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MEMORALDUM FOR: Chief, Records . Services Division Office of Personnel

THROUGH

: Personnel Security Division

Office of Security

SUBJECT

14-00000

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2. Effective <u>immediately</u>, it is requested that your records be properly (blocked) (posoponous) to (deny) (anknownselpe) subject's current Agency employment by an external inquirer.

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21 July 1959

File: K-6484

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

1. Cover arrangements approximation have been completed for the above-named Subject.

2. Effective 1 July 1959 , it is requested that your records be properly blocked machines to deny machineses Subject's current Agency employment to an external inquirer.

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IS PAUL P. STEWARM

JR. Chief, Central Cover Division

ce: SSD/OS

SECRET

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FORM LEGAS

(4-13-40

MEMORANDUM FOR: Secretary, CS/CS Agent Panel

SUBJECT:

14-00000

Recommendation for Promotion to Grade G8-13

1. _______entered on duty with CIA in 1951.

After brief service in ______ he performed a variety of functions with different staffs and divisions, thus acquiring broad experience. Since June 1960 he has been on assignment in Mexico City.

- 2. In Mexico, entry is still the manager of a large technical installation with over thirty employees. The production of the operation is tremendous and it is generally conceded to be the most successful thing of its kind. He manages its international staff smoothly, and all problems that arise are solved on the local scene. Security has been maintained faultlessly. The local scene. Security has been maintained faultlessly. The base is a bluff, hearty, confident man without a worrisome fibre in his make-up. He will undertake anything. He has been in grade for five and a half year.
- 3. It is recommended that the promoted to grade 08-13.

. C. KIN

Western Hemisphere Division

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MEMORANDUM FOR: Chief, Western Hemisphere Division

**SUBJECT** 

Notification of Approval of Quality Step Increase

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

- 2. The salary increase accomplished by the award of a Quality Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to earning such recognition.
- 3. Acknowledging that cover problems may severely limit the manner in which this notice is presented to the employee concerned, may I ask that you arrange to have it presented with such ceremony as is appropriate to his status and assignment.

Robert S. Wattles Director of Personnel

1 6 MAR 1955

MEMORANDUM FOR: Secretary, CSCS Agent Panel

SUBJECT

Recommendation for Promotion to Grade GS-13

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- 1. WH Division fully endorses the strong recommendation made by Chief of Station, Mexico, for the promotion of Arnold F. from GS-12 to GS-13.
- 2. The project supported by during the last five years is considered a model in the Agency and a good deal of the credit for such excellence is due to this officer, whose management of the project for a prolonged period of time has been well in excess of that required of a GS-13.
- 3. Subject is 46 years old and has been in grade as a Gs-12 for the past seven years.

Western Hemisphere Division.

approved - May 1965

CLASSIFICATION PROCESSING ACTION MARKED FOR INDEXING NO INDEXING REQUIRED CNLY QUALIFIED DESK CAN JUDGE INDEXING FROM MICROFILM SUBJECT Appirl Fitness ACTION REQUIRED - REFERENCES ACTION: See Below ittached are copies of an Annual Fitness Report on who is cutside case officer and technician for Project LIENCY. 2. Chief of Station again strongly urges that this officer be no oted to 68-13 irrediately. It is not just, in the opinion of Chief of Station, Jexico City, to penalize an officer who is given an assignment as a "specialist" (in this case a "tennician") and not promote him as would be the case of a regular case officer. 3. Chief of Station, Mexico City, has repeatedly recommended and unged the promotion of the common Pitness Report and letter of transmittal of 16 January 1964 (2001-4299). This request for production is repeated. Attachment: As stated above (h/u) Distribution: CROSS REFERENCE TO DISPATCH SYMBOL AND NUMBER DATE ##*** -5140 1321. 13 January 1965 SECRESIS YOUR HGS FILE NUMBER

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EYES ONLY

8 November 1963

MEMORANDUM FOR: Secretary, Age

SUBJECT:

Promotion of

REFERENCE:

Memorandum for: Secy, Agent Panel, dated 30 Aug. '63, Subject: Hominations of Staff Agents for Promotion to

Grade 08-13

- 1. On 30 August 1963 a memorandum recommending the promotion of WH Division semi-annual ranking of GS-12 Staff Agents. In view of recently received information, I feel even stronger now that this employee is deserving of recognition by promotion at this time.
- 2. A representative of the FI Staff has just returned from a visit to the Mexico City Station and reports that is performing exceedingly well on the duties and responsibilities assigned to him. I am very gratified to hear this news and believe that it should be considered significantly by the Staff Agent Panel.

C. King Heatern Hemisphere Division

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MPAY ACJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED. AND DCI DIRECTIVE DATED OB OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME

SERTAL DRGN. FUNDS GR-STEP

NEW SALARY

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EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JANUARY 1971

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-291 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED & DCTOBER 1962"

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EFFECTIVE DATE OF PAY ADJUSTMENT! 28 DECEMBER 1959

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 CF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND 4-OCT WIRECTIVE CATED & DOTOSER 1942"

EFFECTIVE DATE UP PAY ADJUSTMENT! 14 JULY 1969

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PPAY ADJUSTPENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA 4CT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS & OCTOBER

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 37-793 AND OCI FEFFCTIVE 5 JANUARY 1964.

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PPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF FL 89-504 PURSUANT TO AUTHORITY OF DOL AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DOL DIRECTIVE DATED 8 OCTOBER 1967."

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

NAME

SERIAL ORGN, FUNUS GR-STEP SALARY SALARY
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GS 131 2 12,943 63/83/69 GS 13 3 13,450 65/82/66

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I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DOI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DOI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

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SIGNATURE:

PAY CHANGE NOTIFICATION

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Obsolete Previous

(4-51)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555		
GS- 3	4;005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	
GS- 5	5.000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	-6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650		7,050		7,450		7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	3,610
GS- 9	7,220	7,465	7,710	7,955	8,200		8,690	-8,935	9,180	9,425
GS-10	7,900		8,440	8,710	8,980	9,250	9,520		10,060	
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	13,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	
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ECTION B	PERFORMA	NCE EVALUATION				
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SECTION C NARRATIVE COMMENTS

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indicate significant strengths or me nesses demonstrated in correct passition knowing in pinger perspective their relationship to averall performance. First suggestions made for improvement of mode for continuous. Give recommendations for training. Comment on foreign language competence, if required for current position. Amily a competent retiring given in Section B to provide hossis for determining future personnel action. Manage of performance of management or supervisory duties and cost consciousness in the use of personnel, 1995, exception and funds, mum sections are replicable. If estro space is needed to complete sections a separate sheet of paper.

The ratings given the this report are not meant to indicate a change

The ratings given this report are not meant to indicate a change in Subject's overall fitness and effectiveness in this operation, but rather, a reflection of the reporting efficer's interpretation of the letter grades themselves. Subject continues to do an impressive job in a task that to fimost would be far from personally rewarding and often very frustrating.

The equipment which he maintains is for the most part at least ten years old and requires constant maintenance and the use of improvised parts. Subject has used his ingenuity and sense of responsibility to improvise and keep the operation going. There has yet to be, to our knowledge, a moment when operations have been suspended due to his inability to keep the equipment going. This in itself is an act worthy of recognition.

Subject has nover missed a meeting nor has he ever complained about special meetings or special assignments due to operational necessity. He is often the first to call the attention of the Station to matters of operational interest which occur outside the normal working day.

of operational interest which occur outside the normal working day. Subject has always been aware of the Stations equities in this operation which transcend the operational and technical aspects. He has always demonstrated this awareness in his dealings with his local counterparts. They have personal respect for Subject and count him as one of themselves in all respects.

SECTION D	CERTIFICATION AND CO	DMMENTS
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	CERTIFY THAT I HAVE SEEN SECTIONS &	R AND COP THIS REPORT
7 December 1971	SIGNATURE OF EMPLOYER	
2.	BY SUPERVACE	orang ng status
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7 December 1971	Operations Officer	/8/
3.	BY REVIEWING OFFICE	namental and the second and the second secon
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Chief of Station

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He has frequently been made privy to matters which would not normally be revealed to the Station or come to the Station's attention in the routine way. This is due to his closeness to the indigenous personnel connected with the operation and their acceptance of his "in" with the powers that be.

Overall, Subject contributes in a very strong way to the operation. Without him the operation and the resulting relationships may well have been lost some years ago. It is hoped that his personal desires will lead him to remain with the project for some years to como.

Reviewing Comments:

'I agree to all of the above. Those who are unaware of it should know that subject spent many years, until last January, having to work with an unpleasant, venal, untruthful, and lazy supervisor of the operation. (The new president fixed him.) Subject went through those years of unpleasantness without ever losing sight of the agency's needs. Now, circumstances are more pleasant but subject is as keen as ever to be sure that the work is done in a way responsive to our requirements. He has done fine work over the years and he maintains the same high standards for his own performance and this influence carries over to his Mexican opposite number. I am convinced as ever that he deserves a promotion as he has in the past. He has been six-and-a-half years in grade since 23 May 1965, to be exact. We are putting such a recommendation forward. (Picase note that he is being given an overall S. In past years he was given "O's". The change is not in his performance, which is as fine as ever. We simply are not throwing O's around.)

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M-Morginal	Performence is deficient in some aspects. The reason taken as recommended should be described.	for anyge	ing this value should be	e stated in Section C and remo	edad actions
P-Profisient	Performance is natisfactory. Desired results are being	trogated	in the manner expected.	,	•
S-Strong	Performance is characterized by exceptional-proficie	ncy.	;		
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SECTION C	HAPRATIVE COMMENTS
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For the recoverked with Subje B are intended to However, it is allast two fitness	ord, it must be stated that the rating officer has onlect since 26 July 1972 and the ratings listed in Section cover the period of 26 July through 30 October 1972, so stated at this time, after having reviewed Subject's reports, that Subject's former rating officer who have 1972 would probably concur in the ratings for the
twelve years and outstanding level equities in this the way he handles they treat him as	been running the same delicate operation for the past his performance then and now continues at the strong t. Subject is constantly on the alert to protect our operation and this alertness is clearly demonstrated is his relations with his Mexican counterparts. While "one of them", they do not overlook the fact that he naide supervisor of the operation.
in this operation equipment maintenation. Subject maintenation of the equipment actument actument actuments.	bility to maintain the outdated and overused equipment is outstanding. His high degree of capability in ance is definitely a money saving factor to the opera-intains a first echelon maintenance program and has a r dismantling, examining and repairing worn parts before ally breaks down. His perseverance in the maintenance the operation from ever experiencing a complete loss of
SECTION D	CERTIFICATION AND COMMENTS (CONE'd)
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CATE /	CERTIFY THAT I HAVE SEEN SECTIONS A, D, AND COT THIS REPORT
6 Nov 1972	/8/11/2
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6 Nov 1972	Operations Officer /s/
1.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFICE	*
Subject's performaties over the past	and ratings above are an accurate description of nce. I have been in a position to review his activithree years and I have found his work to be con-
sistently high. O	f particular note I find his concentration on details
tion and ability is	counting, his availability for emergencies, coopera- n his technical specialty to be commendable. Subject
	since May 1965 and is deserving of a promotion. We
	ake such recommendations.
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Deputy Chief of Station

6 Nov 1972

FITNESS REPORT - CONTROL FOR

SECTION C (CONTINUED)

coverage due to an overall technical broakdown of the equipment.

Subject has a promptness and security consciousness about the entire operation and making clandestine meetings with his inside case officer that manifests a high degree of professionalism in his character. His dedication to getting the job done rapidly, efficiently and securely is yet another example of his professionalism. He works long and often extra hours without hesitation and is always available when called upon to perform special tasks.

Subject handles the black bagging of funds and the administrative functions of this operation in an excellent manner. His accountings are well prepared, detailed and always submitted on time. The accountings always reflect Subject's cost consciousness.

In summation, Subject executes all six of the specific duties listed under Section B of this report in a very strong professional manner. Subject is a definite asset to the success that this operation has enjoyed over the years and his absence from the scene for any prolonged time would have adversely affected the operation.

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B. 1 Nov 71 - 30 Sept 72.

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P-Proficient	Performance is satis	lactory. Desired results ar	re being prod	uced	in the manner exp	pected.		_
S-Strong	Performance is char	esterized by exceptional	preficiency.			!		
O-Outstanding	Performance is so es work as to warrant s	eeptional in relation to re pecial recognition.	equirements o	fthe	work and in com	parison to the	performance of others do	ing similer
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6 Nov 1972	SIGNATURE OF EMPLOYEE		
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6 Nov 1972	Operations Officer	/s/	
	BY REVIEWING OFFICIAL		
OMMENTS OF REVIEWING OFFICIAL			
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6 Nov 1972	Deputy Chief of Statio		

FITNESS REPORT -

SECTION C (CONTINUED)

coverage due to an overall technical breakdown of the equipment.

Subject has a promptness and security consciousness about the entire operation and making clandestine meetings with his inside case officer that manifests a high degree of professionalism in his character. His dedication to getting the job done rapidly, officiently and securely is yet another example of his professionalism. He works long and often extra hours without hesitation and is always available when called upon to perform special tasks.

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Proficient	Performance is satisfactory. Desired resu		duced in the mon	ner expec	ed.				
S-Strong	Performance is characterized by excepti	anat proficiency	•						
2-Outstanding	Performance is so exceptional in relation work as to warrant special recognition.	to requirements	of the work and i	s comban	son to the	performa	nce of	others d	foing simil
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HARRALIVE COMMENTS

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

It would be natural to properly that the rating officer after an additional year of working on a daily basis with Subject, would cease to be so completely impressed with the performance of this individual; in the normal course of events we all tend to slip here and there and on occasion do less than our best. However, reflecting back over these past thirteen months I can honestly state that Subject has continued to do an exceptional job of near perfection. He has not missed or been late for a meeting; he in each instance brought to us the materials we have needed; the basehouse has continued to run like clockwork; he has, in sum, met each and every requirement expected of him.

In his day-to-day performance Subject continues to save us a great deal of money not only by being economical in the way he purchases and uses supplies but additionally by keeping equipment in operation which is not used any longer in any JKLANCE operations. (Visiting technicians are always amazed to find the equipment both in use and functioning substantially as it was on the day it was installed).

In a less tangible way we are in debt to Subject for the invaluable contribution which we believe he made in maintaining our equities

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SECTION D	CERTIFICATION AND COM	WENTS
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24 February 1971		
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24 February 1971	Operations Officer	/s/ Jr.
J	BY REVIEWING OFFICIA	le.
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24 February 1971	Deputy Chief of Station	101

in this basic and important activity through the recent change of government. There is little doubt in our minds that the new principals of the GOM appreciated in a very genuine way the professional standards which Subject alone was responsible for in this operation (their own representatives had been less than effective) and opted without hesitation to continue with us in the operation and to retain Subject in his position as the individual technically responsible.

Therefore, we look forward to having the services of Subject indefinitely and so long as it is in his own interest to remain here; we know it has been, is now and will continue to be in the best interest of JKLANCE.

COMMENTS OF REVIEWING OFFICIAL

The Station needs him, cannot do without him and cannot find any fault in his performance. Perhaps from his limited technical standpoint he is outstanding.

Retiewed by CP, TD/PPR

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feel, is a unique	ly productive and succ	essful "deep cover" cas	
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Subject Staff Agent continues to be the outside Case Officer for the LIENVOY Project, a position he has held for the last 9 1/2 years. This assignment requires that Subject work full-time in relatively close quarters with Mexican assets. He has adapted well to such a working arrangement and has developed a smooth and efficient working relationship with the assets involved in the day-to-day LIENVOY activities.

He and his family also have adapted well to living conditions demanded by his non-official cover and have caused no security or administrative problems for the Station during the tenure of the present supervisor.

As the primary technician for repair and maintenance of the LIENVOY equipment, this officer has been outstanding. The equipment has operated more than 50,000 hours since its installation and remains in good working condition. His ability to instruct the Mexican personnel in equipment use and operation is attested by the hours-run and present condition.

This officer's tasks require that he be on the job by 0700 hours each morning in order to arrange, log and deliver the product to a -continued-

SECTION D.	CERTIFICATION AND CO	JMMEN 12	1
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Ars 30 June 69	Chief of Station	Winston Scott	

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NARRATIVE COMMENTS - continued

SECTION C

Station Officer by 0800. He has not been known to complain about. such early working hours or the long hours involved.

Subject also is responsible for paying the salaries of the assets and accounting for operational expenses and local procurement. As mentioned in previous Fitness Reports, he is very cost-conscious and diligent in carrying out his administrative responsibilities.

This Fitness Report should be considered in conjunction with the last Annual Report which was forwarded in January 1969 and which is still valid as far as ratings and narrative comment are concerned.

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For the past seven years, this officer has been all outsill displorates for the LIENVOY listening post. He was promoted to 93-13 on 23 May 1965 and he continues to perform his duties with exceptional proficiency particularly in the care and maintenance of the technical equipment. This equipment has run for over 35,000 hours without a smjor breakdown.

In addition to maintenance of the equipment, this officer dispenses funds for payment of agent salaries and operating expenses.

This officer works continuously with indigenous personnel and has maintained a smooth working relationship. He has adapted well to living outside and to the life of a Staff Agent.

During 1966 this project produced 8,644 reals of raw take and 18,766 pages of transcripts which accounted for a considerable volume of positive intelligence. This project has been cited by Readquarters as outstanding for its production of positive intelligence and for the procedure used in processing the raw take. This officer's performance has made a major contribution to the effectiveness of this project.

SECTION D	CERTIFICATION AND C	CHORENTS
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0AYE 17 Jan 1967	CHIEF OF STITTON	TYPED OR PRINTED NAME AND SIGNATURE Winston M. Boott

OVMENTS OF BEVIEWING OFFICIAL

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This officer has performed excellently in the running of the LIENVOY plant and in this regard I concur with the above. It is my impression, however, that Archart could improve effectiveness of the unit by better acquainting himself with station objectives and relating this to day to day ops. I have discussed this with him and-COS.

13 March 1967 C/WH/1 W.J. Kaufman 457

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SECTION C

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NARRATIVE COMMENTS

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his requests. His ability to supervise the proper handling of the equipment is again verified by the number of hours each piece of machinery has operated. Subject officer has a working knowledge of the Spanish language which enables him to conduct pertinent conversations with the local agents.

The officer is responsible for paying the salaries of the agents, local procurement and other operational expenses. He has proven to be notably cost-conscious in carrying out this responsibility. His monthly accountings are accurate and submitted in regulation form.

Subject officer's overall performance makes a major contribution to the effectiveness of this complex and valuable technical project.

This Stalf Agent was promoted to his present grade on 23 May 1965.

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ECTION C NARRATIVE COMMENTS

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Indicate algorificant 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 expluin takings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the way of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate wheel of paper.

This Staff Agent is the outside case office; for the LIENVOY Project and has had this position for the past nine years. As such, he has shown the ability to fit into the unofficial life required and to work full-time in relatively close quarters with indigenous personnel.

Subject officer has shown an outstanding ability to diagnose equipment problems and to resolve same in an expeditious and thorough manner. This is evident by the fact that the equipment has operated almost 50,000 hours without a major breakdown which would cause a closure in the coverage.

As the outside case officer, he protects WOFIRM's interest in the basehouse and also logs and delivers the product to the in-Station case officer on a daily basis. Because of the perishable nature of the product, he must report for duty before 0700 hours each work morning in order to log and deliver the production to the Station contact.

This officer works continuously with indigenous personnel and supervises their use of the equipment. He has developed a smooth working relationship with these agents and they are responsive to (continued)

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SECRET EMPLOYEE SERIAL NUMBER FITNESS REPORT 006830 SECTION A GENERAL 4. GRADE 12 Apr 1919 M GS-13 7. OFF/DIY/BR OF ASSIGNMEN PUSITION TITLE Opa Officer Mexico City 10. CHECK (X) TYPE OF SEPORT P. CHECK 'A) TYPE OF APPOINTMENT INITIAL MESERVE MEASSIGNMENT SIMPPYISO! REASSIGNMENT SUPLOYER CAREER-PRUVIBIUNAL (300 Instructions . Bection C) XX ANNUAL .. SPECIAL (Specify): SPECIAL (Specify): II. DATE PEPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-) 1 January 1965 - 31 December 196 28 February 1966 PERFORMANCE EVALUATION SECTION 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 an probation, to reassignment or to separation. Describe action taken or proposed in Section C. W · Hest Performance meats all requirements. It is entirely satisfactory and is characterized neither by deficiency nor A - Adequete P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. 5 - Strong Performance is characterized by exceptional proficiency. Performance is so exceptional in relation to regularments of the work and in comparison to the performance of 9 - Questanding others daing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST to rated on their ability to supervise (indicate number of employees supervised). Staff Agent responsible for KUBARK Interests in supervision of S a complex technical operation. SPECIFIC DUTY NO. 2 S Supervision of ten Mexican agents. SPECIFIC OUT I NO. # Maintenance of technical equipment. 0 SPREIFIC OUTY NO. 4 SPECIFIC DUTT NO. 5 PATING SPECIFIC GUTY NO. 6 OVERALL PERFORMANCE IN CURRENT POSITION Take into occount everything about the employee which influences his effectiveness in his current position such as performences of specific duties, productivity, conduct on job, cooperativeness, partinent personal traits or habits, and particular limitations or intents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. S

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	SECTION C	NARRATIVE COMM		
	Indicate significant strengths or	weaknesses demonstrated in current positi	on keeping in propercies the relationship to	
	ormail performance. State sugge	strong made for improvement of work perior	mance. Give recommendation to the property Comment explain ratings given in Section B to provide best	4
	basis for determining future pers	onnel setion. Manner of partirinance of mai	regerial or supervisory duties and cost consciousness	•
	in the use of personnel, space, a	equipment and funds, must be commented or	, if applicable. If filto ppace is needed to complete	٠. ١
	. Section C, attach a separate she	et of poper.	3 26 All 186	
	This Staff Age	ent is the outside case	officer for the LIENVOY listen-	
	Ing post, He was	promoted to GS-13 on 23	May 1965 anduhe Fontinues to	•
	I bei inin nia woik a	AICH EVCENCIONAL MICHEL	ency.	
	For the past s	IX years, this officer	has worked continuoffily with	-
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	by shopping around	for spare parts, persu	ading firms to give discounts,	•
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			the equipment despite the fact	
:	that It has been I	n continuous use for ove	er seven years. Working rela-	
	tionships inside t	ne LP have been smooth v	vithout personality clashes or	
	security problems.	Both of these attest t	to the excellent performance of	
	this officer in the	e duties assigned to him	During 1965, this project	
	produced 8,541 ree	is of raw take and 19,96	0 pages of transcripts which	
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	12 January 66	Chief of Station	Winston M. Scott /e/	
	3.	BY REVIEWING OFFICE		
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SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB F	'ERFORMANCE
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Stress strengths and weaknesses demonstrated in current position. Indicate suggestions mude 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 8, C, and D to provide the best basis for determining fallow parsannel actions.

This officer bas edayted hisself to the role of staff egent in a most commission makes.

His primary duties are the protection of KLEARK interests in the maintenance of technical equipment in a base which monitors over thirty telephone lines on a turnty-four hour schedule and the supervision of ten Mexican monitors the also work in this installation. This officer has performed these duties in a quiet, efficient and oreditable sames, thus reducing the escent of time formerly epont by Station Case Officers in going to the bace and trying to supervice the work there. At present no persons in the Station violt the base during work hours and only the 608 is known to the two making Mexican agents.

Policy devisions are of course sode by the COS and LISTENAUT but this officer is the responsible Case Officer for the LIEWOY project. The reservable connect in which he has performed his duties during the past year is reflected in the expethness with which the project now reas-

Based on the sarked improvement cines the last efficiency report, the COS recommends that this Officer be returned to Marico ofter home leave in mid-1962. It is also recommended that this officer be considered for promotion to GS-13.

SECTION F	CERTIFICATION AND	COMMENTS
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in durrent 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 octions.

This officer is an extremely willing and hard worker. From the technical standpoint his performance is satisfactory in every sense. He devotes long hours to keeping the equipment in perfect working order and is always willing and ready to accept any extra assignment given him regardless of his personal and family commitments. His principal weakness is his almost total inability to write clear, conclse reports. Because he lacks aggressiveness and due to his limited knowledge of the Spanish language he has been unable to provide first rate case officer control over the LP under his command. This is at least partially due to the fact that the indigenous personnel resent to some extent being under the control of a PBPRIMER and prefer to take instructions from the indigenous case officer (LIENVOY/2). This is not because of the KUBARK Case Officer's personality but because of pride of nationality. As a matter of fact, this officer has a very pleasant personality and gets along well with his co-workers. With respect to this officer's potential and future development the rating officer recommends that at the conclusion of his present tour in June of 1962 that he be reassigned to Headquarters for extensive training. This training period should include basic english reports writing and trade craft. If he is to continue as a technical case officer he should also have further technical training depending upon his future assignments.

SECTION F	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
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1 Peb 61	Chief of Station	/s/ Winston M. Scott

Fitness Reports Covering Derico

NR-CPD

28 June 1973

MEMORANDUM	FOR:	Mr.
THROUGH	1	Chief, WH Division
SUBJECT		Cartificate of Marit

- 1. I am pleased to notify you that the Certificate of Merit 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.
- 3. Invitations to the ceremony will be extended by the Executive Secretary, Honor and Merit Awards Board, 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.

/s/ R. L. Austin, Jr.

R. L. Austin, Jr.

Recorder

Honor and Merit Awards Board

Att

Disteilution:

- 0 Addressee
- 1 C/WH
- 4"- OPF w/form 600
- 1 Exec Sec/HMAB
- 1 Recorder/HMAB

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DEPARTMENT OF THE ARMY OFFICE OF THE ADJUTANT GENERAL U. S. ARMY ADMINISTRATION CENTER ST LOUIS. MISSOURI 63132

LO USAR:

T-07-23191

10 July 1967

SUBJECT: Active Duty for Training

TO:

01 640 454 SIGC USAR Con Gp (Mob Des) USAAC

Apartado 41510, correo Admon #41

Mexico City, Mexico

TO 145. By direction of the Secretary of the Army, you are CREEFED TO ACTIVE DUTY FOR TRAINING for the period indicated, plus any allowable time necessary to perform travel. Travel indicated is necessary in the military service. You will proceed to the organization and station to which attached in sufficient time to report on date specified. Upon satisfactory completion of the period of active duty for training indicated, unless sooner relieved or extended by proper authority, you will return to the place where you entered on active duty for training and stand relieved therefrom. Travel by public carrier (land, sea, or air) is authorized. This is a permanent change of station beight allowed the relieved therefrom the permanent change of station beight allowed the service of temporary change of station meight allowed the is will authorized. Shopper of temporary in accordance with previous instructions. At least one copy of orders will be carried on person in your immediate possession subsequent to departure for the training site until return bore. to departing for the training site until-return home.

Accounting classification: FY69 2182070 32-1218 P3221.2000-11, 12 P3226.0000-21 \$49092 ON AA-C370 Subject to Availability of Funds

Attached to: USA Element (SD5888), HQ, USSOUTHCOM Quarry Heights, Canal

Zone dy/w Intel Directorate J2

Reporting Place: See attached to

Security clearance: TOP SECRET

Authority: 10 USC 270 (a) (2)

Home of record: Same as above

MCS: 2120

Social Security No:

Period of duty: 12 days (Excl of tvl time)

Reporting date: NLT 0800 hrs 17 Jul 67

Basic Pay Entry Date: 3 Jan 41

Special Instructions: FO making payment under the above allotment will mail I copy of the paid voucher to: CO 1646 Mob Dsg Det (STAFF: JICS) P. O. Box 24, Pt Myer Station, Arlington, Virginia

22311

BY ORDER OF THE SECRETARY OF THE ARMY:

DISTRIBUTION:

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IIB. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 6 3 (for left, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.
EXTEND TOUR MONTHS AT CURRENT STATION TO
BE ASSIGNED TO HOOTES FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
DE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION 157 CHOICE
XXX RETURN TO MY CURRENT STATION
TO BE COMPLETED BY FIELD STATION
12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT.
INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING: It is very strongly recommended and requested that this officer be
allowed to return to his present position for another tour, after home leave.
He would be one of the most difficult persons in this Station to replace; he is peculiarly and very excellently fitted for the exacting,
difficult and very key job he occupies. TO BE CONFLETED BY APPROPRIATE REALGUERTERS OFFICE
II. IN CONSIDERATION OF THE EXPLOSIONS AND PERFORMANCE OF THE EVENOUS HIS SECTION C. FOR NEXT ASSESSMENT, AND THE STAFFING REQUINEMENTS OF YOUR COMPONENT, FNOTLATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ADSIGNMENT AND TRAINING.
WII concurs in Subject's request for home leave
In May 1968 to be followed by a new tour.
DATE (Pair () THE C/WH/Personnel SIGNATURE
FOR USE BY CAREER SERVICE 4. APPROVED ASSISSMENT:
Home leave in May 1968 and return to Mexico City for new tour.
CABLE NO DATED!
CAPEER SERVICE REPRESENTATIVE (STEELINGS)

•	FIELD REASSIGNMENT QUESTIONNAIRE		
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OTHER DUTY STATIONS OR FIELD NONG	BASES DURING CURRENT TOUM	76. E1	PECTED DATE OF ARRIVAL FREEDOM OF THE PERSON

Staff Agent reponsible for supervision of 30 line telephone intercept center, with responsibility for all administrative and financial aspects of the center.

Responsible for the supervision of 10 Mexican agent monitors and transcribers and maintenance and service of all technical equipment used in the project.

F. PREFERENCE FOR NEXT ASSIGNMENTS

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- A. ARTIE A SHIEF DISCRIPTION OF THE TYPE OF MODE YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE WORS THAN ONE PREFERENCE, INDICATE YOUR CHOICES.
- 1. Assigned to WH Division, Mexican Desk, as desk officer with reponsibility for technical operations.
- 2. TSS Division, assigned to WH Division desk.
- 3. Any position where it is felt that I can best serve the organization.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN CAUIS TO INCREASE YOUR VALUE TO THE ORGANIZATION (FOREIGN CO COURSES, If available):

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B. FS4 FFBERGE FUR METT ASSIGNMENT (continued)	
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SECRET

15 March 1963

MEMORANDUM FOR: Secretary, C8/C8 Agent Panel

SUBJECT:

Recommendation for Promotion to Grade 08-13

1. entered on duty with CIA in 1951.

After brief service in the performed a variety of functions with different staffs and divisions, thus acquiring broad experience. Since June 1960 he has been on assignment in Mexico City.

- 2. In Mexico has is in charge of a very large technical operation with several dozen employees. The productions of this operation is tremendous and the technical problems to be met are intricate. I manages the project and its many native staff experts smoothly. No problems seem to arise. Security has been maintained faultlessly. It is a bold, bluff, and hearty man without a worrisome fiber in his make-up. He is capable of many kinds of work and will try enything.
- 3. It is recommended the second to grade CS-13.

J. C. KING/52 Chief,

Western Homisphere Division

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MR. P. Had

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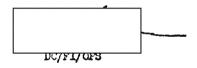
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MEMORANDUM FOR: Chief, FI

SUBJECT: Comments on attached agenda list dated 19 May 1960.

1. Is the principal case officer and technician handling the LIENVOY operation in Maxico City. As you know, we are avaiting the response of the Chief, WH division to the Chief, FI 's recommendation, 17 May 1960, that we gradually withdraw from this operation. I would suggest that the proposed change of status for from SE to SA be postponed pending the decision ro the future of the LIENVOY operation.



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S-8-C-R-E-T

13 June 1960

THIS IS TO CERTIFY THAT I AM AWARE OF THE PROVISIONS OF

REGULATION 20-165, DATED 10 FEBRUARY 1959 CONCERNING THE PERGCHAL

CONDUCT OF AGENCY EMPLOYINGS OVERSEAS.

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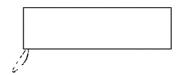
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MENDRANDUM	FOR:	Chief, Contract Personnel Division
ATTENTION	:	
PROM	•	Deputy Director of Security (Investigations and Support)
SUBJECT	**	

- 1. Reference is made to the memorandum dated 16 May 1960
 1. which a covert security clearance was requested to permit
 Subject's conversion from Staff Employee to Staff Agent, GS-12,
 DDP, WH/3, Operations Officer in Mexico City, Mexico in connection
 with Project LIENVOY under non-official cover.
- 2. This is to advise that a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.
- 3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented as, employees of CIA.
- 4. Your attention is called to the fact that a covert occurity eleganate does not constitute complete compliance with the provisions of CIA Regulation 10-210. Therefore, if you sould desire at a later take to change the notion or use of this individual, a request for clearance to cover may proposed change should be substitute so this office.
- 5. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this Lemorandum.

FOR THE DIRECTOR OF SECURITY:



PRECIONAL Metins & Documents
Covereina General Brus to Mario Calay
His comment