER S
SPECIFIC DUTY NO. 2 Reviews intel cables for adherence to established reporting procedures and operational security; when necessary deletes objectionable data from the SUPDATA and/or authentication statements.	RATING LETTER S
SPECIFIC DUTY NO. 3 After hours grants or denies clearances (in consultation with the responsible area division) for use of DDO information in finished intel publications.	RATING LETTER S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of both internal and external Agency customers particularly when the information involves the security and protection of U.S. and foreign dignitaries, hijacking, etc.	RATING LETTER S
SPECIFIC DUTY NO. 5 Maintains good working relations not only with DDO area divisions and staffs but with Signal Center, Cable Secretariat at all levels to expedite the dissemination of significant reports; works closely with DDO Duty Officers and SDOs to keep one another alert to significant events.	RATING LETTER S
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER
S
NOV 15 1973

CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment, and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

There has been no change in Mr. Hicks' performance from the last reporting period. It is still characterized by exceptional proficiency. He continues to display initiative, resourcefulness and good judgment in the performance of the duties assigned to an IW officer.

Mr. Hicks has been with the Intelligence Watch since June 1967. A medical hold has precluded any further overseas assignments and for this reason his tour in IW has been extended until he reaches age 50 (November 1974) at which time he plans to retire under the Agency retirement system. Throughout this period he has continuously applied himself with diligence and enthusiasm. Even after some protracted sick leave periods he has returned ready to step in and pick up where he left off which is the best proof of his mastery of details and the mechanics of dissemination, as well as his ability to adjust to the stresses and strains resulting from this type of assignment.

Since the inception of his IW assignment he has borne the same responsibilities and carried the same burdens as his colleagues in the GS-14 category and continues to perform at this level. For this sustained high-level of performance in 1972 he received a quality step increase in recognition and as proof of the high esteem in which he is held by his superiors.

Mr. Hicks' resourcefulness and ability to apply the myriad of reporting skills and techniques has been clearly demonstrated in crisis situations such as the recent Chilean political upheaval and the current Near Eastern crisis. The presence of IW officers such as Mr. Hicks enables the DDO to effect electrical dissemination of the high precedence traffic to the Intelligence Community in a matter of minutes on a 24-hour-a-day basis. In his assignment carries no supervisory responsibilities he gives all indications of being cost-conscious.

SECTION E

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT		
DATE 23 October 1973	SIGNATURE OF EMPLOYEE Calvin W. Hicks <i>Calvin W. Hicks</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 50	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 23 October 1973	OFFICIAL TITLE OF SUPERVISOR C/OPS/INT/IW	TYPED OR PRINTED NAME AND SIGNATURE <i>Joseph A. Procaccino</i> Joseph A. Procaccino
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I have observed Mr. Hicks' performance in various capacities over the years and concur with Mr. Procaccino's rating. His contribution to the Intelligence Watch has, I know, been substantial.		
DATE 13 November 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL C/OPS/INT	TYPED OR PRINTED NAME AND SIGNATURE <i>Eloise R. Page</i> Eloise R. Page

CLASSIFICATION

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				056361			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO	
Hicks, Calvin W.			8 Nov 24	M	GS-13	D	
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Watch Officer			DDP/FI/INT/IW		HQ5		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 October 1972				1 Nov 71 - 31 Oct 72			
SECTION B PERFORMANCE EVALUATION							
<p>U-Unsatisfactory. Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal. Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>S-Satisfactory. Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>SS-Strong. Performance is characterized by exceptional proficiency.</p> <p>OS-Outstanding. Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 (Note: DDIO is the closest qualification code to describe the work of a Watch Officer) --Prepares TD dissems from Intel Cables and releases them to the U.S. Intel Community for the CS expediting their delivery by electrical transmission when appropriate. Also dissems certain FI/D Cables.							RATING LETTER S
SPECIFIC DUTY NO. 2 Consults with area division officers, as necessary in his judgment, regarding disseminability of the info and to ensure adequate protection of sources and methods with minimum impairment to info reaching policy levels.							RATING LETTER S
SPECIFIC DUTY NO. 3 Reviews subdata and authentication statement in intel cables and deletes any sensitive operational data before any distribution is made. Effects distribution of the deleted portion within the DDP on a strict need to know basis.							RATING LETTER S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of customer agencies including the White House for cabled info, i.e., info on narcotics, hijacking, protection of U.S. and foreign dignitaries, etc.							RATING LETTER S
SPECIFIC DUTY NO. 5 After hours, grants clearances (in consultation with responsible area division) for the use of disseminated CS information in finished intel publications in a manner denied by dissemination controls.							RATING LETTER S
SPECIFIC DUTY NO. 6 Maintains good working relations not only with DDP area divisions and staff, but with Signal Center and Cable Secretariat at all levels to expedite the disseminability of significant reports; works closely with CSDOs and SDOs to keep one another alert to significant events.							RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as technical skills, specific duties, initiative, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>Mr. Hicks continues to perform with exceptional proficiency. In April 1972 he was granted a Quality Step Increase in recognition and as proof of the high esteem in which he is held by his supervisor in the Glandestine Service.</p> <p>Mr. Hicks' services have been particularly valuable during this reporting period because of DDP's increased concern regarding the strict maintenance of operational security in the dissemination of its intelligence information. Mr. Hicks has been instrumental in referring many reports when in the opinion of IW officers, the authentication statement and the manner in which the report is written would help to pinpoint the source of the information if the report fell in unauthorized hands. Mr. Hicks' notations on the IW log cards which record the action taken on each report indicate the seriousness in which Mr. Hicks approaches his daily tasks and his contributions in reminding Divisional personnel about the essential elements of good reporting and the need to comply with the prescribed format.</p> <p>The exercise of good judgment in referring or consulting on an Intel Cable prior to its dissemination to the Intelligence Community is an essential element in the proper functioning of this office and upon which depends to a certain extent the Agency's reputation.</p> <p>With the retirement and reassignment of several IW officers during this reporting period, Mr. Hicks is now the IW officer with the most experience and continuity on the job. This together with his maturity of judgment and ability to withstand the rigors and pressures inherent in an around-the-clock activity, make Mr. Hicks a distinct asset in the unit.</p> <p>The assignment carries no supervisory responsibilities and does not require any significant demonstration of cost consciousness.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
16 October 1972	<i>Calvin W. Hicks</i> Calvin W. Hicks		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
38			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
16 October 1972	C/FI/INT/IW	<i>Joseph A. Procaccino</i> Joseph A. Procaccino	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I can add nothing to this evaluation. I share the rater's high opinion of Mr. Hicks' work and characteristics.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 Oct. 1972	C/FI/INT	<i>Thomas F. Thiele</i> Thomas F. Thiele	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				056361			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
HICKS CALVIN W.			8 Nov 1924	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
WATCH OFFICER			DDP/FI/INT/IW		HEADQUARTERS		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to-)			
31 JANUARY 1971				1 JANUARY - 31 DECEMBER 1970			
SECTION B PERFORMANCE EVALUATION							
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspect. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
XXXXXXXXXX NOTE: DDIO (REPORTS OFFICER ACTIVITIES) IS THE CLOSEST QUALIFICATION CODE TO DESCRIBE MR. HICKS' WORK AS A WATCH OFFICER. SPECIFIC DUTIES ARE:							RATING LETTER
SPEC. DUTY NO. 1--PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO U.S. INTEL. COMMUNITY, EXPEDITING DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.							S
SPEC. DUTY NO. 2--RELEASES JBHURRIED CABLES AS DISSEMINATION TO INTEL. COMMUNITY, INTERPRETING BROAD FI/D INSTRUCTIONS ON VARIOUS CATEGORIES OF CABLES DISSEMED.							P
SPECIFIC DUTY NO. 3--CONSULTS AREA DIVISION OFFICERS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.							S
SPECIFIC DUTY NO. 4--SEEKS AND RESPONDS TO GUIDANCE RE MOST EFFECTIVE SERVICING OF THE INTEL. COMMUNITY, INCLUDING WHITE HOUSE SITUATION ROOM, WITH CS-ACQUIRED INFORMATION; INCLUDING AFTER-HOURS SERVICING OF REQUESTS FOR CLEARANCE OF CS-DISSEMINATED INFORMATION IN FINISHED INTELLIGENCE PUBLICATIONS ON BEHALF OF FI/INT/RC.							S
SPECIFIC DUTY NO. 5 ADVISES AND ASSISTS AREA DIVISION OFFICERS IN PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD INFORMATION REPORTS; AND PROVIDES ADVICE TO CSDO ON REQUEST.							P
SPECIFIC DUTY NO. 6 FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH THE CABLE SECRETARIAT AND SIGNAL CENTER AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.							S
OVERALL PERFORMANCE IN CURRENT POSITION							RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							S

SECRET

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in present position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if relevant, in current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MAIL ROOM

THERE HAS BEEN NO CHANGE IN MR. HICKS' OVERALL PERFORMANCE FROM THE LAST RATING PERIOD. IT IS STILL CHARACTERIZED BY EXCEPTIONAL PROFICIENCY. HE CONTINUES TO BE A HIGHLY MOTIVATED, HARD-WORKING AND DEPENDABLE OFFICER.

SINCE JOINING IW IN JUNE 1967 HE HAS SERVED ON A ROTATING SCHEDULE WITH SEVEN OTHER OFFICERS DOING IDENTICAL WORK, THREE OF WHOM ARE CURRENTLY IN GRADE GS-14 AND ONE IN GRADE GS-15. THERE HAVE BEEN AS MANY AS FIVE GS-14 OFFICERS SERVING AT THE SAME TIME AS MR. HICKS. HE HAS, THEREFORE, BEEN PERFORMING DUTIES COMMENSURATE WITH A GRADE HIGHER THAN HIS PRESENT ONE.

HIS OUTGOING PERSONALITY AND EXTENSIVE KNOWLEDGE OF THE IW OPERATION HAS GAINED HIM THE CONFIDENCE AND RESPECT OF NOT ONLY HIS COLLEAGUES BUT ALSO OF THE NUMEROUS DIVISION REPRESENTATIVES WITH WHOM HE DEALS.

HE HAS NO SUPERVISORY DUTIES AND IS COST CONSCIOUS.

THERE HAS BEEN FREQUENT CONSULTATION WITH MR. HICKS CONCERNING THE PERFORMANCE OF HIS DUTIES.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
31 DECEMBER 1970	<i>Celia V. Hook</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16 MONTHS		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 DECEMBER 1970	CHIEF, INTELLIGENCE WATCH	<i>Joseph A. Proccacino</i> JOSEPH A. PROCCACINO
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
While I am physically separated from this officer and not in daily contact with him or his work, all secondary evidences are that this is a conservative but generally accurate evaluation.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 Jan 1971	C/FI/INT	<i>Thomas F. Thiele</i> Thomas F. Thiele

SECRET

Thomas F. Thiele

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						056361	
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
HICKS CALVIN W.			8 NOV 1924	M	GS-13	D	
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
WATCH OFFICER			DDP/FI/INT/IW		HEADQUARTERS		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 JANUARY 1970				13 AUGUST - 31 DECEMBER 1969			
SECTION B				PERFORMANCE EVALUATION			
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
<p>XXXXXXXXXX NOTE: THERE IS NOTHING IN THE CHECK LIST OF FUNCTIONS (CS1-20-24) WHICH ADEQUATELY COVERS MR. HICKS. THE CLOSEST IS REPORTS OFFICER ACTIVITIES (DDIO). HIS SPECIFIC DUTIES ARE:</p> <p>SPEC. DUTY NO. 1--PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS</p> <p>XXXXXXXXXX 2 RELEASES THEM TO U.S. INTELLIGENCE COMMUNITY, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.</p> <p>SPEC. DUTY NO. 2--RELEASES JBHURRIED CABLES AS DISSEMINATIONS TO INTEL. COMMUNITY, INTERPRETING BROAD FI/D INSTRUCTIONS ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.</p> <p>SPECIFIC DUTY NO. 3--CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.</p> <p>SPECIFIC DUTY NO. 4--ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD INFORMATION REPORTS.</p> <p>SPECIFIC DUTY NO. 5--SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTEL. COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICE-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CS/DO ON REQUEST.</p> <p>SPECIFIC DUTY NO. 6--FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AND SIGNAL CENTER AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.</p>							RATING LETTER
							S
							P
							S
							P
							S
							S
<p>28 JAN 1970</p> <p style="text-align: center;">OVERALL PERFORMANCE IN CURRENT POSITION</p> <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>							RATING LETTER
							S

SECRET

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence. If required for current position, analyze or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be given, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MR. HICKS' PERFORMANCE DURING THE 32 MONTHS UNDER MY SUPERVISION HAS CONTINUED AT THE SAME HIGH LEVEL NOTED IN HIS LAST FITNESS REPORT. HE EXERCISES GREAT CARE AND ATTENTION TO THE MULTITUDE OF DETAILS ENTAILLED IN THE PROCESSING OF INTEL CABLES. HE WORKS WELL UNDER PRESSURE AND IS CONSERVATIVE AND TACTFUL IN DEALING WITH DIVISIONAL PERSONNEL.

HIS TOUR IN IW WILL BE EXTENDED FOR ANOTHER TWO YEARS. HIS CONTINUED PRESENCE IN IW WILL BE OF INESTIMABLE VALUE TO NEW OFFICERS WHO WILL BE JOINING THE INTELLIGENCE WATCH AS OTHERS ARE REASSIGNED OR RETIRE.

I STRONGLY RECOMMEND THAT HE BE RECONSIDERED FOR PROMOTION TO GS-14, THERE IS NO QUESTION THAT HE HAS BEEN PERFORMING AT THIS LEVEL FOR A CONSIDERABLE PERIOD OF TIME.

There has been frequent consultation with Mr. Hicks concerning his performance of his duties. He has no supervisory duties and is cost-conscious.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 16 JANUARY 1970	SIGNATURE OF EMPLOYEE <i>Calvin W. Hicks</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 3 1/2 MO.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 16 JANUARY 1970	OFFICIAL TITLE OF SUPERVISOR CHIEF/INTELLIGENCE WATCH	TYPED OR PRINTED NAME AND SIGNATURE <i>Joseph A. Procaccino</i>
3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL		
I do not know Mr. Hicks well having been assigned to the FI staff only a relatively short period of time, plus the fact that direct contacts with officers of the Intelligence Watch are not always frequent owing to their schedules. I would concur however in the rating and narrative comments above in view of my knowledge of the supervisors.		
DATE 20 January 1970	OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Chief, FI DIV	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					056361	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
HICKS, CALVIN W.			8 NOV. 1924	M	GS-13	D
6. OFFICIAL POSITION/TITLE			7. OFF. DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
WATCH OFFICER			FI/INT/IW	HEADQUARTERS		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
			1 JAN 1969 - 12 AUG 1969			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO THE U.S. INTELLIGENCE COMMUNITY FOR THE CLANDESTINE SERVICE, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.					RATING LETTER S	
SPECIFIC DUTY NO. 2 RELEASES JBBURRIED CABLES AS DISSEMINATIONS TO THE INTELLIGENCE COMMUNITY, INTERPRETICH BROAD INSTRUCTIONS FROM FI/D ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.					RATING LETTER P	
SPECIFIC DUTY NO. 3 CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.					RATING LETTER S	
SPECIFIC DUTY NO. 4 ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD REPORTS.					RATING LETTER P	
SPECIFIC DUTY NO. 5 SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTELLIGENCE COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICE-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CSDD ON REQUEST.					RATING LETTER S	
SPECIFIC DUTY NO. 6 FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AND SIGNAL CENTER AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.					RATING LETTER S	
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal ways or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S	

SECRET
(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manager of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>MR. HICKS HAS BEEN A WATCH OFFICER IN IW FOR MORE THAN ^{Aug 14 3 25 PM '69} 5 YEARS AND IS A DEPENDABLE AND THOROUGHLY RELIABLE MEMBER OF THE TEAM. HE HAS A FINE OPERATIONAL BACKGROUND AND A KEEN SENSE OF SECURITY. HIS JUDGMENT IS VERY SOUND AND HE FAR EXCEEDS THE DEMANDS OF HIS POSITION IN THE EXTENT OF HIS COORDINATION WITH THE AREA DIVISIONS ON MATTERS WHERE HE FEELS THAT DIVISION JUDGMENT SHOULD BE BROUGHT TO BEAR ON AN INTELL CABLE. HE IS METICULOUSLY CORRECT IN HIS APPROACH TO HIS DUTIES AND KNOWS HOW TO BALANCE CUSTOMER NEED FOR ENLIGHTENMENT ON SOURCES TO THE AGENCY'S REQUIREMENTS FOR SOURCE PROTECTION. HE STANDS UP WELL UNDER PRESSURE, IS COOPERATIVE AND CONGENIAL. HE HAS BEEN RECOMMENDED FOR PROMOTION TO GS-14 THREE TIMES DURING HIS TOUR IN IW AND IT IS REGRETTABLE THAT IT HAS NOT BEEN POSSIBLE TO PROMOTE HIM. HIS PERFORMANCE IS SIMILAR TO THAT OF HIS COLLEAGUES WHO ARE IN GRADE GS-14. NEITHER COST CONSCIOUSNESS NOR SUPERVISION IS A FACTOR IN HIS PERFORMANCE.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
12 AUGUST 1969	<i>Robert M. Hicks</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
21			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
12 August 1969	CHIEF, FI/INT/IW	<i>Edward J. Carroll</i> EDWARD J. CARROLL	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
13 AUG 1969 13 August 1969	Chief, FI/INT		

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				056361		
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
HIXS, Calvin			24 Nov. 1924	M	GS-13	
6. OFFICIAL POSITION TITLE			7. OFF. DIV. OR OF ASSIGNMENT	8. CURRENT STATION		
Inter Officer			SI/TM/TG	Hqs.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			X SPECIAL (Specify): Promotion Submission			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
			24 October 1968 - 28 March 1969			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Prepares TD disseminations from cabled field information reports and releases them to the U.S. intelligence community for the Clandestine Service, expediting their delivery by electrical transmission when appropriate.						RATING LETTER S
SPECIFIC DUTY NO. 2 Releases JMWELP cables as disseminations to the intelligence community, interpreting broad instructions from TD on various categories of cables disseminated.						RATING LETTER F
SPECIFIC DUTY NO. 3 Consults with area division officers during off-duty hours, as necessary, to insure adequate protection of sources and methods with minimum impairment to the value of the information reaching policy levels.						RATING LETTER S
SPECIFIC DUTY NO. 4 Advises and assists area division officers during off-duty hours in the preparation of TD disseminations based on information other than that contained in incoming cabled field reports.						RATING LETTER F
SPECIFIC DUTY NO. 5 Seeks and responds to guidance concerning the most effective servicing of the intelligence community, including the White House Situation Room, with Clandestine Service-acquired information and provides after-hours advice on dissemination policy and procedures to the CSDC on request.						RATING LETTER S
SPECIFIC DUTY NO. 6 Facilitates and maintains good working relations with Cable Secretariat and Signal Center at all levels to expedite dissemination of significant reports.						RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Mr. Hicks has been with IN for almost 2 years and is a dependable and thoroughly reliable member of the team. He brings to his work a fine operational background and a sense of operational security which is of great assistance in the exercise of sound judgment on dissemination matters. He has an instinct for prompt recognition of problem cases and is imaginative in his approach to problems of under-enlightenment of the reader and the opposite extreme of lax source protection.</p>			
<p>He is careful and meticulous in his work, level headed and sound in his judgments. He knows how to balance the customer demand for speed and enlightenment against the equally important demands for source protection. He stands up well under pressure, is cooperative and congenial with his colleagues and with the divisional personnel with whom he is in contact.</p>			
<p>Neither cost consciousness nor supervision is a factor in his performance.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
28 March 1960	<i>Edmund J. Carroll</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
16			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
28 March 1960	Chief, FI/INT/TW	<i>Edmund J. Carroll</i> Edmund J. Carroll	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur in this report primarily on the basis of my confidence in the judgment of the supervisor, as I have had no opportunity to evaluate closely the performance of individual officers in the Intelligence Watch. Such direct contacts as I have had with Mr. Hicks have tended to confirm the overall rating of "Strong." I am satisfied that he is performing at the GS-14 level.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE	SIGNATURE
29 March 1960	Chief, FI/INT		

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
SECTION A						GENERAL	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO	
HICKS, CALVIN W.			8 NOV 24	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF. DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
WATCH OFFICER			DDP/FI/INT/IW		HQS		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> CAREER & PROVISIONAL (See instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
30 NOV 1971				1 JAN - 31 OCT 1971			
SECTION B						PERFORMANCE EVALUATION	
U-Unsatisfactory		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling; to further training; to placing on probation; to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient		Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong		Performance is characterized by exceptional proficiency.					
O-Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
XXXXXXXXXXXXX ¹ /NOTE; -DD10 IS THE CLOSEST QUALIFICATION CODE TO DESCRIBE THE WORK OF A WATCH OFFICER/ 1: PREPARES TD DISSEMS FROM INTEL CABLES AND RELEASES THEM TO THE U.S. INTEL COMMUNITY FOR THE CS EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION							RATING LETTER
XXXXXXXXXXXXX ² WHEN APPROPRIATE. ALSO DISSEMS CERTAIN FI/D CABLES 2: CONSULTS WITH AREA DIVISION OFFICERS, AS NECESSARY IN HIS JUDGMENT; REGARDING DISSEMINABILITY OF THE INFO AND TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO INFO REACHING POLICY LEVELS.							RATING LETTER
SPECIFIC DUTY NO. 3 REVIEWS SUPDATA AND AUTHENTICATION STATEMENT IN INTEL CABLES AND DELETES ANY SENSITIVE OPERATIONAL DATA BEFORE ANY DISTRIBUTION IS MADE. EFFECTS DISTRIBUTION OF THE DELETED PORTION WITHIN THE DDP ON A STRICT NEED TO KNOW BASIS.							RATING LETTER
SPECIFIC DUTY NO. 4 KEEPS CURRENT ON THE GENERAL AND SPECIAL REQUIREMENTS OF CUSTOMER AGENCIES INCLUDING THE WHITE HOUSE FOR CABLED INFO, I.E., INFO ON NARCOTICS, HIJACKING, PROTECTION OF U.S. AND FOREIGN DIGNITARIES, ETC.							RATING LETTER
SPECIFIC DUTY NO. 5 AFTER HOURS, GRANTS CLEARANCES (IN CONSULTATION WITH RESPONSIBLE AREA DIVISION) FOR THE USE OF DISSEMED CS INFORMATION IN FINISHED INTEL PUBLICATIONS IN A MANNER DENIED BY DISSEMINATION CONTROLS.							RATING LETTER
SPECIFIC DUTY NO. 6 MAINTAINS GOOD WORKING RELATIONS NOT ONLY WITH DDP AREA DIVISIONS AND STAFF, BUT WITH SIGNAL CENTER AND CABLE SECRETARIAT AT ALL LEVELS TO EXPEDITE THE DISSEM OF SIGNIFICANT REPORTS; WORKS CLOSELY WITH CSDOS AND SDOS TO KEEP ONE ANOTHER ALERT TO SIGNIFICANT EVENTS.							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MR. HICKS CONTINUES TO TURN IN AN EXCELLENT ALL AROUND PERFORMANCE. HE EXERCISES A VERY HIGH DEGREE OF PROFESSIONAL JUDGMENT IN CARRYING OUT HIS DUTIES. HE IS ALERT, CONSCIENTIOUS, STRONG-WILLED AND STRAIGHTFORWARD BUT VERY PLEASANT IN DEALING WITH PEOPLE OF ALL LEVELS.

BECAUSE OF HIS CONSTANT AWARENESS THAT CS REPORTS MAY FALL IN UNAUTHORIZED HANDS, MR. HICKS HAS BEEN MOST EFFECTIVE IN MAINTAINING SECURITY DISCIPLINE IN THE REVIEW OF THE INTEL CABLES, PARTICULARLY THE AUTHENTICATION STATEMENTS TO INSURE THAT ANY DATA WHICH MAY PRESENT A SECURITY HAZARD TO THE SOURCE, IS OMITTED FROM THE DISSEMINATION OF THE INFORMATION.

MR. HICKS HAS BEEN WITH THE INTELLIGENCE WATCH SINCE JUNE 1967. HIS OVERALL PERFORMANCE HAS BEEN CONSISTENTLY CHARACTERIZED BY EXCEPTIONAL PROFICIENCY. HE HAS FOR SEVERAL YEARS BEEN PERFORMING DUTIES COMMENSURATE WITH A GRADE HIGHER THAN HIS PRESENT ONE. A CONCERTED EFFORT SHOULD BE MADE TO PROMOTE HIM TO A GS-14. HE HAS BEEN PUT IN FOR PROMOTION AS AN INTELLIGENCE WATCH OFFICER SINCE 1968.

WITH THE RETIREMENT AND REASSIGNMENT OF SEVERAL IW OFFICERS, BY NEXT YEAR, HE WILL BE THE IW OFFICER WITH THE MOST CONTINUITY ON THE JOB. THIS WILL BE A GREAT ASSET TO IW AND IN PARTICULAR TO THE NEWER OFFICERS WHO WILL PROFIT FROM HIS EXPERIENCE.

ATTACHED TO THIS FITNESS REPORT IS A RECENTLY PREPARED POSITION DESCRIPTION OF AN IW OFFICER WHICH CHARACTERIZES MR. HICKS IN EVERY RESPECT. THIS DESCRIPTION SHOULD HELP TO BETTER APPRECIATE THE IMPORTANCE THAT THE DDP ATTACHES TO THE FUNCTION AND RESPONSIBILITIES OF IW OFFICERS AS WELL AS THE SCOPE AND COMPLEXITY OF THE WORK.

IT IS NOT EASY TO FIND SUITABLE OFFICERS TO SERVE IN IW. IT CALLS FOR INDIVIDUALS WHO ARE HIGHLY MOTIVATED, WITH MATURITY OF JUDGMENT, TEMPERAMENT, MANNER AND BEARING TO WITHSTAND THE RIGORS OF SHIFT WORK, AND ABOVE ALL TO MAINTAIN CORDIAL RELATIONS

SECTION D

CERTIFICATION AND COMMENTS

SEE ATTACHED PAGE

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 28 Oct. 1971	SIGNATURE OF EMPLOYEE Calvin W. Hicks <i>Calvin W. Hicks</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 26	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 28 OCTOBER 1971	OFFICIAL TITLE OF SUPERVISOR C/FI/INT/IW	TYPED OR PRINTED NAME AND SIGNATURE <i>Joseph A. Procaccino</i> JOSEPH A. PROCACCINO
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I fully endorse the ratings and the narrative. We shall continue to try to promote Mr. Hicks in recognition of his ability and of his service.		
DATE 29 Oct 71	OFFICIAL TITLE OF REVIEWING OFFICIAL C/FI/INT	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas S. Hule</i>

SECRET

CALVIN HICKS, SECTION C CONTINUED

WITH PEOPLE AT ALL LEVELS IN EXPEDITING THE DISSEMINATION OF INTEL CABLES ON A 24-HOUR BASIS.

THE ASSIGNMENT CARRIES NO SUPERVISORY RESPONSIBILITIES AND DOES NOT REQUIRE ANY SIGNIFICANT DEMONSTRATION OF COST CONSCIOUSNESS.

THERE HAVE BEEN FREQUENT CONSULTATIONS WITH MR. HICKS CONCERNING THE PERFORMANCE OF HIS DUTIES.


JOSEPH A. PROCACCINO
CHIEF/INTELLIGENCE WATCH

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				056361			
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
HICKS CALVIN W.			8 NOV 1924	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
WATCH OFFICER			FI/INT/IW		HQS		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
CAREER-PROVISIONAL (See instructions - Section C)				SPECIAL (Specify):			
SPECIAL (Specify):				X SPECIAL (Specify): PROMOTION SUBMISSION			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to)			
				1 DECEMBER 1967-24 OCTOBER 1968			
SECTION B				PERFORMANCE EVALUATION			
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO THE U.S. INTELLIGENCE COMMUNITY FOR THE CLANDESTINE SERVICES, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.						RATING LETTER S	
SPECIFIC DUTY NO. 2 RELEASES JBHURRIED CABLES AS DISSEMINATIONS TO THE INTELLIGENCE COMMUNITY, INTERPRETING BROAD INSTRUCTIONS FROM FI/D ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.						RATING LETTER P	
SPECIFIC DUTY NO. 3 CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.						RATING LETTER S	
SPECIFIC DUTY NO. 4 ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD REPORTS.						RATING LETTER P	
SPECIFIC DUTY NO. 5 SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTELLIGENCE COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICES-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CSDO UPON REQUEST.						RATING LETTER S	
SPECIFIC DUTY NO. 6 FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECURITY OFFICERS AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.						RATING LETTER S	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	

SECRET
(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Nov 7 1 42 PM '68

MR. HICKS HAS COMPLETED HIS APPRENTICESHIP AND ADVANCED BY GRADUAL STAGES FROM ADEQUATE TO PROFICIENT TO THE POINT WHERE HIS OVERALL PERFORMANCE MUST BE DESCRIBED AS STRONG. HE BRINGS TO HIS WORK A FINE OPERATIONAL AND PARAMILITARY BACKGROUND AND HE HAS ADJUSTED QUICKLY AND EFFECTIVELY FROM THE OUTDOOR ACTIVE LIFE TO THE DIFFICULTIES OF BECOMING CHAIR-BORNE. HE IS PARTICULARLY EFFECTIVE ON "PROBLEM" TYPE DISSEMINATIONS WHICH OFTEN INVOLVE TWO OR MORE AREA DIVISIONS. HE IS ALERT TO OPERATIONAL DETAILS WHICH OCCASIONALLY SLIP INTO THE INTELLIGENCE PORTIONS OF CABLED TRAFFIC. MR. HICKS IS A REAL PROFESSIONAL IN THE BEST SENSE OF THE WORD. HE IS CAREFUL, THOROUGH, AND VERY PERSISTENT IN MAKING CERTAIN THAT INTELLIGENCE IS HANDLED CORRECTLY. HE IS COURTEOUS AND PATIENT IN DEALING WITH PEOPLE. HE STANDS UP WELL UNDER PRESSURE AND IS COMPLETELY DEPENDABLE.

NEITHER COST CONSCIOUSNESS NOR SUPERVISORY RESPONSIBILITIES IS INVOLVED IN MR. HICKS' PRESENT POSITION.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
24 OCTOBER 1968	<i>William W. Hicks</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
11		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
24 OCTOBER 1968	CHIEF, FI/INT/IW	<i>Edward J. Carroll</i> EDWARD J. CARROLL
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
On the basis of the fine performance of the IW as a group and the high regard for the judgment of the supervisor, I concur in the above evaluation.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 OCTOBER 1968	DC/FI	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				056361	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE 5. SD
HICKS CALVIN W.		2 Nov 1924		M	GS-13 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR/OF ASSIGNMENT		8. CURRENT STATION
WATCH OFFICER			DDP/FI/INT/IW		Hqs.
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT MADE IN O.P.			12. REPORTING PERIOD (From - to)		
31 JANUARY 1968			31 DECEMBER 1967		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>C - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
SEE NOTE ON REVERSE SIDE OF THIS FORM.					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
15 JAN 68 					
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					

SECRET

(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of major duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If space is needed to complete Section C, attach a separate sheet of paper.

MAIL ROOM

NOTE: MY ASSIGNMENT AS CHIEF/IW, EFFECTIVE 13 NOVEMBER 1967, HAS BEEN OF SUCH SHORT DURATION THAT I CANNOT AT THIS TIME ADD ANYTHING--EXCEPT THAT I AM IN GENERAL AGREEMENT THERewith--TO THE FITNESS REPORT FOR MR. HICKS SUBMITTED BY MY PREDECESSOR, MR. RICHARD A. FULLER, FOR THE PERIOD 5 JUNE THROUGH 12 NOVEMBER 1967.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 10 Jan 1968 SIGNATURE OF EMPLOYEE [Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 1 1/2 MO. IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE 12 JAN 1968 OFFICIAL TITLE OF SUPERVISOR CHIEF/IW TYPED OR PRINTED NAME AND SIGNATURE [Signature]

3. BY REVIEWING OFFICIAL EDWARD J. CARROLL

COMMENTS OF REVIEWING OFFICIAL

DATE 12 JAN 1968 OFFICIAL TITLE OF REVIEWING OFFICIAL CHIEF, FI/INT TYPED OR PRINTED NAME AND SIGNATURE [Signature]

SECRET

ATTACHE S. DEVEB

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYER SERIAL NUMBER	
						056361	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
HICKS CALVIN W.			8 Nov 1924	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF. DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
WATCH OFFICER			FI/INT/IW		Hos.		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input type="checkbox"/> SPECIAL (Specify):		<input checked="" type="checkbox"/> ANNUAL		<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> REASSIGNMENT EMPLOYEE		<input type="checkbox"/> SPECIAL (Specify):					
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 January 1968				5 JUNE 1967 - 12 NOVEMBER 1967			
SECTION B PERFORMANCE EVALUATION							
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO THE U.S. INTELLIGENCE COMMUNITY FOR THE CLANDESTINE SERVICES, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.						RATING LETTER	
						P	
SPECIFIC DUTY NO. 2 RELEASES URGENT CABLES AS DISSEMINATIONS TO THE INTELLIGENCE COMMUNITY, INTERPRETING BROAD INSTRUCTIONS FROM FI/D ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.						RATING LETTER	
						P	
SPECIFIC DUTY NO. 3 CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.						RATING LETTER	
						P	
SPECIFIC DUTY NO. 4 ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD REPORTS.						RATING LETTER	
						P	
SPECIFIC DUTY NO. 5 SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICES OF THE INTELLIGENCE COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICES-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CSDO ON REQUEST.						RATING LETTER	
						P	
SPECIFIC DUTY NO. 6 FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.						RATING LETTER	
						S	
REF 29 NOV 1967 OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							P

CONFIDENTIAL
(When filled in)

TRAINING REPORT

(3-69)
MANAGERIAL GRID SEMINAR (50 hours) DATES: 2-7 February 1969
Student : Calvin W. Hicks Office : FI
Year of Birth: 1924 Service Designation: D
Grade : GS-13 No. of Students : 43
ECD Date : July 1958

COURSE OBJECTIVES AND METHOD

Course objectives are to aid participants to: learn the managerial theories contained in the Grid; understand their personal managerial styles in Grid terms; evaluate convictions about managerial values; develop team action skills; increase candidness of communication; strengthen the use of critique for problem-solving and learning; and acquire an appreciation of Organization Culture and Development.

The method of learning offers a challenge to all participants regardless of level or experience. A Grid Seminar is not "taught" in the usual sense. In Grid teams, participants solve complex management problems. Objective solutions are made available. Individual and team performance is repeatedly assessed. Various measuring instruments are used to evaluate effectiveness.

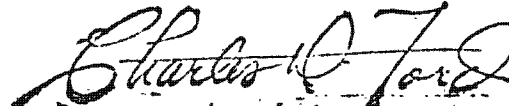
Critique sessions assist each participant to understand how he might change his own behavior to increase his problem-solving effectiveness. Thus managers are not told the best way to manage, but they learn by convincing themselves.

About twenty to thirty hours of study are completed as prework. Insights gained are deepened and personalized during the intensive 50-hour Seminar.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:


Chief Instructor 10 FEB 1969
Date

CONFIDENTIAL
(When filled in)

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				056361			
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle) ✓ Hicks, Calvin W.			2. DATE OF BIRTH Nov 1924	3. SEX M	4. GRADE GS-13	5. SO D	
6. OFFICIAL POSITION/TITLE Ops. Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/3		8. CURRENT STATION HQ		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. 31 Jan 67			12. REPORTING PERIOD (From- to) 1/66 - 12/66				
SECTION B				PERFORMANCE EVALUATION			
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1			Headquarters case officer for all Station Communist party operations, including insurgency and other related matters.				RATING LETTER P
SPECIFIC DUTY NO. 2			Headquarters case officer for several operational support projects. D/S/P				RATING LETTER S
SPECIFIC DUTY NO. 3							RATING LETTER
SPECIFIC DUTY NO. 4							RATING LETTER
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and clear consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>NOTE: This report covers the period from 10 August 1966 to 15 January 1967 during which time Mr. Hicks worked on the [redacted] Desk. This report is being submitted because of reassignment of the rating officer.</p> <p>Although Mr. Hicks is an experienced officer with strong qualifications and abilities, it should be noted that some aspects of his present job were a new experience for him, since his past experience has been entirely in the PM field. However, Mr. Hicks adapted well and quickly to the new environment, showed a great deal of initiative and resourcefulness in familiarizing himself with the work, and by bringing sound operational and administrative experience to bear, carried out his duties in a thoroughly competent manner. He demonstrated uncommon ability to organize his work, anticipate problems or requirements, and take effective action promptly. In dealings with his associates he exercised a good balance of persuasiveness and friendliness which paid dividends in terms of getting a job done. He can be relied on absolutely to carry out a given task promptly and well.</p> <p>I would welcome any occasion which permitted Mr. Hicks to work with me again.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
19 Jan 1967	Calvin W. Hicks <i>Calvin W. Hicks</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
5			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
17 Jan 67	Chief, WH/3/C		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Mr. Hicks is a mature and thoughtful individual who made the switch from PM to FI activities at his own volition. He was originally scheduled for a field assignment to a WH Station in the fall of 1966, but for medical reasons will probably be staying at Headquarters for some time. While this restriction may limit his ability to get that feel for FI field operations which a Headquarters desk officer should have, he has previous field experience in a PM capacity to compensate for this.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 January 1967	Deputy Chief, WH/3		

SECRET

SECRET
(When Filled In)

TRAINING REPORT - LANGUAGE				COURSE TITLE SPANISH BASIC - IAW			
INSTRUCTOR A. WATSON				PROGRAM Daytime - 1955-1956			
NO. OF STUDENTS		NO. OF HOURS 800		DATE OF COURSE 09/01/55 - 05/15/56 (Special)*			
STUDENT							
NAME HIGSON, CALVIN W.		JOB	EOD DATE 02/01/56		OFFICE		GR 13
(See reverse side for definitions of proficiency levels)							
LEVEL OF PROFICIENCY AT ENTRY INTO TRAINING				INSTRUCTORS ESTIMATE		OFFICIAL TEST	
BEFORE		NO PROFICIENCY	SLIGHT	ELEMENTARY	INTERMEDIATE	HIGH	
	READING	X					
	WRITING	X					
	PRONUNCIATION	X					
	SPEAKING	X					
	UNDERSTANDING	X					
LANGUAGE TRAINING OBJECTIVES AND METHODS							
<p>The general aims of language training are attainment of proficiency in speaking, understanding, reading and writing. The specific objectives are (1) ability to produce and distinguish the sounds of the language; (2) ability to use a stock of basic sentences and expressions; (3) ability to recombine the elements of basic sentences and expressions and to apply them to new situations; (4) ability to comprehend the language spoken at normal speed in various situations; (5) ability to write and read the language commensurate with ability to speak.</p> <p>Methods used in all courses stress oral drills and free conversation based at first on memorized material and, at a later stage, on varied reading materials. Written and oral tests are given at intervals. Listening to and recording on tapes in the Language Lab is essential for class preparation.</p>							
PERFORMANCE EVALUATION							
	UNSATISFACTORY	SATISFACTORY			EXCELLENT		
ACHIEVEMENT	X						
ATTITUDE					X		
ATTENDANCE	X						
LEVEL OF PROFICIENCY AT COMPLETION OF TRAINING				INSTRUCTORS ESTIMATE		OFFICIAL TEST	
AFTER		NO PROFICIENCY	SLIGHT	ELEMENTARY	INTERMEDIATE	HIGH	
	READING			X			
	WRITING		X				
	PRONUNCIATION			X			
	SPEAKING		X				
	UNDERSTANDING			X			
Foreign Language Aptitude Test: 4							
Credit: 800 hrs.							
FOR THE DIRECTOR OF TRAINING:				<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> SIGNATURE, HEAD OF DEPARTMENT, LT/LAS/OTB		03/17/56 DATE	

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE'S SERIAL NUMBER			
				056361			
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
HICKS, Calvin			8 Nov 24	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF. DIV. OR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer			DDP/WH/C		Wash., D.C.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE				
CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)				
31 January 1966			1 January 1965 - 31 December 1965				
SECTION B				PERFORMANCE EVALUATION			
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Chief of Paramilitary Section in the Miami Operations Branch of WH/Cuba and senior Headquarters Case Officer on all PM operations conducted by the Miami Station.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Reviews all PM and Maritime operational plans submitted for approval by the Miami Station and recommends approval, changes or disapproval.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Prepares Agency papers requesting Special Group (303 Committee) approval of PM operations.						P	
SPECIFIC DUTY NO. 4						RATING LETTER	
Briefs senior officials on status of PM plans, capabilities and operations with respect to Cuba.						P	
SPECIFIC DUTY NO. 5						RATING LETTER	
Participates in technical planning by various Agency groups to provide technical guidance to Miami Station.						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
Works closely with Paramilitary and Maritime Branches of Miami Station on all problems regarding the PM effort directed against Cuba.						P	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
3 FEB 1966						S	

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>28 JAN 1966 3 25 PM '66</p>			
<p>NOTE: Subject spent full time on Spanish language training from 1 Sept through 21 December 1965.</p>			
<p>MAIL ROOM</p>			
<p>NOTE: The difference in the letter rating between this report and the preceding fitness report does not reflect in any way on Subject's performance but is due rather to a different rating scale used by the originators.</p>			
<p>Subject turned in an excellent all-around performance as Chief of the Headquarters Paramilitary Section supporting Miami Station operations. He strives hard to do a good job and is most anxious to please his superiors. He is aggressive and conscientious in carrying out his functions; strong-willed and persistent in seeking to achieve his goals; straightforward but pleasant in dealing with colleagues and other Government officials; determined in resisting encroachments in his area of authority; and finally he is motivated by strong patriotic ideals.</p>			
<p>He is well-informed and competent in paramilitary operations with a particular gift for ferreting out technical improvements and innovations, and bringing them to bear on operations. Finally, Subject adapts smoothly and efficiently to operational and policy changes affecting his programs.</p>			
<p>(see Continuation Sheet)</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
28 Jan 1966	<i>John T. Flynn</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
28 January 1966	C/WH/C/MO	<i>Walter T. Canine</i>	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>This officer is serious, hard working and dependable. Through a pleasant personality he commands the respect of his co-workers. Mr. Hicks is an unusually well qualified and competent officer, and is especially effective in the paramilitary field.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 January 1966	ADC/WH/C	<i>John T. Flynn</i> John T. Flynn	

SECRET

SECRET

Continuation Sheet

FITNESS REPORT

HICKS, Calvin

Section C (continued)

Subject has no significant weaknesses although there is still some room for improvement in making concise oral and written presentations. On every occasion, Subject has proven to be sound and wise in considering costs.

C. H.

NOV 1954

LEB 3 3 52 54 .20

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				056361	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
HICKS, Calvin W.			8 Nov 24	M	13
5. OFFICIAL POSITION TITLE			7. OFF. DIV/BR OF ASSIGNMENT	8. CURRENT STATION	
Ops Officer CH			DDP/SAS	Wash., D.C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 January 1965			1 January 64 - 31 December 64		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Is Chief of Paramilitary Section in the Miami Operations Branch (WH/SA) and is the senior Headquarters Case Officer on all PM operations conducted by the Miami Station. <i>M-10 DE 38</i>					S
SPECIFIC DUTY NO. 2					RATING LETTER
Reviews all PM and Maritime operational plans submitted for approval by the Miami Station and recommends approval, changes or disapproval. <i>DG 40</i>					S
SPECIFIC DUTY NO. 3					RATING LETTER
Prepares Agency papers requesting Special Group (303) approval of PM operations.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Briefs senior officials on status of PM plans, capabilities and operations with respect to Cuba.					S
SPECIFIC DUTY NO. 5					RATING LETTER
Participates in technical planning by various Agency groups to provide technical guidance to Miami Station. <i>DE 38</i>					S
SPECIFIC DUTY NO. 6					RATING LETTER
Works closely with Paramilitary and Maritime Branches of Miami Station on all problems regarding the PM effort directed against Cuba.					S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
19 FEB 1965					S

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain rating in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties, if applicable, as described, if applicable.

MAIL ROOM

Mr. Hicks' primary responsibility has been to provide Headquarters support and guidance for the PM activities directed by the Miami Station against the Cuban target. Mr. Hicks has shown a high degree of professional judgment in carrying out his duties, and his judgment is respected by senior officials who are required to submit the PM programs for high-level approval. During operational phases of the PM programs, Mr. Hicks is frequently required to be on call to act on emergency situations on a 24-hour basis. He has accepted this responsibility willingly. He has consistently taken the initiative in investigating technical developments which might provide assistance to the Station in the conduct of PM operations. He now supervises two professional and two clerical employees in his Section and runs his unit smoothly with no discernible friction. He does a good job of briefing and indoctrinating junior officers. While his experience has been predominantly in the PM field, he has acquired FI experience in the last two years because of the unique nature of Cuban PM (FI) operations. In his consideration of budgetary matters, he has demonstrated an understanding of the need to curtail expenses, where feasible. I would be glad to have Mr. Hicks work with me at any future time.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

19 Jan 1965

SIGNATURE OF EMPLOYEE

John S. Tilton

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

24

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

1-19-65

OFFICIAL TITLE OF SUPERVISOR

Chief, WH/SA,
Miami Operations Branch

TYPED OR PRINTED NAME AND SIGNATURE

John S. Tilton
John S. Tilton

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. Though I have reservations as to characterizing this officer as "Strong," (in point of intrinsic ability when compared to others who are clearly strong performers) such reservations are vague and impressionistic and not related to the actual performance and period to which this report is addressed.

DATE

15 February 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

Under Deputy Chief, WH(S)

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					056361	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle) HICKS CALVIN W.			2. DATE OF BIRTH 8 Nov 1924	3. SEX M	4. GRADE GS-13	5. SD D
6. OFFICIAL POSITION TITLE OPS OFFICER			7. GPP/DIV/BR OF ASSIGNMENT DDP/SAS		8. CURRENT STATION Washington, D. C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN G.P. 31 JANUARY 1964			12. REPORTING PERIOD (From - to) 1 JANUARY 1963 - 31 DECEMBER 1963			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Chief, PM Section, Miami Operations Branch of DDP/SAS and Senior Headquarters Case Officer for IM Operations conducted against target country. <i>DE 28 DG 10</i>					RATING LETTER S	
SPECIFIC DUTY NO. 2 Provision of operational guidance to field.					RATING LETTER S	
SPECIFIC DUTY NO. 3 Review and comment on operational plans submitted by station.					RATING LETTER O	
SPECIFIC DUTY NO. 4 <i>DE 31</i> Insuring that necessary training, logistics and technical support are provided for conduct of PM operations against the target country.					RATING LETTER S	
SPECIFIC DUTY NO. 5					RATING LETTER	
SPECIFIC DUTY NO. 6					RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S	
10 MAR 1964						

SECRET

(When Filled In)

MAR 6 4 25 PM '64
"NET"

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Hicks' personal experience and long association with paramilitary operations give him high competence in this type of activity. Personnel who have official business with Mr. Hicks respect his knowledge and ability in this field. He assumes responsibility and can be counted on to get a job done with minimum supervision. When required, he works irregular hours without complaint. His review of operational plans submitted by the field is prompt, complete and professional. Mr. Hicks exerts maximum economy in the use of funds, equipment and personnel. He is consistently cooperative, even tempered and patient in the face of frustrations inherent in this type of work. He has established an excellent working relationship with his opposite numbers in the field.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 4 March 1964 SIGNATURE OF EMPLOYEE *John S. Tilton*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE 4 March 1964 OFFICIAL TITLE OF SUPERVISOR DC/SAS/NOB TYPED OR PRINTED NAME AND SIGNATURE *John S. Tilton*

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the above comments and rating.

DATE 5 March 1964 OFFICIAL TITLE OF REVIEWING OFFICIAL C/SAS/NOB TYPED OR PRINTED NAME AND SIGNATURE *John S. Tilton*

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					056361	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS Calvin W.			8 Nov. 1924	Male	GS-13	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops. Officer			DDP/Task Force W		Washington, D.C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 January 1963			1 January 1962 to 31 December 1962			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Hqs. case officer for FM Operations conducted by field station against target company. <i>Company</i>						S
SPECIFIC DUTY NO. 2						RATING LETTER
Prepares requirements for and/or insures the provision of training, logistics and other support required for conduct of FM operations against target country. <i>DE 38 25-10</i>						S
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. <i>15 FEB 1963</i>						RATING LETTER
						S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p> <p>Mr. Hicks has an exceptional knowledge of and experience with the problems involved in the conduct and support of covert PM operations. He has shown a high degree of initiative in providing the training and other support required and in preparing material for staff presentation to higher echelons. His attention to detail is a strength in accomplishing his duties but he must try harder to overcome a tendency for too much detail in his staff communications, oral and written. His written work in particular shows a weakness in synthesizing which it is believed could be overcome by available courses of training. Mr. Hicks has also reached the point where he must broaden his outlook as to the wider political and operational implications of PM operations. To this end, it is intended that Mr. Hicks will attend the Inter-Agency Counterinsurgency Course in the near future. Under an experienced Chief of Operations, Mr. Hicks could handle PM operations at most Field Stations; in a major operation such as Viet Nam or Cuba, he could adequately handle a large segment such as PM Training, the handling of a large indigenous group, or the duties of Chief/PM Operations or Deputy Chief, PM. He would be a definite asset, in the field or at Hqs., in any type of task force operations.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
5 Feb 1967	<i>William V. Hicks</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
6 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	SIGNATURE	
2 Jan 1963	DC/SAS/PM		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The undersigned has been Mr. Hicks' supervisor for approximately six months, for the period ending December 31, 1962. Mr. Hicks is a highly motivated, sincere and capable person. He works well with others, and his knowledge and ability are recognized and respected. He assumes responsibility and can be counted on to get a job done without close supervision. He is capable of assuming greater responsibility. He is continuously striving for greater knowledge and broader fields of activity.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
8 February 1963	C/SAS/PM	<i>A. A. Maloney</i> A. A. MALONEY	

SECRET

SECRET

TRAINING REPORT

Clandestine Services Review No. 39
(64 hours, full-time)

4 - 13 February 1963

Student : Calvin W. Hicks Office : SAS
Year of Birth: 1924 Service Designation: D
Grade : GS-13 No. of Students : 33
EOD Date : Aug 1950

COURSE OBJECTIVES - CONTENT AND METHODS.

This course aims to develop in the Clandestine Services officers and others recently returned from the field an up-to-date awareness of the role of CIA in the United States intelligence community, the relations of the DDI and DDR areas with the CS, and the support available from the offices of the DDS.

The course is presented by lectures given by CIA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

ACHIEVEMENT RECORD

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course.

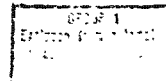
FOR THE DIRECTOR OF TRAINING:

[Signature Box]

18 Feb 1963
Date

Chief Instructor

SECRET



SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SIGNAL NUMBER		
SECTION A GENERAL				65421 CSD		
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	
HICKS (Last) (First) (Middle) G. Lvin		11 Nov. 1922		Male	GS-12	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		
D		Operations Officer		DOW/Br. 4		
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR		
PENDING	DECLINED	DENIED	ANNUAL	REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)		
31 January 1963		1 APR 62 To 31 DEC 62				
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	
7 - Outstanding						
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.	
Hqs PM Case Officer for agents dispatched into the target country.		6	General PM Operations Officer.		6	
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.	
Hqs PM Case Officer for all agent requests for air delivery into a denied area.		6/7	Prepare contact reports and other reports to document & give background to agent operations.		5/6	
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.	
Handle and train certain select agents for dispatch into the target country.		6				
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <div style="border: 1px solid black; padding: 5px; display: inline-block;">5</div>	
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS			NOT APPLI-CABLE	NOT OB-SERVED	RATING	
					1	2
					3	4
						5
GETS THINGS DONE						
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify):						
SEE SECTION "E" ON REVERSE SIDE						

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. Hicks has an excellent understanding of clandestine operations and has demonstrated an outstanding ability to be flexible enough to cope with an ever changing program. He has performed his duties in a superior manner at all times, exercising mature judgement and firm action. He has continued to keep his objectivity and make a fine contribution to a Project that has had more than its share of frustrations. It is believed that Mr. Hicks should be considered for promotion to Grade GS-13 at the earliest opportunity. He has continuously demonstrated his ability to perform the functions and assume the responsibilities of a higher level in an outstanding manner. Mr. Hicks has worked long, irregular hours, and without complaint, to get the job done.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE
I certify that I have seen Sections A, B, C, D and E of this Report.

DATE 13 Feb. 1962 SIGNATURE OF EMPLOYEE Calvin H. Hicks

2. BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):

DATE 13 Feb 1962 OFFICIAL TITLE OF SUPERVISOR Chief, WH/4/PM/Ops TYPED OR PRINTED NAME AND SIGNATURE James S. Pekich

3. BY REVIEWING OFFICIAL
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
 I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL
The above ratings are based primarily on duties performed prior to the assumption, in November 1961, of present duties by the reviewing officer. Since November 1961, Mr. Hicks has shown superior ability to adapt himself to new and changing conditions and has performed well

DATE (Continued) 14 FEB. 1962 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, WH/4/PM SIGNATURE

SECRET

SECRET

FITNESS REPORT - Calvin W. Hicks (Continued)

SECTION F

Comments of Reviewing Official (Continued)

in situations requiring individual initiative and imaginative thinking. I feel quite certain that Mr. Hicks has the capabilities and should earn a superior or outstanding rating in his next fitness report.

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER									
				056301									
SECTION A GENERAL													
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE								
HICPS Galt W.		5 Nov. 1922		M	GS-12								
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT									
D	Operations Liaison Officer			DIA/OPS, Rm. 4, D.C.									
8. CAREER STAFF STATUS			9. TYPE OF REPORT										
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR										
<input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE										
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)									
		From: 1 March 51		To: 31 March 51									
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES													
<p>List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>													
<p>1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding</p>													
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.								
Hqs R. case officer for all agent requests for air delivery into a denied area.		6/7	Prepare contact reports and other related reports as required to properly document air and selected agent ops.		6								
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 3		RATING NO.								
Case officer and training officer for certain selected agents dispatched into the target country.		6											
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.								
Generally utility R. operations officer.		5/6											
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION													
<p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p>													
<p>1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.</p>					<p>RATING NO. 5</p>								
SECTION D DESCRIPTION OF THE EMPLOYEE													
<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee</p>													
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree					
CHARACTERISTICS						NOT APPL- CABLE		NOT OB- SERVED		RATING			
GETS THINGS DONE													
RESOURCEFUL													
ACCEPTS RESPONSIBILITIES													
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES													
DOES HIS JOB WITHOUT STRONG SUPPORT													
FACILITATES SMOOTH OPERATION OF HIS OFFICE													
WRITES EFFECTIVELY													
SECURITY CONSCIOUS													
THINKS CLEARLY													
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS													
OTHER (Specify):													
SEE SECTION "E" ON REVERSE SIDE													

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the basis for determining future personnel actions.

MAY 17 11 39 AM '61

Mr. Hicks has done a superior job in the performance of his duties. He demonstrated unusually good judgement and has an excellent basic understanding of covert operations. During the period of this report, he has been able to utilize this knowledge in a real situation and has personally profited and greatly matured in the process, as well as making a fine contribution to the operation in a denied area. It is felt he is now ready to assume greater responsibilities in the Clandestine Services. Mr. Hicks worked long and irregular hours without complaint.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
12 May 1961	<i>Robert A. Hicks</i>

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
Seven months	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITH
OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 May 1961	Deputy Chief, WH/4/PM/Ops	<i>James S. Pekich</i>

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 May 1961	Chief, WH/4/PM/Ops	<i>James S. Pekich</i> James S. Pekich

SECRET

X SECRET RYBAT
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER						
SECTION A GENERAL												
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX		4. GRADE					
HICKS CALVIN W.			8 Nov 1924		Male		GS-12					
5. SERVICE DESIGNATION & OFFICIAL POSITION TITLE						7. DES/DIR/DR/OF ASSIGNMENT						
DM GUERRILLA WAR OFF												
8. CAREER STAFF STATUS						9. TYPE OF REPORT						
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL		REASSIGNMENT/SUPERVISOR				
<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>				
PENDING		DECLINED		DENIED		ANNUAL		REASSIGNMENT/EMPLOYEE				
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>				
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD								
				From 7 Jan 60 To 21 Feb 60								
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES												
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding												
SPECIFIC DUTY NO. 1 Chief Ops officer for Base supporting allied PM force				RATING NO. 6	SPECIFIC DUTY NO. 4 With allied officers, prepares and supervises training of personnel clandestine P.				RATING NO. 5			
SPECIFIC DUTY NO. 2 With allied officers, prepares plans for clandestine PM force.				RATING NO. 5	SPECIFIC DUTY NO. 5 Advises allied Hqs in instructing and preparing plans for large semi-overt PM force				RATING NO. 5			
SPECIFIC DUTY NO. 3 With allied officers, directs clandestine PM development				RATING NO. 6	SPECIFIC DUTY NO. 6 Ops staff officer to Chief of Base				RATING NO. 7			
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION												
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.												
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.										RATING NO. 5		
SECTION D DESCRIPTION OF THE EMPLOYEE												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree				
CHARACTERISTICS						NOT APPLICABLE	NOT OBSERVED	RATING				
								1	2	3	4	5
GETS THINGS DONE												X
RESOURCEFUL											X	
ACCEPTS RESPONSIBILITIES											X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X	
DOES HIS JOB WITHOUT STRONG SUPPORT											X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X	
WRITES EFFECTIVELY									X			
SECURITY CONSCIOUS										X		
THINKS CLEARLY												X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									X			
OTHER (Specify): Staff advice to Chief of Base												X
SEE SECTION "E" ON REVERSE SIDE.												

RYBAT

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is one of the most practical, hard-headed, determined, persistent, and competent operations and operations staff officers this supervisor has ever known in our organization. He fights tenaciously and resourcefully in support of his staff advice to the time his chief makes a decision; from that time he supports just as tenaciously and resourcefully to support the decision as he did previously for his position, whether or not the decision follows his advice. He gives 100% loyalty to his country, his organization, and his chief. His approach to plans and ops of the clandestine program has always been practical, and with the long-range requirements solidly in view. He is forceful and firm in dealing with allied opposite numbers, at the same time earning and retaining their respect. He is skillful and persistent in eliciting intelligence information. His development of contacts in the country assigned has been surprisingly good, even though outside his assigned responsibilities; in other words, he has constantly exercised initiative to place himself in a position to collect intelligence information should the requirement be placed on him. Altogether an outstandingly fine operations and staff officer whom I shall always welcome on my staff. His training, experience, and demonstrated ability in the field all well demonstrate his qualification to fill assignments in the next higher grade.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 22 August 1960	SIGNATURE OF EMPLOYEE S/Calvin W. Hicks	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 20 August 1960	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE S/William T. KH Hornaday
3. BY REVIEWING OFFICIAL		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL It is probably because of the isolated location of the base and the "togetherness" of its personnel but this rating officer as well as his predecessors have all rated on the high side. While my contacts with subject officer have been infrequent and any evaluation would largely be based on paper-work subject has originated my assessment is that subject is an average officer for his age, grade, and experience in his rather specialized field. In comparison with other officers I have known in this		
DATE (Continued Separately) 2 September 1960	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE S []

kind of assignment as well as in others he is not yet ready for promotion to the next higher grade.

SECRET

File 1960 Fitness Rpts

ADMINISTRATIVE
INTERNAL USE ONLY

MEMORANDUM FOR THE RECORD

**SUBJECT : Request for Disability Retirement Under the
Provisions of the CIA Retirement and Disability
System - Mr. Calvin W. Hicks**

Based upon my review and evaluation of the evidence listed below, I hereby approve the request of Mr. Calvin W. Hicks for disability retirement under the provisions of the CIA Retirement and Disability System and, on the basis of medical evidence submitted in this case, I have determined that the disability of Mr. Hicks is permanent:

a. Supervisor's statement dated 30 October 1974 submitted in accordance with the provisions of paragraph f. (3) of HR 20-50.

b. Written report of the Board of Medical Examiners dated 20 December 1974 as submitted by the Chairman of that Board in accordance with the provisions of paragraph f. (4)(c) of HR 20-50.

F. W. M. Janney
Director of Personnel

Distribution:

- 0 - Return to ROB
- 1 - D/Pers
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

OP/RAD/ROB/ jat/3257 (24 December 1974)

ADMINISTRATIVE
INTERNAL USE ONLY

14-00000

DEC 30 1974

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

This is to inform you that the Director of Personnel has approved your request for disability retirement under the CIA Retirement and Disability System. On the basis of medical evidence, the Director of Personnel has determined that your disability is of a permanent nature; therefore, no further medical review of your case will be required.

Your annuity will commence retroactive to 28 December 1974, the day following the date on which your salary terminated. You may be assured that every effort will be made to expedite delivery of your first annuity check following completion of the administrative details required to effect your retirement.

Sincerely yours,

Ronald Gage
Chief
Retirement Affairs Division

Distribution:

- 0 - Addressee (CIA Letterhead)
- 1 - D Career Service
- 1 - OMS
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

OP/RAD/ROB/ [] jat/3257 (30 December 1974)

75-344

27 JAN 1975

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

As you bring to a close your active career of service to your country, I join your friends and colleagues in wishing you well in your retirement.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I extend to you my sincere appreciation for the important work you have done.

Sincerely,

/s/ W. E. Colby

W. E. Colby
Director

Distribution:
0 - Addressee
1 - OPF

Originator: Tom Sawyer
Director of Personnel

OP/PAD/ROB/ [] 1s (15 January 1975)

RECEIVED

RE

RECEIVED

RE

24

14-00000

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

For your information and convenience, an Annuity Statement has been forwarded to you. That statement relates basically to the payment for the period 28 December 1974 through 28 February 1975.

Enclosed is a retiree identification card. Before using the document, please sign your name in ink on the reverse side of the card.

This office is in receipt of your signed statement wherein you elected to receive payment under the Federal Employees' Compensation Act (FECA) in lieu of a retirement annuity under the CIA Retirement and Disability System. Accordingly, your annuity ceased as of 28 February 1975 and you will henceforth receive benefits under FECA. An adjustment will be made in the payment issued by FECA retroactive to 28 December 1974. If, at a later date, the determination is made that you are not permanently nor totally disabled, your FECA payments might be reduced or stopped, at which time you may request the initiation of your retirement annuity.

If you elect to receive an annuity instead of benefits under FECA, you must so advise the Office of Federal Employees' Compensation, indicating the date of this election. In addition, you should send a copy of your correspondence with that office to the Agency.

Sincerely yours,

1 - Mr. Hicks
1 - Mr. [unclear]
1 - Mr. [unclear]
1 - Mr. [unclear]
1 - Mr. [unclear]
1 - Mr. [unclear]

Ronald Gage
Chief

Retirement Affairs Division

SECRET
(When Filled In)

27
DATE: 27 December 1974

CERTIFICATION OF SEPARATING EMPLOYEE

Name (Last-First-Middle)

HICKS, Calvin W.

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation). |
| <input type="checkbox"/> | 2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance). |
| <input type="checkbox"/> | 3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employees' Group Life Insurance Act of 1954). |
| <input type="checkbox"/> | 4. Standard Form 2802 (Application for Refund of Retirement Deductions). |
| <input checked="" type="checkbox"/> | 5. Form 2595 (Authorization for Disposition of Paychecks).
<i>continue to bank</i> |
| <input checked="" type="checkbox"/> | 6. <u>Only applicable to Retiree - Returnee</u> (resignee from overseas assignment).
I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. |
| <input type="checkbox"/> | 7. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty). |
| <input type="checkbox"/> | 8. Instructions for returning to duty from Extended Leave or Active Military Service. |

Signature of Employee

Calvin W. Hicks

Date Signed

26 Dec. 1974

Address (Street, City, State, Zip Code)

*MR. CALVIN W. HICKS
10207 FOREST AVE.
FAIRFAX, VIRGINIA 22030*

Correspondence

OVERT CORRESPONDENCE

Overt

Covert

SECRET

21 MAY 1975

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

I am happy to send to you, under separate cover, your Agency Retirement Medallion. The Medallion is a tangible form of recognition and appreciation of your service to the Agency. It should serve as a lasting reminder of an honorable career, rewarding associations and the knowledge that you played your part in a vital activity.

Let me, therefore, add my congratulations and wish you the very best for the future.

Sincerely,

F. W. M. Janney
Director of Personnel

CERTIFICATE OF DISABILITY FOR DISC RGE I, AR 615-361

REPORT OF BOARD OF MEDICAL OFFICERS (ENCL. DETERMINATIONS OF SECTION 112, AR 615-361)

1. LAST NAME - FIRST NAME - MIDDLE INITIAL HICKS, Calvin W.	2. ARMY SERIAL NUMBER / GRADE 37 562 694 / Pvt	3. DATE OF BOARD MEETING 24 Jul 45
4. LAST PERMANENT ORGANIZATION (Post and Area of Service) Co H, 380th Inf, APO # 84	5. PLACE OF MEETING (City, State) Hosp Center, Sp 1783 Cp Carson, Colorado	

7. AFTER CAREFUL CONSIDERATION OF ALL INFORMATION OBTAINABLE AND A CRITICAL EXAMINATION, WE FIND THIS INDIVIDUAL UNFIT FOR MILITARY SERVICE BECAUSE OF:

(25) Feet, disorders of, incurred during service

Trench foot, bilateral, moderate. Incurred prior to 30 Nov 44 in Belgium after exposure to cold and wet weather. Disability manifested by pain and swelling of feet on prolonged weight bearing, excessive perspiration, and sensitivity to heat and cold.

DD FORM 1300-10

DATE OF ONSET OF DISEASE OR INJURY	DATE BECAME UNFIT FOR DUTY (Enter One Date)	ACCOMMODATED BY ACTIVE SERVICE (1)		EXCLUDED WHILE AWAY (2)		REGISTERED PRIOR TO ENTRY INTO SERVICE (3)		INCIDENT TO SERVICE (4)		INCURRED IN PRIVATE AVOCATION (5)		DUE TO MISCONDUCT (6)		IN LINE OF DUTY (7)	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Nov 44	30 Nov 44		X		X		X	NOT REQUIRED				X		X	

REMARKS (Identify by Box Number):

Incurred in authorized military activity - Yes

X-RAY OF CHEST HAS BEEN TAKEN WITHIN 90 DAYS AND REPORT IS FILED IN CURRENT CLINICAL RECORDS

IN ACCORDANCE WITH THESE FINDINGS, WE RECOMMEND THAT INDIVIDUAL BE DISCHARGED

8. PRESIDENT'S SIGNATURE (Sign Original only)	9. RECORDER'S SIGNATURE (Sign Original only)	10. THIRD MEMBER'S SIGNATURE (Not Required)
11. TYPED NAME AND GRADE WILLIAM H. CUTHRIE Capt, MC	12. TYPED NAME AND GRADE AARON TAYLOR 1st Lt, MC	13. TYPED NAME AND GRADE (Required) JAMES F. LYMAN Capt, MC
14. APPROVAL C. O. HOSPITAL DATE SIGNATURE (Sign Original only)	15. APPROVAL DISCHARGE AUTHORITY DATE SIGNATURE (Sign Original only)	16. APPROVAL DATE SIGNATURE (Sign Original only)
20. TYPED NAME AND GRADE	21. TYPED NAME AND GRADE By Order of Colonel POX: FRED P. BRIDHAM, 1st Lt, MAC Registrar	22. TYPED NAME AND GRADE

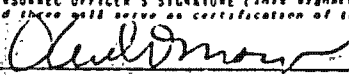
17. THE ADJUTANT GENERAL HEADQUARTERS **Hosp Center, Sp Carson, Colo.** DATE **20 Jul 45**

23. DATE INDIVIDUAL ENTERED ACTIVE SERVICE 2 Jul 43	24. PRIOR SERVICE (YEARS MONTHS) None	25. DATE OF LAST DISCHARGE, IF ANY	26. IF ABSENT FROM UNIT WHEN DISEASE WAS CONTRACTED OR INJURY RECEIVED, STATE CAUSE, PLACE, AND DATE
27. DATE INDIVIDUAL WAS DISCHARGED 28 Aug 45	28. DISCHARGED AT Cp Carson, Colo.	29. HONORABLY <input checked="" type="checkbox"/>	30. OTHER THAN HONORABLY (State)
		31. HAS INDIVIDUAL MADE SERVICE CLAIM? YES X NO	32. HAS INDIVIDUAL BEEN ON FOREIGN DUTY? YES X NO
		33. DOES SERVICE RECORD SHOW PARTICIPATION IN ACTION OR CAMPAIGN OR OTHER DISTINGUISHED SERVICE? YES X NO NO S/B	

PERMANENT ADDRESS FOR MAILING PURPOSES FOR LEGAL GUARDIAN OR VETERANS' FACILITY IF FURTHER CARE REQUIRED:

34. STREET OR R.F.D. NUMBER, CITY, COUNTY, AND STATE
Java, Walworth County, South Dakota

INDIVIDUAL WAS GIVEN OPPORTUNITY TO APPLY FOR PENSION - INDIVIDUAL WAS FURNISHED WITH A DISCHARGE CERTIFICATE

35. TYPED NAME AND GRADE OF PERSONNEL OFFICER REID D. BARR, 2nd Lt, MAC Asst Chief, Mail Pers Br	36. PERSONNEL OFFICER'S SIGNATURE (This signature on copies too and these will serve as certification of true copy) 
--	---

INSTRUCTIONS: Prepare original and two copies for: 1. The Adjutant General (in Service Record), 2. The Veterans Administration, 3. Discharge organization


U.S. G.P.O. FORM NO. 10 28 MAY 1948 SUPERSEDES U.S. G.P.O. FORM NO. 10, 21 AUGUST 1945, WHICH WILL NOT BE USED AFTER RECEIPT OF THIS EDITION.

10 APR 1972

MEMORANDUM FOR: Secretary, DDP/QSI - HMA Panel

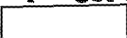
SUBJECT : Notification of Approval of
Quality Step Increase -
Calvin W. Hicks

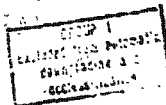
1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.


Harry B. Fisher
Director of Personnel

Distribution:w

- Orig & 1 - Addressee
- 1 - OPF - HICKS
- 1 - D/Pers Chrono
- 1 - C/SPD
- 1 - CSPS

OP/SPD  whg (6 Apr 72)



SECRET

17 March 1972

MEMORANDUM FOR: Director of Personnel

VIA : DDP/OP

SUBJECT : Request for Quality Step Increase.
Mr. Calvin W. Hicks

1. The GS-13 Evaluation Board for FY 1972, having carefully reviewed the performance of all officers in grade GS-13 according to the standards of HR 20-31a(3)(b), recommends Mr. Calvin W. Hicks for a Quality Step Increase.

2. Mr. Hicks performed in a superior manner as a paramilitary officer during the early years of his career, overseas and in Headquarters. A medical hold on overseas duty led to his assignment in 1967 to the Intelligence Watch/FI Staff where he has remained up to the present. Mr. Hicks has received overall ratings of "Strong" from 1968 through 1971, with his performance characterized as exceptionally proficient. Of the seven officers with whom he serves on a rotating basis, four are GS-14's. The FI Staff has recommended Mr. Hicks for promotion in 1968, 1969, 1971 and 1972, with a recommendation for QSI in 1970. None of these recommendations were approved.

3. The Board has noted that Mr. Hicks plans to retire in 1974 at the age of 50. In view of the very high regard in which he is held by the FI Staff; his record of sustained superior performance and his high dedication to the Agency, the Board recommends recognition in the form of a Quality Step Increase for Mr. Hicks.

Arthur E. Callahan

Arthur E. Callahan
Chairman

GS-13 Evaluation Board (FY 72)

CONCUR:

F. B. Howard *Mar 24 72*

Chief, SOD Date

APPROVED:

Carl W. Meyer *3/24/72*

Deputy Director for Plans Date

Robert L. Holt *Mar 24 1972*

Director of Personnel Date

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Note that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information, however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I: BIOGRAPHIC AND POSITION DATA				
EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH	SD	GRADE
056361	Hicks, Calvin W.	8 Nov 24	D	GS-13

SECTION II: HIGH SCHOOL			
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO

COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QT. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III: MARITAL STATUS		
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:		
2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)		
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)	
5. OCCUPATION	6. PRESENT EMPLOYER	
7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)	9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV: DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE					
	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

SECRET
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	BOOK ASSISTANCE
1.							
2.							

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (WPM)	2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM	
<input type="checkbox"/> CREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:	

SECTION VII SPECIAL QUALIFICATIONS
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS, OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII MILITARY SERVICE			
CURRENT DRAFT STATUS			
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. NEW CLASSIFICATION		
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON		
MILITARY RESERVE, NATIONAL GUARD STATUS*			
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG			
<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK		
3. EXPIRATION DATE OF CURRENT OBLIGATION			
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED			
5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED		
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)			
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	
			<input type="checkbox"/> RESIDENT <input type="checkbox"/> AGENCY-SPONSORED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS		
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP
		FROM TO
1.		
2.		
3.		

SECTION X REMARKS

DATE <i>8 Jan 1971</i>	SIGNATURE OF EMPLOYEE <i>Robert R. High</i>
---------------------------	--

SECRET

FILE COPY OF STANDARD FORM 56
"AGENCY CERTIFICATION OF INSURANCE STATUS—
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM"

on file with the Retirement Operations Branch,
Office of Personnel (x3257).

SECRET

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

- 1 FOLLOW THESE GENERAL INSTRUCTIONS:**
- Read the back of the "Duplicate" carefully before you fill in the form.
 - Fill in BOTH COPIES of the form. Type or use ink.
 - Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) HICKS,	(first) CALVIN	(middle) WILSON	DATE OF BIRTH (month, day, year) NOV. 8, 1924	SOCIAL SECURITY NUMBER 504 16 4915
EMPLOYING DEPARTMENT OR AGENCY 056361			LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you **WANT BOTH optional and regular insurance**

(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you **DO NOT WANT OPTIONAL** but do want regular insurance

(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it, I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you **WANT NEITHER regular nor optional insurance**

(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and, unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

Calvin W. Hicks

DATE

14 February 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
PERSONNEL
FEB 16 9 57 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-7
JANUARY 1953
(For use only until April 14, 1968)
176-221

SECRET

31 AUG 1967

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Expression of Appreciation and Commendation for the Intelligence Watch.

1. I wish to express my appreciation and personal praise for the performance of the FI/Intelligence Watch during the height of the recent Middle East crisis. I am informed that the Ara.-Israeli war and its aftermath were primary factors which resulted in the Watch processing for the month of June the highest number of disseminations since its establishment. The Watch was particularly helpful to this Division in ensuring that the dissemination of the reporting on the Middle East situation was not only rapidly disseminated locally to the Intelligence Community but also promptly relayed to interested overseas military commands and CIA field stations.

2. The judgment shown by Watch officers, often under trying circumstances, was invariably sound and helpful. The worth of the Watch, particularly during the crisis situation, was once more demonstrated to all of us in NE Division.

JAMES H. CRITCHFIELD
Chief, Near East and
South Asia Division

Distribution:

- Orig and 1 - Addressee
- 1 - C/NE
- ✓ 1 - C/FI/INT CALVIN HICKS
- 1 - C/FI/INT/IW
- 1 - Official Copy

CNE INTEL:DLConnelly:vb/5425 (30 August 1967)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-5	NAME OF EMPLOYEE			OFFICE/COMPONENT 24-29
	LAST (Print)	FIRST 6-23	MIDDLE	
56361	HICKS	CALVIN	W	50

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT 39-41
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	26	27-28	29-30	31-32	33-34	35-36	37-38	555
	1	08	27	53				

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			APER(S)	OMIT 39-41
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	26	27-28	29-30	31-32	33-34	35-36	37-38	

SOURCE OF RECORD DOCUMENT

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. 1A-33511	DOCUMENT DATE/PERIOD 08/27/53
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REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED	
FISCAL DIVISION	DATE	SIGNATURE	
<input checked="" type="checkbox"/> FINANCE DIVISION	16 SEPTEMBER '53		

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE										
560282 MAY 165										
TO: Office of Personnel, Statistical Reporting Branch, ROOM 5 E. 2506 Headquarters										
EMPLOYEE SERIAL NO. 1-4	NAME OF EMPLOYEE						OFFICE/COMPONENT			
	LAST <i>(Print)</i>	FIRST			MIDDLE		25-28			
056361	HICKS	Calvin			W.		49 WH			
INSTRUCTIONS										
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (<i>One only</i>). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.										
PCS DATES OF SERVICE										
TYPE OF DATA 1. PCS (<i>Basic</i>) 3. CORRECTION 5. CANCELLATION	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT	
		MONTH	DAY	YEAR	MONTH	DAY	YEAR			
	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42	
TDY DATES OF SERVICE										
TYPE OF DATA 2. TDY (<i>Basic</i>) X 4. CORRECTION 6. CANCELLATION	CODE	DEPARTURE			RETURN			AREA(S)	OMIT	
		MONTH	DAY	YEAR	MONTH	DAY	YEAR			
	2	04	01	65	04	06	65	211 WH (San Juan, PR)	40-42	
SOURCE OF RECORD DOCUMENT										
<input checked="" type="checkbox"/>	TRAVEL VOUCHER WH-881-65				DISPATCH					
<input type="checkbox"/>	CABLE				DUTY STATUS OR TIME AND ATTENDANCE REPORT					
<input type="checkbox"/>	OTHER (<i>Specify</i>)									
DOCUMENT IDENTIFICATION NO.					DOCUMENT DATE/PERIOD					
					4/1/65 @ 1045 - 4/6/65 @ 1900					
REMARKS										
No leave										
PREPARED BY			<input checked="" type="checkbox"/>	REPORT ANNOTATED ON SOURCE DOCUMENT			ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED			
<input checked="" type="checkbox"/>	C & L DIVISION		DATE		SIGNATURE					
<input type="checkbox"/>	C & T DIVISION		4/23/65		dsv					

SECRET

(Do Not Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-6 56361	(Print) HICAS	7-24 CALVIN	 W.	28-26 58

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (Omit only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1				04	25	64		555

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

	SEPT 8, 1966
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REMARKS

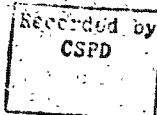
PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	9/26/66	Harrison L. Fabner

FORM 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

SECRET



9 November 1960

MEMORANDUM FOR: Chief, NE
FROM : William T. Hornaday, formerly [redacted]
SUBJECT : Letter of Commendation for Calvin W. Hicks

1. This is a letter of commendation for Calvin W. Hicks for the period of 7 January - 25 August 1960. During this time he served under my command on the staff of ACFVIA Project. His assignment was Operations Officer on the ACFVIA staff, and Chief Operations Officer for the United States element of the Joint Operations Staff, serving opposite a like officer from the Allied service.

2. Hicks at all times was an outstanding member of the staff. He was zealous in his efforts to improve operational techniques, to increase operational assets, and to insure that these assets were of trustworthy nature and were highly trained and qualified. His foremost thoughts were always centered on what was best for the interests of the United States. He was practical, unremitting in his efforts, and hard-headed in his analysis of how best to deal with the Allied partners for the best interests of the United States. He was a sound staff officer, offering sound operational advice to his commander, and always submitting staff work in completed form. After giving strong support to the courses of action recommended by him, he never failed to give complete support to his commander after a decision was made, even though it controverted the course he favored.

3. Mr. Hicks has been a GS-12 since November 1956. He has amply demonstrated his complete qualifications to perform the duties of the next higher grade, and it is my conviction he has earned the right to early consideration for promotion.

4. I shall always welcome any opportunity that permits Mr. Hicks to serve with me again.

William T. Hornaday

SECRET

S E C R E T

25 May 1961

MEMORANDUM FOR: Chief, Finance Division
 FROM : Chief, WH/L/Support Staff
 SUBJECT : Premium Pay

Due to the recent reduction in heavy workload requirements, the following employees are no longer entitled to Premium Pay. It is requested that this entitlement be discontinued effective C.O.B. 27 May 1961. Their salaries are chargeable to Allotment #535-5000-8021.

[Redacted]

HIGNS, Calvin W.

[Redacted]

NAPOLI, Louis P.
 SEEHAFER, Ralph G.
 SILEO, Anthony L.

[Redacted]

El Schmidt Jr

Chief, WH/L/Support

Distribution:

- 2 - Chief, Finance Division (ea. employee)
- 2 - Director of Personnel (ea. employee)

S E C R E T

SECRET

11 January 1961

TO : Director of Personnel
 FROM : Chief, WPD
 SUBJECT: Additional Compensation in Lieu of Overtime Payment

REF: Memo dated 11 January 1961 from SSA/DPS to DD/S,
 approved by DD/S, Subject: "Employee Benefits for
 JPATS Personnel"; and Memo dated 22 December 1960
 from ADD(P) to Deputy Director (Plans), Subject:
 "Employee Benefits for Personnel Assigned to JPATS".

In accordance with referenced memoranda, it is requested that the personnel listed below be authorized to receive additional compensation effective 8 January 1961, at the rate of 15% of their respective rates of basic annual compensation (but not to exceed the ~~basic~~ rate for a GS-9) in lieu of payment of the regular overtime rates for irregular, unscheduled and frequent overtime.

NAME	EMPLOYEE Serial No.	TITLE	SALARY
ESTERLINE, Jacob D.	56788	OPS Officer	\$18,055
[REDACTED]	509360	OPS Officer	12,990
[REDACTED]	229360	OPS Officer	14,055
WILLIAMS, David A.	654300	OPS Officer	12,730
[REDACTED]	612616	OPS Officer	12,210
[REDACTED]	064736	OPS Officer	12,730
PERKINS, John D.	56093	OPS Officer	11,675
[REDACTED]	59794	Instructor (OPS)	8,955
HINGS, Calvin W.	56361	Guerrilla Warfare Officer	9,475
RILEY, James	60471	OPS Officer	8,950
SILBO, Anthony L.	559127	OPS Officer	7,320
[REDACTED]	60218	Instructor (OPS)	8,955
[REDACTED]	059517	OPS Officer	11,155
RYNOLDS, Robert	55407	OPS Officer	12,470
[REDACTED]	62245	Instructor (OPS)	12,470
BOGGS, Pravel S.	61901	OPS Officer	8,475
[REDACTED]	57840	OPS Officer	9,215
CHRISTIAN, Sander J.	56622	ADM Officer	7,820
FORBES, David S.	63385	OPS Officer	12,210
YANT, William L.	559198	OPS Officer	9,215

All the above employees are on Allotment #535-5000-8021.

Edmund D. Echols
 EDMUND D. ECHOLS

J. King
 J. KING
 Chief, WPD

SECRET

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(When Filled In)

T-X-R

INSTRUCTIONS: COMPLETE IN DUPLICATE. THE DATA RECORDED ON THIS FORM IS ESSENTIAL IN DETERMINING TRAVEL EXPENSES ALLOWABLE IN CONNECTION WITH LEAVE AT GOVERNMENT EXPENSE, OVERSEAS DUTY, RETURN TO RESIDENCE UPON SEPARATION, AND FOR PROVIDING CURRENT RESIDENCE AND DEPENDENCY INFORMATION REQUIRED IN THE EVENT OF AN EMPLOYEE EMERGENCY. THE ORIGINAL OF THIS FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

1. NAME OF EMPLOYEE (Last) (First) (Middle)		
HICKS CALVIN WILSON		
RESIDENCE DATA		
PLACE OF RESIDENCE WHEN APPOINTED	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)	
JAVA, S. DAK.		
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE		
JAVA, S. DAK.		
2. MARITAL STATUS		
CHECK (X) ONE: <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED		
IF MARRIED, INDICATE PLACE OF MARRIAGE	DATE OF MARRIAGE	
PETERSBURG, VIRGINIA	29 Dec 1957	
IF DIVORCED, PLACE OF DIVORCE DECREE	DATE OF DECREE	
IF WIDOWED, INDICATE PLACE SPOUSE DIED	DATE SPOUSE DIED	
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)		
3. MEMBERS OF FAMILY		
NAME OF SPOUSE	ADDRESS (No., Street, City, Zone, State)	TELEPHONE NUMBER
CATHERINE LOUISE	JAVA, S. DAK.	
NAMES OF CHILDREN	ADDRESS	SEX AGE
THELMA LOUISE MILHAEL CALVIN MARY CATHERINE LISA ANNE	JAVA, S. DAK.	FE 5 M 4 FE 2 FE 9 mo.
NAME OF FATHER (Or male guardian)	ADDRESS	TELEPHONE NUMBER
GEORGE W. HICKS	JAVA, S. DAK.	
NAME OF MOTHER (Or female guardian)	ADDRESS	TELEPHONE NUMBER
ANGELINE JOAN	JAVA, S. DAK.	
WHAT MEMBER(S) OF YOUR FAMILY HAS BEEN TOLD OF YOUR AFFILIATION WITH THE AGENCY FOR EMERGENCY PURPOSES?		
(GEORGE HICKS (Father))		
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP	
HICKS, GEORGE WILSON	FATHER	
HOME ADDRESS (No., Street, City, Zone, State)	HOME TELEPHONE NUMBER	
BOX H, JAVA, S. DAK.		
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE	BUSINESS TELEPHONE & EXTENSION	
BOX H, JAVA, S. DAK.		
IS THE INDIVIDUAL NAMED ABOVE HAVING OF YOUR AGENCY AFFILIATION?		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF?		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE?		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
THE PERSONS NAMED IN ITEM 3 ABOVE MAY ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.		
5. VOLUNTARY ENTRIES		
INDICATE ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS		
CONTINUED ON REVERSE SIDE		
CURRENT RESIDENCE AND DEPENDENCY REPORT		

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5. (CONTINUED)

IN WHOSE NAME(S) ARE THE ACCOUNTS LISTED?

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? YES NO. IF "YES", WHERE IS DOCUMENT LOCATED?

HAVE YOU EXECUTED A POWER OF ATTORNEY? YES NO. IF "YES", WHO POSSESSES THE POWER OF ATTORNEY?

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

I have a safety deposit box with instructions concerning my personal and financial affairs located in the First National Bank in Mobile, S. Cal.
Only GEORGE W. HICKS (father)
Mary J. Hicks (mother)
Charles L. HICKS (Uncle)
have access to this box.

SIGNED AT

Washington, D.C.

DATE

14 July 1958

SIGNATURE

Calvin W. Hicks

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Various pre 1960
Personnel documents
i.e. applications, etc