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SECRET  
(If Not Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED <b>14 JUNE 72</b>			
1. SERIAL NUMBER <b>056043</b>									
2. NATURE OF PERSONNEL ACTION <b>RETIREMENT - CIARD INVOLUNTARY</b> <i>Conversion from FRB Status</i>				6. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>06 30 72</b>		3. CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
4. FUNDS V TO V CF TO V		V TO CF CF TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE <b>2136-1187</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel) <b>PL 88-643 Sec 235(a)</b>			
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/EUR DIVISION FOREIGN FIELD</b>				10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE <b>CHIEF OF STATION (16)</b>		12. POSITION NUMBER <b>0296</b>		13. CAREER SERVICE DESIGNATION <b>D</b>					
14. CLASSIFICATION SCHEDULE (GS, I.B, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.05</b>		16. GRADE AND STEP <b>16 B 6</b>		17. SALARY OR RATE <del>XXXXX 83694</del> <b>34623</b>			
18. REMARKS <b>1 cc PAYROLL</b>									
				18 SIGNED <b>6/15/72</b>		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>6/16</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19 ACTION CODE <b>45</b>	20 EMPLOY CODE <b>10</b>	21 OFFICE CODING NUMERIC ALPHABETIC		22 STATION CODE	23 INTEGRAL CODE	24 POSTS CODE <b>3</b>	25 DATE OF BIRTH MO. DA. YR. <b>11 11 25</b>	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LSI MO. DA. YR.
28 NTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1-CSI 2-OTHER 3-FIELD 4-NONE		31 SEPARATION DATA CODE <b>0,60,00,0,0</b>	32 CORRECTION CANCELLATION DATA MO. DA. YR.		33 SECURITY REG. NO.		34 SER
35 NET PREFERENCE CODE 0-NONE 1-3 FT 2-10 FT	36 SERV COMP DATE MO. DA. YR.	37 LONG COMP DATE MO. DA. YR.	38 CAREER CATEGORY TAB/BISS PROV/TEMP		39 FECA/HEALTH INSURANCE CODE CODE 0-NET/WR 1-REG 2-REG/OPT 3-INELIGIBLE	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 STATE CODE GROUP.			
45 POSITION CONTROL CERTIFICATION <b>6-28-72</b>						DATE APPROVED <b>28 June 72</b>			

Executive Registry  
123646

28 JUN 1972

[Redacted]

Dear [Redacted]

As you reach the end of your active career of Government service, I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement.

You have been privileged to face the challenge of important responsibilities during your more than twenty-five years of service to your country. The success with which you have met this challenge should be a source of lasting pride to you.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done and my warmest hopes that you will find full enjoyment in the years ahead.

Sincerely,

for Richard Helms

Richard Helms  
Director

Distribution:

- 0 - Addressee
- 1 - DDCI
- 1 - ER
- 1 - D/Pers
- 1 - OPF
- 1 - RCB Soft File
- 1 - ROB Reader

/s/Harry E. Fisher

26 JUN 1972

Originator:

Director of Personnel

OP/RAD/ROB [Redacted] 3257 (21 June 1972)

ADMINISTRATIVE - INTERNAL USE ONLY

30 June 1972

MEMORANDUM FOR THE RECORD

SUBJECT : Retirement -

1. The retirement of Subject, effected as a result of a memorandum from the Head of his Career Service stating that he is surplus to the needs of the Service and that his retirement will be recommended to the Director under the provisions of the CIA Retirement and Disability System pertaining to involuntary retirement, in no way implies an adverse action. Subject signed an application for retirement of his own volition in order to qualify for an immediate retirement annuity. The liberalized criteria for such separations was established by the Agency to parallel similar actions under the Civil Service Retirement System in accordance with FPM Letter No. 831-23, dated 10 December 1969.

2. Any inquiry received concerning the nature of the separation of Subject from the Agency should be confirmed simply as a retirement.

Chief  
Retirement Affairs Division

ADMINISTRATIVE - INTERNAL USE ONLY

SECRET

CONFIDENTIAL

12 MAY 1972

MEMORANDUM FOR :

SUBJECT : Involuntary Retirement Under the CIA Retirement  
and Disability System

1. This will confirm a previous discussion with you concerning the problem of a surplus in your career service of on-duty strength in relation to new reduced ceiling and the consequent need to effect a reduction in personnel. At that time you indicated your willingness to assist your career service in reaching its reduced personnel ceiling by accepting involuntary retirement.

2. Accordingly, and in order to establish the necessary conditions for involuntary retirement under CIARDS, I have determined that you are surplus to the needs of your career service and will recommend your retirement to the Director, effective 30 June 1972.

3. I urge you to contact the Retirement Affairs Division, Office of Personnel, where every effort will be made to provide whatever information and assistance you may need in preparing for your proposed retirement.

Thomas H. Karanessinos  
Deputy Director for Plans

NOTED: 19 June 1972

SECRET

CONFIDENTIAL

Executive Registry  
17-2506

CIA RETIREMENT AND DISABILITY SYSTEM  
Request for Retirement

I. Name of Applicant : [redacted] DOB : 11 November 1925  
Grade : GS-16 Position : Chief of Station, [redacted]  
Office/Division : European Division  
Career Service : Clandestine Service

II. Date Requested for Retirement : 30 June 1972 (Involuntary)  
Age at that Date : 46  
Years of Creditable Service : 25  
Years of Agency Service : 21  
Years of Qualifying Service : 13

11/11/55  
03/25/61  
03/25/61  
03/25/61  
03/25/61  
03/25/61  
03/25/61  
03/25/61

III. Applicant's Career Service  
Recommends :  Approval  Disapproval  
Reasons for recommending disapproval \_\_\_\_\_

IV. Retirement Board  
Recommends :  Approval  Disapproval  
Reasons for recommending disapproval \_\_\_\_\_

V. Director of Personnel  
Recommends :  Approval  Disapproval  
Reasons for recommending disapproval \_\_\_\_\_

Director of Personnel /s/ Harry E. Fisher

20 JUN 1972

Director of Personnel

Date

VI. Action by Director of Central Intelligence :  Approved  Disapproved

Director of Central Intelligence

Date

CONFIDENTIAL

CONFIDENTIAL

EYES ONLY

5 May 1970

MEMORANDUM FOR: Secretary, CSCS Board

SUBJECT : Recommendation for Promotion to GS-17 -  
[redacted]

1. It is recommended that [redacted] be promoted to GS-17. He has been in grade as GS-16 since June 1965 and has served as COS in [redacted] since August 1967. His previous assignment was as Deputy Chief, SB Division.

2. The reasons for this promotion are amply covered in my fitness report of this same date. I have just returned from an extensive trip through the European area, during which I had a chance to see and talk with a very large number of officers [redacted] is one of two whom I am recommending for promotion as a result. He is one of our very finest station chiefs, possessed of imagination, intellect and ability personally to handle operations which very few of his colleagues can match. He is one of those on whom the future of the Organization is going to depend, and I believe that the promotion is more than justified.

/s/

[redacted]  
Chief  
European Division

13 August 1970

Acting Chief, EUR Division, confirmed this nomination for the

Fall 1970 Review.

[redacted]  
Secretary, Clandestine Service  
Career Service Bd

*Not Promoted by  
CSCS Board  
Apr 70*

EYES ONLY

SECRET



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED										
1 SERIAL NUMBER 056013										10 AU: 67										
3 NATURE OF PERSONNEL ACTION REASSIGNMENT						4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 27 67			5 CATEGORY OF EMPLOYMENT REGULAR											
6 FUNDS		V TO V		V TO CP		7 FINANCIAL ANALYSIS NO CHARGEABLE 8136 1187			8 LEGAL AUTHORITY (Completed by Office of Personnel)											
CF TO V		XX		CF TO CP		9 ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD														
10 LOCATION OF OFFICIAL STATION						11 POSITION TITLE ATTACHE CHIEF OF STATION														
12 POSITION NUMBER 0296						13 CAREER SERVICE DESIGNATION D														
14 CLASSIFICATION SCHEDULE (GS, LB, etc.) FSR GS			15 OCCUPATIONAL SERIES 0136.05			16 GRADE AND STEP 03 2 16 3			17 SALARY OR RATE 16,391 ✓ \$ 21,415 ✓											
18 REMARKS FROM DDP/SB #0002 SB CONCURS PER [ ] X Wash., D.C. DCI, Approval 27 Jan 67																				
DATE SIGNED 1/14/67				DATE SIGNED 8/16/67				SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19 ACTION CODE 37																				
20 EMP. OF CODE 10																				
21 OFFICE CODING NUMERIC ALPHABETIC 44550 EUR																				
22 STATION CODE 06543																				
23 MESSAGE CODE 5																				
24 POSTERS CODE 3																				
25 DATE OF BIRTH MO DA YR 11 11 25																				
26 DATE OF GRADE MO. GA. YR.																				
27 DATE OF LEI MO. GA. YR.																				
28 NIE EXPIRES MO DA YR			29 SPECIAL REFERENCE 1-ESA 2-TICA 3-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. GA. YR.			38 CAREER CATEGORY CODE			39 FEGLI/HEALTH INSURANCE CODE CODE 0-MAINT 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 STATE CODE								
45 POSITION CONTROL CERTIFICATION FORM: SB!										46 DDP APPROVAL 8-18-67 amw		DATE APPROVED (1676)								

SECRET

		2. DATE OF BIRTH Nov. 11 1925	3. GRADE GS-16
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/SB		5. PRESENT POSITION DC/SB	6. EMPLOYEE EXTENSION 7438
		8. PROPOSED POSITION (Title, Number, Grade) COX 0296	
9. TYPE OF COVER AT NEW STATION Integree		10. ESTIMATED DATE OF DEPARTURE 25 Aug 67	11. NO. OF DEPENDENTS TO ACCOMPANY four
12. COMMENTS  89's attached to OMS copies 259 a forwarded direct. Subject on TDY standby until November 1967. Request evaluation for above PCS.			
13. DATE OF REQUEST 28 July 1967		14. ROOM NUMBER AND BUILDING 4B-01 Hqs.	15. EXTENSION 6913
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION  QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS <i>FELT</i> Chairman, Overseas Candidate Review Panel			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

SECRET

CD, P. 1571

19 JAN 1967

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Plans

SUBJECT : Appointment of [redacted]  
as Chief of Station, [redacted]

1. The appointment of [redacted] as Chief of Station, [redacted] effective on or about 15 June 1967, is recommended. Mr. Bagley would replace [redacted]

2. [redacted] has been an employee of the Agency since July 1950, and is presently assigned as an Operations Officer, Deputy Chief, Soviet Bloc Division, GS-16. A biographic profile, including information regarding his Agency experience and training, is attached.

[redacted]  
Rolfe Kingsley  
Chief  
European Division

1 Attachment  
Biographic Profile (Parts 1 & 2)

APPROVAL RECOMMENDED:

[Signature]  
Deputy Director for Plans

25 Jan 67  
Date

The recommendation in paragraph 1 is APPROVED:

[Signature]  
Director of Central Intelligence

27 JAN 1967  
Date

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

~~SECRET~~

3 October 1966

MEMORANDUM FOR: Mr. [redacted]  
Secretary  
Clandestine Services  
Career Service Board

SUBJECT: Mr. [redacted]  
Promotion to GS-17

1. [redacted] was promoted to GS-16 on 6 June 1965. At that time he was Chief, CI Group, SR Division. On 1 September 1965 he was appointed Deputy Division Chief, SR Division. As his fitness reports attest, his performance in that position was outstanding and when in May 1966 the Soviet Bloc Division was created he was named Deputy Division Chief of the new Division.

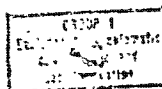
2. There is little that need be added to previous fitness reports in my evaluation of [redacted] current performance. It continues to be that of a dedicated and gifted officer whose energies and extensive substantive knowledge make a vital contribution to one of the top priority programs of the Clandestine Services. Much more important, in considering [redacted] for promotion to the next level of the supergrades, is his potential for additional growth and responsibility. He would be capable now of taking charge of a field station, particularly one with [redacted]

[redacted] With time (he is forty-one) he will be capable of assuming the senior position in any division or staff in the CS. He is clearly one of the outstanding officers in our service.

[redacted]  
DAVID G. MURPHY  
Chief, Soviet Bloc Division

*Not Approved by  
CSIS Board*

SECRET



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED			
1 SERIAL NUMBER / 2 NAME (Last-First-Middle)										27 December 1966			
3 NATURE OF PERSONNEL ACTION										4 EFFECTIVE DATE REQUESTED		5 CATEGORY OF EMPLOYMENT	
REASSIGNMENT										MONTH DAY YEAR 12 16 66		REGULAR	
6 FUNDS				7 FINANCIAL ANALYSIS NO CHARGEABLE		8 LEGAL AUTHORITY (Completed by Office of Personnel)							
V TO V C TO V XXX C TO C				7134 0573 0000									
9 ORGANIZATIONAL DESIGNATIONS										10 LOCATION OF OFFICIAL STATION			
DDP SB DIVISION OFFICE OF THE CHIEF										WASHINGTON, D.C.			
11 POSITION TITLE										12 POSITION NUMBER		13 CAREER SERVICE DESIGNATION	
POL OFFICER 2ND SEC OPS OFFICER - D DIV CH (SG)										0002		D	
14 CLASSIFICATION SCHEME (GA, LB, etc.)				15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE					
FSS GS				0136.01		01 1 16 2		\$ 15,841 20,745 ✓					
18 REMARKS													
DATE SIGNED													
12/27/66													
DATE SIGNED													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19 ACTION CODE													
37 1P 19640 SB 15013													
20 EMP. CODE													
21 OFFICE CODING													
22 STATION CODE													
23 INTER. CODE													
24 HOURS CODE													
25 DATE OF BIRTH													
11 11 25													
26 DATE OF GRACE													
27 DATE OF LEI													
28 APT. EMPLOYED													
29 SPECIAL ASSIGNMENT													
30 RETIREMENT DATA													
31 SEPARATION DATA CODE													
32 CORRECTION / CANCELLATION DATA													
EOD DATA													
33 SECURITY													
34 SEX													
35 NET PRESENCE													
36 SERV. LEAV. DATE													
37 LONG COMP. DATE													
38 CAREER CATEGORY													
39 REG. HEALTH INSURANCE													
40 SOCIAL SECURITY NO.													
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE													
42 LEAVE CAT. CODE													
43 FEDERAL TAX DATA													
44 STATE TAX DATA													
45 POSITION SERVICE COMPLETION													
10-27-66 125													
DATE APPROVED													
30 DEC 1966													

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET  
(When Filled In)

D 48

REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
1 SERIAL NUMBER 056043						2 NAME (Last-First-Middle)			
3 NATURE OF PERSONNEL ACTION <b>DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM</b>				4 EFFECTIVE DATE REQUESTED MONTH: 07 DAY: 03 YEAR: 66		5 CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6 FUNDS V TO V CF TO V		V TO CF <input checked="" type="checkbox"/> CF TO CF		7 COST CENTER NO CHARGEABLE 6134-0573		8 LEGAL AUTHORITY (Completed by Office of Personnel) <b>PL 88-643 Sect. 203</b>			
9 ORGANIZATIONAL DESIGNATIONS DDP/SR				10 LOCATION OF OFFICIAL STATION WASHINGTON, D. C.					
11 POSITION TITLE				12 POSITION NUMBER		13 CAREER SERVICE DESIGNATION D			
14 CLASSIFICATION SCHEDULE (GS, FR, etc.)		15 OCCUPATIONAL SERIES		16 GRADE AND STEP 16		17 SALARY OR RATE 5			
10. REMARKS <b>EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.</b>									
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 INTERSEE CODE	24 MONTHS		25 DATE OF BIRTH MO. DA. YR.	
26 NET CHANGES MO. DA. YR.		29 SPECIAL REFERENCE	30 RETIREMENT DATA 1-CSE 3-TIRA 5-WOM CODE: 2		31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE MO. DA. YR.		33 SECURITY CR. 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 CAREER PERS. TEMP. CODE		39 FIELD/PLACEMENT/STAGE CODE 0-WAIVER 1-NS HEALTH INS. CODE	
41 PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NONE 1-NO PREVIOUS SERVICE 2-RECAL IN SERVICE (SIS FOR 3 YEARS) 3-RECAL 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 STATE CODE		45 STATE TAX DATA	
46 POSITION CONTROL CERTIFICATION				47 OF APPROVAL 4/2/66 161 See memo signed by DPP on dated 17/66		DATE APPROVED			

SECRET

S E C R E T

DD/P 6-1089

16 March 1966

MEMORANDUM FOR: All Staff and Division Chiefs

SUBJECT : Appointment of a Clandestine Services  
Career Trainee Selection Board

1. A Clandestine Services Career Trainee Selection Board (hereafter called The Board) is hereby appointed, composed of the following officers:



Member  
Member  
Chairman  
Member  
Member

2. The Board will review all files and assessments of CTs who have finished the Operational Familiarization Course, and who are candidates for admission to the Clandestine Services. The Board will interview each candidate and, after due deliberation, will either accept or reject the CT for service in the Clandestine Services. Rejection by The Board will preclude the attendance by the CT at the Operations Course. CT's so rejected will be turned back to the CIA Office of Personnel for disposition.

3. In interviewing the CT candidate The Board will:

a. Attempt to determine the CT's motivation and suitability for service in the CS.

b. Evaluate the CT's training to date based on his record in the Introduction to Communism, Agency Orientation, Introduction to Intelligence Techniques and the Operational Familiarization Course. If the CT has served in an attached capacity with one of the Staffs or Divisions upon completion of the OFC, the assessment of that Staff or Division on the CT's performance and potential will be taken into consideration on his overall evaluation.

c. Review the CT's assessment by the A & E Staff.

S E C R E T

S E C R E T

2

d. Attempt to determine the following:

(1) The CT's willingness to serve overseas as directed by the CS.

(2) The mobility and suitability of the CT's family, if any, for overseas service.

(3) What future does the CT foresee for himself in the CS. Where does he want to go; where does he think he is going.

(4) Any reservation the CT may express or imply as to his participation in the Special Operations Course.

(5) Such other items as The Board may consider relevant in the interview of specific candidates.

e. Prepare a Memorandum of Record expressing the opinion of The Board and any observations or recommendations The Board may wish to record on its interview of the CT. Such M/R will become a part of the permanent file of the CT.

4. The Board will meet beginning on April 13, 1966, in Room 3-C-28, for half days, and will continue until all CT's are interviewed. The Chairman may call for such additional sessions as are necessary to complete The Board's work.

5. DDP/TRO will act as Secretary to The Board and will be responsible for coordination with OTR to ensure the presence of the CT's for the interview and that appropriate assessment records in the hands of OTR are available to The Board.

6. CSPS will provide administrative support to The Board, and will ensure that CT's now attached to the Staffs and Divisions are present for the interview and

S E C R E T




SECRET

3

that the assessment by the Staffs and Divisions is available to The Board.

7. The method of CT selection outlined above supersedes previous selection procedures employed by the CS in determining CT acceptance into the CS.

  
Desmond FitzGerald  
Deputy Director for Plans

**Distribution:**

- 2 - each Staff & Division Chief
- 1 - each DDP Training Officer
- 1 - each DDP Senior Training Officer
- 1 - DC/FI
- 1 - DC/SR
- 1 - C/SOD
- 1 - DC/CA
- 1 - DC/WE
- 5 - C/CSPS (for file)
- 1 - Director of Training
- 1 - Deputy Director of Training
- 1 - Chief, Career Trainee Program
- 1 - COS/Isolation

SECRET

S E C R E T  
(When Filled In)

14 July 1966

MEMORANDUM FOR:   
THROUGH : Head of CS Career Service  
SUBJECT : Notification of Designation as a Participant in  
the CIA Retirement and Disability System

My recent memorandum on the above subject informed you that I had determined that you met the criteria specified in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. On the basis of this determination and your recently executed election to remain in the System, your designation as a participant was made effective 3 July 1966.

W. Emmett D. Echols  
Director of Personnel

S E C R E T

GROUP 1  
Excluded from automatic  
downgrading and declassification

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 1 SEPTEMBER 1965	
1 SERIAL NUMBER 056043		2 NAME (Last-First-Middle)			
3 NATURE OF PERSONNEL ACTION REASSIGNMENT		4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 01 65		5 CATEGORY OF EMPLOYMENT REGULAR	
6 FUNDS V TO V CF TO V XX CF TO CF		7 COST CENTER NO. CHANGEABLE 6134-0573		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
9 ORGANIZATIONAL DESIGNATIONS DDP SR DIVISION OFFICE OF THE CHIEF		10 LOCATION OF OFFICIAL STATION WASHINGTON, D.C.			
11 POSITION TITLE POL OFFICER 2nd SEC OPS OFFICER -D DIV CH		12 POSITION NUMBER 0002		13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION SCHEDULE (GS, LS, etc.) FSR GS		15 OCCUPATIONAL SER. 0136.01		16 GRADE AND STEP 04 2 16 1	
				17 SALARY OR RATE 12,495 - \$18,935 -	
18 REMARKS REPLACING [redacted] <i>transferring to WE/ottawa.</i> FROM: SR, COUNTERINTELLIGENCE GROUP OFFICE OF THE CHIEF POSITION NO. 0985					
DATE SIGNED 9/1/65 [signature]					
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 INTERLE CODE	24 HQ/RTS CODE
					25 DATE OF BIRTH MO. DA. YR. 11 11 25
26 DATE OF GRADE	27 DATE OF LEI	28 SPECIAL REFERENCE	29 RETIREMENT DATA 1-ESC 2-FICA 3-NONE	30 SEPARATION DATA CODE	31 CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.
32 SECURITY REQ NO	33 SEC	34 SOCIAL SECURITY NO	35 VET PREFERENCE CODE 3-NONE 1-5 PT 2-10 PT	36 SEPA. COMP DATE MO. DA. YR.	37 LONG COMP DATE MO. DA. YR.
38 CAREER CATEGORY CAR. RES. PROB. TEMP	39 FEEDBACK HEALTH INSURANCE CODE CODE 3-NONE 1-YES	40 SOCIAL SECURITY NO	41 FEDERAL GOVERNMENT SERVICE DATA CODE 0-NONE 1-82 EARLIER SERVICE 2-82 LATER SERVICE 3-82 EARLIER & LATER SERVICE (LESS THAN 3 YEARS) 4-82 EARLIER & LATER SERVICE (MORE THAN 3 YEARS)	42 LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS FORM REQUIRED 1-TS 2-NO
44 STATE TAX DATA CODE NO. TAX STATE CONC. TEMP	45 OP APPROVAL	46 DATE APPROVED	[signature]		

Received by [redacted]

SECRET

(U.S. Form 10)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED				
1 SERIAL NUMBER 056043		2 NAME (Last-First-Middle)			16 March 1965				
3 NATURE OF PERSONNEL ACTION PROMOTION			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 6 6 65		5 CATEGORY OF EMPLOYMENT REGULAR				
6 FUNDS		7 COST CENTER NO CHARGE 5134-0573-0000		8 LEGAL AUTHORITY (Completed by Office of Personnel)					
9 ORGANIZATIONAL DESIGNATIONS DDP SR DIVISION <del>DR OF DR COUNTERINTELLIGENCE GROUP</del> OFFICE OF THE CHIEF			10 LOCATION OF OFFICIAL STATION WASH., D.C.						
11 POSITION TITLE Pol Officer and Sec OPS OFFICER DR CH			12 POSITION NUMBER 0985		13 CAREER SERVICE DESIGNATION D				
14 CLASSIFICATION SCHEDULE (G.S., F.R., etc.) F.S.R. GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 0-1 2 16 1		17 SALARY OF RATE 17 195 \$ 23,935			
18 REMARKS cc: Payroll									
18A SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		17 March 1965			
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 INTEREST CODE	24 HOURLY CODE	25 DATE OF BIRTH MO. DA. YR.	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-ESC 2-FEA 3-NONE		31 SEPARATION DATA CODE	32 CORRECTION-CANCELLATION DATA TYPE MO. DA. YR.	33 SECURITY REU NO		34 SER	
35 WET. PREFERENCE CODE 1-NONE 2-5 YR 3-10 YR	36 SERV COMP DATE MO. DA. YR.	37 LONG COMP DATE MO. DA. YR.	38 CAREER CATEGORY CODE	39 REG. HEALTH IMP. RAS'G CODE 0-NOT/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 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		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 STATE COOP REAMP.		
45 POSITION CONTROL CERTIFICATION							DATE APPROVED 1/16/65		

RECEIVED  
17 MARCH 1965

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET  
EYES ONLY

27 October 1964

MEMORANDUM FOR: [REDACTED]

Secretary  
Clandestine Services  
Career Service Board

SUBJECT: [REDACTED]

Promotion to GS-16

1. [REDACTED] is without question among the best qualified of the senior officers in SR Division and is also one of the most competent [REDACTED] officers in the Clandestine Services as a whole. Few have had his preparation or his experience in the Soviet Bloc aspects of this field. After entering on duty in 1950 he was assigned



2. In 1962 he was appointed Chief of SR Division's CE element. Under his direction the CE effort of the Division took on entirely new dimensions. Because of Mr. [REDACTED] marvelous combination of CS experience, substantive knowledge and enthusiasm, the [REDACTED] Group has become one of the most effective and highly motivated units in the Division. The Group has developed a high level of substantive specialization which it applies to CS coverage of [REDACTED] throughout the world. At the same time, a large percentage of the Group's best officers have been committed full time to a special operation of great value and significance. The ability of

SECRET  
EYES ONLY

[redacted] to absorb this workload stems not only from Mr. [redacted] capacity for professional guidance but his effectiveness in leading and inspiring those under him.

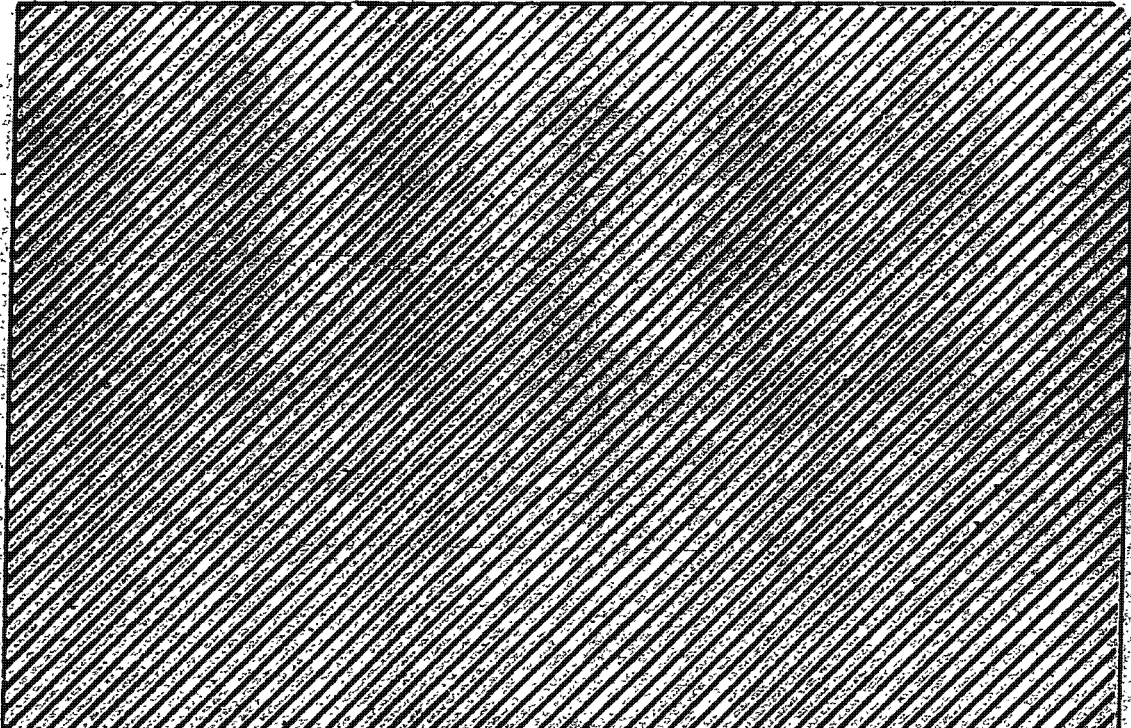
3. [redacted] record to date reveals a high degree of specialization in [redacted] yet it would be misleading indeed to conclude that his professional interests and potential are confined to this field. His contributions to the broader problems of [redacted] have been invaluable particularly in the way in which he has suggested new techniques for attacking [redacted] abroad.

4. I consider [redacted] an outstanding officer to whom the Clandestine Services will turn for the exercise of still greater responsibilities in the future. He is fully qualified for promotion to GS-16. I urge that he be promoted now in recognition of the work he has done so far and the potential he possesses for a productive career at the top level of Clandestine Services officers.

[redacted]  
David E. Murphy  
Chief, SR Division

SECRET  
EYES ONLY

SECRET  
(When Filled In)



CLAIM NUMBER

63-116

There is on file in the Benefits and Counseling Branch, Benefits and Services 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 contract of. etc.

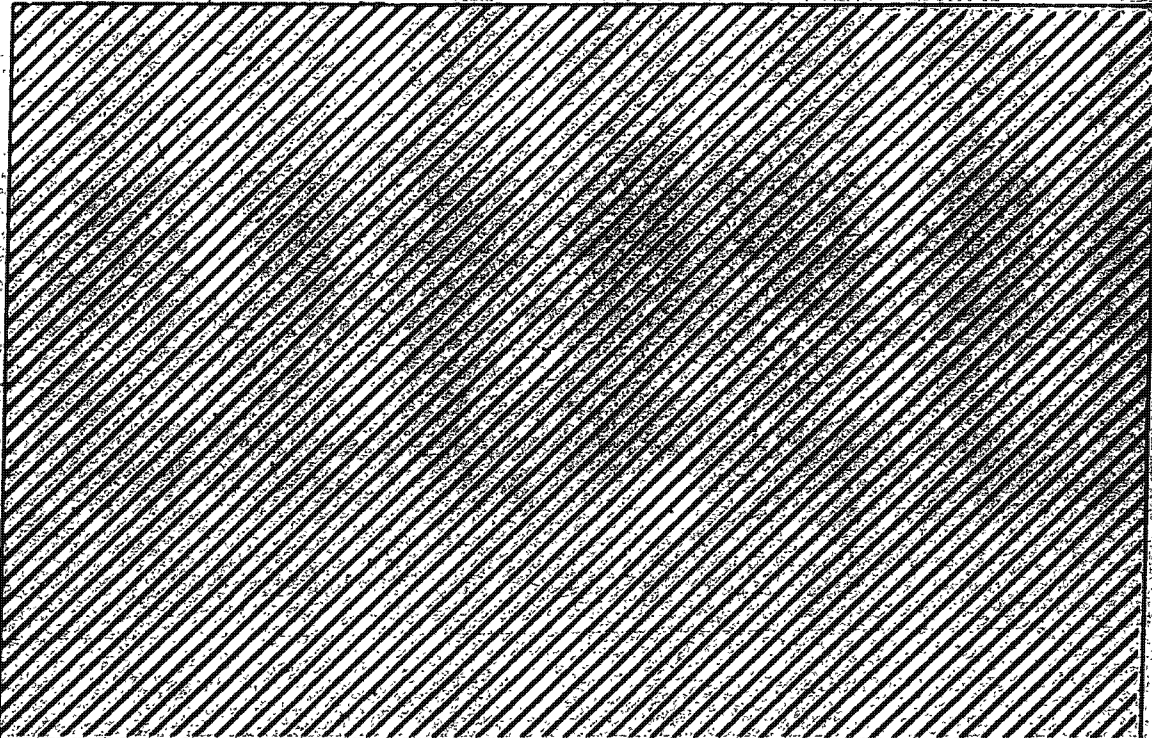
This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE

MAR 1964

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET  
(When Filled In)



There is on file in the Benefits and Counseling Branch, Benefits and Services 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 10 March 1961 Flt, etc.

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

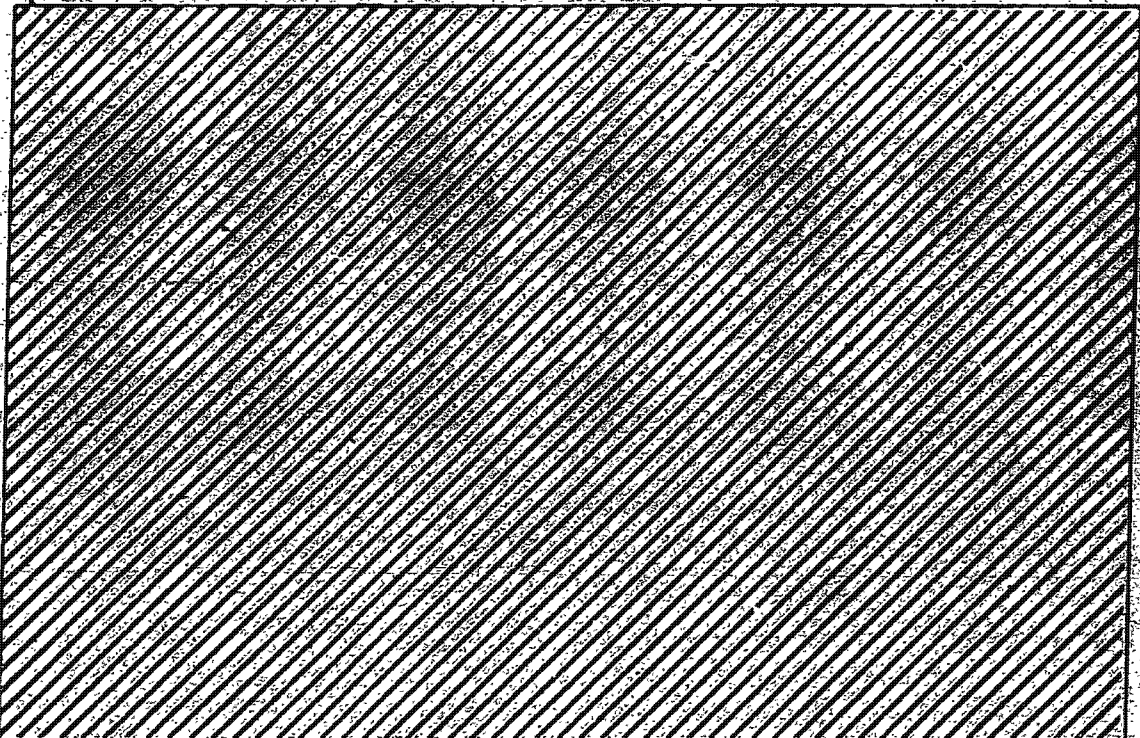
DATE OF NOTICE

13 February 1963

NOTICE OF OFFICIAL DISABILITY CLAIM FILE



SECRET  
(When Filled In)



	CLAIM NUMBER 63-119
--	------------------------

There is on file in the Benefits and Counseling Branch, Benefits and Services 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 2 January 1963 . Terminal.

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

13 February 1963

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

DODS 63-397

10 October 1963

MEMORANDUM FOR:

[REDACTED]  
Chief, CI Branch, SR Division

SUBJECT:

DODS-Sponsored Orientation Program  
for Contact Division Field Officers

I wish to express my appreciation for your participation in our training program [REDACTED] from 23-27 September 1963. On balance, this program, which was designed to familiarize OO/CD personnel with the general mission of the Clandestine Services and the particular problems of [REDACTED] went very well.

Your presentation stood out as one of the highlights of the program and received unanimous commendation from the OO/CD officer-trainees. Your able exposition on a most important subject contributed heavily to the success of the program and is indeed much appreciated. [REDACTED]

[REDACTED]  
C. TRACY HARNES  
Chief, [REDACTED]

SECRET

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED							
1. SERIAL NUMBER 056013										5 October 1962							
5. NATURE OF PERSONNEL ACTION Reassignment					6. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 1 1962			9. CATEGORY OF EMPLOYMENT Regular									
8. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)									
CF TO V		X		CF TO CF		3134 1000 1000											
9. ORGANIZATIONAL DESIGNATIONS DDP/SR Chief, Operations and Plans Counterintelligence Branch Office of the Chief					10. LOCATION OF OFFICIAL STATION Washington, D. C.												
11. POSITION TITLE Pol Officer 2nd Sec Ops Officer (Br Ch)					12. POSITION NUMBER 578		13. CAREER SERVICE DESIGNATION D										
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) FSR GS 15			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP GS 0 15 1		17. SALARY OR RATE <del>9055</del> 9620 13730 14,565										
18. REMARKS From DDP/EE Copy to Office of Security. Due to report to SR of 10/22/62. Concur Richard J. Water EG PER										Recorded by CSPD							
DATE SIGNED				18. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED 29 Oct 62									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
28. ACTION CODE		29. EMPLOY. CODE		30. OFFICE CODE		31. STATION CODE		32. INTEREST CODE		33. NO. YRS.		34. DATE OF BIRTH		35. DATE OF GRAD		36. DATE OF LEI	
37 10		108		SR		75013		1		11/11/25							
37. DATE EMPLOYED		38. SPECIAL REFERENCE		39. RETIREMENT DATA		40. SEPARATION DATA CODE		41. CORRECTION/CANCELLATION DATA		EOD DATA		42. SECURITY REG. NO.		43. SEC. SER.			
44. RET. PREFERENCE		45. SERV. COMP. DATE		46. LEAVE CAT. CODE		47. CAREER CATEGORY		48. FECLT / HEALTH INSURANCE		49. SOCIAL SECURITY NO.							
0 - NONE 1 - 5 YR. 2 - 10 YR.						CAR/RESN PROV/TEMP		CODE G - DRIVER H - YES		HEALTH INS. CODE							
50. PREVIOUS GOVERNMENT SERVICE DATA		51. LEAVE CAT. CODE		52. FEDERAL TAX DATA		53. STATE TAX DATA		54. FORM EXECUTED		55. NO. TAX EXEMPTIONS		56. FORM EXECUTED		57. CODE		58. 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)				FORM EXECUTED 1 - YES 2 - NO		FORM EXECUTED 1 - YES 2 - NO											
49. POSITION CONTROL CERTIFICATION										50. O.P. APPROVAL		DATE APPROVED 29 Oct 62					

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED <b>13 SEPTEMBER 1962</b>			
SERIAL NUMBER <b>056043</b>							
1. NATURE OF PERSONNEL ACTION <b>Promotion</b>			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>09 16 62</b>		5. CATEGORY OF EMPLOYMENT <b>Regular</b>		
6. FUNDS V TO V CP TO V		V TO CP CP TO CP		7. COST CENTER NO. CHARGEABLE <b>3139 S600 1065</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/EE</b> <b>Station</b> <b>Office of the Chief</b>				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE <b>Act. Officer (2nd Secty)</b> <b>Ops Officer</b>				12. POSITION NUMBER <b>1586</b>		13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>FSR</b> <b>GS</b>		15. OCCUPATIONAL SERIES <b>(14)</b> <b>0136.01</b>		16. GRADE AND STEP <b>05</b> <b>15</b>		17. SALARY OR RATE <b>9055</b> <b>13730</b>	
18. REMARKS <b>PRA - 20-21-C (1) in order to complete a two year tour of duty</b>							
DATE SIGNED <b>9-13-62</b>				DATE SIGNED <b>9/14/62</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE <b>22</b>		20. EMPLOYMENT CODE <b>IC</b>		21. OFFICE CODING NUMERIC ALPHABETIC <b>54600 EE</b>		22. STATION CODE <b>69007</b>	
23. INTDIFF CODE <b>3</b>		24. MONTHS <b>11/11/62</b>		25. DATE OF ACTION <b>11/11/62</b>		26. DATE OF LEI	
27. DATE EXPIRES		28. SPECIAL REFERENCE <b>80</b>		29. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE		30. SEPARATION DATA TYPE	
31. SER. PREFERENCES		32. SERV. COMP. DATE		33. LONG. COMP. DATE		34. CAREER CATEGORY	
35. FEEDBACK		36. HEALTH INSURANCE		37. SOCIAL SECURITY NO.		38. SECURITY REG. NO.	
39. FEDERAL DEVELOPMENT SERVICE DATA		40. LEAVE ENT. CODE		41. FEDERAL TAX DATA		42. STATE TAX DATA	
43. POSITION CONTROL CERTIFICATION		44. O.P. APPROVAL		DATE APPROVED <b>9/14/62</b>			

Recorded by  
CSPD  
*[Signature]*

25 FEB 1961

SECRET

MEMORANDUM FOR: Director of Personnel

SUBJECT :



According to information received from the Department of State,

Subject has been promoted from FSR-6, \$8,655, to

FSR-5, \$8,755, effective 5 February 1961.



cc: Compensation & Tax Accounts Branch  
~~ASD, Office of Personnel~~

SECRET

VIA: \_\_\_\_\_  
(SPECIFY AIR OR SEA ROUTE)

L. ATCH NO. EAVA-7068

**SECRET**  
CLASSIFICATION

TO : Chief, FE  
Attn: \_\_\_\_\_

DATE: 12 May 1953

FROM : Chief of Mission, Austria

K A P O K

SUBJECT: GENERAL - Administrative

SPECIFIC - Recommendation for Promotion - \_\_\_\_\_

1. Subject joined KUBARK in July 1950. He was given the Staff Orientation, and the Basic and Advanced Operations courses prior to his arrival at VOB in June 1951. After a period of agent handling and technical work in the operations support field, Subject was made Chief of the \_\_\_\_\_ section for the Mission in November 1952, a position which he has held until his very recent reassignment to \_\_\_\_\_ Following Home Leave, he began his second tour here in September 1953. Subject joined the Mission as a GS-9, was promoted to GS-11 on 26 April 1953.

2. Subject was given a rather long apprenticeship in Vienna before he was called upon to set up the CE Section. During this orientation period he was exposed to a variety of intelligence problems, \_\_\_\_\_

3. Subject's interest and enthusiasm in his work, his attention to duty, and his ability to obtain results have been outstanding attributes in his performance here, and have resulted in his becoming thoroughly familiar with the CE problem in Austria. He has done exceptionally well on a variety of operations, giving each of his cases a maximum amount of planning, and demonstrating an unusual grasp for details. \_\_\_\_\_

4. A mature appearance,

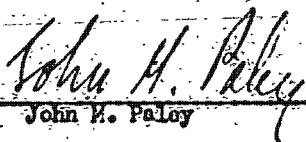
**SECRET**  
CLASSIFICATION

SECRET

EAVA-7068  
page 2

4. A mature appearance, an especially mature manner, and an excellent social presence have enabled Subject to move freely in the local scene. We consider him an extremely valuable senior case officer, and recommended unanimsly that he be promoted to OS-12 at a recent meeting of the Promotion Board.

  
Horton A. Woolley

  
John H. Paloy

Distribution  
3 - EE  
1 - OCH  
1 - Admin  
1 - File

SECRET

### REQUEST FOR PERSONNEL ACTION

1. Serial No. 556043		4. Vet. Prof. None 5. Spec. Code 1 M 1		6. CS - EOD Mo. 07, Da. 24, Yr. 50			
7. SED Mo. 04, Da. 08, Yr. 17		9. ESC Reim. Code 1		10. Appt. Affid. No. 50 USCA 403		11. FEGLI Mo. 07, Da. 24, Yr. 50	

### PREVIOUS ASSIGNMENT

14. Organizational Designations DDP EE		Code 5288	15. Location Of Official Station		Station Code 69007
16. Dept. - Field Code 5		17. Position Title POL OFF 2ND SECTY AREA OPS OFF		18. Position No. 1585	19. Serv. Code FSR GS
21. Grade & Step 06 13 # 2		22. Salary Or Rate \$ 7100	23. SD DI	24. Date Of Grade Mo. 11, Da. 04, Yr. 56	25. PSI Due Mo. 05, Da. 04, Yr. 58
26. Appropriation Number 8.3160.55.065					

### ACTION

27. Nature Of Action PROMOTION	Code 30	28. Eff. Date Mo. 6, Da. 15, Yr. 58	29. Type Of Employee REGULAR	Code 0177	30. Separation Data
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### PRESENT ASSIGNMENT

31. Organizational Designations		Code 5288	32. Location Of Official Station		Station Code
33. Dept. - Field Code 5		34. Position Title		35. Position No.	36. Serv. Code
38. Grade & Step 14 1		39. Salary Or Rate \$ 10,320	40. SD	41. Date Of Grade Mo. 6, Da. 15, Yr. 58	42. PSI Due Mo. 12, Da. 31, Yr. 58
43. Appropriation Number					

### SOURCE OF REQUEST

A. Requested By (Name) C/EE/PER	C. Request Approved By (Signature And Title)	
B. For Additional Info		

### CLEARANCES

Clearance	Date	Signature	Date
A. Career Board	11/14/58	D. Placement	
B. Pay Control		E.	
C. Classification		F. Approved By	13/58

Remarks



Classify According To Control.

REQUEST FOR PERSONNEL ACTION											
1. Serial No.						4. Vac. Pref. None 0 5. Pm 10 Pt-2		5. Sex M		6. GS - EOD Mo Da Yr	
7. SCD Mo Da Yr		8. CSC Rating Yes - 1 No - 2		9. CSC Or Other Legal Authority Code		10. Appt. Affidav. Mo Da Yr		11. FEGLI Yes - 1 No - 2		12. LGO Mo Da Yr	

PREVIOUS ASSIGNMENT

14. Organizational Designations DOP/EE Office of the Chief			Code		15. Location Of Official Station			Station Code	
16. Dept. - Field Dept. Code Utilid. Code Plan. Code		17. Position Title Area Ops. Officer			18. Position No. 1585		19. Serv. GS		20. Occup. Series 0136.01
21. Grade & Step 13 - 1		22. Salary Or Rate 8990		23. SD DI	24. Date Of Grade Mo Da Yr		25. PSI Due Mo Da Yr		26. Appropriation Number 8-3160-55-065

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Date

PRESENT ASSIGNMENT

31. Organizational Designations			Code 5288		32. Location Of Official Station			Station Code 69007	
33. Dept. - Field Dept. Code Utilid. Code Plan. Code		34. Position Title Political Officer, 2nd Sector (Urban)			35. Position No. 1585		36. Serv. FSR		37. Occup. Series 0136.01
38. Grade & Step 6 -		39. Salary Or Rate 7100		40. SD DI	41. Date Of Grade 11/04/56		42. PSI Due 05/04/58		43. Appropriation Number 8-3160-55-065

SOURCE OF REQUEST

A. Requested By (Name And Title) FI/OPS/OCC/OCL			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		3/6/58	E.		
C. Classification			F. Approved By		

Remarks Standard Remarks This copy is for H. B. West file	
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DEPARTMENT OF STATE  
 WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

SERVICE  
 PS  DPTL

1. JOURNAL OR ACTION NO. **PSA 1** 2. DATE **2-13-58**

Use the following action affecting your employment:

3. NATURE OF ACTION *Use standard nomenclature* **Limited Appointment** 4. EFFECTIVE DATE **2/21/58** 5. CIVIL SERVICE OR OTHER LEGAL AUTHORITY **Section 522.1  
 PL 724 79th As Amended**

6. POSITION TITLE **Political Officer**  
 Department or Com-  
 mander Title  
 7. SCHEDULE, GRADE  
 NO. GRADE SALARY **PSR-6 \$7100**  
 8. ORGANIZATIONAL  
 DESIGNATION  
 Post  
 9. HEADQUARTERS  
 FIELD  DEPARTMENTAL  
 Regular  Resident  Non-US  
 FIELD  DEPARTMENTAL  
 Regular  Resident  Non-US

10. VETERAN'S PREFERENCE  
 NONE SPT 10 POINT  
 None  SPT  10 POINT  
 Disc  Other  
 11. APPROPRIATION  
 FROM **8A-8012**  
 TO  
 12. POSITION CLASSIFICATION ACTION  
 NEW VICE P.A. REAL  
 NEW  VICE  P.A.  REAL  
 13. RESUME OF GOV. SERVICE  
 YES  NO  
 FICA  NONE  
 14. DATE OF APPOINTMENT AFFIDAVIT  
**1-1011-093**  
**2/21/58**  
 15. LEGAL RESIDENCE  
 CLAIMED  PROVED  
 STATE **Calif.**

This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or the Department.

Execute SF-61a.

Marital Status - Married - One

Reserve Status -

No Reserve Status

ENTRANCE PERFORMANCE RATING

21. SIGNATURE OR OTHER AUTHENTICATION

SEC 31

Classify According To Content.

<b>REQUEST FOR PERSONNEL ACTION</b>										<b>VOUCHERED to UNVOUCHERED</b>					
<b>18 October 1957</b>															
1. Serial No.										4. Vet. Pref.		5. Sex		6. GS - EDD	
										None - 0 1 Pt. 1 10 Pt. 2		Code 1		Mo De Yr	
7. SCD		8. ESC Retire		9. ESC Or Other Legal Authority				10. Agmt. Affidav		11. FEGLI		12. LCD		13. <del>...</del>	
Mo De Yr		Yes - 1 No - 2						Mo De Yr		Yes - 1 No - 2		Mo De Yr		Yes - 1 No - 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/ER						Washington, D.C.					
FI Operations Section											
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Code Valid - From -		I.O. (FI)				118		GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 1		\$ 8990.00		DI		Mo De Yr		Mo De Yr		8-3100-20	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT * <i>V to V</i>				12 15 57		REGULAR					

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/ER										69007	
Office of the Chief				5277							
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Code Valid - From -		Area Ops Off.				1585 * 14 12		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				11 04 56		05 10 58		8-3160-55-065	

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
C/EE/PER <i>[Signature]</i>		[Signature] <b>ES Carrot</b>	

**CLEARANCES**

Clearance		Signature		Date		By Clearance		Signature		Date	
A. Career Board				12 Nov 57		D. Placement		<i>[Signature]</i>			
B. Pos. Control		<i>[Signature]</i>				E. Appointed By		Robert W. Shoay		57	

Remarks: Transfer from VOUCHERED to UNVOUCHERED. W-4 & D-1-a forms attached. Two copies of action sent to Security. \* New established position.

*See Com by Matt. 10/28/57*

SECRET

S-E-C-R-E-T

TO: Registrar, Office of Training

I certify that I completed the Cable Writing Refresher No. 4  
on MAY 2 1956.

[Redacted Name Box]

EE

Name (Please Print) /

Staff of Division

S-E-C-R-E-T

STANDARD FORM 127  
APRIL 1961  
PRESCRIBED BY GENERAL  
SERVICES ADMINISTRATION  
REG. 5 IV 20.

REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

7/17/57

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration  
Records Management Service, Region 6  
Federal Records Center  
1724 Locust Street  
St. Louis 3, Mo.

8. FORMER FEDERAL EMPLOYING OFFICE (Agency, bureau or organization, address, and dates of employment)

Dept. of State 1/15/48 to 11/30/48

(If formerly employed by agencies in addition to above, list under item 7)

9. PERSONNEL FOLDER ACTION (Check appropriate box)



a. CURRENTLY EMPLOYED: REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION



b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE



c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.



a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED



d. FLAGGED. FOLDER TO BE FORWARDED WHEN LOCATED



b. FOLDER ENCLOSED



e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED



c. FOLDER NOT LOCATED



f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO:  
ADDRESS:

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

ATTN:

SECRET

STANDARD FORM 52  
 PREPARED BY THE  
 U. S. CIVIL SERVICE COMMISSION  
 REGULATORY DIVISION - FEDERAL PERSONNEL  
 MANUAL, CHAPTER 51

**REQUEST FOR PERSONNEL ACTION** **VOUCHERED**

**REQUESTING OFFICE:** Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

	<b>1. REQUEST NO.</b>	<b>2. DATE OF REQUEST:</b> <b>26 Apr 57</b>
<b>3. NATURE OF ACTION REQUESTED:</b> <b>A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)</b> <b>REASSIGNMENT</b>	<b>6. EFFECTIVE DATE A. PROPOSED:</b>	<b>7. C. S. OR OTHER LEGAL AUTHORITY</b>
<b>5. POSITION (Specify whether establish, change grade or title, etc.)</b>	<b>B. APPROVED:</b>	

<b>FROM--</b> <b>I.O. (CI)</b> <b>GS-0136-51-13</b> <b>BO-216</b> <b>\$8990.00</b> <b>DDP/EE</b> <b>CE Section</b> <b>Washington, D.C.</b>	<b>8. POSITION TITLE AND NUMBER</b> <b>9. SERVICE GRADE AND SALARY</b> <b>10. ORGANIZATIONAL DESIGNATIONS</b> <b>6173.0</b> <b>11. HEADQUARTERS</b>	<b>TO--</b> <b>I.O. (PI)</b> <b>GS-0136-51-13</b> <b>BO-118-13</b> <b>\$8990.00</b> <b>DDP/EE</b> <b>PI Operations Section</b> <b>Washington, D.C.</b>
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<b>14 (DI)</b>

**A. REMARKS (Use reverse if necessary)**  
 Vice [redacted] being reassigned.

**B. REQUEST APPROVED**  
 Signature: [redacted]  
 Title: **CS/CAO**

<b>13. VETERAN PREFERENCE</b>				<b>14. POSITION CLASSIFICATION ACTION</b>				
NONE	WWII	OTHER	5-PT.	10 POINT	NEW	VICE	1 A.	REAL
			<input checked="" type="checkbox"/>					
			ERASB	OTHER				<b>SD-DI</b>

<b>15. SEX</b>	<b>16. APPROPRIATION</b>	<b>17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)</b>	<b>18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSION ONLY)</b>	<b>19. LEGAL RESIDENCE STATE</b>
<b>M</b>	FROM <b>7-3100-20</b> TO <b>SAGE</b>	<b>Yes</b>		<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED

**20. STANDARD FORM 50 REMARKS**

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<i>[Signature]</i>	<i>5/2/57</i>	
C. CLASSIFICATION	<i>[Signature]</i>	<i>1 May</i>	
D. PLACEMENT OR EMPL.			
E.			

SECRET

SECRET

CUMULATIVE TRAINING RECORD					DATE 2 Oct 56		
					PROJECTED PERSONNEL ACTION		
					PROMOTION ROTATION	REASSIGNMENT TRAVEL	OTHER (Explain)
FROM: I.O. 08-12, EE, Washington			TO: I.O. 08-13, EE, Washington		AOS.		
K	COURSE	DATE TAKEN	K	OTHER TRAINING COURSES	DATE TAKEN	REMARKS	
	BIC (CB), ALSO BIC, BITC, BAO	8/1/56				1. CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS <input type="checkbox"/> BACKGROUND <input type="checkbox"/> EXPERIENCE <input checked="" type="checkbox"/> TRAINING. 2. SUBJECT HAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.	
	BTP AND BDC	11/30					
	BTP II, ALSO OC					STAFF TRAINING OFFICER COMMENTS: <input type="checkbox"/> A. THIS <input checked="" type="checkbox"/> DOES <input type="checkbox"/> DOES NOT MEET MINIMUM TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION. <input type="checkbox"/> B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN S, THE COMPLETION OF WHICH WILL SATISFY MINIMUM STANDARDS. <input type="checkbox"/> C. UNLESS SUBJECT HAS HAD PREVIOUS HQ OR FIELD EXPERIENCE, WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE <input type="checkbox"/> QUALIFYING <input type="checkbox"/> REFRESHER TRAINING AS CHECKED AT THE LEFT.	
	BTP III, ALSO AIC, AITC, AAO AND CAI	10/1/56					
	PD, ALSO PM I, II, III AND RAFT					<p style="font-size: small;"> <input type="checkbox"/> A. THIS <input checked="" type="checkbox"/> DOES <input type="checkbox"/> DOES NOT MEET MINIMUM TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION.  <input type="checkbox"/> B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN S, THE COMPLETION OF WHICH WILL SATISFY MINIMUM STANDARDS.  <input type="checkbox"/> C. UNLESS SUBJECT HAS HAD PREVIOUS HQ OR FIELD EXPERIENCE, WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE <input type="checkbox"/> QUALIFYING <input type="checkbox"/> REFRESHER TRAINING AS CHECKED AT THE LEFT.           </p> <p style="font-size: x-small; margin-top: 10px;">             Signature of Staff Training Officer  <i>[Handwritten Signature]</i> </p>	
	ITC ALSO CI						
	TECH						
	ADMIN						
	SIC						
	BUP						
	CFA						
	RFTS						
	OB						
	OSC (CS)						
	E S E						
	CPW						
	WPSOC						
	CPO						
	STR						
	CEW						
	IF						
	GW						
	SAB						
	AO						
	MO						
	SUR						
	REQT						
	BDC						
	LOGAS						
	S/F						
	F B S						
	SAF						

TO: Personnel Officer, [Redacted] FROM: Career Management Officer, [Redacted]

The above projected personnel action has been  approved  disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.

Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.

DATE: 21 OCT 56 SIGNATURE OF CAREER MANAGEMENT OFFICER: [Redacted]

STANDARD FORM 52  
PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
BUREAU OF PERSONNEL OPERATIONS  
DESIGN CHARTER BY

# REQUEST FOR PERSONNEL ACTION

**SECRET**

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. REQUEST NO.		4. DATE OF REQUEST <b>11 Dec. 56</b>	
3. NATURE OF ACTION, (Specify for appointments, promotion, separation, etc.) <b>PROMOTION &amp; NAME CHANGE</b>		6. EFFECTIVE DATE A. PROPOSED: <b>ASAP</b>	
5. POSITION (Specify if new or vacated, change grade or title, etc.)		7. U.S. OFFICE LEGAL RESIDENCY	
		8. APPROVED:	

FROM— <b>I.O. (CI) OS-0136.53-12</b>	<b>BG-216-12 \$7735.00</b>	6. POSITION, TITLE AND NUMBER	TO— <b>I.O. (CI) OS-0136.53-13</b>	<b>BG-216 \$8990.00</b>
7. SERVICE GRADE AND SALARY		9. ORGANIZATIONAL DESIGNATION	DDP/EE	
10. HEADQUARTERS		11. HEADQUARTERS <b>CE Section Washington, D.C.</b>		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL ( <b>DE</b> )		

9. REMARKS (Use reverse if necessary)

given

\* Subject has been receiving his checks under the ~~xx~~ **xxxxxx** name of [redacted] Please change to the corrected spelling, as shown above.

10. REQUESTED BY (Name and title) <b>C/EE</b> <small>(Subordinate initials)</small>	D. REQUEST APPROVED BY Signature: <i>[Signature]</i> Title: <b>235/156</b>
---	--

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE	WWII	OTHER	5 PT.
		<input checked="" type="checkbox"/>	
15. APPROPRIATION		17. SUBJECT TO C.S. RETIREMENT ACT (YES=NA)	
FROM: <b>7-3100-20</b>	TO: <b>S:310</b>		Yes.

16. DATE OF APPOINTMENT (YES=NA)	18. LEGAL RESIDENCE
	<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
	STATE: <b>Calif.</b>

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<i>[Signature]</i>	<b>3.1.56</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.	<i>[Signature]</i>	<b>10/2/56</b>	
E.			

APPROVED BY: *[Signature]* **SECRET** for 751 near p 260232



SECRET

5 August 1956

MEMORANDUM FOR: EE/Personnel

SUBJECT: Promotion Recommendation - [REDACTED]

1. We recommend herewith that [REDACTED] incumbent of slot BO-216 on the T/O of EE/P be promoted from GS-12 to GS-13.

2. [REDACTED] is one of the best all around operations officers the undersigned has ever worked with, and evinces in all matters he has been concerned with a deep and mature understanding of intelligence operations and a deep sense of responsibility and integrity. He has, since joining EE/P, been Chief of the CE Section, supervising the work of a staff of five, some of whom are of equal rank with Subject and have been concerned with Agency [REDACTED] matters for many years.

[REDACTED] organized his section in a most efficient and tactful manner and succeeded in turning the work of his subordinates into channels of real value to the Branch, a job requiring no mean diplomacy and patience.

3. As a supervisor and as an operations officer [REDACTED] has distinguished himself while at this Branch in a manner which clearly calls for his advancement to a grade which would only be commensurate with the extent of his responsibilities and his singular abilities to carry them out.

[REDACTED]  
Chief, EE/P

RECEIVED 5 AUG 1956  
11 24 11 AM '56

SECRET

STANDARD FORM 52  
 FORM 52 OF THE  
 U. S. CIVIL SERVICE COMMISSION  
 (EXCEPT FOR "PERSONNEL" PERSONNEL)  
 SPECIAL CHAPTER II

**SECRET**

TRANSFER FROM UNVOUCHERED TO  
 VOUCHERED FUNDS

**REQUEST FOR PERSONNEL ACTION**

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. REQUEST NO.		4. DATE OF REQUEST 27 Apr. 56	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) REASSIGNMENT		6. EFFECTIVE DATE A. PROPOSED: ASAP	
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C. S. OR OTHER LEGAL AUTHORITY	
		8. APPROVED 20 MAY 1956	

FROM— Area Ops. Off. GS-0136.01-12 DUP/ES Austrian Station Operations Staff  Vienna, Austria		BO(F)-657 87570.00 7715		9. POSITION TITLE AND NUMBER		TO— I.O. (CI) GS-0136.53-12 DUP/ES CE Section Washington, D.C.		BO-216-12 87570.00 7715	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				11. HEADQUARTERS 5513 50		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL (DI)			

A. REMARKS (Use reverse if necessary)  
TRANSFER FROM UNVOUCHERED TO VOUCHERED FUNDS

C. FOR ADDITIONAL INFORMATION (Call (Name and telephone extension)  
 3881/C. Danish *Fedemo 4 May 56*

13. VETERAN PREFERENCE					14. POSITION CLASSIFICATION ACTION				
NONE	WHY	OTHER	5 PT	10 POINT	NEW	VICE	P.A.	REAL	
			<input checked="" type="checkbox"/>	DISAD OTHER					SI-DI

15. SEX M	16. RACE W	17. APPROPRIATION FROM: 6-3110-55-016 TO: 6-3100-20	18. SUBJECT TO C. S. RETIREMENT ACT. (YES-NO) YES	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: Calif.
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21. STANDARD FORM 50 REMARKS  
*NO I W*  
*Chickering*  
*5/7/56*

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E			

F. APPROVED BY  
*[Signature]* **SECRET** *5/7/56*

SECRET

Chief of Operations, DD/P

25 May 1955

Director of Security

[REDACTED]

1. Reference is made to your memorandum of 7 April recommending to the Director of Central Intelligence approval of the request made by [REDACTED] for permission to remain in the employ of the Agency following his marriage to [REDACTED]

2. This is to report that the Deputy Director of Central Intelligence has approved [REDACTED] request subject to the conditions contained in a MEMORANDUM FOR THE RECORD dated 18 May 1955, a copy of which is attached.

FOR THE DIRECTOR OF SECURITY:

[REDACTED]

Chief, Personnel Security Division

Attachment:

DDCI Memo dated 10 May 1955

cc: Director of Personnel

SECRET

COPI SECRET

18 May 1955

MEMORANDUM FOR THE RECORD

The request of [redacted] for permission to remain employed by this Agency after marriage is approved subject to the following:

1. Subject's immediate supervisor will be notified by cable to counsel with subject regarding the serious effect the marriage will have in impairing what otherwise appears to be an outstanding career with this Agency. Subject, although young, has demonstrated exceptional ability and great promise and has been promoted well ahead of others of his age bracket. Based upon his actions to date, it would appear subject might ultimately expect to attain a position of considerable importance and responsibility in this Agency, if no inherent limitations develop. The proposed marriage places such a limitation on the use of subject, not only in particular parts of Europe, but in Headquarters as well. Certain clearances required of high level employees of the Agency will be difficult to obtain if this marriage is contracted, and the limitations on the type of assignments which will be available to him will not enhance his career development.

2. After receiving this counsel and giving it consideration, if subject continues in his desire to marry and contracts the marriage, he will be removed from Austria as soon as he can conveniently arrange for his spouse's visa. Following the marriage, he shall be withdrawn from the more sensitive elements of the Station's business.

/s/

C. P. CABELL  
Lieutenant General, USAF  
Deputy Director

C  
O  
P  
Y

SECRET

SECRET

*OP/Per*

1-5901

MEMORANDUM FOR: Director of Central Intelligence

TITLE: Director of Personnel  
Director of Security

SUBJECT: [redacted] Area Operations Officer,  
OSAC, [redacted] Division, Request for Permission to Remain  
in the Employ of the Agency After Marriage to an  
Alien

1. It is recommended that [redacted] request to remain in  
the employ of the Agency after his marriage to [redacted] an  
Austrian citizen, be approved.

2. This recommendation is based on the following factors after  
consideration of this request by the Clandestine Services Career  
Service Panel:

a. [redacted] has served effectively with the  
Agency since July 1950. He has demonstrated unusual  
ability in his field assignments and is regarded as an  
extremely valuable career officer.

b. The limitation which this proposed  
marriage would place on Mr. Bagley's use in his  
current assignment would be minimal since his normal  
tour of duty in Austria will expire in September  
of this year.

3. The security aspects of this proposed marriage have been  
referred to the Office of Security for its separate recommendation.

[redacted]  
Chief of Operations, OS/P

COMMENTS:

SECRET

11 APR 1955

Bartholomew G. [redacted]  
Director of Personnel

SECRET

AIR

SECRET

FAVA-8235

2 September 1954

Chief, IE  
Attas Norman R. Patersill  
Chief of Mission, Austria

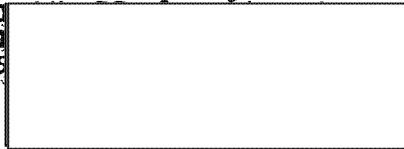
Administrative/Personnel

Promotion Recommendations

K A P O R

Kindly advise us of the status of the following recommendations  
for promotion submitted by this Mission:

[REDACTED] (FAVA-6376, 19 March 1954)  
[REDACTED] (FAVA-6661, 15 April 1954)  
[REDACTED] (FAVA-7068, 14 May 1954)



Hector A. Fairfield

Distribution

- 3 - EE
- 1 - OCP
- 1 - Admin
- 1 - File

SECRET

23

SECRET

12

APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir,

I submit herewith my application for membership in the Career Staff defined below:

"The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Organization, and who intend to make a career with the Organization."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Organization, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Organization. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Organization and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

[Redacted Signature Box]

(Signature)

MEMBERSHIP IN THE CAREER STAFF  
APPROVED, TO TAKE EFFECT ~~1 JUL 1954~~

FOR THE CHIEF, KUBARK;  
EXECUTIVE DIRECTOR  
KUBARK SELECTION BOARD

19 Nov 54  
(Date)

[Redacted Approval Box]

[Redacted Date Box]

JAN 4 1955

SECRET



SECRET

EAVA-7058

Chief, FE

12 May 1951

Attn: [redacted]

Chief of Mission, Austria

K A P O K

Administrative

Recommendation for Promotion - [redacted]

1. Subject joined KUIARK in July 1950. He was given the Staff Orientation, and the Basic and Advanced Operations courses prior to his arrival at VOB in June 1951.



4. Mature appearance,

SECRET



SECRET

EAVA-7068  
page 2

4. His mature appearance, an especially mature manner, and an excellent social presence have enabled Subject to move freely in the local scene. We consider him an extremely valuable senior case officer, and recommended unanimously that he be promoted to GS-12 at a recent meeting of the Promotion Board.

Horton A. Woolley

John H. Paley

Distribution

3 - IE  
1 - OCH  
1 - Admin  
1 - File

SECRET

FORM 35-85  
NOV 1951

CLASSIFIED MESSAGE

CENTRAL INTELLIGENCE AGENCY

16 SEP 53

**SECRET**  
SECURITY INFORMATION

IN 18333

ROUTING	
1	
2	
3	
4	
5	
6	
7	
8	

TO: DIRECTOR, CIA

FROM: SN REP VIENNA

ROUTINE

ACTION: EE 6

1557Z 16 SEP 53

INFORMATION: FI/ADMIN, PP 2, DD/P-ADMIN, FD 3, LO/TD 2, PERS/2, FI/RI 2

VIE 0858

TO: DIR

CITE: SVIEN

ADMIN:

APPROVED 15 SEPTEMBER 53.

END OF MESSAGE

SEP 21 1953

*J*  
*NS*  
*BRS*

**SECRET**  
SECURITY INFORMATION

COPY NO.

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE

(44)

FORM NO : 35  
NOV 1951

CLASSIFIED MESSAGE

CENTRAL INTELLIGENCE AGENCY

16-SEP 53.

**SECRET**  
SECURITY INFORMATION

IN 18935

PRINTING	
1	
2	
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4	
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6	
7	
8	

TO: DIRECTOR, CIA

FROM: SR REP VIENNA

ROUTINE

ACTION: EE 6

1557Z 16 SEP 53

INFORMATION: FI/ADMIN, PP 2, DD/P-ADMIN, FD 3, LO/TO 2, PERS 2, FI/RI 2

VIEN 0858

TO: DIR

CITE: SVIEN

ADMIN

[REDACTED]

APPROVED 15 SEPTEMBER 53.

END OF MESSAGE

**SECRET**  
SECURITY INFORMATION

COPY NO.

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE

(44)

SECRET

Security Information

*file*

Date: 2 Sept 53

Central Intelligence Agency  
2430 E Street, N. W.  
Washington, D. C.

Gentlemen:

1. In accordance with the policy of this agency, it is understood and agreed by me that I shall be required to serve a minimum term of two years from the date of my arrival at my overseas post of duty, unless terminated by the Government for its convenience. If the assignment is terminated at my request in less than twenty-four months, the following shall prevail:

(a) If I resign in less than twelve months from the date of my arrival at my overseas post of duty, I shall reimburse CIA for all travel expenses involved in the transportation of myself, my immediate family, household goods, and personal effects and automobile to the foreign station, and pay all such expenses for return to the United States.

(b) If I resign between the twelfth and twenty-fourth month from the date of my arrival at my overseas post of duty, I shall pay all expenses for the travel and transportation of myself, my immediate family, household goods, and personal effects and automobile to the United States.

2. Part (a) above shall not apply to employees who have served in a departmental position with CIA or who have served an overseas tour of duty with CIA, and in such case part (b) only shall apply, amended to read: "If I desire to terminate or return to the United States prior to the expiration of twenty-four months from the date of my arrival at my overseas post of duty, I shall pay all expenses for the travel and transportation of myself, my immediate family, household goods, and personal effects to the United States".

Witness:

[Redacted signature area]

[Redacted signature area]

SECRET  
Security Information

**SECRET**  
SECURITY INFORMATION

<b>RECORD OF TRANSPORTATION FURNISHED</b>				DATE <b>20 August 1953</b>
			DIVISION <b>0</b>	TRAVEL ORDER NO. <b>ES-870/53</b>
DEPARTURE DATE <b>3 September 1953</b>	<input checked="" type="checkbox"/> PCS <input type="checkbox"/> TDY	EXCESS COST, IF ANY <b>\$ None</b>	<input type="checkbox"/> PAID BY EMPLOYEE <input type="checkbox"/> CHARGE TO EMPLOYEE	
TICKET NO.	COST	HOW PURCHASED	ROUTE & CARRIER	
<b>8-94612</b>	<b>\$ 373.00</b>	<b>STRA</b>	<b>Payor: United States Lines  U.S. United States - from New York from 8-31 to Havre</b>	
REMARKS: (Dependent's name with age and sex for children, indicate concurrent travel)				
<p><b>It is requested that a cashiers check be rendered.</b></p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>POSTED</b></p> <p><i>8 E 10 Sep 53</i></p> <p><b>Jay E. Eversen</b> Passenger traffic officer</p> </div>				
<p>I CERTIFY that the services represented by this form constitute the lowest first class transportation available at the time the reservation was made. (If foreign ship has been reserved, the appropriate certification has been affixed to the invoice.)</p> <p style="text-align: center;">Date _____ Authorized approving officer _____</p>				
<p>I CERTIFY that this voucher has been examined by me; that receipts or other substantiating data have been furnished me, or a satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized materials, services and/or expenditures were for necessary official purposes, reimbursement or payment for which is allowable under existing regulations; and that such expenditures are properly chargeable to available appropriations as indicated below.</p> <p style="text-align: center;">Date _____ Appropriation _____ Allotment _____ Authorized certifying officer _____</p>				

NAME

[Redacted Name]

RATE 13 Aug 53

ORDERS:

TDY

ICS

MODE OF TRAVEL Air

RETURNED FROM: Vienna

DATE DEPARTED 19 June 53

DATE ARRIVED U. S. 20 June 53

DATE REPORTED WASH 18 Aug 53

FUTURE PLANS: Air, TDY, & 1 turn to post

VIA Air  
(SPECIFY AIR OR SEA POUCH)

DISPATCH NO. EAVA-1939  
ADM/2517

SECRET  
SECURITY INFORMATION  
CLASSIFICATION

TO : Chief, EE  
ATTN: [redacted]

DATE: 27 February 1953

FROM : Chief of Mission, Austria 1/0

SUBJECT: GENERAL - Administrative

SPECIFIC - Promotion for [redacted]

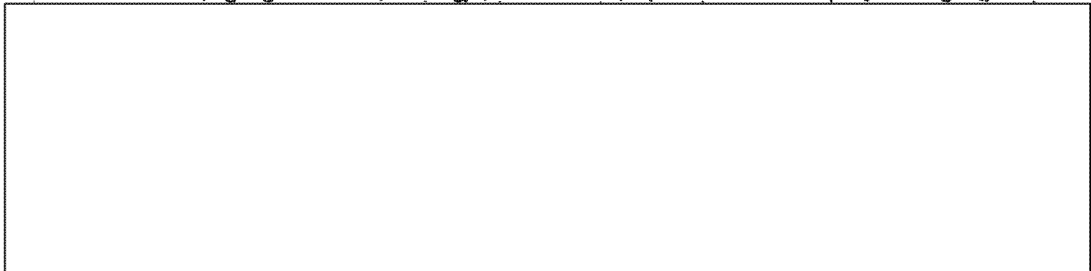
by [redacted]		
by [redacted]		
by [redacted]		
by [redacted]		
by [redacted]		

GROOVY/GRBOUNCE

1. [redacted] joined KUBARK in July 1950 and arrived at this Mission on the 15th of June 1951 as a GS-9.

2. Since his arrival, [redacted] has continually showed himself as a great asset to the Mission. After a period of technical work and agent handling, [redacted] was made chief of the [redacted] Section for the Mission in November 1952. He has done an excellent job in organizing this section and in handling and training the four persons whom he supervises.

3. Upon his arrival in Vienna, [redacted] knew little German. He has now mastered the language to such a degree that he can handle German speaking agents.



4. [redacted] is a very promising case officer, and at a meeting of the Mission Promotion Board was unanimously recommended for promotion to GS-11. It is with great confidence that I submit his name to Headquarters for this action.

*Morton A. Woolley*  
Morton A. Woolley

*Henry P. Dagenham*  
Recommended and Approved  
Henry P. Dagenham

Attachment - Job Descrip.

Distribution: 2 EE - 1 Cover  
FORM NO. 51-28A 1 Gratic  
MAR. 1949 1 Admin - 1 File

SECRET  
SECURITY INFORMATION  
CLASSIFICATION





INCOMING CLASSIFIED MESSAGE

CENTRAL INTELLIGENCE AGENCY

**SECRET**

PAGE No.

FROM: VIENNA ROUTINE  
 TO: SPECIAL OPERATIONS 19 JUN 51  
 ACTION: FDM (1-2-3) IN 45599  
 INFORMATION: I/D (4), AD/2D (5), ADMIN (6), PDC (7), CFD (8-9-10),  
 S/O (11-12-13)

Paragraph Nos. Required: Handle as SECRET. Correspondence per Para. 51 (1) CIA AB 100-5

VIEN 5632

TO: WASHF CITE: VIENF

~~REDACTED~~ ~~REDACTED~~ ARRIVED VIENNA PCS 15 JUNE 51.



**SECRET**

Copy No.

TOR: 1257Z 19 JUN 51

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE

*file*

May 25, 1951

28



PL 724 79th

FSS

INDEFINITE APPOINTMENT NO 10180

5-25-51

5-25-51

Political Officer

Assistant Attache

Vienna

FSS-9 \$4290.00

LAL-2092120

VA-138-a

INDEF

X

Sec. Sec.

X

X

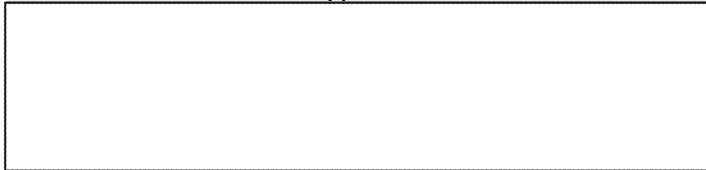
X  
USA

Male

Single

California

Items a, b, c, d, i, (61)



*Refugee File*

~~SECRET~~

21 May 1951

TO: Personnel Director, CIA

VIA: ADMIN and PDC

FROM: PDM

SUBJECT:

1. It is requested that permission be procured from the Marine Corps and the Selective Service for subject to leave the country on a two-year assignment with this Agency in Austria.

2. Below is the information on subject's draft and reserve unit:

A)

B)

3. Subject has been in the Agency since 21 July 1950 and is unusually well qualified for intelligence work in Austria. If the above permissions are granted, subject will be sent immediately to his assignment.

*4 June 51*  
*Permission received from*  
*draft Board & Reserve.*  
 APPROVED:  
*Picked up by E. Huntley*  
*[Signature]*

Acting Chief, PDM

For the Assistant Director, Special Operations

Form No. 10-6  
(Rev. 1955)

OUTGOING CLASSIFIED MESSAGE

CENTRAL INTELLIGENCE AGENCY

**SECRET**

Page No.

To: VIENNA  
From: SPECIAL OPERATIONS

ROUTINE  
15 MAY 51  
OUT 51984

CONFIRMATION: PDC (1)

INFORMATION: AD/SO (2), FDM (3), S/C (4-5-6), DDP (7)

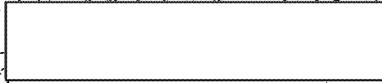
Paraphrase Not Required. Handle as SECRET Correspondence per Para. 11 (f) (1) CIA AR-100-4

WASH 41779

TO: VIENNA CITE: WASH

RE: MAY-W 3292

SUBJECT OF REFERENCE IS



*True*

H. LITTLE  
RELEASING OFFICER

JSR  
ORIGINATING AND COORDINATING OFFICERS

B. TWEEDY  
AUTHENTICATING OFFICER

TOD:

**SECRET**

Copy No. /

1951Z 15 11A  
IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE

SECRET

APR 28 1951

MEMORANDUM FOR [REDACTED]

ATTENTION: [REDACTED]

Subject: Request for Appointment in the [REDACTED]

Enclosures: a. Forms OEP-34

b. Standard Forms 28 and 39

c. Proposed Biography

1. It is requested that [REDACTED] be

2. [REDACTED] received his A.B. Degree from the University of Southern California and his B.A. and Ph.D. Degrees from the University of Geneva. He has had nearly a year's experience as an intelligence officer in Government service and it is believed, possesses the professional qualifications necessary for his duties as well as the qualifications expected of an American official serving abroad. He will receive from CIA a basic salary of \$1,600.00 per annum.

3. [REDACTED] will replace [REDACTED] who will be reassigned shortly after [REDACTED] arrival.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W. C. WHEAT  
Assistant Director

cc - OJ/pcc  
cwm

SECRET

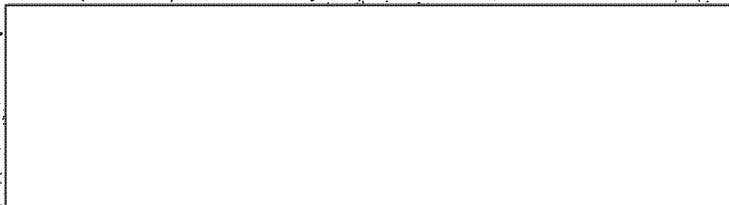
SECRET



OCCUPATIONAL EXPERIENCE: July 1950 to Present - Intelligence Officer, Central Intelligence Agency, Washington, D. C.

SECRET

**PROPOSED DIOGRAPH**



5 March 1951

TO: [REDACTED]

FROM: FDM

SUBJECT: Request for Designation - [REDACTED]

It is requested that necessary steps be taken to obtain

[REDACTED] designation for the following employee:

[REDACTED]

*E. C. Dunlevy*  
Elizabeth C. Dunlevy  
For: Chief, FDM



WORK SHEET FOR REQUISITION

No. F970 Agency 70M(ADD)  
 Name  Station London Sponsor  
 Title Chief, Offices (Ops) Grade & Salary GS-9 P 4600<sup>00</sup>

Request for Title from  
 Division \_\_\_\_\_  
 Title Requested Opel Consul  
 Replacement for FSD-9 #4470<sup>00</sup>  
 Request to DHS 19 March 1951  
 Date to DHS 16 Feb 51 F 3638  
 Dispatch sent 19 March 1951  
 "Trip Home" Cable sent 12 May

Physical (State) \_\_\_\_\_  
 Clearance 23 May 51  
 Effective 25 May  
 Report to Miss Cullen

Physical & Inoculations 88-89<sup>00</sup> rec'd.

R. & D Report OK

Form 30-1 prepared \_\_\_\_\_

Contract signed \_\_\_\_\_

Printing International Correspondence \_\_\_\_\_

Form GEP-34 to individual \_\_\_\_\_  
 Form GEP-34 received 5 March 51

Printing Info. \_\_\_\_\_

Misc. \_\_\_\_\_

Form FD-123 \_\_\_\_\_

Application Form Info. (GEP-34) \_\_\_\_\_

Form FD-319 Info. \_\_\_\_\_

Finance Division \_\_\_\_\_

Badge Picked up \_\_\_\_\_

STATE CLEARING

FOR \_\_\_\_\_  
 DATE \_\_\_\_\_  
 DIVISION \_\_\_\_\_

STATE FOR ORDERS \_\_\_\_\_  
 Dependents \_\_\_\_\_  
 STATE CLEARING \_\_\_\_\_  
 UNIT INFO TO D. S. \_\_\_\_\_

SECRET

Enclosure  
2/16

5 March 1951

TO: CPD

FROM: FDM

SUBJECT: [Redacted]

It is requested that subject be transferred from  
the German T/O to Slot No. 6 of the External Section "A" (Vienna).  
This is a temporary move. Adjustment will be made when the new  
Vienna T/O is approved.

[Redacted]

FOR: Chief, FDM

SECRET

OFFICE MEMORANDUM

TO:

FROM:

SUBJECT:

DATE: 16 February 1951

For the convenience of the Department of State, it is requested that the appropriate security certification be prepared and forwarded to the Department of State as soon as possible. The subject is to be assigned to Vienna, Austria.

JOSEPH S. PAPP

SECRET

(S)

File  
m/d

6 February 1951

TO: Overseas Branch

FROM: PDM

SUBJECT: Cancellation of Transportation - [redacted]  
[redacted]

It is requested that all travel arrangements on  
[redacted] be cancelled. The Division is changing his  
assignment and he will not be sent to [redacted]

[redacted]  
For: Chief, PDM

RECEIVED  
FEB 11 11 35 AM '51  
OVERSEAS BRANCH

22 January 1951

TO: Overseas Branch, MD  
VIA: Assistant Director, Special Operations  
FROM: FIM  
SUBJECT: Foreign Travel Request

1. It is requested that appropriate travel orders be issued for [redacted] to proceed to [redacted] in PCS.
2. The following information is submitted for the preparation of the Foreign Travel Order:
  - a. Justification: [redacted] is being sent to [redacted] as an Intelligence Officer, GS-9, against POS/DAD Slot No. 53.
  - b. Availability date to commence travel: 14 March 1951.
  - c. Mode of travel: Sea
  - d. Requested deviation from most direct route and justification therefor: Subject has requested, and the Division has no objection, six (6) days' annual leave in Switzerland enroute to Station.
  - e. Dependents to be authorized to travel: No
  - f. Household effects to be authorized: Yes
  - g. Shipment of personal automobile to be authorized: Yes
  - h. Special provisions: None.
  - i. Travel advance of \$100.00 is requested.

[redacted]  
For: Chief, FIM

APPROVED:

\_\_\_\_\_  
For the Assistant Director, SO

UCB

1. Name: [Redacted] Position: [Redacted] FDM [Redacted] X 2438  
Title: Intelligence Officer Grade & Salary: GS-9 \$4600. Eff. Trans. Date: \_\_\_\_\_  
Washington, D. C. to [Redacted] for PCS.

2. Availability Date: <sup>13</sup> 14 March 1951 Type of Transfer: \_\_\_\_\_  
Mode of Travel: Sea  
Stipends, Insurance, & Expenses: \_\_\_\_\_  
Dependents: \_\_\_\_\_  
Effects & Bazaar: \_\_\_\_\_  
Travel Advance: \_\_\_\_\_ Special Provisions: \_\_\_\_\_

3. Contract: 31 Jan 51 Residence & Dependency Report: OK  
Automobile Agreement: \_\_\_\_\_ Clearance Expiry: 22 January 1951  
Reserve Release: 1st Lt. 647506 papers either in Los Angeles or Wash. DC  
Passport Letter: \_\_\_\_\_ Date Passport Obtained: \_\_\_\_\_  
PT No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_  
Visas: \_\_\_\_\_

Physical Requested: 22 Jan 51 Med. Cert. Recd.: \_\_\_\_\_ Inoculations: \_\_\_\_\_  
PCA Requested: \_\_\_\_\_ Cable No.: \_\_\_\_\_ PCA Rec'd.: \_\_\_\_\_ Cable No.: \_\_\_\_\_  
Military or Naval Orders Requested: \_\_\_\_\_ Orders Rec'd.: \_\_\_\_\_  
AGO Card Requested: \_\_\_\_\_ AGO Card Received: \_\_\_\_\_  
Director's Appointment Scheduled for: \_\_\_\_\_ Appointment Completed: \_\_\_\_\_  
Departure Notice: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Baggage Cable: \_\_\_\_\_ Authorization or Effect Date: \_\_\_\_\_  
Once Effects Shipped: \_\_\_\_\_

SECRET

**PERSONNEL TRANSFER LETTER**  
(THIS IS NOT A TRAVEL ORDER)

6 January 1951

TO:

1. Pursuant to authority vested in me, your official station is hereby established as  effective 7 January 1951. Upon receipt of proper travel orders you will proceed from Washington, D. C. to such station, via \_\_\_\_\_

2. The travel to your new station is to be accomplished as soon as practicable after receipt of proper Travel Orders. This transfer is not for your convenience or benefit, or at your request, but in the best interests of the Government.

3. In accordance with the provisions of applicable agency regulations, and subject to the availability of funds, the shipment at Government expense of your household goods and personal effects, including packing, crating, unpacking, uncrating, drayage, and temporary storage not to exceed ninety days, within the prescribed weight allowance, is authorized.

4. Subject to the availability of funds, the movement of your immediate family at Government expense is authorized in accordance with agency regulations.

5. Authorization for the shipment of a personally owned automobile at Government expense, when consistent with agency regulations, is hereby authorized.

CHIEF, EMPLOYEES DIVISION

FORM NO. 37-112  
FEB 1950

SECRET





6 November 1950

TO: SSD

FROM: FDM

SUBJECT: [REDACTED]

As indicated in the attached memorandum from Mr. Horace S. Craig, Jr., Chief, Advisory Council, [REDACTED] is released for transfer to this Division. At the present time [REDACTED] is a student in the Advanced Operations Course. It is planned to have him report to FDM upon completion of the above-mentioned Course which will be 1 December 1950.

It is requested that action be initiated to have him transferred to FDM as soon as possible:

[REDACTED]

[REDACTED]  
for: Chief, FDM [REDACTED]

Attachment

CONFIDENTIAL

24 July 1950  
(date)

I,  hereby certify the information  
appearing on my Personal History Statement dated 11 May 1950  
is still accurate and correct, except as follows: Terminated residence  
in Ferney-Voltaire (in), France, 15 July 1950. Present address

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

RESTRICTED

<b>ENTRANCE ON DUTY RECORD</b>		DATE 24 July 1950	
TO:  Advisory Council		BUILDING South	ROOM 132
FROM:  PERSONNEL OFFICER		EOD DATE 24 July 1950	
NAME OF EMPLOYEE			
POSITION TITLE Intelligence Officer		GRADE GS-9	SALARY \$4600.00 per annum
PAYROLL unvouchered funds		DUTY STATION Washington, D. C.	
DATE SECURITY CLEARED 29 August 49 Extended 29 May 1950		DATE OATH OF OFFICE ADMINISTERED 24 July 1950	
DATE PERMANENT IDENTIFICATION REQUESTED 24 July 1950		DATE FINGERPRINTED 24 July 1950	
DATE BRIEFED BY SECURITY 24 July 1950		DATE OF PHYSICAL EXAMINATION 24 July 1950	
DATE 24 MONTH AGREEMENT SIGNED Not Applicable			
EMPLOYEE'S EMERGENCY ADDRESS			
EMPLOYEE'S LOCAL ADDRESS			
REMARKS:  <div style="text-align: center; border: 2px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> <b>POSTED</b>  <i>4/25/50</i> </div>			
		SIGNATURE	

CONFIDENTIAL

17 February 1950

[Redacted]

Employees Division

[Redacted]

Attached is a copy of letter from subject which was written to [Redacted]. It is requested that the security clearance effective 29 August 1949 be extended. It is hoped that subject will enter on duty on or about 12 March 1950.

[Redacted]

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Employees Division, Special Support Staff DATE: 23 February 1950  
FROM : Chief, Personnel Security Branch  
SUBJECT: [Redacted]

3-Ae

Reference is made to your memorandum dated 17 February 1950 requesting an extension of the security approval granted for subject.

This is to advise that the security clearance granted on 29 August 1949 is still in effect, provided subject enters on duty within 60 days from this date.

*Adv. Council [Signature] 4:05 P.M. 27 Feb. C.H.*

[Redacted]

CONFIDENTIAL

SECRET

24 August 1949

TO : IAS  
 ATT :   
 FROM : CFB  
 SUBJECT:

1. The above-named subjects were being processed for employment with the Advisory Council on vouchered funds. These positions are not on unvouchered funds. The security clearances should be granted on this basis and should be forwarded to this office.

STANDARD FORM NO. 64

SECRET

Office Memorandum • UNITED STATES GOVERNMENT *file*

TO : Deputy Personnel Officer  
 FROM : Chief, Personnel Security Division  
 SUBJECT:

DATE: 15 September 1949

38638

Reference is made to your memorandum dated 24 August 1949 relative to Subject.

This is to advise that this office interposes no objection to the contemplated transfer of Subject from Vouchered to Unvouchered Funds in the Advisory Council.

SECRET

5-17

PERSONNEL ACTION REQUEST

415

		CLASSIFICATION	INITIALS	DATE
		VICE	<i>MS</i>	7-18-49
		IA		
		VV		
		NEW		
NATURE OF ACTION		QUALIFICATION	REVIEW	INITIALS
<i>Exempted</i> Appointment to fill vacancy caused by transfer of Lawrence A. Olson, Jr.				
EFFECTIVE DATE		210-70		7-25-49
As soon as possible		14-10		
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		APPROVED: <i>[Signature]</i> 6-11-64 Ray 7-27-49		
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:		SIGNATURE, EXECUTIVE DIRECTOR		
		SIGNATURE, EXECUTIVE FOR ARMY		
		SIGNATURE, CHIEF, PERSONNEL BRANCH		
TITLE		FROM	TO	
			Research Analyst P-3 Intelligence Officer, [ ]	
GRADE AND SALARY			P-3 \$4479.60 <i>[Signature]</i>	
OFFICE			Advisory Council	
BRANCH				
DIVISION				
SECTION				
OFFICIAL STATION			Washington, D. C.	
DEPT. OR FIELD			Dept. 130	
REMARKS:		Searched 10/25/49 MS See reg-6/1		
RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER		DATE		
<i>[Signature]</i> Admin. Asst., Advisory Council		-7 May 1949		

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		21 June 1972	FILE NO. 970
TO: (check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION		
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 056043	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	EUR KH	ID CARD NUMBER
ATTN:	Chief Support Staff	OFFICIAL COVER	<input checked="" type="checkbox"/> ESTABLISHED <input type="checkbox"/> DISCONTINUED
REF:	Retirement Debriefing		

**KEEP ON TOP OF FILE WHILE COVER IN EFFECT**

<input checked="" type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:
<input checked="" type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE <u>EOD</u>	SUBMIT FORM 3254 <u>State</u> W-2 TO BE ISSUED. (HNB 20-11)
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR <u>TOY</u> OTHER (Specify)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/>
<input checked="" type="checkbox"/> SUBMIT FORM 3254 <u>State</u> W-2 TO BE ISSUED. (HNB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
<input checked="" type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-20)	SUBMIT FORM 2688 FOR HOSPITALIZATION CARD.
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-30)	DO NOT WRITE IN THIS BLOCK
NA EAA, CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/>	
NA SUBMIT FORM 2688 FOR <u>                    </u> HOSPITALIZATION CARD	
REMARKS AND/OR COVER HISTORY: Subject will be denied for entire period of employment except for US Government employment applica- tions. Forwarding address: 56, Chemin du Pros Tienne 1328-Ohair, Belgium Subject will be self-employed	
DISTRIBUTION: COPY 1 - CC COPY 2 - OPERATING COMPONENT COPY 3 - O/D COPY 4 - OL/TELEVC COPY 5 - OF COPY 6 - CCS - FILE RF:ss	

SECRET

(When Filled In)

ES 28 JUN 72

NOTIFICATION OF PERSONNEL ACTION

*Silva*

DEF

1. SERIAL NUMBER	
056043	

2. NATURE OF PERSONNEL ACTION CONV FROM FSR STATUS & RETIREMENT-INVOLUNTARY-UNDER CIA RETIREMENT AND DISABILITY SYSTEM	4. EFFECTIVE DATE MO: 06 DA: 30 YR: 72	3. CATEGORY OF EMPLOYMENT REGULAR
---	---	--------------------------------------

6. FUNDS	V TO V	V TO CP	7. Financial Analysis No. Chargeable	8. CEC OR OTHER LEGAL AUTHORITY
	CP TO V	CP TO CP	2136 1187 (XXX)	PL 88-643 SEC 235A

9. ORGANIZATIONAL DESIGNATIONS DUP/EUR DIVISION	10. LOCATION OF OFFICIAL STATION
--	----------------------------------

11. POSITION TITLE CHIEF OF STATION	12. POSITION NUMBER 0296	13. SERVICE DESIGNATION D
--	-----------------------------	------------------------------

14. CLASSIFICATION SCHEDULE (GS, IS, etc) GS	15. OCCUPATIONAL SERIES 0136.05	16. GRADE AND STEP 16 6	17. SALARY OF RATE 34623
---	------------------------------------	----------------------------	-----------------------------

18. REMARKS
-------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. AG CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGER CODE	24. HOURS CODE	25. DATE OF BIRTH MO: 11 DA: 11 YR: 25	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. CAC 2. CIA 3. OIC 4. NONE	31. SEPARATION DATA CODE 0600000	32. Continuation - Cancellation Data TYPE MO: DA: YR:	33. SECURITY REQ. 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 SAR RESV PROV. TEMP.	39. FROG/HEALTH INSURANCE CODE CODE 0 WAIVER 1-YES HEALTH INS COVN	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		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE			

SIGNATURE OR OTHER AUTHENTICATION

POSTED

*6 29 72 Silva*

FORM 566 1150 11 71 Use Previous Edition

SECRET MLH

EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION (When Filled In)

STANDARD FORM NO. 63-61-101



1. LAST NAME [Redacted]		INITIAL(S)		2. APPOINTMENT DATA Entered on duty F/T P/T			3. TOTAL SERVICE FOR LEAVE (as of date of separation) Years Months Days			
4. DATE AND NATURE OF SEPARATION Retirement COB EFF 6/30/72				Subject to Sec 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/>			Ceased to be subject to Sec 203(d) on Annual Leave Bal			
5. Balance from prior leave year ended 1/72 19 72				ANNUAL		SICK		14. Date arrival abroad for ML purposes		
6. Current leave year accrual through 6/21/72 19 72				360		1297		15. Current balance as of 6/30 19 72 30 Days		
7. Total				96		118		16. 12 month accrual rate		
8. Reduction in credits, if any (current year)				40		-		17. Dates leave used, prior 24 months		
9. Total leave taken				46		72		18. Monthly accrual date		
10. Balance				360		344		19. Calendar days credit for next accrual date 13 Days		
11. Total hours paid in lump sum 360 hrs @ 2 1/2								20. Date basic service period completed		
12. Salary rate(s) 34 623.00								MILITARY LEAVE		
13. Lump sum leave dates From 7/1/72 to 9/5/72 1700 (Hours)								21. Dates during current calendar yr to		
20. C [Redacted] 7-11-72 (Date)								22. Dates during preceding calendar yr to		
For Chief Payroll (Title) [Redacted] (Telephone)								ABSENCE WITHOUT PAY		
								23. During leave year in which separated		
								24. During step increase waiting period which began on		
								25. During 12-month ML accrual period (dates)		

Standard Form 1130  
November 1965  
1130-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION  
PPM SUPPLEMENTS 296-31 AND 296-2

1. LAST NAME [Redacted]		INITIAL(S)		2. APPOINTMENT DATA Entered on duty F/T P/T			3. TOTAL SERVICE FOR LEAVE (as of date of separation) Years Months Days			
4. DATE AND NATURE OF SEPARATION Retirement COB EFF 6/30/72				Subject to Sec 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/>			Ceased to be subject to Sec 203(d) on Annual Leave Bal			
5. Balance from prior leave year ended 1/72 19 72				ANNUAL		SICK		14. Date arrival abroad for ML purposes		
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7. Total				96		118		16. 12 month accrual rate		
8. Reduction in credits, if any (current year)				40		-		17. Dates leave used, prior 24 months		
9. Total leave taken				46		72		18. Monthly accrual date		
10. Balance				360		326		19. Calendar days credit for next accrual date 13 Days		
11. Total hours paid in lump sum 360 hrs @ 2 1/2								20. Date basic service period completed		
12. Salary rate(s) 34 623.00								MILITARY LEAVE		
13. Lump sum leave dates From 7/1/72 to 9/5/72 1700 (Hours)								21. Dates during current calendar yr to		
20. C [Redacted] 7-11-72 (Date)								22. Dates during preceding calendar yr to		
For Chief Payroll (Title) [Redacted] (Telephone)								ABSENCE WITHOUT PAY		
								23. During leave year in which separated		
								24. During step increase waiting period which began on		
								25. During 12-month ML accrual period (dates)		

Standard Form 1130  
November 1965  
1130-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION  
PPM SUPPLEMENTS 296-31 AND 296-2

SECRET

COVER CONTROL OF RETIREMENT PROCESSING										FILE
TO: Retirement Operations Branch Office of Personnel										DATE
RETIREE					CATEGORY OF EMPLOYMENT					
the following action is to be taken on processing retirement documentation for the person named above.										
TYPE RETIREMENT		CIVIL SERVICE			CIARDS		DATE			
COVER	OVERT ROUTINE	COVERT (OFFICIAL COVER) LOCK-UP			COVERT (NDC) SPECIAL		RETENTION OF AWARDS		YES	NO
CORRESPONDENCE		OVERT			COVERT		THRU CCS			
FINANCES										
ANNUITY PAYMENTS SHOULD BE				U.S. GOV'T. CHECK			OTHER (Payment instructions follow)			
TAX DOCUMENTATION SHOULD BE				CIA	CSC	OTHER (MEMO FOLLOWS)				
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION				YES	NO	INTERNAL TRANSFER				
INSURANCE										
FEOLI		OVERT	COVERT			MAINTAIN RECORDS INTERNALLY ONLY				
TYPE OF HOSPITALIZATION CARD:										
AUTHORIZATION TO CONVERT INSURANCE				YES	CONVERSION MUST BE APPROVED BY CCS					
RESERVE										
MEMBER OF CIVILIAN RESERVE				YES	NO	OVERT	COVERT			
REMARKS										
CHIEF, COVER SUPPORT BRANCH, CENTRAL COVER STAFF										
THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY										
NO SECURITY OBJECTIONS TO ABOVE.										
OTHER INSTRUCTIONS AS FOLLOWS:										
CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY										

FORM 3429 OBSOLETE PREVIOUS EDITIONS 4-72

SECRET

(4-9-13)

7 OFF-PERS. FILE ROOM

6 30 12

form

CONFIDENTIAL

OPF

26 JUN 1972

MEMORANDUM FOR:

THROUGH : Deputy Director for Plans

THROUGH : Chief, EUR

SUBJECT : Intelligence Medal of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony.

3. Invitations to the ceremony will be extended by the Executive Secretary, Honor and Merit Awards Board, Office of Personnel, extension 3645, room 412, Magazine Building. Please send to that office the names and phone numbers of the guests you would like to have invited, and indicate any dates on which you would not be available for such a ceremony.

Recorder

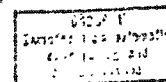
Honor and Merit Awards Board

Att

Distribution;

- 0 - Addressee
- 1 - C/EUR
- 1 - D/Pers -- OPF w/forms 382 & 600
- 1 - Exec Sec/HMAB
- 1 - Recorder/HMAB

CONFIDENTIAL



OFF

REPORT OF HONOR AND MERIT AWARDS BOARD			Executive	Justiv	DATE
			02-7412		6 June 1972
The Honor and Merit Awards Board having considered a recommendation that:					
OFFICIAL OR ID NO.				SER	TYPE EMPLOYEE
056043				M	Staff
OFFICE OF ASSIGNMENT	SO	SCHEDULE	GRADE	STATION	
CS/EUR	D	GS	16		
TO BE AWARDED					
Intelligence Medal of Merit					
<input type="checkbox"/> FOR HEROIC ACTION ON					
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD July 1950 - June 1972					
<input checked="" type="checkbox"/> RECOMMENDS APPROVAL			<input type="checkbox"/> DOES NOT RECOMMEND APPROVAL		
<input type="checkbox"/> RECOMMENDS AWARD OF					
UNCLASSIFIED CITATION					
<p>[redacted] is hereby awarded the Intelligence Medal of Merit in recognition of his especially meritorious service throughout his Agency career. Since 1950, he has served with distinction in increasingly responsible operational assignments both at home and abroad. His skill and expertise in accomplishing a variety of delicate and vital tasks attest to his versatility and professionalism. [redacted] outstanding contributions to the mission of the Agency reflect great credit on him and the Federal Service.</p>					
REMARKS					
(Recommendation approved by ADD/P on 26 May 1972)					
APPROVED			SIGNATURE	1	
Richard Helms			/s/		
DIRECTOR OF CENTRAL INTELLIGENCE			TYPED NAME OF	BOARD	
22 JUN 1972			SIGNATURE		
DATE			TYPED NAME OF		

SECRET  
(When Filled In)

OPF

RECOMMENDATION FOR HONOR OR MERIT AWARD  
(Submit in triplicate - see HR 20-37)

SECTION A PERSONAL DATA				
1. EMP. SER. NO. 056043	2. POSITION TITLE Chief of Station GS-16 D		4. GRADE	5. SD
6. OFFICE OF ASSIGNMENT DDP/EUR		7. OFFICE EXT. (If any)	8. STATION	
9. HOME ADDRESS (No., St., City, State, ZIP Code)		HEADQUARTERS <input checked="" type="checkbox"/>	FIELD (Specify location)	
10. HOME PHONE		11. CITIZENSHIP AND HOW ACQUIRED U.S. by birth		
12. AWARD		13. DATE OF RETIREMENT	14. POSTHUMOUS	
Intelligence Medal of Merit		30 June 1972	YES	<input checked="" type="checkbox"/> NO
16. RELATIONSHIP Wife		17. HOME ADDRESS (No., St., City, State, ZIP Code) Same as Number Nine (9)		18. HOME PHONE
SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD				
19. WERE YOU AN EYEWITNESS TO THE ACT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:				
20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT	
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:				
24. FULL NAME	25. AWARD RECOMMENDED			
CONDITIONS UNDER WHICH ACT WAS PERFORMED:				
26. LOCATION	27. INCLUSIVE DATES	28. TIME OF DAY		
29. RELEVANT GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED				
30. DATES FOR WHICH AWARD RECOMMENDED	31. ASSIGNMENT COMPLETED	32. NOW IN SAME OR RELATED ASSIGNMENT		
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE				
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE Chief of Station				
35. COMPONENT OR STATION (Designation and local) DDP/European Division				
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION Direct supervision of the [redacted] consisting of 18 Staff personnel and nine Contract personnel.				
37. INCLUSIVE DATES FOR WHICH RECOMMENDED	38. ASSIGNMENT COMPLETED	39. NOW IN SAME OR RELATED ASSIGNMENT		
July 1952 to June 1972	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE:				
40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT	
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE				
44. FULL NAME	45. TYPE OF AWARD			

SECRET  
(When Filled In)

**SECTION C** NARRATIVE DESCRIPTION

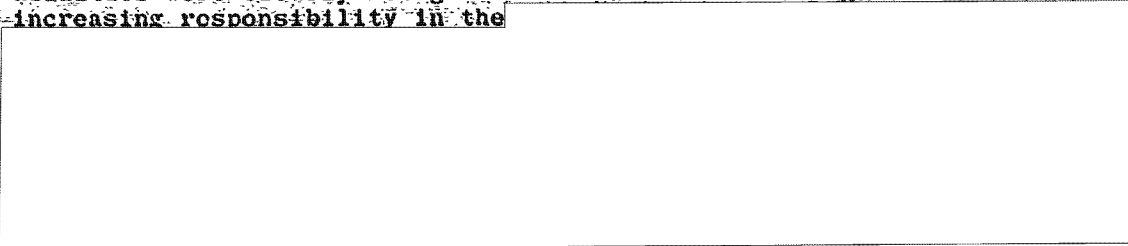
**Award for Heroic Action or Acceptance of Hazard:** Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. State, why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. List the results of the act. Enclose unclassified citations.

**Award for Achievement, Service, or Performance:** State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citations.

[redacted] currently Chief of Station, [redacted] is recommended for the Intelligence Medal of Merit in recognition of his outstanding service of 22 years as a Clandestine Services officer.

For personal reasons [redacted] has elected to retire effective June 1972.

From the beginning of his CS career, [redacted] exceptional abilities were clearly recognized and he received assignments of ever increasing responsibility in the



In addition to the full duties as Deputy Chief of an active division, [redacted] continued to carry heavy responsibilities throughout this period in the field of counter intelligence. He was one of

CONTINUED ON ATTACHED SHEET

46. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE, ATTACH AFFIDAVITS OF EYEWITNESS OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.

1. PROPOSED CITATION

2.

3.

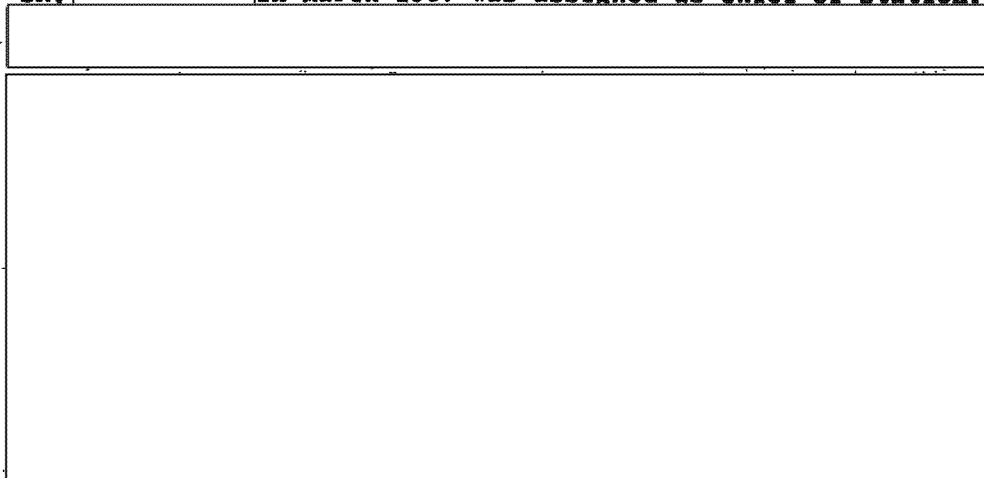
47. RECOMMENDATION INITIATED BY	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOM-	49. DATE
[redacted]	[redacted]	15 May 72

SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION		
50. HEAD OF <u>D</u> CAREER SERVICE (Career service of nominee)	TITLE AND SIGNATURE See Item 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE See Item 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE Cecil Meyer Deputy Director for Plans	DATE 26 May 72

SECRET

the key officers responsible for the direction and control of some of the most sensitive operations then being conducted by the Clandestine Services. He carried out his responsibilities with skill and discretion, and the ability to stand up under repeated periods of heavy pressure.

In recognition of his excellent service as Deputy Chief SR, [redacted] in March 1967 was assigned as Chief of Station.



[redacted] entire career has been characterized by the consistent excellence of his performance in each assignment of increasing responsibilities that he has undertaken. He is recognized as one of the top Soviet operations specialists in the Clandestine Service and has spent the bulk of his twenty-two year career working in the most sensitive and complex areas of intelligence work. We regret his decision to retire for personal reasons and the loss of his experience and expertise to the Clandestine Service. It is strongly recommended that in recognition of his outstanding service to the Clandestine Service in positions of critical and demanding responsibility [redacted] be awarded the Intelligence Medal of Merit.



SECRET

A 9

ret'd 6/30/72

1. SERIAL NO. 096043		2. NAME		3. ORGANIZATION 44 620		4. FUNDS CF		5. LWOP HOURS	
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 16	5	833,634	09/31/70	GS 16	6	834,623	09/28/72		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
						20 MAR 72			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS									
FORM 7-66 560 E Use previous edition						PAY CHANGE NOTIFICATION			

MAY 72

1/36  
603

*[Signature]*

"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	DRGN.	FUNDS	GR-STEP	NEW SALARY
RAGLEY TENNETT W	056043	44	620	CF GS 16 5	833,634



"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11976 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 [REDACTED] SERIAL ORGN, FUNDS GR-STEP [REDACTED] 44 575 CF GS 16 5 NEW SALARY \$31,841

A 9

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
						44 575 CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
		2900				30087			
GS 16 4		06/02/68		GS 16 5		05/31/70			
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGN [REDACTED]				DATE 2/1/71					
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS		[REDACTED]							
FORM 7-66 560 E Use previous editions.		PAY CHANGE NOTIFICATION						(4-51)	

0155 A  
 INFORMATION

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11924 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: 26 DECEMBER 1969

NAME [REDACTED] SERIAL ORGN, FUNDS GR-STEP [REDACTED] 44 575 CF GS 16 4 NEW SALARY \$27,202

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 70 AND  
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS:  
 EFFECTIVE 16 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-STEP	OLD SALARY	NEW GR-STEP	NEW SALARY
[REDACTED]	54600	CF	13 1		\$13730	15 1	\$14565

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE  
 ORDER 11474 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 1959

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[REDACTED]	44 550	CF	GS	16 4	\$27,549

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND  
 EXECUTIVE ORDER 11413 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
[REDACTED]	44 550	CF	GS	16 4	\$23,079	\$23,110

A-9

MAY 21 1968  
COMMUNICATIONS SECTION

1. SERIAL NO.		NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				44 550		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. PL ACTION	
Grade	Step	Last Adj. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ	
GS 16	3	06/04/67	GS 16	4	\$23,079	06/07/68			
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
						25 May 1968			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS DIVISION					AUDITED BY				
FORM 7-66 560 E		PAY CHANGE NOTIFICATION							

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 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
	44 550	CF	GS-16 3	\$21,415	\$22,380	

SECRET  
(When Filled In)

SF: 30 AUG. 67

NOTIFICATION OF PERSONNEL ACTION														
DDF														
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
REASSIGNMENT					08   27   67		REGULAR							
6. FUNDS		7 TO V		7 TO CP		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY						
V TO V		CP TO V		X		CP TO CP		8136 1187 0000						
9. ORGANIZATIONAL DESIGNATION					10. LOCATION OF OFFICIAL STATION									
DDP/EUR FOREIGN FIELD														
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION							
ATTACHE CHIEF OF STATION					0296		D							
14. CLASSIFICATION SCHEDULE (CL, LG, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE							
FSR GS			0136.05		03 2 16 3		16391 21415							
18. REMARKS WASH., D.C.														
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL														
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRATE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LES				
37	10	NUMERIC	ALPHABETIC	06543	S	3	MO	DA	YR	MO	DA	YR		
		114550					11	11	25					
28. HIC EXPIRES		29. SPECIAL REFERENCE		30. ESTABLISHMENT DATA		31. SEPARATION DATA		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.	34. SEX			
NO DA YR		1. CSC 2. CIA 3. EPA 4. OADR		CODE		TYPE		NO. 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.	MO DA YR	MO DA YR	MO DA YR	EAM PROV 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 CODE		NO. TAX EXEMPTIONS		FORM EXECUTED		CODE	NO. TAX EXEMPT	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: SB										POSTED				
										9-5-67/ml				

SF 1150

Use Previous Edition

SECRET

SF

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

1	Serial No.	2	Name	3	Comp Center Number	4	LWOP Hours			
					46 040 CF					
5				6				7		
OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Expire Date	Grade	Step	Salary	Effective Date	PU	LD	ADJ
GS 16	2	170,745	06/05/66	GS 16	3	181,415	06/04/67			
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: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 40px; vertical-align: middle;"></span>										

SECRET  
(When Filled In)

RZF: 3 JAN 67

<b>NOTIFICATION OF PERSONNEL ACTION</b>												
ODF												
3. NAME OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT					12-30-66		REGULAR					
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY				
CF TO V		X		CF TO CF		7134 0573 0000		50 USC 403 J				
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION							
DDP/SB DIVISION OFFICE OF THE CHIEF					WASH., D.C.							
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION					
POL OFFICER 2nd SEC OPS OFFICER D DIV CH					0002		D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY GRADE					
FSS GS			0136.01		01 1 16 2		15841 20745					
18. REMARKS WASH., D.C.												
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. ADPTS CODE	25. DATE OF BIRTH		26. DATE OF GRADE			
37	10	46040 5B		75013	1	1	11 11 25					
28. RET. EXP. RES.		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	34. SEX	
								EOD DATA				
35. PFT. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGLI, HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				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;"> <b>POSTED</b>          1-4-67 MS       </div>												

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504  
 PLURANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
 AS AMENDED, AND A DCI DIRECTIVE DATED 6 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
	48 040	CF	GS	16 2	\$20,297	\$20,745

SECRET  
 (When Filled In)

RZF: 11 JUL 66

NOTIFICATION OF PERSONNEL ACTION												
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE MO. DA. YR. 07 10 66		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS V TO V CF TO V			V TO CF CF TO CF			7. COST CENTER NO. CHARGEABLE 7134 0573 0000		8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203				
9. ORGANIZATIONAL DESIGNATIONS DDP/SR						10. LOCATION OF OFFICIAL STATION WASH., D.C.						
11. POSITION TITLE			12. POSITION NUMBER			13. SERVICE DESIGNATION D						
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP 16		17. SALARY OR RATE				
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.												
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. REGIM. CODE	25. DATE OF BIRTH MO. DA. YR.		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. FICA 3. NONE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG 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 CAB SERV. CODE PROV. 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 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												
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             POSTED              ALL T.P. 66           </div>												

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Rate	Low HI Date	Grade	Step	Rate	Effect on Date	PP	LS	ADJ
GS 16	1	319.819	06/06/65	GS 16	7	520.277	06/05/66			

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:  *12 Sept 66*

**PAY CHANGE NOTIFICATION**

9 SEPT 65

SECRET  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

A. NATURE OF PERSONNEL ACTION				B. EFFECTIVE DATE		C. CATEGORY OF EMPLOYMENT				
REASSIGNMENT				09 09 65		REGULAR				
D. FUNDS		E. TO		F. COST CENTER NO. CHARGEABLE		G. CSC OR OTHER LEGAL AUTHORITY				
V TO V		V TO CF		6134 0573 0000		50 USC 403 J				
CF TO V		CF TO CF		X						
H. ORGANIZATIONAL DESIGNATIONS					I. LOCATION OF OFFICIAL STATION					
DDP/SR DIVISION OFFICE OF THE CHIEF					WASH., D.C.					
J. POSITION TITLE					K. POSITION NUMBER		L. SERVICE DESIGNATION			
POL OFFICER 2ND SEC OPS OFFICER D DIV CH					0002		D			
M. CLASSIFICATION SCHEDULE (SS, LR, etc.)			N. OCCUPATIONAL SERIES		O. GRADE AND STEP		P. SALARY OR RATE			
FSR GS			0136.01		04 2 16 1		12495 18935			
Q. REMARKS WASH., D.C.										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
R. ACTION CODE	S. EMPLOY CODE	T. OFFICE CODING		U. STATION CODE	V. INTEGREE CODE	W. MONTHS CODE	X. DATE OF BIRTH		Y. DATE OF GRADE	Z. DATE OF LEI
37	10	48040 SR		75013	1	1	11 11 25			
AA. NIE EXPIRES		AB. SPECIAL REFERENCE	AC. RETIREMENT DATA		AD. SEPARATION DATA CODE	AE. CORRECTION/CANCELLATION DATA			AF. SECURITY REQ NO.	AG. SEX
			1 - CSC 2 - PICA 3 - NONE			EOD DATA				
AH. VLT. PREFERENCE		AI. SERV. COMP. DATE		AJ. LONG COMP. DATE		AK. CAREER CATEGORY		AL. FEGLI / HEALTH INSURANCE		AM. SOCIAL SECURITY NO.
0 - NONE 1 - 5 PT 2 - 10 PT						CAN PSEA DWOV TEMP		0 - HALVER 1 - YES		
AN. PREVIOUS GOVERNMENT SERVICE DATA				AO. LEAVE CAT CODE		AP. FEDERAL TAX DATA		AQ. STATE TAX DATA		
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 5 YRS 3 - BREAK IN SERVICE MORE THAN 5 YRS						FORM EXECUTED CODE 1 - YES 2 - NO		FORM EXECUTED CODE 1 - YES 2 - NO		

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
*2029/11/65*

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 10 OCTOBER 1962."

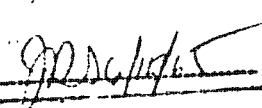
EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
	48	040	CF	GS 16 1	\$18,935	\$19,619

5 JUN65

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

NATURE OF PERSONNEL ACTION		EFFECTIVE DATE		CATEGORY OF EMPLOYMENT					
PROMOTION - CORRECTION		06 06 65		REGULAR					
FUNDS		COST CENTER NO. CHARGEABLE		CSC OR OTHER LEGAL AUTHORITY					
<table border="1"> <tr> <td>V TO V</td> <td>V TO CF</td> </tr> <tr> <td>CF TO V</td> <td>CF TO CF</td> </tr> </table>		V TO V	V TO CF	CF TO V	CF TO CF	5134 0573 0000		50 USC 403 J	
V TO V	V TO CF								
CF TO V	CF TO CF								
ORGANIZATIONAL DESIGNATIONS			LOCATION OF OFFICIAL STATION						
DDP/SR COUNTERINTELLIGENCE GROUP OFFICE OF THE CHIEF			WASH., D.C.						
POSITION TITLE			POSITION NUMBER	SERVICE DESIGNATION					
POL OFFICER 2nd SEC OPS OFFICER CH			0985	0					
CLASSIFICATION SCHEDULE (GS, LB, etc.)		OCCUPATIONAL SERIES	GRADE AND STEP	SALARY OR RATE					
FSR GS		0136.01	04 2 16. 1	12495 18935					
REMARKS									
THIS ACTION CORRECTS FORM 1150 EFFECTIVE 06/06/65 AS FOLLOWS: TO ADD INTEGRATED INFORMATION. ITEM #11 WHICH READ OPS OFFICER BR CH TO READ OPS OFFICER CH.									
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				
		NUMERIC ALPHABETIC							
24 NTE EXPIRES		29 SPECIAL REFERENCE		30 RETIREMENT DATA					
NO DA YR		1 - CSC 2 - FICA 3 - NONE		CODE					
35 YET PREFERENCE		36 SERV. COMP. DATE		37 LONG COMP. DATE					
CODE 0 - NONE 1 - 50 PT 2 - 10 PT		NO DA YR		NO DA YR					
41 PREVIOUS GOVERNMENT SERVICE DATA		42 LEAVE CAT CODE		43 FEDERAL TAX 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)				FORMER SEC AD CODE NO TAX EXEMPTIONS					
				1 - YES 2 - NO					
				44 STATE TAX DATA					
				FORM EXECUTED CODE NO TAX STATE CODE					
				1 - YES 2 - NO					
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             I O T H D    </div>									



RZR: 28 MAY 65

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																																																																																																																																																							
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3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT																																																																																																																																														
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4. FUNDS		V TO V		V TO CF		7. LOSS CENTER NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY																																																																																																																																														
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9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION																																																																																																																																																	
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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																																																																																																																																										
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22	10	48200	SR	75013		1	11	11	25	06	06	65	06	06	65																																																																																																																																								
28. HIE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ NO.		34. SER																																																																																																																																										
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<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> <div style="text-align: right; margin-top: 20px;"> <p><b>POSTED</b> JWS 6/9/65</p> </div>																																																																																																																																																							

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)



OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Eff. Date	Grade	Step	Salary	Eff. Date	PSI	LSI	ADI
GS 15	2	11630	09/15/63	GS 15	3	11600	09/13/64			

48 200 CF

6 Remarks and Authorization

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: [Redacted] DATE: 15/7/64

PAY CHANGE NOTIFICATION

Form 824 Obsolete Premium (4-51)

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
ADD. 04/23/64									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT					04   12   64				
6. FUNDS		7. COST (ENTER NO. CHARGEABLE)		8. CSE OR OTHER LEGAL AUTHORITY					
V TO V		V TO CF		4134 1000 1000					
CF TO V		X CF TO CF							
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
BDP/SR DIVISION DDP SR CI GR OFF OF THE CH					WASH., D.C.				
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
GPS OFFICER BR CH				0985		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
SS			0136.01		15				
18. REMARKS									
SIGNATURE OR OTHER AUTHENTICATION									
<div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;">           POSTED 27 APR         </div>									

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND OGI  
MEMORANDUM DATED 1 AUGUST 1964; SALARY IS ADJUSTED AS FOLLOWS,  
EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
		48 080 CF	GS 15 2	\$15,045	\$16,180

LLG: 31 OCT. 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
ODF											
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT				NO. DA. YR. 10 31 62		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		3134 1000 1000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION							
DDP SR CHIEF, OPERATIONS AND PLANS COUNTERINTELLIGENCE BRANCH OFFICE OF THE CHIEF				WASH., D.C.							
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
POL OFFICER 2ND SEC OPS OFFICER BR CH				0578		D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
FSR GS		0136.01		05 0 15 1		9620 14565					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTERGRADE CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LEI	
37	10	NUMERIC	ALPHABETIC	75013	1	1	MO. DA. YR.	11 11 25			
28. HTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	34. SEN
MO. 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		MO. DA. YR.		MO. DA. YR.		CAR. DES. / PNO. / TOURS		CODE		CODE	
								CODE		CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE				CODE		FORM EXECUTED				FORM EXECUTED	
1. NO PREVIOUS SERVICE				1. YES		NO TAX EXEMPTIONS				NO TAX EXEMPT.	
2. NO BREAK IN SERVICE				2. NO		FORM EXECUTED				FORM EXECUTED	
3. BREAK IN SERVICE (LESS THAN 3 YRS)						1. YES				1. YES	
4. BREAK IN SERVICE (MORE THAN 3 YRS)						2. NO				2. NO	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="font-size: 1.2em; margin: 0;">POSTED</p> <p style="font-size: 1.5em; margin: 0;">MO. 11-7-67</p> </div>											

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Low (E) Date	Grade	Step	Salary	Effective Date	PSJ	LSJ	ADJ
GS 15 1		314,965	09/10/67	GS 15 2		315,045	09/15/67			

1. NO EXCESS LWOP  
 2. IN PAY STATUS AT END OF WAITING PERIOD 00 0  
 3. 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: [Redacted] DATE: 9/14/67

PAY CHANGE NOTIFICATION MAH

Form 560 Obsolete Previous Edition

ARM: 14 SEPT 62 SECRET (When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

ODF

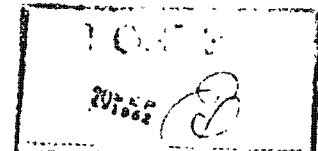
2. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
PROMOTION				09 16 62		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		3139 9600 1065		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP EE							

11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
POL OFFICER 2ND SEC OPS OFFICER		1586		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
FSR GS		0136.01		05 0 15 1	
17. SALARY OR RATE		9055 13730			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEGREE CODE	24. MOBILE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	54600 EE	69007	1	3	11 11 25	09 16 62	09 16 62
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SEC	EOD DATA	
	80							
35. VET. REFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION



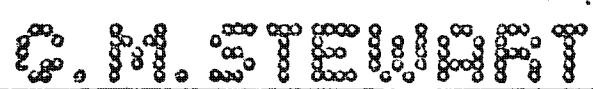
				DDP/EE 52 UV						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LBI	ADJ.
GS-14	2	\$12,470	12/13/59	14	3	\$12,730	06/11/61			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD										
[Redacted]										

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
	[Redacted]	52 27	GS-14 2		\$11,595	\$12,470

/s/ [Redacted]  
DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.				2. NAME				3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT	
								DDP/EE 52		UV			
6. OLD SALARY RATE						7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
			MO.	DA.	YR.				MO.	DA.	YR.		
GS-14	1	\$11,355	06	15	58	GS-14	2	\$11,595	12	13	59		
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER													
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP								9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD								10. INITIALS OF CLERK				11. AUDITED BY	
TO BE COMPLETED BY THE OFFICE OF PERSONNEL													
12. TYPE OF ACTION <input type="checkbox"/> P.S.I. <input type="checkbox"/> L.B.L. <input type="checkbox"/> PAY ADJUSTMENT								13. REMARKS  161					
14. AUTHENTICATION													
 <b>PAY CHANGE NOTIFICATION</b>													

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTING RESULTING  
FROM R-20-250

SER #	NAME	SD	OLD SLOT	NEW SLOT	DATE
		DI	1585	1586	05/01/59

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
		GS-14-1	\$10,320	\$11,355

757 DIRECTOR OF PERSONNEL

SECRET

SECRET  
(When Filled In)

MCM 13 JUNE 58												NOTIFICATION OF PERSONNEL ACTION											
						4. Vet. Prof.		5. Sex		6. GS-ECG													
						Non-0 5 Pt-1 10 Pt-2		Code		M 1		Mo. Da. Yr.											
						1				07 24		50											
7. SCD			8. CSC Retire.			9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. LCD		13. Other							
Mo.	Da.	Yr.	Yes-1	Code	No-2	Mo.	Da.	Yr.	Yes-1	Code	No-2	Mo.	Da.	Yr.	Yes-1	Code							
04	08	47		1								07	24	50		2							

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
DDP EE													
OFFICE OF THE CHIEF													
16. Dept. - Field		Code		17. Position Title				18. Position No.		19. Serv.		20. Occas. Series	
Dept - 1 USfld - 3 Frgn - 5		5		POL OFF 2ND SECTY AREA OPS OFF				1585		FSR GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst Due		26. Appropriation Number			
06 13 2		\$ 7100 9205		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 3160 55 065			

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		06 15 58		REGULAR		OM			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP EE													
OFFICE OF THE CHIEF				5288						9007			
33. Dept. - Field		Code		34. Position Title				35. Position No.		36. Serv.		37. Occas. Series	
Dept - 1 USfld - 3 Frgn - 5		5		POL OFF 2ND SECTY AREA OPS OFF				1585		FSR GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Due		43. Appropriation Number			
06 14 1		\$ 7100 10320		DI		06 15 58		12 13 59		8 3160 55 065			

44. Remarks

FO 3 3

24 JUN 1958

*[Signature]*

*mmp/158*





**SECRET**  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

ARE: 7 MAR 1958

				4. Vac. Pref.		5. Sex		6. CS - EOD			
				Name Code		M 1		Mo. Da. Yr.			
				5 7 10				07 24 50			
7. SCD			8. CSC Rate		9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. LCD	
Mo.	Da.	Yr.	Yes - 1	Code				Mo.	Da.	Yr.	Yes - 1
04	08	47	No - 2	1	50 USCA 403 J						No - 2
							12. LCD		13. EOD		
									Mo. Da. Yr. Yes - 1 Code		
									07 24 50 No - 2 2		

**PREVIOUS ASSIGNMENT**

14. Organizational Designations			Code		15. Location Of Official Station			Station Code		
DDP EE			5288					69007		
OFFICE OF THE CHIEF										
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.		20. Occup. Series	
Dept. - 1	Code	AREA OPS OFF			1585		GS		0136.01	
USfld - 3	5									
Frgn - 5										
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. Pst Due		26. Appropriation Number	
13 1		\$ 8990		DI	Mo. Da. Yr.		Mo. Da. Yr.		8 31 60 55 065	
					11 04 56		05 04 58			

**ACTION**

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data	
							OM		

**PRESENT ASSIGNMENT**

31. Organizational Designations			Code		32. Location Of Official Station			Station Code	
DDP EE			5288					69007	
OFFICE OF THE CHIEF									
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series
Dept. - 1	Code	POL OFF 2ND SECTY			1585		FSR		0136.01
USfld - 3	5	AREA OPS OFF					GS		
Frgn - 5									
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. Pst Due		43. Appropriation Number
06		\$ 7100		DI	Mo. Da. Yr.		Mo. Da. Yr.		8 31 60 55 065
12 1		\$ 8990			11 04 56		05 04 58		

FO  
14 MAR 1958

SECRET  
(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

MCO

				4. Vet. Pref.		5. Sex		6. CS - EOD			
				None-0	Code			Mo.	Da.	Yr.	
				5 Pt-1	1	M	1	07	24	50	
				10 Pt-2							
7. SCD		8. CSC Retml.		9. CSC Or Other Legal Authority		10. Appl. Authrv.		11. FEGLI		12. LCD	
Mo.	Da.	Yr.	Yes-1	Code		Mo.	Da.	Yr.	Yes-1	Code	
04	08	47	No-2	1	50 USCA 403				No-2	2	

### PREVIOUS ASSIGNMENT

14. Organizational Designations			Code			15. Location Of Official Station			Station Code		
DOP EE						WASH. D. C.					
FI OPERATIONS SECTION											
16. Dept. - field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 1	Code			0118		GS		0136.51			
USfld - 3		1.0. (FI)									
Prjn - 5	2										
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
131		\$ 8990		01						8 3100 20	

### ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT (TRANSFER TO UNVOUCHERED FUNDS)		05		12   15   57		REGULAR		01			

### PRESENT ASSIGNMENT

31. Organizational Designations			Code			32. Location Of Official Station			Station Code		
DOP FF			5288						69007		
OFFICE OF THE CHIEF											
33. Dept. - field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 1	Code	AREA OPS OFF		1505		GS		0136.01			
USfld - 3	5										
Prjn - 5											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
131		\$ 8990		01		11   04   56		05   04   58		8 3160 55 065	

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

POSTED

26 DEC 1957

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

640

		3. JOURNAL OR ACTION NO.	4. DATE
			10 May 1957
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT 56		5 May 1957	50 USCA 403 j
FROM		TO	
I.O. (CI) EO-216 GS-0136-53-13 \$8990.00 per annum CE Section		B. POSITION TITLE C. SERVICE, SERIES, GRADE, SALARY D. ORGANIZATIONAL DESIGNATIONS SE7310 E. HEADQUARTERS 2 F. FIELD OR DEPT'L 2	I.O. (FI) EO-118-13 GS-0136-51-13 \$8990.00 per annum DD/EE FI Operations Section Washington, D. C.
<input type="checkbox"/>	FIELD	<input type="checkbox"/>	DEPARTMENTAL
<input type="checkbox"/>	FIELD	<input checked="" type="checkbox"/>	DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE WWII DEMER 5 PT 10 POINT 1	X 1 1	NEW VICE I. A. REAL 8D-DI	
15. SEX M	16. APPROPRIATION FROM: 7-3100-20 TO: 750-13 Some	17. SUBJECT TO C. S. RETIREMENT ACT (1950-1951) Yes	18. DATE OF APPOINT. REPT AFFIDAVITS FACILITIES (DATE) 19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
20. REMARKS:  3 EOD 07/24/50  <div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg); display: inline-block;">                     POSTED                      5/13/57                      WLN                 </div>			
ENTRANCE PERFORMANCE RATING: Director of Personnel			

4. PERSONNEL FOLDER COPY

77 5/10/57

**CENTRAL INTELLIGENCE AGENCY**

**NOTIFICATION OF PERSONNEL ACTION**

ARO

		1. JOURNAL OR ACTION NO.		4. DATE	
				2 November 56	
This is to notify you of the following action affecting your employment:					
3. NATURE OF ACTION (USE STANDARD TERMINOLOGY)			6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION			30		4 Nov 1956
					50 LECA 403 J
FROM		TO			
BO-216-12		BO-216-12			
GS-0136.53-12 \$7705.00 per annum		GS-0136.53-13 \$8990.00 per annum			
8. POSITION TITLE		9. SERVICE CLASS. GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS	
I, O. (CI) BO-216				DDP/EE	
				CE Section	
11. HEADQUARTERS		12. FIELD OR DEPT.		13. VETERAN'S PREFERENCE	
2		Washington, D. C.		NONE WWII OTHER S. PT. 10 POINT	
				X	
14. POSITION CLASSIFICATION ACTION		15. SPECIAL U.S. RETIREMENT ACT		16. APPROPRIATION	
GS-DI		Yes		FROM: 7-3100-20	
				TO: Same	
				750-13	
				17. DATE OF APPOINTMENT (EXCEPTS ONLY)	
				18. LEGAL RESIDENCE	
				CLAIMED PROVED	
				STATE:	
20. REMARKS.					
This also corrects Item #1, First Name, on SF-52 effective 28 Feb 1954 and SF-52 effective 20 Sep 1954; also, SF-50 effective 20 May 1956 which read [ ] to read [ ]  3 and 07/24/50  RECORDED Nov 12 1956					
ENTRANCE PERFORMANCE RATING:					
Director of Personnel					

4. PERSONNEL FOLDER COPY

773 11/7/56

CENTRAL INTELLIGENCE AGENCY

CONFIDENTIAL

NOTIFICATION OF PERSONNEL ACTION 1v1

		3. JOURNAL OR ACTION NO.	4. DATE
			11 May 1956
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment 01		20 May 1956	50 UECA 403 j
FROM		TO	
Area Ops. Off. BGF-857 GS-0136.01-12 \$7785.00 per annum DDF/ES Austrian Station Operations Staff  Vienna, Austria <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		I. O. (CI) BU-216-12 GS-0136.53-12 \$7785.00 per annum DDF/ES GS Section  Washington, D. C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS	
527380		2	
12. FIELD OR DEPT.		13. VETERAN'S PREFERENCE	
12		NONE WWII OTHER S-PT 10-POINT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
14. POSITION CLASSIFICATION ACTION		15. SEX	
NEW VICK I. A. REAL		M	
SD/DI		16. APPROPRIATION	
17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		6-3110-55-016	
Yes		TO: 6-3100-20 750-13	
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		19. LEGAL RESIDENCE	
		<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.	
20. REMARKS:			
[Stamp: Done 16 May 56]			
3 EOD			
"Transfer TO Vouchered funds FROM Unvouchered funds."			
CONFIDENTIAL			
ENTRANCE PERFORMANCE RATINGS:			
Director of Personnel			

Am 5/14/56

**PERIODIC STEP INCREASE CERTIFICATION**

**CONFIDENTIAL**

U. S. GOVERNMENT PRINTING OFFICE: 1954-220089

1. Agency and organizational designation					2. Payroll period		3. Block No. <b>UV</b>		4. Slip No.			
					6. Grade and salary <b>GS- 12 \$7570.00</b>							
PAYROLL CHANGE DATA												
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	NET PAY	
7. Previous normal												
8. New normal												
9. Pay this period												
10. Remarks					11. Appropriations <b>ER/AS 3</b>			12. Prepared by <b>SPJ 6 FEB 56</b>				
								13. Audited by <b>CS</b>				
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase												
14. Effective date <b>25 MAR 56</b>	15. Date last equivalent increase <b>26 SEP 54</b>	16. Old salary rate <b>\$7570.00</b>	17. New salary rate <b>\$7785.00</b>	SERVICE AND CONDUCT ALL SATISFACTORY (Signature or other certification) <i>J. J. J.</i>								
18. LWOP data (fill in appropriate spaces covering LWOP during following periods):					<input type="checkbox"/> No excess LWOP. Total excess LWOP _____ <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.							
					Initials of Clerk _____							
STANDARD FORM NO. 1126d—Revised					<b>PAYROLL CHANGE SLIP — PERSONNEL COPY</b>							
Form prescribed by Comp. Gen., U. S.												
October 25, 1954, General Regulations No. 102												





SECRET

UNFOUNDED

*Revised*  
3/1/54  
*ja*

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

		1. REQUEST NO.	4. DATE OF REQUEST 25 Feb. 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROVIDED: 28 Feb; 1954	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: FEB 28 1954	

FROM— Intelligence Off. (CI) BG(F)86-11 GS-132-11 5940.00  DDP/EE Austrian Mission CE Section Vienna, Austria	9. POSITION TITLE AND NUMBER  10. SERVICE GRADE AND SALARY  11. ORGANIZATIONAL DESIGNATIONS  12. HEADQUARTERS	TO— Ops Officer (CE) BG(F)-869-11 GS-0136.52-11 5940.00  DDP/EE Austria Mission  Vienna, Austria
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

[Redacted]

13. VETERAN PREFERENCE NONE WWII OTHER: S-PT. 10-POINT DUAL. OTHER	D. REQUEST APPROVED BY Signature: _____ Title: _____
--	--

14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL	15. SEX W	16. RACE W	17. APPOINTMENT FROM: 4-3110-55-016 TO: 4-3110-55-016	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIBLES ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---	--------------	---------------	---	---	--	--

21. STANDARD FORM 57 REMARKS

POSTED  
*[Signature]*

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CELL OR POS. CONTROL	<i>mb 127 Feb</i>		
C. CLASSIFICATION			
D. PLACEMENT OR EMPL	<i>C. Taylor</i>	<i>27 Mar 54</i>	
E.			
F. APPROVED BY	<i>[Signature]</i>		

[Redacted]

17 Mar 54

STANDARD FORM 52  
FORMS GATED BY THE  
U. S. CIVIL SERVICE COMMISSION  
ANNULAR NO. - PERSONAL RECORDS  
SERIAL, CHAPTER 10

UNFOUNDED

*Handwritten:* 4/24/52  
*Handwritten:* [Signature]

### REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. DATE OF BIRTH		2. SECRET NO.	4. DATE OF REQUEST 3/19/53
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE A. RESPONSE	7. C. S. OR OTHER LEGAL AUTHORITY
5. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED: APR 26 1953	

FROM— Intelligence Officer GS-132-9 \$ <del>5000</del> 5370 DDP EE Operations Section Vienna, Austria	1. POSITION TITLE AND NUMBER 2. SERVICE GRADE AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	TO— Intelligence Off-(Counterintel) ID (F) 06-11 GS-132-11 \$5940 p/a DDP/EE Austrian Mission CE Section Vienna, Austria
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		D. REQUR Signature Title: FI/PO
---	--	---------------------------------------

13. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION			
MORE	WHEN	OTHER	10 POINT	NEW	VICE	L. A.	REAL
			DISAB. OTHER				

15. SEX	16. RACE	17. APPROPRIATION FROM: 3100-55-016 TO: 3100-55-026	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---------	----------	---	--	--	--

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL			
E.			

F. APPROVED BY [Signature] 4/26/53

STANDARD FORM 52  
PROPOSED BY THE  
U. S. CIVIL SERVICE COMMISSION  
ANNOUNCED 1951—GENERAL PROVISIONS  
REVISION, CHAPTER 51

UNVOUCHERED

20774 P  
1/10/53

### REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

		1. REQUEST NO.	4. DATE OF REQUEST
			6 Dec. 1952

3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  Conversion	6. EFFECTIVE DATE A. PROPOSED 608 6 Dec. 52	7. C. S. OR OTHER LEGAL AUTHORITY
	B. APPROVED: <i>Whacker</i>	

8. POSITION (Specify whether establish, change grade or title, etc.)	9. POSITION TITLE AND NUMBER	10. TO—
FROM— Assistant Attache Intell. Officer (Ops.) FSS-9 \$1290 p/a OS-9 \$5310. OSO FDM Operations Section Vienna, Austria	11. SERVICE CODE AND GRADE	Intelligence Officer
	12. ORGANIZATIONAL DESIGNATION	GS-9 \$5310. DDP FE Operations Section Vienna, Austria
	13. HEADQUARTERS	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	14. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

15. REMARKS (Use reverse if necessary)

16. FOR ADDITIONAL INFORMATION ONLY (Use reverse if necessary)

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION:	
NONE	WWII OTHER S PT.	NEW	WCS I. A. REAL
	DISAB OTHER		

15. SEX	16. RACE	17. APPROPRIATE FROM: TO:	18. SUBJECT TO C. S. REQUIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSORS ONLY)	20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
---------	----------	---------------------------	---	---	---

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

*1/10/53*

Agency and organizational designations  
CENTRAL INTELLIGENCE AGENCY

2. Pay roll

3. Block No.

07

6. Grade and salary

GS-9 8505

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	FICA	NET PAY
7. Previous normal								
8. New normal								
9. Pay this period		✓		4/11/71	4/11/71			

10. Remarks

11. Appropriation(s)

37

12. Prepared by

13. Audited by

Periodic step increase  Pay adjustment  Other step increase

14. Effective date

9 Aug 52

15. Date last established

1 MAR 51

16. Old salary rate

8505

17. New salary rate

8510

18. Performance rating is satisfactory or better

(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

No excess LWOP. Total excess LWOP

STANDARD FORM NO. 11260-1

Form prescribed by Comp. Gen., U. S.

Nov. 6, 1955; General Regulation No. 103

COPY IN P  
CONFIDENTIAL

SECRET

SECURITY INFORMATION

CONFIDENTIAL FUNDS PERSONNEL ACTION

		DATE 12 December 1951	
NATURE OF ACTION <u>Reassignment</u>		EFFECTIVE DATE 23 December 1951	
TITLE	FROM <i>Asst. Attache (Political Off.)</i> Intell. Officer	TO <i>Asst. Attache</i> Intell. Officer (Ops) Slot-9	
GRADE AND SALARY	GS-9, \$4290 GS-9, \$4290 #5185	GS-9, \$4290 GS-9, \$4290	
OFFICE	OSO	OSO	
DIVISION	FUN	FUN	
BRANCH	External Section "A"	Operations Section External Section "A"	
OFFICIAL STATION	Vienna, Austria	Vienna, Austria (3110-00)	
QUALIFICATIONS		APPROVAL	
FOR ASSISTANT DIRECTOR		EXECUTIVE	
CLASSIFICATION	PER		
18 Nov. 594	1951		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH		YES <input type="checkbox"/> NO <input type="checkbox"/>	
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
SIGNATURE OF AUTHENTICATING OFFICER			
REMARKS:  From Slot No. 9 to Slot No. 8 replacing Young <span style="float: right;">182</span>			
CONFIDENTIAL FUNDS BRANCH			

SECURITY INFORMATION

SECRET

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

DATE		22 August 1951
EFFECTIVE DATE		5 August 1951
NATURE OF ACTION		
Periodic Pay Increase		

	FROM	TO
TITLE	Asst. Attache (Political Off) Intelligence Officer	Asst. Attache (Political Off) Intelligence Officer
GRADE AND SALARY	FS-9 \$4290.00 GS-9 \$4600.00	FS-9 \$4290.00 GS-9 \$4725.00
OFFICE	O&O	O&O
DIVISION	FIN	FIN
BRANCH	External Section "A"	External Section "A"
OFFICIAL STATION	Vienna	Vienna

APPROVAL

QUALIFICATIONS	FOR ASSISTANT-DIRECTOR	EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER	

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS  YES  NO

OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON \_\_\_\_\_

SECURITY CLEARED ON \_\_\_\_\_

OVERSEAS AGREEMENT SIGNED \_\_\_\_\_

ENTERED ON DUTY \_\_\_\_\_

(SIGNATURE OF AUTHENTICATING OFFICER)

REMARKS: L.S.I. 24 July 1950. PURSUANT TO DCI DIRECTIVE EFFECTIVE 24 OCT. 1951. SALARY ADJUSTED TO \$ 5185.00.

This is to certify that the conduct and services of the employee during this period have been satisfactory in all respects.

Difference between Dept of State salary and CIA salary to be paid by CIA.

COPY IN PAYROLL FILES  
CONFIDENTIAL FUNDS BRANC

*[Signature]*  
Division Chief

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

		DATE 23 May 1951
NATURE OF ACTION Integration		EFFECTIVE DATE 25 May 1951
	FROM	TO
TITLE	Intelligence Officer (Ops) GS-9	Asst. Attache (Political Off.) <sup>FSS-9</sup>
GRADE AND SALARY	GS-9 \$4,600.00	FSS-9 \$4,290.00
OFFICE	OSO	OSO
DIVISION	FIN	FIN
BRANCH	External Section "A"	External Section "A"
OFFICIAL STATION	Vienna	Vienna
APPROVAL		
CLASSIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS <input type="checkbox"/> YES <input type="checkbox"/> NO		
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____		
SECURITY CLEARED ON _____		
OVERSEAS AGREEMENT SIGNED _____		
ENTERED ON DUTY _____		
(SIGNATURE OF AUTHENTICATING OFFICER)		
REMARKS:		
<p>* Subject integrated into the Department of State as FSS-9, with a salary of \$4,290.00. Subject is to be paid the difference between CIA salary of \$4,600.00 and salary of \$4,290.00 to be paid by the Department of State and allowances in accordance therewith.</p> <p>Subject is due a lump sum payment for annual leave to be paid up to 24 May 1951.</p>		
<p>POSTED</p> <p><i>Jm 25 May 1951</i></p>		<p>COPY IN PAYROLL FILES CONFIDENTIAL FUNDS BRANCH</p>

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

		DATE	4 April 1951
NATURE OF ACTION		EFFECTIVE DATE	15 April 1951
Transfer			
	FROM	TO	
TITLE	Intelligence Officer (Ops) GS-9	Intelligence Off. (Ops) GS-9	
GRADE AND SALARY	GS-9 \$1,600.00	GS-9 \$1,600.00	
OFFICE	OSO	OSO	
DIVISION	FIM/BAD	FIM	
BRANCH	I.O. Branch - FOS	External Section "A"	
OFFICIAL STATION	Karlsruhe	Vienna	
APPROVAL			
QUALIFICATIONS	FOR ASSISTANT DIRECTOR		EXECUTIVE
	PERSONNEL OFFICER		
	<i>[Signature]</i>		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS			YES <input type="checkbox"/> NO <input type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
SIGNATURE OF AUTHENTICATING OFFICER			
REMARKS:	Slot 6.		130
	<i>Concurrence date</i> <i>11 April 1951</i> <i>W. F. Osborne / hdk</i>		
	<i>JK</i> <i>er</i>		<i>5 Apr 51</i>



SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

DATE 13 December 1950

NATURE OF ACTION  
Intra Agency Transfer

EFFECTIVE DATE  
7 January 1951

	FROM	TO
TITLE	Intell. Officer GS-9	Intell. Officer (Ops) GS-9
GRADE AND SALARY	GS-9 \$4600.00	GS-9 \$4600.00
OFFICE	Advisory Council	OSO
DIVISION	Office of Chief	FDE/DAD
BRANCH		Intell. Operations Branch
OFFICIAL STATION	Washington, D.C.	Karlsruhe

APPROVAL  
 QUALIFICATIONS:  FOR ASSISTANT DIRECTOR  EXECUTIVE

CLASSIFICATION: *14-00000* GS PERSONNEL OFFICER  
 [Redacted] *2. done*

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS YES  NO

PATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON \_\_\_\_\_

SECURITY CLEARED ON \_\_\_\_\_

OVERSEAS AGREEMENT SIGNED \_\_\_\_\_

ENTERED ON DUTY \_\_\_\_\_

CONFIDENTIAL FUNDS BRANCH  
*[Signature]*  
 INITIALS

SIGNATURE OF AUTHENTICATING OFFICER

REMARKS:  
 S-53  
 Employee is replacement for [Redacted]  
*Concurrence on 12/26/50*  
 [Redacted]  
*[Signature] 24 12/15/50*

SECRET

*File*

CONFIDENTIAL FUNDS PERSONNEL ACTION

DATE		15 November 1950
RANGE OF ACTION		EFFECTIVE DATE
FROM		TO
TITLE		Intelligence Officer (Ops)
GRADE AND SALARY		GS-9 \$1600.00
OFFICE		OCG
DIVISION		7-1/1AD
BRANCH		I. O. Branch - P. O. S.
OFFICIAL STATION		1-11
APPROVAL:		
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input type="checkbox"/> NO <input type="checkbox"/>
DAY OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____		
SECURITY CLEARED ON _____		
OVERSEAS AGREEMENT SIGNED _____		
ENTERED ON DUTY _____		
SIGNATURE OF AUTHENTICATING OFFICER _____		
REMARKS:		
<p>slot - 53</p> <p>Please transfer leave from V funds. <b>CONCUR FOR THE CHIEF OF INSPECTION AND SECURITY STAFF</b> <i>Col. F. J. ...</i></p> <p>Replacement for _____</p> <p><i>This party prior to departure should report to the Advisory Council for debriefing</i></p> <p>CHIEF, SPECIAL SECURITY BRANCH</p> <p><i>GA</i></p>		

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

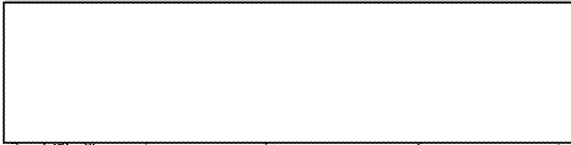
NAME		DATE
		24 August 1949
		EFFECTIVE DATE
		24 July 1950
	FROM	TO
TITLE		Intelligence Officer GS-9
GRADE AND SALARY		GS-9, \$4600.00 <i>off</i>
OFFICE		Advisory Council
BRANCH		O/C
DIVISION		
OFFICIAL STATION		Washington, D. C.
QUALIFICATIONS	APPROVAL	
	FOR ASSISTANT DIRECTOR	EXECUTIVE
CLASSIFICATION <i>SECRET</i>	PERSONNEL OFFICER	
	CONFORMANCE WITH AGENCY REGULATIONS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON 24 July 1950		
SECURITY CLEARED ON 29 August 49 Extended 29 May 1950		
OVERSEAS AGREEMENT SIGNED Not Applicable		
ENTERED ON DUTY 24 July 1950		
		SIGNATURE OF AUTHENTICATING OFFICER
REMARKS: <i>DOG-04/26/53</i> <i>CSE00-07/24/50</i> Please transfer accrued leave from Vouchered Funds. <i>LCD-07/24/50</i> Security concurrence requested 24 August 1949.		
		Authorized Certifying Officer

FORM NO. 37-1 PREVIOUS EDITIONS ARE NOT TO BE USED. AUG 1949

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

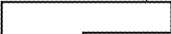
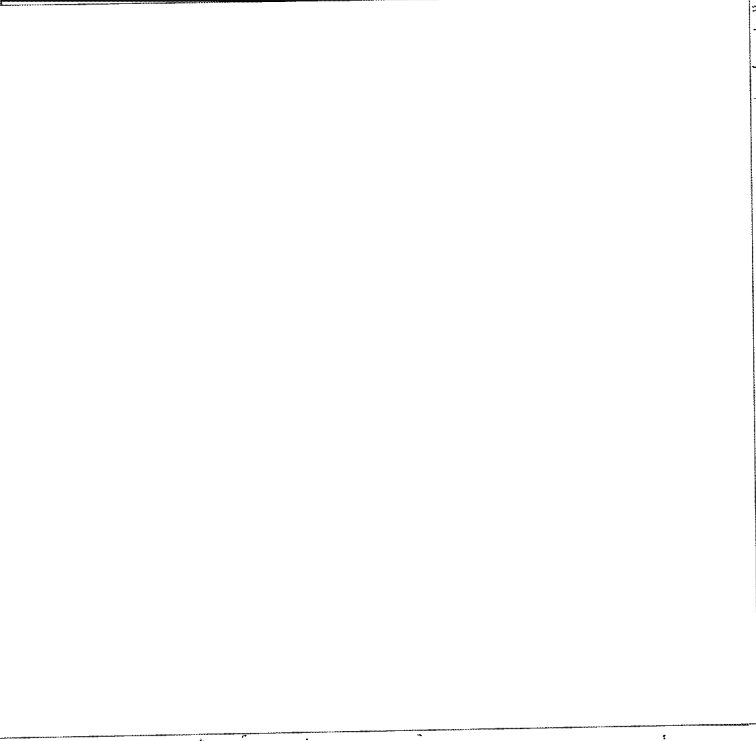
SUBJECT :



PERIOD UNDER REVIEW : 1 April 1970 - 31 March 1971

MONTHS UNDER MY SUPERVISION: 42 months

OVER-ALL RATING : Strong

1. As  completes approximately 42 months as Chief of Station, 

MAY 1971

8

B. The physical divisions within the official component of the Station have separated personnel and files in a manner which makes close teamwork against the target difficult. These divisions could and should have been corrected.

C. [redacted] has not always seen eye-to-eye with Headquarters on matters of method and emphasis, a phenomenon which has impaired operational progress. We accept that each Station Chief has the right -- indeed, the duty -- to hold independent views and to express them with integrity ([redacted] has done), but believe that differing views could have been resolved more easily had Station reporting to Headquarters been less parsimonious.

3. To sum up, [redacted] abilities to conceptualize and to build viable models is truly outstanding, as is the exhaustively thorough manner of his staff work; his capability to translate his concepts into productive human endeavor has been less impressive. In spite of his considerable social and diplomatic skills, [redacted] is essentially a reserved person who finds some difficulty in communicating with his subordinates.

4. In spite of the problems noted, problems which we perhaps overstress as a result of our high expectations, [redacted] has made good progress during this period and [redacted] performance has been STRONG. [redacted]

[redacted]  
European Division

REVIEWING OFFICER'S COMMENTS:

*Concur*

Date: 11 May 71

*Carl Meyer*  
Assistant Deputy Director for  
Plans

RYBAT

ATTACHMENT TO OBIT 3097

ATTACHMENT TO OBIT 3300

TO :   
SUBJECT: Annual Fitness Report

1. In accordance with the fitness report procedure for EUR Division, a copy of the fitness report on the Chief of Station is forwarded to him upon completion by the Rating Officer. Depending upon the grades of the Chiefs of Station concerned, the fitness reports are prepared either by the Chief or Deputy Chief of EUR, and those written by Chief, EUR go to Deputy Chief CS for review.
2. It should be borne in mind that this fitness report has been prepared in accordance with the EUR Division policy for such reporting as established in Field Notice 41.
3. Please sign at the bottom of this letter of transmittal on the line indicated, to certify that you have seen the fitness report. The transmittal letter should then be returned to Headquarters for inclusion in your personnel file.

I certify that I have seen my fitness report for the period 1 April 70 - 31 March 71, and have attached my comments for the record.

SIGNATURE

27 April 1971  
DATE

RYBAT SECRET

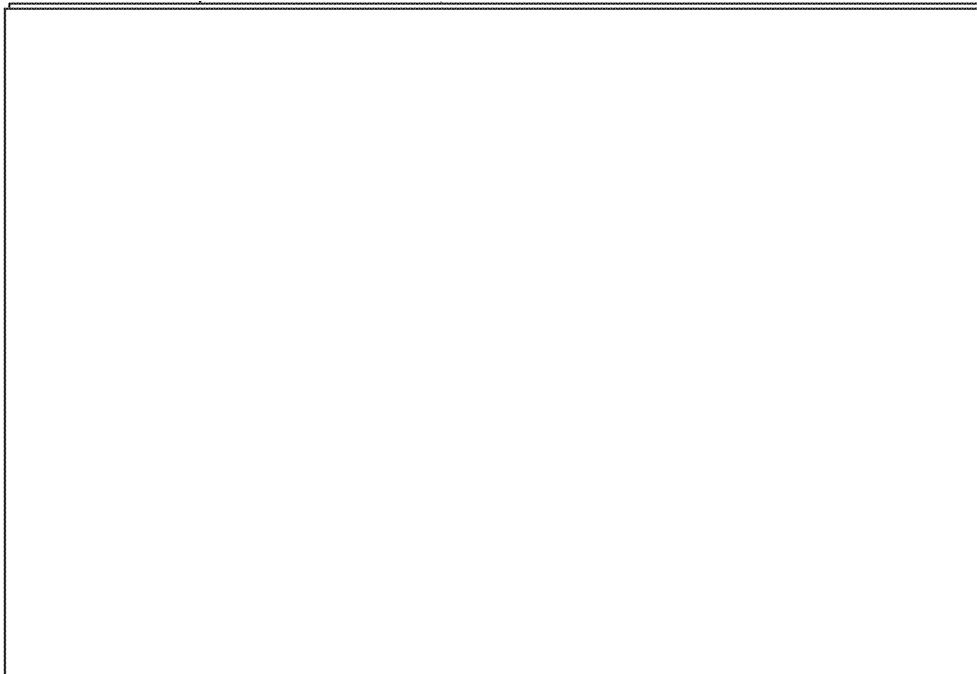
SECRET RYBAT

ATTACHMENT TO OBBT 5300

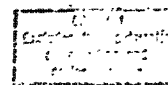
27 April 1971

COMMENTS on Fitness Report on   
1 April 1970 - 31 March 1971

I agree with the fitness report's own suggestion that the "problems" it noted were overstressed: its negative content outweighs the positive by nearly three to one and is emphasized by its format and sentence structure. Because its overall effect belies the "Strong" rating, I believe that it creates a misleading picture, and therefore think it necessary to comment. Moreover, the report leaves the impression of a general failing in two specific areas which I am sure it did not intend to, since these are two areas which, during the two years since the preceding fitness report, have been



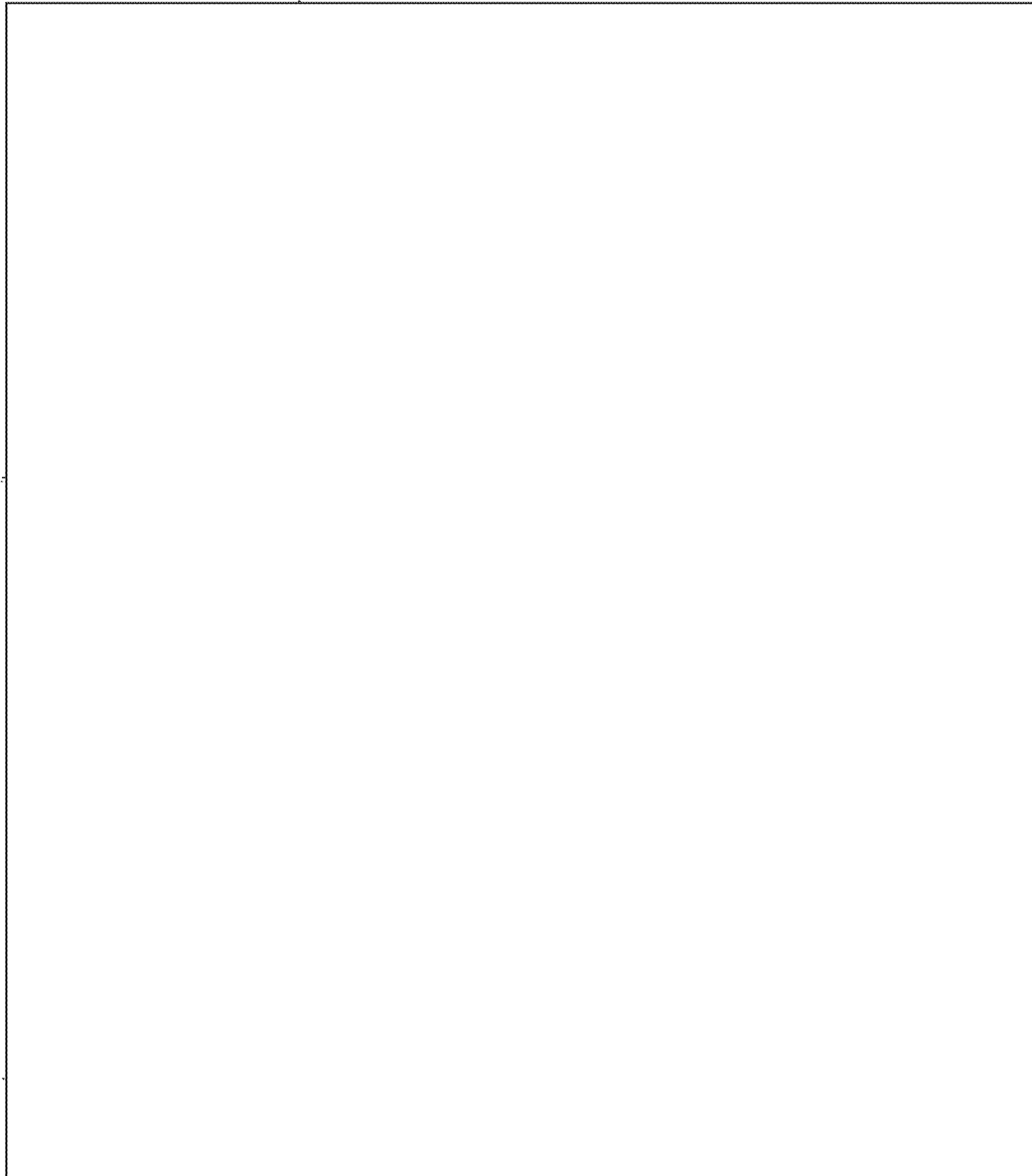
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SECRET RYBAT

COMMENTS continued

Page 2



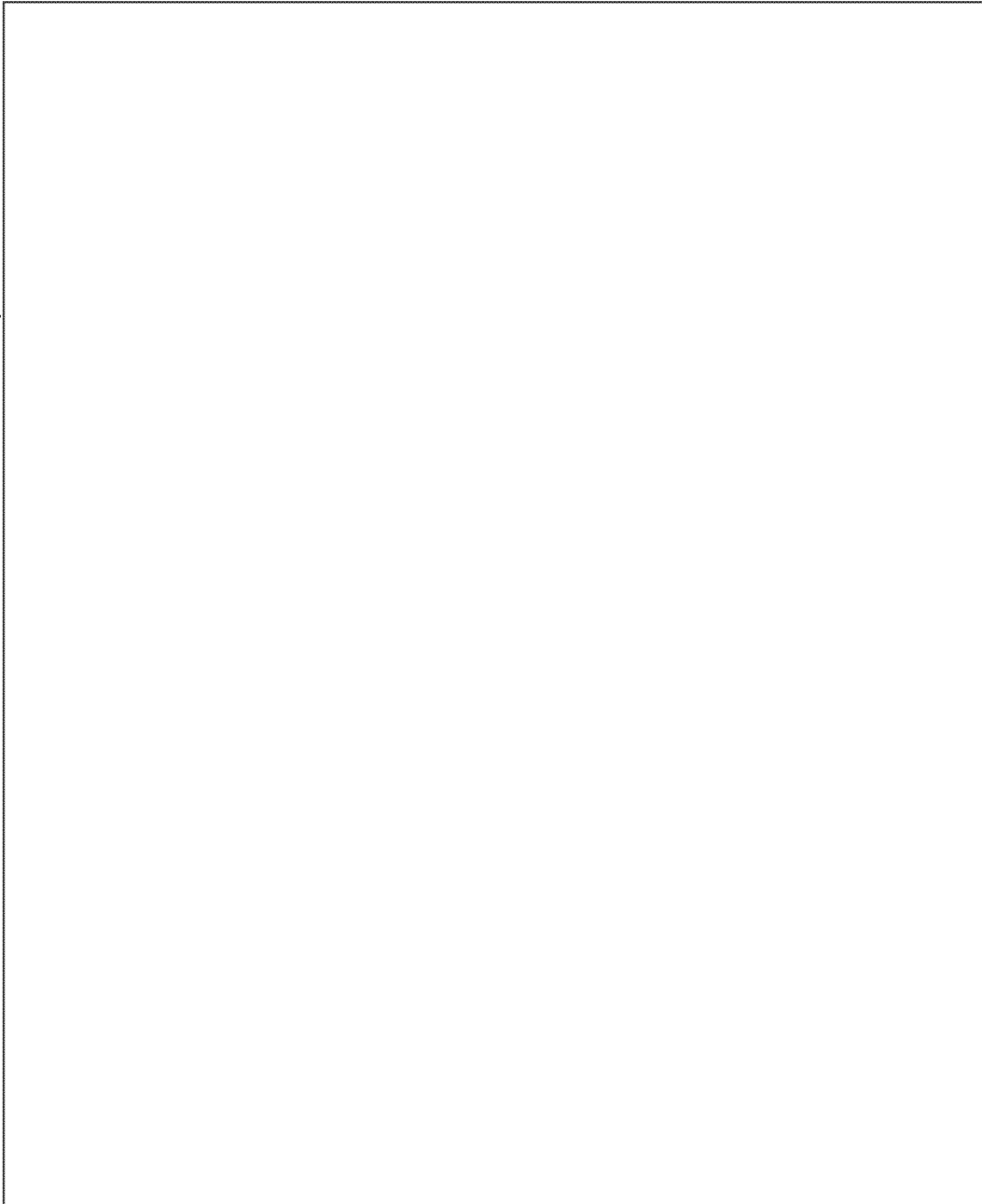
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COMMENTS continued

Page 3

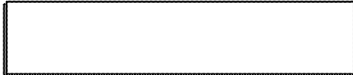
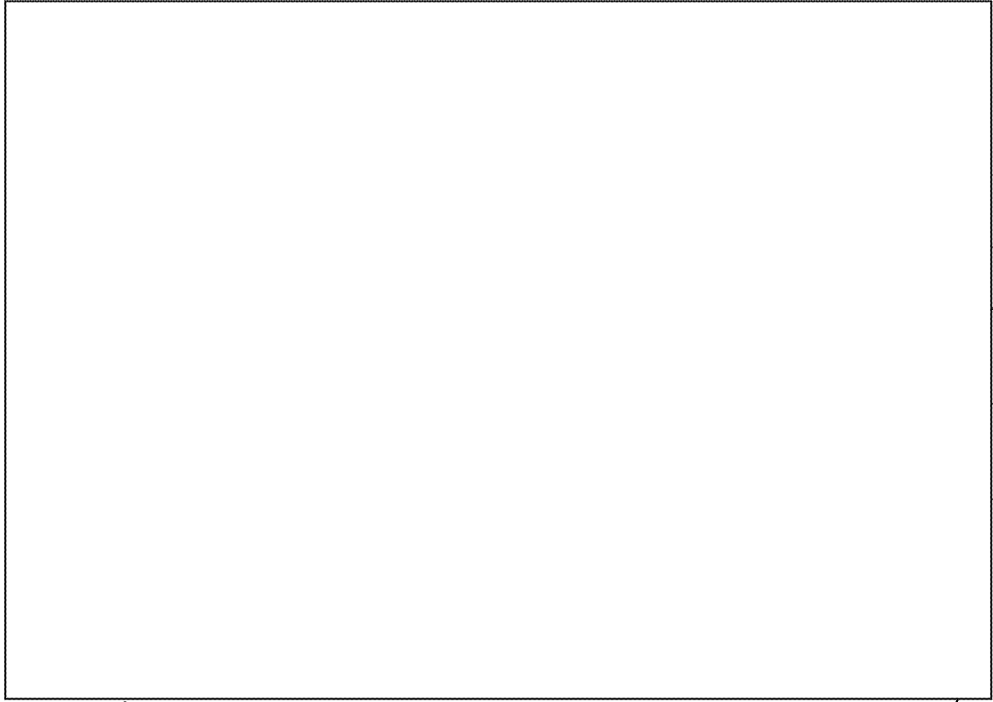


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SECRET RYBAT

COMMENTS continued

Page 4



SECRET RYBAT

SECRET

5 May 1970

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT :

[Redacted]

PERIOD UNDER REVIEW : 1 April 1969 - 31 March 1970

MONTHS UNDER MY SUPERVISION: 24

OVERALL RATING : Outstanding

1. For this reporting period [Redacted] must be rated as Outstanding for the achievements of his Station, achievements in very considerable measure due to his personal vision of how

[Redacted]

[Redacted]

SECRET

13 MAY 1970  
*[Signature]*

SECRET

- 2 -

communication between [redacted] and his subordinates, both inside and outside of the [redacted] installation. [redacted] intellectual capabilities tend to outstrip those of most of his colleagues, but it does seem to me that he has dealt with this problem well and has thus been able to engender loyalty and cohesion among the members of his Station.

[redacted]  
European Division

REVIEWING OFFICER'S COMMENTS:

*Concern -*

Date: 5 May '70

*Carl W. Meyer*  
Assistant Deputy Director for Plans

SECRET

SECRET

EYES ONLY

5 May 1970

MEMORANDUM FOR: Secretary, CSCS Board

SUBJECT : Recommendation for Promotion to GS-17 -  
[redacted]

1. It is recommended that [redacted] be promoted to GS-17. He has been in grade as GS-16 since June 1965 and has served as COS [redacted] since August 1967. His previous assignment was as Deputy Chief, SB Division.

2. The reasons for this promotion are amply covered in my fitness report of this same date. I have just returned from an extensive trip through the European area, during which I had a chance to see and talk with a very large number of officers [redacted] is one of two whom I am recommending for promotion as a result. He is one of our very finest station chiefs, possessed of imagination, intellect and ability personally to handle operations which very few of his colleagues can match. He is one of those on whom the future of the Organization is going to depend, and I believe that the promotion is more than justified,

[redacted]  
European Division

EYES ONLY

SECRET

SECRET

~~SECRET~~

9 May 1969

TO :  Chief of Station   
SUBJECT: Annual Fitness Report

1. Effective with this fitness report cycle, KEYWAY is initiating a procedure by which a copy of the fitness report on a Chief of Station is forwarded to him upon completion by the Rating Officer. Depending upon the grades of the Chiefs of Station concerned, the fitness reports are drafted either by the Chief or Deputy Chief of KEYWAY, and those drafted by Chief, KEYWAY go to Deputy Chief WOMACE for review.

2. Please sign at the bottom of this letter of transmittal on the line indicated, to certify that you have seen the fitness report. The transmittal letter should then be returned to Headquarters for inclusion in your personnel file.

I certify that I have seen my fitness report for the period 10 March 1968 - 31 March 1969

SIGNATURE

21 May 1969  
DATE

~~SECRET~~

SECRET

Ret 6/30/72



**CHIEF OF MISSION'S EVALUATION OF PERFORMANCE** 75-89  
B-3  
 (Mission submits original and one copy directly to appropriate agency, retains one copy.)

OFFICER BEING RATED Chief of Station			
POSITION	GRADE	AGENCY	
RATING PERIOD May 13, 1969 - Dec. 29, 1969		DATE OF REPORT December 29, 1969	
SIGNATURE OF REPORTING OFFICER <i>John S. Eisenhauer</i>		TITLE Ambassador	
SIGNATURE OF REVIEWING OFFICER		TITLE	
<b>EVALUATION OF PERFORMANCE</b>			
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
ii. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, explain in detail below.)			
Has he seen this report? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>NARRATIVE COMMENTS</b>			
(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)			
<p>This officer is undoubtedly one of extremely high professional competence. In addition I have complete confidence in his discretion.</p> <p>This officer is presentable, tactful, and enthusiastic. He constitutes an outstanding asset to this mission.</p>			
iii.			

SECRET

~~RESTRICTED OFFICIAL USE ONLY~~

62-1-110



### CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency; retains one copy.)

OFFICER BEING RATED			
POSITION	Chief	GRADE	AGENCY
RATING PERIOD	November 15, 1967-Nov. 15, 1968	DATE OF REPORT	February 24, 1969
SIGNATURE OF REPORTING OFFICER		TITLE	<i>Ridgway B. Knight</i> Ambassador
SIGNATURE OF REVIEWING OFFICER		TITLE	

**EVALUATION OF PERFORMANCE**

Outstanding     Satisfactory     Unsatisfactory

II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives?     Yes     No    (If no, explain in detail below.)

Has he seen this report?     Yes     No

**NARRATIVE COMMENTS**  
(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

I cannot of course comment on the professional aspects of the Chief [redacted] performance because of the highly specialized nature of his responsibilities.

However as a member of the Country Team I give him the highest marks for his cooperative spirit, courtesy and willingness to contribute to the success of our common efforts and undertakings.

Likewise I am satisfied that he maintains exceptionally close and effective relations [redacted]

III. [redacted] Endowed with an unusually frank and attractive personality, the Chief [redacted] is a respected and well liked member of our official American group [redacted] both in American and local circles, where his fluent and excellent French is much appreciated.

His wife is a refined, quiet and attractive lady of Austrian birth. Both have gone through an agonizingly long and grave health problem with a young son of theirs and deserve extraordinary credit for the courage and dignity which they constantly displayed during their ordeal.

In every respect, I consider him to be an outstanding [redacted] Station Chief.

*Incl. in memo to DEI dated 14 Feb 1969.*



LIMITED OFFICIAL USE (When Completed)



### CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

OFFICER BEING RATED Chief of Station <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>			
POSITION		GRADE	AGENCY
RATING PERIOD December 30, 1969 - November 4, 1970		DATE OF REPORT November 4, 1970	
SIGNATURE OF REPORTING OFFICER <i>John S. Eisenhauer</i>		TITLE Ambassador	
SIGNATURE OF REVIEWING OFFICER		TITLE	

#### EVALUATION OF PERFORMANCE

Outstanding     Satisfactory     Unsatisfactory

- II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives?  Yes     No (If no, explain in detail below.)
- Has he seen this report?     Yes     No

#### NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

This officer is undoubtedly one of extremely high professional competence. In addition I have complete confidence in his discretion.

This officer is presentable, tactful, and enthusiastic. He constitutes an outstanding asset to this mission.

~~SECRET~~  
~~UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO)~~



### CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

OFFICER BEING RATED <b>Chief of Station</b>			
POSITION		GRADE	AGENCY
RATING PERIOD November 4, 1979 - September 22, 1971		DATE OF REPORT September 22, 1971	
SIGNATURE OF REPORTING OFFICER <i>John S. Eisenhower</i>		TITLE Ambassador	
SIGNATURE OF REVIEWING OFFICER		TITLE	

**EVALUATION OF PERFORMANCE**

Outstanding     Satisfactory     Unsatisfactory

II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives?     Yes     No    (If no, explain in detail below.)

Has he seen this report?     Yes     No

**NARRATIVE COMMENTS**

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

This officer is one of the few who was already here upon my arrival at this post. From careful observation over nearly two and one half years, with contacts several times a week, I am confirmed in my opinion of his extremely high professional competence. Quite naturally, I avoid delving into the details of his day-to-day operations. However, in the area with which I am most concerned--that of his political discretion--I have absolute confidence.

This officer is presentable, tactful, and enthusiastic. He fits in harmoniously with the other members of the mission, therefore constituting an outstanding asset thereto.

~~SECRET~~  
~~CONFIDENTIAL~~

*free*



**CHIEF OF MISSION'S EVALUATION OF PERFORMANCE**  
(Mission submits original and one copy directly to appropriate agency, retains one copy.)

POSITION <b>Chief</b>		GRADE -	AGENCY -
RATING PERIOD (see III below)		DATE OF REPORT <b>November 15, 1967</b>	
SIGNATURE OF REPORTING OFFICER <i>Ridgway B. Knight</i>		TITLE <b>Ambassador</b>	
SIGNATURE OF REVIEWING OFFICER		TITLE	

**EVALUATION OF PERFORMANCE**

Outstanding   
  Satisfactory   
  Unsatisfactory   
 X (see III below)

ii. Does this officer properly understand and perform his rôle and his functions as a member of your staff under existing Presidential directives?   
 Yes   
 No   
 (If no, explain in detail below.)

Has he seen this report?   
 Yes   
 No

**NARRATIVE COMMENTS**

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

Since the Chief [redacted] reported to post in September of this year, sufficient time has not elapsed to make a definite evaluation of his performance. A performance evaluation covering his full period at post will be made at the time of the next annual assessment period on November 1, 1968. Having said this, I might add that his approach to his job and performance to date in addition to his obvious ability and experience have confirmed my earlier, most favorable impressions of him.

SECRET

28 April 1969

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT



PERIOD UNDER REVIEW : 10 March 1968 - 31 March 1969

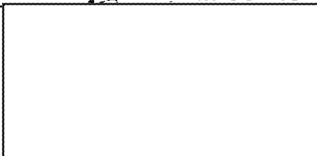
MONTHS UNDER MY SUPERVISION: 12

OVERALL RATING : Strong

1. [redacted] assumed his duties as Chief of Station on 13 September 1967. It is too early to assess the results of his stewardship; he established in advance a timetable for building up a structure [redacted] and it is not yet clear to what extent these assets are going to be productive against major targets. However, there is no doubt that [redacted] has tackled his job with originality, energy, and enthusiasm. A good indication of these qualities is that, alone among our European Chiefs of Station, [redacted] has himself [redacted] in less than two years.

2. [redacted] accomplishments must be measured in light of the fact that he has had a weak Deputy Chief of Station, and that several of the officers in his small Station have been of quite modest calibre. The restaffing of the Station which is taking place this summer should result in a considerable leap forward.

3. On the personal side, [redacted] has all the qualities which we could ask for in a Chief of Station. He is totally dedicated, incisive and articulate, a pleasant companion and a gracious host. I rate his overall performance as Strong.



European Division

13 MAY 1969  
*clw*

SECRET



SECRET

- 2 -

REVIEWING OFFICER'S COMMENTS

*Concur*

*Cord Meyer, Jr.*  
Cord Meyer, Jr.  
Assistant Deputy Director for Plans

*30 April 69*

SECRET

S-E-C-R-E-T

TRAINING REPORT

Chiefs of Station Seminar No. 11  
80 hours, full time

19 - 30 June 1967

Participant

Office

: DDP/EUR

Year of Birth: 1925

Service Designation: D

Grade : GS-16

No. of Students : 12

EOD Date : July 1950

**COURSE OBJECTIVES, CONTENT AND METHODS**

The COS Seminar is aimed to prepare prospective Chiefs and Deputy Chiefs of Station and Chiefs of Base for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad. Special attention was given to counterinsurgency.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

**ACHIEVEMENT RECORD**

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

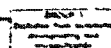
FOR THE DIRECTOR OF TRAINING:

Acting Chief,  
Operations School

S-E-C-R-E-T

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>		EMPLOYEE SERIAL NUMBER <b>056043</b>	
<b>SECTION A GENERAL</b>			
		3. SEX <b>M</b>	4. GRADE <b>GS-16</b>
		5. GO <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer D Div Ch</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/SB</b>	8. CURRENT STATION <b>headquarters</b>
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"/> CAREER-PROVISIONAL (See instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR
<input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> SPECIAL (Specify):	
11. DATE REPORT DUE IN G.P. <b>30 April 1967</b>		12. REPORTING PERIOD (From - to) <b>1 April 1966 - 31 March 1967</b>	
<b>SECTION B PERFORMANCE EVALUATION</b>			
<p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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>			
<b>SPECIFIC DUTIES</b>			
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).			RATING LETTER
SPECIFIC DUTY NO. 1			RATING LETTER
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
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>			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.			RATING LETTER



SECRET

25 April 1967

MEMORANDUM IN LIEU OF FITNESS REPORT - 1 April 1966 -  
31 March 1967

SUBJECT:

[Redacted]

[Redacted] performance over the period continued to be outstanding. This was his first full year as general deputy during which he still retained responsi-

[Redacted]

Those aspects of his work involving decisions on expenditures of both funds and manpower show him to be sufficiently cost conscious yet this is tempered by a better than average awareness of the operational value to the Agency (or lack thereof) of such expenditures.

[Redacted] has been selected to become COS of a large European station with excellent potential for [Redacted]

[Redacted] In my view, this appointment is additional testimony of the high regard in which he is held by his professional colleagues. In recognition of his outstanding work in SB Division, [Redacted] has been recommended for promotion to GS-17.

[Redacted]

David E. Murphy  
Chief, Soviet Bloc Division

[Redacted]

Reviewing Official:

Date 2 March 1967

[Redacted]

Assistant Deputy Director for Plans

Date 4 May 67

SECRET

*[Handwritten mark]*



8 July 1966

MEMORANDUM IN LIEU OF FITNESS REPORT - 1 April 1965 -  
31 March 1966

SUBJECT:

From the beginning of the reporting period until  
9 September 1965,  continued as Chief,

In fact, his appreciation of their strengths and weaknesses enabled him to place the very best of his officers in key positions in the CI Group where for the most part they remain today. Their performance is still characterized by the high sense of discipline and professionalism imbued in them by  during his service as their chief. I have also been struck by the spirit of loyalty permeating this group even though  associates were often driven at a pace which would have severely tested the supervisor/subordinate relationship in most other units. At the same time, he afforded the senior officers of the CI Group every opportunity for the exercise of initiative and imaginative leadership at their own levels. On the

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SECRET

- 2 -

other hand, he has little patience with the "time server" who is not prepared to exert himself either to acquire by self study the background he should have to do his job properly or if he has the background to use it effectively in his work.

Moving into the responsibilities of deputy division chief, [redacted] has demonstrated to my satisfaction that he was the best possible choice for this position. He has easily mastered those substantive areas of the division's work with which he had no previous association or encountered only occasionally as Chief, CI Group. This is especially true of the reports and requirements area and of certain collection activities.

[redacted] performance in the position of deputy chief has indeed been outstanding. I would accord him particularly high marks for the energy and enthusiasm he has displayed in shaping and expanding the training and orientation programs conducted by the division as one means of conveying to CS officers outside the division some understanding of the [redacted]

[redacted] continues to be sensitive to costs whether one is speaking of funds or man-hours. He does not lightly undertake the expenditure of either. My very positive evaluation of [redacted] potential for senior leadership in the Covert Service has not changed. He is a magnificent intelligence officer whose keen intellect and rapidly growing appreciation of the "art of the possible" mark him as one of the best officers in our service. It is my intention to recommend him for promotion at an early opportunity.

[redacted]  
David E. Murphy  
Chief, Soviet Bloc Division

[redacted]  
Date 8 July 1966

Reviewing Official:

[redacted]  
W. Lloyd George  
Acting Assistant Deputy Director  
for Plans

SECRET  
Date 8 JUL 1966

12 March 1965

MEMORANDUM IN LIEU OF FITNESS REPORT - 1 April 1964 -  
31 March 1965

SUBJECT:

[Redacted]

[Redacted] still occupies the position described in his last fitness report of 30 April 1964. The quality of his performance continues to be outstanding in all respects including cost consciousness. He has been recommended for promotion to GS-16. This recommendation should receive early consideration. There are certainly very few officers in the GS-15 level who are more deserving in terms of their executive potential and their contributions to the mission of the Clandestine Services.

[Redacted]

David E. Murphy  
Chief, SR Division

[Redacted]

Date

16 February 1965

Reviewing Official:

[Redacted]

Thomas H. Karamessines  
Assistant Deputy Director for Plans

Date

20 March 1965

26 MAR 1965

SECRET

SECRET  
(When Filled In)

FITNESS REPORT			EMPLOYEE SERIAL NUMBER 056043		
SECTION A GENERAL					
			P. SER M	4. GRADE GS-15	5. SD D
3. OFFICIAL POSITION TITLE Ops Officer - Chief			7. OFF/DIV/BR OF ASSIGNMENT DDP/SR/GI		8. CURRENT STATION 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 checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 April 1964			12. REPORTING PERIOD (From - to) 1 April 1963 - 31 March 1964		
SECTION B PERFORMANCE EVALUATION					
<p><b>W - <del>Weak</del></b> 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><b>A - <del>Adequate</del></b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - <del>Proficient</del></b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - <del>Strong</del></b> Performance is characterized by exceptional proficiency.</p> <p><b>O - <del>Outstanding</del></b> 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 Advise the Chief, SR Division on all matters pertaining to the [ ] and their activities.					RATING LETTER O
SPE					RATING LETTER O
SPE					RATING LETTER O
SPE					RATING LETTER S
SPE					RATING LETTER O
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 O

SECRET  
(When Filled In)

OFFICE OF PERSONNEL

<b>SECTION C</b>	<b>NARRATIVE COMMENTS</b>
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the 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.</p>	
<p style="text-align: right; margin-right: 50px;"><i>Apr 24 1964</i></p>	

<b>SECTION D</b>				<b>CERTIFICATION AND COMMENTS</b>	
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE					
<i>21 April 64</i>					
2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
8					
DATE	OFFICIAL TITLE OF SUPERVISOR	T			SURE
21 Apr 64	Chief, SR Division		David E. Murphy		
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
<p><i>Concur heartily.</i></p> <p style="text-align: center;"><i>(Signature)</i></p>					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL			SIGNATURE	
<i>22 April 64</i>	ADDP			Thomas H. Karamessine	

SECRET

[REDACTED]

SECTION C (Continued)

This substantive background lends a quality of toughness and realism to his work as a planner and supervisor which is matched by very few others in the Clandestine Services.

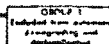
As a supervisor, [REDACTED] distinguishes himself by the ability he has to be immensely interested in the details of his subordinates' operations while at the same time leaving to them sufficient freedom of decision and action to carry out their programs without undue interference. He retains control over a large element (there are four branches and 53 employees in the group) and several first class senior subordinates by virtue of their respect for his competence and substance. More important, he infuses them with the same sense of dedication and deep enthusiasm for his work he himself possesses.

In his position [REDACTED] also handles certain sensitive operations directly. All of the qualities of imagination, penetrating insight, energy and professional knowledge which can be seen in his work as a supervisor are present in his case work. He has also demonstrated that he is a superb agent handler with a fresh, common sense approach to tradecraft problems. I have also seen him display a constant readiness to sacrifice his own comfort, leisure and private affairs to the demands of the operational situation. He is not long discouraged in the most difficult circumstances and his natural optimism, alert mind and special kind of clan work constantly to discover new avenues of approach to whatever operational problems he faces.

I would describe his cost consciousness by noting that it is simply foreign to his nature in both a personal and professional sense to use funds thoughtlessly. He has demonstrated that he considers the expenditure of operational funds must be related to a commensurate gain in terms of our operational objectives.

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>			EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>		
<b>SECTION A GENERAL</b>					
		3. SEX <b>M</b>	4. GRADE <b>GS-15</b>	5. SO <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer - Branch Chief.</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/SR</b>	8. CURRENT STATION <b>Hqs</b>	
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	
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P. <b>30 April 1963</b>			12. REPORTING PERIOD (From - to) <b>31 October 1962 - 31 March 1963</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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>					
<b>SPECIFIC DUTIES</b>					
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 <b>Supervises SR Division CE activities including both research and operations.</b>					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 2 <b>Organizes and manages Branch consisting of <input type="checkbox"/> people.</b>					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 3 <b>Recommends Division policy on CE matters.</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b>Represents SR Division to other elements of the Agency on CE matters.</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5 <b>Briefs foreign intelligence service officers on CE and RIS matters.</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
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 <b>S-</b>
<b>10 APR 1963</b>					



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. Bagley is an exceptionally skilled officer in the CE field. His knowledge of the [redacted] is almost unique in the Agency. After accomplishing the assigned task of reorganizing his Branch into a streamlined and operationally active unit, [redacted] is now in the process of actively directing the planning and implementation [redacted]</p> <p>Although in his present position only four months he has shown considerable imagination and initiative. He carries out his managerial duties in a proficient manner. He does however tend to avoid necessary but perhaps unpromising tasks. Inclined to be intolerant of those who do not meet the high standards he sets for himself, [redacted] can be uncompromising in professional matters to the detriment of his relationships with others.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	10 APR 1963		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	4 Months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	10 APR 1963	OFFICIAL TITLE OF SUPERVISOR	Chief, Operations and Plans SR Division
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>This employee is a dedicated and hard-driving operational specialist whose performance in the field on his last tour is well known and respected in the highest Clandestine Services levels. His services were sought after by this Division as Chief of its CI Branch. He was instructed to reorganize and redirect the Division's CI effort and to reorganize the Branch into an aggressive operational unit. He has tackled this with his characteristic aggressiveness and competence and has done extremely well in this undertaking. He has perhaps not paid as much attention to "channels and chains of command" as he should but I believe he understands the importance of a little more tolerance along these</p>			
DATE	10 April 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL	Chief, SR Division

SECRET



SECTION D - 3 (cont)

lines and will align himself accordingly as his branch shakes down and he becomes a little more experienced in headquarters operation at the branch chief level.

With specific reference to the performance ratings, I would rate this employee as "S" on Specific Duty #1, "S" on Specific Duty #2, and "S" on Specific Duty #5. I would assign this employee an overall rating of "S".

CONFIDENTIAL

Murphy

25 August 1962

MEMORANDUM

TO: Chief, EB

ATTN: [redacted] David E. Murphy

FROM: Chief of Station, [redacted]

SUBJECT: Memorandum in Lieu of Final Fitness Report on

[redacted]

1. [redacted] will be leaving [redacted] Station permanently, with reassignment to Headquarters on 5 September 1962. During his four and a half years here his performance has been highly professional and consistently outstanding. His absence will be keenly felt by the Station.

2. Endowed with a high degree of intelligence, judgment, imagination and operational skill, and with [redacted] he has worked in every aspect of Station endeavor, ranging from the proper organization of Station records and [redacted]

[redacted]

3. In his primary responsibility as Station [redacted] has made unique contributions to KUBARK's approach [redacted]

[redacted]

4. [redacted]

CONFIDENTIAL

RYBAT/SECRET

- 2 -

5. Ideally suited to the particular requirements and operational climate of [redacted] is highly regarded and respected by his KUBARK and ODACID associates, and we all have learnt much from him professionally. Exceptionally mature and knowledgeable, he is a natural for a command position. The most outstanding all-around officer in the Station, [redacted] has been producing consistently at a level above his present grade. He has been recommended for promotion repeatedly, the last time on 6 October 1961. It is hoped that in his new assignment he will soon be granted this concrete recognition of his superb performance and high potential.

151 Burton Lifschultz

RYBAT/SECRET

SECRET  
(When Filled In)

6587-2752

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

**SECTION A GENERAL**

3. SEX: M      4. GRADE: GS-14

5. SERVICE DESIGNATION: D      6. OFFICIAL POSITION TITLE: Operations Officer

7. CAREER STAFF STATUS: MEMBER      8. TYPE OF REPORT: REASSIGNMENT/SUPERVISOR

10. DATE REPORT DUE IN O.P.      11. REPORTING PERIOD: From 2 Dec 60 - 13 Sept 61

**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. 6	SPECIFIC DUTY NO. 4		RATING NO. 7	
SPECIFIC DUTY NO. 2		RATING NO. 6	SPECIFIC DUTY NO. 5		RATING NO. 6	
SPECIFIC DUTY NO. 3		RATING NO. 7	SPECIFIC DUTY NO. 6		RATING NO.	

**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. 6

**SECTION D DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.

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):							

SEE SECTION "E" ON REVERSE SIDE

SECRET  
(When Filled In)

2 MAR 1960

FITNESS REPORT		EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX
			M
4. SERVICE DESIGNATION & OFFICIAL POSITION TITLE		5. GRADE	
FI Ops Officer		GS-14	
6. CAREER STAFF STATUS		7. OFF'D	
NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/>		DDP	
PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> UNRID <input type="checkbox"/>		REASSIGNMENT/SUPERVISOR	
REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD	
1 June 1960		4/11/59 - 12/1/60	
12. SPECIAL (Specify)			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>			
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.	RATING NO.
Plans and supervises		6	7
SPECIFIC DUTY NO. 2		RATING NO.	RATING NO.
		6	7
SPECIFIC DUTY NO. 3		RATING NO.	RATING NO.
		6	5
SPECIFIC DUTY NO. 4 Researches and supports liaison			
SPECIFIC DUTY NO. 5 for KUBARK purposes			
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>			
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. 6
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>			
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
GETS THINGS DONE			4
RESOURCEFUL			5
ACCEPTS RESPONSIBILITIES			4
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES			5
DOES HIS JOB WITHOUT STRONG SUPPORT			5
FACILITATES SMOOTH OPERATION OF HIS OFFICE			4
WRITES EFFECTIVELY			5
SECURITY CONSCIOUS			5
THINKS CLEARLY			5
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS			5
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.

Subject is a thoroughly professional intelligence officer endowed with a high degree of intelligence and ability to concentrate. He is imaginative and skilled. A rapid, accurate and purposeful worker, he is a good writer and a articulate speaker. Though his natural bent is in the CE field, in which he excels, he has also demonstrated ability and accomplishments in other areas of Station activity. He is par-

Subject tends at times to avoid necessary but unpromising Station chores and at times is intolerant of those who do not meet the very high standards he sets for himself. These are minor flaws in an otherwise superior officer with outstanding potential.

**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  
9 December 1960

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 OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE  
9 December 1960

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

I concur completely in the supervisor's estimate and would state that Subject is the most outstanding all around officer in the Station. Further, he is ideally suited to the peculiar requirements [redacted] In my opinion he has been performing consistently at a level above his present grade and all members of the Station, including myself, have learned much from him professionally.

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE  
9 December 1960 /s/ Burton R. LIFSCHULTZ

SECRET

**SECRET**  
(When Filled In)

*724*  
*12033839*

<b>FITNESS REPORT</b>	EMPLOYEE SERIAL NUMBER <b>034790</b>
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<b>SECTION A GENERAL</b>			
		3. SEX <b>M</b>	4. GRADE <b>GS-14</b>
5. SERVICE DESIGNATION <b>FI</b>	6. OFFICIAL POSITION TITLE <b>Area Ops Officer</b>	7. OFF/D <b>DD/P</b>	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input checked="" type="checkbox"/> INITIAL	REASSIGNMENT/SUPERVISOR
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> DENIED
		<input type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE
10. DATE REPORT DUE IN O.P. <b>31 May 1959</b>		11. REPORTING PERIOD <b>3/10/58 - 3/31/59</b> To	
SPECIAL (Specify)			

<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
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.			
	<b>6</b>					
SPECIFIC DUTY NO. 2	RATING NO.	SPECIFIC DUTY NO. 5	RATING NO.			
<b>30</b>	<b>6</b>					
SPECIFIC DUTY NO. 3	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.			

<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>			
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.			
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>	<table border="1" style="width: 50px; height: 50px; margin: auto;"> <tr><td align="center">RATING NO.</td></tr> <tr><td align="center"><b>5</b></td></tr> </table>	RATING NO.	<b>5</b>
RATING NO.			
<b>5</b>			

<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>									
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
KEYS THINGS DONE							<b>X</b>		
RESOURCEFUL									<b>X</b>
ACCEPTS RESPONSIBILITIES						<b>X</b>			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									<b>X</b>
DOES HIS JOB WITHOUT STRONG SUPPORT							<b>X</b>		
FACILITATES SMOOTH OPERATION OF HIS OFFICE							<b>X</b>		
WRITES EFFECTIVELY							<b>X</b>		
SECURITY CONSCIOUS									<b>X</b>
THINKS CLEARLY							<b>X</b>		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							<b>X</b>		
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.

SEP 10 11 32 AM '59

- 1. Subject is an exceptionally strong Case Officer in terms of initiative, imagination and skill. His greatest assets are a thorough understanding

worker with unusual powers of concentration, a good writer and articulate speaker. Although reasonably versatile, he has become a specialist in the CE field, for which he seems particularly well suited by natural talent and personality. Most of his work in his current position has required analysis, coordination and "desk" management of operations

- 2. By virtue of his intellectual capacity and intense interest in his work, Subject's potential for further development must be rated high. However, he should attempt to bring more flexibility and understanding into his relations with others. His views tend to be very positive and sometimes are argued with more vigor than tact. These are minor weaknesses in an otherwise exceptionally promising officer.

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 30 April 1959

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12 months 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 28 April OFFICIAL TITLE OF SUPERVISOR Operations Officer

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 30 April 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station TYPED OR PRINTED NAME AND SIGNATURE /s/ BURTON R. LIPSCHULTZ

SECRET



SECRET  
(When Filled In)

### FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:  
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and  
2. A periodic record of job performance as an aid to the effective utilization of personnel.

#### INSTRUCTIONS

**TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER:** Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

#### SECTION I

		R. SEX	2. SERVICE DESIGNATION
		X	
4. GRADE	5. STATION DESIGNATION (Current)		
GS-12	Vienna, Austria		
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
30 November 1954	1 July through 15 November 1954		

#### SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
	11 June 1954
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
Case officer in the [redacted] Responsible for the developmental activity, general guidance and directing, reporting and administering, and the file research	
[redacted]	

#### SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - - FOR HEADQUARTERS USE ONLY

#### AUTHENTICATION OF REPORT AND SIGNATURES

3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHEN.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS
DEC 29 1954	[redacted]

DO NOT COMPLETE - - FOR HEADQUARTERS USE ONLY

SECRET  
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	SAMPLES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X				
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.							X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X	
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.					X		
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.					X		
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.							X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.							X
21. ACCEPTS RESPONSIBILITIES.					X		
22. ADMITS HIS ERRORS.					X		
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.					X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X	



**SECRET**  
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:  
Mental ability, motivation, enthusiasm, experience, far outweigh all other considerations which would not have been remarked in an officer of less outstanding ability.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?  
Only that in the sense that an outstanding employee should be exposed to good supervision at all times to see that his career develops as fully as can be expected.

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
Any advanced operations training which he may not have had.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):  
Subject is an outstanding young officer.

**SECTION VI**

*Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D*

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION... THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION... HAVING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating, skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

(When Filled In)

### FITNESS REPORT (Part I) PERFORMANCE

#### INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A		GENERAL	
1. NAME OF INDIVIDUAL		2. GRADE M	3. SERVICE DESIGNATION DI
4. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/		5. OFFICIAL POSITION TITLE I.O. (VI)	
6. GRADE GS-13	7. DATE 24 July 1957	8. PERIOD COVERED BY THIS REPORT (inclusive dates) July 1956 - July 1957	
9. TYPE OF REPORT (Check one)		INITIAL <input checked="" type="checkbox"/>	SPECIAL (Specify)
		REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	REASSIGNMENT-EMPLOYEE <input type="checkbox"/>

#### SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:	
<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

10. THIS DATE 16 July 57	11. SUPERVISOR'S OFFICIAL TITLE Chief, EE/P
12. FOR THE DELIVERING OFFICER: SIGNATURE AND POSITION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.	

BY DATE  
 Posted Rec. Control 9/13 5 AUG 1957  
 [Signature] 9/16/57

I certify that any substantial difference of opinion with my superior is reflected in the above section.

13. THIS OFFICER [Signature]	14. TYPED NAME OF OFFICIAL ACCP/EE	15. OFFICIAL TITLE OF REVIEWING OFFICIAL
---------------------------------	---------------------------------------	--

#### SECTION C.

1. RATING ON GENERAL PERFORMANCE OF DUTIES:

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- |   |  |
|---|--|
| 6 | 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.   |
|   | 2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. |
|   | 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.  |
|   | 4 - PERFORMS DUTIES IN A COMPLETE, EFFECTIVE MANNER.   |
|   | 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.   |
- 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

**SECRET**

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during the period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing similar duties at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table style="width:100%; font-size: small;"> <tr> <td style="width: 33%;">ORAL BRIEFING</td> <td style="width: 33%;">HAS AND USES AREA KNOWLEDGE</td> <td style="width: 33%;">CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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SPECIFIC DUTY NO. 1 <b>Supervises conduct of Branch operations.</b>	RATING NUMBER <b>6</b>	SPECIFIC DUTY NO. 4 <b>Acts as deputy to Branch Chief,</b>	RATING NUMBER <b>5</b>																								
SPECIFIC DUTY NO. 2 <b>Provides over-all operational guidance to field stations.</b>	RATING NUMBER <b>5</b>	SPECIFIC DUTY NO. 5	RATING NUMBER																								
SPECIFIC DUTY NO. 3 <b>Performs function of senior Branch CE officer.</b>	RATING NUMBER <b>7</b>	SPECIFIC DUTY NO. 6	RATING NUMBER																								
<p><b>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b></p> <p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>The high ratings given [redacted] are given in full consciousness of their uniqueness in this Division. [redacted] all-around competence, his professional integrity, devotion to duty, his thorough grasp of clandestine operations and particularly his comprehension of CE matters [redacted] of the highest order and, in my opinion, therefore deserve this type of recognition.</p> <p>[redacted] can be impatient with the less gifted, intolerant of bureaucratic necessities, or uncompromising in professional matters. These traits are listed here not to detract from his professional competence or personal qualities, but to indicate that his supervisory talents are not yet fully developed. [redacted] speaks [redacted]</p>																											
<p align="center"><b>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</b></p> <p><b>DIRECTIONS:</b> Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <table style="width:100%; font-size: x-small;"> <tr> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table>				1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW	3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																	
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RATING NUMBER <b>7</b>	IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:																										

OFFICE OF PERFORMANCE

AUG 2 12 31 PM '57

HALL ROOM

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CF no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

Form section E containing fields for sex (M), service designation (DI), office/division/branch of assignment (DDP), official position title (I.O. (FI)), grade (GS-13), date report due in op (24 July 1957), period covered by this report (July 1956 - July 1957), and type of report (Annual).

SECTION F.

CERTIFICATION

Form section F containing certification statements and dates for the rater (16 July 57) and reviewing official (17 July 57), along with their official titles (Chief, EE/P and ACOP/EE).

SECTION G.

ESTIMATE OF POTENTIAL

Form section G.1: POTENTIAL TO ASSUME GREATER RESPONSIBILITIES. Includes a list of 7 potential levels and a rating number of 6.

Form section G.2: SUPERVISORY POTENTIAL. Includes directions and a question: "Has this person the ability to be a supervisor?" with a "Yes" response checked.

Table for descriptive ratings of supervisory potential. Columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory contexts like truck drivers, second-line supervisors, executive level, and coordination needs.

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RAISED EMPLOYEE HAS BEEN IN THE GRADE: **Ten** AUG 2 12 31 PM '57

4. COMMENTS CONCERNING POTENTIAL: AUG 2 12 31 PM '57  
 [ ] potential as a Clandestine Services operations officer is limited only by his relative youth and symptoms such as occasional impatience and doggedness. His intellectual gifts and professional competence are beyond question and qualify him for any operational job within DD/P in due course.

**SECTION II. FUTURE PLANS**

OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL:  
 [ ] would probably profit from a short exposure to high-level staff work by increasing his knowledge of the U.S. intelligence community.

**SECTION I. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS.**

None.

**SECTION I. DESCRIPTION OF INDIVIDUAL**

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- CATEGORY NUMBER
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
  - 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
  - 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
  - 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
  - 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBLIVIOUS	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION



SECRET

(When Filled In)

FITNESS REPORT (Part I) - PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report. FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials.

SECTION A. GENERAL
1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SER M 4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/EE/P 6. OFFICIAL POSITION TITLE I.O.(GI)
7. GRADE GS-12 8. DATE REPORT DUE IN OP 24 July 1956 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) October 1955 - 24 July 1956
10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify) ANNUAL REASSIGNMENT-EMPLOYEE

SECTION B. CERTIFICATION
1. FOR THE RATER: THIS REPORT [X] WAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:
[X] THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
[X] THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
[X] I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

B. THIS DATE 6 Aug 56 SUPERVISOR'S OFFICIAL TITLE Chief, EE/P
2. FOR THE REVIEWING OFFICER: INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE
Postad Post Control Handwritten Signature
Reviewed by FUD [ ] Attached Sheet

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.
A. THIS DATE 29 Aug 56 OFFICIAL TITLE OF REVIEWING OFFICIAL EE/COP

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES
DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

6 INSERT RATING NUMBER
COMMENTS:

**SECRET**

(When Filled In)

OFFICE OF PERSONNEL  
SEP 6 4 25 PM '56  
MAIL ROOM

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

- State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

8. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

<p><b>DESCRIPTIVE RATING NUMBER</b></p> <p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p>	<p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>
---	---

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Chief of CE Section, Supervisor	5		
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 3	RATING NUMBER
Conducts CE operations and analysis	6		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Prepares historical CE Study	6		

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

Outstanding intelligence, insight and personal stability combined with devotion to the job make subject an exceptional officer who would probably perform with distinction in almost any area of the Agency. However, the specific professional knowledge which he acquired as a field case officer in

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

<div style="border: 1px solid black; padding: 2px; display: inline-block;">6</div> RATING NUMBER	<p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>
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IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

Form with fields for SEX (M), SERVICE DESIGNATION (DI), OFFICE/DIVISION/BRANCH OF ASSIGNMENT (DDP/EE/P), OFFICIAL POSITION TITLE (I.O. (CI)), GRADE (GS-12), DATE REPORT DUE IN OP (24 July 1956), PERIOD COVERED BY THIS REPORT (October 1955 - 24 July 1956), TYPE OF REPORT (Annual checked), INITIAL, ASSIGNMENT-SUPERVISOR, REASSIGNMENT-SUP/LOVED, SPECIAL (Specify).

SECTION F. CERTIFICATION

Form with fields for 1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED. A. THIS DATE (6 Aug 1956), C. SUPERVISOR'S OFFICIAL TITLE (Chief, EE/P). 2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO. A. THIS DATE (29 Aug 56), C. OFFICIAL TITLE OF REVIEWING OFFICIAL (EE/COP).

SECTION G. ESTIMATE OF POTENTIAL

Form with 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES. DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work. Rating number 5. 2. SUPERVISORY POTENTIAL. DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING.

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations like 'A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)' and 'A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)'. Includes a 'RATING NUMBER' box with '5'.

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SEP 6 11 55 AM '56  
MAIL ROOM

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
20

4. COMMENTS CONCERNING POTENTIAL  
While Subject in his present job has shown excellent supervisory ability it may be that his own personal inclinations would tend to make him feel happier in a more active operational function in his next assignment, rather than in a widening of his supervisory responsibilities.

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
None at present

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENT  
Foreign born wife

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN NAVY EMERGENCIES OR MAKE ONE WHEN NEED ARISES	4	12. EXHIBITS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THOUGHTS	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. ASKS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS SENSITIVE
5	8. HAS MEMORY FOR FACTS	4	18. IS CASUALTY	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	-	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET  
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:  
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and  
2. A periodic record of job performance which aid to the effective utilization of personnel.

1955 OCT 21 AM 10:25

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day work. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a direct way he knows where he stands.

CODED

DATE 20 OCT 1955

Field Pct. Control

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

4. GRADE GS-12		5. STATION DESIGNATION (Current) Vienna Operations Base		6. SEX M	8. SERVICE DESIGNATION DI
6. DUE DATE OF THIS REPORT 16 Aug 55 (final VOB)		7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 16 November 1954 thru 15 August 1955			

SECTION II (To be completed by field supervisor)

1. CURRENT ASSIGNMENT	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 14 June 1951
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3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Responsible for the developmental activity, general guidance and directing, reporting and administering, and the file research of ~~Projects~~ Projects

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS. SEP 29 1955	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

**SECRET**  
(When Filled In)

**SECTION IV**

This section is provided as an aid in describing the individual. Your description is favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The following words are to be interpreted literally.

On the left hand side of the page below are a series of statements that best degree to most people. On the right hand side of the page are four major categories of descriptions. Each within each category is divided into three small blocks; this is to allow you to make finer distinctions if you desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion as to whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

*OFFICE OF PERSONNEL*  
*Oct 12 2 23 PM '55*  
*MAIL ROOM*

STATEMENTS	SAMPLES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X				
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.							X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X	
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.						X	
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.					X		
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.					X		
13. MENDRY FOR FACTS.							X
14. GETS THINGS DONE.							X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.							X
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.							X
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.					X		
24. EVEN DISPOSITION					X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.							X



SECRET  
(When Filled In)

OFFICE OF PERSONNEL

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER WEAKNESSES. An exceptionally bright person whose strengths outweigh by far his weaknesses, should outgrow his weaknesses.

OCT 12 2 26 PM '55

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
General desk and Headquarters training.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION... THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET



SECRET



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

15 JUL 1955

MEMORANDUM FOR:

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 1 July 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Harrison G. Reynolds  
Chairman, CIA Selection Board

Date: 6 Dec 1955

Career Service Staff  
Office of Personnel

3 JAN 1956

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

DO NOT COMPLETE

DO NOT COMPLETE

AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

		DATE (from item 2)
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH 11 November 1925	2. GRADE GS-12	3. CURRENT POSITION TITLE Area Operations Officer
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE Vienna Operations Base	
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR None		7. EXPECTED DATE OF DEPARTURE 15 September 1955
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):		

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

D. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

SECRET

D. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (1st, 2nd and 3rd choice) IN THE BOXES BELOW:

RETURN TO MY CURRENT STATION  BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

BE ASSIGNED TO ANOTHER FIELD STATION *St. Louis*

WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION:

1ST CHOICE: \_\_\_\_\_  
2ND CHOICE: \_\_\_\_\_  
3RD CHOICE: \_\_\_\_\_

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?

INDICATE NUMBER OF WORK DAYS 30

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

None

12. SIGNATURE: COMPLETE ITEM NO. 8-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

This Mission concurs strongly in Subject's request for assignment in Washington. Subject is an outstanding young case officer, an excellent career prospect who we feel will advance rapidly in the organization. He is extremely intelligent, very well motivated, ambitious and determined. Despite his comparative youth, he is already an experienced intelligence officer. Careful attention should be given to his career planning.

14. SIGNATURE: COMPLETE ITEM NO. 8-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

16. NAME OF SUPERVISOR

SIGNATURE:

TITLE:

DATE:

17. REMARKS (additional comment)

*He will be able to place subject on his return. cc/Ren - 7/7/55*

SECRET

SECRET  
(When Filled In)

FIELD FITNESS REPORT

AM 71  
CUBED 1

The Fitness Report is an important factor in organization personnel management. It seeks to provide:  
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and  
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that throughout the period this individual has been under your supervision, you have discharged your supervisory responsibility by frequent discussions of his work, that in a general way he has met the standards of the organization.

5

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE INDIVIDUAL BEING RATED.

DATE: 27-55  
REVIEWED BY: [Signature]  
DATE: 2/11/55

SECTION I

1. NAME (Last, First, Middle Initial)		2. SERVICE DESIGNATION
GS-12		FI
3. LOCATION (City and State)		
Vienna, Austria		
4. DUE DATE OF THIS REPORT	5. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
30 November 1954	1 July through 15 November 1954	

SECTION II (To be completed by field supervisor)

6. DATE ASSUMED RESPONSIBILITY FOR POSITION  
21 June 1951

7. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Responsible for the developmental activity, general guidance and directing, reporting and administering, and the file research

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

8. THIS REPORT  WAS  WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

9. DATE REPORT AUTHENTICATED AT HQS.  EL OFFICER AT HEADQUARTERS SIGNATURES

DEC 28 1954

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

**SECTION IV**

OFFICE OF PERSONNEL  
JAN 13 4 07 PM '55  
MAIL ROOM

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words to be interpreted literally.

On the left hand side of the page listed are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Each statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no definite opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have no definite opinion that the description is not at all suited to the individual.

STATEMENTS	SAMPLES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ASSE TO SEE ANOTHER'S POINT OF VIEW.				X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.							X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X	
3. CAUTIOUS IN ACTION.					X		
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.					X		
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.				X			
9. HAS SENSE OF HUMOR.					X		
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.					X		
13. MENSURY FOR FACTS.							X
14. GETS THINGS DONE.							X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.					X		
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.							X
21. ACCEPTS RESPONSIBILITIES.					X		
22. ADMITS HIS ERRORS.					X		
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.					X		
25. ABLE TO DO HIS JOB WITHOUT STANDING SUPPORT.						X	



SECRET  
(When Filled In)

OFFICE OF PERSONNEL

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS.  
Mental ability, motivation, enthusiasm, experience, etc. *Other considerations which would not have been remarked in an officer of less childhood ability.*

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?  
Only that in the sense that an outstanding employee should be expected to good supervision at all times to see that his career develops as fully as can be expected.

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
Any advanced operations training which he may not have had.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):  
Subject is an outstanding young officer.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS NO SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEARINESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION... THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAD AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON AND IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEARINESS SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

**STATUS AND EFFICIENCY REPORT**

(1050)

SECTION 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE

NAME (PRINTED): LAST FIRST MIDDLE  
 CAT. RATING: G-11  
 SALARY: [ ]  
 DATE OF ASSIGNMENT TO PRESENT DUTY: 15 June 1951

DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT (LIST MOST RECENT FIRST, BE BRIEF CONCISELY BUT FULLY)  
 chief of CE section, planning, coordinating and directing activity of VFP under chief of operations, case officer, handling primary CE cases.

IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED. NONE.

PROFICIENCY IN FOREIGN LANGUAGE	READING		SPEAKING		UNDERSTANDING	
	EAC	GOOD FAIR	EAC	GOOD FAIR	EAC	GOOD FAIR
French	X		X		X	
German	X		X		X	
Italian		X		X		X

3. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS (IF IN US-STATE) LOCATION OF DUTY

intelligence officer U.S.  
 " " Europe

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS: YES [ ] NO [X] NUMBER OF DEPENDENTS: YES [ ] NO [X] EMERGENCY ADDRESSEE: YES [ ] NO [X] LEGAL ADDRESS: YES [ ] NO [X]

IF THE ANSWER TO ANY OF THE ABOVE IS YES ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO IN THE CASE OF MARRIAGE. THE REPORT WILL INCLUDE NAMES, ADDRESSES AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

27 May 1954  
 DATE

[Redacted Signature]  
 SIGNATURE OF EMPLOYEE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

PERIOD COVERED BY THIS REPORT: DATE FROM 1/1/53 DATE TO 30/4/54

OCCASION FOR REPORT: ANNUAL [ ] REASSIGNMENT OF REPORTING OFFICER [X] PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON [ ] COVERING INITIAL 90 DAYS OF EMPLOYMENT [ ]

IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES [X] NO [ ] IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES [ ] NO [X] IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES [X] NO [ ] IF NO, EXPLAIN IN SECTION 11

HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES [X] NO [ ] DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES [X] NO [ ] IF SO, TO WHAT GRADE AND FOR WHAT POSITION? See EAVA-7058

FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY (DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION - DO NOT HESITATE TO MARK NOT OBSERVED ON ANY QUALITY WHEN APPROPRIATE)

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE					X		
B. INTEREST AND ENTHUSIASM IN WORK							X
C. SECURITY CONSCIOUSNESS						X	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						X	
E. ATTENTION TO DUTY							X
F. JUDGMENT AND COMMON SENSE						X	
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE						X	
H. DISCRETION							X
I. INITIATIVE						X	
J. ABILITY TO HANDLE AND DIRECT PEOPLE						X	
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)						X	
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						X	
M. TACT					X		
N. SAGACITY (NON-COLLIGIBILITY)						X	
O. LEADERSHIP						X	
P. PHYSICAL STAMINA						X	
Q. MENTAL STAMINA					X		

INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION WOULD YOU DEFINITELY AND WANT HIM? [ ] PREFER NOT TO HAVE HIM? [ ] BE SATISFIED TO HAVE HIM? [ ] BE PLEASED TO HAVE HIM? [ ] PARTICULARLY PLEASE HIM? [X]

ENTER HERE ANY DESIRED REMARKS RELATING TO EMPLOYEE'S QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO PROMOTION WILL BE GIVEN BY SEPARATE REPORT TO THIS OFFICE.

1. Subject is a brilliant young intelligence officer. He is unusually intelligent, quick and perceptive. He writes forcefully, organizes his material well and has an excellent manner and presence. He is vitally interested in his work and has made a systematic study of it. He is well read and has an unusually good grasp of politics and has an excellent background in history. He has travelled in Europe considerably and has lived abroad (on his own hook) much of his adult life. In Vienna, he has learned German well.

(IF ADDITIONAL SPACE IS NEEDED AT ATTACH EXTRA SHEET)

1 July 1954  
 DATE

[Redacted Signature]  
 SIGNATURE OF REPORTING OFFICER

[Redacted Signature]  
 SIGNATURE OF REPORTING OFFICER

IF REPORTING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF.

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

CONFIDENTIAL



CONFIDENTIAL

2. Subject's weaknesses, which because of his outstanding ability and promise are rather magnified in this assessment, lie mainly in his occasionally faulty human relations. Subject rejects much of the social life which is customarily associated (although not necessarily for the best) with Kubark field posts. His interests, aside from his work, are primarily intellectual and artistic. These interests, coupled with his at best pro forma fulfilling of the customary Kubark social protocols, definitely weaken his relationship with the rest of the staff.

3. Subject comes from a service environment and was himself [redacted] when very young. This early environment and training has, probably without Subject's being aware of it, caused him to expect of others a devotion to duty and self discipline which is rarely to be found. These high standards have caused Subject to discount to some degree the abilities of the clerical staff and, to a lesser degree, other junior personnel.

4. A second weakness probably results from Subject's consistently successful career. He has, without any effort on his own part, frequently if not invariably found himself closely associated with "management" and regarded by the "management" as being unusually talented. This has caused him to expect his work to receive special attention which is not always warranted. When this does not happen, he tends to pout.

5. There is no question in the writer's mind but what Subject would be an outstanding addition to any office in the Agency. He has, as far as can be seen now, an unlimited growth potential. His minor faults will correct themselves with maturity and increasing experience.

CONFIDENTIAL

ND EFFICIENCY REPORT

INSTRUCTIONS ON REVERSE SIDE

1. NAME (PRINTED) LAST FIRST MIDDLE... CAT RATING... SALARY... DATE OF ASSIGNMENT... 2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT...

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

Table with columns: PROFICIENCY IN FOREIGN LANGUAGE, READING, SPEAKING, UNDERSTANDING. Rows: French, German, Italian.

4. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-90 STATE) TYPE OF DUTY LOCATION

5. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT... MARRIAGE THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF BROTHERS-IN-LAW AND SISTERS-IN-LAW.

17 September 1953 DATE

SIGNATURE OF EMPLOYEE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT... OCCASION FOR REPORT... ANNUAL... REASSIGNMENT OF REPORTING OFFICER... PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON... COVERING INITIAL 90 DAYS OF EMPLOYMENT

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES?... IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES?... IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 7? YES NO... HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES NO... DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES NO... IF SO, TO WHAT GRADE AND FOR WHAT POSITION?

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY...

Table with columns: RATING FACTORS, NOT OBSERVED, UNSATISFACTORY, FAIR, GOOD, VERY GOOD, EXCELLENT, OUTSTANDING. Rows: A. ABILITY TO WORK AND GET ALONG WITH PEOPLE, B. INTEREST AND ENTHUSIASM IN WORK, etc.

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION... WOULD YOU DESIRE HIM? YES NO

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE...

COMMENT ATTACHED

8 Sept 53 DATE

SIGNATURE OF REPORTING OFFICER... SIGNATURE OF REVIEWING OFFICER

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

CONFIDENTIAL

SECURITY INFORMATION

Attachment to EAVA-4351

K A P O K

23 September 1953

1. Subject has completed a two-year tour at VOB and after home leave has returned here for another two years. [redacted]

2. Subject has a notably orderly mind, unusual intelligence, and a remarkable interest in his work. He is able to handle a variety of tasks at one time. Although Subject has had a variety of agent-handling experience, [redacted]

[redacted] We believe this will give him the experience and depth necessary to support his already good theoretical knowledge. Subject is extremely well disciplined personally. Unfortunately and unrealistically, he sometimes expects other persons to have similar self-discipline. He also tends in other ways to disregard the human elements ever present in intelligence operations. However, there is no question in my mind but what additional experience will cure both of these very minor faults.

3. I have every reason to believe that Subject will be ready [redacted]

*Morton A. Woolley*  
Morton A. Woolley

SECURITY INFORMATION

**CONFIDENTIAL**  
**STATUS AND EFFICIENCY REPORT**

(SEE INSTRUCTIONS ON REVERSE SIDE)

SECTIONS 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME (PRINTED) LAST FIRST MIDDLE CAT RATING SALARY DATE OF ASSIGNMENT TO PRESENT DUTY

[REDACTED] G3-7 \$ 5155. June 1951

2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. LIST MOST RECENT FIRST DESCRIBE CONCISELY BUT FULLY.

(1)

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING TERM OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED. None

4. PROFICIENCY IN FOREIGN LANG.	READING		SPEAKING		UNDERSTANDING	
	EXC	GOOD/FAIR	EXC	GOOD/FAIR	EXC	GOOD/FAIR
French	X		X		X	
German		X		X	X	X
Italian		X		X		X

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS (IF IN US-50 STATE) LOCATION

Case Officer Vienna/Western Europe

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATEST?

MARITAL STATUS: YES  NO  NUMBER OF DEPENDENTS: YES  NO  EMERGENCY ADDRESSEE: YES  NO  LEGAL ALIEN: YES  NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO IN THE CASE OF MARRIAGE. THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

5 June 1952  
DATE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT OCCASION FOR REPORT

June 1951 DATE TO June 1952

ANNUAL  REASSIGNMENT OF REPORTING OFFICER  PROMISED REASSIGNMENT OF EMPLOYEE REPORTED ON  COVERING PERIOD OF DAYS OF EMPLOYMENT

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES  NO  IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES  NO  IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES  NO  IF NO, EXPLAIN IN SECTION 11

HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES  NO  DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES  NO  IF SO, TO WHAT GRADE AND LINE DUTY POSITION? GS-11

9. FOR EACH FAC. FOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK NOT OBSERVED ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE						X	
B. INTEREST AND ENTHUSIASM IN WORK							X
C. SECURITY CONSCIOUSNESS						X	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						B	
E. ATTENTION TO DUTY							X
F. JUDGMENT AND COMMON SENSE							X
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE							X
H. DISCRETION						X	
I. INITIATIVE							X
J. ABILITY TO HANDLE AND DIRECT PEOPLE						X	
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)							X
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						X	
M. TACT						X	
N. SAGACITY (NON-QUALIFIABILITY)						X	
O. LEADERSHIP						X	
P. PHYSICAL STAMINA						X	
Q. MENTAL STAMINA						X	

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY PREFER NOT TO HAVE HIM?  BE SATISFIED  BE PLEASED  PARTICULARLY DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED RELEVANT TO THE EVALUATION OF THIS EMPLOYEE. ORGANIZATIONAL AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

At the close of one year in the field, Subj has shown every indication of becoming an outstanding case officer. Subj gives each of his operations a maximum amount of ~~for~~ planning and pays unusual attention to details. If Subj continues to develop as he has in the past, and after additional experience in agent handling, he will be ready for increased executive responsibilities, along the line of Deputy Operations chief, within a year.

IF ADDITIONAL SPACE IS NEEDED ATTACH EXTRA SHEET

11 June '52 DATE

Morton A. Woolley SIGNATURE OF REPORTING OFFICER

H. P. [Signature] SIGNATURE OF REVIEWING OFFICER

APR 1952

IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT AGREE WITH THIS REPORT EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

**CONFIDENTIAL**  
**STATUS AND EFFICIENCY REPORT**

(SEE INSTRUCTIONS ON REVERSE SIDE)

SECTIONS 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME (PRINTED) LAST FIRST MIDDLE: [REDACTED] CAT. RATING: CS-9 SALARY: \$4600. DATE OF ASSIGNMENT TO PRESENT DUTY: 15 June 1951

2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST, DESCRIBE CONCISELY BUT FULLY)

[REDACTED]

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED. None.

4. PROFICIENCY IN FOREIGN LANGUAGES

LANGUAGE	READING		SPEAKING		UNDERSTANDING	
	EXC. (GOOD)	FAIR	EXC. (GOOD)	FAIR	EXC. (GOOD)	FAIR
French	X		X		X	
German		X		X		X
Italian		X		X		X

5. MY PREFERENCE FOR SEAL DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS (IF IN USSSR STATE) TYPE OF DUTY: Case officer. LOCATION: Vienna

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS: YES  NO  NUMBER OF DEPENDENTS: YES  NO  EMERGENCY ADDRESSEE: YES  NO  LEGAL ADDRESS: YES  NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO IN THE CASE OF MARRIAGE. THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

17 September 1951  
DATE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT: DATE FROM 16 Jun '51 DATE TO 18 Spet '51 OCCASION FOR REPORT: ANNUAL  REASSIGNMENT OF REPORTING OFFICER  PROMOTED REASSIGNMENT OF EMPLOYEE REPORTED ON  COVERING INITIAL 90 DAYS OF EMPLOYMENT

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES  NO  IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES  NO  IF SO, WHAT DUTY OR DUTIES: Time could be better used as an ops analyst than doing routine photo work. This will be taken care of when T/O filled.

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES  NO  IF NO, EXPLAIN IN SECTION 11. HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES  NO  DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES  NO  IF SO, TO WHAT GRADE AND FOR WHAT POSITION?

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT FILL THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK NOT OBSERVED ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSAT. INSUFF. FACTORY	FAIR	GOOD	VERY GOOD	EXCEL. LENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE						X	
B. INITIATIVE AND ENTHUSIASM IN WORK						X	
C. SECURITY CONSCIOUSNESS						X	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						X	
E. ATTENTION TO DUTY						X	
F. JUDGMENT AND COMMON SENSE						X	
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE						X	
H. DISCRETION						X	
I. INITIATIVE						X	
J. ABILITY TO HANDLE AND DIRECT PEOPLE					X		
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)					X		
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION					X		
M. TACT						X	
N. SAGACITY (NONQUALIFIABILITY)						X	
O. LEADERSHIP	X						
P. PHYSICAL STAMINA						X	
Q. MENTAL STAMINA	X						

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DESIRE HIM? PREFER NOT  BE SATISFIED  BE PLEASED  PARTICULARLY  NO WANTS HIM?  TO HAVE HIM?  TO HAVE HIM?  TO HAVE HIM?  DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO. REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

Subject appears to be an excellent prospect for operational work. He is intelligent, quick to learn and hard working. He approaches problems systematically and with forethought. He has an excellent background in history and is well up on current events.

12. ADDITIONAL SPACE IS NEEDED ATTACH EXTRA SHEET

18 September 1951  
DATE

*Morton A. Woolley*  
SIGNATURE OF REPORTING OFFICER

*[Signature]*  
SIGNATURE OF REVIEWING OFFICER

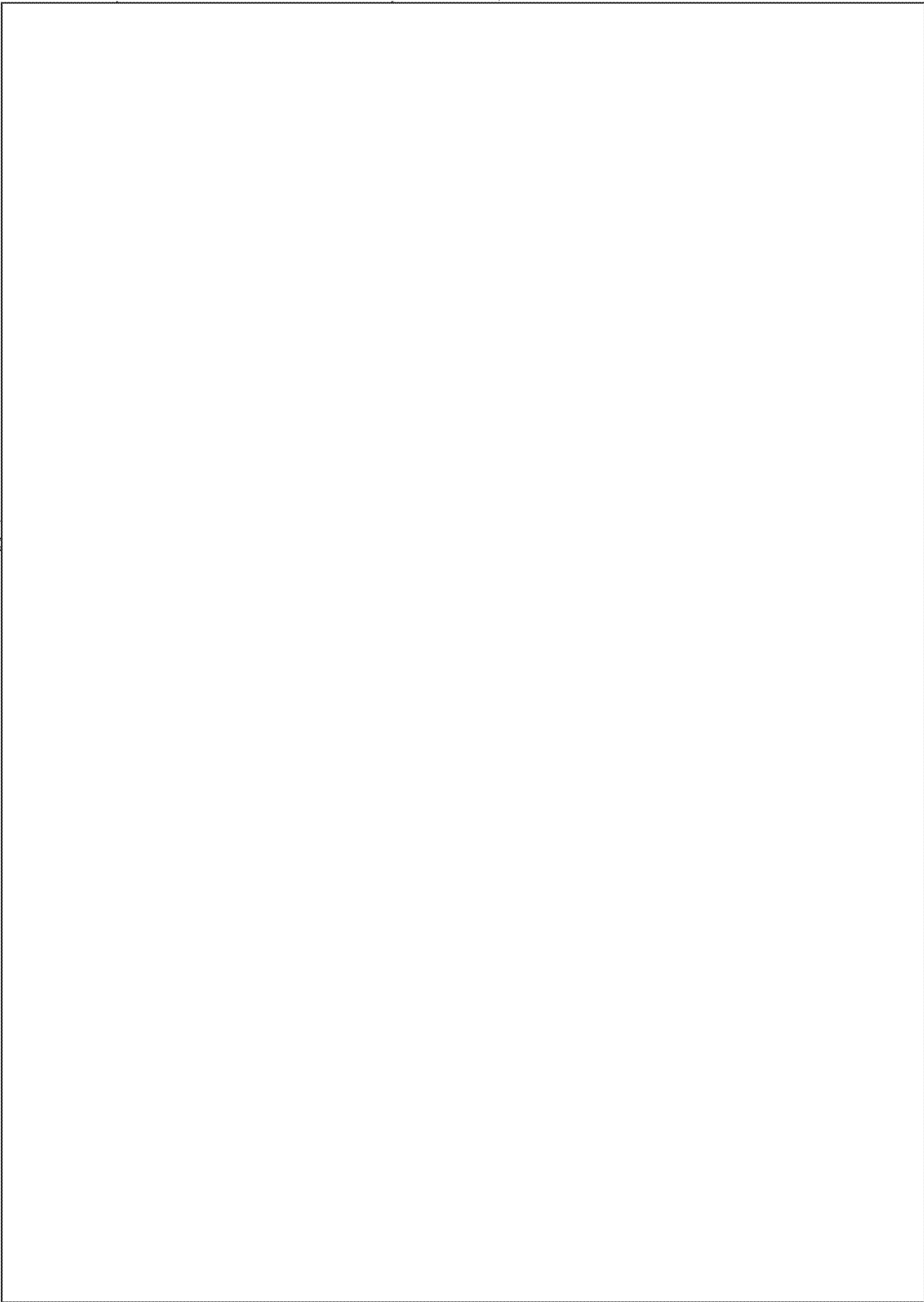
13. REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT. EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF.

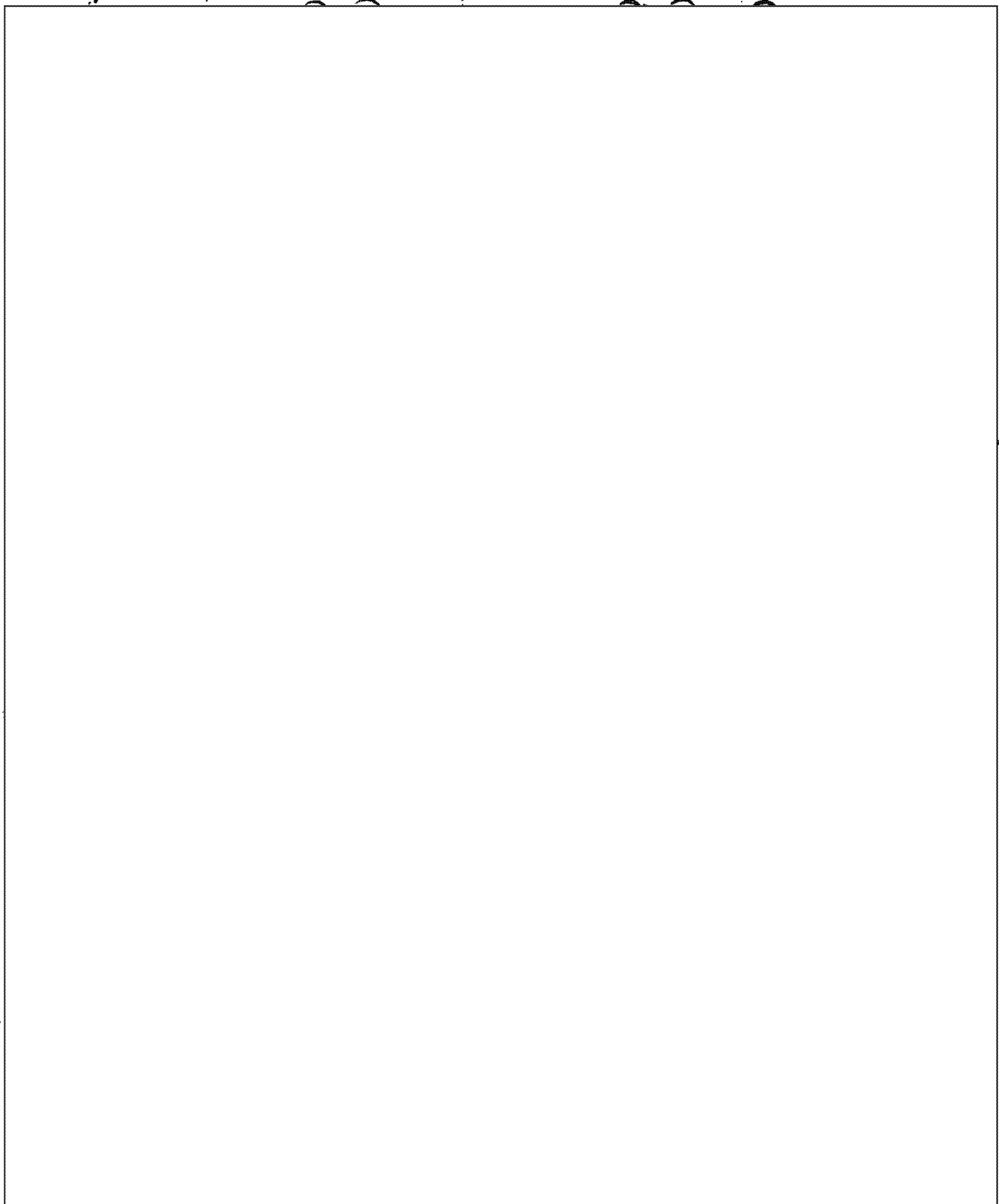
UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON.

**FILE COPY OF STANDARD FORM 56**

**"AGENCY CERTIFICATION OF INSURANCE STATUS—  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM"**

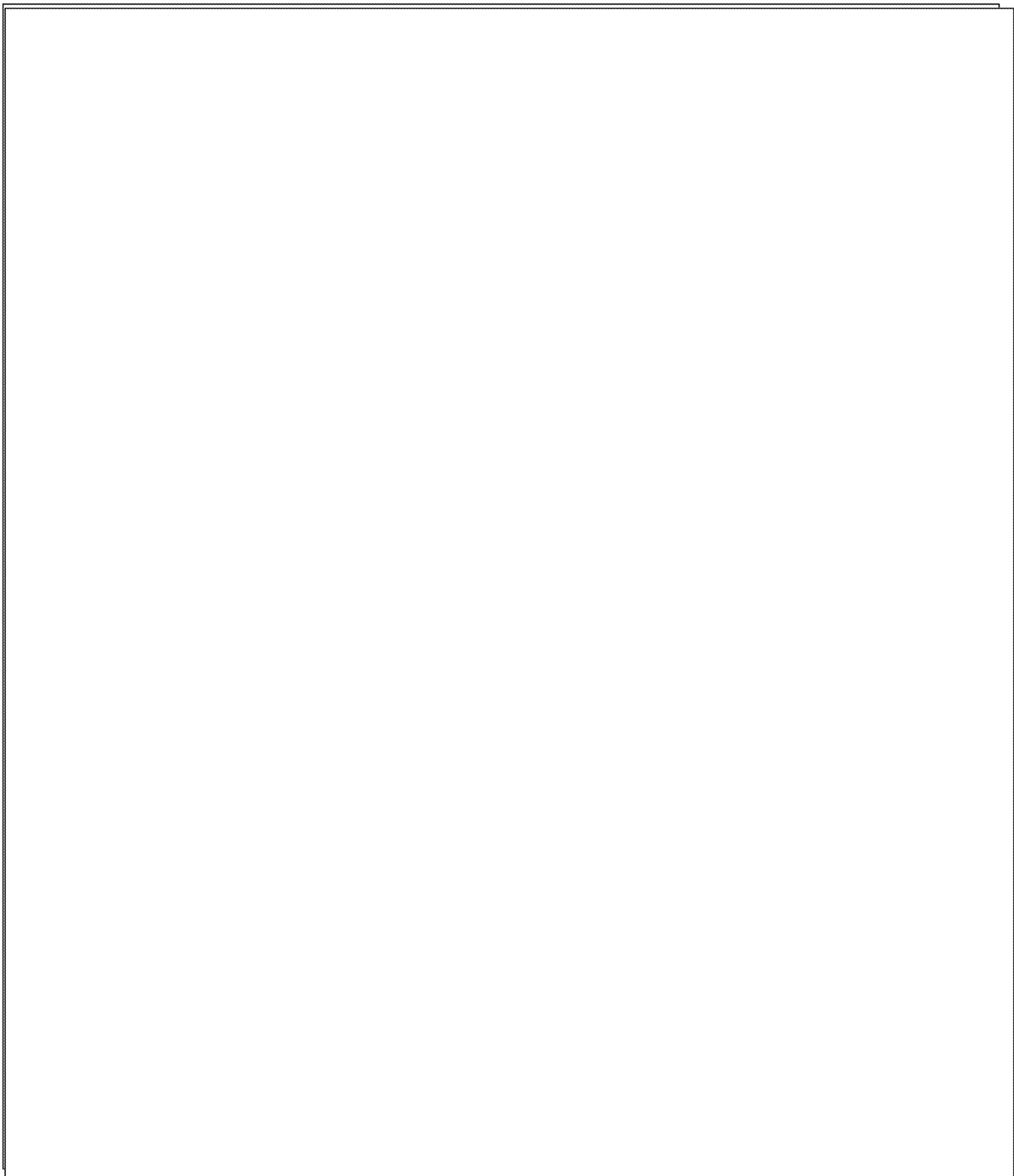
**on file with the Retirement Operations Branch,  
Office of Personnel (x3257).**











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) <u>21043</u> (first) _____ (middle) _____		DATE OF BIRTH (month day year) _____	SOCIAL SECURITY NUMBER _____
EMPLOYING DEPARTMENT OR AGENCY _____		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 abbreviate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20 February 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

RECEIVED  
OFFICE OF PERSONNEL  
MAR 15 10 20 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-1  
JANUARY 1963  
(for use only with AGO 14, 1964)  
176-101

**SECRET**  
(When Filled In)

**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE

**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. REFER TO OPI NO. 98, REVISED.

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS ( <i>Basic</i> ) 3 - CORRECTION 5 - CANCELLATION	27	38 39	40-42
09	12	67					1		065

**TDY DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY ( <i>Basic</i> ) 4 - CORRECTION 6 - CANCELLATION	27	38 39	40-42

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

<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 ( <i>Specify</i> )	

DOCUMENT IDENTIFICATION NO. <b>51115</b>	DOCUMENT DATE/PERIOD <b>9/13/67</b>
--	-------------------------------------

REMARKS

PREPARED BY	<input checked="" type="checkbox"/> REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT FILED
DCO	DATE <b>9/15/67</b>	SIGNATURE
C & L DIVISION, CTRG.		
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE O  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

**SECRET**  
(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		1. DATE OF REQUEST <b>7 July 1965</b>
2. NAME (Last, First, Middle) [REDACTED]		3. POSITION TITLE <b>Ops Off Ch</b>
4. GRADE <b>GS-16</b>		5. EMPLOYEE'S EXT. <b>4496</b>
6. OFFICE, DIVISION, BRANCH <b>IDP/BR</b>		
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input checked="" type="checkbox"/> TDY STANDBY  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HDQS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 2px;">         ETD          STATION          TDY OR PCS          TYPE OF COVER          NO. OF DEPENDENTS TO ACCOMPANY          NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED       </div> <input type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 2px;">         ETA          STATION          NO. OF DEP.'S       </div> <p align="center"><b>(PUSHEE TDY STANDBY EXPIRES SEP 65)</b></p>	
8. OVERSEAS PLANNING EVALUATION (This block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES  <input type="checkbox"/> NO		SIGNATURE [Signature]
		ROOM NO. & BUILDING <b>59424</b>
		EXT. <b>5923</b>
10. COMMENTS		
<p><b>QUALIFIED FOR TDY STA</b> <b>UNTIL</b></p> <p>[Signature]</p>		
11. REPORT OF EVALUATION		
DATE <b>7 29 65</b>		SIGNATURE FOR CHIEF OF MEDICAL STAFF [Signature]

FORM 1451  
RECORD OF OVERSEAS SERVICE

NAME OF EMPLOYEE		EMPLOYEE SERVICE NO.	COMPLETED BY EMPLOYEE		TELEPHONE EXT.	52 F 8		
			YES	NO		<b>SECRET</b> (WHEN FILLED IN)		
DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE								
INSTRUCTIONS	DO NOT WRITE IN COLUMN	WHERE SERVICE WAS PERFORMED	PERIOD OF SERVICE CENTER NO.	DATES		SERVICE AS CIVILIAN OR MILITARY CENTER NO.	RESPONSIBLE U.S. CIVIL. DEPT. OR AGENCY	DO NOT WRITE IN COLUMN
				FROM	TO			
THIS FORM MUST BE RETURNED WHETHER YOU HAVE HAD OVERSEAS SERVICE OR NOT.								
PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD; THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.								
	850	AUSTRIA	1	0151	1050	1	USA	100
	801	EUROPE	2	0150	0350	1		100
	801	EUROPE	2	0150	0650	1		100
	805		2	0157	1257	1		100
	840		1	0350	0658	1		100
	807		2	0150	0650	2	USA	620

IF ADDITIONAL SPACE IS NEEDED CHECK HERE

REPORTING OFFICER FOR SUPPLEMENTAL CARDS

**SECRET**

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents  
of Handbook 20-4, Employee Conduct, dated 29 August 1961.

24 Oct 62  
Date

CONFIDENTIAL

SECRET  
(When Filled In)

CAREER PREFERENCE OUTLINE		
This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.		
- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -		
SECTION A. GENERAL		B. SERVICE DESIGNATION
		DI
9. ORGANIZATIONAL TITLE		C. GRADE
		GS-13
SECTION B. CAREER INTERESTS		
9. GENERAL TYPE OF ACTIVITY		
<b>FI Operations (including planning and supervision)</b>		
10. SPECIFIC TYPE OF ACTIVITY (including assignments)		
A. IMMEDIATE (Within next 1 to 3 years)		
Remain in EE Division plus training and rotation in order to prepare for field assignment. Overseas tour - EE area - FI Operations		
B. LONG-RANGE (Within next 3 to 5 years)		
Return to field station, followed by PCS, Headquarters, EE Division		
SECTION C. TRAINING		
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING		
A. IMMEDIATE (Within next 1 to 3 years)		
Clandestine Services Review. O-10		
B. LONG-RANGE (Within next 3 to 5 years)		
12. ADDITIONAL COMMENTS		
1. I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.	13. DATE COMPLETED	14. SIGNATURE OF EMPLOYEE
	7 Feb 57	See Item 21



SECRET  
(When Filled In)

SECTION D. COMMENTS BY SUPERVISOR	
15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE	
16. RELATIVE TO TRAINING FOR EMPLOYEE	
See Item 21	
17. TYPED OR PRINTED NAME OF SUPERVISOR	18. SIGNATURE
19. TITLE	20. DATE
SECTION E. FOR USE OF CAREER SERVICE	
21. COMMENTS	
Detailed Individual Career Plan approved by FI Panel on file in FI Career Management Office, 2048 L	
22. TYPED OR PRINTED NAME	[Redacted Signature]
24. TITLE	
Robert A. Skeels	21. FEB 1957
FI Career Management Officer	
LEAVE BLANK	

CONFIDENTIAL

T&R

1. [Redacted] (d/e) 2. THIS DATE *1 June 56*

3. THE FOLLOWING INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME

<input checked="" type="checkbox"/> BAD AGENT	<input type="checkbox"/> PROTECTIVE ASSOCIATION (PAEPA)	<input checked="" type="checkbox"/> DREAD DISEASES
<input checked="" type="checkbox"/> GROUP HOSPITALIZATION INCORPORATED (GHI)	<input type="checkbox"/> MUTUAL BENEFIT OF OHAMA - HOSPITALIZATION	<input checked="" type="checkbox"/> INCOME REPLACEMENT
<input checked="" type="checkbox"/> UNITED LIFE INSURANCE (ULIC)	<input type="checkbox"/> AIR TRIP INSURANCE	<i>Des. Ins.</i>

\* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW.

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
<i>Des. Ins.</i>		<input checked="" type="checkbox"/>		<i>Already being deducted</i>	
<i>Mutual</i>		<input checked="" type="checkbox"/>			

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS

SIGNATURE OF EMPLOYEE

7. EMPLOYEE INTERVIEWED BY

CPB (Signature) [Redacted] ICD (Signature)

8. REMARKS

When completed, the original of this form should be forwarded to T&R for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

INSURANCE QUESTIONNAIRE

1/R

**CONFIDENTIAL**  
(When Filled In)

2. THIS DATE  
21 Mar 56

- NA STEEL PROTECTIVE ASSOCIATION (SAFRA)
  - GROUP HOSPITALIZATION INCORPORATED (GHI)
  - MUTUAL BENEFIT OF OMAHA - HOSPITALIZATION
  - UNITED LIFE INSURANCE (ULIC)
  - AIR TRIP INSURANCE
  - DEATH DISEASES
  - INCOME REPLACEMENT
- \* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)

9. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW.

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	EACH PAY PERIOD	CASH PAID
D.H.I.		✓		propd	
Red Empl		✓			

0. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS

SIGNATURE OF EMPLOYEE

7. EMPLOYEE INTERVIEWED BY

CPB ( [Redacted] )

ICU (Signature)

8. REMARKS

When completed, the original of this form should be forwarded to TA&B for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

**INSURANCE QUESTIONNAIRE**

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM

600      6-51      UV

<b>STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE</b>		OFFICE	DIVISION
		BRANCH	SECTION

**I FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)**

AGENCY	LOCATION	FROM			TO			TOTAL SERVICE		
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
Organization		26	7	1950	31	12	51			51
										293
	(part time; see remarks, below)									
<b>Total Civilian Service</b>										291

S.E.D. - 11/8/47  
12/1/51  
1/1/52

**II MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)**

BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE				
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.		
Marine Corps	11	3	1943	26	6	1946	16	3	3		
" "	NC	10	1	1949	21	1	12	-	-		
" "	NC	25	8	1949	26	8	12				
<b>Total Military Service</b>									10	4	3

**III CERTIFICATION**

I hereby certify that the above Civilian and military service is complete and accurate to the best of my knowledge.

28 February 1952      *[Signature]*  
DATE      SIGNATURE OF EMPLOYEE

**IV REMARKS: (CONCERNING ABOVE SERVICE)**

Part-time work (four hours per day) for [redacted] 15 April 1948-30 November 1948.  
*as of 31 Dec 51*

**V FOR PERSONNEL OFFICE USE ONLY**

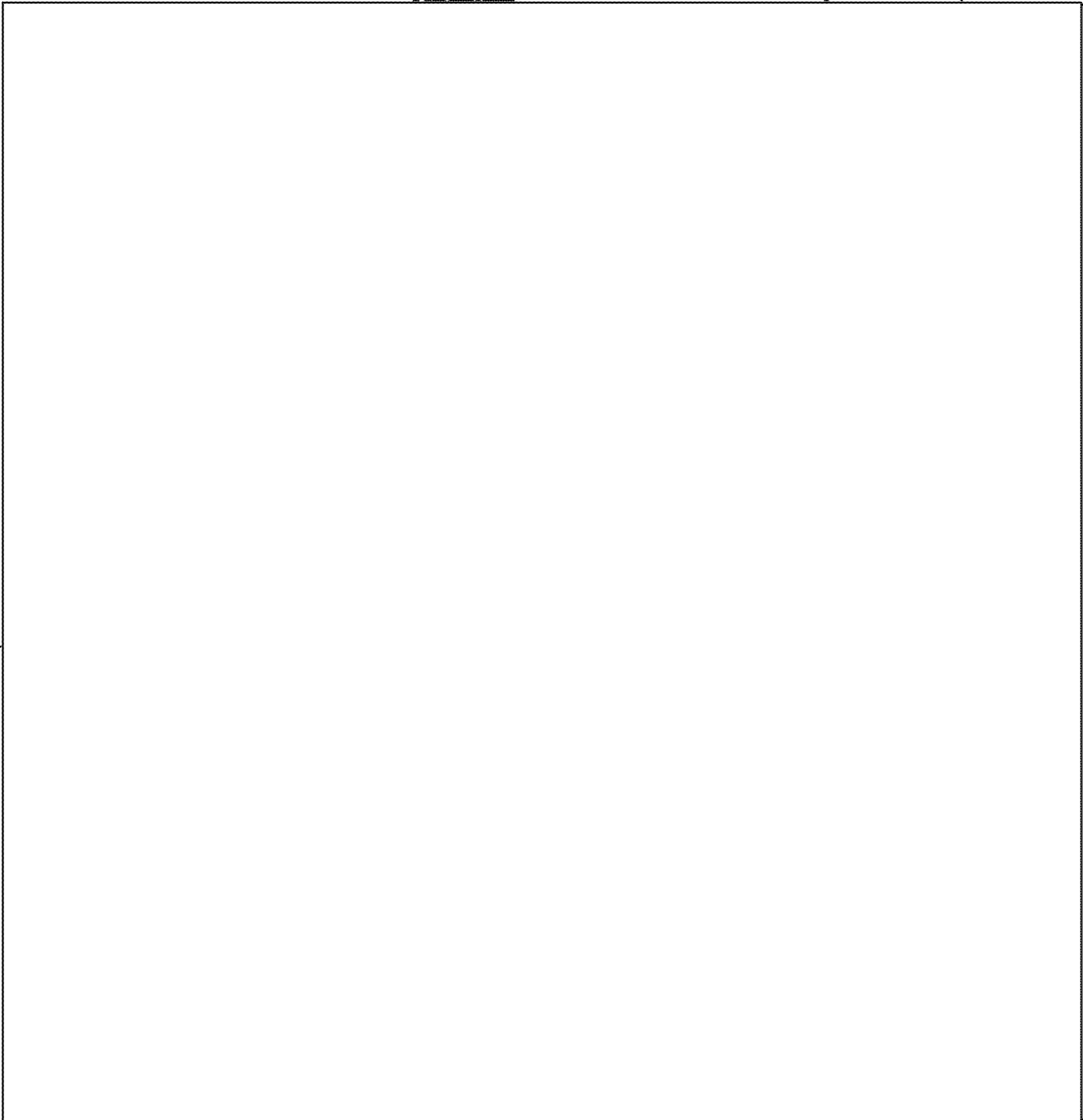
TOTAL CREDITABLE SERVICE		
DAYS	MONTHS	YEARS
12	1	5

SECRET

AGREEMENT

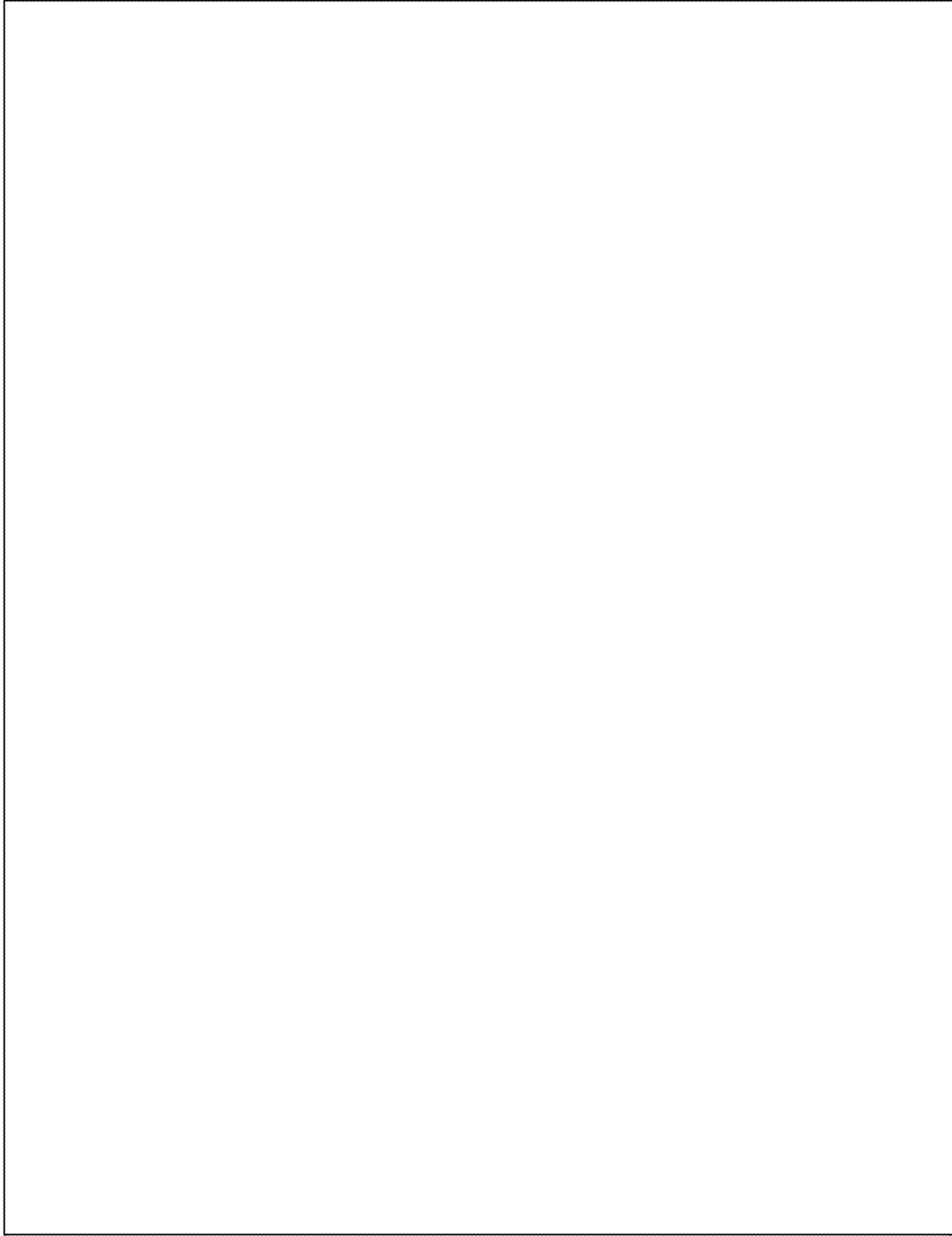
AGREEMENT made this 24th day of May, 1951, effective the 25th day of May, 1951, by and between the United States of America (hereinafter referred to as the Government), as represented by the Central Intelligence Agency, and [redacted] (hereinafter referred to as the Employee).

RECITALS



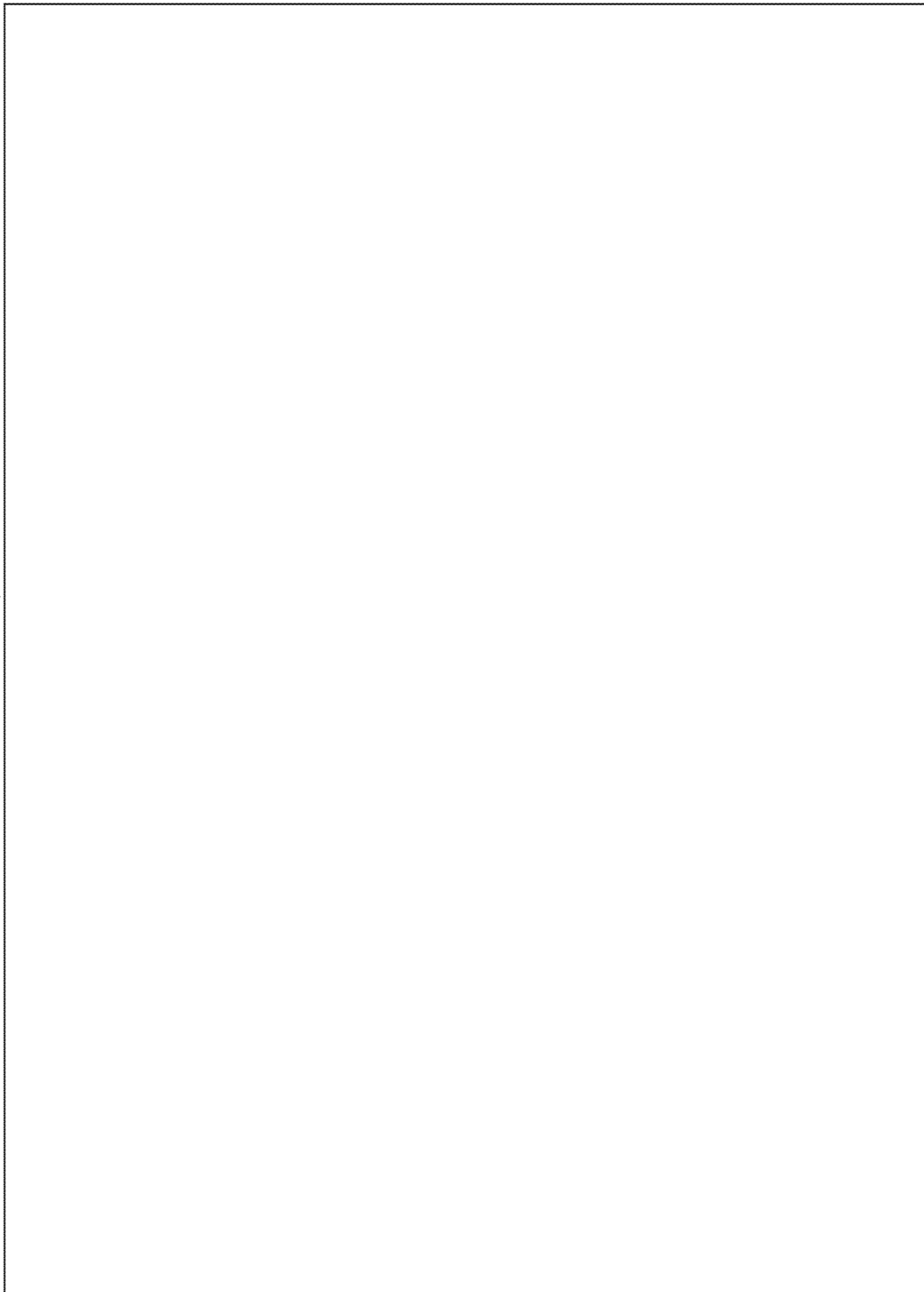
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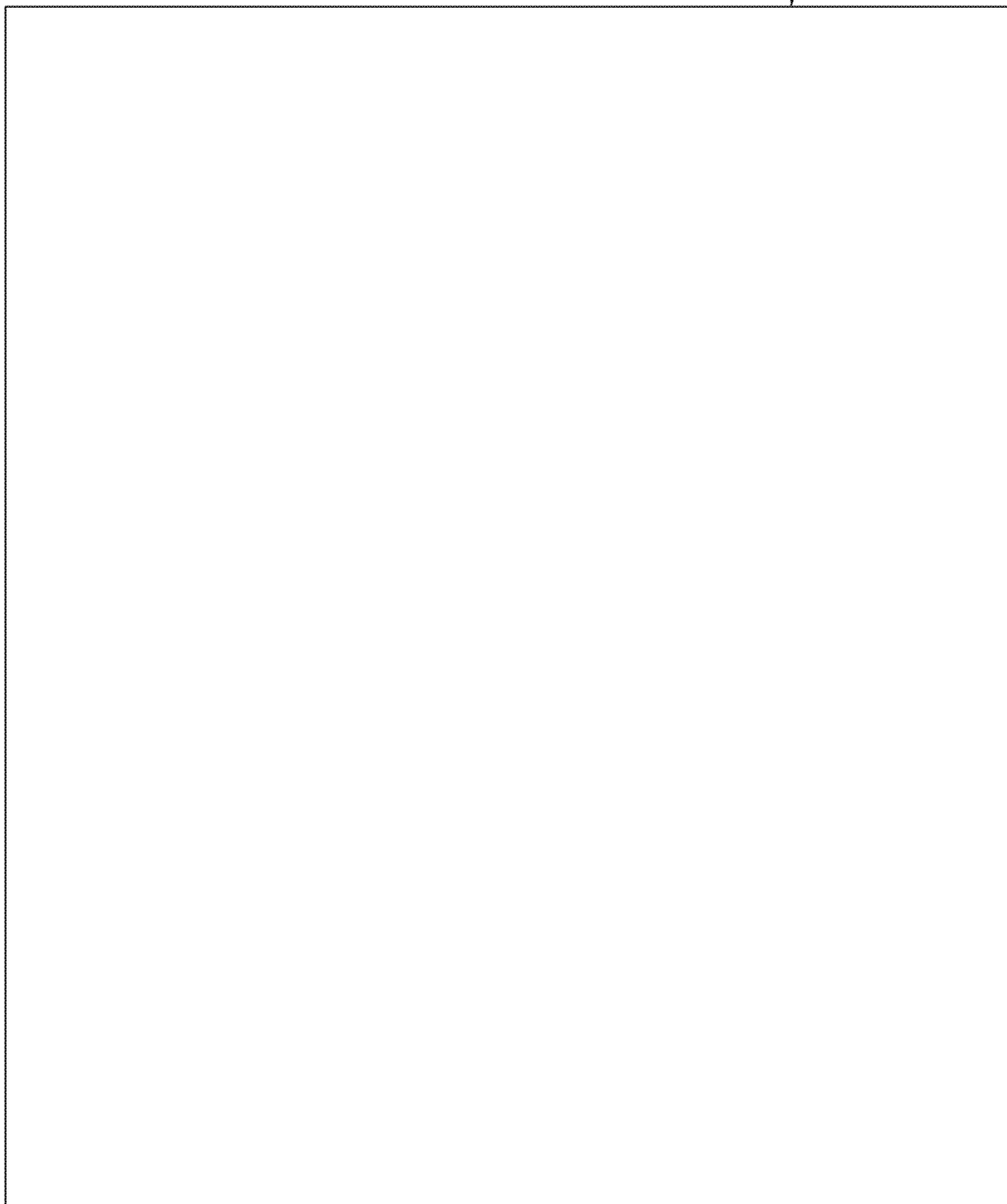
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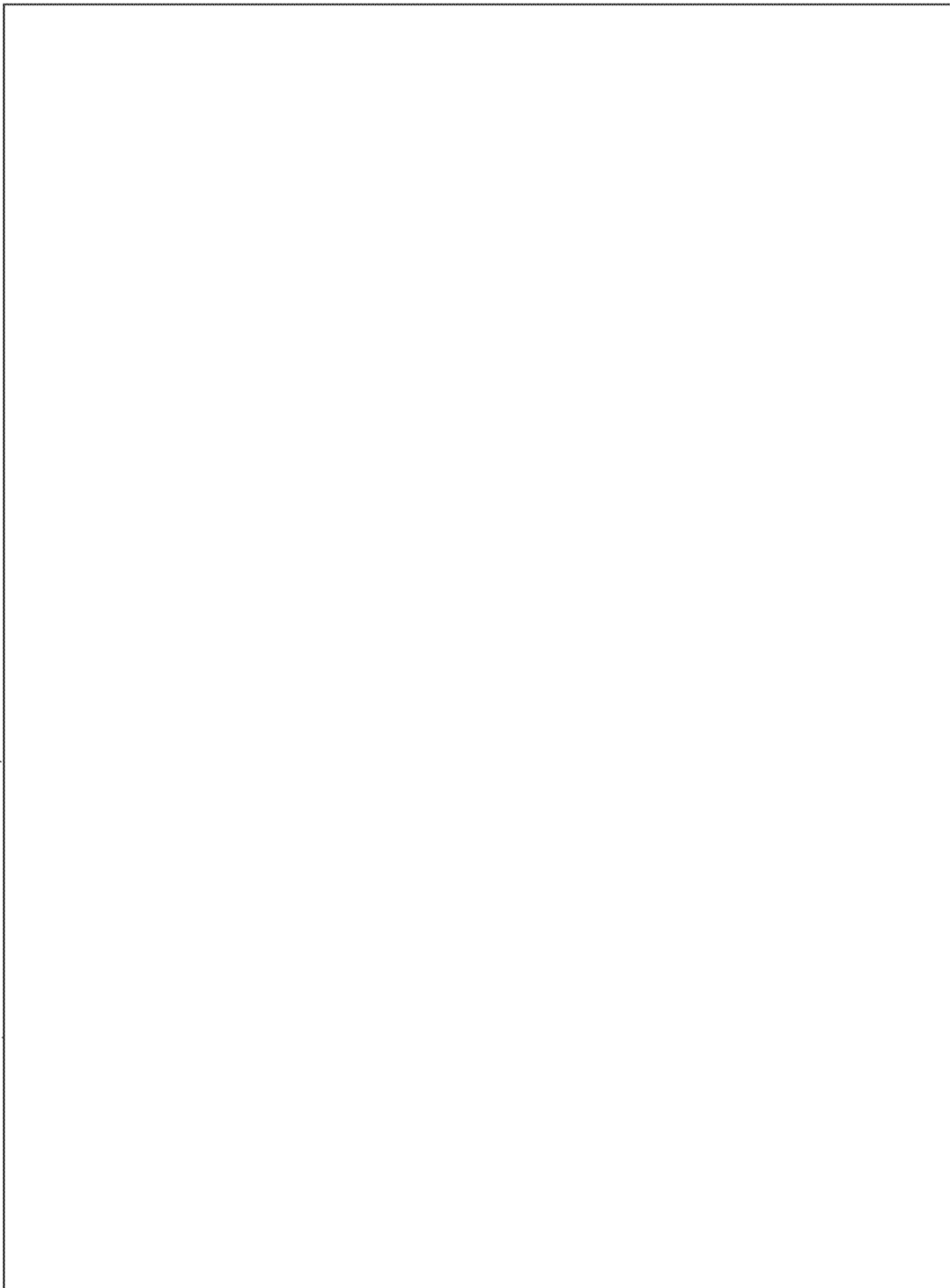
SECRET

**S I C R E T**

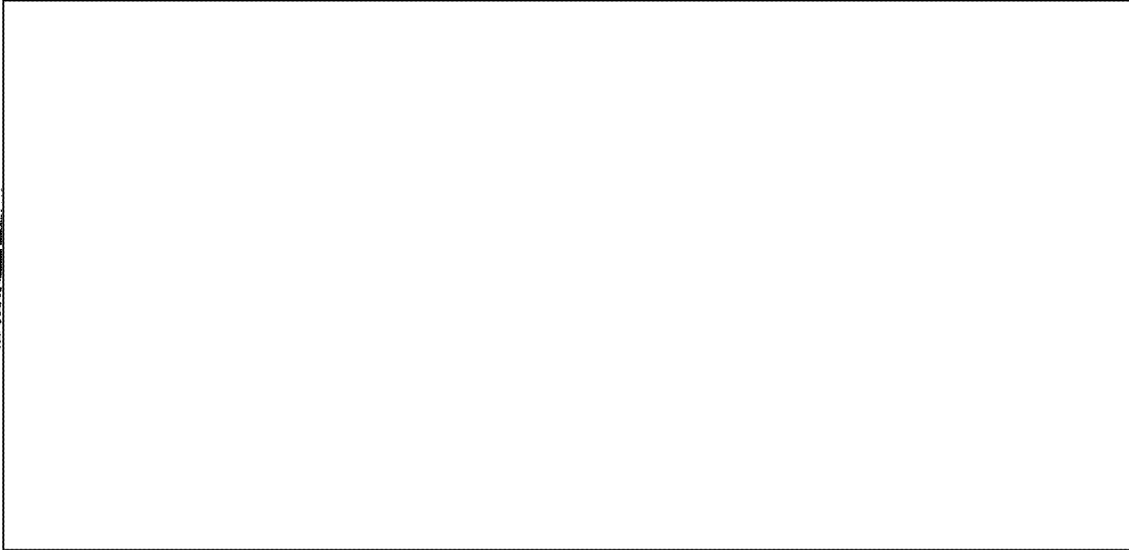




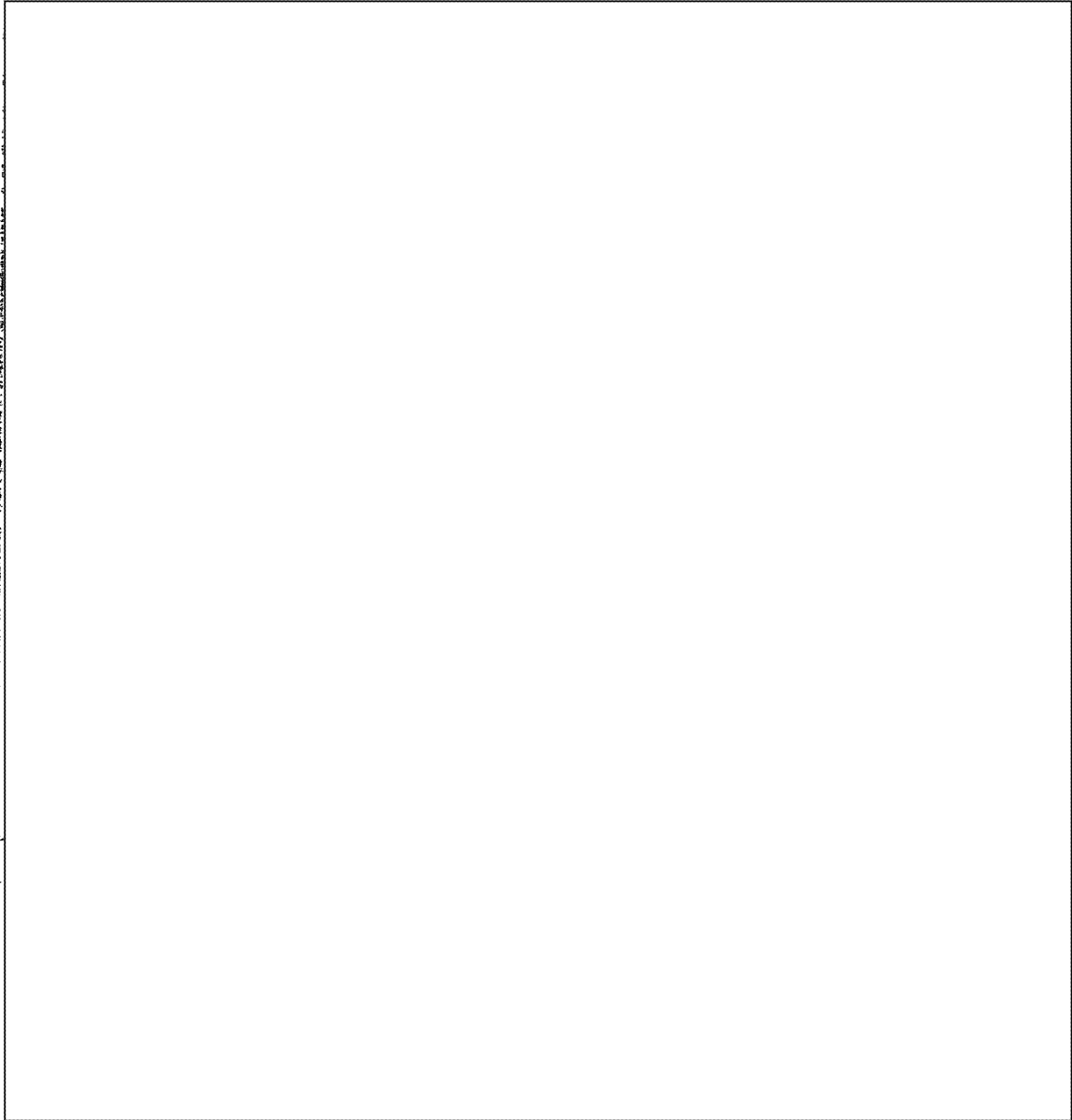
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**SECRET**



SECRET



FORM DSP-34 9-1-48 DEPARTMENT STATE FORMERLY PS-372 APPLICATION FOR EMPLOYMENT IN THE FOREIGN SERVICE OF THE UNITED STATES		BUREAU NO. 47-2071.1 APPLIC. EXPIRES AUGUST 31, 1950 THIS SPACE FOR OFFICE USE ONLY	
INSTRUCTIONS—Answers to all questions must be typed or printed. All questions must be answered fully. If sufficient space has not been provided for your answer to any question, complete your answer under item # 27.		PREVIOUS _____ CARRIED _____ ACKNOWLEDGED _____ INDEXED _____ INVESTIGATED _____ ACTION CODE _____ OTHER _____	
DATE OF APPLICATION		POSITION APPLIED FOR	
Social Security No. <u>596-06-7715</u>			
THIS SPACE FOR OFFICE USE ONLY	3. NAME (Last) (First) (Middle) (Maiden, if any)		2. HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF ANSWER IS "YES", GIVE FULL DETAILS UNDER ITEM #37.
	3b. PERMANENT ADDRESS (Place from which transportation will be authorized if appointed. Street number and name)		4. STATE OF WHICH YOU ARE A LEGAL RESIDENT
	5. PRESENT ADDRESS IF DIFFERENT FROM ABOVE		PRESENT BUSINESS PHONE
8a. IF BORN OUTSIDE U.S. HOW WAS CITIZENSHIP ACQUIRED?		8c. IF A NATURALIZED CITIZEN, PLACE, DATE, AND NUMBER OF NATURALIZATION CERTIFICATE	
9. SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	10. HEIGHT	11. WEIGHT LBS.	12. MARITAL STATUS <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED
13. WHAT IS THE LOWEST BASE SALARY, EXCLUSIVE OF ALLOWANCES YOU WILL ACCEPT? \$ _____ PER ANNUM			
14. WHAT RESTRICTIONS ARE THERE IF ANY ON YOUR IMMEDIATE AVAILABILITY FOR DUTY IN ANY PART OF THE WORLD? <u>None</u>			
15. FULL NAME OF HUSBAND/WIFE (if wife, maiden name)		b. DATE OF BIRTH	c. PLACE OF BIRTH (City, state, or country)
d. IF BORN OUTSIDE U.S. HOW WAS CITIZENSHIP ACQUIRED?		e. IF NATURALIZED, PLACE, DATE, AND NUMBER OF NATURALIZATION CERTIFICATE.	
16. DEPENDENTS			
NAME		RELATIONSHIP	DATE OF BIRTH
<u>None</u>			
17. WHICH DEPENDENTS WOULD YOU WISH TO ACCOMPANY YOU: ABROAD?			
18a. FATHER'S NAME		b. PLACE OF BIRTH	c. OCCUPATION
20a. CAN YOU TAKE DICTATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO W.P.M.	d. ARE YOU A STENOGRAPHER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO W.P.M.	e. CAN YOU TYPE BY TOUCH SYSTEM? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 10 W.P.M.	f. NAME OTHER OFFICE MACHINES YOU OPERATE <u>None</u>

**21. MILITARY STATUS**

**a. IF YOU HAVE BEEN IN THE ARMED FORCES OR IN THE MERCHANT MARINE IN WHAT SERVICE AND BRANCH DID YOU SERVE? (e.g. U.S. Army, Field Artillery)** **U. S. Marine Corps**

**b. SERVICE OR SERIAL NUMBER** [ ]

**c. DATE OF ENTRY ON ACTIVE DUTY** [ ] **d. RATE OR RANK AT TIME OF** [ ] **e. DATE OF HONORABLE DISCHARGE OR SEPARATION** [ ]

**f. RATE OR RANK AT TIME OF DISCHARGE OR SEPARATION** [ ] **g. PRESENT RATE OR RANK IF ON ACTIVE DUTY** [ ]

**22a. WHAT PERTINENT FEDERAL CIVIL SERVICE EXAMINATIONS HAVE YOU TAKEN? (Give year, title, and grade received)**  
None

**d. DO YOU HAVE A PERMANENT CIVIL SERVICE STATUS IN THE FEDERAL GOVERNMENT?**  YES  NO

**e. IF NOW EMPLOYED IN THE FEDERAL GOVERNMENT GIVE PRESENT GRADE AND DATE OF LAST CHANGE IN GRADE**

**23. HAVE YOU EVER APPLIED FOR A POSITION UNDER THE DEPARTMENT OF STATE OR TAKEN AN EXAMINATION FOR A POSITION UNDER THE DEPARTMENT OF STATE?**  YES  NO IF ANSWER IS "YES" GIVE PARTICULARS UNDER ITEM #37.

**24. HAVE YOU EVER HELD A POSITION UNDER A FOREIGN GOVERNMENT? (Including service in the Armed Services of a Foreign power)**  YES  NO IF ANSWER IS "YES" GIVE DETAILS UNDER ITEM #37.

**25. OUTLINE YOUR TRAVEL OR RESIDENCE ABROAD GIVING DATES, PURPOSE, AND PLACES. (If not while in the Armed Forces give number, date, and place of issuance of American passport.)**

[ ]

**26. FOREIGN LANGUAGES (Name and indicate the extent of your competence, i.e. Excellent, Good, Fair).**

a. LANGUAGE	b. READ	c. WRITE	d. SPEAK	e. UNDERSTAND
French	Excellent	Excellent	Excellent	Excellent
German	Fair	Fair	Fair	Fair

**27. EDUCATION**

**1. GRADE SCHOOL — CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8**

	NAME AND ADDRESS	DATES ATTENDED	YEARS COMPLETED	DEGREES CONFERRED	MAJOR SUBJECTS	SEMESTER HOURS CREDIT
<b>d. HIGH SCHOOLS OR PREPARATORY SCHOOLS</b>						
<b>c. COLLEGES OR UNIVERSITIES</b>			1			
			3	AB	Int. Rel.	
<b>b. OTHER EDUCATIONAL INSTITUTIONS OR TRAINING SCHOOLS</b>			2 1/2	MA PHD		

**28. EMPLOYMENT**

**INSTRUCTIONS. (In the space provided below describe every position which you have held since you first began to work. Start with present position and work back to the first position which you held. Account for all periods of unemployment and state reasons of any unemployment indicated). Use continuation sheet if more space is required.**

**PRESENT POSITION**

<b>DATES OF EMPLOYMENT (Month, year)</b> FROM: July 1950 TO: Present	<b>EXACT TITLE OF YOUR PRESENT POSITION</b>	<b>SALARY OR EARNINGS</b>	
<b>PLACE OF EMPLOYMENT (City, state)</b>		STARTING \$	PER YR.
<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>DESCRIPTION OF YOUR WORK</b>  Unemployed	PRESENT \$	PER YR.
<b>NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU</b>			
<b>NAME AND TITLE OF YOUR IMMEDIATE SUPERVISOR</b>			
<b>REASON FOR DESIRING TO CHANGE EMPLOYMENT</b>		<b>IF CURRENTLY EMPLOYED, WOULD YOU REAPPROACH PRESENT EMPLOYER?</b>	<input checked="" type="checkbox"/> YES

DATES OF EMPLOYMENT (Month, year) FROM: _____ TO: _____ PLACE OF EMPLOYMENT (City, state)		EXACT TITLE OF YOUR POSITION	SALARY OR EARNINGS STARTING \$ _____ PER YR. FINAL \$ _____ PER YR.
NAME AND ADDRESS OF EMPLOYER		DESCRIPTION OF YOUR WORK	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
REASON FOR LEAVING			
DATES OF EMPLOYMENT (Month, year) FROM: _____ TO: _____ PLACE OF EMPLOYMENT (City, state)		EXACT TITLE OF YOUR POSITION	SALARY OR EARNINGS STARTING \$ _____ PER YR. FINAL \$ _____ PER YR.
NAME AND ADDRESS OF EMPLOYER		DESCRIPTION OF YOUR WORK	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
REASON FOR LEAVING			
DATES OF EMPLOYMENT (Month, year) FROM: _____ TO: _____ PLACE OF EMPLOYMENT (City, state)		EXACT TITLE OF YOUR POSITION	SALARY OR EARNINGS STARTING \$ _____ PER YR. FINAL \$ _____ PER YR.
NAME AND ADDRESS OF EMPLOYER		DESCRIPTION OF YOUR WORK	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
REASON FOR LEAVING			
29. OTHER POSITIONS HELD FOR LESS THAN THREE MONTHS AND PERIODS OF UNEMPLOYMENT. (List - Beginning with most recent)			
DURATION FROM TO July 1948 Dec. 1948 June 1948 July 1948 Apr. 1948 June 1948	POSITION Administrative Ass't. Administrative Ass't. Administrative Ass't.	NAME AND ADDRESS OF EMPLOYER OR REASON	STARTING AND FINAL SALARY PER ANNUM Part time approx. \$1 hr. \$ _____ \$ _____
30. HAVE YOU EVER BEEN DISCHARGED OR FORGED TO TESTIFY FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF ANSWER IS "YES" GIVE FULL DETAILS UNDER ITEM #37.			
31a. HAVE YOU NOW OR HAVE YOU EVER HAD ANY PHYSICAL DEFECTS OR DISABILITIES WHATSOEVER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		31b. HAVE YOU EVER BEEN UNDER TREATMENT FOR A MENTAL OR EMOTIONAL DISORDER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
32. WITHIN THE PAST TWELVE MONTHS, HAVE YOU FREQUENTLY USED INTOXICATING BEVERAGES TO EXCESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		33. HAVE YOU EVER HAD TUBERCULOSIS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
34. WERE YOU EVER MEDICALLY DISCHARGED FROM THE ARMED FORCES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IF ANY OF YOUR ANSWERS TO ANY OF THE ABOVE IS "YES" GIVE FULL PARTICULARS UNDER ITEM #37.	



SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME [Redacted] DATE OF REPORT 8 December 1950
TRAINING COURSE Advanced Operations - XI DIVISION OSO/FOM Age 25 GRADE GS-9
TRAINING PERIOD 30 October - 1 December 1950 PROJECTED ASSIGNMENT Intelligence Officer Germany

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% unsatisfactory; 60 to 79% satisfactory; 80 to 89% excellent; 90 to 100% superior.

Table with 3 columns: Category, Possible Score, and Achieved Score. Rows include FACTS (1-5), SKILLS (6-10), and a TOTAL row.

Overall adjectival rating Superior (91%)

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

Table with 2 columns: Trait description and Rating. Rows include traits like 'Ability to get along and work with people' through 'Ability to handle and direct people'.

3. COMMENTS - (To be used only in cases of outstanding strengths or weaknesses)

(See back of page)

APPROVED. [Redacted]
REVIEWED. [Redacted]

[Redacted]
ADSO
Chief, FDM
STB
CAU
Files



COMMENT:

It is worthy of note that [redacted] is the third student to be rated Superior since the initiation of the AOC.

SECRET

12 December 1950

MEMORANDUM TO: Chief, FDI

FROM : Chief, TAD

SUBJECT :

1. It is with pleasure that the instructors and staff of TAD commend [redacted] on his outstanding performance throughout the period of his training.

2. It is felt by the above mentioned officers that he is the type of individual which can contribute greatly to the mission of CIA.

[redacted]  
Chief, TAD

## APPOINTMENT AFFIDAVITS

**IMPORTANT**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

CIA

ADVISORY COUNCIL

WASHINGTON, D. C.

(Department or agency)

(Bureau or division)

(Place of employment)

I, , do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. SF-57, dated 11 May 1960, 1960, filed with the above-named department or agency, which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

Subscribed and sworn before me this 24th day of July, A. D. 1960,

at Washington, D. C.  
(City)

[SEAL]

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)

2. (A) DATE OF BIRTH (B) PLACE OF BIRTH (city or town and State or country)

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY (B) RELATIONSHIP (C) STREET AND NUMBER, CITY AND STATE (D) TELEPHONE NO.

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS?  YES  NO  
 If no, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
		1. _____ 2. _____ 3. _____		<input type="checkbox"/>	<input type="checkbox"/>
		1. _____ 2. _____ 3. _____		<input type="checkbox"/>	<input type="checkbox"/>
		1. _____ 2. _____ 3. _____		<input type="checkbox"/>	<input type="checkbox"/>

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS	
			ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA OR ANY OTHER FEDERAL AGENCY UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, e.g., optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if rated from military or naval service.</i>		X		
8. HAS YOURS EVER BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR INEFFECTIVE SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date, and reason in each case.</i>		X		
9. HAVE YOU WITHIN 24 MONTHS EVER BEEN ARRESTED, IMPEACHED OR CONDEMNED BY A COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED, OR PLACED ON PROBATION, OR HAVE YOU EVER BEEN CONVICTED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION, OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF LICENSE WAS IMPOSED)? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X		

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Identity of appointee.*—The appointee's signature and handwriting are to be compared with the application and the original papers. The physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 63 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

CENTRAL INTELLIGENCE AGENCY

2430 E STREET, NW.

WASHINGTON 25, D. C.

Date 24 July 1950

Dear

1. This is to notify you that the United States Government as represented by the Central Intelligence Agency, has accepted your employment effective. 24 July 1950.

Position: Intelligence Officer GS-9

Base Salary: GS-9,, \$4600.00 per annum

2. You will be:

a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.

b. Reimbursed for travel expenses in accordance with CIA Regulations or Standardized Government Travel Regulations, as amended.

c. If stationed outside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.

3. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, or your employment will be terminated.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

Official authorized to sign letters of appointment

I accept the above agreement as a condition of my employment by CIA.

—————  
Date 24 July 1950

Form No. 51-105  
June 1948



030

REPORT OF PHYSICAL QUALIFICATIONS FOR DUTY

20 July 1950

104

[Redacted]

WAS GIVEN A PHYSICAL

EXAMINATION ON THIS DATE AND FOUND QUALIFIED FOR #1 & New Employee

FULL DUTY OVERSEAS  LIMITED DUTY OVERSEAS  DUTY IN USA ONLY

PROFILE SERIAL (FOR ARMY EM ONLY)

[ ] [ ] [ ] [ ] [ ] [ ]

DEFECTS NOTED:

None

[Redacted]

FORM NO. 27-22  
DEC 1948

REPORT OF PHYSICAL QUALIFICATIONS FOR DUTY

030

25 Jan 51

194

[Redacted]

WAS GIVEN A PHYSICAL

EXAMINATION ON THIS DATE AND FOUND QUALIFIED FOR

#1 Overseas

FULL DUTY OVERSEAS  LIMITED DUTY OVERSEAS  DUTY IN USA ONLY

PROFILE SERIAL (FOR ARMY EM ONLY)

[ ] [ ] [ ] [ ] [ ] [ ]

DEFECTS NOTED:

None

[Redacted]

FORM NO. 27-22  
DEC 1948

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY																
1. EMPLOYEE NO.		2. NAME (LAST-FIRST-MIDDLE)				3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST								
						A. ADD C. CHANGE D. DELETE		CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
5. LANGUAGE DATA AFTER TEST						6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION				
LAN. CODE	R	W	P	S	U	I/T	YEAR	11/11/25		16		SB				
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN _____ AND YOUR TEST SCORES ARE AS FOLLOWS: _____ (NAME OF LANGUAGE)																
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS			Q = ZERO I = INTERMEDIATE S = BLIGHT H = HIGH E = ELEMENTARY N = NATIVE			
I		r		I		GOOD		I								
11. REMARKS								12. SIGNATURE					13. LD NUMBER			
								KLO					12622			
FOR QUALIFICATIONS DATE 21 OCT 1966																

FORM 11-64

1273

OBsolete PREVIOUS EDITIONS

(10-45)

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 - OP/QAB

SECRET

(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA																
1. PERSONNEL SERIAL NO. (1-6)			2. L.D. NO.				3. NAME (7-24)			4. COMPONENT		5. GRADE		6. DATE OF BIRTH		
156043			6046							RD		16		Nov. 11, 1925		
7. LANGUAGE			8. CODE (25-27)		9. DATE OF TEST			10. ANNIVERSARY DATE (28-33)								
French			265		June 18, 1960			June 17, 1961								
11. TEST PURPOSE		12. TEST SCORES		13. ELIGIBILITY (30)					14. I CERTIFY THIS EMPLOYEE FOR AWARD			15. TYPE OF AWARD				
AWARD SKILL		READING (34) I WRITING (35) I PRONUNCIATION (36) H SPEAKING (37) H UNDERSTANDING (38) H		AWARDABLE A V M NOT AWARDABLE					SIGNATURE			DATE				
									A - M E - I - N C R - W - B D - V			J 376 X H S				
16. AMOUNT OF AWARD			\$ 300.00		17. I CERTIFY THAT FUNDS ARE AVAILABLE			OBLIGATION REF. NO. SIGNATURE								
18. FEDERAL TAX DEDUCTION			\$		20. CHARGE ALLOTMENT NO.			DATE								
19. STATE/DC TAX DEDUCTION			\$		22. EMPLOYEE PAYROLL NO.											
21. NET AMOUNT OF AWARD			\$		24. ALLOTMENT OF ASSIGNMENT											
23. FORWARD CHECK TO					25. CHECK NO.			DATE								

FORM 4-59 1273 USE PREVIOUS EDITIONS

SECRET

(10-45) MRD COPY





SECRET  
(When Filled In)

PKT 000001

<b>PERIODIC SUPPLEMENT</b> <b>PERSONAL HISTORY STATEMENT</b>	THIS DATE <b>30 July 1957</b>
---	----------------------------------

**INSTRUCTIONS**

This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.

**SECTION I GENERAL**

1. FULL NAME (Last-First-Middle)		18 SEP 1957
2. CURRENT ADDRESS (No., Street, City, Zone, State)		3. PERMANENT ADDRESS (No., Street, City, Zone, State)
4. HOME TELEPHONE NUMBER		5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE Virginia

**SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.		2. RELATIONSHIP Wife	
3. HOME		7. BUSINESS TELEPHONE EXTENSION NA	
4. BUSI		7. BUSINESS TELEPHONE EXTENSION NA	
5. HOME		7. BUSINESS TELEPHONE EXTENSION NA	
6. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE. NA			

**SECTION III MARITAL STATUS**

1. CHECK (X) ONE: <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED						
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS						

**SPOUSE:** If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancée.

3. NAME (First) (Middle) ( Maiden) (Last)			
4. DATE OF MARRIAGE		5. PLACE OF MARRIAGE (City, State, Country) Vienna, Austria	
6. HOME MARRIAGE (No., Street, City, State, Country)			
7. LIVING		8. DATE OF DEATH	
X YES		NA	
NO		NA	
9. CAUSE OF DEATH NA			
10. CURRENT ADDRESS (Give last address, if deceased)			
11. ( )			
12. ( )			
13. ( )		17. WHERE ACQUIRED (City, State, Country) Vienna, Austria	
15. CITIZENSHIP (Country)		16. DATE ACQUIRED	
18. OCCUPATION Housewife		19. PRESENT EMPLOYER (Also give former employer, or all spouse is deceased or unemployed, list two employers) NA	
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country) NA			

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SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From: and To: ) BY MONTH AND YEAR	
NA	
22. BRANCH OF SERVICE	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
NA	
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN	
NONE	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1.	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP
1	4. ADDRESS	
	5. CITIZENSHIP	
2	1. FULL NAME	
	4. ADDRESS	
	5. CITIZENSHIP	
3	1. FULL NAME	
	4. ADDRESS	
	5. CITIZENSHIP	
4	1. FULL NAME	
	4. ADDRESS	
	5. CITIZENSHIP	
D. SPECIAL RELATIVES		

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?  YES  NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS?  YES  NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE?  YES  NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

NA

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.

NA

SECTION V CONTINUED TO PAGE 3

SECRET

**SECRET**  
(When Filled In)

**SECTION V CONTINUED FROM PAGE 2**

**6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS**

NAME OF INSTITUTION	ADDRESS (City, State, Country)
National Savings and Trust Company	Washington, D.C.

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES  NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)  
NA

**SECTION VI CITIZENSHIP**

1. COUNTRY OF CURRENT CITIZENSHIP  
USA

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:  
 BIRTH  MARRIAGE  OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP?  YES  NO

4. GIVE PARTICULARS  
NA

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)  
NA

**SECTION VII EDUCATION**

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER TWO YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input checked="" type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATE ATTENDED		DEGREE REC'D	DATE REC'D	SEM/ QTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATE ATTENDED		TOTAL HOURS
		FROM	TO	
None				

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATE ATTENDED		TOTAL WEEKS
		FROM	TO	

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

**SECRET**  
3

**SECRET**  
(When Filled In)

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
			X	X	X	
				X	X	
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE						
Residence with family in 20's; graduate study and tourist travel in other areas, 1947-50.						
3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			HOOTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING	

SECTION IX TYPING AND STENOGRAPHIC SKILLS				
1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM		
40		GREGG	SPEEDWRITING	STENOTYPE
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Micrograph, Card Punch, etc.)				
None				

SECTION X SPECIAL QUALIFICATIONS	
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH	
tennis (good), golf (fair), swimming (good), Chess (fair), skiing (fair) hunting (fair), fishing (fair)	
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK	
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTRANGE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.	
None	
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.	
No	
5. FIRST LICENSE OR CERTIFICATE (Year of Issue)	6. LATEST LICENSE OR CERTIFICATE (Year of Issue)

**SECRET**  
(When Filled In)

**SECTION X CONTINUED FROM PAGE 2**

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

International Protection of National Minorities, 1950 (book written/as doctoral dissertation) and published

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

None.

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

None.

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

None.

**SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE**

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
July 1950-June 1951	GS-9	Advisory Council and FDM German and Austrian Branches.
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
0		
6. DESCRIPTION OF DUTIES		
desk case officer and undergoing training		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
July 1951 to September 1955	GS-12	FDM and EE Division, Austrian Station
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
4-5	Case Officer and Chief, CE Austria	
6. DESCRIPTION OF DUTIES		
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)



SECRET  
(When Filled In)

(1-8)		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle)		17-24)		2. DATE OF BIRTH (25-30)
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-39)		5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
		MONTH	DAY	YEAR
		JUNE	17	1957
PART II-LANGUAGE ELEMENTS.				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.				
5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE.				
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.				
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				



CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

- 1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
- 2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
- 3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
- 5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

- 1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
- 3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
- 4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

- 1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
- 2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
- 3. BOTH OF THE ABOVE STATEMENTS APPLY.
- 4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-FHS, PAR. 10(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE-PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

17 June 1957

SIGN

[Signature box]

SECRET  
(When Filled In)

LANGUAGE DATA RECORD				
PART I-GENERAL				
1. NAME (Last-First-Middle)			2. DATE OF BIRTH	
3. LANGUAGE	4. TODAY'S DATE		5.	
	MONTH	DAY	YEAR	<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
	June	17	1957	
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANINGS, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANINGS, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.				
5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE.				
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.				
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II - LANGUAGE ELEMENTS

SECTION D. Speaking (43)

- 1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
- 2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
- 3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
- 5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

- 1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
- 3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
- 4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

- 1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
- 2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
- 3. BOTH OF THE ABOVE STATEMENTS APPLY.
- 4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 23-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

17 June 1954

SIGN

[Signature box]

SECRET  
(When Filled In)

LANGUAGE DATA RECORD					
PART I-GENERAL					
1. NAME (Last-First-Middle)		2. DATE OF BIRTH			
PART II-LANGUAGE ELEMENTS					
3. LANGUAGE		4. TODAY'S DATE			5.
		MONTH	DAY	YEAR	<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
		JUNE	17	1957	
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
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SECTION B. Writing (41)					
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3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
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5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

- 1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
- 2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
- 3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
- 5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

- 1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
- 3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
- 4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

- 1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
- 2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
- 3. BOTH OF THE ABOVE STATEMENTS APPLY.
- 4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

17 June 1957

SIGNATURE

[Redacted Signature Box]

(46)

36447

STANDARD FORM 57 NOV 1947  
U S CIVIL SERVICE COMMISSION

## APPLICATION FOR FEDERAL EMPLOYMENT

**INSTRUCTIONS:** In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type with ink in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail in the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

ANNOUNCEMENT NO.	1 NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR	DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only																																											
	2 OPTION(S) (if mentioned in examination announcement)																																												
	3 PLACE OF EMPLOYMENT APPLIED FOR (City and State)	4 DATE OF THIS APPLICATION <b>11 May 1950</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> APPROVED</td> <td>MATERIAL</td> <td>ENTERED REGISTER</td> </tr> <tr> <td><input type="checkbox"/> NON APPROVED</td> <td><input type="checkbox"/> SUBMITTED</td> <td><input type="checkbox"/> RETURNED</td> </tr> <tr> <td colspan="2">NOTATIONS:</td> <td>APP. REVIEW:</td> </tr> <tr> <td colspan="3" style="text-align: center;">APPROVED:</td> </tr> <tr> <td style="text-align: center;">OPTION</td> <td style="text-align: center;">GRADE</td> <td style="text-align: center;">EARNED RATING</td> <td style="text-align: center;">PREFERENCE</td> <td style="text-align: center;">ADJUST. RATING</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 8 POINTS (CENT.)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 10 POINTS</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> WIFE OR WIDOW</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> DEAF</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> BEING INVESTIGATED</td> <td></td> </tr> </table>	<input type="checkbox"/> APPROVED	MATERIAL	ENTERED REGISTER	<input type="checkbox"/> NON APPROVED	<input type="checkbox"/> SUBMITTED	<input type="checkbox"/> RETURNED	NOTATIONS:		APP. REVIEW:	APPROVED:			OPTION	GRADE	EARNED RATING	PREFERENCE	ADJUST. RATING				<input type="checkbox"/> 8 POINTS (CENT.)					<input type="checkbox"/> 10 POINTS					<input type="checkbox"/> WIFE OR WIDOW					<input type="checkbox"/> DEAF					<input type="checkbox"/> BEING INVESTIGATED	
<input type="checkbox"/> APPROVED	MATERIAL	ENTERED REGISTER																																											
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			<input type="checkbox"/> WIFE OR WIDOW																																										
			<input type="checkbox"/> DEAF																																										
			<input type="checkbox"/> BEING INVESTIGATED																																										
	14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO (B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE.		INITIALS AND DATE																																										

15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$ \_\_\_\_\_ PER YEAR  
*You will not be considered for any position with a lower entrance salary.*

(B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR:  
 1 TO 3 MONTHS     3 TO 6 MONTHS     6 TO 12 MONTHS

NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a professional appointment.

(C) IF YOU ARE WILLING TO TRAVEL, SPECIFY:  
 OCCASIONALLY     FREQUENTLY     CONSTANTLY

(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED:  
 IN WASHINGTON, D. C.     ANYWHERE IN THE UNITED STATES  
 OUTSIDE THE UNITED STATES

(E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS.

16. EXPERIENCE: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, military, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the space below in its proper sequence.

(a) If you were ever employed in any position under a name different from that shown in item 5 of this application, give under "Description of your work" the name of the position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

1 PRESENT POSITION			
DATES OF EMPLOYMENT (month, year)	LAST TITLE OF YOUR PRESENT POSITION	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNING: STARTING \$ _____ PER _____
FROM: _____ TO PRESENT TIME	<b>None in period covered - Dec 1948 - June 1950</b>		PERCENT \$ _____ PER _____
PLACE OF EMPLOYMENT (city and State)	NAME AND TITLE OF IMMEDIATE SUPERVISOR		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)	KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale firm, insurance agency, manufacture of locks, etc.)		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU	REASON FOR DESIRING TO CHANGE EMPLOYMENT		
DESCRIPTION OF YOUR WORK			

IS CONTINUED

② DATES OF EMPLOYMENT (month, year) FROM: TO:		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS: STARTING \$ PER FINAL \$ PER	
PLACE OF EMPLOYMENT (city and State)			NAME AND TITLE OF IMMEDIATE SUPERVISOR		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)			KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			REASON FOR LEAVING		
DESCRIPTION OF YOUR WORK					

③ DATES OF EMPLOYMENT (month, year) FROM: TO:		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS: STARTING \$ PER FINAL \$ PER	
PLACE OF EMPLOYMENT (city and State)			NAME AND TITLE OF IMMEDIATE SUPERVISOR		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)			KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			REASON FOR LEAVING		
DESCRIPTION OF YOUR WORK					

④ DATES OF EMPLOYMENT (month, year) FROM: TO:		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS: STARTING \$ PER FINAL \$ PER	
PLACE OF EMPLOYMENT (city and State)			NAME AND TITLE OF IMMEDIATE SUPERVISOR		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)			KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			REASON FOR LEAVING		
DESCRIPTION OF YOUR WORK					

5 DATES OF EMPLOYMENT (month, year) FROM: _____ TO: _____		EXACT TITLE OF YOUR POSITION		CLASSIFICATION (if in Federal service)		GRADE OR EARNING: STARTING \$ _____ PER _____ FIRST \$ _____ PER _____	
PLACE OF EMPLOYMENT (city and State)				NAME AND TITLE OF IMMEDIATE SUPERVISOR			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)				KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale dist., insurance ager., manufacture of locks, etc.)			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING			
DESCRIPTION OF YOUR WORK							
If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.							
17. MILITARY TRAINING: In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full description.)							
DATES FROM: _____ TO: _____		LOCATION		DESCRIPTION OF TRAINING			
18. EDUCATION: (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 12							
MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF: <input type="checkbox"/> ELEMENTARY SCHOOL <input type="checkbox"/> JUNIOR HIGH SCHOOL <input type="checkbox"/> SENIOR HIGH SCHOOL				(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED			
(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY				(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED			
MAJOR AND SPECIALTY <i>International Relations</i>		DATES ATTENDED FROM: <i>Oct 1947</i> TO: <i>June 1954</i>		YEARS COMPLETED DAY: _____ NIGHT: _____		DEGREES CONFERRED TITLE: _____ DATE: _____	
(D) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS		(E) LIST YOUR CHIEF GRADUATE COLLEGE SUBJECTS		SEMESTER MONTH: _____		CREDIT: _____	
(F) OTHER TRAINING: SHOW AS VOCATIONAL, BUSINESS, STUDY COURSE GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of school) OR "IN-SERVICE TRAINING" IN PUBLIC OR PRIVATE EMPLOYMENT							
SUBJECTS STUDIED		DATES ATTENDED FROM: _____ TO: _____		YEARS COMPLETED DAY: _____ NIGHT: _____			
19. INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES							
READING ENG. 1000-9999 FRA. _____ GER. _____ SPA. _____		SPEAKING ENG. 1000-9999 FRA. _____ GER. _____ SPA. _____		UNDERSTANDING ENG. 1000-9999 FRA. _____ GER. _____ SPA. _____			
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
20. IF YOU HAVE TRAVELED OR RESIDED IN ANY FOREIGN COUNTRIES, INDICATE: (1) NAMES OF COUNTRIES (2) DATES AND LENGTH OF TIME SPENT THERE, AND (3) REASON OR PURPOSE (e. g., military service, business, education)							
21. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE SUCH AS OPERATION OF SHORT WAVE RADIO, MULTILITH COMPOSITIONETER, KEY-PUNCH, TURNLET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES							
APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING: _____ SHORTHAND _____							
22. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO GIVE KIND OF LICENSE AND STATE: FIRST LICENSE OR CERTIFICATE (YEAR): _____ LATEST LICENSE OR CERTIFICATE (YEAR): _____							
23. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS: (A) YOUR MORE IMPORTANT PUBLICATIONS (do not submit copies unless requested) (B) YOUR PATENTS OR INVENTIONS (C) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE (D) MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, ETC. (E) HONORS AND FELLOWSHIPS RECEIVED.							
(R) _____							



**24 REFERENCE:** List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

FULL NAME	PRESENT BUSINESS HOME, ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION
1.		
2.		
3.		

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

	YES	NO		YES	NO
25. MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER QUALIFICATIONS ETC?			35. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes," give details in Item 39.</i>		X
26. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X		36. DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? <i>If your answer is "Yes," show in Item 36 for EACH such relative (1) full name, (2) present address, (3) relationship, (4) Department or Agency by which employed, and (5) kind of appointment.</i>		X
27. ARE YOU NOW OR HAVE YOU EVER BEEN, A MEMBER OF THE COMMUNIST PARTY, U. S. A. OR ANY COMMUNIST ORGANIZATION?		X	<b>SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE</b> A. If you are claiming preference as a <b>PEACETIME VETERAN</b> who has been awarded a campaign badge of service ribbon, or as a <b>DISABLED VETERAN</b> , or as the <b>WIFE OF A DISABLED VETERAN</b> , or as the <b>WIDOW OF A WAR OR CAMPAIGN VETERAN</b> , attach <b>Veteran Preference Claim, CSC Form 14</b> , together with proof specified therein. B. If you are a <b>WAR-TIME VETERAN</b> not claiming disability preference, you should <b>NOT</b> submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing office proof to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.		
28. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF A FASCIST ORGANIZATION?		X	37. (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?	X	
29. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH SUGGESTS THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE, OR VIOLENCE TO ENFORCE THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY A NON-CONSTITUTIONAL MEANS? <i>If your answer to question 27, 28, or 29 above is "Yes," state in Item 37 the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein.</i>		X	(B) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION?	X	
30. SINCE YOUR 16TH BIRTHDAY HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROSECUTION OR CONVICTED, FINE D, OR IMPRISONED OR PLACED ON PROBATION OR HAVE YOU EVER BEEN ORDERED TO PAY FINE OR PENALTY FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE INCLUDING VEHICLE TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORTIFITURE OF \$25 OR LESS WAS IMPOSED? <i>If your answer is "Yes," list all such cases under Item 31 below. Give in each case (1) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X	(C) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES?	X	
31. HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes," give in Item 32 the name and address of employer, date, and reason in each case.</i>		X	(D) DATE OF ENTRY OR ENTRIES INTO SERVICE	26 June 1946	DATE OF SEPARATION OR DEPARTURE
32. HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATION OR ACCEPTING CIVIL SERVICE APPOINTMENT? <i>If your answer is "Yes," give dates of and reasons for such debarment in Item 39.</i>		X	11 Mar. 1943		BRANCH OF SERVICE (Army, Navy, Marine Corps, Coast Guard, etc.)
33. HAVE YOU ANY PHYSICAL HANDICAP, DEFECT, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? <i>If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for the job.</i>		X	NAVY CORPS		SERIAL NO. (if none, give grade or rate)
34. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes," give complete details in Item 39.</i>		X			
35. (A) IF YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, (B) DO YOU PARTICIPATE IN A CAMPAIGN OR EXPLORATION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON?					
(C) ARE YOU A DISABLED VETERAN? <i>If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below.</i>					
(D) ARE YOU A VETERAN'S WIDOW WHO HAS NOT REMARRIED?					
(E) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY WHICH ENTITLES HIM FOR CIVIL SERVICE APPOINTMENT?					
<b>THIS SPACE FOR USE OF APPOINTING OFFICER ONLY</b>					
The information contained in the answers to Question 37 above has been verified by comparison with the discharge certificate on _____ 19____.					
Agency: _____			Title: _____		

ATTACH FOR DETAILS ANSWERS TO QUESTIONS 27, 28, 29, 30, 31, 32, 33, 34, 35 (A) THROUGH (E) WHICH APPLY

If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

Before signing this application check back over it to make sure that you have answered ALL questions correctly. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80).

SIGNATURE OF APPLICANT  
(Sign your name in blue ink)

Date: \_\_\_\_\_  
(Date)

36447

### PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question does not apply write "not applicable." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? yes  
Yes or No

#### SEC. 1. PERSONAL BACKGROUND

Telephone: \_\_\_\_\_

A. FULL NAME Mr. Mrs. \_\_\_\_\_  
(Use No Initials)

PRESENT ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

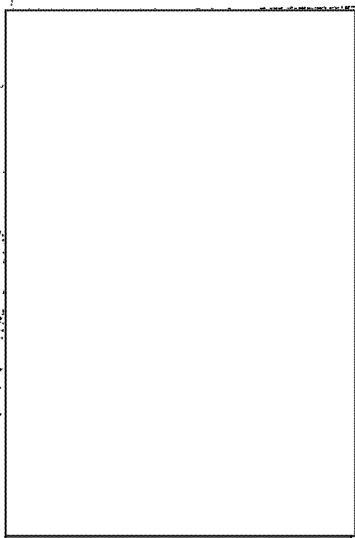
B. NICKNAME \_\_\_\_\_ WHAT OTHER NAMES HAVE YOU USED? \_\_\_\_\_

\_\_\_\_\_ UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? \_\_\_\_\_

HOW LONG? \_\_\_\_\_ IF A LEGAL CHANGE, GIVE PARTICULARS \_\_\_\_\_

C. DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
Where? City State Country

D. PRESENT CITIZENSHIP U.S.A. BY BIRTH? \_\_\_\_\_ BY MARRIAGE? \_\_\_\_\_  
Country



NATIONALITY CERTIFICATE # \_\_\_\_\_ ISSUED \_\_\_\_\_ BY \_\_\_\_\_  
Date Court

\_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

ANY PREVIOUS NATIONALITY? \_\_\_\_\_  
Yes or No Country

WHAT DATES? \_\_\_\_\_ TO \_\_\_\_\_ ANY OTHER NATIONALITY? \_\_\_\_\_  
Country

IN STEPS TO CHANGE PRESENT CITIZENSHIP? No GIVE PARTICULARS: \_\_\_\_\_

E. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? \_\_\_\_\_

PORT OF ENTRY? \_\_\_\_\_ ON PASSPORT OF WHAT COUNTRY? \_\_\_\_\_

LAST U.S. VISA \_\_\_\_\_  
Number Type Place of Issue Date of Issue

SEC. 2. PHYSICAL DESCRIPTION

AGE [ ] SEX *male* HEIGHT [ ] WEIGHT [ ]  
EYES \_\_\_\_\_ HAIR \_\_\_\_\_ COMPLEXION \_\_\_\_\_ SCARS \_\_\_\_\_  
BUILD \_\_\_\_\_ OTHER DISTINGUISHING FEATURES \_\_\_\_\_

SEC. 3. MARITAL STATUS

A. SINGLE  MARRIED \_\_\_\_\_ DIVORCED \_\_\_\_\_ WIDOWED \_\_\_\_\_

STATE DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS \_\_\_\_\_

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE — INCLUDE ANNUL-  
MENTS — USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND  
GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

NAME OF SPOUSE \_\_\_\_\_  
First Middle Maiden Last

PLACE AND DATE OF MARRIAGE \_\_\_\_\_

HIS (OR HER) ADDRESS BEFORE MARRIAGE \_\_\_\_\_  
St. & No. City State Country

LIVING OR DECEASED \_\_\_\_\_ DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR LAST, ADDRESS \_\_\_\_\_  
St. & No. City State Country

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
City State Country

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_ WHEN ACQUIRED? \_\_\_\_\_ WHERE? \_\_\_\_\_  
City State Country

OCCUPATION \_\_\_\_\_ LAST EMPLOYER \_\_\_\_\_

EMPLOYER'S OR BUSINESS ADDRESS \_\_\_\_\_  
St. & No. City State Country

MILITARY SERVICE FROM \_\_\_\_\_ TO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_  
Date Date

COUNTRY \_\_\_\_\_ DETAILS OF OTHER GOV'T. SERVICE, U.S. OR FOREIGN \_\_\_\_\_

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents)

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME \_\_\_\_\_  
First Middle Last

LIVING OR DECEASED \_\_\_\_\_ DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR, LAST, ADDRESS \_\_\_\_\_  
St. & No. City State Country

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
City State Country

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_ WHEN ACQUIRED? \_\_\_\_\_ WHERE? \_\_\_\_\_  
City State Country

OCCUPATION \_\_\_\_\_ LAST EMPLOYER \_\_\_\_\_

EMPLOYER'S OR OWN BUSINESS ADDRESS \_\_\_\_\_  
St. & No. City State Country

MILITARY SERVICE FROM \_\_\_\_\_ TO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_  
Date Date

COUNTRY \_\_\_\_\_ DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN.

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME \_\_\_\_\_  
First Middle Last

LIVING OR DECEASED \_\_\_\_\_ DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR LAST, ADDRESS \_\_\_\_\_  
St. & No. City State Country

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
City State Country

CITIZENSHIP \_\_\_\_\_ WHEN ACQUIRED? \_\_\_\_\_ WHERE? \_\_\_\_\_  
City State Country

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_

SEC. 12. EDUCATION

ELEMENTARY SCHOOL \_\_\_\_\_ ADDRESS \_\_\_\_\_  
City State Country  
 DATES ATTENDED \_\_\_\_\_ GRADUATE? \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ ADDRESS \_\_\_\_\_  
City State Country  
 DATES ATTENDED \_\_\_\_\_ GRADUATE? \_\_\_\_\_

COLLEGE \_\_\_\_\_ ADDRESS \_\_\_\_\_  
City State Country  
 DATES ATTENDED \_\_\_\_\_ DEGREE \_\_\_\_\_

COLLEGE \_\_\_\_\_  
 DATE \_\_\_\_\_

SEC. 13. MILITARY, NAVAL OR OTHER GOVT SERVICE — U.S. OR FOREIGN

Country	Service	Rank	Dates of Service
_____	_____	_____	_____
_____	_____	_____	_____

REMARKS: \_\_\_\_\_  
 SELECTIVE SERVICE BOARD NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 IF DEFERRED GIVE REASON \_\_\_\_\_  
 INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS \_\_\_\_\_

SEC. 14. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST.

*- no employment in period May 1949 - May 1950 -*

1. FROM \_\_\_\_\_ TO \_\_\_\_\_

EMPLOYING FIRM OR AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
St. & No. City State Country

KIND OF BUSINESS \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_

TITLE OF JOB \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_

YOUR DUTIES \_\_\_\_\_

REASONS FOR LEAVING \_\_\_\_\_

2. FROM \_\_\_\_\_ TO \_\_\_\_\_

EMPLOYING FIRM OR AGENCY \_\_\_\_\_

**SEC. 18. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S. — (Give residence and business addresses where possible.)**

		Street and Number	City	State
1.	_____	BUS. ADD. _____	_____	_____
		RES. ADD. _____	_____	_____
2.	_____	BUS. ADD. _____	_____	_____
		RES. ADD. _____	_____	_____
3.	_____	BUS. ADD. _____	_____	_____
		RES. ADD. _____	_____	_____

**SEC. 19. FINANCIAL BACKGROUND**

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? \_\_\_\_\_ IF NOT, STATE SOURCES OF OTHER INCOME \_\_\_\_\_

B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS \_\_\_\_\_  
*National Savings and Trust Co., Washington, D.C. - Credit Suisse, Geneva, Switzerland*

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? \_\_\_\_\_  
 GIVE PARTICULARS, INCLUDING COURT: \_\_\_\_\_

D. GIVE THREE CREDIT REFERENCES — IN THE U.S.

1. NAME _____	ADDRESS _____	St. & No. _____	City _____	State _____
2. NAME _____	ADDRESS _____	St. & No. _____	City _____	State _____
3. NAME _____	ADDRESS _____	St. & No. _____	City _____	State _____

**SEC. 20. RESIDENCES FOR THE PAST 15 YEARS**

FROM *Oct. 1949* TO *June 1950*

FROM *May 1949* TO *Oct. 1949*

FROM _____	TO _____	St. No. _____	City _____	State _____	Country _____
FROM _____	TO _____	St. No. _____	City _____	State _____	Country _____
FROM _____	TO _____	St. No. _____	City _____	State _____	Country _____
FROM _____	TO _____	St. No. _____	City _____	State _____	Country _____
FROM _____	TO _____	St. No. _____	City _____	State _____	Country _____
FROM _____	TO _____	St. No. _____	City _____	State _____	Country _____

**SEC. 21. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES**

A. FROM *Oct. 1949* TO *June 1950*

FROM _____	TO _____	City or Section _____	Country _____	Purpose _____
FROM _____	TO _____	City or Section _____	Country _____	Purpose _____

FROM _____	TO _____	City or Section	Country	Purpose
FROM _____	TO _____	City or Section	Country	Purpose
FROM _____	TO _____	City or Section	Country	Purpose

B. LAST U.S. PASSPORT - NUMBER, DATE, AND PLACE OF ISSUE:

[Redacted box for passport information]

HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? None GIVE APPROXIMATE

DATES: \_\_\_\_\_

PASSPORTS OF OTHER NATIONS: None

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

— none in period covered - May '49 - May '50 —

1. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_
2. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_
3. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_
4. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_
5. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_
6. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_
7. Name and Chapter \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
DATES OF MEMBERSHIP: \_\_\_\_\_

SEC. 23. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT" "FAIR" OR "FLUENT")

LANGUAGE

LANGUAGE

LANGUAGE

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU. INDICATE DEGREE OF PROFICIENCY IN EACH:

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C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

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D. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1938:

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E. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

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SEC. 24. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED, OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OR, OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

IF "YES", EXPLAIN: No.

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? yes IF SO, TO WHAT EXTENT? moderately

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

No

SEC. 25. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME	<input type="text"/>	RELATIONSHIP	<u>mother</u>
ADDRESS	<input type="text"/>		
	<small>St. &amp; No.</small>	<small>City</small>	<small>State</small> <small>Country</small>

SEC. 26. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

No.

SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT

City and State

DATE 11 May 1950

Witness

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

(1)  
DATE OF  
CLEARANCE

(2)  
DATE OF  
REVOCAION

**SUBJECT: NOTIFICATION OF GRANTING OR REVOCATION OF STAFF CRYPTOGRAPHIC CLEARANCE (NR 98-4)**

1. AN ENTRY IN ITEM (1) DENOTES THAT THE ABOVE NAMED INDIVIDUAL HAS BEEN GRANTED A STAFF CRYPTOGRAPHIC CLEARANCE. AN ENTRY IN ITEM (2) DENOTES THAT THE STAFF CRYPTOGRAPHIC CLEARANCE HELD BY THIS INDIVIDUAL HAS BEEN REVOKED. THE CLEARANCE OR REVOCATION IS EFFECTIVE AS OF THE MONTH AND YEAR INDICATED ABOVE. SUBJECT HAS BEEN BRIEFED OR DEBRIEFED, AS APPROPRIATE, CONCERNING CRYPTOGRAPHIC AND RELATED COMMUNICATIONS SECURITY MATTERS AND HAS SIGNED A BRIEFING/DEBRIEFING STATEMENT, AS APPROPRIATE, ACKNOWLEDGING RESPONSIBILITY FOR THE PROTECTION OF CRYPTOGRAPHIC INFORMATION. UPON REVOCATION OF THE CLEARANCE SUBJECT IS NOT AUTHORIZED TO HAVE FURTHER CUSTODY OF, ACCESS TO, OR OTHERWISE OBTAIN FUTURE KNOWLEDGE OF STAFF CRYPTOGRAPHIC MATERIAL OR INFORMATION.

2. WHEN EMPLOYEE NO LONGER REQUIRES THE CLEARANCE IN ORDER TO PERFORM HIS/HER ASSIGNED DUTIES, IT IS REQUESTED THAT THE COMMUNICATIONS SECURITY STAFF, OC, BE NOTIFIED SO THAT THE CLEARANCE MAY BE REVOKED.

DISTRIBUTION:  
1—EMPLOYEE'S COMPONENT  
1—OFFICE OF PERSONNEL

FOR THE CHIEF, COMMUNICATIONS SECURITY STAFF  
[Redacted Box]

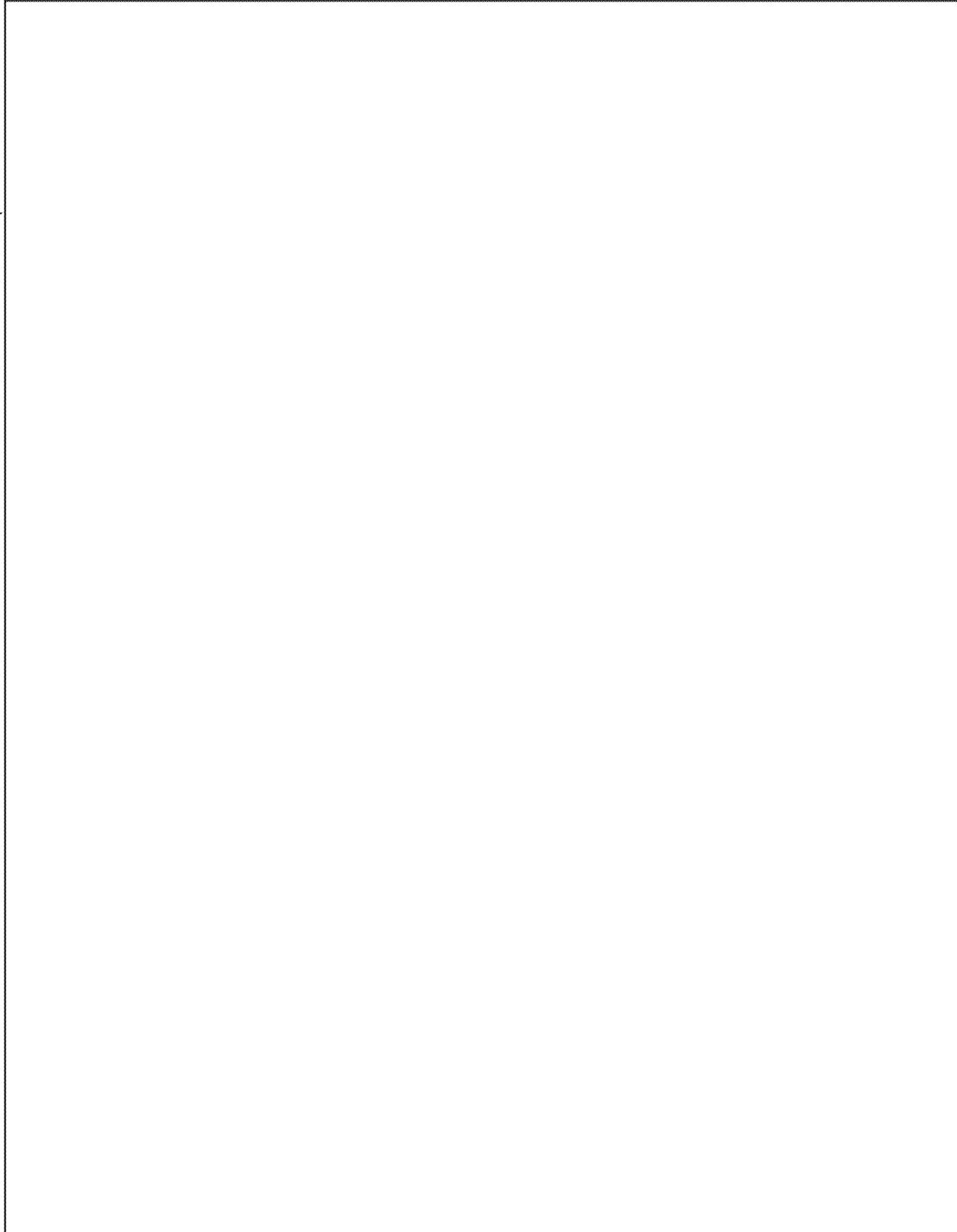
CHIEF, DOCTRINES BRANCH, OC-S

FORM 1597A  
1-66

OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

GROUP 1  
Excluded from automatic  
downgrading and  
declassification



**CONFIDENTIAL**

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Employees Division, Special Support Staff DATE: 29 May 1950

FROM : Chief, Personnel Security Branch

SUBJECT

[Redacted]

Reference is made to your memorandum dated 25 May 1950 requesting an extension of the security approval granted for subject.

This is to advise that the security clearance granted on 29 August 1949 is still in effect, provided subject enters on duty within 60 days from this date.

FOR OFFICIAL USE ONLY

[Redacted]

**CONFIDENTIAL**

Case 8/28

CONFIDENTIAL

SECURITY APPROVAL

To : Personnel Officer  
From : Chief of Inspection and Security  
Subject: [Redacted]

Date: 29 August 1949

[Redacted]

1. Note "X" below:

- Security approval is granted subject for access to classified information contingent upon the receipt of derogatory information at some future date.
- Provisional clearance for full duty with CIA is granted under the provisions of paragraph 4, Administrative Instruction 10-2, which provides for a temporary appointment pending the completion of full security investigation.
- Unless the applicant enters upon duty within 60 days from above date this approval becomes invalid.

2. Your memorandum dated 1 June 1949 stated Subject is an applicant for the Advisory Council.

[Redacted Signature]

Chief, Personnel Security Division

*Rec'd 8/31*

CONFIDENTIAL

*1780*  
*Geo*

RECORD OF  
PREVIOUS GOVERNMENT  
SERVICE RETURNED TO  
FEDERAL RECORDS CENTER IN  
ST. LOUIS, MO.

DATE

Aug 1, 1974  
GMM

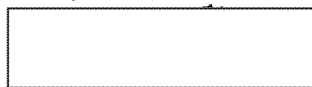
1 June 1949

MEMORANDUM FOR THE CHIEF, PERSONNEL SECURITY DIVISION

SUBJECT: Request for Security Clearance for



1. It is requested that the security investigation be initiated on the above named person, who is being considered for a position with the Central Intelligence Agency.
2. Attached hereto are the required copies of the Personal History Statement.
3. Please notify this office in writing upon completion of the security investigation.



Chief, Personnel Branch

Attachments: 2 Forms 38-1

Form No.

37-104

Sep 1948

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
PERSONNEL BRANCH  
REFERRAL SHEET

TO: OFFICE OR BRANCH BP/W.S.	ATTENTION Mr. Flynn	DATE 10 May 1949
APPLICANT'S NAME		<input type="checkbox"/> FOR INTERVIEW <input type="checkbox"/> PAPERS ONLY

<input type="checkbox"/> FORM 87	<input type="checkbox"/> FORM 35-1	<input type="checkbox"/> FILE
----------------------------------	------------------------------------	-------------------------------

RECOMMENDED FOR

REQUISITION CONTROL NO.

*LB*

(SIGNATURE FOR THE PERSONNEL OFFICER)

ACTION (FOR ROUTING WITHIN OFFICE OR BRANCH)

TO	DATE	COMMENTS
1.		
2.		
3.		
4.		
5.		

REPORT PAGE (NOTE DASHES)

INDICATE ACCEPTABILITY OF SUBJECT BELOW AND RETURN TO THE PERSONNEL BRANCH, PROCUREMENT AND PLACEMENT DIV.  
BUILDING, BY

<input type="checkbox"/> ACCEPTABLE FOR (OFFICE OR BRANCH)	JOB TITLE AND GRADE
--	---------------------

SUBJECT REFERRED TO FORMS 87, FORM 35-1 & FORWARDED TO PERSONNEL BRANCH, PROCUREMENT & PL. DIV.

<input type="checkbox"/> NOT ACCEPTABLE - STATE REASONS UNDER REMARKS
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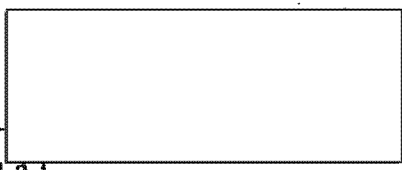
REMARKS

BP/W.S.M

Mr. Flynn

10 May 1949

Per our conversation.



CONFIDENTIAL

TITLE



*Recommended  
Approved*  
*24 May 51*  
*Please Sign*  
**SECRET**

24 May 1951

TO: Personnel Director, CIA  
VIA: **SECRET** and **FOUO**  
FROM: **FDB**  
SUBJECT: [Redacted]

1. It is requested that permission be procured from the Marine Corps and the Selective Service for subject to leave the country on a two-year assignment with this Agency in Austria.

2. Below is the information on subject's direct and reserve unit:

A) Selective Service:

Board: [Redacted]

Classification: [Redacted]

Selective Service Number: 419 25 108

Home Address: 21 [Redacted] Avenue, N.W., Washington, D. C.

B) Marine Reserve:

Rank and Serial Number: First Lieutenant - 217506

Marine Reserve Station: 11th Marine Corps Reserve District

3. Subject has been with the Agency since 24 July 1950 and is unusually well qualified for intelligence work in Austria. If the above permissions are granted, subject will be sent immediately to his assignment.

*Passing on to  
Clark  
5/25/51  
E*

*W.L.C.*  
L. J. T. Cunningham  
Acting Chief, FDB

*From  
letter  
Marine  
that to  
6/1/51  
300  
from  
corps  
mail*

APPROVED: [Redacted]  
For the Assistant Special Operations [Redacted]

14 November 1950

TO: Employees Division

VIA: EIO

FROM: FDM

SUBJECT:

was employed by this Agency on 24 July 1950 as a Research Analyst assigned to the Advisory Council. Since reporting for duty, he has been in the Training Courses and will complete the Advanced Operations course on 1 December 1950. During this period, however, it has been agreed that his qualifications could best be utilized as an Intelligence Officer in Germany, and the papers are now in requesting his transfer to FDM for that purpose.

work in the Training Courses has shown him to be unusually well qualified for intelligence work in Germany and that men of his caliber and background are still badly needed by the German Station. If this transfer can be arranged, he will be sent to Germany as a GS-9 Intelligence Officer at the earliest opportunity.

*Richard Helms*  
Richard Helms  
Chief, FDM

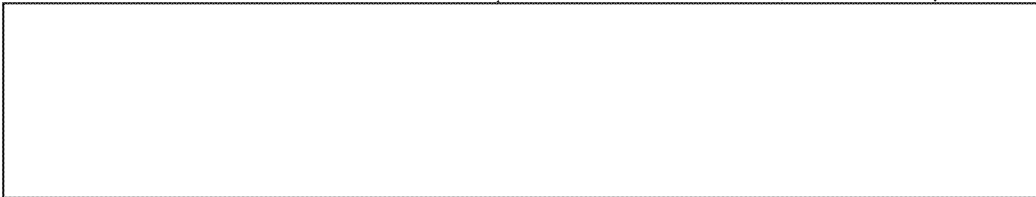
Attachment

APPROVED *W.S. Shurz*  
EC/CSC

S E C R E T  
SECURITY INFORMATION

MEMORANDUM FOR THE FILE OF:

FROM: Office of the Personnel Director



2. Should the subject resign or otherwise be separated from CIA, please notify this office immediately in order that this cancellation action may be revoked and the subject will be made a free agent.



Acting Personnel Director

For the Use of PD(C) or PD(O)

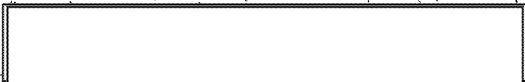
Office of the Personnel Director notified on \_\_\_\_\_ that the subject has resigned or otherwise been separated from CIA.

\_\_\_\_\_  
(Signature)

S E C R E T  
SECURITY INFORMATION

S E C R E T  
SECURITY INFORMATION

MEMORANDUM FOR THE FILE OF:



FROM: Office of the Personnel Director

1. On 25 May 53 this office arranged with National Headquarters of Selective Service that the above-named subject be deferred until further notice. This action was taken because it was felt that the subject would be of more service to the United States as an overseas employee with the Central Intelligence Agency than he would be as a member of the Armed Forces.

2. Should the subject be transferred to a departmental position, or should he resign or be otherwise separated from CIA, please notify this office immediately in order that his deferment may be cancelled.



Acting Personnel Director

For the Use of PD(C) or PD(O)

Office of the Personnel Director notified on \_\_\_\_\_ of the following action on the subject:

- Transfer to a departmental position within CIA
- Resignation or other type of separation from CIA

**CANCELLED**  
**DATED 25 JULY 53**  
**PRR MEMO**  
\_\_\_\_\_  
(Signature)

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC

BIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

SECRET