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SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED													
1. SERIAL NUMBER 01555				7. NAME (Last-First-Initial) [Redacted]													
3. NATURE OF PERSONNEL ACTION TERMINATION			4. EFFECTIVE DATE REQUESTED MONTH 9 DAY 20 YEAR 62		5. CATEGORY OF EMPLOYMENT REGULAR												
6. FUNDS V TO V CF TO V			7. COST CENTER NO. CHARGE-AUX 3225-1050-1004		8. LEGAL AUTHORITY (Completed by Office of Personnel) [Redacted]												
9. ORGANIZATIONAL DESIGNATIONS DDP/TSD [Redacted] Branch Analysis and Research Section			10. LOCATION OF OFFICIAL STATION Washington, D. C.														
11. POSITION TITLE [Redacted] CH		12. POSITION NUMBER 0652	13. CAREER SERVICE DESIGNATION D														
14. CLASSIFICATION SCHEDULE (G.S., L.D., etc.) GS		15. OCCUPATIONAL SERIES 1397.01	16. GRADE AND STEP 13 (4)	17. SALARY OR RATE 11415													
18. REMARKS Continuous Agency service from 23 March 1953 to 20 September 1962.																	
Form 1159 Remarks: Terminated in accordance with provisions of CIA Regulation 20-27, Separation of Surplus Personnel, pursuant to authority of Director of Central Intelligence contained in Section 102 (c) of the National Security Act of 1947, as amended. This termination does not affect your right to seek or accept employment in any other department or agency of the U.S. Government if you are declared eligible for such employment by the U.S. Civil Service Commission. Authorized Maximum Separation Compensation in accordance with the provisions of CIA Regulation 20-32, Separation Compensation.																	
19. SIGNATURE OF REQUESTING OFFICIAL [Redacted]		DATE SIGNED		APPROVING OFFICER SD/CMC													
20. SPACE BELOW FOR EXCLUSIVE USE OF PERSONNEL OFFICE																	
<table border="1"> <thead> <tr> <th>NAME</th> <th>DATE OF BIRTH</th> <th>DATE OF ENTRY</th> <th>DATE OF DEPARTURE</th> <th>DATE OF RE-ENTRY</th> <th>DATE OF RE-DEPARTURE</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>12/11/16</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						NAME	DATE OF BIRTH	DATE OF ENTRY	DATE OF DEPARTURE	DATE OF RE-ENTRY	DATE OF RE-DEPARTURE	[Redacted]	12/11/16				
NAME	DATE OF BIRTH	DATE OF ENTRY	DATE OF DEPARTURE	DATE OF RE-ENTRY	DATE OF RE-DEPARTURE												
[Redacted]	12/11/16																
21. POSITION CONTROL CERTIFICATION [Redacted]																	
22. APPROVING OFFICER [Redacted] [Signature]																	

SECRET

1159

141

SECRET
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION						V to V		V to UV		
Mo	Da	Yr							UV to V		UV to UV		
05	09	60											
1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth		4. Vet. Pref.		5. Sex		6. CS - EOD		
					Mo Da Yr		None-0 1 to Pr-2		Code		Mo Da Yr		
7. SCD		8. CSC Perm.		9. CSC Or Other Legal Authority		10. Appt. Affidav.		11. FEGLI		12. LCO		13. MIL. SERV. CREDIT, LCO	
Mo Da Yr		Yes - 1 No - 2		Code		Mo Da Yr		Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP/TSS						Washington, D. C.					
[Redacted] Div											
Analysis and Research Branch											
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - X Valid - Fgn. -		Code				92		GS		0136, 63	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst Due		26. Appropriation Number	
13 3		10, 370		D		Mo Da Yr 02/15/57		Mo Da Yr 02/16/61		0225-1005-1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT		42		Mo Da Yr 02/15/57		REGULAR					

PRESENT ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP/TSD											
[Redacted] Branch											
Analysis and Research Section											
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - X Valid - Fgn. -		Code				CH		658		GS 1397.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Due		43. Appropriation Number	
						Mo Da Yr 02/15/57		Mo Da Yr 02/16/61			
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Howmet					
B. For Additional Information Call (Name & Telephone Ext.)											
Emanuele Fontana ext. 3031 Charge Management Officer, TSD											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		[Date]		11. Placement		[Signature]		[Date]	
B. Peer Control		[Signature]		[Date]		12. Approved By		[Signature]		[Date]	
C. Classification		[Signature]		[Date]							
Remarks											
[Redacted]											

11520 from previous form

SECRET

101

U.S. FORM 32 1955 EDITION USE PREVIOUS EDITIONS GSA GEN. REG. NO. 27 (40 CFR 101-11.6) GENERAL CHARACTER OF		REQUEST FOR PERSONNEL ACTION		PLUM VOUCHER # 10	
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. NAME (Mr., Miss, Mrs., One given name, initials, and surname)		2. DATE OF BIRTH		4. DATE OF REQUEST	
[Redacted]		[Redacted]		24 Jan 57	
NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) PROMOTION				6. EFFECTIVE DATE A. PROPOSED: B. APPROVED:	
B. POSITION (Specify whether establish, change grade or title, etc.)				7. C.S. OR OTHER LEGAL AUTHORITY	
FROM: [Redacted] BY 92 GS-0136.63-12 \$7785 per annum DDP/TSS [Redacted] Division Analysis and Research Branch Washington, D.C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATION DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL		TO: [Redacted] BY 92 GS-0136.63-13 \$8790 per annum DDP/TSS [Redacted] Division Analysis and Research Branch Washington, D.C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)					
B. REQUESTED BY (Name and title)			D. REQUEST APPROVED BY		
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			E. SIGNATURE		
[Redacted] Ext. 3031			[Redacted] Chief Management Officer, TSS		
13. VETERAN PREFERENCE NONE [] WAR OTHER [] 1 PT [] 2 PT [] 3 PT [] 4 PT [] 5 PT [] <input checked="" type="checkbox"/> X			14. PAY PLAN CLASSIFICATION ACTION NEW [] XFD [] EA [] REAL [] ED-DT		
15. SEX A [] M [] F []		16. RACE A [] W [] O []		17. APPROPRIATION FROM 7-2505-20 TO Large	
18. SUBJECT TO C.S. 5 BEING SUBJECT ACT YES [] NO []		19. DATE OF APPOINTMENT WITH AFFILIATE (ALLEGEDLY ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE CALIF.	
21. STANDARD FORM 89 REMARKS					
22. CLEARANCE A [] B [] C [] D [] E []		INITIAL OR SIGNATURE [Redacted]		DATE 25 Jan 57	
23. APPROVED BY [Redacted]		24. APPROVED BY [Redacted] 25 Jan 57			

SECRET

758 on p 25 Jan 57

PERSONNEL INFORMATION CARD

The following applicable items must be filled immediately when an employee (1) enters on duty, (2) changes name, home or office address or telephone number, (3) transfers to another component of the agency, or (4) is to be absent from agency for more than 30 days in which case enter the office telephone number of the administrative officer, (5) changes marital status.

STATE TYPE OF CHANGE

NAME: _____ DATE: 5 April 1953

OFFICE DESIGNATION & LOCATION: NYR TOS Central 22 8742

NEW ADDRESS: _____

PRESENT ADDRESS: 23rd St. N.Y.C.

HOME TELEPHONE NO.: _____ MARITAL STATUS: Single

IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? YES NO

REMARKS: Return of 107 - I

SERIAL NO.	NAME	ORGANIZATION	OFFICE		OFFICE TELEPHONE NUMBER	HOME PHONE		DATE
			SECTION	ROOM		EXCHANGE	NUMBER	

FORM 500-430

SECRET
(When Filled in)

DD-11
PERSONNEL DATA SHEET

NAME [REDACTED] AGE 40 years BIRTH 24 January 1917
OFFICE U. S. Washington, D. C.
ASSIGNMENT [REDACTED] EMPLOY TSS PRIMARY CAREER
DESIGNATION DT

PRESENT GRADE GS-12 PRESENT TO SLOT
PROPOSED GRADE GS-13 NUMBER & GRADE BY 92
C. TRAINING
PROPOSED TO FILL
NUMBER & GRADE BY 92 GS-13

EDUCATION:
Two years coll. - No degree

LANGUAGE:
Japanese - slight

EXPERIENCE PRIOR TO CIA (Excluding SSU OWs):
'41-'43-Military Service
'44-'45-McCloud River Lbr. Co., Brakeman, \$1.10 p/h.
'44-'48-U. S. Forest Service, Camp Administrator
'48-'51-Military Service

SUMMARY OF CIA WORK-OUT ALIENS RIGHTS INCLUDING FOREIGN-
INFLUENCE AND PATROL

Appt. - 23 Mar 1953-Tech Projects Off, GS-9
Reassign-13 Sept 1953, Technologist, TSS/[REDACTED] GS-9
Promot-9 May 1954-Technologist, TSS/[REDACTED] GS-II
Reass-27 Feb 1955-[REDACTED] TSS/[REDACTED] GS-II
Promot-19 Jun 1955-[REDACTED] TSS/[REDACTED] GS-12

WORK REPORT FOR

[REDACTED]
Acting Chief, TSS [REDACTED]

RECOMMENDATION

[REDACTED]
AC/TSS/[REDACTED]

SEE ATTACHED MEMORANDUM

G-3467
10 January 1956

MEMORANDUM FOR : Chief, TSS Administrative Staff

SUBJECT : Request for Promotion - [redacted]

1. It is requested that [redacted] be promoted from GS-12 to GS-13. [redacted] has been in grade for over 18 months. [redacted] has been Chief of the [redacted] Section of [redacted] for over 22 months. During this time he has exhibited ability in conducting and managing the activities of his branch. [redacted] is a [redacted] Analyst and is well-fitted to perform the duties required of the [redacted] Branch.

2. It is recommended that [redacted] be promoted to GS-13.

[redacted]
Acting Chief, TSS [redacted]

Distribution:

1 - Addressee
1 - TSS [redacted]
1 - TSS [redacted] file
1 - TSS [redacted] Chrono

Concurs - [redacted]

SECRET
(When Filled In)

DD/P
PERSONNEL DATA SHEET

NAME: [] AGE: 39 years DATE: 27 May 1955

STATION: Washington, D.C.
AND DUTIES: IC Tech Aids
DD/P UNIT: TNS PRIMARY CAREER DESIGNATION: DT

PRESENT GRADE: GS-11
PROPOSED GRADE: GS-12
CIA TRAINING:

PRESENT T/O SLOT
NUMBER AND GRADE: FY 92
GS-11
PROPOSED T/O SLOT
NUMBER AND GRADE: FY 92
GS-12

EDUCATION: Two years college - no degree

LANGUAGE PROFICIENCY:
Japanese - slight

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

- '41 - '43 - Military Service
- '44 - '45 - Mc Cloud River Lbr. Co., Brakeman, \$1.10 p/h
- '46 - '48 - U.S. Forest Service, Camp Administrator
- '48 - '51 - Military Service

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

Appt 23 Mar 1953, Tech Projects Off. GS-9
Reassignment 13 Sept 1953, Technologist, [] GS-9
Promotion 9 May 1954 - Technologist, [] GS-11
Reassign 27 Feb 55 - [] GS-11

RECOMMENDED BY:

[]
Chief, TNS []

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD: [] has been Acting Chief of the [] Branch of [] for over 12 months and during this time has exhibited ability in conducting and directing the activities of this Branch. [] is a professional [] analyst and is very well fitted to perform the duties assigned of the Analysis and Research Branch, both in its connection as Quality Control for [] production and as [] analyst. Request that in view of the foregoing, [] be promoted to GS-12.

SECRET

STANDARD FORM 52
 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. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname) [Redacted]	2. DATE OF BIRTH [Redacted]	3. REQUEST NO. [Redacted]	4. DATE OF REQUEST 16 Feb. 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) REASSIGNMENT		6. EFFECTIVE DATE A. PROPOSED: [Redacted]	7. C. O. OR OTHER LEGAL AUTHORITY [Redacted]
B. POSITION (Specify whether establish, change grade or title, etc.) FROM - TECHNOLOGIST BY 93 GS-1390.01-11 \$5940 per annum DDP/Technical Services Staff Analysis and Research Branch Washington, D.C. TO - [Redacted] BY 92-11 GS-0136.63-11 \$5940 per annum DDP/Technical Services Staff [Redacted] Division Analysis and Research Branch Washington, D.C.		8. APPROVED: [Redacted]	
9. ALWAYS (Use reverse if necessary)		10. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

FILTERED BY TSS CAREER SERVICE PANEL

8. REQUESTED BY (Name and title) [Redacted]	9. REQUEST APPROVED BY [Redacted]
--	--------------------------------------

6. TSS ADDITIONAL INFORMATION CALL (Name and telephone extension) [Redacted] x 3031	Title: Career Management Officer, TSS
--	---------------------------------------

13. ULTIMATE PREFERENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">E2/E3</td> <td style="width: 10%;">E4</td> <td style="width: 10%;">E5</td> <td style="width: 10%;">E6</td> <td style="width: 10%;">E7</td> <td style="width: 10%;">E8</td> <td style="width: 10%;">E9</td> <td style="width: 10%;">E10</td> <td style="width: 10%;">E11</td> <td style="width: 10%;">E12</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="10" style="text-align: center;"> <input checked="" type="checkbox"/> E13 (E14, E15, E16, E17, E18, E19, E20, E21, E22, E23, E24, E25, E26, E27, E28, E29, E30, E31, E32, E33, E34, E35, E36, E37, E38, E39, E40, E41, E42, E43, E44, E45, E46, E47, E48, E49, E50, E51, E52, E53, E54, E55, E56, E57, E58, E59, E60, E61, E62, E63, E64, E65, E66, E67, E68, E69, E70, E71, E72, E73, E74, E75, E76, E77, E78, E79, E80, E81, E82, E83, E84, E85, E86, E87, E88, E89, E90, E91, E92, E93, E94, E95, E96, E97, E98, E99, E100) </td> </tr> </table>	E2/E3	E4	E5	E6	E7	E8	E9	E10	E11	E12											<input checked="" type="checkbox"/> E13 (E14, E15, E16, E17, E18, E19, E20, E21, E22, E23, E24, E25, E26, E27, E28, E29, E30, E31, E32, E33, E34, E35, E36, E37, E38, E39, E40, E41, E42, E43, E44, E45, E46, E47, E48, E49, E50, E51, E52, E53, E54, E55, E56, E57, E58, E59, E60, E61, E62, E63, E64, E65, E66, E67, E68, E69, E70, E71, E72, E73, E74, E75, E76, E77, E78, E79, E80, E81, E82, E83, E84, E85, E86, E87, E88, E89, E90, E91, E92, E93, E94, E95, E96, E97, E98, E99, E100)										14. POSITION CLASSIFICATION ACTION SD-76 DT
E2/E3	E4	E5	E6	E7	E8	E9	E10	E11	E12																						
<input checked="" type="checkbox"/> E13 (E14, E15, E16, E17, E18, E19, E20, E21, E22, E23, E24, E25, E26, E27, E28, E29, E30, E31, E32, E33, E34, E35, E36, E37, E38, E39, E40, E41, E42, E43, E44, E45, E46, E47, E48, E49, E50, E51, E52, E53, E54, E55, E56, E57, E58, E59, E60, E61, E62, E63, E64, E65, E66, E67, E68, E69, E70, E71, E72, E73, E74, E75, E76, E77, E78, E79, E80, E81, E82, E83, E84, E85, E86, E87, E88, E89, E90, E91, E92, E93, E94, E95, E96, E97, E98, E99, E100)																															

11. DATE OF APPOINTMENT FROM 5-2515-20 TO same	16. CURRENT TO C.S. DEPARTMENT ACT (E13, E14) YES NO YES	15. DATE OF APPOINTMENT (AGENCIALLY ONLY) [Redacted]
--	--	---

17. APPROPRIATION FROM 5-2515-20 TO same

18. STANDARD FORM OR REMARKS

2. OFFICERS	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CLERK OR PAY CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EVAL.	oed	2-25-55	

1. APPROVED BY [Redacted] **SECRET** [Redacted] 2-25-55

STANDARD FORM 52
 PREPARED BY THE
 U. S. CIVIL SERVICE COMMISSION
 500 MICHIGAN AVENUE, WASHINGTON, D. C.
 NATIONAL CHARTER #1

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. NAME (Mr., Miss, Mrs. One given name, initials, and surname) [Redacted] 2. DATE OF BIRTH [Redacted] 3. REQUEST NO. [Redacted] 4. DATE OF REQUEST 23 April 1954

5. NATURE OF ACTION REQUESTED:
 A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
PROMOTION
 B. POSITION (Specify whether established, change grade or title, etc.)
 6. EFFECTIVE DATE A. PROPOSED: [Redacted] B. APPROVED: **9 MAY 1954**
 7. U. S. OR OTHER LEGAL AUTHORITY

FROM— TECHNOLOGIST BY 93-9
 GS-1390.01-9 \$5185
 8. POSITION TITLE AND NUMBER
 9. SERVICE GRADE AND SALARY
 10. ORGANIZATIONAL DESIGNATIONS
 11. HEADQUARTERS
 12. FIELD OR DEPARTMENTAL
 TO— TECHNOLOGIST BY 93
 GS-1390.01-11 \$5540
 DDP/Technical Services Staff
 [Redacted] Div
 [Redacted] Branch
 Washington D. C.
 FIELD DEPARTMENTAL

A. REMARKS (Use carbon if necessary)
 PERIODIC STEP INCREASE 23.7%
 TO SALARY \$ 5555

B. REQUESTED BY (Name and title) [Redacted] C. REQUEST APPROVED
 Signature: [Redacted] Title: Acting Personnel Officer, TSS

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) [Redacted] 8305
 13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PF	10 POINT
			<input checked="" type="checkbox"/>	DISAB. OTHER

 14. POSITION CLASSIFICATION ACTION

NEW	VEL.	I. A.	RELAT.

 CD-TS

15. SEX: M F 16. RACE: W O 17. APPROPRIATION FROM: 4-2515-20 TO: 4-2515-20
 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES
 19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSORY ONLY)
 20. LEGAL RESIDENCE STATE: CLAIMED PROVED

21. STANDARD FORM 50 REMARKS
 Approved by TSS Council Service Board (see)

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	DC	2/2/54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	HL	3/7/54	
E.			

F. APPROVED BY [Redacted] [Redacted Signature]

SECRET

REQUEST FOR PERSONNEL ACTION

REGISTERED

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. NAME (Mr - Miss - Mrs - One given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[Redacted]	[Redacted]		23 Mar 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
REASSIGNMENT		APR 1 1954	
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM— TECH PROJECTS OF BY 256-9 GS-1390-9 \$5060 DDP/Technical Services Staff Office of the Chief Washington D. C.	9. POSITION TITLE AND NUMBER TECHNOLOGIST BY 93-9 GS-1390.01-9 \$5060 DDP/Technical Services Staff Analysis & Research Branch Washington D. C.
10. SERVICE, GRADE, AND SALARY	11. ORGANIZATIONAL DESIGNATIONS
12. FIELD OR DEPARTMENTAL	13. HEADQUARTERS
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

28 Dec 52

5185

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED BY
	Signature: [Redacted]
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Title: Acting Personnel Officer, TSS
6305	

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION		CD-TS
NONE	WAR OTHER: 5 PT	NEW	VETERAN	
	<input checked="" type="checkbox"/> DISAB OTHER	1 A.	REAL	
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 1-2515-20 TO: 1-2515-20	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 type="checkbox"/> PROVED STATE:

21. STANDARD FORM 20 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEN. OR POS. CONTROL	DC	2 Apr 54	
C. CLASSIFICATION			
D. PLACEMENT OR ESTBL.			
E.			
F. APPROVED BY	[Redacted]		

SECRET

AREA NUMBER (INDICATE SP 512)

1944 - 1944 - 10 mos - OK -
1950 - 5 mos - " - " -
1957 - 10 mos - " - "OK" -

LANGUAGE FACILITY

"International Professor" - picked up no word string -
... - NS 194.

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

Person: solid; good affluence; clear; mature; no concerns;
... of average intelligence - certainly
... "train", handles small OK - impression as
a plunger - somewhat timid - probably do a
small, definable job, on an individual level.
... very interested in language; doesn't mind string or
... with the out. He liked instruction at school,
... would seem to be able to do a good job on
... minor work - working subjects with his language
... Would have been at least 60-7 level -
... for much more intensive work would have
... OK experience (in work & evaluation); interest in
... in language field; handle relatively few items
... OK - F -

David S. ... 3/14

SOURCE		REPORT OF INTERVIEW <i>Boat</i>		CTRL NUMBER	
FIELD	<input type="checkbox"/>			DATE	<i>11-16-49</i>
CASUAL	<input type="checkbox"/>	<i>1643-9 1606</i>		REFERRED BY	
RECOMMENDED FOR BRANCH		OFFICE		DEPT., OFFICE OR BRANCH	
NAME (LAST, FIRST, MIDDLE, INITIAL, GRADE)		SERIAL NUMBER			
ORGANIZATION		DATE OF BIRTH		TELEPHONE	
ADDRESS (HOME OR BUSINESS) <i>Hotel</i>		TELEPHONE		TELEPHONE	
ADDRESS (HOME)		TELEPHONE		TELEPHONE	
CITIZENSHIP (HOW ACQUIRED)					
<i>Citizen in New Mexico</i>				DATE OF BIRTH	
NAME (HUSBAND OR WIFE)		PLACE OF BIRTH		CITIZENSHIP (HOW ACQUIRED)	
<i>Sp. Alvarez</i>				<i>all</i>	
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, GRADES, AND EXTRA CURRICULAR ACTIVITIES)					
LANGUAGES (DEGREE OF FLUENCY, HOW ACQUIRED)					
FOREIGN EXPERIENCE (EXTENT AND PURPOSE)					
PRINCIPAL CIVILIAN EXPERIENCE (MAIN OCCUPATION, SPECIAL SKILLS, ACCOMPLISHMENTS, ELECTIVE OFFICES)					
MILITARY EXPERIENCE (PRINCIPAL DUTIES, SERVICE RECORDS, IF OFFICER: RANKED OR PERFORMANCE RATINGS; IF SGT. ADOPT CODE, DEGREE OF SKILLS, MOS AND MCO TITLES)					

CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES TO YOU OR MILITARY

REMARKS: (EXCEPTIONAL PERTINENT INFORMATION)

Interview by [redacted] . I. & L. for interview & testing.
- has been interviewed in the band.
Good appearance. Neatly dressed - pleasant

May be a good man as a plugging type.
Conscientious worker but doubt very much
that he is a "flesh" at any thing! Very
slow spoken.

James P. [redacted] . He will bring in typed [redacted] 57's
CLEARED FOR CONSIDERATION BY: [redacted] [redacted]

SERVICE RECORD CHECKED:

FORM NO. 46-1

FORM NO. 57

FACTORS	RATINGS				EXPLANATION
	SUP	F	VS	D	
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.					
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALERTNESS, PERCEPTION.					
STABILITY - EMOTIONAL CONTROL AND MATURITY, ABSENCE OF NERVOUS SYMPTOMS.					
ABILITY TO WORK WITH OTHERS - TACT, ABSENCE OF ANNOYING TRAITS.					
LEADERSHIP - ORGANIZING ABILITY, ABILITY TO WIN COOPERATION.					
PHYSICAL ABILITY - APPROPRIATE, PRESENCE, VIGOR, STAMINA.					

[Signature] [redacted]
DATE: [redacted]

SECRET

(When Filled In)

1. SERIAL NUMBER		BIOGRAPHIC PROFILE (PART I)			
61555		3. SEX	4. DATE OF BIRTH	5. ACQUISITION COMP. DATE	
		M		23 Mar 1953	
6. MARITAL STATUS		7. DEPENDENTS (Includ. ex-spouse)		8. US NATURALIZATION DATE(S)	
Single		0		NA	
9. CAREER STATUS		10. LAST MO. PROFESSIONAL FOR		11. LEVEL FOR	
Mar 1956		Feb 1959		O/S TDY TDY O/S	
12. CURRENT RESERVE STATUS		13. GRADE		14. ACTIVE DUTY WITH CIA	
X				RELEASE TO MIL. SER. DATE	
15. ASSESSMENT DATE		16. PROFESSIONAL TEST DATE		17. LANGUAGE APTITUDE TEST DATE	
None		None		None	
18. NON-CIA EMPLOYMENT					
1935-45 McCloud River Lumber Co, McCloud, California - Lumberman, Brakeman (intermittently)					
1941-43 Military Service, US Army, Sgt - Intelligence Non-commissioned Officer					
1939; 1940; 1945-46 Dept of Agriculture, US Forest Service, Calif - Forest Guard; Camp Superintendent					
1946-49; 1950-53 Military Service, US Army, CIC, M/Sgt - Instructor USA; Special Agent in charge of Document Laboratory, Japan; Special Agent, Combat CIC Team, Korea; Instructor & Chief, Investigative Laboratory, USA.					
19. NON-CIA EDUCATION					
High school graduate Various Military Schools					
20. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None			
21. AGENCY SPONSORED TRAINING					
1955 Non-clerical Basic Typing					
22. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1952 (Personal Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Mar 1953	Tech Proj Off 301	9	TSS		Hq
Feb 1954	Technologist 1390.01	9	TS	DDP/TSS/ /Ch, Anal & Res Branch	"
May 1954	" 1390.01	11	DT	" " " " " " " "	"
Jun 1955	" 0136.63	12	DT	DDP/TSS/ /Ch, Anal & Res	"
Feb 1957	" " " 0136.63	13	DT	" " " " " " " "	"
May 1960	Tech 1397.01	13	D	" " " " " " " "	"
23. DATE REVIEWED		24. PROFILE REVIEWED BY		25. DATE OF EMPLOYMENT	
15 Sep 1961		OP/TSS/		3 Aug 1959	

SECRET

FORM 1000 (PART 2)

FILE SERIAL NO.
57555

BIOGRAPHIC PROFILE (PART 2)

NAME (Last-First-Middle)

DATE OF BIRTH

23. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST 100 YEARS

See Attachment

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

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REFERRED TO IN DETAIL

26. ADDITIONAL INFORMATION

Appreciation 1951 from Chief, NEA for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, []/TSS.
Recommendation 1955 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.

27. DATE REVISION
15 Sep 1961

28. PROFILE REVISIONS BY
OP/PCC/[]/TSS

FORM NO. 1000 (PART 2)

SECRET

PROFILE

(6)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 61555			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)		4. DATE OF BIRTH		5. SEX	6. GRADE		
				M	GS-13		
3. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIVISION OF ASSIGNMENT			
D		TECH CH		DDP/TSD/			
8. CARRIER STAFF STATUS		9. TYPE OF REPORT					
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED		<input type="checkbox"/> DEFERRED <input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN G.P.		11. REPORTING PERIOD (Specify)					
31 January 1961		From Jan 1960 thru Dec 1960					
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		SPECIFIC DUTY NO. 4		RATING NO.		RATING NO.	
Supervises A&R Section personnel		Oral Briefings		4		5	
SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 5		RATING NO.		RATING NO.	
Analysis		Monitoring the writing of and writing technical reports		5		5	
SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6		RATING NO.		RATING NO.	
Liaison with other Government Labs.		Monitors Program		5		5	
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 scarcely meets basic requirements. 4 - Performance scarcely exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4		
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree			
CHARACTERISTICS					RATING		
					1 2 3 4 5		
GETS THINGS DONE					X		
RESOURCEFUL					X		
ACCEPTS RESPONSIBILITIES					X		
CAN MAKE DECISIONS ON HIS OWN WHEN NECESSARY					X		
DOES HIS JOB WITHOUT STRONG SUPPORT					X		
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X		
WRITES EFFECTIVELY					X		
SECURITY CONSCIOUS					X		
FINES CLEARLY					X		
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS					X		
INITIATIVE					X		

SECRET

SECTION E NARRATIVE DESCRIPTION OF NATURE OF JOB PERFORMANCE
Track 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 continues to perform his duties as Supervisor of ^{the} complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

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 31 January 1961 SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 46 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 31 January 1961 OFFICIAL TITLE OF SUPERVISOR DC/TSD/ TYPED OR PRINTED NAME AND SIGNATURE

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 31 January 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, TSD/ TYPED OR PRINTED NAME AND SIGNATURE

SECRET

APPLICATION FOR FEDERAL EMPLOYMENT

DO NOT WRITE IN THIS SPACE	APPLICATION NO.	1. Kind of position applied for, or name of examination	Announcement No.	DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only <input type="checkbox"/> Appor. <input type="checkbox"/> Material Entered Register: <input type="checkbox"/> Nonappor. <input type="checkbox"/> Submitted <input type="checkbox"/> Returned Notations: App. Reviewed: App. Approved: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Option</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Favored Rating</th> <th style="width: 20%;">Preference</th> <th style="width: 10%;">Augm. Rating</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 5 points (Tent.)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 10 points Comp. Dis.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Other 10 Point</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Disab.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Being Investigated</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Option	Grade	Favored Rating	Preference	Augm. Rating				<input type="checkbox"/> 5 points (Tent.)					<input type="checkbox"/> 10 points Comp. Dis.					<input type="checkbox"/> Other 10 Point					<input type="checkbox"/> Disab.					<input type="checkbox"/> Being Investigated																					
		Option	Grade				Favored Rating	Preference	Augm. Rating																																															
								<input type="checkbox"/> 5 points (Tent.)																																																
								<input type="checkbox"/> 10 points Comp. Dis.																																																
								<input type="checkbox"/> Other 10 Point																																																
								<input type="checkbox"/> Disab.																																																
								<input type="checkbox"/> Being Investigated																																																
2. Options for which you wish to be considered (if listed in examination announcement)																																																								
3. Primary place(s) of employment applied for (City and State)																																																								
4. Name (First, middle, maiden, if any, last) Mr. _____ Mrs. _____ Miss _____																																																								
5. Address (Number, Street, City, Zone, State) _____ Ave., N. W. Washington, D. C. or c/o _____ _____ California																																																								
6. Home phone _____	7. Office phone _____																																																							
8. Legal or voting residence (State) District of Columbia																																																								
9. Height without shoes 5 feet 11 inches	10. Weight 200 lbs.																																																							
11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	12. Marital status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (incl. widowed, divorced)																																																							
13. Birthplace (City and State, or foreign country) _____ McKinley County, New Mexico																																																								
14. Birth date (Month, day, year) _____	15. Social Security Number _____																																																							
16. If you have ever been employed by the Federal Government, indicate last grade and job title: GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-1 1/4 Slot) Dates of service in that grade From 12 Feb. 1957 To 20 September 1962																																																								

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept \$ Per or grade OPEN	B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes. <input type="checkbox"/> 1 mo. or less <input checked="" type="checkbox"/> 1 to 4 months <input checked="" type="checkbox"/> 4 to 12 months
C. Will you accept less than full-time employment (less than 40 hours per week)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	D. Are you willing to travel? <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently
E. Will you accept employment: In Washington, D.C.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	F. Will you accept appointment only in certain locations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list locations:

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. Last Dates, Branch, and Serial or Service Number of All Active Service			
From	To	Branch of Service	Serial or Service Number
19 May 1941	5 Nov. 1943	U. S. Army	
29 Nov. 1946	8 Oct. 1949		
5 Jan. 1950	29 Mar. 1953		
B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 39) <input checked="" type="checkbox"/> No			
C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No	
E. Do you claim 10-point preference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Mother			

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 18 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED: 5-point 10-point Comp. Disab. Other 10-point None

Signature and title	Agency	Date
---------------------	--------	------

[REDACTED]
Attachment I

1962 to Present - Associated as a technical consultant with [REDACTED], Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

[redacted] Analyst (Continued)

- b. Participated in establishing [redacted] and present plans call for continuation of this TDY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the [redacted] problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for [redacted] methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1397.01, [redacted] title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

[REDACTED] [REDACTED]

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of [REDACTED] Analysis in support of overt and covert activities of the Agency. This included technical testing and research into [REDACTED]

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting [REDACTED] work, advises Agency officials on the current and long range capabilities in [REDACTED] or evaluation [REDACTED] and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to [REDACTED] Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis [REDACTED] and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.

2. Studies developments in Analysis and evaluation [REDACTED] and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the [REDACTED] Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics [REDACTED]

3. Makes review of recommendations [REDACTED] Analysts, Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing [REDACTED] subject to study.

4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential [REDACTED] involving [REDACTED] other physical items, makes periodic evaluations of case history [REDACTED] and provides other technical [REDACTED] service as may be required.

(Continued on Page 2)

1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

[redacted]
[redacted] N. W.
Washington 16, D. C. 20016
Telephone [redacted]

RESUME

I Personal

Age 46 - Married - No Children

II Education

- a - Grammar School - Oregon & California
- b - Junior High School - Oregon & California
- c - High School - Oregon & California
- d - College Level GED (USAFI) 1943

III Special School and Training Courses

- a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
- b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
- c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
- d - U. S. Forest School for Timber Disease Control (Elster Rust), Klamath National Forest, California, 1946
- e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
- f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV Empirical Background

1962 to Present - Associated as a technical consultant with [redacted] Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE. (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
1	Dates of employment (month, year) From <u>Unemployed</u> To <u>present time</u>		Exact title of position	Number and kind of employees you supervised
	Salary or earnings Starting \$ <u> </u> per <u> </u> Present \$ <u> </u> per <u> </u>		Classification Grade (If in Federal service)	Place of employment (City & State)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for wanting to leave				
Description of work <u>NOT APPLICABLE</u>				
2	Dates of employment (month, year) From <u>23 Mar. '53</u> To <u>20 Sept. '52</u>		Exact title of position <u>Intelligence Off. (See slot)</u>	Number and kind of employees you supervised <u>3 Analysts</u>
	Salary or earnings Starting \$ <u>5,050.00</u> per <u>annum</u> Final <u>\$11,415.00</u> per <u>annum</u>		Classification Grade (If in Federal service) <u>GS-13 Step 4</u>	Place of employment (City & State) <u>Washington, D. C.</u>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.</u>			Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division ATTENTION: [redacted]</u>	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>				
Description of work <u>my slot and grade eliminated.</u>				
<u>SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA</u>				
<u>Also Attachment I</u>				
3	Dates of employment (month, year) From <u>09 Nov. '46</u> To <u>20 Mar. '53</u>		Exact title of position <u>Special Agent CIC</u>	Number and kind of employees you supervised <u>0-5 Specialists</u>
	Salary or earnings Starting \$ <u>900.00</u> per <u>annum</u> Final <u>\$3300.00</u> per <u>annum</u>		Classification Grade (If in Federal service) <u>2 Bvt. (E-7)</u>	Place of employment (City & State) <u>Ft. Holabird, Md.</u>
Name and address of employer (firm, organization, etc.) <u>Investigative Control Section AC of S - G-2, Ft. Holabird, Maryland</u>			Name, title, and present address of immediate supervisor <u>Millard F. Dougherty, Maj., Inf. add. unknown (last supervisor)</u>	
Reason for leaving <u>Letter Job</u>				
Description of work <u>Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.;</u> <u>Relieved Chief of Tech. Lab., Instructor in Basic Agent Course; Member of Combat CIC</u> <u>Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Relieved</u> <u>Chief of Special Projects, Tech. Laboratory, Ft. Detrick, investigated activities of sec-</u> <u>urity nature. (As lab. chief, specialized in [redacted] analysis.)</u>				

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) None	B. State or other licensing authority	C. Year of last license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, steel wire rods, metal lathe, compasses, key punch, spiral lathe, transcribing machine, mangle or professional dresser) Industrial machinery (lumber) including Diesel Locomotive (small); Forensic Laboratory equipment (question of equipment);	F. Approximate number of words per minute: Typing H. A. Shorthand H. A.		
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested); your patents or inventions; books speaking and publications experience; membership in professional societies, associations, etc.; and honors and fellowships received) Suggested and directed development of the Identikit System; Member of IAI; Over 200 lecture hours at CIG School; Co-author of CIG Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".			

21. EDUCATION

A. Place "X" in column indicating highest grade completed	B. If you graduated from high school, give date	C. Name and location of last high school attended							
1 2 3 4 5 6 7 8 9 10 11 12	USAFI X 1935 (GEO-1947)	McCloud High School McCloud, California							
D. Name and location of college or university		Dates attended		Years completed		Credit hours		Degree received	Year received
None									
E. Chief undergraduate college subjects		Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects		Semester Hours Credit	Quarter Hours Credit		
None									
G. State major field of study at highest level of college work College Level GEO (USAFI) 1948									
H. Other schools or training (for example, trade, vocational, Armed Forces, or Navy) Give for each the name and location of school, dates attended, subjects studied, certificate, and any other pertinent data. Chemical Warfare School, 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.									

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?
 Yes No

If "Yes," give in Item 19 names of countries, date and length of time there and reasons for your trip (military service, business, education or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Exc.	Fair	Exc.	Fair	Exc.	Fair	Exc.	Fair
None								

24. REFERENCES

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 press for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

Full Name	Present or former home address (Number, street, city, town, and State)	Business or Occupation
(Lt. Col., Ret.)	Clarksburg, Maryland	Dir. Bur. of Ident. Lab., P. O. Dept. Analyst
	Silver Spring, Maryland	FBI Laboratory
	Drive	Dir. Mil. Assis. Institute

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
22. Are you a citizen of the United States or American? If "No," give country of which you are a citizen.		X	
23. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?			X
24. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, Communist, or subversive, or which has adopted, or shown a policy of advocating, or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? If your answer to 23, and/or to 24 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and date of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)			X
25. Have you any physical handicap, chronic disease, or other disability?			X
26. Have you ever had a nervous breakdown?			X
27. Have you ever had tuberculosis? If your answer to 25, 26, or 27 above is "Yes," give details in Item 39.			X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointments? (If your answer is "Yes," give dates of and reasons for such disbarment in Item 39.)			X
32. 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? If your answer is "Yes," give in Item 39 for each relative (1) full name; (2) present address; (3) relationship; (4) department or agency to which employed, and (5) kind of appointment.			X
33. Do you receive or have you applied for an amount from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? If your answer is "Yes," give details in Item 39.			X
34. Are you an official or employee of any State, territory, county, or municipality? If your answer is "Yes," give details in Item 39.			X
35. Have you ever been discharged (fired) from employment for any reason?		X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons for each case. This information should agree with statements made in Item 17-Experience.			X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$10.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely furnished collateral.)			X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.			X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Answer	Item No.	Answer
22	Japan, Military Service, 1940-9, 1950-1; Korea, Military Service 1950-1;	35	Because of bad eyes. When this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.			
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION			
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
CERTIFICATION			
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.			
Signature of applicant _____		Date _____	

APPLICATION FOR FEDERAL EMPLOYMENT

DO NOT WRITE IN THIS SPACE	APPLICATION NO.	1. Kind of position applied for, or name of examination	Announcement No.	DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only		
		2. Options for which you wish to be considered (if listed in examination announcement)		<input type="checkbox"/> Appor.	<input type="checkbox"/> Material	<input type="checkbox"/> Entered Register
		3. Primary place(s) of employment applied for (City and State)		<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted	<input type="checkbox"/> Returned
		4. Name (First, middle, maiden, if any, last)		Notations:		
		5. Address (Number, Street, City, Zone, State)		App. Reviewed:		
		6. Home phone		App. Approved:		
		7. Legal or voting residence (State)		Option	Grade	Earned Rating
		8. Height without shoes				Preference
		9. Weight				Augm. Rating
	ANNOUNCEMENT NO.		10. Marital status <input checked="" type="checkbox"/> Married			<input type="checkbox"/> 5 points (Ten.)
	11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	12. Single (incl. widowed, divorced)			<input type="checkbox"/> 10 points Comp. Use	
	13. Birthplace (City and State, or foreign country)				<input type="checkbox"/> Other 10 Points	
	14. Birth date (Month, day, year)				<input type="checkbox"/> Dual	
	15. Social Security Number				<input type="checkbox"/> Being Investigated	
	16. If you have ever been employed by the Federal Government, indicate last grade and job title: GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot) Dates of service in that grade: From 12 Feb. 1957 To 20 September 1962					
					Initials and date	

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept \$ _____ Per _____ or grade _____	B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes. <input checked="" type="checkbox"/> 1 mo. or less <input type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months
C. Will you accept less than full-time employment (less than 40 hours per week)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	D. Are you willing to travel? <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently
E. Will you accept employment in Washington, D.C.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	F. Will you accept appointment only in certain locations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list locations:

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. Last Dates, Branch, and Serial of Service Number of All Active Service			
From 19 May 1941 29 Nov. 1945 5 Jan. 1950	To 9 Nov. 1943 8 Oct. 1949 20 Mar. 1953	Branch of Service U. S. ARMY	Serial or Service Number _____
B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 35) <input checked="" type="checkbox"/> No			
C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No	
E. Do you claim 10-point preference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "10-point Preference Claim" Type <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Member			

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 16 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED <input type="checkbox"/> 5 point <input type="checkbox"/> 10 point Comp. Disk <input type="checkbox"/> Other 10 point <input type="checkbox"/> None			
Signature and title	Agree:	Date	

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
1	Dates of employment (month, year) From (month, year) To present time		Exact title of position	Number and kind of employees you supervise
	Salary or earnings Starting \$ per Present \$ per		Classification Grade (If in Federal service)	Place of employment (City & State)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for wanting to leave				
Description of work <u>NOT APPLICABLE</u>				
2	Dates of employment (month, year) From 22 Nov. '53 To 20 Sept. '58		Exact title of position Intelligence Off. (Sec. Chief)	Number and kind of employees you supervised 4 Analysts
	Salary or earnings Starting \$ 5,060.00 per annum Final \$11,416.00 per annum		Classification Grade (If in Federal service) GS-13 Step 4	Place of employment (City & State) Washington, D. C.
Name and address of employer (firm, organization, etc.) Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.			Name, title, and present address of immediate supervisor Chief, Personnel Operations Division ATTENTION: [redacted]	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>				
Description of work <u>slot and grade eliminated.</u>				
<u>SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA</u>				
<u>Also attached 1</u>				
3	Dates of employment (month, year) From 29 Nov. '46 To 20 Mar. '52		Exact title of position Special Agent CIC	Number and kind of employees you supervised 0-5 Technician
	Salary or earnings Starting \$ 900.00 per annum Final \$3300.00 per annum		Classification Grade (If in Federal service) 4/Sgt. (E-7)	Place of employment (City & State) Ft. Holabird, Md.
Name and address of employer (firm, organization, etc.) Investigative Control Section AC of S - G-2, Ft. Holabird, Maryland			Name, title, and present address of immediate supervisor Millard F. Dougherty, Maj., Inf. add. unknown (last supervisor)	
Reason for leaving <u>Better job</u>				
Description of work <u>Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.;</u>				
<u>Enlisted Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC</u>				
<u>Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Enlisted</u>				
<u>Chief of Special Projects, Tech. Laboratory., Far East; Investigated crimes of sec-</u>				
<u>urity nature. (As lab. chief, specialized in [redacted])</u>				

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

[REDACTED] [REDACTED]

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers
\$269⁴ per annum
\$3021 per annum SP-7 Yreka, California U. S. Forest Service
U. S. Forest Service, Yreka, California Art London, % USFS, Yreka, California
Enlist in Counter Intelligence Corps, U. S. Army
Supervised 100-man forest camp for the purpose of controlling timber disease.

5. 5 November 1943 - 15 April 1945 Laborer None
\$0.90 per hour
\$1.10 per hour Unknown McCloud, California Lumber,
McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.
Return to the United States Forest Service.
Operated lumber carrier and brakeman on small diesel locomotive.

6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts
Intelligence NCO
Combat Intelligence
\$21.00 per month Sergeant Continental Limits of United States U. S. Army
\$75.00 per month Supervisor - Unknown
U. S. Army
Honorable Discharge

Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.

7. 1 May 1939 to 10 May 1941 - Forest Guard None
\$100 per month Unknown McCloud, California U. S. Forest Service
United States Forest Service Earl Sullaway, McCloud, California
McCloud, California
Enlisted in the U. S. Army under draft requirement but not yet called for service.
Prevention and Suppression of forest fires.

8. January 1935 to May 1939 Laborer
Laborer in lumber & oil industry.

[redacted] N. W.
Washington 16, D. C. 20016
Telephone [redacted]

RESUME

I Personal

Age 40 - Married - No Children

II Education

- a - Grammar School - Oregon & California
- b - Junior High School - Oregon & California
- c - High School - Oregon & California
- d - College Level CED (USAFI) 1948

III Special School and Training Courses

- a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
- b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
- c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
- d - U. S. Forest School for Timber Disease Control (Blister Rust), Klamath National Forest, California, 1946
- e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
- f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV Empirical Background

1962 to Present - Associated as a technical consultant with [redacted] Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1963, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

[REDACTED] [REDACTED]

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of [REDACTED] Analysis in support of overt and covert activities of the Agency. This includes technical testing and research into [REDACTED]

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting [REDACTED] work, advises Agency officials on the current and long range capabilities in [REDACTED] and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to [REDACTED] Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis [REDACTED] and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.

2. Studies developments in Analysis and evaluation [REDACTED] and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the [REDACTED] Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics of [REDACTED] materials.

3. Makes review of recommendations of [REDACTED], Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing [REDACTED] subject to study.

4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential of identification involving [REDACTED] and other physical items, makes periodic evaluations of case history records and provides other technical [REDACTED] service as may be required.

(Continued on Page 2)

[REDACTED] [REDACTED]

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers
\$2694 per annum
\$3021 per annum SP-7 Yreka, California U. S. Forest Service

U. S. Forest Service, Yreka, California Art London, USFS, Yreka, California

Enlist in Counter Intelligence Corps, U. S. Army

Supervised 100-man forest camp for the purpose of controlling timber disease.

5. 5 November 1943 - 15 April 1945 Laborer None

\$0.90 per hour

\$1.10 per hour Unknown McCloud, California Lumber

McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.

Return to the United States Forest Service.

Operated lumber carrier and brakeman on small diesel locomotive.

6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts
Intelligence NCO
Combat Intelligence

\$21.00 per month Sergeant Continental Limits of United States U. S. Army

\$75.00 per month Supervisor - Unknown

U. S. Army

Honorable Discharge

Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.

7. 1 May 1939 to 10 May 1941 - Forest Guard None

\$100 per month Unknown McCloud, California U. S. Forest Service

United States Forest Service Earl Sullaway, McCloud, California
McCloud, California

Enlisted in the U. S. Army under draft requirement but not yet called for service.

Prevention and Suppression of forest fires.

8. January 1935 to May 1939 Laborer

Laborer in lumber oil industry.

[redacted] [redacted]
[redacted] Analyst (Continued)

- b. Participated in establishing [redacted] analysis facilities in foreign governments and present plans call for continuation of this TTY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the [redacted] problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for [redacted] methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1397.01, [redacted] Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE
• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.)	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
None			
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilink, computers, hex punch, turret lathe, transcribing machine, stencils, or professional dictation)		F. Approximate number of words per minute:	
Industrial machinery (lumber) including Diesel Locomotive (small); Forensic Laboratory equipment (questioned document); Identi-Kit Cop.; Tech. Intelligence Equipment.		Typing	Shorthand
		N. A.	N. A.
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested), your patents or inventions, public speaking and publications experience, membership in professional or scientific societies, etc., and honors and fellowships received.)			
Suggested and directed development of the Identi-Kit System; Member of I.R.I.; Over 200 lecture hours at CIC School; Co-author of CIC Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".			

21. EDUCATION

A. Place "X" in column indicating highest grade completed												B. If you graduated from high school, give date		C. Name and location of last high school attended							
1	2	3	4	5	6	7	8	9	10	11	12	USAFI EX. 1935 (GED-1947)		McCloud High School McCloud, California							
D. Name and location of college or university												Dates attended		Years completed		Credit hours		Degree received	Year received		
None												From	To	Day	Night	Semester	Quarter				
E. Chief undergraduate college subjects												Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects						Semester Hours Credit	Quarter Hours Credit
None																					
G. State major field of study at highest level of college work																					
College Level GED (USAFI) 1949																					
H. Other schools or training (For example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data.																					
Chemical Warfare Sch., 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 23 May 1947; Instructors Guidance Course, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952																					

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?

Yes No

If "Yes" give in Item 39 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Yes	No	Yes	No	Yes	No	Yes	No
None								

24. REFERENCES

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 interest for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, Zone, and State)	BUSINESS OR OCCUPATION
(Lt. Col., Ret.)	Clarksburg, Maryland [redacted] Drive	Dir. Bur. of Ident. Lab., P. O. Dept. of Justice, Analyst
[redacted]	Silver Spring, Maryland [redacted] Drive	FBI Laboratory
Major Gen. USA (Ret.)	Halls Church, Virginia	Dir. Mil. Assis. Institute

ANSWER		QUESTIONS BY PLACING "X" IN PROPER COL.		YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen:		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application 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. (See Instruction Sheet.)</i>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
28. Have you any physical handicap, chronic disease, or other disability?		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Have you ever had a nervous breakdown?		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Have you ever had tuberculosis? <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? (If your answer is "Yes," give dates of and reasons for each debarment in Item 39.)		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. 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," give in Item 39 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>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Do you receive or have you applied for 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 details in Item 39.</i>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
34. 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>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
35. Have you ever been discharged (fired) from employment for any reason?		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 39—Experience.</i>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely benefited collateral.)		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.					
Item No.	Answer	Item No.	Answer		
22	Japan, Military Service, 1942-9, 1950-1; Korea, Military Service, 1950-1;	35	Because of bad eyes, when this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.		
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.					
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION					
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1007). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.					
CERTIFICATION					
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.					
Signature of applicant _____				Date _____	

RESUME

[REDACTED], N.W.
Washington, D.C. 20016
Telephone: [REDACTED]

PERSONAL

Age: 46
Marital Status: Married, no children

EDUCATION

Grammar School - Oregon and California
Junior High School - Oregon and California
High School - Oregon and California
College Level GED (USAFI) 1948

Special Schools and Training Courses:

1. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1940.
2. U.S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
3. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California, 1945.
4. U.S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
5. U.S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
6. Instructor Guidance Course, U.S. Army CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

EMPIRICAL BACKGROUND

From 1962 to present, I have been associated, as a technical consultant, with [REDACTED], Inc., Washington, D.C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with the U. S. Government, Central Intelligence Agency (Annual Salary \$11,415, GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with Senior Staff components of CIA; delivered numerous technical briefings to both U.S. and foreign police and intelligence services; initiated and maintained liaison with other U.S. Government components; activated and directed research projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous other agencies engaged in police and intelligence.

I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

From 1946 to 1953, I worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master/Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two textbooks for the CIC School and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC School and lived and worked three years in two foreign countries.

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U.S. Forest Service, California.
1941-1943 Military Service, U.S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939-1940 Forest Guard, U.S. Forest Service, California

1935-1939 Lumber Industry, California

Additional information upon request

[redacted], H. W.
Washington 16, D. C. (20016)
Telephone: [redacted]

RESUME

- I Personal -
Age 46 - Married - No Children.
- II Education -
 - a - Grammar School - Oregon & California.
 - b - Junior High School - Oregon & California.
 - c - High School - Oregon & California.
 - d - College Level CED (USAFI) 1948.
- III Special Schools and Training Courses -
 - a - U. S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1940.
 - b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
 - c - U. S. Forest Service School for Fire Control & Prevention, Shasta, National Forest California, 1945.
 - d - U. S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
 - e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
 - f - Instructor Guidance Course, U. S. Army CIC School, Fort Holabird, Maryland - 1947 and again in 1952.
- IV Empirical Background -

From 1962 to present, I have been associated, as a technical consultant, with [redacted] Inc., Washington, D. C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with U. S. Government, Central Intelligence Agency (Annual Salary - \$11,415 - GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations, determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained liaison with other U. S. Government components; activated and directed research projects carried out by private organizations such as Universities, private consultants, and private research corporations. During the above period, I trained and briefed the police and intelligence agencies of more than 50 foreign countries and actually traveled and worked in 6 foreign countries. I also initiated and developed [redacted] systems currently in operation [redacted] within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that agency.

From 1946 to 1953, I worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master/Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC School and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC School and lived and worked three years in two foreign countries.

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941-1943 Military Service, U. S. Army, Intelligence WCO, MOS 631, Combat Intelligence.

1939-1940 Forest Guard, U. S. Forest Service, California.

1935-1939 Lumber Industry, California.

Additional information upon request.

NO FOREIGN DISSEM
1967

[redacted]

[redacted]

[redacted] Analyst - GS-14 (Section Chief) - page 2.

b. Section Chief participated in establishing facilities [redacted] and present plans call for continuation of this TDY consulting and advisory work.

c. Per request from Training, Section Chief periodically briefs Foreign Intell. Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the [redacted] document problem.

II. SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customer's application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customer application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for [redacted] identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefit to Agency technical services to intelligence efforts.

III. QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1307.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

John H. [redacted]
[redacted]

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e W i t h C a r e

SECRET

Republican National Committee S-E-C-R-E-T (When Filled In) *Leto N. ...* *Mar 8 1965*

NAME	Title, Grade & Salary	Office & Extension	DOB	BOD	LWD	Type Referral
	<i>Reference: SS-14</i>	<i>- 51</i>		<i>1/63</i>	<i>2/29/65</i>	<i>101</i>
Reference Data						OP Interviewer
						<i>E. Boyle</i>
Date of Interview	Details of Out Placement (Including Cover & Security Data)					
<i>11/1/62</i>	<i>Kimsey brought in copy of 57 which he had checked & indicated he had his own contacts. Said in cover sheet, he received a commission on the high cost account for a proposition + the 701 number. I was the manager of buying under such policies. Seemed very friendly, reliable. I know what he wants + provided a check book if he needs any help.</i>					
<i>Sept 3 64</i>	Subject came in late 1963 and was given assistance in filing for FAME and he qualified at a grade 13/14 level. He was referred to xxxxx several jobs and I have just been informed that he has taken a position with the Republican National Committee as assistant security officer.					
<i>Nov 1964</i>	subject called to advise me that since the republicans had been beaten that he was out of a job.					
<i>Dec 1965</i>	Called [redacted] and referred him to The Plaza hotel in New York for a position as security officer. I called the personnel officer of the hotel and told him of Mr Kimsey's qualifications and set up an appointment for an interview. [redacted] went for the interview and was offered the position which paid \$1.60 per hour and meals. At that time he was being considered for another position and asked time to consider offer.					
<i>Jan 14 1965</i>	Contacted [redacted] to see if he had made up his mind about the job in NY as I had sent one time to refer. He advised me that he was being considered for position as security officer with the Republican National Committee and he would know after they met in Chicago Jan 22/					
<i>1/2/65</i>	<i>- knew from him personally - do for subject himself. he was trying private industry.</i>					
OUT PLACEMENT INTERVIEW RECORD						(See Reverse)

65-5115-281-188

S-E-C-R-E-T
(When Filled In)

NAME	Title, Grade & Salary	Office & Extension	DOB	EOD	LHD	Type Referral
Reference Data						OP Interviewer
Date of Interview	Details of Out Placement (Including Cover & Security Data)					
OUT PLACEMENT INTERVIEW RECORD (See Reverse)						

S-E-C-R-E-T
(When Filled In)

100 Station

NAME <input type="text"/>	Title, Grade & Salary <i>Section Chief 13</i>	Office & Extension <i>TS22</i> <i>X 2009</i>	DGB <input type="checkbox"/>	EOD <i>4/1/53</i>	LWD <input type="checkbox"/>	Type Referral <i>101</i>
Reference Data <i>Location</i> <i>T-10-1-2000 analyst</i>					CP Interviewer <input type="checkbox"/>	
Date of Interview	Details of Out Placement (Including Cover & Security Data)					
<p><i>27 March 62</i></p> <p><i>2 10 July 62</i></p>	<p><i>Saw <input type="text"/>. Think there is a good chance of this retention. Has good background in</i> <i>from Bankford, etc. used etc. Has written several books in field. Knows how to run at 300 c/s. Has</i> <i>contact at NSA. Lives at Alban Town. Will draft job statement & security report.</i></p> <p><i>Did not see this man - he slipped out before we could</i> <i>catch him. Mads</i></p>					
OUT PLACEMENT INTERVIEW RECORD						(See Reverse)

SECRET

X

NOTIFICATION OF ESTABLISHMENT OF [REDACTED]		DATE 25 January 1962 <small>ESTABLISHED FOR</small>
TO: <small>(CLASS)</small>	<input checked="" type="checkbox"/> CHIEF, PROCEEDS AND SERVICE DIVISION CHIEF, OPERATING ELEMENT	[REDACTED]
ATTN:		<small>FILE NO.</small> K-8689 <small>ID CARD NO.</small>
REF:		
MILITARY COVER BACKSTOP ESTABLISHED		
<input checked="" type="checkbox"/>	RECORDS: <small>(OFF) (M) (P) (R) (T)</small>	
	<u>ii. TEMPORARILY FOR 20 DAYS</u> , EFFECTIVE, 19 January 1962	
	iii. CONTINUING, EFFECTIVE	
<input type="checkbox"/>	SUBMIT FORM 610 TO CHANGE LIMITATION CATEGORY TO 3. <small>(HR 20-500-2)</small>	
<input type="checkbox"/>	ASCERTAIN THAT ARMS #44 BEING ISSUED. <small>(HR 20-601-1)</small>	
<input type="checkbox"/>	SUBMIT FORM 1300 FOR ANY CHANGE AFFECTING THIS COVER. <small>(R 240-230)</small>	
<input type="checkbox"/>	SUBMIT FORM 1300 FOR TRANSFERRING COVER RESPONSIBILITY. <small>(R 240-230)</small>	
<input type="checkbox"/>	REMARKS:	
<p>TEMPORARILY FOR 20 DAYS</p> <p>19 JAN 1962</p> <p>OPERATING ELEMENT</p>		
<input type="checkbox"/>	COPIES TO [REDACTED]	[REDACTED]

DISTRIBUTION: 1-550 BY 1-550 ON 1-550 COMPT

GS 13	161554	10/07/60	10/07/60	10/07/60	10/07/60	10/07/60	10/07/60	10/07/60	10/07/60
5. Remarks and Authentication <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD									
PAY CHANGE NOTIFICATION									

Form 560

Obsolete Previous Edition

SECRET

(4-51)

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
D	[REDACTED]	161555	44 49	GS-13 3	\$10,370	\$11,155

/S/ EMMETT D. SCHOLS

DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161554		2. NAME [REDACTED]			3. ASSIGNED ORGN. DDP/TSS 6		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 13	2	\$10,130	09	10	58	GS 13	3	\$10,370	02	07	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP 11 1/2					
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 [Signature]			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION <input type="checkbox"/> P.B. <input type="checkbox"/> L.B. <input type="checkbox"/> PAY ADJUSTMENT						13. REMARKS					
14. AUTHENTICATION											
PAY CHANGE NOTIFICATION											

S E C R E T

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
[REDACTED]	161555	GS-13-1	\$ 8,990	\$ 9,890

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

10774

ARMA: 20 SEPT 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)													
061555		[REDACTED]													
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT									
TERMINATION				09 20 62		REGULAR									
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY											
X		3276 1064 1000													
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION											
DDP TSD [REDACTED] BRANCH ANALYSTS AND RESEARCH SECTION				WASH., D. C.											
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION									
[REDACTED] CH				0658		D									
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS		1397.01		13 4		11415									
18. REMARKS TERMINATED IN ACCORDANCE WITH PROVISIONS OF CIA REGULATION 20-27, SEPARATION OF SURPLUS PERSONNEL, PURSUANT TO AUTHORITY OF DIRECTOR OF CENTRAL INTELLIGENCE CONTAINED IN SECTION 102 (C) OF THE NATIONAL SECURITY ACT OF 1947, AS AMENDED. THIS TERMINATION DOES NOT AFFECT YOUR RIGHT TO SEEK OR ACCEPT EMPLOYMENT IN ANY OTHER DEPARTMENT OR AGENCY OF THE U.S. GOVERNMENT IF YOU ARE DECLARED ELIGIBLE FOR SUCH EMPLOYMENT BY THE U.S. CIVIL SERVICE COMMISSION.															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE		21. OFFICE CODING		22. STATION CODE		23. INITIATOR CODE		24. HONORARY CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
45 10										[REDACTED]					
28. HTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SER			
						1GT0003		EOD DATA							
35. VET. PREFERENCE		36. SERV. COMP. DATA		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.					
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA					
SIGNATURE OR OTHER AUTHENTICATION															
AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION POSTED <div style="text-align: right; border: 1px solid black; padding: 5px;"> 10-3 6-2 <i>Law</i> </div>															

FORM 462 1150 Use Previous Edition 10/9/62

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
EWS:13 MAY 1960														
1. Serv. No.	2. Name (Last-First-Middle)				3. Date Of Birth		4. Vac. Prof.	5. Sex	6. CS - EOD					
161555	[REDACTED]				Mo.	Da.	Yr.	None 0 5 Pt. 1 10 Pt. 2	Code	M	1	Mo.	Da.	Yr.
											03	23	53	
7. SSC	8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Appt. Allidat.		11. FLGL		12. LCD		13. [unclear]			
Mo.	Da.	Yr.	Yes - 1	Code	Mo.	Da.	Yr.	Yes - 1	Code	Mo.	Da.	Yr.	Yes - 1	Code
08	107	42	No - 2	1				No - 2		03	23	53	No - 2	2
					50 USCA 403									

PREVIOUS ASSIGNMENT

14. Organizational Designations		Code	15. Location Of Official Station		Station Code
DDP [REDACTED]			WASH., D. C.		
[REDACTED] DIV					
ANALYSTS AND RESEARCH BRANCH					
16. Desc. Field	17. Position Title		18. Position No.	19. Serv.	20. Occup. Series
Dept - 3 USStd - 4 Frgn - 5	[REDACTED]		0092	GS	0136.63
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade		25. Psl Due
13 3	\$10370	D	Mo.	Da.	Yr.
			26. Appropriation Number		
			0225 1005 1000		

ACTION

27. Nature Of Action	Code	28. Eff. Date		29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	56	Mo.	Da.	Yr.		
		05	15	60	REGULAR	01

PRESENT ASSIGNMENT

31. Organizational Designations		Code	32. Location Of Official Station		Station Code
DDP [REDACTED]			WASH., D. C.		
[REDACTED] BRANCH					
ANALYSTS AND RESEARCH SECTION		4449			75013
33. Desc. Field	34. Position Title		35. Position No.	36. Serv.	37. Occup. Series
Dept - 3 USStd - 4 Frgn - 5	[REDACTED] CI		0658	GS	1397.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade		42. Psl Due
13 3	\$10370	D	Mo.	Da.	Yr.
			02	10	57
			03	06	61
			43. Appropriation Number		
			0225 1005 1000		
44. Remarks					
[REDACTED]					

FORWARDED
ng

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION are

1. NAME (LAST, FIRST, MIDDLE, INITIALS AND SIGNATURE)				2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE		
								4 February 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			
PROMOTION 30					10 Feb 1957		50 USCA 403 J			
FROM				TO						
CB-0136.63-12 \$7735.00 per annum 9. SERVICE, SERIES, GRADE, SALARY				8. POSITION TITLE BY-92		CB-0136.63-13 \$9990.00 per annum				
10. ORGANIZATIONAL DESIGNATIONS 444952				DDP/TBS Division Analysis and Research Branch						
11. HEADQUARTERS 2				Washington, D. C.						
<input type="checkbox"/> FIELD		<input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L		<input type="checkbox"/> FIELD		<input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE					14. POSITION CLASSIFICATION ACTION					
None	5-YR	OTHER	5-PT	10 POINT	NEW	VICE	I. A.	REAL	SD-OT	
			<input checked="" type="checkbox"/>							
15. CLASS.	16. APPROPRIATION				17. SUBJECT TO C. S. RETIREMENT ACT (YES OR NO)		18. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS UNIT)		19. LEGAL RESIDENCE (CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE:	
34	FROM 7-2715-60 TO: Roma 750-13				Yes					
27. REMARKS:										
3 ECD 03/23/53										
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 3 FEB 1957 </div>										
ENTRANCE PERFORMANCE RATING:										
Director of Personnel										

4. PERSONNEL FOLDER COPY

713 2/4/57

1. Agency and organizational designation						2. Payroll period		3. Block No. 7-2005-20		4. Slip No.	
5. Employee's name (and social security & tourid number when appropriate)						6. Grade and salary GS-12 67870					
PAY ROLL 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. Appropriation(s) 200-6		12. Prepared by 18 25 Oct 55	
										13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase											
14. Effective date 16 Dec 54	15. Date last equivalent increase 19 Jun 55	16. Old salary rate \$7570	17. New salary rate \$7785	18. Performance rating in the salary of 50000 Satisfactory (Signature or other authentication)							
19. LWOP data (fill in appropriate spaces covering LWOP during following periods):				<small> (C) apply only in case of excess LWOP, in (C) at end of waiting period, in (C) at end of waiting period, in (C) at end of waiting period. </small>							
<input checked="" type="checkbox"/> No excess LWOP Total excess LWOP				<small> (C) at end of waiting period, in (C) at end of waiting period, in (C) at end of waiting period. </small>							
STANDARD FORM NO. 11234—Revised Form prescribed by Comp. Gen., U. S. October 26, 1954, General Regulations No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY							

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

THRU:

1. NAME (MR., MISS, MRS., MRS. (M), SUFFIX NAME, INITIALS AND SURNAME) [REDACTED]		2. DATE OF BIRTH [REDACTED]	3. JOURNAL OR ACTION NO.	4. DATE 17 Jun 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 19 June 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 WACA 103 J	
FROM NY-92-11 GS-0136.63-11 \$5910.00 per annum		8. POSITION TITLE	TO NY-92 GS-0136.63-12 \$7040.00 per annum	
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS DDP/Technical Services Staff [REDACTED] Division Analysis and Research Branch		
11. HEADQUARTERS		Washington, D. C.		
FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		12. FIELD OR DEPTL	FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>	
13. VETERAN'S PREFERENCE ACR: [] WHI: [] CIB: [] SPT: [] DIS: [] SUP: [] X		14. POSITION CLASSIFICATION ACTION RIB: [] VICE: [] I.A. REAL: [] LD=LT		
15. SEC: []	16. PAGE: []	17. APPROPRIATION FROM: 5-7515-20 TO: []	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 type="checkbox"/> PROVED STATE: Calif.		
21. REMARKS: 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. The action may be corrected or canceled if not in accordance with all requirements.				
<div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>FILED</p> <p>6/22/55 Ge</p> </div>				
FURTHER PERFORMANCE RATING		<p>Director of Personnel</p> <p>U S GOVERNMENT PRINTING OFFICE: 1953-013758</p>		

4. PERSONNEL FOLDER COPY
 77 J 20/55

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST, MIDDLE, LAST GIVEN NAME, INITIALS) AND EXTENSION		2. DATE OF ACTION		3. PERSONAL OR ACTION NO.		4. DATE	
[Redacted]		[Redacted]		[Redacted]		17 May 1955	
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				22 May 1955		5: 518 43 J	
FROM		TO					
[Redacted] NY 92-11		8. POSITION TITLE		[Redacted] NY 92-11			
		9. SERVICE, SERIES, GRADE, SALARY		6-518-43-11 \$1024.00 p/n			
		10. ORGANIZATIONAL DESIGNATIONS		S I / 70 [Redacted] Division Analytical Research Branch			
		11. HEADQUARTERS		Washington, D. C.			
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L		<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> S.P. <input type="checkbox"/>				NEW <input type="checkbox"/> VICE <input type="checkbox"/> P.R. <input type="checkbox"/> PROM.			
15. SEX		16. RACE		17. APPROPRIATION		18. SENIORITY	
M		W		FROM: 5-2515-28		19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITION ONLY)	
				10.		20. LEGAL RESIDENCE	
						<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED	
						STATE: D.C.	
21. REMARKS: 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. The action may be corrected or canceled if not in accordance with all requirements.							
				RECEIVED 25 MAY 1955 [Signature]			
ENTRANCE PERFORMANCE RATING: [Grid of circles]							
22. OTHER AUTHENTICATION							

4. PERSONNEL FOLDER COPY

62 5/18/55

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Jan

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
				7 May 1954
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	
Promotion		9 May 1954	50 USCA 403 J	
FROM		TO		
NY 93-9		Technologist NY 93		
GS-1390.01-9 \$5155.00 per annum		GS-1390.01-11 \$5940.00 per annum		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
		NSP/Technical Services Staff		
10. ORGANIZATIONAL DESIGNATIONS		[Redacted] Div.		
		Analysis & Research Branch		
11. HEADQUARTERS		Washington, D. C.		
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L		
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
11. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> 5% <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> TEN. <input type="checkbox"/>		
		SD-DT		
		GS-13		
15. 16. 17. APPROPRIATION		18. SUBJECT TO C.S. RETIREMENT ACT (YES - NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
FROM: 4-515-20		YES		
TO: 2000				
20. LEGAL RESIDENCE		20. LEGAL RESIDENCE		
<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED		STATE: Calif.		
21. REMARKS: 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. The action may be corrected or canceled if not in accordance with all requirements.				
ENTRANCE PERFORMANCE RATING				
Deputy Assistant Director for Personnel				

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

6223

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO. & DATE 80 Apr. 1954	
This is to notify you of the following action affecting your employment:				
3. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		4. EFFECTIVE DATE 25 Apr. 1954	5. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J	
FROM Tech Projects Of NY 256-9 GS-1390-9 Office of the Chief		8. POSITION TITLE Technologist NY 93-9	TO GS-1390.01-9 \$5185.00 per annum DDP/TSS [Redacted] Div. Analysis & Research Branch	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS Washington, D. C.		
12. FIELD OR DEPTL <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPTL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
11. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WW1 <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION [Redacted]		
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 4-2515-20 TO: [Redacted]	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO) Yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) [Redacted]
		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.		
21. REMARKS: 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. The action may be corrected or canceled if not in accordance with all requirements.				
ENTRANCE PERFORMANCE RATING: [Redacted]				
Deputy Assistant Director for Personnel [Redacted]				

4. PERSONNEL FOLDER COPY

S-E-C-R-E-T
Security Information

CONCERN TO PERSONNEL ACTION

Page 35 of 35 pages.
6

(1) Staff or Division (2) Date T/O Approved (3) Effective date of Action

FROM

TO

(1) NAME	(2) ORG. INF. & POS TITLE	(3) SCHEDULE STRIPS-GRADE	(4) SLOT NO.	(5) ACTION	(6) ORG. INF. & POS TITLE	(7) SCHEDULE STRIPS-GRADE	(8) SLOT NO.	
				I				
DIVISION								
Special Assistance Division (Cont'd)								
[Redacted]	Charist	GS-12	239	B	Charist	GS-1226-12	198	
Laubinger, Frank H.	Charist	GS-7	242	B	Charist	GS-1322-7	199	
[Redacted]	Charist	GS-12	243	B	Charist	GS-1321-12	202	
[Redacted]	Trng Off-Tech Flds	GS-9	251	C	Trng Off-Tech Flds	GS-1711-9	203	
* [Redacted]	Technician	GS-11	246	B	Technician	GS-101-11	206	
* [Redacted]	Technician	GS-9	247	B	Tech Projects Off	GS-111-9	207	

* Candidate in Process

(12) APPROVED BY: (13) APPROVED BY: (14) APPROVED BY:
 Staff or Div. Chief S-E-C-R-E-T Class. & Wage Division Personnel Office
 Security Information

CONFIDENTIAL FUNDS PERSONNEL ACTION		
TYPE	DATE	
	30 August 1952	
NATURE OF ACTION	EFFECTIVE DATE	
Excepted appointment	23 March 1953	
	FROM	TO
TITLE		TECH. PROJ. OFF. BY-110
GRADE AND SALARY		TECHNICIAN Y-247
OFFICE		GS-301-2 \$5060
DIVISION		Technical Services
BRANCH		Special Assistance
OFFICIAL STATION		Off. of Chief Miscellaneous Techniques
		Washington D. C.
QUALIFICATIONS	APPROVAL	EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS	YES	NO
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON	23 March 1953	
SECURITY CLEARED ON	6 Feb. 1953	
OVERSEAS AGREEMENT SIGNED	EA	
ENTERED ON DUTY	23 March 1953	
	SIGNATURE OF ADMINISTRATING OFFICER	
<i>all 8.</i> <i>25-15-10</i>		
REMARKS:		
Subject is to be employed in a civilian capacity.		
<i>DOG: 03/23/53</i> <i>OSKOD: 03/23/53</i> <i>200: 03/23/53</i>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED <i>DE 26 Mar 53</i> <i>HL</i> </div>		

SECRET
(When Filled In)

1 4 10 3

FITNESS REPORT				EMPLOYEE SERIAL NUMBER							
				61555							
SECTION A GENERAL											
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX							
				M							
4. SERVICE DESIGNATION			5. OFFICIAL POSITION TITLE		6. GRADE						
D			TECH CH		GS-13						
7. OFF/DIV/BR OF ASSIGNMENT				8. OFF/TSO							
9. CAREER STAFF STATUS			10. TYPE OF REPORT								
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			11. INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)								
12. REPORTING PERIOD FROM			13. REPORTING PERIOD TO								
31 January 1962			7 Dec 1960 - Dec 1961								
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding											
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.						
Supervises A&R Section activities.		3	Oral Briefings.		5						
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.						
Analysis.		5	Monitoring the writing of and writing technical reports.		5						
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.						
Liaison with other Government Labs.		5	Monitors Program.		5						
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">4</div>						
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS						NOT APPLICABLE		NOT OBSERVED		RATING	
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

SECTION E	NARRATIVE	DESCRIPTION OF NATURE OF JOB PERFORMANCE
<p>Discuss 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 responsibility. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p>		
<p>[redacted] possesses a wealth of knowledge in his technical field which, when skillfully and tactfully utilized, helps to increase the productive capability of his Section's activities.</p>		
<p>This thorough knowledge of A&R activities enables him to present his oral briefings in an informative and interesting manner.</p>		
<p>Subject has been downgraded in Specific Duty #1 from a "4" to a "3". The basis for the lower rating in this category warrants the following explanation. There have been numerous and recurring complaints from personnel under his supervision that he does not display a complete respect for their professional capabilities. This weakness has definitely decreased the morale of the personnel under his supervision.</p>		
<p>[redacted] Chief, TSD/[redacted] has discussed all areas of weaknesses with the Ratee and pointed out how they affect the overall work aspects of this section of TSD/[redacted]</p>		
<p>SECTION F CERTIFICATION AND COMMENTS</p>		
<p>1. BY EMPLOYEE</p>		
<p><i>I certify that I have seen Sections A, B, C, D and E of this Report.</i></p>		
<p>DATE 7 March 1962</p>	<p>SIGNATURE OF EMPLOYEE</p>	
<p>2. BY SUPERVISOR</p>		
<p>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 58</p>	<p>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</p>	
<p>IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.</p>		
<p>EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS</p>	<p>REPORT MADE WITHIN LAST 90 DAYS</p>	
<p>OTHER (Specify):</p>		
<p>DATE 7 March 1962</p>	<p>OFFICIAL TITLE OF SUPERVISOR DC/TSD/[redacted]</p>	<p>TYPED OR PRINTED NAME AND SIGNATURE [redacted]</p>
<p>3. BY REVIEWING OFFICIAL</p>		
<p><input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.</p>		
<p><input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.</p>		
<p><input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.</p>		
<p><input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.</p>		
<p>COMMENTS OF REVIEWING OFFICIAL This was not signed by [redacted] and was not forwarded in March 1962 as [redacted] was in the process of leaving as a result of the 701 action.</p>		
<p>DATE 13 February 1963</p>	<p>OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, TSD [redacted]</p>	<p>SIGNATURE [redacted]</p>

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 61555								
SECTION A GENERAL														
1. NAME (Last) _____ (First) _____ (Middle) _____		7. (DATE OF BIRTH) _____		3. SEX M	4. GRADE GS-13									
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE TECH CH			7. OFF/DIV/OR OF ASSIGNMENT DDP/TSD/									
8. CAREER STAFF STATUS				9. TYPE OF REPORT										
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE								
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL											
10. DATE REPORT DUE IN O.P. 31 January 1961		11. REPORTING PERIOD From Jan 1960 thru Dec 1960		SPECIAL (Specify)										
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 Supervises A&R Section personnel				RATING NO. 4	SPECIFIC DUTY NO. 4 Oral Briefings				RATING NO. 5					
SPECIFIC DUTY NO. 2 Analysis				RATING NO. 5	SPECIFIC DUTY NO. 5 Monitoring the writing of and writing technical reports				RATING NO. 5					
SPECIFIC DUTY NO. 3 Liaison with other Government Labs.				RATING NO. 5	SPECIFIC DUTY NO. 6 Monitors Program				RATING NO. 5					
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. 4		
SECTION D DESCRIPTION OF THE EMPLOYEE														
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee														
1 - Least possible degree			2 - Limited degree			3 - Normal degree			4 - Above average degree			5 - Outstanding degree		
CHARACTERISTICS						NOT APPLICABLE		NOT OBSERVED		RATING				
										1	2	3	4	5
GETS THINGS DONE													X	
RESOURCEFUL													X	
ACCEPTS RESPONSIBILITIES													X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES													X	
DOES HIS JOB WITHOUT STRONG SUPPORT													X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE													X	
WRITES EFFECTIVELY													X	
SECURITY CONSCIOUS													X	
THINKS CLEARLY													X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS													X	
OTHER (SPECIFY):														
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 for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of ^{his 7} complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1961		
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
46	✓	
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
31 January 1961	DC/TSD/	
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/	

SECRET

SECRET
When Filled In

Recorded
GPO

FITNESS REPORT	EMPLOYEE SERIAL NUMBER 161555
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SECTION A GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. GRADE GS-13
5. SERVICE DESIGNATION DT	6. OFFICIAL POSITION TITLE	7. OFF. DIV/BR OF ASSIGNMENT DDP/TSS	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL
10. DATE REPORT DUE IN O.P. 31 January 1960		11. REPORTING PERIOD Jan 1959 to Jan 1960	

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 Supervises A&R Branch personnel and activities		RATING SPECIFIC DUTY NO. 4 4		SPECIFIC DUTY NO. 4 Oral Briefings		RATING NO. 4
SPECIFIC DUTY NO. 2 Analysis		RATING SPECIFIC DUTY NO. 5 5		SPECIFIC DUTY NO. 5 Writing Technical Reports		RATING NO. 5
SPECIFIC DUTY NO. 3 Liaison with other Government Labs.		RATING SPECIFIC DUTY NO. 6 5		SPECIFIC DUTY NO. 6 Monitors Program		RATING NO. 5

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.
4

SECTION D DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree				
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING				
				1	2	3	4	5
GETS THINGS DONE							X	
RESOURCEFUL							X	
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS							X	
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (Specify):								

SEE SECTION "F" 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.

Subject's thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch.

FILE IN PERSONNEL

911 2 25 PM '60

MAIL ROOM

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
27 January 1960	[Redacted Signature]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
34		
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
27 January 1960	DC/TSS/[Redacted]	[Redacted Signature]
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 January 1960	Chief, TSS/[Redacted]	[Redacted Signature]

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 161555	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	
					M	GS-13	
5. SERVICE DESIGNATION & OFFICIAL POSITION TITLE					7. OFF/DIV/BR OF ASSIGNMENT		
DT					DDP/TSS		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		DEP/CHIEF		INITIAL	
PENDING		DECLINED		DEP/CHIEF		<input checked="" type="checkbox"/> ANNUAL	
						REASSIGNMENT/SUPERVISOR	
						REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.F.		11. REPORTING PERIOD		SPECIAL (Specify)			
January 1959		Dec 1957 to Jan 1959					
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.	
Supervises A&R Branch Personnel		3		Oral Briefing		4	
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.	
Analysis		5		Writing Technical Reports		5	
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.	
Liaison with other Gov't. Labs.		5		Monitors program		5	
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. 4
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
						5 - Outstanding degree	
CHARACTERISTICS				NOT APPL. CABLE	NOT OBS. SERVED	RATING	
						1	2
GETS THINGS DONE							
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT SUPERV. 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):							X
SEE SECTION "E" ON REVERSE SIDE							

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Include suggestions for improvement of his performance, his potential for development, and his assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION B, C, and D to provide the basis for determining future personnel actions.

Subject is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex SAR activities. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
27 Jan 1959	[Redacted]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
22		
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
27 Jan. 1959	Deputy Chief, TSS/[Redacted]	[Redacted]
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Chief, TSS/[Redacted]	[Redacted]

SECRET

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 superior 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 29-370). It is recommended that you read the entire form before completing any section. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 20 days after the date indicated in item K of Section "A" below.

SECTION A. GENERAL
1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DT
5. OFFICE OR STATION/BRANCH OF ASSIGNMENT DDP/TSS/ Div. 6. OFFICIAL TITLE
7. GRADE GS-13 8. DATE REPORT DUE IN OP 23 December 1957 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 23 December 1956 to 23 December 1957
10. TYPE OF REPORT (CHECK ONE) INITIAL [X] REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE SPECIAL (Specify)

SECTION B. CERTIFICATION
1. FOR THE RATER: THIS REPORT [X] HAS [] 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.
[X] THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.
[X] I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

B. DATE 30 Dec. 1957 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE C/TSS/

2. FOR THE REVIEWING OFFICER: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.
Reviewed by: [Signature] DATE 17 JAN 1958
Reviewed by: [Signature]

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.
A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL ASSTC/TSS

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 only in Section B.
4/5
1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIAL GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY MISSING SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.
COMMENTS

1. 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 important duties.
- Rate performance on each specific duty considering ONLY efficiency in performance of this duty (do not rate as supervisor if those who supervise a secretary only).
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor if 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 APPA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS APP PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES IND. DATA REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING PATERNA 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
- 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.

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER
Supervises A&R Branch	4	Oral Briefing	4
[redacted] Analysis	5	Writing Technical Reports	5
Liaison with other Government Labs.)	5	Monitors the [redacted] Program	5

2. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Background and years of experience with Agency, qualifies subject as an excellent technician in all facets of [redacted] analysis. He is performing an excellent job, monitoring the [redacted] program. He constantly strives for new ideas in his field of endeavor. In presenting oral briefings and in job discussions, he still retains the tendency of drifting from the immediate topic of discussion.

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 talents or interests...and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
6	2 - OF DOUBTFUL SUITABILITY - SHOULD NOT HAVE ACCEPTED JOB IF I HAD KNOWN WHAT I KNOW NOW
	3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH ABILITIES 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 ABILITIES
	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
	7 - EXCELS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

3. THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? YES NO

4. EMPLOYER FULLY:

SECRET

(When Filled In)

FITNESS REPORT (PART II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICERS: 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 questions. 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 FILLMET 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

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DT

5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE

DDP/TSS Div.

7. GRADE GS-13 8. DATE REPORT DUE IN OF 23 December 1957 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 23 December 1956 to 23 December 1957

10. TYPE OF REPORT (Check one) INITIAL PERFORMING SUPERVISOR SPECIAL (Specify) ANNUAL PERFORMING EMPLOYEE

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR C. SUPERVISOR'S OFFICIAL TITLE C/TSS

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL ASSTC/TSS

SECTION G. ESTIMATE OF POTENTIAL

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.

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

RATING NUMBER 4

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. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervisor, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
2		A GROUP BEING THE BASIC JOB GROUPS (truck drivers, stenographers, technicians or professional specialists of various kinds) WITH CONTACT WITH IMMEDIATE SUPERVISORS IS FREQUENT (First line supervisor)		
2		A GROUP OF SUPERVISORS WHO SERVED THE BASIC JOB (Second line supervisors)		
	1	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANNING, ORGANIZATION AND POLICY (Executive level)		
	2	WHEN CONTACT WITH IMMEDIATE SUPERVISORS IS NOT FREQUENT		
2		WHEN IMMEDIATE SUPERVISORS ARE FREQUENT AND SEVERE AND NEED FREQUENT REASSIGNMENT		
2		WHEN IMMEDIATE SUPERVISORS INCLUDE MEMBERS OF THE OPPOSITE SEX		
	0	SINGLE (Special)		

SECRET
(When Filled In)

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
20 months

2. COMMENTS CONCERNING POTENTIAL
Subject has technical qualifications but still shows weakness in administrative and management capabilities.

JAN 16 9 25 AM '50
MAIL ROOM

SECTION II. FUTURE PLANS

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

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

SECRET

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 section. 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 B, of Section A below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
		M	DT
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
DDP/TSS			
7. GRADE	8. DATE REPORT DUE IN OF DIVISION	PERIOD COVERED BY THIS REPORT (Inclusive Dates)	
GS-12	23 December 1956	22 December 1955 to 23 December 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

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

2. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "T" IN CI OR C, A BEARING LETTER HAS BEEN PLACED WITH 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 OWN PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCLOSED BOTH THIS EMPLOYEE'S STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

3. THIS DATE	4. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	5. SUPERVISOR'S OFFICIAL TITLE
3-6-57		Chief, TSS

6. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A DEEPER UNDERSTANDING OF THIS REPORT.

BY: DATE
 Posted Pos. Control *[Signature]* 26 MAR 1957
 Reviewed by PUD *[Signature]*

CONTINUED ON ATTACHED SHEET

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

7. THIS DATE	8. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	9. OFFICIAL TITLE OF REVIEWING OFFICIAL
14-3-57		AC/TSS

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 B:

- 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.

COMMENTS: Occasionally reveals some area of weakness.

SECRET

(See Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES						
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will also be rated as a specific duty (do not rate as supervisors those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are:						
<table style="width:100%; border: none;"> <tr> <td style="width: 33%; border: none;"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING BATESMAN LIAISON TYPING TAKING DICTATION SUPERVISING </td> <td style="width: 33%; border: none;"> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE </td> <td style="width: 33%; border: none;"> CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES REAPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA </td> </tr> </table>				ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING BATESMAN LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE	CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES REAPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING BATESMAN LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE	CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES REAPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA				
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.						
DESCRIPTIVE RATING NUMBER	1 - INCOMPLETE IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELLS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY				
SPECIFIC DUTY NO. 1	Supervises A&R	RATING NUMBER	3			
SPECIFIC DUTY NO. 2	[redacted] Analysis	RATING NUMBER	5			
SPECIFIC DUTY NO. 3	[redacted] Analysis [redacted]	RATING NUMBER	3			
SPECIFIC DUTY NO. 4	Liaison with other Government Organizations)	RATING NUMBER	5			
SPECIFIC DUTY NO. 5	[redacted]	RATING NUMBER	4			
SPECIFIC DUTY NO. 6	[redacted]	RATING NUMBER	[redacted]			
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.						
Knowledge and ability to perform [redacted] analysis, questioned [redacted] analysis, identification and comparison [redacted]. He constantly strives for new techniques in his field of endeavor. Has tendency to present his discussions too indirectly so that the importance of the main topic being discussed often becomes confused, vague and sometimes lost.						
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.						
RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I FACE 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 UNDOUBTLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION					
5	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 HERE:					

SECRET

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 (N) no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
DDP/TSS			
7. GRADE	8. DATE REPORT DUE IN OP DIVISION	PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-12	23 December 1956	22 December 1955 to 23 December 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3-6-57		C/TSSA
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
14-3-57		AC/TSS

SECTION G. ESTIMATE OF POTENTIAL		
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.		
<table border="1"> <tr> <td>4</td> </tr> </table> RATING NUMBER	4	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES
	4	

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.	
DESCRIPTIVE RATING NUMBER	2 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
1		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	1	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE SAID EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
10 months

4. COMMENTS CONCERNING POTENTIAL
 Subject has technical qualifications but shows weakness in administrative and management capabilities.
 Feb 28 9 32 AM '57

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
 None, except on-the-job training and experience in the administrative functions of his branch.

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

SECRET

(When Filled In)

FITNESS REPORT

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

INSTRUCTIONS

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

TO THE 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 with his previous supervisor to ensure 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.

A final report due 12 Dec 55

JCS 12 Dec 55

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

SECTION I (To be filled in by Administrative Officers)

Form fields for Section I: 1. NAME (Last, First, Middle), 2. DATE OF BIRTH, 3. SER (M), 4. CAREER DESIGNATION (DT), 5. DATE OF ENTRANCE ON DUTY (23 March 1953), 6. OFFICE ASSIGNED TO (TSS), 7. DIVISION, 8. BRANCH, 9. NATURE OF ASSIGNMENT (Departmental), 10. IF FIELD, SPECIFY STATION, 11. GRADE (GS-12), 12. DATE THAT THIS REPORT IS DUE (22 Dec 1955), 13. PERIOD COVERED BY THIS REPORT (23 Dec 1954 to 22 Dec 1955)

SECTION II (To be filled in by Supervisors)

Form fields for Section II: 1. CURRENT POSITION (Chief, Analysis and Research Branch), 2. DATE ASSUMED RESPONSIBILITY FOR POSITION (1 February 1954), 3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (last in order of frequency):

Responsible for technical analysis and research into new techniques in development of field expedients for this activity. Maintenance of files Evaluation areas and

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report has not been shown to the individual rated.

Form fields for Section III: THIS DATE (29 November 1955), SIGNATURE OF RATEE (Employee's), I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum), THIS DATE, SIGNATURE OF REVIEWING OFFICIAL (Official title higher in line of authority)

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 categories 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 of each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Each of the statements on the left - then check the category on the right which best tells how such the statement describes the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether the statement 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

CATEGORIES

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED CIRCLE	APPLIES TO A REASONABLE PEOPLE	APPLIES TO AN ABOVE AVERAGE PEOPLE	APPLIES TO AN OUTSTANDING PEOPLE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	1	2	X 3	4	5	6
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. HAD 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 STAMINAL 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 DEAL WITH PEOPLE UNDER STRESS.						X

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OVERWEIGHS ALL OTHER CONSIDERATIONS:

See "A" above.

OFFICE OF PERSONNEL

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

DEC 9 2 12 PM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

MAIL ROOM

Continued contact with [redacted] profession; no formal training in this field available. Training in management and/or broad operational administration when personnel situation/work load permits.

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 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 Agency.

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

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 AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. FACILELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

FITNESS REPORT

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INSTRUCTIONS

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

TO THE 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 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 you know where he stands.

A. SD-TS *Richard*
12/53

BY *[Signature]* DATE 1/13
Signed Post Card
Approved by Administrative Officer *[Signature]* 1/14/54

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

SECTION I (to be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle) *[Redacted]* *[Redacted]* *[Redacted]* M TS
 2. DATE OF ENTRANCE ON DUTY 23 March 1953
 3. OFFICE ASSIGNED TO DDP
 4. DIVISION TSS
 5. NATURE OF ASSIGNMENT DEPARTMENTAL FIELD
 6. DATE THAT THIS REPORT IS DUE 25 December 1954
 7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 22 December 1953 to 23 December 1954
 8. BRANCH
 9. GRADE GS-11

SECTION II (to be filled in by Supervisor)

1. CURRENT POSITION Chief, Analysis & Research Branch 1390.01
 2. DATE ASSUMED RESPONSIBILITY FOR POSITION 1 February 1954

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):
 Makes analyses *[Redacted]*
 determines necessity for special procurement *[Redacted]*
 determines existence of check points, departures from normal *[Redacted]*
 makes critique of finished *[Redacted]* Conducts *[Redacted]* analysis for operations desks; *[Redacted]*
 Conducts training in field expedients of *[Redacted]*
 conducts briefing in general *[Redacted]* activity. Researches into and develops new and field methods for *[Redacted]*
 Maintains liaison with government and commercial organizations active in fields of *[Redacted]* sciences, etc.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and proffered suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report has has not been shown to the individual rated.

THIS DATE: 17 Dec 54
 SIGNATURE OF RATER (Supervisor's immediate supervisor): *[Redacted]*
 I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum):
 THIS DATE: 15 Dec
 SIGNATURE OF REVIEWING OFFICER (Officer not higher in line of authority): James H. Drum *[Signature]*

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 boxes; 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 as 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 MADE 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 STAMINAL 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 SIKING SUPPORT.							X

SECRET

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OBTAINS ALL OTHER CONSIDERATIONS.

None

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

No

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None at present.

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 COMPLETELY.
- 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 agency.

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

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 AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

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PERSONNEL EVALUATION REPORT

AS

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (LAST)	(FIRST)	(MIDDLE)	2. GRADE	3. POSITION TITLE
			(GS-7)	Tech. Projects Officer GS-7S
4. OFFICE	STAFF OR DIVISION	BRANCH	<input checked="" type="checkbox"/> HEADQUARTERS	<input type="checkbox"/> FIELD, SPECIAL STATION
DDP/772		Office of Chief	<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT		
From 23 Mar 53 To 22 Dec 53		<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

- Analyze foreign [redacted] for the purpose of [redacted]
- Conduct a [redacted]
- Conduct operational [redacted]
- Conduct research [redacted]
- Maintain liaison with security-cleared government agencies and consultants engaged in [redacted] work.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Intelligence [redacted]

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

Not applicable.

10.

20 Mar 53
DATE

Items 11 through 12 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

[redacted] is well qualified to perform all tasks assigned him and capable of greater responsibilities. He is mature, has broad experience in intelligence activities; is an excellent instructor, capable of clear self-expression. He has acquired a wealth of knowledge in the field of [redacted] intelligence through wide field experience, academic study, and instructional experience. A pleasing personality, good contact man. His manner of performance on duties assigned has been excellent.

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12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICABLE OR MOST OUTSTANDING?

Acceptance of responsibility, thoroughness, eagerness to try new techniques and ideas, cooperation.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR IMPROVEMENT?

Wider knowledge of [redacted] techniques; application of new techniques in practical [redacted]

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Has capacity to handle greater responsibilities, especially in technical or associated training activities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Possibly, at present feels he is performing valuable services to Agency which heretofore have received little support; charges with [redacted] and operational analysis, research.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at present; continued widening of his present knowledge of advanced techniques in [redacted]

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 19.

29 Dec 53
DATE

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)

B 29 Dec 53
DATE

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

[redacted] has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.

NOV OF CHANGE IN HEALTH BENEFITS ENROLLMENT
 FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

A. IDENTIFYING DATA

1. NAME (LAST)	2. FIRST NAME	3. MIDDLE INITIAL	4. DATE OF BIRTH	5. CHECKER CONTROL NO.
6. ADDRESS (CITY AND ZONE NUMBER)			7. PAYROLL OFFICE NO.	
8. BUILDING AND STREET			9. ENROLLMENT CODE NO.	
10. STATE			11. DATE ACTION BECOMES EFFECTIVE	

1123001 471

B. TERMINATION

ENROLLMENT TERMINATED EFFECTIVE ON THE DATE SHOWN IN ITEM 7, ABOVE, WITH ELIGIBILITY TO CONVERT TO A HONORARY CONTRACT.

C. CHANGE IN PLAN

ENROLLMENT SHOWN BY ITEM 8 ABOVE, HAS BEEN TERMINATED BECAUSE OF ELIGIBILITY OF ANOTHER PLAN.

D. TRANSFER OUT	E. TRANSFER IN
NAME AND ADDRESS OF NEW PAYROLL OFFICE FOR RETIREMENT SYSTEM TO WHICH TRANSFERRING <input type="checkbox"/>	ENROLLMENT ACCEPTED BY THIS AGENCY <input type="checkbox"/>

F. SUSPENSION	G. REINSTATEMENT
ENROLLMENT HAS BEEN SUSPENDED EFFECTIVE ON DATE SHOWN IN ITEM 7 ABOVE, WHILE ENROLLEE IS ON ACTIVE MILITARY DUTY OR FOR THE REASON STATED IN REMARKS <input type="checkbox"/>	ENROLLMENT HAS BEEN REINSTATED EFFECTIVE ON DATE SHOWN IN ITEM 7 ABOVE. <input type="checkbox"/>

H. CHANGE IN NAME OF ENROLLEE

ENROLLMENT HAS BEEN CHANGED TO

NAME: _____ ADDRESS IS DIFFERENT FROM ITEM 8, ABOVE: DATE OF BIRTH: _____

I. CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY

NEW ENROLLMENT CODE NUMBER: _____

J. REMARKS

7263 71505

K. DATE OF NOTICE

HEALTH BENEFITS OFFICER AGENCY CITY: _____ DATE: _____

Central Intelligence Agency
 Washington 25, D.C.

QUADRUPLICATE TO ENROLLING OFFICE

61555

BIOGRAPHIC PROFILE (PART 2)

[redacted] [redacted]

Fitness Report Dec 1957 - Jan 1959 -- "...is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex A&R activities. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel." Rater, [redacted] Reviewer, [redacted]

Fitness Report Jan 1959 - Jan 1960 -- "...thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch." Rater, [redacted] Reviewer, [redacted]

Appreciation 1961 from Chief, NAA, for excellent work on Report C-145 performed by TSS personnel. Witnessed by Chief, [redacted].

Commendation 1965 from the field, conveyed by the Career Management Officer, TSS, for efficiency in rendering support to an operation.

9 Jul 1968

DRYDEN LAB/psl

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Name: _____
Last, First Middle

TO: All C. I. A. Personnel
FROM: Personnel Director
SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.
2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.
3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

CODED
FOR
QUALIFICATIONS
DATE 12 May 53

George E. Meloon
George E. Meloon
Personnel Director

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)		3. Office
			/TSS
4. Date of Birth	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status <u>S</u> Nr. Dependents <u>1</u>	6. CIA Entry Date: 23 March 53
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | |
|--|---|-------------------|
| 1. Less than high school | <input checked="" type="checkbox"/> ^{GED} Two years college, or less | 8. Masters degree |
| 2. High school graduate | 5. Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | 6. Bachelor degree | |
| | 7. Post-graduate study (minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
Counter Intelligence Course	Mar-47	May-47	2 1/2	(MOS 1301) Basic course for Special Agent
Instructor Guidance Course	Apr-52	Apr-52	1	Instructor, CIC School
Chemical Warfare School	May-43	June-43	1/2	Gas Non Commissioned Officer

SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>23 Mar 59</u> To _____ Tot. mos. _____	Description of Duties: _____
Grade <u>GS 9</u> Salary <u>\$5060.00</u>	<u>Analyst and Technician</u>
Office <input type="checkbox"/> TSS	
Position	
Title: SECRET PROJECTS OFFICER	
Duty	
Title: <u>Technical Projects Officer</u>	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position	
Title: _____	
Duty	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position	
Title: _____	
Duty	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position	
Title: _____	
Duty	
Title: _____	Duty Station, if overseas: _____

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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.) *See Military Work background Sec XVI*

From <u>May 46</u> To <u>Oct 46</u> Tot. mo's <u>5</u> Classification Grade (if in Federal Service) <u>SP-7</u> Salary <u>\$3021.00</u> Number and Class of Employees <u>laborers</u> Supervised: <u>100 laborers skilled</u> Employer <u>U.S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Timber disease control, fighting forest fires, camp administration (food, pay, project records, etc.)</u> Duty Station if overseas:
From <u>Apr 45</u> To <u>Apr 46</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>CPC 7</u> Salary <u>\$2694.96</u> Number and Class of Employees <u>laborers</u> Supervised: <u>35 laborers</u> Employer <u>U. S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Hazard Reduction project, fighting forest fires, camp administration, (food, pay, project records, etc)</u> Duty Station if overseas:
From <u>Oct 44</u> To <u>Apr 45</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) _____ Salary <u>\$1.10 per hr</u> Number and Class of Employees _____ Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co.</u> Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position <u>Brakeman</u> Description of Duties: <u>Brakeman on Diesel loco.</u> Duty Station if overseas:
From <u>June 44</u> To <u>Oct 44</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) _____ Salary <u>\$90.00 per hr</u> Number and Class of Employees _____ Supervised: <u>none</u> Employer <u>Brown Shasta Ranch.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Horse racing and breeding</u>	Exact Title of your position <u>Laborer</u> Description of Duties: <u>working with horses, cattle, and crops.</u> Duty Station if overseas:
From <u>Dec 43</u> To <u>June 44</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) _____ Salary <u>\$90 per hr</u> Number and Class of Employees _____ Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Exact Title of your position <u>Laborer</u> Description of Duties: <u>Handle lumber & Operate machinery.</u> Duty Station if overseas:

Sec. II, Par. 2.

From 19 May 1941 To 2 November 1943 Total Months 30
Military Service

From 5 Oct 1940 to 19 May 1941. Total months 7.
Classification grade (if in Federal Service)--- Salary---.75 per hr
Number and class of employees supervised--- None
Employer---McCloud River Lumber Co.
Kind of Business---Lumber
Exact Title of your position---Brakeman
Description of Duties---Brakeman on a diesel locomotive.
Duty Station if Overseas---

From 1 May 1940 To 1 Oct 1940 Total Months 5
Class. Grade (if in Federal Service) Unk Salary \$100.00 per mo.
Number and class of employees supervised 10-20 laborers

Employer US Forest Service
Kind of Business Forestry
Exact Title of your position Forest Guard
Description of your duties Suppression and prevention of Forest
fires, enforcement of Forest Laws, & maintenance of Forest & equip.
Duty station if overseas

From 1 Oct 1939 To 1 May 1940 Total months 7
Class. Grade (if in Federal Service) Salary 0.65 per hr.
Number and class of employees supervised None

Employer McCloud River Lumber Company
Kind of Business Lumber
Exact Title of your position Brakeman
Description of your duties Brakeman on diesel locomotive
Duty station if overseas

From 1 May 1939 To 1 Oct 1939 Total Months 5
Class. Grade (if in Federal Service) Unk Salary \$100.00 per month.
Number and class of employees supervised 10-20 laborers

Employer US Forest Service
Kind of business Forestry
Exact title of your position Forest Guard
Description of your duties Suppression and prevention of Forest
fires, enforcement of Forest Laws, & maintenance of Forest & Equip
Duty station if overseas

Sec II, Par. 2.

From 1 Jan 1932 To 1 May 1932 Total Months 4
 Class. Grade (if in Federal Service) _____ Salary 0.94 per hr
 Number and class of Employees supervised None

Employer McCloud River Lumber Company
 Kind of business Lumber
 Exact Title of your position Brakeman
 Description of your duties Brakeman on a diesel locomotive
 Duty station if overseas _____

From 1 Oct 1932 To 1 Jan 1933 Total Months 3
Unemployed

From May 1933 To 1 Oct 1933 Total Months 5
 Class. Grade (if in Federal Service) _____ Salary 150.00 per mo.
 Number and class of Employees supervised None

Employer Union Oil Company
 Kind of business Oil
 Exact Title of your position Relief tank-truck salesman.
 Description of your duties Sale and delivery of oil & gasoline to stations.
 Duty station if overseas _____

From Feb 1935 To April 1935 Total months 3⁸
 Class. Grade (if in Federal Service) _____ Salary 0.50 per hr
 Number and class of employees supervised None

Employer McCloud River Lumber Company
 Kind of business Lumber
 Exact title of your position Brakeman
 Description of your duties Brakeman on diesel locomotive.
 Duty station if overseas _____

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|--|---|
| 01 <input type="checkbox"/> U.S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input checked="" type="checkbox"/> Civil Police (Forest Service) | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input checked="" type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U.S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED					
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Knowledge	Native of Country	Prolonged Occupation	Residence	Contact (Parents, etc.)	Academic	Study (Inc. CIA training)
<i>Japanese</i>						X		X	<i>CIA, 2 year</i>			

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Japan	1948-1949	OCCUPATION		
	1949-1950	X		
	1951-1951	X		
Korea	1950-1951		X (war)	

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1.	2.		1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. _____	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications: _____
	Horses, swimming, archery, boating, photography, and weapons.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. _____ International Assn. For Identification Youngstown, Ohio

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

Co-author of 2 text books at the Counter Intelligence Corp School
Observation and Description
Physical Evidence
Co-author of the CIC Investigator. A handbook for CIC Agents.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
Personnel Qualification Tests	Nov 1949

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour (2) 4 year Tour (3) Not interested

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Operational or Instruction. Also considerable experience in Super- visory capacity. Have no organizational

SECRET
Security Information

SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? Yes No.
If yes, indicate your present draft classification _____

2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status Yes No.
If yes, complete the following.

1. National Guard
2. Air National Guard
3. Active Reserve Status (member of organized unit)
4. Inactive Reserve Status

Service _____ Grade _____ Location _____

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known _____

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above. (Military Service-19 May-1-5 Nov 43, 20 Nov 44-9 Oct 42,

considerable study in Applied Psychology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lectures on these subjects. Two (2) years experience in supervising an investigative type laboratory which specialized in _____ Number of personnel, five (5). Two (2) years experience as Special Agent, CIC. Total of Six (6) years in CIC. Highest rank, Major Sergeant
Formal MOS 1901

One (1) year experience with S-2 section. Combat Intelligence, Interpretation and Evaluation of Information.

Two (2) years of general military training with emphasis on communications, (Infantry, Amphibious Troops, Tank Destroyers, & Field Artillery).

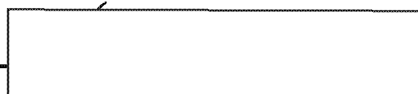
DATE 2 April 53

SIGNATURE _____

CERTIFICATE OF ATTENDANCE

MAR 30 1953

I certify that on _____ I have attended
(DATE)
the Agency Indoctrination Course specified by Regulation
25-1.



FORM NO. 51-121
DEC 1951

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees

CIA

(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 given in the Declaration of Appointee on the reverse of this form are true and correct.

23 March 1953

(Date of entrance on duty)

Subscribed and sworn before me this 23rd day of March, A. D. 19 53,

at Washington D.C.

(City)

(State)

[SEAL]

5 USC 16 & 16a

(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. Answer all questions. 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) Hotel Virginia, 1763 G St. N.W., Washington, D.C.

2. (A) DATE OF BIRTH: [] (B) PLACE OF BIRTH (city or town and State or country) Challup, New Mexico

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY [] (B) RELATIONSHIP Brother (C) STREET AND NUMBER, CITY AND STATE Calif. (D) TELEPHONE NO. Yes

4. (A) IS THE UNITED STATES GOVERNMENT EMPLOYE, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (FATHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? YES NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	MAY CARE ADDRESS (Give street number, if any)	EXPLANATION (A) TEMPORARY OR NOT (B) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MARRI- AGE	SINGLE (Check one)

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS
8. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X		WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
9. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?		X	
<i>If your answer is "Yes", give details in Item 10.</i>			
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PERSON OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?		X	
<i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 3 years' service; amount of retirement pay; and under what retirement act; and rating, if retired from military or naval service.</i>			
6. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION?		X	
<i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>			
5. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$10 OR LESS, OR FORBIDDEN COASTING OR BOATING) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT?		X	
<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>			

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment was made in conformity with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointments.

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*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. If the appointee is qualified in a written examination, the signature on this form should be compared with the signature on the examination sheet, which was signed on the examinee's return. His physical appearance may be checked against the mental 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) appointment in the Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointing officer should not be constrained 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 closely two or more members of a family serving under provisional or permanent appointment in the competitive service, no other member of such family is eligible for provisional 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.

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

IMPORTANT: The information on this form will be used in determining creditable service for *leave purposes* and retention credits for *reduction in force*. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I.—EMPLOYEE'S STATEMENT

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial) [Redacted] 2. DATE OF BIRTH [Redacted]

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT: (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT OR AGENCY
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. Forest Service	1934	June	1	1937	Oct	19	See attached for 1945-46
U.S. Forest Service	1940	May	14	1941	May	15	
U.S. Forest Service	1942	May	28	1943	May	27	
U.S. Forest Service	1946	July	5	1950	Mar	28	
CIA	53	Mar	23				

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES, IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (How or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
Army	1941	May	19	1942	May	29	How
Army	1946	Nov	29	1947	Oct	8	How
Army	1950	Jan	5	1951	Mar	20	How

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? YES NO

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? YES NO

(If answer is "Yes," in what agency were you employed at (No. and status was acquired) [Redacted])

7. ARE YOU:

A. THE WIFE OF A DISABLED VETERAN? YES NO

B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO

C. THE UNMARRIED WIDOW OF A VETERAN? YES NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

23 March 53 (DATE)

Subscribed and sworn to before me on this 23 day of March 1953 at Woodbridge (CITY) (STATE)

SEAL [Redacted]

9. RETENTION GROUP

10. CTS STATUS (For permanent employees only) YES NO

11. SERVICE

YEAR	MONTH	DAY
5	10	10
6	27	10
11	24	10
4	24	10

12. TOTAL SERVICE 20

13. NONCREDITABLE SERVICE (Leave purposes only) 10

14. NONCREDITABLE SERVICE (RIF purposes only)

15. REEMPLOYMENT RIGHTS YES NO

16. RETENTION RIGHTS YES NO

17. EXPIRATION DATE OF RETENTION RIGHTS

**PART III.—DETERMINING CREDITABLE SERVICE
AND SERVICE COMPUTATION DATE FOR
LEAVE PURPOSES**

	YEARS	MONTHS	DAYS
TOTAL SERVICE (Item 12)			
NONCREDITABLE SERVICE (Item 13)			
CREDITABLE SERVICE (Leave purposes)			
ENTRANCE ON DUTY DATE (Present agency)	53	3	27
LESS CREDITABLE SERVICE (Leave purposes)	10	3	28
SERVICE COMPUTATION DATE (Leave purposes)	42	12	3

**PART IV.—DETERMINING CREDITABLE SERVICE
AND SERVICE COMPUTATION DATE FOR
REDUCTION IN FORCE PURPOSES**

(To be completed only in those cases when the amount of creditable service for reduction
in force purposes differs from the amount creditable for leave purposes)

	YEARS	MONTHS	DAYS
TOTAL SERVICE (Item 12)			
NONCREDITABLE SERVICE (Item 13)			
CREDITABLE SERVICE (RIF purposes)			
ENTRANCE ON DUTY DATE (Present agency)			
LESS CREDITABLE SERVICE (RIF purposes)			
SERVICE COMPUTATION DATE (RIF purposes)			

(Enter as the "service computation date" on the employee's "Service Record Card," SP-7)

REMARKS:

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, [redacted] Division

Your Reference: I-2594

FROM: Chief, Security Division

Case Number: 71129

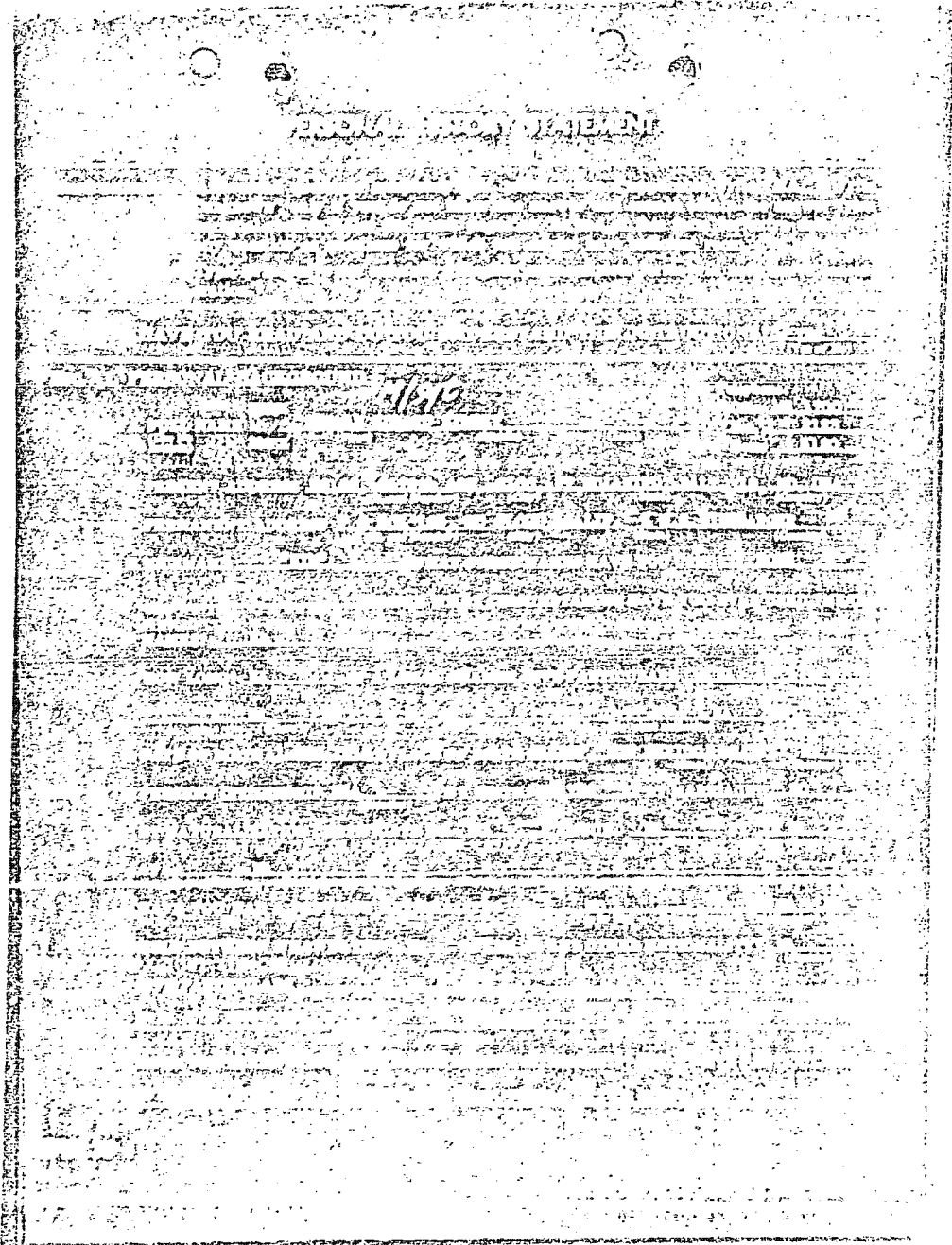
SUBJECT: [redacted]

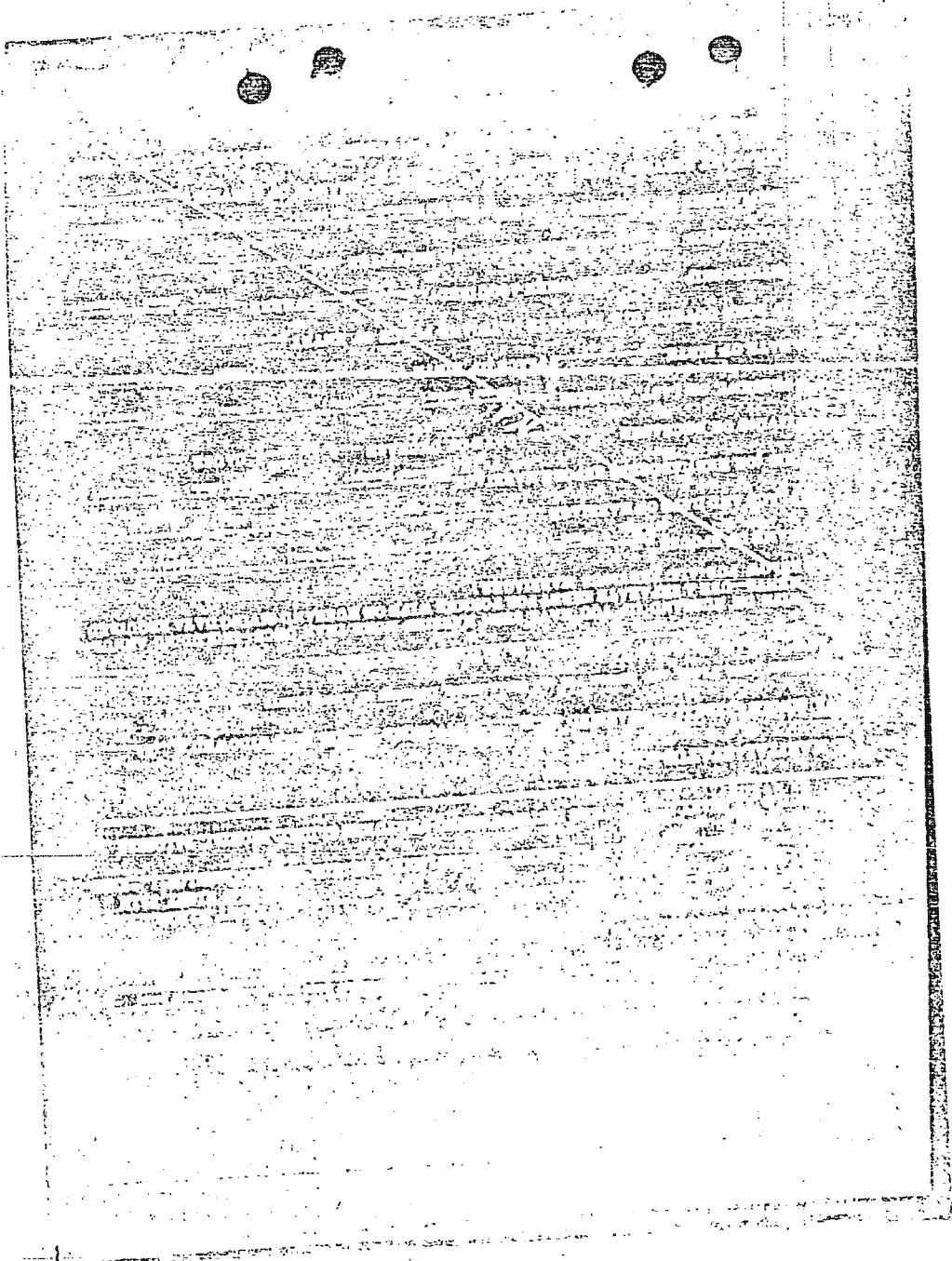
1. This is to advise you of security action in the subject case as indicated below:
 - Security approval is granted the subject person for access to classified information.
 - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the E.O.D. procedures.

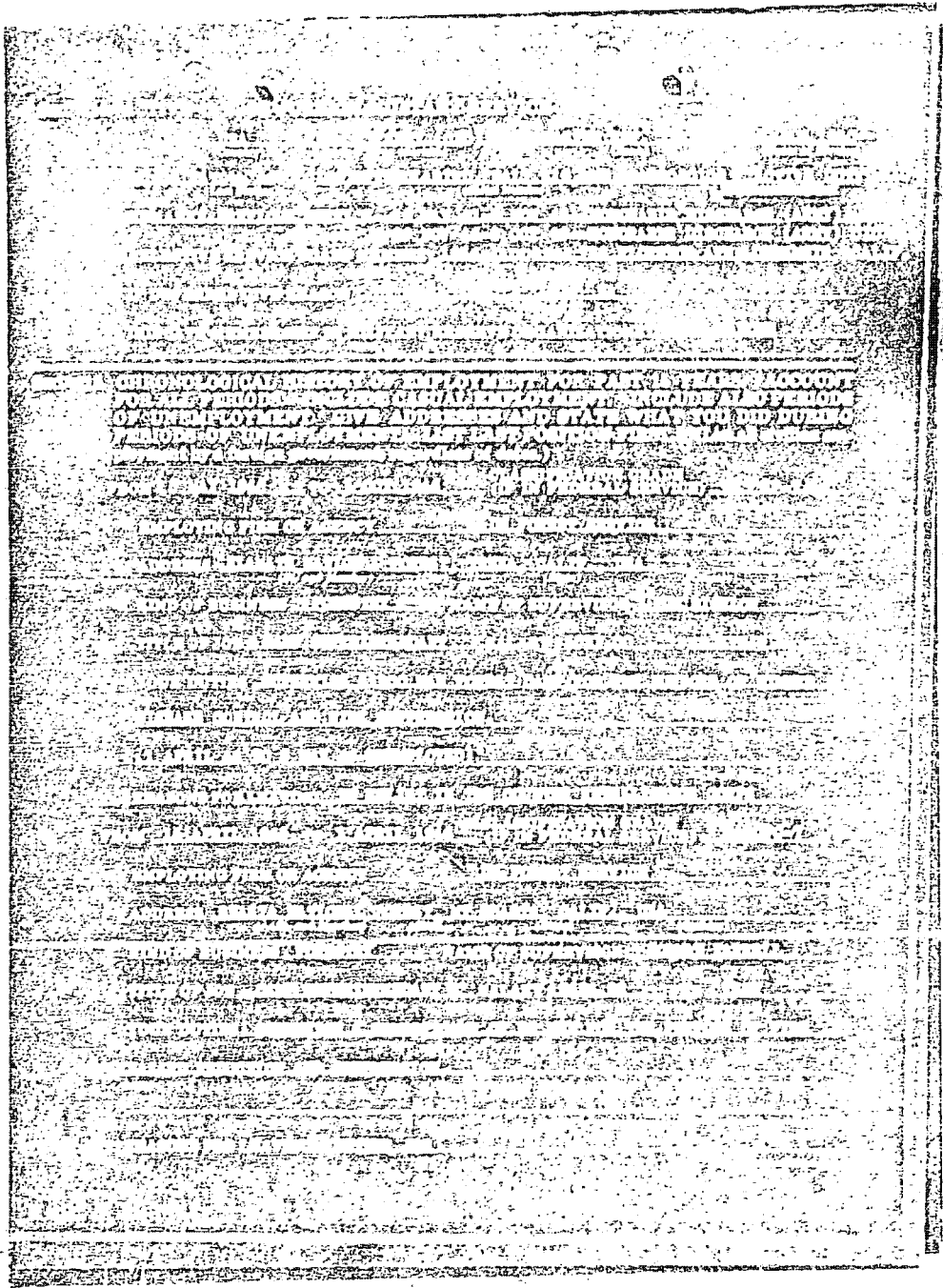
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JAY

CONFIDENTIAL

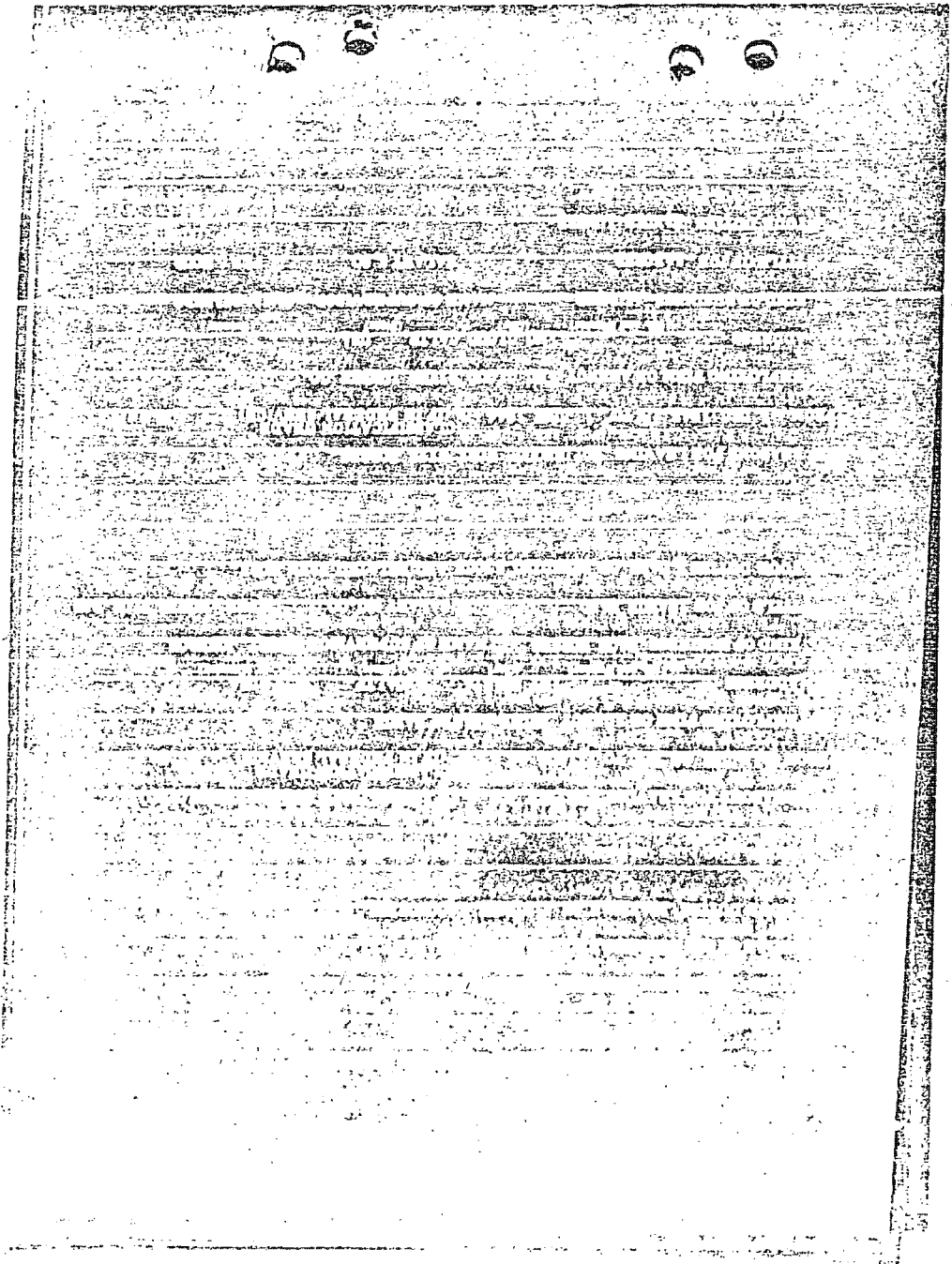




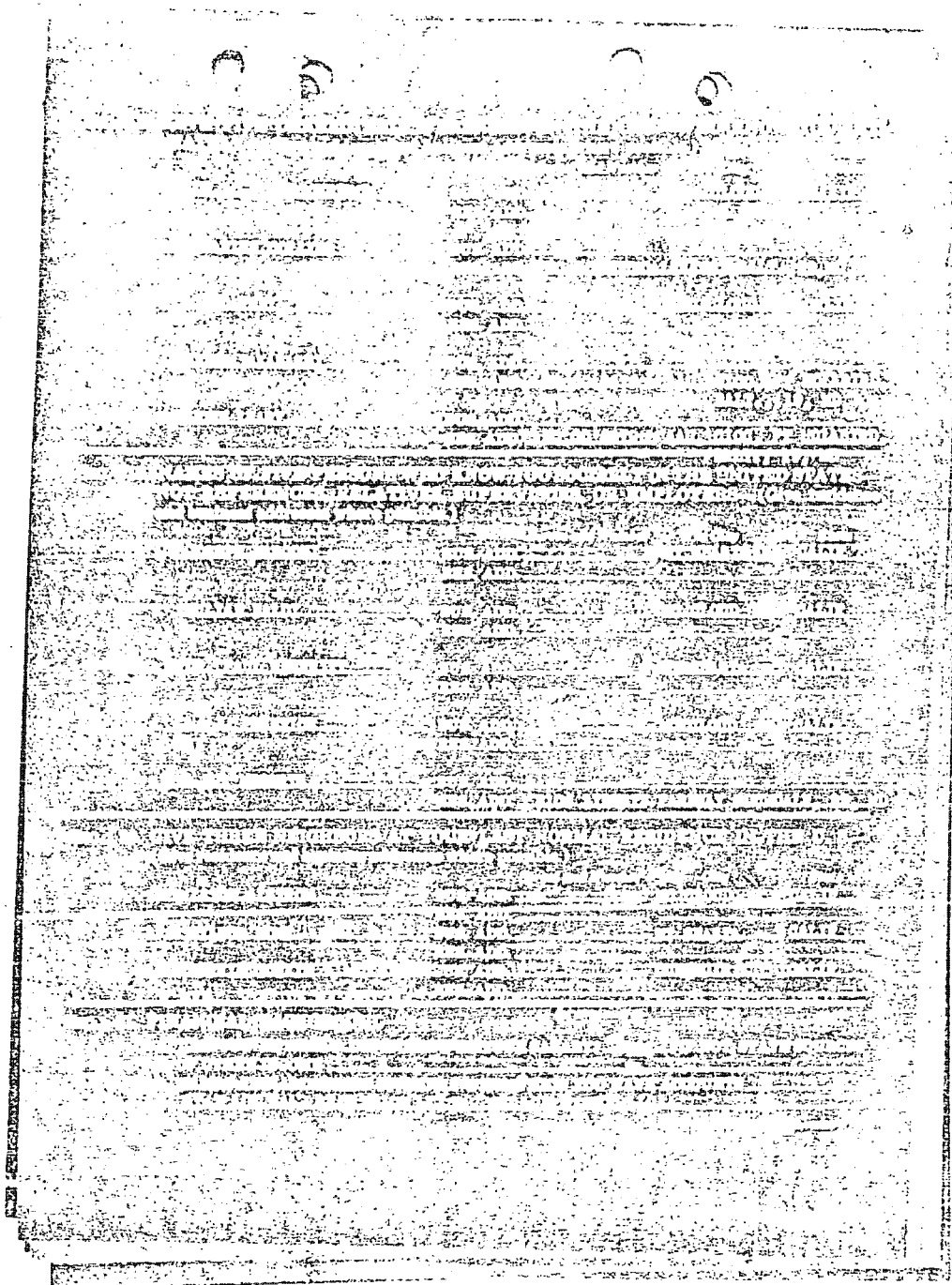


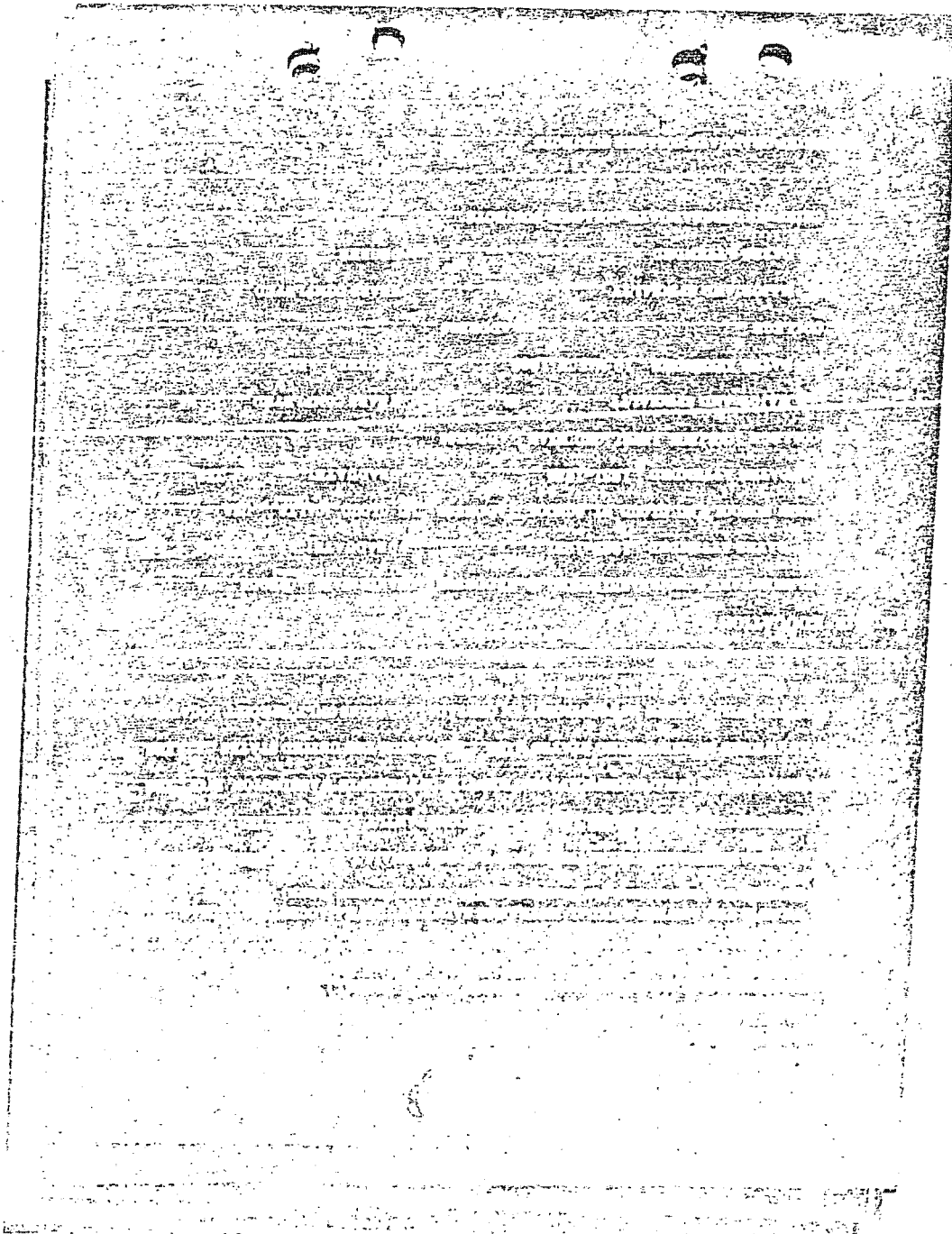
CHRONOLOGICAL LIST OF THE PRESIDENTS OF THE UNITED STATES
 FROM 1789 TO 1981

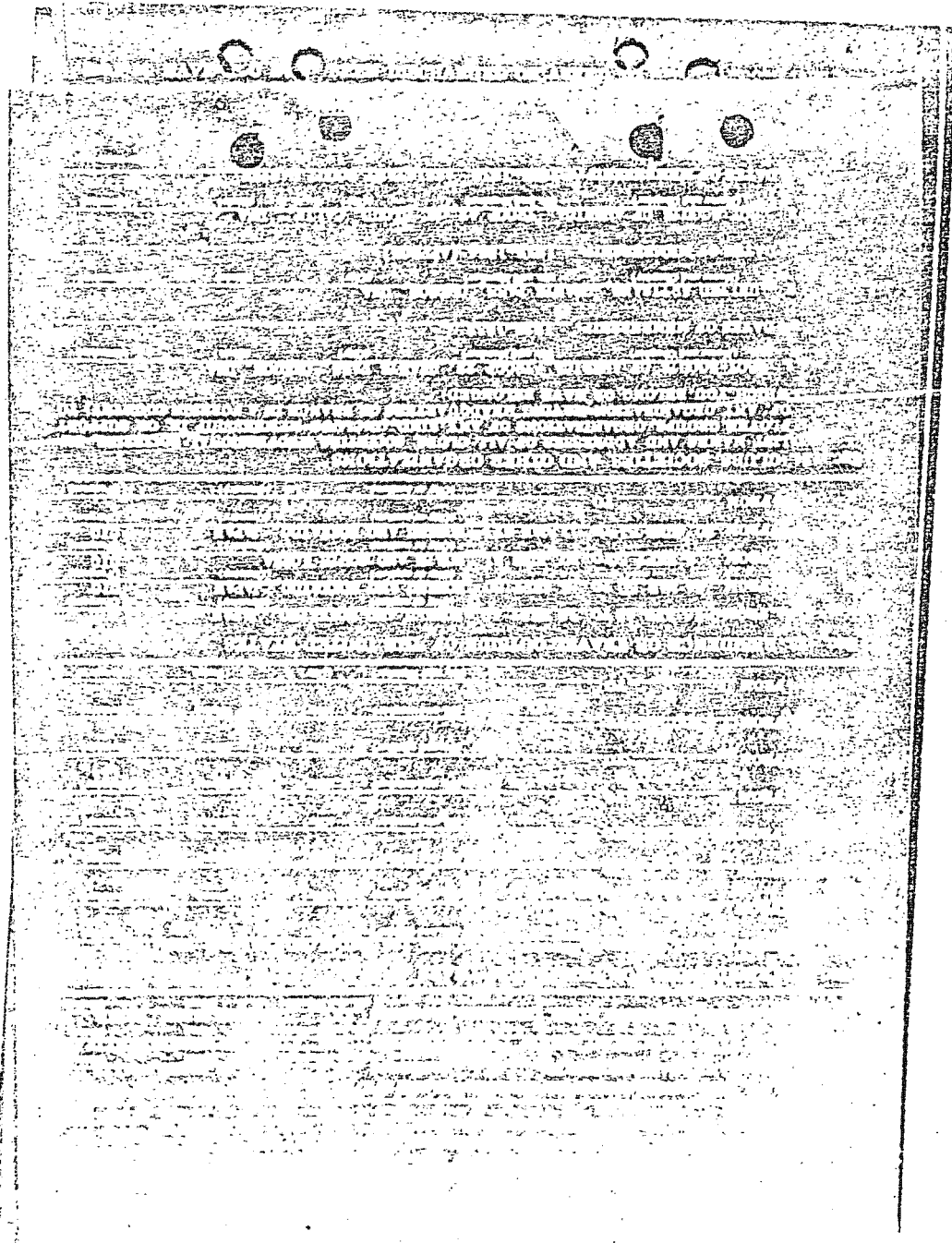
Year	President
1789	George Washington
1797	John Adams
1801	Thomas Jefferson
1809	James Madison
1817	James Monroe
1823	John Quincy Adams
1829	Andrew Jackson
1837	Martin Van Buren
1841	William Henry Harrison
1845	John Tyler
1849	Zachary Taylor
1850	Millard Fillmore
1853	Franklin Pierce
1857	James Buchanan
1861	Abraham Lincoln
1865	Andrew Johnson
1869	Ulysses S. Grant
1877	Rutherford B. Hayes
1881	James A. Garfield
1885	Chester A. Arthur
1889	Benjamin Harrison
1893	Grover Cleveland
1897	William McKinley
1901	Theodore Roosevelt
1909	William Howard Taft
1913	Woodrow Wilson
1918	Warren G. Harding
1921	Coolidge
1923	Coolidge
1925	Coolidge
1929	Hoover
1933	Roosevelt
1945	Truman
1953	Eisenhower
1961	Kennedy
1963	Kennedy
1969	Nixon
1974	Nixon
1977	Carter
1981	Reagan

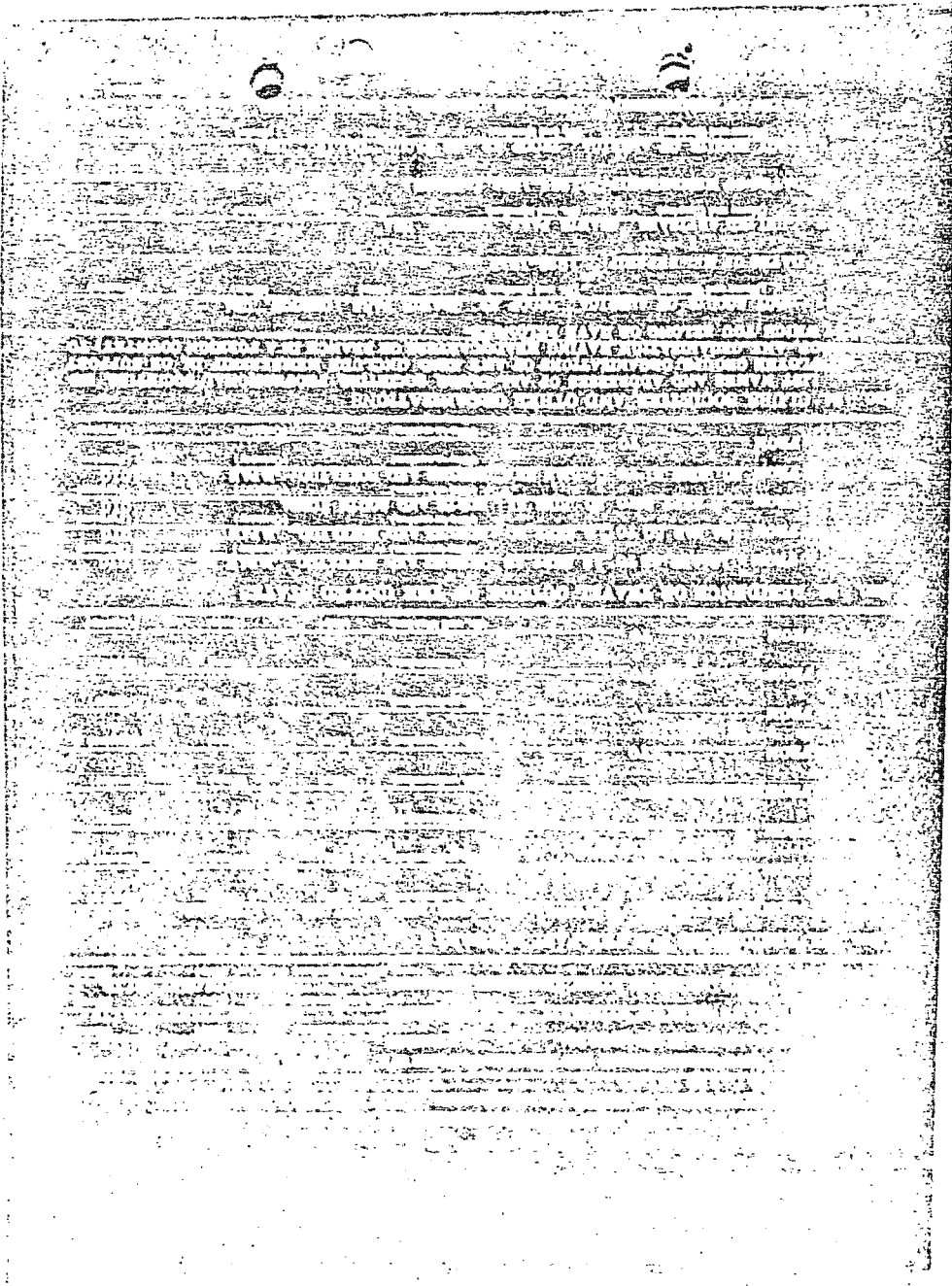


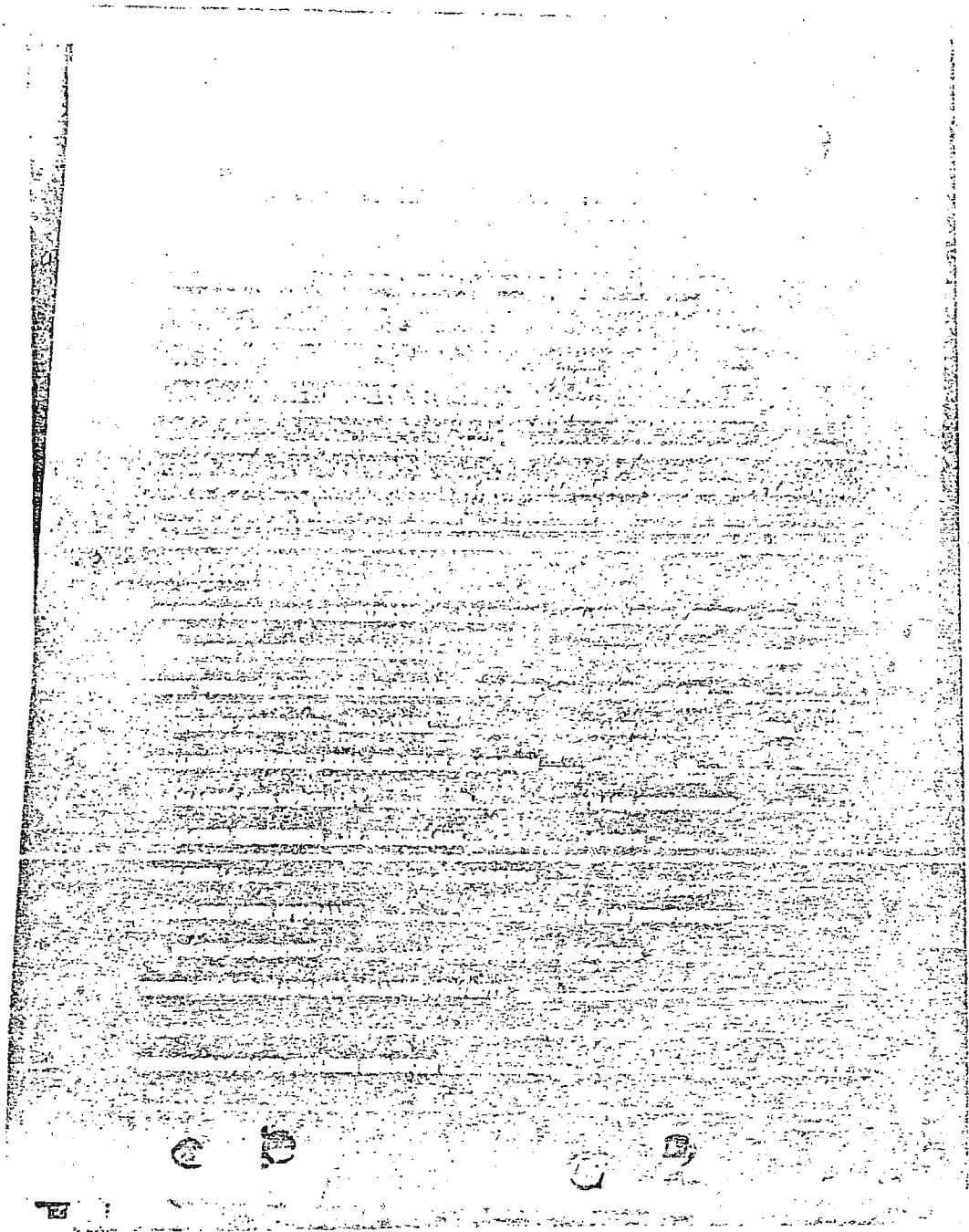


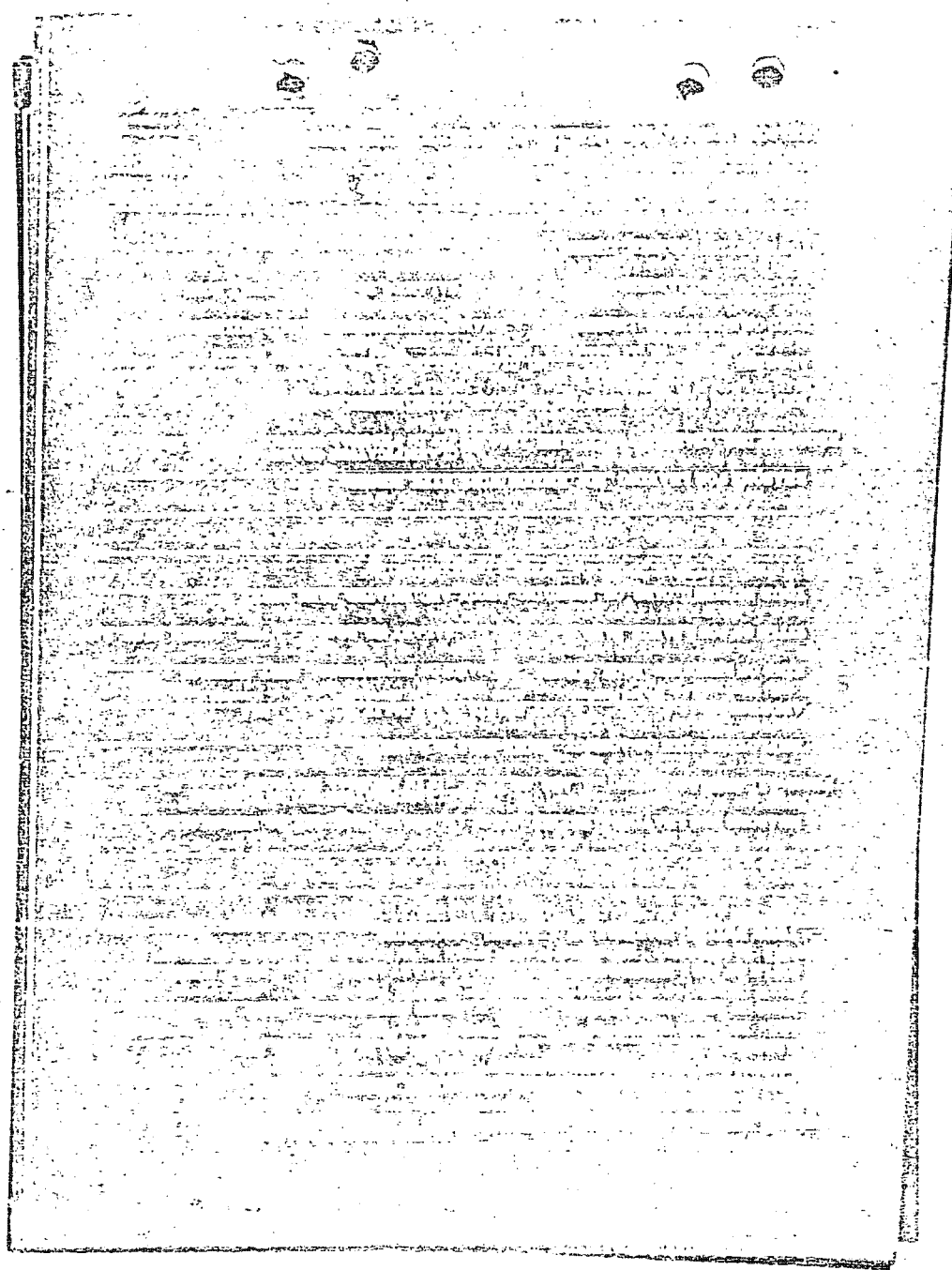


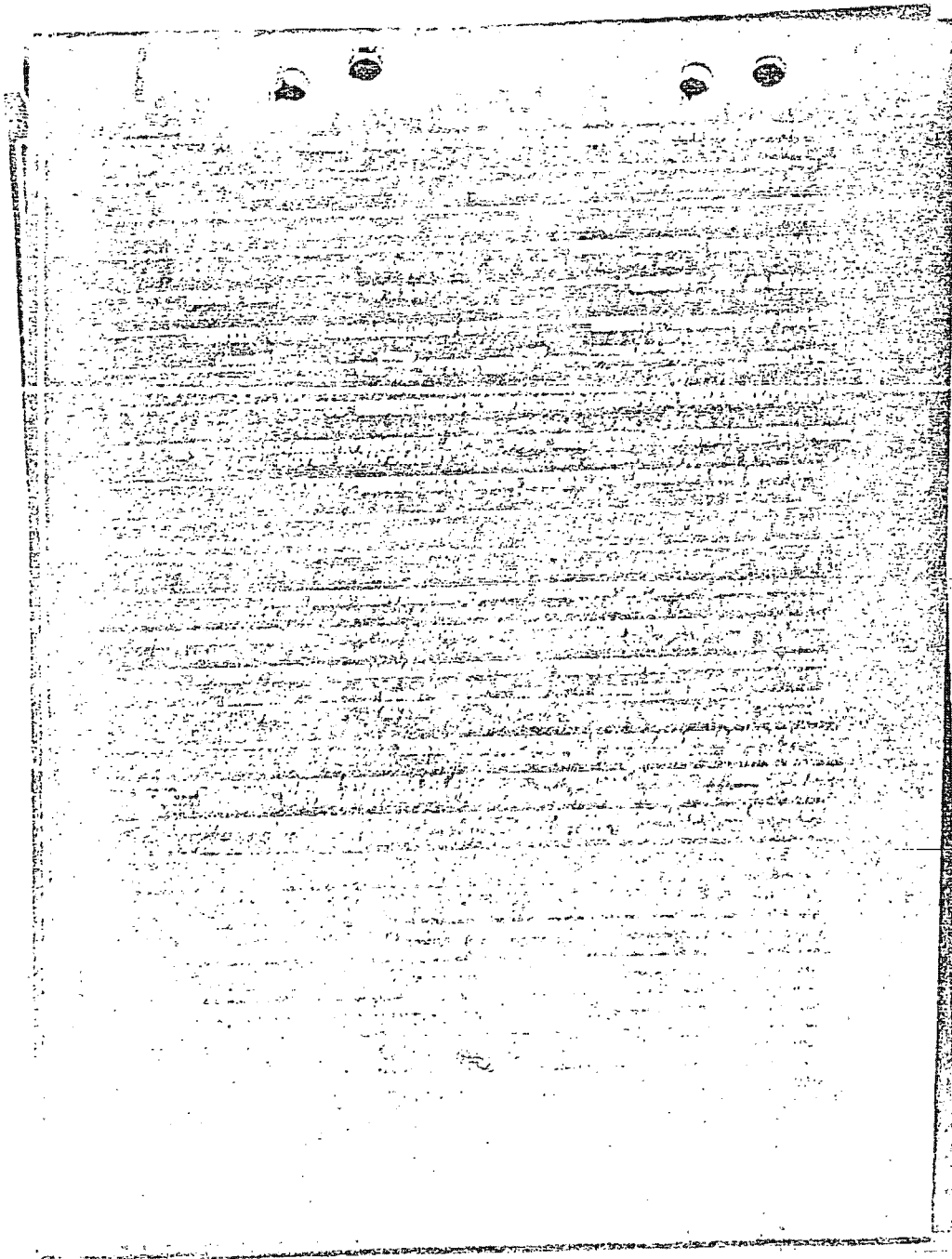


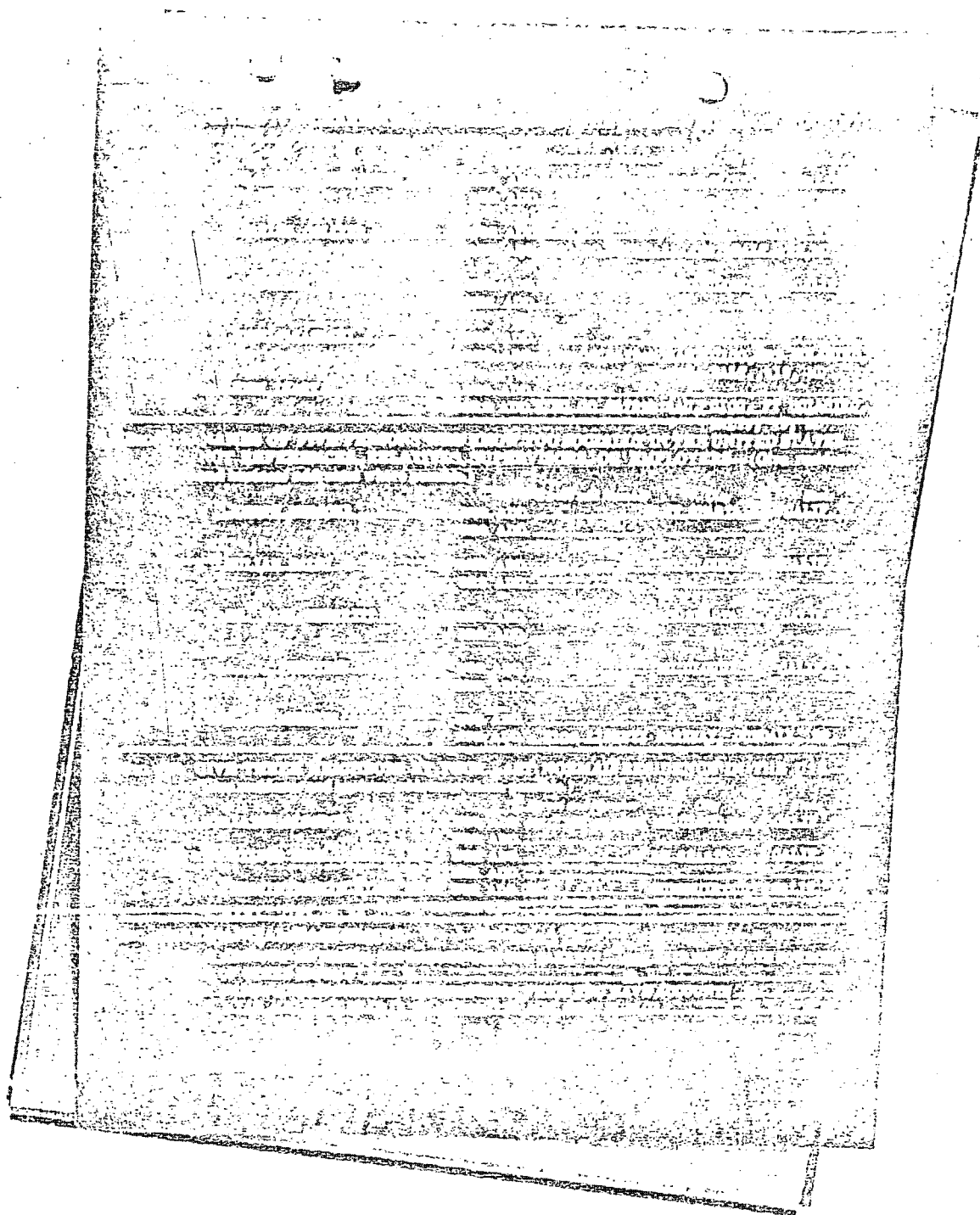




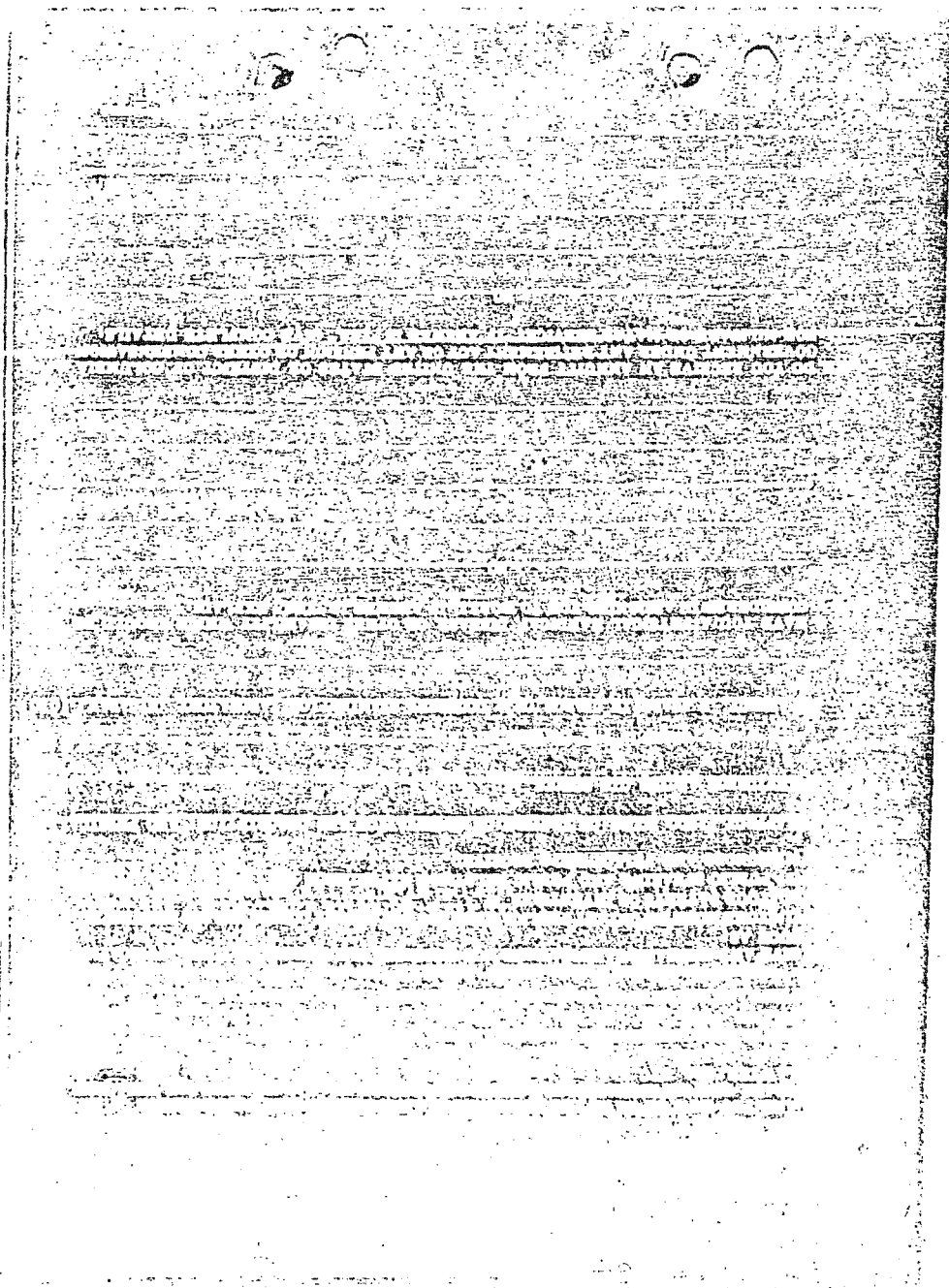




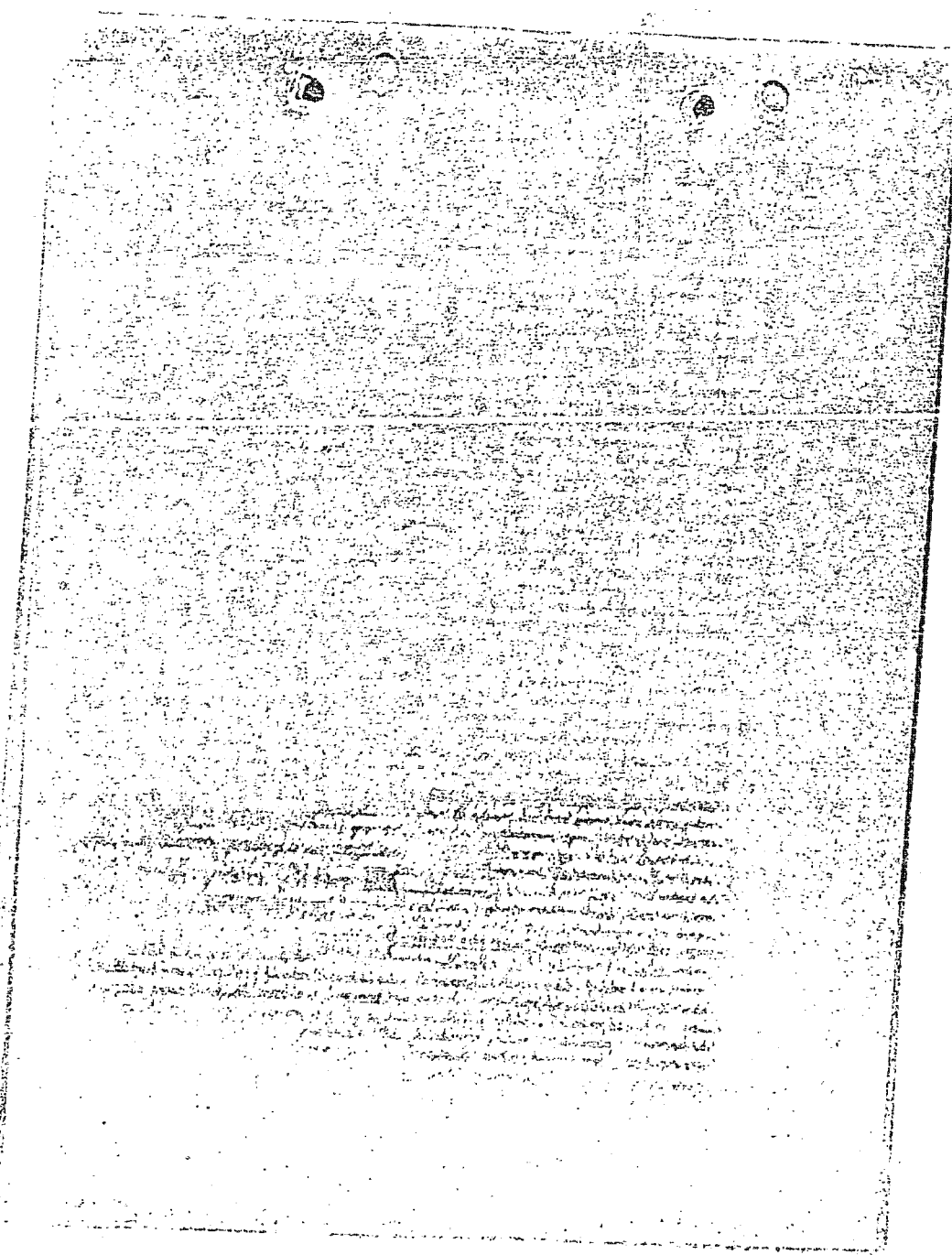




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RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE

~~Sept. 1970~~
Sept. 1963