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SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED		
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								31 July 1973		
007667		Bustos Videla, Charles Z.										
2. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			3. CATEGORY OF EMPLOYMENT				
Reassignment					MONTH DAY YEAR			Regular				
					03 03 73							
6. FUNDS					7. FAN AND NSCA			8. LEGAL AUTHORITY (Completed by Office of Personnel)				
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO C <input type="checkbox"/> C TO V <input type="checkbox"/> C TO C					42354525 0000							
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION							
DDO/WH Division FI Staff					Washington, D.C.							
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
OPS Officer					0640		D					
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS			0136.01		13 7		\$ 23642					
18. REMARKS												
Home Base: WH												
19A. SIGNATURE OF PROCESSING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED		
H. H. Beuthold C/WH/Pers				31 Jul 73						8-2-73		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEROFF. CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
39	10	51100 WH		75013		1	2112129					
28. BTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG NO		34. SEX
										EOD DATA		
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT.		43. FEDERAL TAX DATA		44. STATE TAX DATA				
45. POSITION CONTROL CERTIFICATION				46. DATE OF APPROVAL				DATE APPROVED				
11/26/73				APR 10 1973				8-1-78				

FORM 1152 8-72

USE PREVIOUS EDITION

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CLASSIFIED BY 01-0332

EX-2 AMOR

(4)

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EYES ONLY

17 JAN 1973

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

SUBJECT : Recommendation for Promotion to GS-14
Charlotte Bustos-Videla

1. It is recommended that Charlotte Bustos-Videla be promoted from GS-13 to GS-14.

2. The performance of this officer has been characterized for many years by all of her supervisors as consistently strong to outstanding. She has been able to establish herself as indispensable in each Headquarters Branch or Field Station assignment, usually functioning as the backbone of the unit to which assigned. Since return to Headquarters in September 1972 from her field assignment in Mexico, her performance has been entirely congruent with the thrust of the Field Station's enthusiasm over her ability, performance, attitude and growth potential. She is currently chief of the Cuban and CA Section of her branch, and has established once again her mastery over her assigned duties. She is the kind of sound, dependable, yet imaginative officer greatly appreciated by her supervisors. In short, she is a true professional who performs beyond her grade level.

3. In regard to her potential, she has served in the Agency since 1951, starting as a secretary/stenographer, and advancing brilliantly with each new challenge offered. She achieved professional status in 1953 and has spent the bulk of her time since then specializing in Latin American affairs, demonstrating total flexibility in assignments, a voracious appetite for work and a penchant for exceptionally precise and thorough production. A review of her career to date can lead to the conclusion that she has always risen successfully to each new professional challenge, and is still far from reaching her maximum capacities. While she has had little supervisory experience in the field, her supervisor was of the opinion that she is a "natural leader". This has been borne out in her performance in her current capacity as a Branch Section Chief, in which she has demonstrated exemplary supervisory ability. Notwithstanding her drive, aggressiveness and professional aplomb, she is a popular co-worker, is receptive to guidance and sensitive and responsive to the needs of her subordinates.

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EYES ONLY

131-26710

SECRET
EYES ONLY
- 2 -

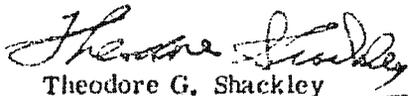
4. This employee has utilized her fluency in the Spanish language to maximum advantage in her work. Formal testing recently confirmed her high proficiency in that language. Coupled with a comprehensive training record and her invaluable experiences over a twenty year period, she has become particularly effective in Latin American operations and operational support, demonstrating excellence in each of several recognized specializations, including CI operations, functional support, reports and requirements, area support and varied covert action activities.

5. The officer's adaptability, high intelligence and mastery over her trade was of inestimable value to Mexico City Station, and over a five year period from 1967 to 1972, she functioned as the Station's internal troubleshooter. Her duties included the maintenance of

[redacted] target analysis, reports writing, operational support, handling of [redacted] agents, and special assignments as the Chief of Station's Executive Assistant.

6. The employee is occasionally called upon by the Office of Training to administer specialized training, and she was chosen recently to attend the Mid-Career Course ending in December 1972. Meanwhile, her absence from her new job is felt sorely by the Branch. It is expected that her current assignment will last about two years.

7. In summary, we have here an exceptional officer who has been performing at the level of a GS-14 for some years; it is now time to promote her to that grade commensurate with her performance and which she so justly deserves.


Theodore G. Shackley
Chief
Western Hemisphere Division

SECRET
EYES ONLY

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MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel
SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Charlotte Bustos-Videla.

2. As noted in the attached fitness report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities in the Cuban section of the Mexico City Station, she has recently been made the executive assistant to the Chief of Station at Mexico City. In this job, she screens all incoming material for matters of interest to the Chief and Deputy Chief of Station. She also continues performing her past functions in the Cuban section for the Station.

3. Subject's present high quality of performance is typical of her performance since she entered the Agency in 1951. It is fully expected that this level of performance will be maintained.

4. Although the present Chief of Station was not the reviewing official on the attached fitness report, he has commented that he considered Subject an outstanding officer and has recommended that she be considered for a Quality Step Increase.

William V. Broe

William V. Broe
Chief

Western Hemisphere Division

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EYES ONLY
SECRET

16 MAR
1963

MEMORANDUM FOR: Secretary, CBCS Panel (Section A)

SUBJECT: Recommendation for Promotion to Grade GS-13
Charlotte Z. Bustos-Videla

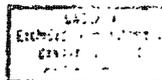
1. The promotion of Charlotte Z. Bustos-Videla from GS-12 to GS-13 is hereby recommended.

2. This exceptional officer has now been performing at a senior level for several years and, while recognition through a Quality Step Increase was granted her last year, her sustained performance clearly exceeding the requirements of a GS-13 qualifies her for a promotion at this time. Subject is one of the outstanding women who have demonstrated their capacity for even further advancement within the Agency and will probably continue to advance in the future. The present recommendation is based on already demonstrated ability to operate at a senior level.

3. Subject is 36 years old and has been in grade as a GS-12 for the past five and one-half years.


Desmond FitzGerald
Chief,
Western Hemisphere Division

EYES ONLY
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SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 007667						2. NAME (Last-First-Middle) Bustosvidola, CA Z.	
3. NATURE OF PERSONNEL ACTION Reassignment and Transfer to Vouchered Funds				4. EFFECTIVE DATE REQUESTED MONTH: 09 DAY: 17 YEAR: 72		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS X		V TO V OF TO V		7. FINANCIAL ANALYSIS NO. CHARGEABLE 3235-0620		8. LEGAL AUTHORITY (Completed by Office of Personnel) COO/WF	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH Division Branch 1 CA Section				10. LOCATION OF OFFICIAL STATION Wash., D. C.			
11. POSITION TITLE Ops Officer (D-13)				12. POSITION NUMBER 1294		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 7		17. SALARY OR RATE \$ 22,487	
18. REMARKS FROM: DDP/WH/BR 1/MEXICO CITY STATION/0418 *HOME BASE: WH 2 - Security 1 - Finance Security Approval Granted by Pers. SO/OS 15 Sept 72 Issue Army W-2 (Concur: CCS) [Redacted] 25 SEP 1972 22 SEP 1972 E 2 IMPDET CL BY 007034							
19A. SIGNATURE OF AUTHORIZING OFFICIAL Henry L. Berthold, C/WH/Pers				DATE SIGNED 15 Sept 72		DATE DATED 15 Sep 1972	
SPACE BELOW FOR EXCLUSIVE USE							
19. ACTION CODE 16		20. EMPLOY CODE 10		21. OFFICE CODING 51300/WH		22. STATUS CODE 45013	
23. WTE LEAVES		24. SPECIAL REFERRALS		25. RETIREMENT DATA		26. SEPARATION DATA CODE	
27. PAY PERIODS		28. NEW EMP DATE		29. LONG TERM DATE		30. LABEL CATEGORY	
31. PERIODS UNDER GOVERNMENT SERVICE		32. LEAVE CODE		33. FEDERAL TAX DATA		34. OTHER DATA	
35. POSITION CONTROL - CATEGORIZATION				36. DATE APPROVAL			

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34

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51

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25 SEP 1972

DATE APPROVAL
25 SEP 1972

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12 DEC 1959

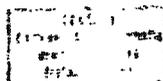
MEMORANDUM FOR: Charlotte Bustos-Videla
THROUGH : Chief, WH Division
SUBJECT : Quality Step Increase

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

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

Thomas H. Karamossineh
Deputy Director for Plans

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12 DEC 1969

MEMORANDUM FOR: Head, Clandestine Service
Career Service

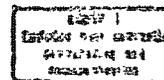
SUBJECT : Notification of Approval of
Quality Step Increase -
Charlotte Bustos-Videla

1. I am pleased to send to you the attached official notification of the approval of a second Quality Step Increase to be awarded to this employee. The previous Quality Step Increase was effective March 1964.

2. May I again ask that you arrange an appropriate ceremony for the presentation of this Quality Step Increase which is in recognition of her continuing excellent performance.


Robert S. Wattles
Director of Personnel

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-2-

SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

APPROVAL RECOMMENDED:

[Redacted Signature Box]

Chairman, DDP/CSI Panel

9 Dec 69
Date

APPROVED:

[Redacted Signature Box]

for Director of Personnel

12 Dec 1969

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(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 17 OCTOBER 1968	
1 SERIAL NUMBER 007667		2 NAME (Last-First-Middle) BUSTOS-VIDELA, CS Z.					
3 NATURE OF PERSONNEL ACTION REASSIGNMENT				4 EFFECTIVE DATE REQUESTED MONTH: 11 DAY: 03 YEAR: 68		5 CATEGORY OF EMPLOYMENT REGULAR	
6 FUNDS		7 FINANCIAL ANALYSIS NO CHARGEABLE 9135 0990		8 LEGAL AUTHORITY (Completed by Office of Personnel)			
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO					
11 POSITION TITLE OPS OFFICER (13)				12 POSITION NUMBER 0418		13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION SCHEDULE (GS I.R. OR)		15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE	
GS		0136.01		13 4		\$ 158.49	
18 REMARKS STAFF EMPLOYEE SPECIAL FROM: POSTION # 1528 1 - Finance Henry L. Berthold DDP/WH/Personnel							
19A SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		DATE SIGNED	
Henry L. Berthold						25 Oct 68	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19 ACTION CODE		20 EMPLOY CODE		21 OFFICE CODES		22 STATION CODE	
37 10		51/620		WH 15075			
23 INTEREST CODE		24 MOODS		25 DATE OF BIRTH		26 DATE OF LEAVE	
3		3		10-21-37			
27 DATE OF BIRTH		28 DATE OF LEAVE		29 DATE OF SEC			
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.			
29 RETIREMENT DATA		30 SEPARATION DATA		31 CORRECTION CANCELLATION DATA		32 SECURITY REG NO	
NO DA YR		NO DA YR		NO DA YR		34 SEC	
33 RETIREMENT		34 SERV COMP DATE		35 LONG COMP DATE		36 CARRIER CATEGORY	
CODE		MO DA YR		MO DA YR		CODE	
37 FEDERAL EMPLOYMENT SERVICE		38 LEAVE CAT		39 FEDERAL TAX DATA		40 STATE TAX DATA	
CODE		CODE		CODE		CODE	
41 POSITION CONTROL CERTIFICATION		42 O.P. APPROVAL		DATE APPROVED			
		10-24-68		10-24-68			

FORM 1132

SECRET

EXEMPT FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 13 OCTOBER 1967			
1 SERIAL NUMBER 07667		2 NAME (Last-First-Middle) BUSTOSVIDELA, CHARLOTTE Z. 07-17-17							
3 NATURE OF PERSONNEL ACTION REASSIGNMENT				4 EFFECTIVE DATE REQUESTED MONTH: 07 DAY: 15 YEAR: 67		5 CATEGORY OF EMPLOYMENT REGULAR*			
6 FUNDS V TO V CF TO V		V TO CF X CF TO CF		7 FINANCIAL ANALYSIS AND CHARGEABLE 8135 0990		8 LEGAL AUTHORITY (Completed by Office of Personnel)			
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION				10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO					
11 POSITION TITLE OPS OFFICER			12 POSITION NUMBER 1528		13 CAREER SERVICE DESIGNATION D				
14 CLASSIFICATION SCHEDULE (G.S. F.R. No.) GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP XX 13 3		17 SALARY OR RATE \$ 13,769 /			
18 REMARKS <p align="center">OPS OFFICER OCCUPYING INTEL ANALYST.</p> <p>* STAFF EMPLOYEE XKEE SPECIAL.</p> <p>EX CONCUR: CCS</p> <p align="right"><i>No objection</i> [Redacted] <i>CSP/Agent Branch</i> 1 - Finance</p>									
18A SIGNATURE OF REQUESTOR <i>[Signature]</i> Henry L. Berthold C/WH/Personnel				DATE SIGNED 17 Oct 67					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19 ACTION CODE 3	20 EMPLOY CODE 10	21 OFFICE CODES NUMERIC: 51121 ALPHABETIC: 111		22 STATION CODE 11135	23 INTEGRAL CODE	24 ACCTG CODE 3	25 DATE OF BIRTH 07 17 17	26 DATE OF GRADE MO DA YR	27 DATE OF LEI MO DA YR
28 NTR EXPIRES MO DA YR		29 SPECIAL REFERENCE 07	30 RETIREMENT DATA CODE		31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE MO DA YR		33 SECURITY FIG NO	34 SER
35 PLS PREFERENCE CODE		36 SERV COMP DATE MO DA YR		37 LONG COMP DATE MO DA YR		38 CLASSER CATEGORY LBR RST PROV TMR CODE		39 PHYSIC HEALTH INSURANCE CODE 0-EMER 1-RES HEALTH INS CODE	
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE				42 LEAVE CAT CODE	43 FEDERAL PAY DATA FORM EXECUTED CODE		44 STATE TAX DATA FORM EXECUTED CODE		45 SOCIAL SECURITY NO
45 POSTALITY CORRECTION CERTIFICATION				46 O.P. APPROVAL <i>[Signature]</i>		DATE APPROVED <i>[Signature]</i>			

FORM 1152 USE PREVIOUS EDITIONS

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GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

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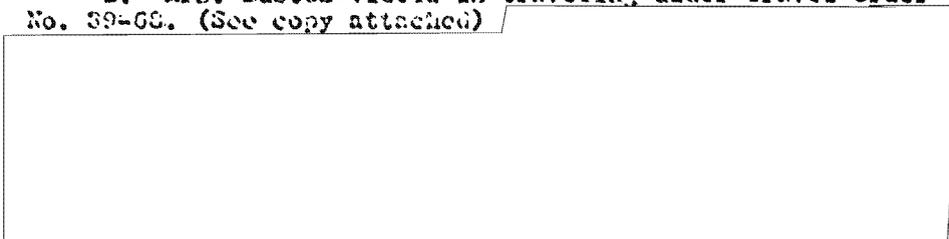
23 June 1967

MEMORANDUM FOR: Central Cover Group

SUBJECT : Charlotte E. Bustos-Videla

1. Mrs. Charlotte E. Bustos-Videla is being transferred
PCS to Mexico City in staff capacity. She will fill slot
1523.

2. Mrs. Bustos-Videla is traveling under Travel Order
No. 39-68. (See copy attached)



Mexico City. Limited
household effects will be sent, the remaining items (also
limited) will be stored at Government expense.



Robert D. Cushman
Chief, Personnel

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(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
1 SERIAL NUMBER 007667				2 NAME (Last-First-Middle) BUSTOS VIDELA, CHARLOTTE Z.			
3 NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 16 67		5 CATEGORY OF EMPLOYMENT REGULAR		
6 FUNDS		7 FINANCIAL ANALYSIS NO. CHARGEABLE 3135 0990		8 LEGAL AUTHORITY (Completed by Office of Personnel)			
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO					
11. POSITION TITLE OPS OFFICER (11)			12 POSITION NUMBER 1528		13 CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LH, etc.) GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 13 3		17 SALARY OR RATE \$ 13,769	
18 REMARKS * OPS OFFICER OCCUPYING ENTEL ANALYST POSITION FROM: DDP/WH/1/Pos. No. 1201 PRA IN ACCORDANCE WITH HR20-17d(b), NOT TO EXCEED TWO YEARS. R Finance							
C/WH/Personnel Robert D. Cashman			DATE SIGNED 10 July		180 SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED 13 July 67		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC ALPHABETIC		22 STATION CODE	23 UNICORE CODE	24 HOURS CODE	
20	10	51626 WH		15075	3	0112129	
25 WFT PREFERENCE		26 SERV COMP DATE		27 LONG COMP DATE		28 CAREER CATEGORY	
10715169		82					
29 WFT EXPISIS		30 SPECIAL REFERENCE		31 SEPARATION DATA CODE		32 CORRECTION/CANCELLATION DATA	
0715169		82				EOD DATA	
33 WFT PREFERENCE		34 SERV COMP DATE		35 LONG COMP DATE		36 CAREER CATEGORY	
37 PREVIOUS CIVILIAN GOVERNMENT SERVICE		38 STATE TAX		39 FEDERAL TAX DATA		40 STATE TAX DATA	
41 POSITION CONTROL CERTIFICATION		42 O.P. APPROVAL		43 DATE APPROVED			
07-1467L							

FORM 1152 USE PREVIOUS EDITION

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UNCLASSIFIED FROM 11-03-2013 BY 60322 UCBAW/STP

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C. Mohr

SECRET
(If Not Filled In)

REQUEST FOR PERSONNEL ACTION		DATE PREPARED 19 OCTOBER 1966	
1 SERIAL NUMBER 007667 ✓		2 NAME (Last-First-Initial) BUSTOSVIDELA, C.Z. ✓	
3 NATURE OF PERSONNEL ACTION PROMOTION		4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 23 66	
5 FUNDS X TO V CF TO V		6 CATEGORY OF EMPLOYMENT REGULAR	
7 FINANCIAL ANALYSIS NO. CHARGEABLE 7235 0620		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
9 ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 1 FI SECTION		10 LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11 POSITION TITLE OPS OFFICER (13)		12 POSITION NUMBER 1201	
13 CAREER SERVICE DESIGNATION D		14 CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	
15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 13 3	
17 SALARY OR RATE \$ 13,769		18 REMARKS FROM: GS-12/6 (\$12,822)	
19 ACTION CODE 22		20 EMPLOY CODE 10	
21 OFFICE CODING NUMERIC ALPHABETIC 51300 WH		22 STATION CODE 75C13	
23 INTEGRITY CODE		24 HOURS CODE 1	
25 DATE OF BIRTH MO. DA. YR. 01 12 29		26 DATE OF GRADE MO. DA. YR. 10 23 66	
27 DATE OF LEI MO. DA. YR. 10 23 66		28 DATE OF SIGNATURE 21 Oct 66	
29 SPECIAL REFERENCE		30 RESUME DATA 1-INC 2-FEA 3-NONE	
31 SEPARATION DATA CODE		32 CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. EOD DATA	
33 VET PREFERENCE CODE 0-NO P 1-5 P 2-10 P		34 SERV LUMP DATE MO. DA. YR.	
35 LEAV. COMP. DATE MO. DA. YR.		36 CAREER CATEGORY CAR. RISE PROG. LUMP	
37 FEGLI HEALTH INSURANCE CODE CODE 0-NO 1-YES		38 SOCIAL SECURITY-NO	
39 PREVIOUS CIVILIAN GOVERNMENT SERVICE 1-NO PREVIOUS SERVICE 2-NO MORE THAN 5 YEARS 3-5 YEARS IN SERVICE (1 YEAR THEN 3 YEARS) 4-5 YEARS IN SERVICE (MORE THAN 3 YEARS)		40 LEAV. CAT. CODE	
41 FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		42 STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO	
43 POSITION CONTROL CERTIFICATION 10-21-66 N		44 O.P. APPROVAL <i>Robert D. Cashman</i>	
45 DATE APPROVED 10/21/66		46 DATE SIGNED 10/21/66	

29

Financy

Robert D. Cashman C/WH/Pers

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 SEP 1966

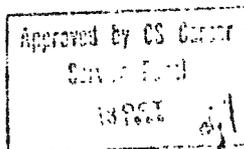
MEMORANDUM FOR: **CSPS/A**

SUBJECT : **Recommendation for Promotion of
Charlotte Bustos-Videla**

1. The promotion recommendation to GS-13 of Mrs. Charlotte Bustos-Videla is hereby submitted. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 by 1959. She has now been almost seven years in grade and has been recommended for promotion to the CSPS/A by WH Division five times previously.

2. This outstanding officer has continued to perform at the exceptional level which has by now become her standard of performance. Her past four annual Fitness Reports have each given her an overall rating of outstanding. In this connection it is noteworthy that no two Fitness Reports were written by the same rating officer. She continues to occupy a GS-12 officer slot and her performance clearly continues to exceed the requirements for that position. She is considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency.

3. Mrs. Bustos-Videla not only continues to bring continuity to the Mexican Branch through her long experience on Mexican affairs, but consistently contributes to the smooth functioning of the Branch through her highly efficient organizational capabilities. She has been called upon to handle all manner of difficult desk problems. She invariably responds quickly, cheerfully, and effectively. She has been instrumental in on-the-job training of a number of officers, both for desk assignments and in preparation for field assignments. She has excellent rapport with innumerable persons in other areas and staffs, thus adding to the efficiency and speed with which she accomplishes her daily tasks. Her promotion at this time is urged.



William V. Broe
William V. Broe
Chief,
Western Hemisphere Division

SECRET
(When Filled In)

11 August 1966

MEMORANDUM FOR: Charlott Z. Bustos-Vilela

THROUGH : Head of C3 Career Service

SUBJECT : Notification of Non-eligibility for Designation as a
Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph 6 of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.


Edward D. Echols
Director of Personnel

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

14-00000
EYES ONLY
SECRET

1 MAR 1966

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

SUBJECT : Recommendation for Promotion to
Grade GS-13, Charlotte Z. Bustos-Videla

1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby submitted.
2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently, of the experience on Mexican affairs acquired through continuity in her present assignment.
3. The comments made in connection with the four previous promotion recommendations continue to be entirely applicable.
4. Subject is 37 years old and has been in grade as a GS-12 for the past six years.

[Redacted Signature Box]

for William V. Broe
Chief,
Western Hemisphere Division

GROUP 1
Excluded from automatic
downgrading and
declassification

EYES ONLY
SECRET

SECRET

9 SEP 1965

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

SUBJECT : Recommendation for Promotion to
Grade GS-13, Charlotte Z. Bustos-Videla

1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby resubmitted.
2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently of the expertise on Mexican affairs acquired through continuity in her present assignment.
3. The comments made in connection with the three previous promotion recommendations continue to be entirely applicable.
4. Subject is 36 years old and has been in grade as a GS-12 for the past six years.

[Redacted Signature Box]

William V. Broe
Chief,
Western Hemisphere Division

*not
approved
S/T*

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 28 JULY 1965	
1. SERIA NUMBER 007667		2. NAME (Last-First-Middle) BUSTOS-VIDELA, CAROLINE Z.					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR AUG 1 65		5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS XX V TO V CF TO V		V TO CF CF TO CF		7. COST CENTER NO. CHARGEABLE 6235 0620		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 1 MEXICO SECTION <i>J-1 Section</i>				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.			
11. POSITION TITLE OPS OFFICER (17)			12. POSITION NUMBER 1201		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (G.S. I.R. etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 4.5		17. SALARY OR RATE \$ 11,915 11670	
18. REMARKS FROM: DDP/WH/MEXICO SECTION/1202/ MRS. BUSTOS-VIDELA WILL REPLACE MR. RICHARD SCUTT WHO WILL BE REASSIGNED TO DDP/EE. TO BE EFFECTIVE 1 AUGUST 1965							
19. SECURITY 1-SECURITY 1-FINANCE							
19A. NAME ROBERT D. CASHMAN C/WH/PERS		DATE SIGNED 30 July		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED 8/4/65	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. SECTION EMPLOY CODE 70-10		22. OFFICE CODING NUMERIC ALPHABETIC 5130 U-11		23. STATION CODE 15012		24. MODER CODE 1	
25. DATE OF BIRTH MO. DA. YR. 01 12 29		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.		28. SECURITY REQ NO	
29. SPECIAL REFERENCE 1-1000 2-1000 3-1000 4-1000		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	
33. PAY PREFERENCE CODE 1-1000 2-1000 3-1000		34. LEAVY COMP DATE MO. CA. YR.		35. LONG COMP DATE MO. CA. YR.		36. CAREER CATEGORY LAW RES. PROV. TEMP. CODE	
37. LEGAL HEALTH INSURANCE CODE 1-YES 2-NO		38. SOCIAL SECURITY NO.		39. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PREVIOUS SERVICE 2-AC SERVICIA SERVICE 3-SERVICIA SERVICE (LESS THAN 1 YEAR) 4-SERVICIA SERVICE (MORE THAN 1 YEAR)		40. LEAVE CAT. CODE	
41. FORM EXECUTED 1-YES 2-NO		42. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		43. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO		44. NO. TAX EXEMPTIONS	
45. POSITION CONTROL CERTIFICATION 7/10/65 166		46. DATE APPROVED 8/4/65		47. OFFICE APPROVAL		48. DATE APPROVED	

Received By
[Signature]

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

4 SEP 1964

MEMORANDUM FOR: Secretary, CSCS (Panel A)

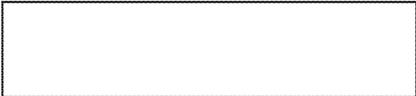
SUBJECT : Recommendation for Promotion to GS-13
Mrs. Charlotte Bustos-Videla.

1. The promotion to GS-13 of Mrs. Charlotte Bustos-Videla is recommended. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 grade by 1959.

2. This recommendation is based on Mrs. Bustos-Videla's performance during the past three years as the senior assistant to the various chiefs of the Mexican desk/branch, who unanimously have found her to be extremely competent and reliable both in her routine assignments and special tasks occasionally levied on her, such as country studies, compilation of programs, requirement reviews, etc.

3. Mrs. Bustos-Videla has consistently responded with intelligence and clarity and has materially contributed to orderly imaginative administration of Headquarters support to a most active station. In the process, she has been instrumental in training on-the-job innumerable officers both for desk assignments and in preparation for field assignments.

4. For her outstanding performance she received a quality step increase in April 1964. This deserved recognition should now be followed up at this time by a promotion to the next grade in accordance with the consistently good performance at the GS-13 level over a prolonged period of time.


Desmond Fitzgerald
Chief
Western Hemisphere Division

CONFIDENTIAL

14 APR 1964

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT : Notification of Approval of Quality Step Increase -
Mrs. Charlotte Bustos-Videla

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

2. The salary increase accomplished by the award of a Quality Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to earning such recognition.

3. May I ask, therefore, that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Emmett D. Echo
Director of Personnel

*Presented in
a ceremony
4/24/64*

CONFIDENTIAL

SECRET

20 March 1964

MEMORANDUM FOR: DDP/OP

THROUGH : Chief, Clandestine Services Personnel Office

SUBJECT : Charlotte Z. Bustos-Videla -- Request for
Quality Step Increase

1. It is recommended that a Quality Step Increase for Mrs. Charlotte Z. Bustos-Videla be endorsed by you for the reasons presented in the attached memorandum prepared by the Chief, Western Hemisphere Division.

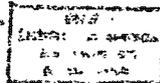
2. A review of Mrs. Bustos-Videla's Official Personnel File thoroughly supports the statement of Chief of Staff. Without exception, the performance of this officer during her employment in the Agency employment has been identified by various and all supervisors as "Superior" and "Outstanding." Likewise, nothing in other records maintained by the Office of Personnel contradicts or modifies the impressive record made by Mrs. Bustos-Videla.

3. Testimony to the high regard which officials of WH Division view this officer's work is furnished by noting that Mrs. Bustos-Videla is the first female officer to be proposed for a QSI by WH and one of a total of but three officers nominated by that Division for the award since the QSI provision of the Federal Salary Reform Act of 1962 became effective in CIA approximately fifteen months ago.



Chief,
Clandestine Services
Personnel Office

SECRET



SECRET

6 March 1964

MEMORANDUM FOR: Deputy Director of Plans
ATTENTION : DDP/OP
**SUBJECT : Request for Quality Step Increase for
Charlotte Bustos-Videla**

1. On the basis of the information presented below, it is recommended that a quality step increase be approved for Charlotte Bustos-Videla.

2. As stated in the accompanying Fitness Report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities as the desk officer for Mexico FI and Operational Support Projects, she carries a heavy burden in the areas of administration, preparation of special reports and training of personnel. She frequently represents the Mexico Section in dealings with other elements of the Agency and acts for the Chief of Section in his absence. Subject's performance clearly exceeds the normal requirements of the assignment and of her present GS grade level.

3. Subject's present high quality of performance typifies her performance over a period of several years and it is fully expected that this level will be maintained.

4. Consideration was given to the granting of a Merit Award but the quality step increase seems more appropriate in this case. Subject has been passed over for promotion in the past and due to limitations as to

SECRET

-2-

area of assignment, it is unlikely that a promotion to grade GS-13 can be obtained. The salary increase is therefore thought to be the most fitting reward for her outstanding service.

J. C. King
C. KING
C/WHM

CONCUR:

[Redacted signature box]

DDP/OP

24 March 64
Date

APPROV:

JF [Redacted signature box]

Director of Personnel

24 MAR 64
Date

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 18 November 1963	
1. SERIAL NUMBER 007667		2. NAME (Last-First-Middle) BUSTOSVIDELA, C. Z.		3. NATURE OF PERSONNEL ACTION REASSIGNMENT	
4. EFFECTIVE DATE REQUESTED MONTH 12 DAY 16 YEAR 1963		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS <input checked="" type="checkbox"/> X <input type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE 4235 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO SECTION			10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.		
11. POSITION TITLE OPS. OFFICER		12. POSITION NUMBER 0321	13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 4	17. SALARY OR RATE \$10,420	
18. REMARKS FROM: DDP/WH/3/607/Mexico Sec/Hqs					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Recorded by CSPD <i>[Signature]</i> </div>					
19A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i>		DATE SIGNED 11/19/63		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	
PLEASE BE CLEAR AND PRECISE IN USE OF THE OFFICE OF PERSONNEL					
20. REGION	21. DIVISION	22. OFFICE	23. POSITION	24. GRADE AND STEP	25. DATE OF ACTION
37	16	51/60	16/1	75013	1 31/12/63
26. REASON	27. SPECIAL	28. REASON FOR ACTION	29. ACTION	30. ACTION	31. ACTION
32. ACTION	33. ACTION	34. ACTION	35. ACTION	36. ACTION	37. ACTION
38. POSITION CONTROL DESIGNATION	39. APPROVAL	40. APPROVAL	41. APPROVAL	42. APPROVAL	43. APPROVAL
1/21-63					

SECRET

CASE 71-10322

SECRET

15 March 1963

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

SUBJECT: Recommendation for Promotion to Grade GS-13
Mrs. Charlotte Bustos-Vidala

1. Mrs. Charlotte Bustos-Vidala entered on duty with MH Division in August of 1951. She has served on a variety of desks covering South American as well as Mexican and Central American affairs. In each of her assignments she has demonstrated exceptional competence and devotion to duty.

2. Since December 1957 Mrs. Bustos has been assigned to the Mexican Desk and at present is Acting Chief. She is the soul and motor of that desk, managing many of its operations and supervising its staff, many of whom she has trained. She is past mistress of administrative procedures and the ease with which she obtains clearances, maintains files and secures necessary approvals while handling the most complicated operational aspects of projects is phenomenal. Her work output is enormous and yet everything is done simply and modestly with a minimum of excess motion. She is an outstanding employee and should be deserving of recognition.

3. It is recommended that Mrs. Bustos be promoted to grade GS-13.

J. C. KING
Chief,
Western Hemisphere Division

*Not Approved
June 63*

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 1 June 1961	
1. SERIAL NUMBER 107667		2. NAME (Last-First-Middle) BUSTOS-VIDELA, G. Z.					
3. NATURE OF PERSONNEL ACTION NAME CHANGE FROM-CHARLOTTE L. ZEHMUND				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06 18 61		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X		V TO V		7. COST CENTER NO. CHARGE-ABLE 1235 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
V TO CF		CF TO V		CF TO CF			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO SECTION				10. LOCATION OF OFFICIAL STATION WASH., D. C.			
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER D		12a. PCR CONTROL NO.		13. CAREER SERVICE DESIGNATION DI
14. CLASSIFICATION SCHEDULE (GS, LD, etc.) GS		15. OCCUPATIONAL SERIES 12		16. GRADE AND STEP 0136.01		17. SALARY OR RATE 12 22 \$ 8955- 9215	
18. REMARKS By Marriage.							
18a. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i>				18b. SIGNATURE OF CAREER OFFICER <i>[Signature]</i>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION TO EMPLOY REG. EMP.		20. OFFICE CODE NO.		21. SPECIAL CODE		22. DATE OF BIRTH MO. DA. YR. 1 12 29	
23. DATE OF APPOINTMENT		24. SPECIAL REFERENCE		25. DATE OF SEPARATION DATE ENDS		26. DATE OF LAST PROMOTION	
27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. CORRECTIVE/AMENDMENT DATA		30. SECURITY REQ. NO.	
29. RET. REFERENCE		30. SERV. TEMP. DATE		31. MILITARY SERVICE DATA		32. STATE TAX DATA	
33. MILITARY SERVICE DATA		34. MILITARY SERVICE DATA		35. MILITARY SERVICE DATA		36. STATE TAX DATA	
37. MILITARY SERVICE DATA		38. MILITARY SERVICE DATA		39. MILITARY SERVICE DATA		40. STATE TAX DATA	
41. MILITARY SERVICE DATA		42. MILITARY SERVICE DATA		43. MILITARY SERVICE DATA		44. STATE TAX DATA	
45. POSITION CONTROL CERTIFICATION <i>[Signature]</i>				46. O.P. APPROVAL <i>[Signature]</i>			

SECRET

20 May 1961

MEMORANDUM FOR: WH/Personnel

SUBJECT: Change of Name

It is requested that all records in the Agency, including the section which issues payroll checks, be changed to reflect my married name: Charlotte Z. Euston-Videla. This change is effective immediately.

Charlotte Z. Euston-Videla
Charlotte Z. Euston-Videla
SA/B/Mexico

SECRET

SECRET
REQUEST FOR PERSONNEL ACTION

1. Serial No. 07667		2. Name (Last-First-Middle) ZEHNRUNG CHARLOTTE			3. Date Of Birth Mo. Da. Yr. 01 12 29			4. Vac. Prof. None-0 5 Pt-1 10 Pt-2 0		5. Sex F 2		6. CS - EOD Mo. Da. Yr. 00 27 51		
7. SCD Mo. Da. Yr. 04 02 51		8. CSC Reim. Yes-1 No-2 1		9. CSC Or Other Legal Authority 50 USCA 403		10. Appt. Affidav. Mo. Da. Yr.			11. FEGLI Yes-1 No-2		12. LCD Mo. Da. Yr. 00 27 51		13. ... Yes-1 No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DOP WM BRANCH 111 MEXICO SECTION				Code 4613		15. Location Of Official Station WASH., D. C.				Station Code 75013		
16. Dept. - Field Doct. Code USfld. Code Fign. Code 2		17. Position Title XXXXXXXX OPS OYCR				18. Position No. XXXX BA-321		19. Serv. GS		20. Occup. Series 0136.51		
21. Grade & Step 11 2 4		22. Salary Or Rate 8530 7750		23. SD DI		24. Date Of Grade Mo. Da. Yr. 04 10 55		25. PSI Due Mo. Da. Yr. 04 10 58		26. Appropriation Number 0235-1000-1000		

ACTION

27. Nature Of Action PROMOTION		Code 30		28. Eff. Date Mo. Da. Yr. 12 13 59		29. Type Of Employee REGULAR		Code 01		30. Separation Data	
--	--	-------------------	--	---	--	--	--	-------------------	--	---------------------	--

PRESENT ASSIGNMENT

14. Organizational Designations				Code 4613		15. Location Of Official Station <i>per memo WH</i>				Station Code		
16. Dept. - Field Doct. Code USfld. Code Fign. Code 2		17. Position Title OPS OYCR				18. Position No. 607 BA-321		19. Serv. GS		20. Occup. Series 0136.01		
21. Grade & Step 12 1		22. Salary Or Rate 8330		23. SD DI		24. Date Of Grade Mo. Da. Yr. 12 13 59		25. PSI Due Mo. Da. Yr. 5 14 60		26. Appropriation Number 0235-1000-1000		

SOURCE OF REQUEST

A. Requested By (Name And Title) P. C. Bowers WH Personnel Officer		C. Request Approved By (Signature And Title)	
B. For Additional Information Call (Name & Telephone Ext.) John Wainlako 8242			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		<i>[Signature]</i>		11 Dec 59		D. Placement					
B. Pay Control		<i>[Signature]</i>		12-17-59		E.					
C. Classification						F. Approved By					

Remarks:

110-79

SECRET

16 July 1959

Exh. 1000 (3)

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

SUBJECT: Recommendation for Promotion -
Miss Charlotte L. Zehring

1. Miss Charlotte L. Zehring entered on duty with CIA on 27 August 1951. She was assigned to the Mexican Section of WH Division, Branch III, in June 1957. During the past two years she has been the responsible Case Officer for several FI and CE Projects.

2. Miss Zehring is a loyal and dedicated employee. She has displayed considerable initiative and has been able to carry out her duties with a minimum amount of support. She readily accepts responsibility and is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and Field procedures in addition to her ability to organize her work greatly facilitates the smooth functioning of the Mexican Desk. She has demonstrated a superior comprehension of the numerous and varied projects of the [redacted] Station which has contributed to the overall Headquarters support of the stations performance. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehring has an excellent potential for assuming greater responsibilities.

3. In recognition of her outstanding performance it is recommended that Miss Zehring be promoted to grade GS-12.

J. C. King
J. C. KING
Chief

Western Hemisphere Division

S-E-C-R-E-T

17 March 1958

MEMORANDUM FOR: Charlotte Zehring
VIA : Chief, WE/3/Mexico

1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.
2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RI as that of an officially appointed Records Officer.
3. A series of meetings will be held in Room 1400, F Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednesday, 2 April 1958, 1300 - 1645 hours; if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date. Please review the attached materials prior to this meeting.


DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

S-E-C-R-E-T

SECRET

Classify According To Content

REQUEST FOR PERSONNEL ACTION															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex	6. CS - EOD			
		ZEHRUNG, Charlotte L.				Mo	Da	Yr	None-0	Code		Mo	Da	Yr	
						1	12	29	5 Pt-1	0	F				
						10 Pt-2									
7. SCD			8. CSC Reimt		9. CSC Or Other Legal Authority			10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Mil Ser. Credit LCD	
Mo	Da	Yr	Yes - 1	Code				Mo	Da	Yr	Yes - 1	Code	Mo	Da	Yr
			No - 2	1							No - 2				

PREVIOUS ASSIGNMENT

14. Organisational Designations				Code	15. Location Of Official Station				Station Code	
DDP/WH Branch III Mexico Section					Washington, D.C.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.	20. Occup. Series	
Dept. - X	Code	Reports Officer				BA-0072.01		GS	0132.144	
Usfld.										
Fragn.										
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
3		\$ 6605		DI	Mo	Da	Yr	Mo	Da	Yr
11-2					07	10	55	07	06	57
									8-3500-20	

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee			Code	30. Separation Data	
REASSIGNMENT		56	Mo	Da	Yr	REGULAR			01	
			7	13	58					

PRESENT ASSIGNMENT

31. Organisational Designations				Code	32. Location Of Official Station				Station Code	
DDP/WH Branch III Mexico Section				4413	Washington, D.C.				95013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.	37. Occup. Series	
Dept. - X	Code	I.O. (FI)				BA-521-22		GS	0136.51	
Usfld.										
Fragn.										
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
4		\$ 6605		DI	Mo	Da	Yr	Mo	Da	Yr
11-2					7	10	55	07	05	57
									8-3500-20	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
P.O. BOHETS WH/Personnel Officer			
B. For Additional Information Call (Name & Telephone Ext.)			
JOHN WASHENKO X 8242			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[Signature]	11/1/58	D. Placement	[Signature]	11/1/58
B. Pay Control	[Signature]	[Date]	E.		
C. Classification			F. Approved By	[Signature]	1 APR 1958

Remarks

FEDERAL SEC. INV. NO. 60458
 SECURITY & INVESTIGATION

SECRET

Classify According To Content.

REQUEST FOR PERSONNEL ACTION														
											8 Nov 1957			
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Ver. Prof.		5. Sex	6. CS - EOD		
		ZEHRUNG, Charlotte E.				Mo	Da	Yr	None-0	Code	F	Mo	Da	Yr
						1	12	29	5 Pr-1	0				
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. 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SECRET

REPRODUCTION MASTERS

SECRET

BIOGRAPHIC PROFILE

SECRET

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

Charlotte BUSTONS-VIDELA

LEFT HAND SIDE

(numbered top to bottom)

1. Admin and finance documents - March 1974 - Jan 1978
2. Admin and finance documents - May 1951 - April 1956
3. Bio profile (sanitized form in file)

Charlotte BUSTOS-VIDELA

RIGHT HAND SIDE FILE

(numbered top to bottom)

1. Personnel/cover - after 1973
2. "Actions" - Personnel actions - after 1973
3. "Actions" - Personnel Actions - Before 1957
4. "Fitness Reports" - May 1973 - Nov 1977
5. "Fitness Reports" prior to 1957
6. "Other" - admin material - after 1973
7. "Other"-admin material-prior to 1957
8. "Medical" - all medical material related to clearances
9. "PHS-SEC" - document related to cover legend

SECRET

CLASSIFIED BY [redacted]

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

11 Sep 72

3190

TO: (Check)	<input checked="" type="checkbox"/>	CHIEF, CONTROL DIVISION	SS NUMBER	[redacted]
	<input type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER	007667
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	IC CARD NUMBER	NH 2040
ATTN:	[redacted]		<input type="checkbox"/>	ESTABLISHED
REF:	Form 1322 dated 5 May 72		<input checked="" type="checkbox"/>	DISCONTINUED
SUBJECT	BUSTOS-VIDELA, Charlotte Z		UNIT	[redacted]

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

<input checked="" type="checkbox"/>	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:
<input checked="" type="checkbox"/>	BASIC COVER PROVIDED EFFECTIVE DATE <u>Aug 62</u>	SUBMIT FORM 3254 _____ W-2 TO BE ISSUED. (HR 20-11)
<input type="checkbox"/>	OPERATIONAL COVER PROVIDED FOR _____ TDY _____ OTHER (Specify)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HR 20-7)
<input checked="" type="checkbox"/>	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HR 20-7)	EAA: CATEGORY I [] CATEGORY II []
<input checked="" type="checkbox"/>	SUBMIT FORM 125 _____ W-2 TO BE ISSUED. (HR 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
<input checked="" type="checkbox"/>	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-29)	SUBMIT FORM 2689 FOR _____ HOSPITALIZATION CARD
<input checked="" type="checkbox"/>	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-24)	DO NOT WRITE IN THIS BLOCK
<input checked="" type="checkbox"/>	EAA: CATEGORY I [] CATEGORY II [<input checked="" type="checkbox"/>]	
<input checked="" type="checkbox"/>	SUBMIT FORM 2689 FOR <u>AGE</u> HOSPITALIZATION CARD	
MEMORANDUM AND/OR COVER HISTORY Aug 51 - Aug 62 Hqs/OVERT Aug 62 - Jul 67 Hqs/DAC Jul 67 - Aug 72 Mexico, [redacted] Sep 72 - Present Hqs/DAC		

CD/kas

DISTRIBUTION: COPY 1 - CO
 COPY 2 - OPERATING COMPONENT
 COPY 3 - O'DA
 COPY 4 - O/TELETYPE
 COPY 5 - O
 COPY 6 - O - FILE

CHIEF, CONTRACT PERSONNEL DIVISION

14 APR 68

WARNING - SECURITY

SECRET

NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP		DATE 7 August 1962
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, RECORDS AND SERVICES DIVISION	ESTABLISHED FOR (NEE: ZEHRLING)
	<input type="checkbox"/> CHIEF, OPERATING COMPONENT, WH	BUSTOSVIDELA, Charlotte Z.
ATTN:	WH/SS [redacted]	FILE NO. 3190
REF:	Verbal Request for Cover, Form 1322 Dated 31 Jul 62	ID CARD NO.
MILITARY COVER BACKSTOP ESTABLISHED		
<input checked="" type="checkbox"/> BLOCK RECORDS: (OPMEMO 20-800-11) a. TEMPORARILY FOR _____ DAYS, EFFECTIVE _____ <input checked="" type="checkbox"/> CONTINUING, EFFECTIVE 7 August 1962		
<input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY TO 3. (HB 20-800-3)		
<input type="checkbox"/> ASCERTAIN THAT ARMY W-2 BEING ISSUED. (HD 20-661-1)		
<input type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (R 210-250)		
<input type="checkbox"/> SUBMIT FORM 1322 FOR TRANSFERRING COVER RESPONSIBILITY. (R 740-250)		
<input type="checkbox"/> REMARKS:		
<p style="text-align: center;">THIS FORM IS TO BE MAINTAINED IN THE OFFICE OF THE CHIEF, RECORDS AND SERVICES DIVISION</p>		
<input type="checkbox"/> COPY TO CPO/OP <div style="display: flex; justify-content: space-between;"> 43688 <div style="text-align: right;"> <small>CHIEF, MILITARY COVER, CGA</small> </div> </div>		

THIS EMPLOYEE HAS BEEN IDENTIFIED AS
A C.I.A. EMPLOYEE FOR PURPOSES OF
WITHOLDING STATE AND FEDERAL TAXES

DATE DESIGNATED JANUARY 03 1961

07667 CHARLOTTE L ZHRUNG 235100010

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

0JCS 07/21/73

1 SERIAL NUMBER 0C7657		2 NAME (LAST FIRST MIDDLE) BUSTOSVIDELA C Z	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT		4 EFFECTIVE DATE MO DA YR 07 01 73	5 CATEGORY OF EMPLOYMENT
6 FUNDS <input checked="" type="checkbox"/> X <input type="checkbox"/> V TO V <input type="checkbox"/> V TO O <input type="checkbox"/> O TO V <input type="checkbox"/> O TO O	7 PAY AND NSCA 4235 4525 0000		8 SEC OR OTHER LEGAL AUTHORITY
9 ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION		10 LOCATION OF OFFICIAL STATION WASH., D.C.	
11 POSITION TITLE OPS OFFICER		12 POSITION NUMBER 1294	13 CAREER GRADE DESIGNATION OR 0
14 CLASSIFICATION SCHEDULE (GS, BR, etc.) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 13	17 SALARY OR RATE

18 REMARKS

SIGNATURE OR OFFER IDENTIFICATION

10-11-B
07/21/73

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5306 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

EFFECTIVE DATE OF PAY ADJUSTMENT CORRECTED FROM 7 JAN 1973 TO 1 OCT 1972 UNDER EXECUTIVE ORDER 11777, DATED 12 APR 1973

NAME: BUSTOSVIDELA C Z
 SERIAL: 007667
 ORGN. FUNDS: GR-STEP
 GS: 13 7

NEW SALARY: \$23,642

SECRET
 (When Filled In)

MDP: 26 SEPT 72

NOTIFICATION OF PERSONNEL ACTION							
1 SERIAL NUMBER		2 NAME (LAST-FIRST-MIDDLE)					
007667		BUSTOSVIDELA C Z					
3 NATURE OF PERSONNEL ACTION				4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT	
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS				MO DA YR 09 17 72		REGULAR	
6 FUNDS		7 V TO V		8 V TO CF		9 FINANCIAL ANALYSIS NO CHARGEABLE	
X		CF TO V		CF TO CF		3235 0620 0000	
10 CSC OR OTHER LEGAL AUTHORITY				50 USC 403 J			
11 ORGANIZATIONAL DESIGNATIONS				12 LOCATION OF OFFICIAL STATION			
DUP/WH DIVISION BRANCH 1 CA SECTION				WASH., D.C.			
13 POSITION TITLE				14 POSITION NUMBER		15 SERVICE DESIGNATION	
OPS OFFICER				1294		U	
16 OCCUPATIONAL SERIES		17 GRADE AND STEP		18 SALARY OR RATE			
GS		13 7		23,642			
19 REMARKS							
W2 INFO: [REDACTED]							
PHONE BASE: WH							

SPACE BELOW FOR EXCLUSIVE USE BY THE OFFICE OF PERSONNEL

19 REGIONAL OFFICE	20 OFFICE SYMBOL	21 OFFICE NAME	22 OFFICE ADDRESS	23 OFFICE PHONE	24 DATE OF TRADE	25 DATE OF TRADE
16	WH	01300	7013	01	12 25	
26 OFFICE SYMBOL						
27 OFFICE NAME						
28 OFFICE ADDRESS						
29 OFFICE PHONE						
30 DATE OF TRADE						
31 DATE OF TRADE						

SECRET

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	OPGN,	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51 620	CF	G5 13 7	\$22,487

1 SERIAL NO		2 NAME		3 ORGANIZATION		4 FUNDS		5 LWOP CODE			
007667		BUSTOSVIDELA C Z		51 620		CF					
6 OLD SALARY RATE				7 NEW SALARY RATE						8 TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ		
G5	13	6,721	10/19/69	G5	13	7,313	10/17/71				
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.											
SIGNATURE						DATE					
						16/35					
						359					
<input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
PAY CHANGE NOTIFICATION											

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11976 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51 620	CF	GS 13 6	\$20,721

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-261 AND EXECUTIVE ORDER 11924 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51 620	CF	GS 13 6	\$19,555

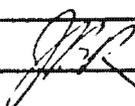
"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C 2	007667	51	100	V GS 13 7	\$24,811

1. SERIAL NO.		2. NAME		3. GRADE AND STEP				4. EMPLOYER		
007667		BUSTOSVIDELA C 2		51 620 CF						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADP
GS 13	5	\$17,920	10/19/69	GS 13	6	\$19,447	12/14/69			
8. Remarks and Authentication										
QUALITY STEP INCREASE										
/s/ R S HATTLES 12 DECEMBER 1969										
PAY CHANGE NOTIFICATION										

G51

1 SERIAL NO.		2 NAME			3 ORGANIZATION		4 FUNDS		5 LWOP HOURS		
007667		BUSTOSVIDELA C Z			51 620		CF				
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION			
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.		
GS	13	4	\$17,393	10/22/67	GS	13	5	\$17,920	10/19/69		
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.											
SIGNATURE					DATE						
					8/16/69/35						
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
CLERKS INITIALS					APPROVED BY						
											
FORM 7-66 560 E		Use previous editions		PAY CHANGE NOTIFICATION					(4-51)		

COMPENSATION

UCI 13 13 35 35

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORG.	FUNDS	GR-STEP	SALARY
BUSTOSVIDELA C Z	007667	51 620	CF	GS 13 4	\$17,393

FVO: 31 OCT 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OLF

1 SERIAL NUMBER 007667		2 NAME (LAST FIRST-MIDDLE) BUSTOSVIDELA C Z	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT			4 EFFECTIVE DATE MO DA YR 11 03 68
5 CATEGORY OF EMPLOYMENT REGULAR			6 FUNDS V TO V CF TO V X V TO CF CF TO CF
7 Financial Analysis No Chargeable 9135 0990 0000		8 CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11 POSITION TITLE OPS OFFICER		12 POSITION NUMBER 0418	13 SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS (B etc)) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 13 4	17 SALARY OR RATE 15843
18 REMARKS STAFF EMPLOYEE SPECIAL			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19 ACTION CODE 37	20 EMPLOY CODE 10	21 OFFICE CODING TO MERIC 51620 TO FOREIGN WH	22 STATION CODE 45075
23 INTERSEE CODE	24 HOURS CODE 3	25 DATE OF BIRTH MO DA YR 01 12 25	26 DATE OF LEAVE MO DA YR
27 DATE OF LEI MO DA YR	28 TIME EXPIRES MO DA YR	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1. FIC 2. CIA 3. USA 4. NONE
31 SEPARATION DATA CODE	32 CORRECTION / CONCESSION DATA TYPE MO DA YR	33 SECURITY REG NO	34 SER
35 VET PREFERENCE CODE 0 NONE 1 5 YR 2 10 YR	36 SERV COMP DATE MO DA YR	37 LONG COMP DATE MO DA YR	38 CAREER CATEGORY CAP PROV TEMP
39 FEDERAL HEALTH INSURANCE CODE 0 NONE 1 YES	40 SOCIAL SECURITY NO	41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERV 1 NO SERV IN SERV CO 2 SERV IN SERV CO LESS THAN 5 YRS 3 SERV IN SERV CO MORE THAN 5 YRS	42 LEAVE CAT CODE
43 FEDERAL TAX DATA FORM EXECUTED CODE 1 YES 2 NO	44 STATE TAX DATA	SIGNATURE OR OTHER AUTHENTICATION	

POSTED
11-15-68

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOSVIDELA C Z	007667	51	620	CF GS 13 4	\$14,857	\$15,849

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST-MIDDLE)							
007667		BUSTOSVIDELA C Z							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
PLACETS/RELT					MO DA YR 07 14 68		REGULAR		
6. FUNDS		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY					
Y TO Y CF TO Y		V TO CF A		6135 0300 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDP/WI FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO				
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
CFO/1					110				
14. CLASSIFICATION SCHEDULE (GS, FS, etc)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			4135.01		13 3		15750		
18. REMARKS									
NEW EMPLOYEE									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. IN-GRADE CODE	24. RATING CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LCI
07	11	51620 120		45070		3	07 14 68	07 14 68	
28. MIL. EXP. DATA		29. SPECIAL EXPERIENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/AMENDMENT DATA	
		02						EOD DATA	
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG COMP. DATE		36. CAREER CATEGORY		37. FECLTY/HEALTH INSURANCE	
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE				39. LEAVE CAT		40. FEDERAL TAX DATA		41. STATE TAX DATA	
SIGNATURE AND OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED <i>[Signature]</i> </div>									

12/11

651

NOV 1967

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
007667		BUSTOSVIDELA C 2		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 13	3	\$13,769	10/23/66	GS 13	4	\$14,217	16/22/67		
9. CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT				OF ACCEPTABLE LEVEL OF COMPETENCE.					
SIGNATURE				DATE					
				8/18/67					
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS				AUDITED BY					
C. B. M.									
FORM 7-66 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)	

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-216, PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."
 EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOSVIDELA C 2	007667	51 620	CF	GS 13 3	\$13,769	\$14,407

SECRET
(When Filled In)

MAH: 18 JULY 67

535

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 007667		2. NAME (LAST-FIRST MIDDLE) BUSTOSVIDELA C Z							
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4. EFFECTIVE DATE MO DA YR 07 16 67	5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS	V TO V	X	V TO CF	7. Financial Analysis No. Chargeable 8135 0990 0000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J				
	CF TO V		CF TO CF						
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION			10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO						
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 1528	13. SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 3	17. SALARY OR RATE 13769				
18. REMARKS OPS OFFICER OCCUPYING INTEL ANALYST POSITION.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOYER CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRAL CODE	24. MONTH	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
20	10	51620	WH	45075	3	01	12 29		
28. NIE EXPIRES MO DA YR		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CANCELLATION DATA TYPE MO DA YR		33. SECURITY #19 NO		34. SEA
07 15 69		82			EOD DATA				
35. VET PREFERENCE CODE		36. SERV COMP DATE MO DA YR		37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CODE		39. FEGLI / HEALTH INSURANCE CODE		40. SOCIAL SECURITY NO.
0									
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE				42. LEAVE CAT CODE	43. FEDERAL TAX DATA CODE		44. SPACE TAX DATA		
0									

POSTED
07-26 67 N

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 007637
2. NAME (LAST-FIRST-MIDDLE): LAST, SVIBELA, C. J.

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE: 11/15/60
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V, V TO CP, CP TO V, CP TO CP
7. COST CENTER NO. CHARGEABLE: 7200 1620 0000
8. CSC OR OTHER LEGAL AUTHORITY: 38 USC 4105 J

9. ORGANIZATIONAL DESIGNATIONS: ODP, WA BRANCH 1 FI SECTION
10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11. POSITION TITLE: CHIEF OF STAFF OFFICER
12. POSITION NUMBER: 1001
13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS
15. OCCUPATIONAL SERIES: 0138, 01
16. GRADE AND STEP: 13 3
17. SALARY OR RATE: 13760

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid for personnel data including: 19 ACTION CODE, 20 FUND CODE, 21 OFFICE CODING, 22 STATION CODE, 23 INCREMENT CODE, 24 HOURS CODE, 25 DATE OF BIRTH, 26 DATE OF GRADE, 27 DATE OF LEI, 28 NTE EXPIRES, 29 SPECIAL REFERENCE, 30 RETIREMENT DATA, 31 SEPARATION DATA CODE, 32 EMPLOYMENT CANCELLATION DATA, 33 SECURITY REQ NO, 34 SEC, 35 VET. PREFERENCE, 36 SERV. COMP. DATE, 37 LONG COMP. DATE, 38 CAREER CATEGORY, 39 FIGLI/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

Handwritten signature and date: 11-27-60

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOS-VICELA C Z	907667	91	300	V GS 12 6	\$12,029	\$12,459

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOS-VICELA C Z	907667	91	300	V GS 12 6	\$12,459	\$12,822

007667 BUSTOSVIDELA C Z

OLD SALARY RATE				NEW SALARY RATE				EFFECTIVE DATE		
Grade	Step	Salary	End of Term	Grade	Step	Salary	Effective Date	PM	LU	ADJ
GS	12	5	111,670	10/13/65	GS	12	6	112,025	10/10/65	

Remarks and Authorization

NO EXCESS LWOP
IN PAY STATUS AT END OF WAITING PERIOD
LWOP STATUS AT END OF WAITING PERIOD
CLERK INITIALS *D.J.* AUDITED BY

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

SIGNATURE: *[Signature]* DATE 23 Aug 65

PAY CHANGE NOTIFICATION

(4-51)

OCT 14 11 22 AM '65

NJM, 11 AUG 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 007667		2. NAME (LAST-FIRST-MIDDLE) BUSTOSVIDELA C Z	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			
4. EFFECTIVE DATE MO. DA. YR. 08 01 65		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE 6235 0620 0000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 1 FI SECTION		10. LOCATION OF OFFICIAL STATION WASH., D. C.	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 1201	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 5	17. SALARY OR RATE 11670
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51300 WH	22. STATION CODE 75013
23. INTEGRAL CODE	24. MONTHS	25. DATE OF BIRTH MO. DA. YR. 01 12 29	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.	28. MTR EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA
31. SEPARATION DATA DATE CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REG NO.	34. SEX
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY
39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1: NO PREVIOUS SERVICE 2: NO BREAK IN SERVICE 3: BREAK IN SERVICE LESS THAN 5 YRS 4: BREAK IN SERVICE MORE THAN 5 YRS	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM 941-13D CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM 941-13D CODE NO. TAX EXEMPTIONS	45. FORM 941-13D CODE NO. TAX EXEMPTIONS	46. STATE TAX DATA FORM 941-13D CODE NO. TAX EXEMPTIONS
SIGNATURE OR OTHER AUTHENTICATION			

[Signature]

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/69

1 SERIAL NUMBER 007667		2 NAME (LAST-FIRST MIDDLE) RUSTOSVIDELA C Z			
3 NATURE OF PERSONNEL ACTION REASSIGNMENT			4 EFFECTIVE DATE MO. DA. YR. 05 31 69	5 CATEGORY OF EMPLOYMENT	
6 FUNDS	<input checked="" type="checkbox"/> X	V TO V	V TO O	7 COST CENTER NO. CHARGEABLE 5235 0620 0000	8 CSC OR OTHER LEGAL AUTHORITY
		O TO V	O TO O		
9 ORGANIZATIONAL DESIGNATIONS DDP/WH DIVISION				10 LOCATION OF OFFICIAL STATION WASH., D. C.	
11 POSITION TITLE OPS OFFICER			12 POSITION NUMBER 1202	13 CAREER SERVICE DESIGNATION U	
14 CLASSIFICATION SCHEDULE (GS, IS, etc.) GS	15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 12	17 SALARY OR RATE	
18 REMARKS <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;"><p>POSTED 6-9-65 HT</p></div>					
SIGNATURE OR OTHER AUTHENTICATION					

007667		BUSTOS-VIDELA, C. Z.		52 600		V	
OLD SALARY RATE				NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
OS 12	4	\$10,976	10/11/63	OS 12	5	\$11,300	03/25/64
Remarks and Authorization <p style="text-align: center;">QUALITY STEP INCREASE.</p>							
SIGNED: E. D. ECHO DATE: MARCH 25, 1964 <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>							

Form 9-63 560

Obsolete Previous Edition

(4-51)

MHC:5 DEC 63

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)							
007667		BUSTOSVIDELA C Z							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT				12 05 63		REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY					
X		4235 1000 1000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 3 MEXICO SECTION				WASH., D.C.					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER				0321		D			
14. CLASSIFICATION SCHEDULE (GS, LW, etc)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		12 4		10420			
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
37	10	51400 WH	75013		1	01 12 29			
28. HIE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG NO	34. SER	EOD DATA		
35. VET PREFERENCE	36. STERN COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEES/RESULTS INDICATOR	40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA						
45. SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 10925 </div>									

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS,
 EFFECTIVE 16 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR. ST SALARY	OLD GR. ST SALARY	NEW GR. ST SALARY	NEW GR. ST SALARY
BUSTOSVIDELA C Z	007667	A4400	V	12 2 \$ 9215		12 2 \$ 9790	

335-000-1000

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
007667		BUSTOSVIDELA C Z		A4400 V						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Low Eff Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS-12	2	\$ 9,790	06/11/61	GS-12	3	\$ 10,105	10/14/62			
8. Remarks and Authentication										
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT EN. OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS: _____ AUDITED BY: _____										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>W. J. Holman</i>						DATE: 26-X-62				
PAY CHANGE NOTIFICATION										

SECRET
(When Filled In)

REC-11 AUG 61

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007667		2. NAME (LAST-FIRST MIDDLE) BUSTOS-VIDELA C Z BUSTOSVIDELA C Z	
3. NATURE OF PERSONNEL ACTION NAME CHANGE FROM* CHARLOTTE L. ZEBRUNG - CORRECTION**		4. EFFECTIVE DATE MO DA YR 06 12 61	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X	V TO V CF TO V	V TO CF CF TO CF	7. COST CENTER NO. CHARGEABLE 2235 1000 1000
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO SECTION		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0607	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, WB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 2	17. SALARY OR RATE 9215

18. REMARKS
 * BY MARRIAGE ON 18 MARCH 61.
 ** THIS ACTION CORRECTS SF 1150 EFF 12 JUNE 61 ITEM # 2, NAME, WHICH READ BUSTOSVIDELA C Z TO READ BUSTOS-VIDELA C Z, FOR PAYROLL PURPOSE ONLY.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. GRADE	25. DATE OF BIRTH MO DA YR 01 12 29	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. NTE EXPIRES MO SA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CAL 2 - RICA 3 - NONE		31. SEPARATION DATA CODE	32. EFFECTIVE/CANCELLATION DATA TYPE MO SA YR		33. SECURITY REQ NO	34. SEX	
35. NET PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT	36. SERV. COMP. DATE MO DA YR	37. LEAVE COMP. DATE MO SA YR	38. MIL. SERV. CREDIT/LTS 1 - YES 2 - NO	39. FEGLI/HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO				
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREV GOV SERVICE 1 - NO ANGRS IN SERVICE 2 - PRIOR IN SERVICE (1042) WHEN IN MOST 3 - ANGRS IN SERVICE (MORE THAN 12 MOS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM REPORTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA FORM REPORTED CODE NO TAX EXEMP STATE CODE 1 - YES 2 - NO		

SIGNATURE OR OTHER AUTHENTICATION

POSTED
08/22/61 JK

AES: 12 JUNE 61

SECRET
(When Filled In)

OFF										NOTIFICATION OF PERSONNEL ACTION																								
1. SERIAL NUMBER					2. NAME (LAST-FIRST-MIDDLE)					3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE					5. CATEGORY OF EMPLOYMENT														
007667					RUSTOSVIDELA C Z					NAME CHANGE FROM CHARLOTTE L. ZEHRUNG					06 12 61					REGULAR														
6. FUNDS					7. COST CENTER NO. CHARGEABLE					8. CSC OR OTHER LEGAL AUTHORITY					9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION														
X					1235 1000 1000					50 USC 403 J					DOP WH BRANCH 3 MEXICO SECTION					WASH., D.C.														
11. POSITION TITLE					12. POSITION NUMBER					13. CAREER-SERVICE DESIGNATION					14. CLASSIFICATION SCHEDULE (GS, WD, etc.)					15. OCCUPATIONAL SERIES					16. GRADE AND STEP					17. SALARY OR RATE				
OPS OFFICER					0607					D.					GS					0136.01					12 2					9215				
18. REMARKS																																		
*BY MARRIAGE. 18 MARCH 1961																																		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																																		
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING				22. STATION CODE		23. INTEGREE CODE		24. PAY PLAN		25. DATE OF BIRTH				26. DATE OF GRADE				27. DATE OF LEA												
53		10		NUMERIC ALPHABETIC								600		01 12 29																				
28. DTE EXPIRES				29. SPECIAL REFERENCE				30. RETIREMENT DATA				31. SEPARATION DATA CODE				32. CORRECTION/CANCELLATION DATA				33. SECURITY REG. NO.				34. SER.										
				1. CSC 2. PICA 3. NONE				CODE				TYPE NO. DA YR.				EOD DATA																		
35. VET PREFERENCE				36. SERV. COMP. DATE				37. LONG COMP. DATE				38. MIL SERV. CREDIT/LEO				39. FEGLI/HEALTH INSURANCE				40. SOCIAL SECURITY NO.														
CODE				NO DA YR				NO DA YR				1-YES 2-NO				CODE CODE 0-BAKED 1-YES 2-NO				HEALTH INS. CODE														
41. PREVIOUS GOVERNMENT SERVICE DATA								42. LEAVE CAT.				43. FEDERAL TAX DATA				44. STATE TAX DATA																		
CODE								CODE				NON-EXEMPTED CODE				70 TAX EXEMPTIONS				FORM EXECUTED				CODE NO TAX EXEMP STATE CODE										
1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 18 MOS) 3. BREAK IN SERVICE (MORE THAN 18 MOS)												1-YES 2-NO				1-YES 2-NO																		
SIGNATURE OR OTHER AUTHENTICATION																																		
															POSTED					06/14/61 ZK														

SECRET
(When Filled In)

1. Serial No.		2. Name		3. Civil Control Number		4. LWOP Hours				
107667		MUST SVICED ZEHRUNG CHARLOTTE		DDP/WH 3 V-20						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS	12 1	\$ 8,955	12/13/59	12	2	\$ 9,215	06/11/61			
8. Remarks and Authorization										
<p align="right"><i>Jer</i></p> <p>NO EXCESS LWOP</p> <p>IN PAY STATUS AT END OF WAITING PERIOD</p> <p>IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center">EMMETT D. ECHOLS</p> <p align="right"><i>WK</i></p>										
PAY CHANGE NOTIFICATION										

Form 500
7-60

Obsolete Previous Edition

SECRET

(4-54)

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
DI	ZEHRUNG CHARLOTTE	107667	46 13	GS-12 1	\$ 8,330	\$ 8,955

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PAS: 11 DEC 1959

1. Serial No. 107667		2. Name (Last-First-Middle) ZEHRUNG CHARLOTTE			3. Date Of Birth Mo. Da. Yr. 01 12 29			4. Vet. Prof. None-0 5 Pt-1 10 Pt-2 0		5. Sex F 2		6. CS - EOD Mo. Da. Yr. 08 27 51		
7. SCD Mo. Da. Yr. 04 02 51		8. CSC Rating Yes-1 No-2 1		9. CSC Or Other Legal Authority 50 USCA 403		10. Appt. Affidav. Mo. Da. Yr. 08 27 51			11. FEGLI Yes-1 No-2 08 27 51		12. LCD Mo. Da. Yr. 08 27 51		13. Mil. Serv. Code Yes-1 No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP WH BRANCH 111 MEXICO SECTION			Code 4613		15. Location Of Official Station WASH., D. C.			Station Code 75013				
16. Dept. - Field Dept - 2 USfld - 4 Fign - 6 Code 2		17. Position Title I.O. FI			18. Position No. 0521		19. Serv. GS		20. Occup. Series 0136.51			
21. Grade & Step 11 4		22. Salary Or Rate \$ 7750		23. SD DI		24. Date Of Grade Mo. Da. Yr. 04 10 55			25. PSI Due Mo. Da. Yr. 04 06 58		26. Appropriation Number 8 3500 20	

ACTION

27. Nature Of Action PROMOTION		Code 30		28. Eff. Date Mo. Da. Yr. 12 13 59		29. Type Of Employee REGULAR		Code 01		30. Separation Data	
--	--	-------------------	--	---	--	--	--	-------------------	--	---------------------	--

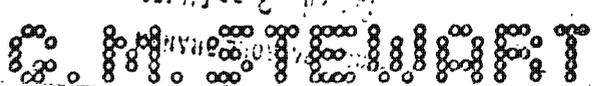
PRESENT ASSIGNMENT

31. Organizational Designations DDP WH BRANCH 111 MEXICO SECTION			Code 4613		32. Location Of Official Station WASH., D.C.			Station Code 75013				
33. Dept. - Field Dept - 2 USfld - 4 Fign - 6 Code 2		34. Position Title OPS CFCR			35. Position No. 0607		36. Serv. GS		37. Occup. Series 0136.01			
38. Grade & Step 12 1		39. Salary Or Rate \$ 8330		40. SD DI		41. Date Of Grade Mo. Da. Yr. 12 13 59			42. PSI Due Mo. Da. Yr. 06 11 61		43. Appropriation Number 0235 1000 1000	

44. Remarks

LOST
1-7-60
WJA

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 107667		2. NAME ZEMRING CHARLOTTE			3. ASSIGNED ORGAN. DDP/WM 3		4. FUNDS V-20	5. ALLOTMENT - 25			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR.				MO	DA	YR.
GS 11	3	\$ 7,510	04	06	58	GS 11	4	\$ 7,750	10	04	59
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					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
 PAY CHANGE NOTIFICATION											

FORM 5-59

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

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

SER #	NAME	SD	OLD SLOT	NEW SLOT	DATE
107667	ZEMRING CHARLOTTE	DI	0521	321	04/28/59

SECRET

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

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
ZEHRUNG CHARLOTTE	107667	GS-11-3	\$ 6,820	\$ 7,510

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET

1. EMP. ID. NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
107667		ZEHRUNG CHARLOTTE			DDP/WH		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 11	2	\$ 6,605	10	07	56	GS 11	3	\$ 6,820	04	06	58
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
 PERIODIC STEP INCREASE - AUTHENTICATION											

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
MCM 3 APRIL 58															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOB		
107667		ZEHRUNG CHARLOTTE				Mo.	Da.	Yr.	None-0	Code	F	2	Mo.	Da.	Yr.
						01	12	29	5 Pt-1	0			08	27	51
7. SCD		8. CSC Patmt.		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. ...		
Mo.	Da.	Yr.	Yes-1	Code			Mo.	Da.	Yr.	Yes-1	Code	Mo.	Da.	Yr.	
04	02	51	No-2	1	50 USCA 403 d					No-2		08	27	51	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613	WASH D C				75013	
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series		
Dept - 8	Code									
USStd - 4	2	REPORTS OFF			0072.01		GS	0132.44		
Frgn - 6										
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11 2		\$ 6605		D1	Mo.	Da.	Yr.	Mo.	Da.	Yr.
					04	10	55	04	06	58
							8 3500 20			

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data	
REASSIGNMENT		56	Mo.	Da.	Yr.	REGULAR		01	
			04	03	58				

PRESENT ASSIGNMENT

31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613	WASH., D. C.				75013	
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.	37. Occup. Series		
Dept - 8	Code									
USStd - 4	2	I.O. FI			0521		GS	0136.51		
Frgn - 6										
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
11 2		\$ 6605		D1	Mo.	Da.	Yr.	Mo.	Da.	Yr.
					04	10	55	04	06	58
							8 3500 20			

44. Remarks

POSTED

5/7/58

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
MYL															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS - EOD		
107667		ZEHRUNG CHARLOTTE				Mo.	Da.	Yr.	None-0 5 Pt-1 10 Pt-2	Code	F	2	Mo.	Da.	Yr.
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Encl. Cts		
Mo.	Da.	Yr.	Yes-1 No-2	Code	50 USCA 403 J		Mo.	Da.	Yr.	Yes-1 No-2	Code	Mo.	Da.	Yr.	
04	02	51	1									08	27	51	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
DDP WH BRANCH 11					WASH D C					
SECTION										
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series		
Dept - 2	Code	REPORTS OFFICER			313		GS	0132.44		
USfld - 4										
Frqn - 6	2									
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11 2		\$ 6605		DI	Mo. Da. Yr.		Mo. Da. Yr.		8 3500 20	

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data	
REASSIGNMENT		56	12 01 57		REGULAR		01		

PRESENT ASSIGNMENT

31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613	WASH D C				75013	
33. Dept. - Field				34. Position Title			35. Position No.		36. Serv.	37. Occup. Series
Dept - 2	Code	REPORTS OFF			0072.01		GS	0132.44		
USfld - 4										
Frqn - 6	2									
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
11 2		\$ 6605		DI	04 11 55		04 10 58		8 3500 20	

44. Remarks

POSTED

10/19/57 *Rr*

SECRET
CLASSIFICATION

FITNESS REPORT					
SECTION A GENERAL INFORMATION					
1. EMPLOYEE NUMBER 007667	2. NAME (Last, first, middle) Bustos-Videla, Charlotte Z.	3. DATE OF BIRTH 12 Jan 29	4. SEX F	5. GRADE GS-13	6. SD D
7. OFFICIAL POSITION TITLE Operations Officer		8. OFF. DIV/BR OF ASSIGNMENT DDO/WH/1	9. CURRENT STATION		10. HG CD
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> ANNUAL
			<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (From-To) XXXX 1 August 1972 - 30 April 1973			14. DATE REPORT DUE IN G.P.		
SECTION B QUALIFICATIONS UPDATE					
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.					
SECTION C PERFORMANCE EVALUATION					
<p>U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</p> <p>M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.</p> <p>P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S—Strong Performance is characterized by exceptional proficiency.</p> <p>O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter, which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Functions as Chief of the WH/1/SA and Cuba Section, supervising one case officer, one IA and one secretary.					RATING LETTER S
SPECIFIC DUTY NO. 2 Analyzes all traffic pertaining to Branch and Station SA and Cuban Operations, performs all operational support, project actions, correspondence, coordination, memoranda and file maintenance.					RATING LETTER O
SPECIFIC DUTY NO. 3 Prepares studies, file analyses and special reports such as budget and program call and correspondence with the White House.					RATING LETTER O
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

CLASSIFICATION

SECTION D NARRATIVE COMMENTS

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

In the 8 months during which she was under my supervision, Mrs. Bustos has performed in that same hard-working, highly-productive style which has become her trademark over the years. She understands the intelligence process from start to finish and is personally experienced with each step along the way, save the agent handling aspects. She excels in each phase of the work.

As chief of the Branch SA and Cuban activities section, she has once again demonstrated her mastery over her assigned duties. She is a sound, dependable, yet imaginative and energetic operations officer, whose performance leaves little to be desired. While she had had little previous supervisory experience, she has in this assignment demonstrated exemplary supervisory ability. Notwithstanding her drive, tenacity and attention to detail, she is a popular co-worker, is receptive to guidance and is sensitive to, and responsive to the needs of her subordinates.

In her performance of specific duty No. 2, she has brought to bear upon her daily duties her broad experience, high intelligence and good operational sense, functioning with practically no need of close supervision. It is comforting to know that an assignment given to this employee is always done promptly, professionally and cheerfully.

Her adaptability was demonstrated in her specific duty No. 3. Despite the press of normal daily activity, she was often called upon to produce "crash"

(continued)

SECTION E CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT		
DATE 21 May 1973	SIGNATURE OF EMPLOYEE <i>Christina J. ...</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 8	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 21 May 1973	OFFICIAL TITLE OF SUPERVISOR DC/WH/1	TYPE
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL The rater has written an accurate and thorough evaluation of Mrs. Bustos. I concur without reservation in the ratings provided subject. She is an exceptional officer. Her ability to perform a variety of assignments in Headquarters and the Field has measured up to an outstanding record. Her work with subordinates clearly indicate she is a good supervisor. Mrs. Bustos performs all facets of her work in an exemplary manner and in my judgement rates in the upper percentile in the A Category.		
DATE 21 May 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/1	

CLASSIFICATION
SECRET

Narrative Comments (continued): (Charlotte Z. Bustos-Videla)

papers for the Branch because of her innate talents and established reliability. She never failed to impress her supervisor with her production, writing ability and energy. Her overall performance is clearly in excess of her grade level.

In terms of true cost and security-consciousness, she must also be considered very strong because she has a positive and aggressive attitude towards these subjects. It is with deep regret that the Branch parts with this employee who now moves up to the Division front office staff.

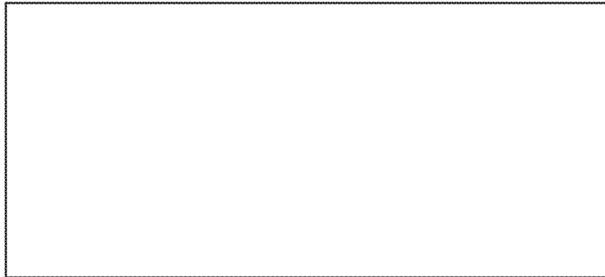
C-O-N-F-I-D-E-N-T-I-A-L

Covert Action Operations Seminar No. 2-73
35 hours, full time

Participant : Bustos-Videla, Charlotte	Office : WH
Year of Birth: 1929	Service Designation: D
Grade : GS-13	No. of Students : <input type="checkbox"/>
EOD Date : 08/51	

COURSE OBJECTIVES, CONTENT AND METHODS

The objective of the Seminar is to give the participant a familiarization with the major fields of covert action. These are viewed as:



The Seminar includes a discussion of the "political animal" and an analytical look at the political personality.

The technique of instruction is one of talks by Operations Officers experienced in various specific kinds of operation, followed by questions and discussion. Participants are encouraged and expected to ask questions and engage in the discussions, drawing upon and relating their experience to that under discussion. One of the important values to be gained from the Seminar is this exchange of experience.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:



Chief Instructor

2/28/73
Date

CONFIDENTIAL

TRAINING REPORT

Midcareer Course No. 34

Student : Bustos-Videia, Charlotte Date : 11/5-12/22/72
Year of Birth: 1929 Office : WH/1
Grade : 13 Service Designation: D
No. of Students :

COURSE OBJECTIVES -- CONTENT AND METHODS

The Midcareer Course is designed to enable potential executive officers to develop and widen their understanding of management practices, of the Agency and the Intelligence Community, and of the Government's involvement in international affairs.

The Course consists of three major segments of varying lengths. The topics covered through lectures, seminars, group discussions and field trips are:

1. Effective managerial behavior as derived through study of the Managerial Grid.
2. The functions, relationships and problems of various Agency components and of members of the Intelligence Community.
3. Selected elements of national power and current developments in key international affairs.

ACHIEVEMENT RECORD

No evaluation of the student is made during the Course, and no final grade is given upon course completion.

FOR THE DIRECTOR OF TRAINING:

22 DEC 1972

Date

Midcareer Course Chairman

Classified by: 17-1626
EX-2, APDCI,
WSISM

CONFIDENTIAL

SECRET
(When Filled In)

SECTION C NARRATIVE COMMENTS

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

In reviewing my previous fitness report and those of my predecessors, on this fine officer, I find myself hard put not to repeat what has been said so often before. She has been the backbone of this section and of those where she has worked previously. Her work has always shown excellent judgement and ingenuity. A self-starter with tremendous drive and discipline, the amount of work she has produced has been prodigious. An excellent team worker, she has never shirked when as so often happens - she is asked to take on additional work or work on a matter outside of her regular field. While forceful, she is diplomatic and tactful and is able to present suggestions and criticisms in a pleasant manner. She is one of the most dedicated persons I have met in the Organization, and exceptionally dependable. While, as a woman and a Specialist, she has had little opportunity to handle agents she has done very well with those we have given her to handle. She has showed great ability in the training of two transcribers and in the debriefing of two female agents and their husbands. This is in large part due to her in-depth knowledge of the targets this section is working on. The past few months have been difficult, requiring the complete reorganization of this Section and the termination of the majority of our assets. Under this stress, she has performed in her usual outstanding manner. Perhaps, even a little better. Her handling of a great deal of file work has been excellent, probably in part because she was the one who set it up and has maintained it in its present very good state.

(continued)

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE 7 Aug 1972	SIGNATURE OF EMPLOYEE /s/ Charlotte Z. Bustos-Videla
--------------------	---

2. BY SUPERVISOR

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

DATE 7 August 1972	OFFICIAL TITLE OF SUPERVISOR Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ []
-----------------------	--	--

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Without any hesitation I concur with the outstanding ratings above. Subject is now up for rotation and we will miss her immensely. For years she has dedicated her entire time to her job which she has done so well. She has been creative, thorough and accurate. Although she has not had supervisory experience at this station, she has performed in a manner which clearly reflects that she would have no problem with supervising. A truly outstanding employee with growth potential.

DATE 7 Aug 1972	OFFICIAL TITLE OF REVIEWING OFFICIAL DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ []
--------------------	--	--

SECRET

(CONTINUED)

SECTION C NARRATIVE COMMENTS

The one criticism of this Officer's work that I and others have made in the past still stands. She tries to do everything and somethings in this business just don't deserve the attention she gives them.

I have no personal knowledge of her supervisor abilities, but believe she is a natural leader.

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007667			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Bustos-Videla, Charlotte Z.			12 Jan 29	F	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Operations Officer			DDP/WH/1		Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From: to)			
				January 1971 - December 1971			
SECTION B PERFORMANCE EVALUATION							
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>A-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Prepares operational target studies on PBRUMEN officials and assists in the planning of operations against these targets.						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Screens all raw reports dealing with PBRUMEN targets for operational and positive intelligence.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Conducts name checks, file reviews, prepares finished memos, cables, and dispatches. Assists Case Officers in preparation of operational reports.						O	
SPECIFIC DUTY NO. 4						RATING LETTER	
Prepares draft intelligence reports from raw agent reports, technical operations and defector debriefings.						O	
SPECIFIC DUTY NO. 5						RATING LETTER	
Handles miscellaneous special projects for the Station: screening and routing to all sections daily audio take; operational reporting and project responsibility for COA/D&TO project.						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and possible limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

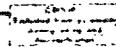
SECTION C	NARRATIVE COMMENTS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be covered on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>	
<p>066 27 8 55 ml This supervisor has worked with a variety of Intelligence Assistants. Many were good, but none compared with this Subject. She is the most thorough and fastest working IA I have met. Her capacity for hard work and long hours is prodigious. Her knowledge of operational matters is equal to that of most case officers. She has an operationally creative mind and has made many excellent suggestions for the improvement of the section's work. Additionally, her command of the Spanish language enhances all of the above abilities. This officer has found her very pleasant to work with. She has a unique ability to make constructive criticism in a tactful manner.</p> <p>If this Subject has a weakness, it was pointed out by the reviewing officer in the last fitness report when he said, "in her voracious appetite for all kinds of facts (she) can at times put undue emphasis on them, including factual minutiae as against equally important but more elusive subjective factors.</p> <p>Because of her outstanding performance and abilities the Subject will be given some activity handling agent personnel, during the forthcoming year.</p> <p>The Subject's continued fine performance since her last promotion merits special consideration by the Promotion Board.</p>	

SECTION D			CERTIFICATION AND COMMENTS
1.			BY EMPLOYEE
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
9 December 1971	/s/ Charlotte Z. Bustos-Videla		
2.			BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
9 December 1971	Ops Officer	/s/ []	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur with the above ratings and comments. Subject performs all the tasks outlined above in a very professional and methodical manner. One does not even sense that the work is going on until the finished product is produced. It is always excellent. We count heavily on her thoughts and ideas in all operational studies and considerations. She is ops oriented and has an excellent bank of information to call on when necessary. She is pleasant and has the respect of her co-workers as well as her supervisors. Her abilities are varied and she can be counted on to perform extremely well regardless of assignment or target. We will be losing this fine officer soon and we will be hard put to find someone who will be able to replace her.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
9 December 1971	Deputy Chief of Station	/s/ []	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME BUGTOS-VIDELA, CHARLOTTE Z. (Middle)		2. DATE OF BIRTH 12 Jan. 29	3. SEX F	4. GRADE GS-13	5. DD D
6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIX/BR OF ASSIGNMENT DDP/WH/Br 1		8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY
<input type="checkbox"/>	CAREER-PROVISIONAL (See instructions - Section C)	<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>	REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	SPECIAL (Specify):	<input type="checkbox"/>	SPECIAL (Specify):	<input type="checkbox"/>	REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
			1 January - 31 December 1970		
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
M-Marginal		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.			
P-Proficient		Performance is satisfactory. Desired results are being produced in the manner expected.			
S-Strong		Performance is characterized by exceptional proficiency.			
O-Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Prepares operational target studies on PBRUMEN officials of interest and helps in the preparation of operational planning re target personnel. (200)					RATING LETTER O
SPECIFIC DUTY NO. 2 Screens the raw reports from technical operations and agents for operationally useful information.					RATING LETTER O
SPECIFIC DUTY NO. 3 Provides operational and administrative support for station PBRUMEN activities. This includes name checks, file reviews, preparation of memos, cables and dispatches, and helps in the preparation of project reports, outlines, and renewals.					RATING LETTER O
SPECIFIC DUTY NO. 4 Supervises the handling of the station PBRUMEN [] and in general [] of interest to and from PBRUMEN for our station, Headquarters and other stations.					RATING LETTER S
SPECIFIC DUTY NO. 5 Helps the station intelligence chief in the preparation of finished intelligence reports from a PBRUMEN [] (only part of the reporting period).					RATING LETTER S
SPECIFIC DUTY NO. 6 Handles miscellaneous special projects for the station in addition to her PBRUMEN duties (examples: organization of station [] screening certain raw reports for whole station, preparation of OOA/DIO project renewal).					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position, such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					O



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject worked most of ~~April~~ ^{April} 1971 at the station PBRUMEN section. She was clearly outstanding in collating information from all sources during a recent intensified "PBRUMEN" month, determining as a result the [redacted] of the PBRUMEN mission here, spotting operational loads and updating target studies on all PBRUMEN officials as a result. Her final writeup regarding both new information obtained and the gaps that remain was thorough and useful.

Subject is extraordinarily rapid and efficient in researching for info, organizing files and other material and writing up any kind of resulting memo or dispatch. The same might be said perhaps of some other real pros in the IA field. However, in addition, Subject has a good, tough, operations-oriented mind and positively contributes ideas and suggestions re new operational techniques which the station has used profitably. Subject has natural managerial abilities as recently demonstrated in her organizing TDY help in a station-wide file and [redacted] in connection with [redacted]. Her Spanish is more than adequate for reading reports, and handling operational messages in that language. In sum, Subject is a tremendous station asset and would be extremely hard to replace without noting a serious loss in station efficiency.

-continued

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE: 5 March 1971 SIGNATURE OF EMPLOYEE: /s/ Charlotte P. Bastos-Videla

2. BY SUPERVISOR

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

DATE: 5 March 1971 OFFICIAL TITLE OF SUPERVISOR: Operations Officer TYPED OR PRINTED NAME AND SIGNATURE: /s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Although in my opinion there is an excessive use of "outstanding" by the rating officer, I am in accord with his narrative comments. Subject is definitely more than an IA and has performed as such when the station has required an individual with in-depth knowledge of station procedures, operational awareness combined with an ability to prepare studies in a short period of time. She's thorough, concise and rapid. One of our hardest workers and most dependable employees.

DATE: 25 March 1971 OFFICIAL TITLE OF REVIEWING OFFICIAL: Deputy Chief of Station TYPED OR PRINTED NAME AND SIGNATURE: /s/ [redacted]

SECRET

SECTION C

NARRATIVE COMMENTS

-continued

Three rather personalized comments might add meaning to this fitness report. Anyone, particularly a female, fitting the above description of efficiency and achievement can be, and often is a little overbearing and difficult to work with as a person. Subject, withall, is a pleasant personality who knows how to make her contributions and comments in a forthright but tactful manner. Secondly, and this one is a little hard to say, Subject in her voracious appetite for all kinds of facts can at times put undue emphasis on them including factual minutiae as against equally important but more elusive subjective factors. Thirdly, this rating officer has personally observed Subject only working on station premises at an office job, and frankly has no idea how she might function in outside operational work ([REDACTED])

SECRET / RYBAT

MEMORANDUM FOR THE RECORD

CHARLOTTE BUOTOS VIDELA

SUBJECT: Overall Outstanding Rating on [REDACTED]:
Method of Recognition

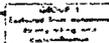
1. This memo is being written in accordance with paragraph three of Book Dispatch 5273 of 12 April 1966.
2. [REDACTED] was last granted a Quality Step Increase about a year ago in recognition of her very fine performance. It is a little early to repeat that kind of recognition even though it is a most logical and meaningful means to show recognition of her outstanding work.
3. Consideration should be given to an appropriate occasion in the fairly near future to grant another QSI to [REDACTED].

SECRET / RYBAT

Reviewed by OI/SPD/PCB

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						007667	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) BustoeVidela Charlotte Z			2. DATE OF BIRTH 12 Jan 29	3. SEX F	4. GRADE GS-13	5. SO D	
6. OFFICIAL POSITION TITLE Ops Officer				7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/Branch 1	8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 28 February 1970				12. REPORTING PERIOD (From- to-) 1 August 1969 - 31 December 1969			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Complete reorganization of Station files, including development of new procedures, revision of file categories, consolidation, purging and destruction.						RATING LETTER O	
SPECIFIC DUTY NO. 2 Provides overall guidance to Station and FDY personnel engaged in reorganization of Station files. Supervision of Secretary-Receptionist.						RATING LETTER S	
SPECIFIC DUTY NO. 3 Special assistance to COS/DCOS in revamping the paper flow within the Station and between the Station and other Government agencies.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Preparation of special studies for the COS/DCOS concerning the effectiveness of Station paper handling procedures, personnel economies related thereto and the improvement of Station						RATING LETTER	
SPECIFIC DUTY NO. 5 utilization of manpower, space and funds as a result of the reorganization of Station Registry functions and personnel.						RATING LETTER S	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	



SECRET

(When Filled In)

SECTION C NARRATIVE COMMENTS

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

In July 1969 Subject was transferred from the Cuba Section to the Station front office to serve as an executive assistant to the COS with special responsibility for ensuring that the paper flow of the Station remained under effective control during the period of transition resulting from the assignment here of several senior officers. This transition period necessitated or gave rise to a number of changes in the management and administrative areas of the Station. Subject's performance in this assignment under these circumstances was clearly outstanding. Her sound judgment, imagination and responsiveness to guidance not only contributed to maintaining the stability and momentum of the Station but also made possible an early effort to come to grips with many of the problems which an inflated Registry and a highly distinctive records system created for the new Station management team.

During the ensuing six month period, Subject has recommended and implemented a number of changes which have produced a more effective and less costly records system. Paper holdings have been reduced substantially, input has been reduced and now conforms to basic CS procedures and requirements. Personnel savings have been effected and supervisory responsibilities more clearly delineated.

To sum up, Subject has made and continues to make a major contribution in a singularly unsensational area of Station activity. Her advice is sought and appreciated not only by the COS and myself, but by other
(CONTINUED)

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
15 January 1970	/s/ Charlotte Bustos-Videla

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 January 1970	DOOS	/s/ []

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL It would be difficult to overstate the contribution made by Subject to this Station during the past six month period, and I concur fully in the ratings and comments of the Rating Officer. I might add that Subject is one of the more versatile, conscientious and productive employees with whom I have worked in this organization, and that in addition to the administrative/management role outlined above, continued to provide valuable operational/analytical assistance to the Cuban and other operational sections of the Station. The initiative and imagination shown by Subject in the very complicated administrative management assignment have been particularly commendable and her complete familiarity with the country, the language, and the background of the Station

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 January 1970	COS	/s/ []

SECRET/RYPAT

- 2 -

SECTION C

NARRATIVE COMMENTS

CONTINUED

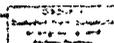
personnel who appreciate her personal and professional qualities.

Subject is aware that her current assignment is an unusual one and that she soon may have worked herself out of her current job. Since she speaks fluent Spanish, has a unique ability to get along with people and to get things done, there will be no problem in assigning her back into a position more closely supporting operations. Our operations are certain to benefit thereby.

SECRET/RYPAT

(When Filled In)

FI: SS REPORT						EMPLOYEE SERIAL NUMBER	
						007667	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) BUSTOSVIDELA, Charlotte Z.			2. DATE OF BIRTH 12 Jan 29	3. SEX F	4. GRADE 13	5. SD D	
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV. BR OF ASSIGNMENT DDP/WH/FF/1		8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input type="checkbox"/> ANNUAL		<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. October 1969				12. REPORTING PERIOD (From - to) March to August 1969.			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Until she was called to other duties in the front office of the Station, did analysis on BRUMEN targets of Station interest, collated information and prepared studies. <i>2040</i>						RATING LETTER O	
SPECIFIC DUTY NO. 2 Screened the raw product of several technical operations and processed intelligence and operational information in close cooperation with [] full time senior [] transcribers whom she handled completely.						RATING LETTER O	
SPECIFIC DUTY NO. 3 Handled the Station BRUMEN [] and [] program, and reported [] information to COMINT Stations and other customers.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Provided operational support (file checks, operational reviews, liaison memoranda, etc.) for various Station activities.						RATING LETTER S	
SPECIFIC DUTY NO. 5 Contributed to the preparation of monthly summaries and project reporting (outlines, renewals, etc.)						RATING LETTER O	
SPECIFIC DUTY NO. 6 Handled special projects for the Station in addition to her BRUMEN duties.						RATING LETTER O	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the notation. None most accurately reflects his level of performance.						RATING LETTER O	



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject's performance continued during the period under review to deserve high praise. Her enormous appetite for work, her attention to detail, her ability to absorb and digest enormous files and complicated cases, her professionalism and devotion to the duties entrusted to her really deserve the rating of outstanding. Subject speaks good Spanish, has considerable initiative, much experience in analytic work and a genuine talent for administrative work.

In view of her past performance, her record at the Station and her potential, Subject who was recommended for promotion to the GS-14 level should be promoted as soon as possible.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
1 August 1969	Charlotte Z. Bustosvidela (signed)	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
1 August 1969	Ops. Officer	<input type="text"/> (signed)
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Subject is indeed an exceptional officer who is highly deserving of the foregoing ratings and related accolades. In her new role as executive assistant to the CUS she has been invaluable during the difficult and complicated transition from the old regime to the new, and the related reorganization of the Station. Her organizational abilities are unsurpassed by anyone known to the undersigned, and she certainly merits consideration for early promotion.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
1 August 1969	Chief of Station	<input type="text"/>

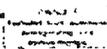
SECRET

SECRET

Reviewed by 8P/PD/E&B

(When Filled In)

FITNESS REPORT					EMPLOYER SERIAL NUMBER	
					007667	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Bustos-Videla, Charlotte			12 Jan 1929	F	GS-13	D
6. OFFICIAL POSITION TITLE			7. OFF. DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer			DDP/WH/1		Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/>	ANNUAL		
<input type="checkbox"/>	SPECIAL (Specify)		SPECIAL (Specify)			
11. DATE REPORT DUE IN O.R.			12. REPORTING PERIOD (From - to)			
			January 1968 - March 1969			
SECTION B PERFORMANCE EVALUATION						
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
S - Strong	Performance is characterized by exceptional proficiency.					
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1	Handles Station PBRUMEN [] and [] program and reports [] information to WOFIRM stations and other customers					RATING LETTER
						S
SPECIFIC DUTY NO. 2	Screens the raw product of several [] operations and processes intelligence and operational information in close cooperation with [] full time senior transcribers whom she handles completely					RATING LETTER
						O
SPECIFIC DUTY NO. 3	Does analysis on targets of Station interest, collates information and prepares studies					RATING LETTER
						O
SPECIFIC DUTY NO. 4	Contributes to the preparation of monthly summaries and project reporting (outlines, renewals, etc.)					RATING LETTER
						O
SPECIFIC DUTY NO. 5	Provides operational support (file, checks, operational reviews, liaison memoranda, etc. for various Station activities					RATING LETTER
						S
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						O



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject's performance during the period of over one year under review continued to deserve the rating of Outstanding. Her major contributions during that period were in the fields of operational research and exploitation of information obtained through [redacted]. She was, during this period, given full responsibility for the handling of [redacted] full time senior transcribers including administrative matters. In view of the difficulty of [redacted] personnel the task of fully exploiting information obtained from [redacted] is of great importance. Subject handled this task with her usual enormous capability for work, displaying initiative and great professionalism. She continued, in addition, to handle the other tasks listed in this report together with sensitive reporting [redacted] altogether a much heavier workload than is usually carried by one person. She was helped in this by her good knowledge of Spanish, a talent for administrative work, considerable analytic experience and great devotion to her work. Subject should be considered for promotion to the grade of GS-14 at the first opportune moment.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
3 April 69	Charlotte Bustos-Videla /s/	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
19 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
3 April 69	Ops Officer	[redacted] /B/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
The reviewing officer fully agrees with the ratings and comments of the rating officer. Subject consistently performs her duties in an outstanding manner, bringing to her job truly exceptional qualities of intelligence, reliability, and good humor. She is one of the most valuable employees in the Station, and the recommendation for her promotion from GS-13 to GS-14 is fully and enthusiastically endorsed.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 April 69	COS,	Winston Scott /B/

S-E-C-R-E-T

TRAINING REPORT

Soviet Bloc Operations Course No. 3
80 hours, full time

5 - 16 June 1967

Student : BUSTOS-VIDELA, Charlotte

Office : DDP/WH

Year of Birth: 1929

Service Designation: D

Grade : GS-13

No. of Students :

EOD Date : August, 1951

COURSE OBJECTIVES

To orient the student on the special nature of the Clandestine Services' Soviet Bloc target and to train him in the application of clandestine methods for collecting information on, assessing, and preparing recruitment operations against Soviet Bloc personalities.

ACHIEVEMENT RECORD

This is a certificate of attendance. No evaluation is made of individual performance in the course.

FOR THE DIRECTOR OF TRAINING:



Instructor, QTR

22 June 67
Date

S-E-C-R-E-T

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						007667	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) BUSTON-Videla, Charlotte			2. DATE OF BIRTH 12 Jan 1929	3. SEX F	4. GRADE GS-13	5. DD D	
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/SR OF ASSIGNMENT DDP/WH/1		8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. 29 February 1968				12. REPORTING PERIOD (From - to) August 1967 through January 1968			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Handles Station PBRUMEN program (maintains a [] screens [] documents and reports [] information to WOFIRM stations and other interested customers).						RATING LETTER S	
SPECIFIC DUTY NO. 2 Screens the raw product of [] operations and processes the intelligence and operational information.						RATING LETTER O	
SPECIFIC DUTY NO. 3 Does analysis on targets of Station interest, pulling documents together, collating information and preparing studies.						RATING LETTER O	
[] helps with the preparation of monthly summaries and project reporting (outlines, renewals etc.).						RATING LETTER O	
SPECIFIC DUTY NO. 4 Provides operational support (file checks, operational reviews, liaison memoranda etc.) for various Station activities.						RATING LETTER S	
SPECIFIC DUTY NO. 5 []						RATING LETTER O	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER O	
Reviewed by CF/AD/LAB							

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of major part of duty, duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>Since her arrival at this Station, Subject's performance has truly been outstanding. She has, on her own initiative, reorganized many of the operational files and procedures of the PBRUMEN Section. She has made particularly useful exhaustive analyses of the documents concerning a number of Station targets not only per request of this Station but also on her own initiative. She has revamped the Section's [] program, curtailing the [] to more manageable size and expediting the reporting of [] information to the many customers for such information. Her thorough review of the take of several [] operations has increased their usefulness as well as emphasized their weaknesses.</p> <p>Subject's inherent ability, exceptional talent for administration, her initiative, sharp analytic mind and good knowledge of Spanish have greatly facilitated the operation of the PBRUMEN Section of this Station at a time of almost complete personnel change. She has not been directly involved with the actual running of operations both because she appears much better suited for the support type work intrusted to her and because she frankly would not have the time under present circumstances to do so. Subject is carrying the workload usually handled by more than one person.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
16 Jan. 1968	/s/ Charlotte Bustos-Vidola		
2. BY SUPERVISOR			
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
5 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
16 Jan. 1968	Ops Officer	[]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
The Reviewing Officer fully concurs in the evaluation of Subject by the Rating Officer. Subject consistently turns in a superior performance, whatever her task, and for a Station Chief the only problem she presents is to determine where best to assign her. She is a source of strength to her Section, has the knack of making herself irreplaceable.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
17 January 1968	Chief of Station	[]	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007667			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) Bustosvidela, C.Z.			2. DATE OF BIRTH Jan 1929	3. SEX F	4. GRADE GS-13	5. SD D	
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/DR OF ASSIGNMENT DDP/WH/1		8. CURRENT STATION HQS		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 Jan 67				12. REPORTING PERIOD (From- to-) 1/66 - 12/66			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Handles all aspects of [] FI/CE/Support projects including project actions, logistical and financial support, requirements, guidance and review.						RATING LETTER S	
SPECIFIC DUTY NO. 2 Handles all matters concerning the agents belonging to these projects including field agents, Contract, Career, and Staff Agents. This includes OA/CSA's, contracts, training, travel, [] and funding.						RATING LETTER O	
SPECIFIC DUTY NO. 3 Prepares, or helps prepare, miscellaneous memoranda and studies, such as monthly FI achievements, operational program, budget exercises, responses to requests on operations or background info regarding Mexico.						RATING LETTER O	
SPECIFIC DUTY NO. 4 Routes correspondence, supervises tickler system, maintains project, agent, and subject 201 files.						RATING LETTER S	
SPECIFIC DUTY NO. 5 Branch records officer.						RATING LETTER S	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

FEB 16 10 33 AM '67

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

Subject has continued to perform during the period under review in the same highly competent manner which all who know her have come to expect of her. She continues to put forth her best efforts at all times. She is particularly to be commended for the manner in which she cheerfully accepts onerous tasks, usually with very short deadlines, and invariably comes up with a thoroughly prepared answer within the time allotted. She is efficient, she is fully knowledgeable and capable in her job, she has a friendly, warm, and pleasant personality, and is always ready to respond to her fellow workers with a helping hand. She has no supervisory responsibility per se, but is frequently called upon for guidance to new secretaries and case officers alike and is of real help in such cases. Subject is one of the strongest Headquarters case officers known to rater, and her overall performance certainly borders very closely on being evaluated Outstanding.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

5 Jan 1967

SIGNATURE OF EMPLOYEE

[Handwritten Signature]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

18

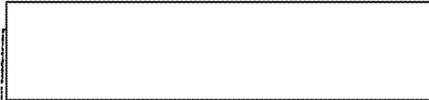
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

20 January 1967

OFFICIAL TITLE OF SUPERVISOR

DC/WH/1



3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

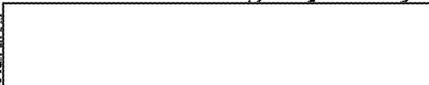
Concur. An outstanding officer recognized as such and appreciated by all.

DATE

31 January 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/1



SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					007667	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle) BUSTOSVIDELA, C. Z.			2. DATE OF BIRTH 12 Jan 29	3. SEX F	4. GRADE GS-12	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1		8. CURRENT STATION Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 January - 31 December 1965			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation; to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Handles all aspects of <input type="checkbox"/> FI/CE/Support projects including project actions, logistical and financial support, requirements, guidance and review.					RATING LETTER O	
SPECIFIC DUTY NO. 2 Handles all matters concerning the agents belonging to these projects including field agents, Contract, Career, and Staff Agents. This includes OA/CSA's, contracts, training, travel, and funding.					RATING LETTER O	
SPECIFIC DUTY NO. 3 Prepares, or helps prepare, miscellaneous memoranda and studies, such as monthly FI achievements, operational program, budget exercises, responses to requests on operations or background info regarding Mexico.					RATING LETTER S	
SPECIFIC DUTY NO. 4 Routes correspondence, supervises tickler system, maintains project, agent, and subject 201 files.					RATING LETTER S	
SPECIFIC DUTY NO. 5 Branch records officer.					RATING LETTER S	
SPECIFIC DUTY NO. 6					RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER O	
25 JAN 1966						

SECRET

(When Filled In)

SECTION C NARRATIVE COMMENTS OFFICE OF PERSONNEL

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

JAN 25 12 53 PM '66

Subject continues to render a superior performance. She is efficient, thoroughly knowledgeable, rapid in her work, well organized, and greatly facilitates the smooth functioning of the office. The quality of Subject's work has been recognized fully in previous fitness reports and in previous recommendations for promotion from GS-12 to 13. This high quality of work has continued throughout the period of this fitness report and Subject continues to merit promotion.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE 20 Jan 1966 SIGNATURE OF EMPLOYEE C. J. [Signature]

2. BY SUPERVISOR

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

Four

DATE 20 Jan 1966 OFFICIAL TITLE OF SUPERVISOR DC/WH/1

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Reviewing Officer agrees with above report and endorses Subject's fitness for promotion.

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/1

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						007667	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Bustos-Videla, Charlotte W.			12 Jan 1929	F	GS-12	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer			DOP/WB/1		hqs.		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to)			
31 January 1965				1 January 1964 - 31 December 1964			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Handles all aspects of <input type="checkbox"/> FI/CE/Support projects including project actions, logistical support, requirements, guidance, reviews.						0	
SPECIFIC DUTY NO. 2						RATING LETTER	
Handle all matters concerning the agents belonging to these projects, including field agents, Contract, Career and Staff Agents. This includes OA/CSA's, contracts, training, PCS arrangements, funding.						0	
SPECIFIC DUTY NO. 3						RATING LETTER	
Prepare, or help prepare, miscellaneous memoranda and studies, such as monthly FI achievements, Operational Program, responses to requests from the Senior Staffs on operations and on Mexico itself.						0	
SPECIFIC DUTY NO. 4						RATING LETTER	
Supervise one Intelligence Assistant in the maintenance of a desk tickler system and the agent and subject 201 files at the desk.						0	
SPECIFIC DUTY NO. 5						RATING LETTER	
Records Officer						5	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
23 MAR 1965						0	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

This exceptionally competent and productive officer continued to perform at a level well above that of the GS-13 slot she occupies. While a good deal of her tremendous effectiveness stems from experience, continuity on the job and her natural retentive memory, during the period under review she also demonstrated a flair for, and applied her talents to, the solution of relatively major and complex planning and managerial problems in the area of operational support to Mexico Station activities.

To the list of her previously abundantly acknowledged capacity for hard, effective work; talent for training on the job younger officers, diligence, and versatile ability, this rater would like to add a note of appreciation for her everpresent tactfulness and discretion. No weaknesses affecting her present assignment have been noted; she is very careful and realistic in planning for expenditure of funds.

This officer is separately being recommended for promotion to GS-13.

WH will review this fitness report with others during a special meeting scheduled periodically to consider suitable recommendation for outstanding performance.

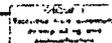
SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 17 March 1965	SIGNATURE OF EMPLOYEE
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
DATE 3-17-65	TYPED OR PRINTED NAME AND SIGNATURE DC/WH/1
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL <i>Coxon</i>	
DATE 3-17-65	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/1

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007667			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) BUSTOS-VIDELA, Charlotte Z.			2. DATE OF BIRTH 12 Jan 1929	3. SEX F	4. GRADE GS-12	5. SD D	
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/DR OF ASSIGNMENT DDP WH 3		8. CURRENT STATION Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY	<input type="checkbox"/>	INITIAL
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)	<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>	REASSIGNMENT SUPERVISOR	<input type="checkbox"/>	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 31 January 1964			12. REPORTING PERIOD (From- to-) 1 January 1963 - 31 December 1963				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Handle Project action, operational correspondence, support for <input type="checkbox"/> FI and OPs Support type projects, effecting proper coordination with senior staffs, other divisions, and offices.						RATING LETTER B	
SPECIFIC DUTY NO. 2 Handle clearance actions, contracts, and administrative matters for agents falling under these projects, and for the entire Desk in the absence of the Intell Analyst.						RATING LETTER O	
SPECIFIC DUTY NO. 3 Prepare miscellaneous memoranda, budgets, and reports requested by Senior Staffs and Division officers from the Mexican desk on Mexican matters in general.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Supervise the clerical and administrative personnel on the desk (averaging <input type="checkbox"/>) and in general see to the smooth functioning of the desk and the flow of paper.						RATING LETTER O	
SPECIFIC DUTY NO. 5 Records Officer for WH/3/M						RATING LETTER O	
SPECIFIC DUTY NO. 6 Assume the responsibilities of C/WH/3/M when the Chief of the desk is absent, signing dispatches and cables, coordinating, and supervising <input type="checkbox"/> Reports Officers and <input type="checkbox"/> Case Officers.						RATING LETTER P	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER O	



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject's performance during the rating period has been marked by general excellence. As indicated in Section B her supervision and direction of the Section's work relating to intel support, administration, preparation of special reports, training personnel, etc. is uniformly outstanding. The fact that these functions are handled in addition to her duties as the desk officer for the FI and Ops Support projects, which she performs with unusual competence, serves to illustrate her value to this Section. She has an exceptional ability independently to determine proper courses of action and to initiate action to carry them out. She has a profound understanding of the area operational program and contributions to it are imaginative and constructive.

In the opinion of the rater Subject's performance compares favorably with any GS-13 desk officer within his experience and she performs occasionally at the GS-14 level. Moreover, she carries out her duties cheerfully, loyally and in close and amicable cooperation with her fellow employees at all levels.

In those aspects of her duties which involve cost e.g. the review of operational projects, she has given close attention to the budgetary matters and has frequently suggested ways in which economies in the operations might be effected.

SECTION D

CERTIFICATION AND COMMENTS

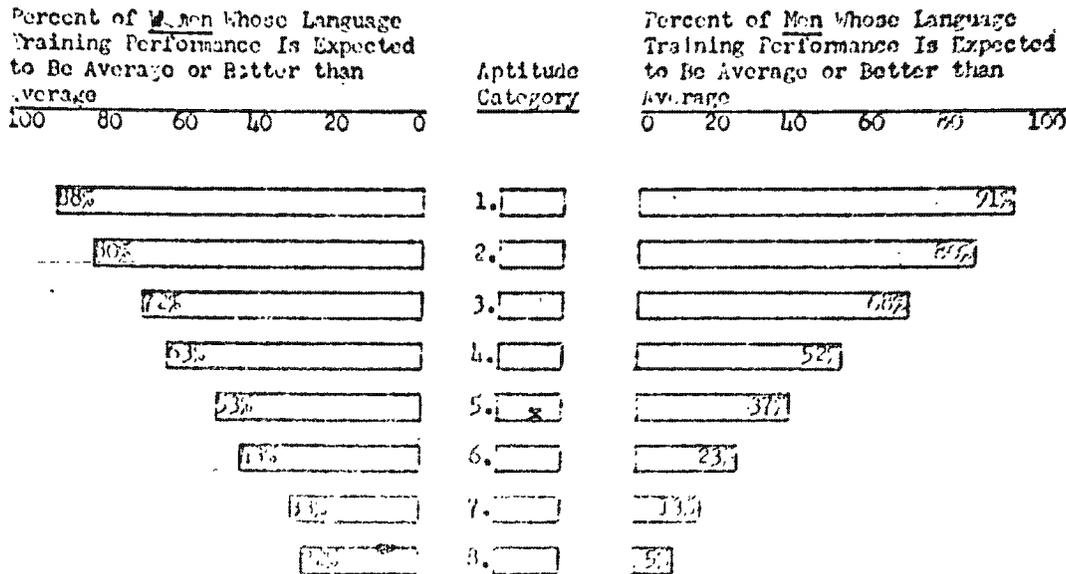
1. BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 28 January 1964	SIGNATURE OF EMPLOYEE <i>Charlotte J. Linnick</i>
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
DATE <i>1-28-64</i>	OFFICIAL TITLE OF SUPERVISOR C/WH/3/Mexico
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	
I concur in the high rating given this employee. She is undoubtedly the ablest employee in this branch in the performance of her particular job.	
DATE 29 Jan 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/3
TY	TURE

SECRET

REPORT ON FOREIGN LANGUAGE ATTITUDE AND EXPERIENCE

Name: [redacted] Office: [redacted] Sex: [redacted] Date of Testing: 27 September 1958

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 per cent of the women who obtain an aptitude rating of "B" can be expected to be average or better in course performance, while 5 per cent of the men with ratings of "B" can be expected to be average or better in course performance. A man needs an aptitude rating of "C" to have about the same expectation of success in language training as a woman with a rating of "B". At the other end of the scale, 90 per cent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.



Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. ATTITUDE OF MOTIVATION, PRIOR EXPERIENCE IN A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and non-academic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.

Foreign Languages have been studied or learned by this individual.

Months of Academic Training		
High School	College	Other
18	54	22

Non-academic Experience (1 year or more)	
Reading or Writing	Speaking
25	20

This report may be shown to the individual concerned.

[redacted]

SECRET

TRAINING REPORT

RECORDS OFFICERS COURSE

30 April - 4 May 1962

Student : Charlotte Z. Bustos-Videla Office : WH/3
Year of Birth: 1929 Service Designation: D
Grade : GS-12 Number of Students :
EOD Date : Aug 1951

COURSE OBJECTIVES - CONTENT AND METHODS

This course, designed for present and prospective Records Officers, has four principal objectives.

1. To give an appreciation for the Agency's CS mission.
2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
3. To emphasize the importance of records and proper records management in the successful performance of the stated mission.
4. To increase awareness of the inter-relationships between the CS mission and records; to sharpen judgement in the handling and disposition of records; and to improve performance of Records Officers.

The student is instructed through the media of lectures, directed reading, practical exercises and discussions.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

Chief Instructor

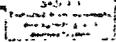
24 July 1962

Date

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					107667	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Bustos-Videla, Charlotte			12 Jan 29	F	GS-12	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
OPS OFFICER			DDP WH 3		[Redacted]	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 January 1963			1 Jan - 30 Dec 62			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1					RATING LETTER	
Supervises office staff of Mexico Desk in preparing correspondence, keeping files, carding, and training new personnel.					O	
SPECIFIC DUTY NO. 2					RATING LETTER	
Desk Intelligence officer for important [Redacted] and FI operations in Mexico, processing projects, handling operational correspondence, conducting liaison with other divisions.					S	
SPECIFIC DUTY NO. 3					RATING LETTER	
Routing cables, dispatches for the entire Desk, supervising distribution of work.					O	
SPECIFIC DUTY NO. 4					RATING LETTER	
Personally handling large number of clearances, project approvals, cable coordinations, and official negotiations on matters touching all aspects of the Desk's work.					O	
SPECIFIC DUTY NO. 5					RATING LETTER	
Preparation of budget, special papers, surveys, and briefings.					O	
SPECIFIC DUTY NO. 6					RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER	
28 FEB 1963					O	



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

This officer is the person chiefly responsible for the Mexico Desk's deserved reputation for excellence and efficiency. The complicated and never-ending tasks of project processing, clearances, tracing, and coordination are handled by her with blinding speed and unerring perfection. Procedural problems are there to be solved, and the solutions come with amazing rapidity. Operational problems are worked out thoroughly and conscientiously. No corners are cut and no principles are compromised.

Never at a loss for an answer, this officer never shrinks from any assignment and instinctively wants to take over any vexing problem which is holding up progress. She is complete mistress of file and record resources and answers all queries within minutes. The most complex budgetary and planning projects are handled by her with deceptive ease.

These qualities of rare efficiency and speed are coupled with an even rarer degree of amiability and cooperativeness. The work which proceeds under her at such a break-neck pace nonetheless goes on in an air of placidity and good humor. The large office staff is run without a trace of tension, jealousy, or friction. All of this is traceable to this officer's fine example and catalytic effect on her colleagues.

Finely-educated, handling the Spanish language with fluency, and keeping up with current events in her area, this officer is a unique asset to our organization.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

26 February 1963

SIGNATURE OF EMPLOYEE

Charles J. ...

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

26 February 1963

OFFICIAL TITLE OF SUPERVISOR

e/WH/3/MEXICO

TYPED OR PRINTED NAME AND SIGNATURE

John M. Whitten
John M. Whitten

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

26 February 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL

AC/WH/3

SURE

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER R000000000 CSFD 007077							
SECTION A GENERAL											
1. NAME (Last) (First) (Middle) BUSNOS-VIDELA Charlotte Z			2. DATE OF BIRTH 12 January 1929		3. SEX Female						
4. SERVICE DESIGNATION D			5. OFFICIAL POSITION TITLE Operations Officer		6. OFF/DIV/BR OF ASSIGNMENT DDP/M/3/D. C.						
7. CAREER STAFF STATUS			8. TYPE OF REPORT								
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE								
9. DATE REPORT DUE IN O.P. 31 January 1962		10. REPORTING PERIOD From 1 Jan 61 - 31 Dec 61		11. 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 Responsible for Project renewals and other correspondence and action on support type projects for Mexico City and		RATING NO. 7	SPECIFIC DUTY NO. 4 Assist the Chief of the desk in administration of office to assure the smooth functioning of the desk. Includes distribution of work,		RATING NO. 6						
SPECIFIC DUTY NO. 2 Handle miscellaneous administrative and support matters (requests for technical equip, studies, training guides, etc) for Mexico and		RATING NO. 7	SPECIFIC DUTY NO. 5 routing of pouches and cables, supervision of clerical staff of		RATING NO.						
SPECIFIC DUTY NO. 3 Supervise maintenance of records at the desk and represent Desk as Records Officer in discussions with on his and field records problems		RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.						
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 6						
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
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											
RESOURCEFUL											
ACCEPTS RESPONSIBILITIES											
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											
DOES HIS JOB WITHOUT STRONG SUPPORT											
FACILITATES SMOOTH OPERATION OF HIS OFFICE											
WRITES EFFECTIVELY											
SECURITY CONSCIOUS											
THINKS CLEARLY											
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											
OTHER (Specify):											
SEE SECTION "E" ON REVERSE SIDE											

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Feb 12 11 43 AM '62

This outstanding employee has maintained the high standard of performance set forth in the report of this supervisor's previous report. Where possible, she has exceeded her earlier performance record. During the past year this office acquired considerable new personnel, which Subject trained in a highly capable manner to guarantee the smooth-functioning of the office. The undersigned hopes this employee will continue to serve this organization indefinitely notwithstanding her marriage during the past year.

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
23 January 1962

SIGNATURE OF EMPLOYEE
Charlotte J. Benton-Vedela

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
24

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
23 January 1962

OFFICIAL TITLE OF SUPERVISOR
Chief of Desk

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
6 Feb 1962

OFFICIAL TITLE OF REVIEWING OFFICIAL
C-1117

TYPED OR PRINTED NAME AND SIGNATURE

SECRET
(When Filled In)

FITNESS REPORT	EMPLOYEE SERIAL NUMBER
-----------------------	------------------------

SECTION A GENERAL			
1. NAME (Last) Zehring (First) Charlotte (Middle)	2. DATE OF BIRTH 12 Jan. 1929	3. SEX Female	4. GRADE GS-12
5. SERVICE DESIGNATION DI	6. OFFICIAL POSITION TITLE Ops Officer	7. OFF/DIV/SR OF ASSIGNMENT DDP/AH/3/Next/DC	
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
		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR	
		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. 31 January 1961	11. REPORTING PERIOD From 30 Sep 59 To 31 Dec 60		

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES			
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).			
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent
5 - Excellent	6 - Superior	7 - Outstanding	
SPECIFIC DUTY NO. 1 Responsible for Project renewals and other correspondence and action on <input type="checkbox"/> support type projects for Mexico City and <input type="checkbox"/>	RATING NO. 7	SPECIFIC DUTY NO. 2 Assist the Chief of the Desk in administration of office to assure the smooth functioning of the desk. Includes distribution of work, routing of of pouches and cables, supervision of clerical staff of <input type="checkbox"/>	RATING NO. 6
SPECIFIC DUTY NO. 3 Handle miscellaneous administrative and support matters (requests for tech equip, studies, training guides, etc) for Mexico and <input type="checkbox"/>	RATING NO. 7	SPECIFIC DUTY NO. 4	RATING NO.
SPECIFIC DUTY NO. 5 Supervise maintenance of records at the desk and represent Desk as Records Officer in discussions with RFD on Rqs and field records problems.	RATING NO. 6	SPECIFIC DUTY NO. 6	RATING NO.

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION			
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.			
<ul style="list-style-type: none"> 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. 	<table border="1" style="width: 50px; height: 50px; margin: auto;"> <tr><td style="text-align: center;">RATING NO.</td></tr> <tr><td style="text-align: center;">6</td></tr> </table>	RATING NO.	6
RATING NO.			
6			

SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPL- CABLE	NOT OR- SERVED	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 "B" ON REVERSE SIDE

SECRET

OFFICE OF PERSONNEL

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to aid him in 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.

MAIL ROOM

This is a truly outstanding employee with capabilities far beyond those required for her present position. She has an unusually keen mind, makes decisions that are correct without hesitation and carries out all actions promptly and efficiently. She is the supervisor of the office staff, who respect and admire her ability. In addition to her skill, she is possessed of a most pleasing disposition which ingratiates her with the other members of the staff. The years of experience she has had at the various jobs to be done at a country desk make her invaluable as a trainer and supervisor for new personnel. Her knowledge of Spanish has also been especially helpful at the Mexican Desk. This supervisor would be most pleased to have her serve with him on any future assignment.

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 December 1960	<i>[Signature]</i>
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
12	
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
31 December 1960	Desk Chief, WR/3/Mexico
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
5 Jan 1961	CH/WR/3

SECRET

SECRET
(When Filled In)

14556
new
good

FITNESS REPORT	EMPLOYEE SERIAL NUMBER
-----------------------	------------------------

SECTION A GENERAL					
1. NAME (Last) (First) (Middle) ZEHUNO, Charlotte			2. DATE OF BIRTH 12 Jan. 1929		3. SEX Female
6. SERVICE DESIGNATION DI			8. OFFICIAL POSITION TITLE I.O. (FI)		4. GRADE GS-11
9. CAREER STAFF STATUS			7. OFF/DIV/OR OF ASSIGNMENT DDP/MH/III/Maxi/DC		
<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"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. 31 October 1959		11. REPORTING PERIOD From 31 May 59 To 30 Sep 59			

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 Responsible Case Officer for several FI and CE/CI Projects		RATING NO. 5/6	SPECIFIC DUTY NO. 4 Consults and coordinates with various agencies re: intelligence Station's projects and operations		RATING NO. 6	
SPECIFIC DUTY NO. 2 Handles large volume of correspondence with Station in support of Operations		RATING NO. 6/7	SPECIFIC DUTY NO. 5 Prep res, reviews and coordinates memoranda		RATING NO. 6	
SPECIFIC DUTY NO. 3 Supervises maintenance of desk records and project files		RATING NO. 6/7	SPECIFIC DUTY NO. 6		RATING NO.	

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION			
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.			
<ul style="list-style-type: none"> 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. 	<table border="1" style="width:50px; height:50px; margin-left: auto; margin-right: auto;"> <tr><td align="center">RATING NO.</td></tr> <tr><td align="center">4/6</td></tr> </table>	RATING NO.	4/6
RATING NO.			
4/6			

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
GETS THINGS DONE						5
RESOURCEFUL						5
ACCEPTS RESPONSIBILITIES						5
CAN MAKE DECISIONS ON HIS OWN WHEN NECESSARY						5
DOES HIS JOB WITHOUT STRONG SUPPORT						5
FACILITATES SMOOTH OPERATION OF HIS OFFICE						5
WRITES EFFECTIVELY						5
SECURITY CONSCIOUS						5
THINKS CLEARLY						5
DISCIPLINE IN BEGINNING, MAINTAINING AND ENDING OF RECORDS						5
OTHER (Specify)						5

SECRET

OFFICE

SECTION E

NARRATIVE DESCRIPTION OF NATURE 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.

2 40 PM '59

MAIL ROOM

Please see previous fitness report. This employee was rated four months ago. There is no change in the rating; she has continued to give an outstanding performance.

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: 3 Oct 59 SIGNATURE OF EMPLOYEE: [Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 26 months

IF THIS REPORT HAS NOT BEEN DONE BY 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: 17 Oct 1959 OFFICIAL TITLE OF SUPERVISOR: C/M/III/Mexico

3. BY REVIEWING OFFICIAL

- I COULD 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 FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE: [] OFFICIAL TITLE OF REVIEWING OFFICIAL: [] TYPED OR PRINTED NAME AND SIGNATURE: Robert H. Dalton

SECRET

SECRET
(When Filled In)

2 JUL 1959
111

FITNESS REPORT	EMPLOYEE SERIAL NUMBER
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SECTION A GENERAL			
1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH
ZEHRUNG,	Charlotte	L.	12 Jan 1929
3. SEX	4. GRADE		5. OFF/DIV/BR OF ASSIGNMENT
F	11		DDP/WII/III/Mexico/DC
6. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE	
DI		I.O. (PI)	
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
		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR	
		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD	
28 August 1958		From 28 August 1957 To 31 May 59	
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	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.	
Responsible Case Officer for several FI and CE/CI Projects	5/6	Consults and coordinates with various Hqs components regarding Station's Projects and Operations	6		6	
SPECIFIC DUTY NO. 2	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.			
Handles large volume of correspondence with Station in support of Operations	6/7	Prepares, reviews and coordinates memoranda	6			
SPECIFIC DUTY NO. 3	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.			
Supervises maintenance of desk records and project files	6/7					

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.	RATING NO. <div style="border: 1px solid black; padding: 5px; display: inline-block;">5/6</div>
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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
KEYS THINGS DONE							A
RESOURCEFUL					X		
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X		
WRITES EFFECTIVELY					X		
SECURITY CONSCIOUS					X		
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

JUL 21 2 51 PM '59

This employee is intelligent, loyal and dedicated to duty. She has an outstanding ability in getting her job assignments accomplished effectively and with a minimum of time and support. She readily accepts responsibility, is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and Field procedures plus her ability to organize her work greatly facilitates the smooth functioning of the Mexican Desk. She has demonstrated a superior comprehension of the numerous and varied projects of the [redacted] Station which has contributed to the overall Headquarters support of the Station's operations. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehrung has an excellent potential for assuming greater responsibilities. Additional training is dependent upon her future assignments.

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 11 June 1959	SIGNATURE OF EMPLOYEE <i>Miss Zehrung</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 11 June 1959	OFFICIAL TITLE OF SUPERVISOR C/WH/III/Mexico	[redacted]
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 11 July 1959	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/III	TYPED OR PRINTED NAME AND SIGNATURE <i>Robert H. Dabigren</i>

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 question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) ZEHRUNG, Charlotte L.		2. DATE OF BIRTH 12 Jan 1929	3. SEX F	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION BRANCH OR ASSIGNMENT DDP/WH/II/DC/ MEXICO		6. OFFICIAL POSITION TITLE Reports Officer		
7. GRADE GS-11	8. DATE REPORT DUE IN ON 4 Nov 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 28 August 1956 - 27 August 1957		
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)		
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> 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.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

8. THIS DATE 20 January 1958	9. SUPERVISOR'S OFFICIAL TITLE C/WH/III/Mexico
--	--

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

BY *[Signature]* DATE **21 JAN 1958**
[Signature] **JAN 31 1958**

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 21 January 1958	B. TYPED OR PRINTED NAME OF REVIEWING OFFICIAL R. N. Dahlstrom	C. OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/III
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SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

SECRET
(When Filled In)

RATINGS ON PERFORMANCE OF SPECIFIC DUTIES							
<p>DIRECTIONS</p> <p>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.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with other individuals performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: 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> </tr> </table> <p style="margin-left: 20px;">g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				<ul style="list-style-type: none"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING 	<ul style="list-style-type: none"> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE 		
<ul style="list-style-type: none"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING 	<ul style="list-style-type: none"> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE 						
<table style="width:100%; border: none;"> <tr> <td style="width: 25%; border: none;"> <p>DESCRIPTIVE RATING NUMBER</p> </td> <td style="width: 25%; border: none;"> <p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p> </td> <td style="width: 25%; border: none;"> <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p> </td> <td style="width: 25%; border: none;"></td> </tr> </table>				<p>DESCRIPTIVE RATING NUMBER</p>	<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p>	<p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>	
<p>DESCRIPTIVE RATING NUMBER</p>	<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p>	<p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>					
<p>SPECIFIC DUTY NO. 1</p> <p>Supervises maintenance of desk records and project files.</p>	<p>RATING NUMBER</p> <p>7</p>	<p>SPECIFIC DUTY NO. 4</p> <p>Extracts pertinent information from reports and statistics for the preparation of studies.</p>	<p>RATING NUMBER</p> <p>6</p>				
<p>SPECIFIC DUTY NO. 2</p> <p>Reviews and coordinates memoranda</p>	<p>RATING NUMBER</p> <p>6</p>	<p>SPECIFIC DUTY NO. 3</p> <p>Prepares cables and dispatches for the field</p>	<p>RATING NUMBER</p> <p>6</p>				
<p>SPECIFIC DUTY NO. 3</p> <p>Processes for dissemination reports from field stations</p>	<p>RATING NUMBER</p> <p>5</p>	<p>SPECIFIC DUTY NO. 5</p> <p>Supervises maintenance of country desk files</p>	<p>RATING NUMBER</p> <p>6</p>				
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>POINTS UP: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>This employee is a highly efficient worker who in accomplishing her job assignments has performed in a very outstanding manner. She has the ability to think clearly and logically and at all times exercises extreme good judgment. Her knowledge of his and field procedures constitutes a great asset and she has the facility for picking up loose ends and keeping an office smoothly running. She is willing to undertake any assignment that facilitates getting the job done and is entirely capable of seeing that the job is properly done. Her contribution to the job reflects conscientiousness, loyalty and devotion to duty far above the average.</p>							
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>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.</p> <table style="width:100%; border: none;"> <tr> <td style="width: 10%; border: none;"> <p>6</p> <p>RATING NUMBER</p> </td> <td style="width: 90%; border: none;"> <p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE DEPARTED</p> <p>2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS DEPARTURE</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p> </td> </tr> </table> <p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, EXPLAIN FULLY</p>				<p>6</p> <p>RATING NUMBER</p>	<p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE DEPARTED</p> <p>2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS DEPARTURE</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>		
<p>6</p> <p>RATING NUMBER</p>	<p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE DEPARTED</p> <p>2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS DEPARTURE</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>						

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

SECTION E. GENERAL
1. NAME (Last) (First) (Middle) ZEHURNG, Charlotte
2. DATE OF BIRTH 12 Jan 1929
3. SEX F
4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BR DDP/WH/II/DC
6. OFFICIAL POSITION TITLE Reports Officer
7. GRADE GS-11
8. DATE REPORT DUE IN OP 4 Nov 1957
9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 28 August 1956 - 27 August 1957
10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify)
X 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 20 January 1958
C. SUPERVISOR'S OFFICIAL TITLE C/WH/III/Mexico
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE 21 January 1958
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL R. N. Dahlgren
C. OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/III

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.

6
1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH HIS PRESENT 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

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 supervise, rate your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations like 'GROUP DOING THE BASIC JOB', 'GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB', 'GROUP WHO MAY OR MAY NOT BE SUPERVISORS', etc.

SECRET
(When Filled In)

OFFICE OF PERSONNEL

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

4. COMMENTS CONCERNING POTENTIAL
 Her potential has a wide range. She has the ability to organize and direct a sizeable office of reports writers and to supervise the administrative operations for a large office. She has a distinct aptitude for operations and her potential in the field of operational support work as well as in the direct handling of operations is a good one.

JAN 24 2 09 PM '58

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
None recommended at this time.

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

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

SECRET

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(When filled in)

NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

CHARLOTTE E. RUSTENVIDELA
NAME
(Please Print)

Charlotte E. Rustenvidela
Signature

5 January 1972
Date

CONFIDENTIAL
(When filled in)

GROUP 1 Excluded from
automatic downgrading
and declassification.

SECRET
(When Filled In)

FILE
PUNCHED
BY

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
007667	Bustosvidela	Charlotte	Z

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 88, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
			08	10	72	1 - PCS (Basic)	37		Mexico	40-42
						3 - CORRECTION				
						5 - CANCELLATION				

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25	26		27	28	29-30	2 - TDY (Basic)	37			40-42
			31	32	33-34	4 - CORRECTION				
					35-36	6 - CANCELLATION				

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

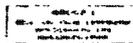
<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. *IN 680799* DOCUMENT DATE/PERIOD *8/10/72*

REMARKS

PREPARED BY	<input checked="" type="checkbox"/> REPORT ANNOTATED ON CONTROL DOCUMENT	AREA DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE <i>8/10/72</i>	SIGNATURE <i>[Signature]</i>
C D L DIVISION, CTRB.		
E D Y DIVISION		

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



SECRET

OFF

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Use pseudo only if SA)	DATE (from item 5-1)	NR	DATE (from item 5-2)
Charlotte Z. Buston-Videla	8 Sep 1971		8 Sep 1971

DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:
15 September 1971	HMMNT 11,086 8 Sep 1971	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
12 Jan 29		Cuba/CI; GS-13	Mexico City	

6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
28 July 1967	9 Sept. 1972	-----	16 October (3 weeks H/L) (2 weeks A/L)

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

None

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

My husband is currently a professor in [redacted] so I may join him there. I would xbe agreeable to changing somewhat my departure date from Mexico if it would help in my accepting an [redacted] (My reason for requesting the two month extension is to insure my 5 years overseas duty so as to qualify for the organization's retirement plan.)

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 140-8)

1. Analysis of personality and target data from raw and finished reports, preparation of target studies, and finished intelligence dissem.
2. Operational reporting: cables, dispatches, projects, progress reports, etc.
3. Handling of [redacted] transcribers. (off and on).
4. Records control and purge of Station files.
5. Preparation of memos for other components of LNCUFF.
6. General Ops support IA type work.

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT.
 11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR 2 MONTHS AT CURRENT STATION TO 9 September (date)

2 BE ASSIGNED TO DOJ FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, WHY OR OFFICE.
 1ST CHOICE DOJ 2ND CHOICE EUR 3RD CHOICE _____

1 BE ASSIGNED _____ STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
 1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____

3 RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Those of you who know her realize that I would hardly give up _____ even after five years on the job, without a fight, did not other reasons intervene. Her husband is working in _____ now and so her remaining here any longer than needed for her to qualify for her retirement time, as she explains, is a needless hardship. (It would help us if you would confirm that time: is that the date needed for her to remain in order to qualify?) Please do your best to arrange

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject will be assigned as chief of the CA Section, WH/Branch One. She is being notified via HMMS 7580.

DATE 9Jun72 TITLE DC/WH/Pers SIGNATURE _____

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. _____ DATED: _____
FILE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____ DATE: _____
 (Signature)

12. CONTINUED

an assignment in [] for her. She is such a valuable person that anyone who has worked with her would be glad to have her on the premises: so there is no need to try to "sell" her: it's just the question of whether the timing would be right, I should think.

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(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last)		(First)		(Middle)		SOCIAL SECURITY NUMBER	
BUSTOS-VIDELA		Charlotte		Z			
1. RESIDENCE DATA							
PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY				LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)			
Washington, D.C.				Washington, D.C.			
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE				HOME LEAVE RESIDENCE			
Dayton, Ohio				Dayton, Ohio			
2. MARITAL STATUS (Check one)							
<input type="checkbox"/> SINGLE		<input checked="" type="checkbox"/> MARRIED		<input type="checkbox"/> SEPARATED		<input type="checkbox"/> DIVORCED	
<input type="checkbox"/> WIDOWED		<input type="checkbox"/> ANNULLED					
IF MARRIED, PLACE OF MARRIAGE						DATE OF MARRIAGE	
Dayton, Ohio						March 18, 1961	
IF DIVORCED, PLACE OF DIVORCE DECREE						DATE OF DECREE	
NA						NA	
IF WIDOWED, PLACE SPOUSE DIED						DATE SPOUSE DIED	
NA							
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)							
NA							
3. MEMBERS OF FAMILY							
NAME OF SPOUSE		ADDRESS (No., Street, City, State, Zip Code)			TELEPHONE NO. MEXICO		
Cesar Bustos-Videla		Apartado Postal 6-940, Mexico 6, D.F. MEXICO			525-42-36		
NAMES OF CHILDREN		ADDRESS			SEX	DATE OF BIRTH	
NA							
NAME OF YOUR FATHER (Or male guardian)		ADDRESS			TELEPHONE NO.		
Samuel D. Zehrung		425 Dayton Towers Dr, Dayton, Ohio			513-202-2550		
NAME OF YOUR MOTHER (Or female guardian)		ADDRESS			TELEPHONE NO.		
Eazel Zehrung		Same			Same		
WHAT MEMBER(S) OF YOUR FAMILY, IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.							
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY							
NAME (Mr., Mrs., Miss) (Last-First-Middle)				RELATIONSHIP			
Cesar Bustos-Videla				husband			
HOME ADDRESS (No., Street, City, State, Zip Code)				HOME TELEPHONE NUMBER			
see above				see above			
BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE				BUSINESS TELEPHONE & EXTENSION			
Universidad de las Americas, Puebla, MEXICO							
IS THE INDIVIDUAL NAMED ABOVE BITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)						YES	X
yes						NO	
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)						YES	X
						NO	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)						YES	X
						NO	
The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.							
CONTINUED BY REVERSE SIDE							
CURRENT RESIDENCE AND DEPENDENCY REPORT							

CIT
 JUN 22 11 00 AM '78
 CENTRAL PERSONNEL SECTION

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8. VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

All financial information is on file with our lawyer

Mr. John DAHLGREN
DAHLGREN DARRAGH & CLOSE
1000 Conn. Ave., N.W., Washington D.C.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? YES NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? YES NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? YES NO. (If "Yes" where is document located?)

On file with lawyer listed above

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? YES NO. (If "Yes" give name(s) and address)

NA

HAVE YOU EXECUTED A POWER OF ATTORNEY? YES NO. (If "Yes", who possess the power of attorney?)

Believe the lawyer has this also

9. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

[This section is mostly blank with some faint, illegible markings.]

SIGNED AT

H.S.

DATE

22 June 1970

SIGNATURE

Charlotte J. ...

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(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

Charlotte S. Burtch

Signature

BUSINESS Wadala, Charlotte

22 Jan 1970

Date

CONFIDENTIAL
(When Filled In)

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item 3-1)	NAME OF SUPERVISOR (rank)	DATE (from item 3-2)
Charlotte Bustos-Videla	26 Jan. 70		26 Jan. 1970
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
2 Feb. 1970	HMNT-10102	10APM 1970	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
12 Jan 29		Exec Assistant, GS-13	MEXICO CITY Station	
6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
28 July 1967	16 Aug 1970	Will not go Hdqs unless requested	26 Oct 1970	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

none

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

Subject wishes to remain overseas for a minimum of two more years to complete her 5 years overseas requirement.

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)

1. During most of Subject's tour in Mexico she has been the Cuban IA. In this job she also handled some Cuban operational matters including contract employees.
2. During this period she also handled some sensitive projects for the CCS.
3. During the last six months Subject has been Exec Asst to the CCS/DCCS concentrating on file and administrative reorganization of the Station.
4. Subject has had supervisory responsibility over one to three clerical/TDY staff for short periods.

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

None

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I enjoy both Administrative and Ops, IA work.

11b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- 3 EXTEND TOUR: 12 MONTHS AT CURRENT STATION TO Aug 1971.
(DATE)
- BE ASSIGNED TO HDQTRS FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____
- 1 BE ASSIGNED TO A _____ STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____
- 2 RETURN TO MY CURRENT STATION for 2nd tour.

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Would not stand in Subject's way, were she to be fortunate enough to get a _____ assignment. However with her long Mexico background (both Hdqs and field) and her multiple talents she has been invaluable in the reorganization of this highly complicated Station under changed circumstances, will continue to be so during the next several years and to lose her would be like losing one's right arm. Therefore we strongly endorse either a second tour or an extension.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

W1 Division recommends that subject return to Mexico City for a second tour.

DATE 11 Mar 70 TITLE C/Wd/Pars SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

New tour in Mexico City

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 1001-0700 DATED: 27 Mar 70

CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____ DATE: _____

1010000000

SECRET

CONFIDENTIAL

(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave of government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
BUSTOS-VIDELA	PAULINE	Z	

1. RESIDENCE DATA	
PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY WASHINGTON DC.	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad) N.A.
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE WASHINGTON DC.	HOME LEAVE RESIDENCE DAYTON, OHIO <i>DIRECTOR OFFICE</i> <i>applied</i> <i>by D/P</i>

2. MARITAL STATUS (Check one)						
<input type="checkbox"/> SINGLE	<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> WIDOWED	<input type="checkbox"/> ANNULLED	
IF MARRIED, PLACE OF MARRIAGE DAYTON, OHIO					DATE OF MARRIAGE March 18, 1961	
IF DIVORCED, PLACE OF DIVORCE DECREE NA					DATE OF DECREE	
IF WIDOWED, PLACE SPOUSE DIED NA					DATE SPOUSE DIED	
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S) NA.						

3. MEMBERS OF FAMILY			
NAME OF SPOUSE CESAR BUSTOS-VIDELA	ADDRESS (No. Street, City, State, Zip Code) LAS AMERICAS UNIV., MEXICO CITY, MEXICO	TELEPHONE NO.	
NAMES OF CHILDREN	ADDRESS	SEX	DATE OF BIRTH
NAME OF YOUR FATHER (or male guardian) SAMUEL D. ZENRUNG	ADDRESS (No. Street, City, State, Zip Code) 445 DAVENPORT DRIVE DAYTON, OHIO	TELEPHONE NO. ?	
NAME OF YOUR MOTHER (or female guardian) MAEL J. ZENRUNG	ADDRESS Same	TELEPHONE NO. ?	

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY?
An Yelling all my family - I am resigned 15 July 67.

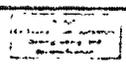
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
NAME (Mr., Mrs., Miss) (Last-First-Middle) MRS. FFLAUMER, Mary Elizabeth (Mrs. Dale)	RELATIONSHIP SISTER	
HOME ADDRESS (No. Street, City, State, Zip Code) 576 LAKE TONLET DRIVE, RAY VILLAGE, OHIO 44140	HOME TELEPHONE NUMBER 216-871-0689	
BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE		BUSINESS TELEPHONE & EXTENSION

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization by which you work last.) my sister I used to work for Govt.	YES	
	NO	<input checked="" type="checkbox"/>
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) lawyer in spec 4411. estate. Mrs Dale FFLAUMER may make person of choice.	YES	<input checked="" type="checkbox"/>
	NC	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)	YES	<input checked="" type="checkbox"/>
	NO	

The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 5 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT



CONFIDENTIAL
(When Filled In)

8. VOLUNTARY ENTRIES
Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.
*The National Bank of Washington, Belmont Circle Branch, Washington D.C.
joint account with husband
Columbia Federal Savings & Loan Assoc, 5301 Wisconsin Ave. N.W. D.C.
joint account with husband.*

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? YES NO
IF YES, DO YOU HAVE A JOINT ACCOUNT? YES NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? YES NO. (If "Yes" where is document located?)
*Auger: Mrs John C. Lahtinen
Lahtinen, Barroff & Cloak
1000 Vermont Ave. N.W.*

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?
 YES NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? YES NO. (If "Yes", who possess the power of attorney?)
for accepting checks: The National Bank of Washington

9. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT _____ DATE *9 June 1967* SIGNATURE *Oliver W. J. Smith, Vice President*

SECRET

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

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

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

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
Dustos-Videla	Charlotte	Louise	January 12, 1929	
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
007667				

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

Mark here if you WANT BOTH optional and regular insurance (A) ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance (B) DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance (C) WAIVER OF LIFE INSURANCE COVERAGE
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

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

SIGNATURE (do not print)
Charlotte Louise Dustos-Videla

DATE
13 February 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
FEB 13 1968

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-1
JAN. 1958
(For use only until April 14, 1968)
176-101

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO. 1-8	NAME		
	LAST (Print)	FIRST 7-24	MIDDLE
007667	BUSTOS YIDELA	CHARLOTTE	Z

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 88, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	37		
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 8 - CANCELLATION	37	38	39	MEXICO
0	7	2	8	6	7		1			40-42 5 0

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	37		
25-26	27-28	29-30	31-32	33-34	35-36	3 - TDY (Basic) 4 - CORRECTION 8 - CANCELLATION	37	38	39	40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. FORM 764	DOCUMENT DATE/PERIOD 2 - 29 JULY 1967
---	--

REMARKS
ARRIVAL DATE REPORTED UNDER "OTHER REMARKS" ON DUTY STATUS REPORT.

PREPARED BY OCB	REPORT APPROVED BY <input checked="" type="checkbox"/> CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTSS.	DATE 16 APR 1968	SIGNATURE
<input checked="" type="checkbox"/> C & Y DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL /
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET

OFFICIAL USE ONLY (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I

BIOGRAPHIC AND POSITION DATA

1. IDAF SER NO 007067	2. NAME (Last First Middle) BUSTOSVIDELA C Z	3. SEX F	4. DATE OF BIRTH 01/12/29	5. SCHEDULE, GRADE/STEP GS-13-06
6. SO U	7. POSITION TITLE OPS OFFICER	8. OFFICE OF ASSIGNMENT WH	9. LOCATION (Country, City) MEXICO CITY, MEXICO	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
NO OVERSEAS SERVICE MEXICO CITY STATION 1st tour 2nd tour		27 JULY 1967 1970	JUNE 1970

OVERSEAS DATA
 CODED
 DATE: INITIALS: S
 150 JUL 1970

SECTION III

EDUCATION

DEGREE BACH	MAJOR FIELD ECONOMICS, GENERAL	COLLEGE SYRACUSE UNIV NY	YEAR 50
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CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO. 2. NAME (LAST-FIRST-MIDDLE)		3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST							
BUSTOS-VIDELA, CHARLOTTE		A=ADD C=CHANGE D=DELETE	CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
7. LANGUAGE DATA AFTER TEST					6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION
LAN. CODE	R	W	P	S	U	I/T	YEAR	10/17/72	01/12/29	13	NH
NOTICE TO PERSON TESTED											
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD)</u> <u>BL18</u> (NAME OF LANGUAGE)											
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS	
N		+		+		I+		H		0 = ZERO I = INTERMEDIATE S = SLIGHT H = HIGH E = ELEMENTARY N = NATIVE	
11. REMARKS									12. SIGNATURE		
"4" indicates test results. Speaking grade. CL BY 017470 EX-2 IMPDET WISMI									R 2 8 13. LD NUMBER 20723		

FORM 11-64 1273 OBSOLETE PREVIOUS EDITIONS **CONFIDENTIAL** (110-48) ~~SECRET~~ **GROUP 1** EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION 1 - OP/QAB

12-DIGIT MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH	5. DATE CODED	THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.
MO DA YR	MO DA YR	

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE								
< 3		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR	
5. DATE SUBMITTED			6. DATE OF BIRTH			WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)					
MO DA YR			MO DA YR								

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST							
< 5	007667	BUS	C-A-D	BASE CODE	R	W	P	S	U	T	YR
				BL18	i	i	H	i	i	4	67
6. LANGUAGE DATA AFTER TEST						7. DATE OF TEST			DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273. LANGUAGE PROFICIENCY AND AWARDS DATA.		
BASE CODE						MO DA YR			WIS		
BL18 N i H i H 4 72						10/17/72					

QUALIFICATIONS RECORD CHANGE

1. ID	2. EMP/APPL NO.	3. NAME	ENTER UNDER "TYPE" -									
< 4		3-LETTERS	A - ADDITION TO RECORD C - CHANGE TO EXISTING RECORD D - DELETION OF DATA FROM EXISTING RECORD									
TYPE	CODE # 1					CODE # 2						
	BASE	1	2	3	YR	BASE	1	2	3	YR		

SECRET
(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY															
1. EMPLOYEE NO.		2. NAME (LAST-FIRST-MIDDLE)				3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST							
447667		RUSTON-VIDELA, CHARLOTTE Z.				A=ADD C=CHANGE D=DELETE		LAN. CODE	R	W	P	S	U	I/T	YEAR
5. LANGUAGE DATA AFTER TEST						6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION			
LAN. CODE	R	W	P	S	U	I/T	YEAR								
							06/22/67	01/12/29		-13		WH			
NOTICE TO PERSON TESTED															
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD) RL18</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)															
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS					
I		CODED		H		I		I		Q = ZERO I = INTERMEDIATE S = SLIGHT H = HIGH E = ELEMENTARY N = NATIVE					
11. REMARKS								12. SIGNATURE							
CODED FOR QUALIFICATIONS DATE <u>25 AUG 1967</u>								 13. LD NUMBER 14168							

FORM 11-64 1273 OBSOLETE PREVIOUS EDITIONS (110-48) **SECRET** GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION 1 - CP/QAB

LANGUAGE PROFICIENCY TEST DATA																		
1. ID	2. EMPLOYEE NO.	3. NAME			4. CODE	5. LANGUAGE DATA BEFORE TEST												
<5	447667	BLS			C	BASE CODE	R	W	P	S	U	T	YR					
						BL18	H	I	H	H	N	4	67					
6. LANGUAGE DATA AFTER TEST						7. DATE OF TEST			DATA FOR ITEM 2, THRU 7									
BASE CODE						R	W	P	S	U	T	YR	EXTRACTED FROM FORM 1273					
BL18						I	I	H	I	I	4	67	LANGUAGE PROFICIENCY AND AWARDS DATA. 2 OCT 1967					

QUALIFICATIONS RECORD CHANGE											
1. ID	2. EMP/APPL NO.	3. NAME			ENTER UNDER "TYPE" -						
<4					A - ADDITION TO RECORD C - CHANGE TO EXISTING RECORD D - DELETION OF DATA FROM EXISTING RECORD						
TYPE	CODE # 1					CODE # 2					
	BASE	1	2	3	YR	BASE	1	2	3	YR	

FORM 1962a **SECRET** GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION 1-6-67

SECRET
(When Filled In)

1. PERSONNEL SERIAL NO (1-6)		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO
3. NAME (7-24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG CODE (25-27)
7. DATE OF TEST (40-51)		8. ANNIVERSARY DATE	9. GRADE	10. DATE OF ACTION		
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		H	I	II	III	IV
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A	ACHIEVEMENT (A)	ELEMENTARY (B)	READING (R)	SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M	MAINTENANCE (M)	INTERMEDIATE (C)	COMPREHENSIVE (C)			
NA	A	E-I	C		V	
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 1 (K), 00 (40-43)		
				SIGNATURE		DATE
				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
REMARKS				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273
5-66

OBsolete PREVIOUS EDITIONS

SECRET

(13-45)

MRD COPY

SECRET

AUG

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT	THIS DATE 10 September 1957
---	---------------------------------------

INSTRUCTIONS

This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in full entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the form requires more complete knowledge than you have previously reported.

SECTION I GENERAL	
1. FULL NAME (Last-First-Middle) ZIEHRUNG, Charlotta L.	
2. CURRENT ADDRESS (No., Street, City, Zone, State) 3817 Davis Place, N. W., Washington	3. PERMANENT ADDRESS (No., Street, City, Zone, State) 5536 South Dixie Highway, Dayton 9, Ohio
4. HOME TELEPHONE NUMBER Em 2-1618	5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE Ohio

SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	
1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S. ZIEHRUNG, Samuel Dan	2. RELATIONSHIP Father
3. HOME ADDRESS (No., Street, City, Zone, State, Country) 5536 South Dixie Highway, Dayton 9, Ohio	
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE 5536 South Dixie Highway, Dayton 9, Ohio. San Has Gardens	
5. HOME TELEPHONE NUMBER MO 3-3511	6. BUSINESS TELEPHONE NUMBER MO 3-3511
7. BUSINESS TELEPHONE EXTENSION None	
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.	

SECTION III MARITAL STATUS	
1. CHECK (X) ONE: <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED	
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS	

SPOUSE: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fianch.

3. NAME (First) (Middle) (Maiden) (Last)			
4. DATE OF MARRIAGE	5. PLACE OF MARRIAGE (City, State, Country)		
6. ADDRESS OF SPOUSE BEFORE MARRIAGE (No. Street, City, State, Country)			
7. LIVING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	8. DATE OF DEATH	9. CAUSE OF DEATH	
10. CURRENT ADDRESS (Give last address, if deceased)			
11. DATE OF BIRTH	12. PLACE OF BIRTH (City, State, Country)		
13. IF BORN OUTSIDE U.S. - DATE OF ENTRY	14. PLACE OF ENTRY		
15. CITIZENSHIP (Country)	16. DATE ACQUIRED	17. WHERE ACQUIRED (City, Country)	
18. OCCUPATION	19. PRESENT EMPLOYER (Also give to one employer, or if spouse is deceased or unemployed, list two employers)		
20. EMPLOYER'S OR BUSINESS ADDRESS (No. Street, City, State, Country)			

QUALIFICATIONS
 DATE: **11 JUL 1958**
11 JUL 1957

SECTION III CONTINUED TO PAGE 2

SECRET
(When Filled In)

SECTION III CONTINUED FROM PAGE 1

71. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR		
72. BRANCH OF SERVICE	73. COUNTRY WITH WHICH MILITARY SERVICE APPLICATED	
74. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN		
SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS		
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
8. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		
SECTION V FINANCIAL STATUS		
1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.		
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.		
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.		
SECTION V CONTINUED TO PAGE 3		

SECRET

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 1
B. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Citizens Federal Savings & Loan Assn.	Dayton, Ohio
Riggs National Bank	Washington, D. C.

7. HAVE YOU EVER BEEN IN, OR POSITIONED FOR, BANKRUPTCY? YES NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

SECTION VI CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP: **US**

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:
 BIRTH MARRIAGE OTHER (Specify)

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? YES NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (File papers, rec.)

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER TEN YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/OTH HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

4. MILITARY TRAINING (Full time only in specialized schools such as Air Force, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

5. OTHER EDUCATIONAL TRAINING NOT MENTIONED ABOVE

SECRET
(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
27 Aug 51 - 27 Apr 52	5	DDP/WH/II (Hqs)
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
0	Secretary (Steno)	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
27 Apr 52 - 27 Sept 53	7	DDP/WH/II (Hqs)
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
0	Intell Officer (Rpts)	
6. DESCRIPTION OF DUTIES		
All duties of Reports Officer		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
27 Sept 53 - 10 Apr 55	9	DDP/WH/II (Hqs)
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
one to two	Reports Officer	
6. DESCRIPTION OF DUTIES		
Duties of Chief reports officer as		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
10 Apr 55 - June 1957	11	DDP/WH/II (Hqs)
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
one - two	Chief Reports Officer	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
June 1957 - present	11	DDP/WH/III (Hqs)
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
	Reports Officer	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET
3

SECRET
(When Filled In)

OFFICE OF PERSONNEL
SEP 12 3 42 PM '57

SECTION XII CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.

1

2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepparents, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN 17 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.

0

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
						MAIL ROOM

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED 10 Sept 57

SIGNATURE OF EMPLOYEE *Christine L. Johnson*

SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-5) 707-17		LANGUAGE PROFICIENCY AND AWARDS DATA				2. L.O. NO. 7734
3. NAME (17-24) Johnson, Charlotte		4. COMPONENT 100	5. GRADE 11	6. DATE OF BIRTH Jan. 10, 1929		
7. LANGUAGE Spanish		8. CODE (25-27) 703	9. DATE OF TEST Dec. 21, 1953	10. ANNIVERSARY DATE (20-33) Dec. 21, 1957		
11. TEST PURPOSE AWARD SKILL	12. TEST SCORES READING (34) WRITING (35) PRONUNCIATION (36) SPEAKING (37) UNDERSTANDING (38)			13. ELIGIBILITY (39) AWARDABLE NOT AWARDABLE		
14. I CERTIFY THIS EMPLOYEE FOR AWARD SIGNATURE DATE		15. TYPE OF AWARD A-M E-I-H C R-W-B D-V				
16. AMOUNT OF AWARD \$ 100.00		17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. SIGNATURE				
18. FEDERAL TAX DEDUCTION \$		20. CHARGE ALLOTMENT NO.		DATE		
19. STATE/DC TAX DEDUCTION \$		22. EMPLOYEE PAYROLL NO.				
21. NET AMOUNT OF AWARD \$		24. ALLOTMENT OF ASSIGNMENT				
23. FORWARD CHECK TO WOL Sir on Mail		25. CHECK NO.		DATE		

FORM 1273 USE PREVIOUS EDITIONS
4-58

SECRET

(10-48) MRD COPY

SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 707-17		LANGUAGE PROFICIENCY AND AWARDS DATA				2. L.O. NO. 7734
3. NAME (17-24) Johnson, Charlotte		4. COMPONENT 100	5. GRADE 11	6. DATE OF BIRTH Jan. 10, 1929		
7. LANGUAGE Spanish		8. CODE (25-27) 703	9. DATE OF TEST Dec. 21, 1953	10. ANNIVERSARY DATE (20-33) Dec. 21, 1957		
11. TEST PURPOSE AWARD SKILL	12. TEST SCORES READING (34) WRITING (35) PRONUNCIATION (36) SPEAKING (37) UNDERSTANDING (38)			13. ELIGIBILITY (39) AWARDABLE NOT AWARDABLE		
14. I CERTIFY THIS EMPLOYEE FOR AWARD SIGNATURE DATE		15. TYPE OF AWARD A-M E-I-H C R-W-B D-V				
16. AMOUNT OF AWARD \$ 100.00		17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. SIGNATURE				
18. FEDERAL TAX DEDUCTION \$		20. CHARGE ALLOTMENT NO.		DATE		
19. STATE/DC TAX DEDUCTION \$		22. EMPLOYEE PAYROLL NO.				
21. NET AMOUNT OF AWARD \$		24. ALLOTMENT OF ASSIGNMENT				
23. FORWARD CHECK TO WOL Sir on Mail		25. CHECK NO.		DATE		

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(11-6)		LANGUAGE DATA RECORD		
107667				
PART I-GENERAL				
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (25-30)		
ZEHKUNG, Charlotte Louise		MONTH January	DAY 12	YEAR 1929
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-38)		5.
Spanish 720		MONTH April	DAY 2	YEAR 1957
		<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE		
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
<input checked="" type="radio"/> 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.) USING THE DICTIONARY FREQUENTLY.				
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
<input checked="" type="radio"/> 3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.				
5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE.				
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION (THEY HAVE NO DIFFICULTY UNDERSTANDING ME).				
<input checked="" type="radio"/> 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II—LANGUAGE ELEMENTS	
SECTION D. Speaking (43)	
1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.	
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.	
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.	
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.	
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.	
SECTION E. Understanding (44)	
1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.	
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.	
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.	
BEFORE CONTINUING — CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)	
1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.	
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.	
3. BOTH OF THE ABOVE STATEMENTS APPLY.	
4. NONE OF THE ABOVE STATEMENTS APPLY.	
PART IV—CERTIFICATION	
I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25.115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.	
DATE SIGNED 2 April 1957	SIGNATURE <i>Charlotte L. February</i>
1443	1451

HEADLINE: 19 Sept. 1952

SECRET
Security Information

ZEHURUS, Charlotte L.
Name: Last, First Middle

60000

60

QUALIFICATIONS

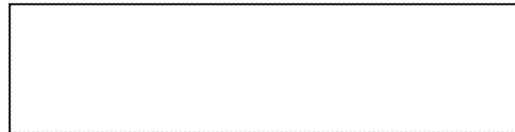
DATE 10-8-52

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.



Personnel Director

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry) 7667	2. NAME: (last) (first) (middle) ZEHNING, Charlotte Luise	3. Office FI
4. Date of Birth 12 Jan. 1929	5. Sex: <input type="checkbox"/> male (1) <input checked="" type="checkbox"/> female (2)	Martial Status <input checked="" type="checkbox"/> Nr. Dependents <input type="checkbox"/>
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 | 4. 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 | <input checked="" type="checkbox"/> 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	
Syracuse University	Econ.	Span.	9/46	1/50	4		B. A.	1/50	115
San Carlos University	Span.		7/48	9/48					5

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
Miami Jacobs Business College	5/50	12/50	7	typing and shorthand

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	



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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>1/52</u> To <u> </u> Tot. mos. <u> </u>	Description of Duties: I have the responsibility of disseminating and routing all reports received from our Station, take appropriate action on reports received from other agencies by forwarding this information to the field or sending requested data. I inform the field of additional info at Headquarters on individuals and organizations as requested or as deemed necessary. I also maintain Duty Station, if overseas: two CE notebooks.
Grade <u>7</u> Salary <u>\$1205.00</u>	
Office <u>PI/WH/Brazil</u>	
Position	
Title: <u>Intelligence Officer</u>	
Duty	
Title: <u>Reports Officer</u>	
From <u>12/71</u> To <u>1/72</u> Tot. mos. <u>1</u>	Description of Duties: Same as above with a Sub-station. I had less individual responsibility.
Grade <u>5</u> Salary <u>\$940.00</u>	
Office <u>PI/WH/Brazil</u>	
Position	
Title: <u>Intelligence Officer</u>	
Duty	
Title: <u>Reports Officer</u>	Duty Station, if overseas:
From <u>11/71</u> To <u> </u> Tot. mos. <u>1</u>	Description of Duties: As a casual I typed dispatches, memoranda, and disseminations for Branch II. I took a limited amount of shorthand.
Grade <u>5</u> Salary <u>\$940.00</u>	
Office <u>PI/WH/II</u>	
Position	
Title: <u>Secretary (Stenography)</u>	
Duty	
Title:	Duty Station, if overseas:
From <u>10/71</u> To <u> </u> Tot. mos. <u>1</u>	Description of Duties: I assembled disseminated reports.
Grade <u>5</u> Salary <u>\$940.00</u>	
Office <u>B2</u>	
Position	
Title: <u>Secretary (Stenography)</u>	
Duty	
Title:	Duty Station, if overseas:

Two months in the pool attending classes and setting up filing system for Russia Index cards.

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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.)

From <u>7/51</u> To <u>8/51</u> Tot. mo's <u>1</u> Classification Grade (if in Federal Service) <u>3</u> Salary <u>\$2650.00</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>Department of Interior</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Statistical draftsman</u> Description of Duties: <u>I did statistical drafting, cartography, marking of identification cards, etc., typing and other general office work.</u> Duty Station if overseas:
From <u>6/50</u> To <u>3/51</u> Tot. mo's <u>11</u> Classification Grade (if in Federal Service) _____ Salary <u>1.10 / hr.</u> Number and Class of Employees Supervised: <u>2 - 6 clerks</u> Employer <u>Harold Gosselin, Dallas</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Business and Gift Shoppe</u>	Exact Title of your position _____ Description of Duties: <u>As an assistant to the executives I was responsible for purchasing stock for the gift shoppe and instructing clerks and greenhouse employees. I had full responsibility of the books and cash. I made reports on the business and acted as sales clerk for the shoppe.</u> Duty Station if overseas: <u>and to a landscaping business</u>
From <u>2/50</u> To <u>1/50</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) _____ Salary <u>\$200 / mo.</u> Number and Class of Employees Supervised: _____ Employer <u>National Peanut Council</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Trade association</u>	Exact Title of your position _____ Description of Duties: <u>Assistant Bookkeeper</u> <u>I made monthly financial reports, had the responsibility of the books, did typing and other general office work.</u> Duty Station if overseas:
From <u>5/49</u> To <u>8/49</u> Tot. mo's <u>3</u> Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer <u>Fridolite Co., Gen. Mo.</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position _____ Description of Duties: <u>I worked one month in the office of the Chemical Laboratory and two months in the factory.</u> Duty Station if overseas:
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas:

SECRET

Security Information

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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 type="checkbox"/> Civil Police | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input 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		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic	Study (Inc. CIA training)	
Spanish		X									X	
French				X				X			X	
Portuguese			X								X	

* 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. _____

SECRET
Security Information

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
South America	1 year econ and prog.			X
Guatemala	7/43 to 8/48	X		
Mexico	7/46		X	

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. drafts	2.	60	1. Yes 2. X No
Shorthand	1. none	2.	70	1. Yes 2. X No

Shorthand System: 1. X 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. painting, skiing

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. _____

SECRET
Security Information

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.

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

SEC. X. CIA TESTS

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

Type of Test	Date Taken
typing, shorthand, general intelligence exam	8/1951
exam for reports officer	2/1952

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?

I feel I am best qualified for a reports or research position.

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
Orientation course	8-11 Jan 1952	9-12 AM

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE 18 September 1952

SIGNATURE Harold P. Zehner

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type, write or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the

instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, read this application in the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO.	1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR		DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only																																																													
	2. OPTIONS (if mentioned in examination announcement)																																																															
	3. PLACE OF EMPLOYMENT APPLIED FOR (City and State)	4. DATE OF THIS APPLICATION																																																														
	5. MR MRS MISS Charlotte L. Zehring	(First name) (Middle) (Surname, if any) (Last)																																																														
ANNOUNCEMENT	6. (A) STREET AND NUMBER OR R. D. NUMBER 1401 - 16th St., N. W.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> APPROV.</td> <td><input type="checkbox"/> MATERIAL SUBMITTED</td> <td rowspan="2" style="text-align:center; vertical-align:middle;">ENTERED REGISTER.</td> </tr> <tr> <td><input type="checkbox"/> NON-APPROV.</td> <td><input type="checkbox"/> RETURNED</td> </tr> <tr> <td colspan="2">NOTATIONS</td> <td>APP. REVIEW</td> </tr> <tr> <td colspan="3" style="text-align:center;">APPROVED:</td> </tr> <tr> <td>7. LEGAL OR VOTING RESIDENCE (State) Ohio</td> <td>8. OFFICE PHONE RE 1820 X 732</td> <td>9. HOME PHONE NO. 5450</td> <td colspan="2" rowspan="4"> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>OPTION</th> <th>GRADE</th> <th>EARNED RATING</th> <th>PREFERENCE</th> <th>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</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> WIFE OR BROTHER</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> USUAL</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> BEING CONSIDERED</td> <td></td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2">10. DATE OF BIRTH (month, day, year) 1-12-29</td> <td>11. MARRIED <input type="checkbox"/> MARRIED <input checked="" type="checkbox"/> SINGLE</td> <td colspan="2" rowspan="2">INITIALS AND DATE</td> </tr> <tr> <td colspan="2">11. PLACE OF BIRTH (City and State; if born outside U. S., name city and country) Dayton, Ohio</td> <td>12. (A) HEIGHT WITHOUT SHOES 5 FEET 8 INCHES</td> <td>(B) WEIGHT 125 POUNDS</td> </tr> <tr> <td colspan="5">14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE</td> </tr> </table>		<input type="checkbox"/> APPROV.	<input type="checkbox"/> MATERIAL SUBMITTED	ENTERED REGISTER.	<input type="checkbox"/> NON-APPROV.	<input type="checkbox"/> RETURNED	NOTATIONS		APP. REVIEW	APPROVED:			7. LEGAL OR VOTING RESIDENCE (State) Ohio	8. OFFICE PHONE RE 1820 X 732	9. HOME PHONE NO. 5450	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>OPTION</th> <th>GRADE</th> <th>EARNED RATING</th> <th>PREFERENCE</th> <th>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</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> WIFE OR BROTHER</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> USUAL</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> BEING CONSIDERED</td> <td></td> </tr> </tbody> </table>		OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING				<input type="checkbox"/> 5 POINTS (TENT.)					<input type="checkbox"/> 10 POINTS					<input type="checkbox"/> WIFE OR BROTHER					<input type="checkbox"/> USUAL					<input type="checkbox"/> BEING CONSIDERED		10. DATE OF BIRTH (month, day, year) 1-12-29		11. MARRIED <input type="checkbox"/> MARRIED <input checked="" type="checkbox"/> SINGLE	INITIALS AND DATE		11. PLACE OF BIRTH (City and State; if born outside U. S., name city and country) Dayton, Ohio		12. (A) HEIGHT WITHOUT SHOES 5 FEET 8 INCHES	(B) WEIGHT 125 POUNDS	14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE				
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<p>15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$..... PER YEAR <i>You will not be considered for any position with a lower entrance salary.</i></p> <p>(B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR: <input type="checkbox"/> 1 TO 3 MONTHS <input type="checkbox"/> 3 TO 6 MONTHS <input type="checkbox"/> 6 TO 12 MONTHS</p> <p>NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a permanent appointment.</p> <p>(C) IF YOU ARE WILLING TO TRAVEL, SPECIFY: <input type="checkbox"/> OCCASIONALLY <input type="checkbox"/> FREQUENTLY <input type="checkbox"/> CONSTANTLY</p>	<p>(D) CHECK IF YOU WILL ACCEPT APPOINTMENT IF OFFERED: <input type="checkbox"/> IN WASHINGTON, D. C. <input type="checkbox"/> ANYWHERE IN THE UNITED STATES <input type="checkbox"/> OUTSIDE THE UNITED STATES</p> <p>(E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:</p>
---	--

16. PREVIOUS: It is important for you to furnish all information requested below in addition to that to enable the Civil Service Commission and the appointing authority to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 18 years ago which is not pertinent to the work for which you are applying may be mentioned in one or more of the blocks. If your duties changed markedly while working for the same employer, use a separate block to describe each position. You may include any pertinent relations, clubs, welfare or organizational activities which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such service. Military experience should be described in the spaces below in its proper perspective.

(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below "Present Position."

PRESENT POSITION			
DATE OF EMPLOYMENT (month, year)	EXACT TITLE OF YOUR PRESENT POSITION	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR FARE (if any)
FROM: 4-51	TO PRESENT TIME: Statistical Draftsman	3	STARTING: \$ 2050 PER YEAR. PRESENT: \$ PER
PLACE OF EMPLOYMENT (City and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
Washington, D. C.		Mrs. Mildred Noorman	
NAME AND ADDRESS OF EMPLOYER (Name, organization, or person, if Federal, name department, bureau or establishment, and division)		KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale retail, insurance agency, manufacture of books, etc.)	
Board of Geographical Names Department of Interior			
NUMBER AND KIND OF EMPLOYERS EMPLOYED BY YOU		REASON FOR DESIRING TO CHANGE EMPLOYMENT	
none			
DESCRIPTION OF YOUR WORK			
statistical drafting			
typing			
marking disaritics			

18 CONTINUED

② DATES OF EMPLOYMENT (month, year) FROM 5/50 TO 3/51		EXACT TITLE OF YOUR POSITION Bookkeeper-Clerk	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS STARTING \$ 1.00 PER hr FINAL \$ 1.10 PER hr
PLACE OF EMPLOYMENT (city and State) Dayton, Ohio		NAME AND TITLE OF IMMEDIATE SUPERVISOR Mr. Ray F. McKechnie		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) San Rae Gardens, R. A. 11 Dayton 9, Ohio		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale sale, insurance agency, manufacture of books, etc.) Nursery and Gift Shoppe		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 2 - 6 clerks		REASON FOR LEAVING New Job		
DESCRIPTION OF YOUR WORK Bookkeeper Clerk Made reports on stock and ordered wholesale. Made reports for the executives on the business, finances, etc.				

③ DATES OF EMPLOYMENT (month, year) FROM 2/50 TO 5/50		EXACT TITLE OF YOUR POSITION Asst. Bookkeeper	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS STARTING \$ 2.00 PER PER MO FINAL \$ 2.00 PER PER MO
PLACE OF EMPLOYMENT (city and State) Washington, D. C.		NAME AND TITLE OF IMMEDIATE SUPERVISOR Mr. William F. Seals, Pres.		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) National Peanut Council 1111 Dupont Circle, N.W. Washington, D. C.		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale sale, insurance agency, manufacture of books, etc.) Trade Association		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU none		REASON FOR LEAVING New Job		
DESCRIPTION OF YOUR WORK Bookkeeping Filing General office work Financial reports				

④ DATES OF EMPLOYMENT (month, year) FROM 6/47 TO 8/47		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS STARTING \$ PER PER FINAL \$ PER PER
PLACE OF EMPLOYMENT (city and State) Dayton, Ohio		NAME AND TITLE OF IMMEDIATE SUPERVISOR Mr. Herbert Hauldorn Personnel		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) Fridaire, Plant 2 Dayton 9, O		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale sale, insurance agency, manufacture of books, etc.) Manuf. of Fridaires		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU none		REASON FOR LEAVING return to college		
DESCRIPTION OF YOUR WORK Secretary in Chemical Lab. Worked in factory.				

⑤ DATES OF EMPLOYMENT FROM (th, year) TO (th, year)

EXACT TITLE OF YOUR POSITION CLASSIFICATION GRADE (If in military service)

SALARY OR EARNINGS STARTING \$ PER PER FINAL \$ PER PER

PLACE OF EMPLOYMENT (City and State) NAME AND TITLE OF IMMEDIATE SUPERVISOR

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name department, bureau or establishment, and division) KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale shtk, insurance agency, manufacture of locks, etc.)

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU REASON FOR LEAVING

DESCRIPTION OF YOUR WORK

If more space is required, use a continuation sheet (Standard Form No. 33) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

17. MILITARY TRAINING: In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra page may be used to give full descriptions.)

DATES		LOCATION	DESCRIPTION OF TRAINING
FROM	TO		

18. EDUCATION (Circle highest grade completed):

1 2 3 4 5 6 7 8 9 10 11 12

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF

ELEMENTARY TRAIN JUNIOR HIGH SCHOOL SENIOR HIGH SCHOOL

(A) NAME AND LOCATION OF COLLEGE OR UNIVERSITY MAJOR AND SPECIALTY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATES ATTENDED		YEARS COMPLETED		DEGREES CONFERRED		SEMIWEEKLY HOURS (CR) (1)
		FROM	TO	DAY	NIGHT	TITLE	DATE	
Syracuse Univ., Syracuse, N. Y.	Econ.	9-45	1-50	4		BA	1-50	11.5
San Carlos Univ., Guatemala City	Span	7-48	8-48					5
Miami Jacobs Business College	Steno.	5-50	12-50	3 mo.	1 mo.			

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED

SUBJECTS STUDIED	DATES ATTENDED		YEARS COMPLETED	
	FROM	TO	DAY	NIGHT

(C) USE WORKING LANGUAGE DAYTON, OHIO

Economics 30
Spanish 23

(D) OTHER TRAINING SUCH AS VOCATIONAL BUSINESS STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of school) OR IN-SERVICE TRAINING IN PUBLIC OR PRIVATE EMPLOYMENT

SUBJECTS STUDIED DATES ATTENDED YEARS COMPLETED

FROM TO DAY NIGHT

19. INDICATE KIND AND DEGREE OF FOREIGN LANGUAGE

LANGUAGE	READING		SPEAKING		UNDERSTAND	
	YES	NO	YES	NO	YES	NO
Spanish	X		X		X	
French	X		X		X	

20. IF YOU HAVE TRAINING OR EXPERIENCE IN ANY FOREIGN COUNTRY, INDICATE (NAME OF COUNTRY, CITY, DATES AND LENGTH OF TIME SPENT THERE, AND CAUSE OF SERVICE (e.g., military service, business, education, etc., emigration))

Guatemala 7/48-8/48 Education
Mexico 7/48 Travel

21. LIST ANY SPECIAL SKILLS OR EQUIPMENT YOU OWN OR ARE CURRENTLY OPERATING OR HAVE OPERATED IN CONNECTION WITH YOUR SERVICE, BUSINESS, SCIENTIFIC OR PROFESSIONAL SERVICE

Calculator

22. HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?

YES NO GIVE KIND OF LICENSE AND STATE.

PAST LICENSE OR CERTIFICATE (YEAR)

23. LIST ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS (A) SPECIAL TRAINING EXPERIENCE (do not include courses unless requested) (B) SPECIAL PATENTS OR INVENTIONS (C) PUBLIC AFFAIRS AND PUBLIC RELATIONS EXPERIENCE (D) MEMBERSHIP IN PROFESSIONAL, SCIENTIFIC, OR SOCIETIES, ETC. (E) AWARDS AND HONORS RECEIVED.

As of 5 July, 1951, Subject's
Washington address is

3817 Davis place, N.W.
phone - ORduay 1618

PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question is not applicable write "NA." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room. 2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? yes (Yes or No)

SEC. 1. PERSONAL BACKGROUND

A. FULL NAME Miss Charlotte Louise Zehring Telephone: Office RE 1820. Ext. 4691. Home NO 5450. (Last Name) (First) (Middle) (Last)

PRESENT ADDRESS 1401-16th St., N.W. Washington, D.C. USA (St. and Number) (City) (State) (Country)

PERMANENT ADDRESS San Rae Gardens, Dayton 9, Ohio RR-11 USA (St. and Number) (City) (State) (Country)

B. NICKNAME Sherri WHAT OTHER NAMES HAVE YOU USED? none

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? started to use it at school

HOW LONG? 5 YES IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH 1/12/29 PLACE OF BIRTH Dayton Ohio USA (City) (State) (Country)

D. PRESENT CITIZENSHIP USA BY BIRTH? yes BY MARRIAGE? no (Country)

BY NATURALIZATION CERTIFICATE NO. no ISSUED BY (Date) (Court)

AT (City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? no (Yes or No) (Country)

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY? (Country)

GIVE PARTICULARS

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? no GIVE PARTICULARS:

(2)

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY?

PORT OF ENTRY? ON PASSPORT OF WHAT COUNTRY?

LAST U. S. VISA
(Number) (Type) (Place of Issue) (Date of Issue)

SEC. 2. PHYSICAL DESCRIPTION

AGE 22 SEX F HEIGHT 5' 8" WEIGHT 125
EYES blue HAIR brown COMPLEXION med. SCARS none
BUILD slender OTHER DISTINGUISHING FEATURES

SEC. 3. MARITAL STATUS

A. SINGLE MARRIED DIVORCED WIDOWED

STATE, DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

NAME OF SPOUSE
(First) (Middle) (Suffix) (Last)

PLACE AND DATE OF MARRIAGE

HIS (OR HER) ADDRESS BEFORE MARRIAGE
(St. and Number) (City) (State) (Country)

LIVING OR DECEASED DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS
(St. and Number) (City) (State) (Country)

DATE OF BIRTH PLACE OF BIRTH
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP WHEN ACQUIRED? WHERE?
(City) (State) (Country)

OCCUPATION LAST EMPLOYER

EMPLOYER'S OR BUSINESS ADDRESS
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM TO BRANCH OF SERVICE

COUNTRY DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents): none

1. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
2. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
3. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME Samuel Danford Zehring
(First) (Middle) (Last)
LIVING OR DECEASED living DATE OF DECEASE _____ CAUSE _____
PRESENT, OR LAST, ADDRESS San Rae Gardens, Dayton 9, Ohio USA
(St. and Number) (City) (State) (Country)
DATE OF BIRTH 1/23/1892 PLACE OF BIRTH Roseville, Ohio USA
(City) (State) (Country)
IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____
CITIZENSHIP USA WHEN ACQUIRED? birth WHERE? _____
(City) (State) (Country)
OCCUPATION Landscape Architect LAST EMPLOYER own employer - over 20 yrs.
EMPLOYER'S OR OWN BUSINESS ADDRESS San Rae Gardens, Dayton 9, Ohio USA
(St. and Number) (City) (State) (Country)
MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____
(Date) (Date)
COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME Hazel Charlotte Jackson Zehring
(First) (Middle) (Last)
LIVING OR DECEASED living DATE OF DECEASE _____ CAUSE _____
PRESENT, OR LAST, ADDRESS San Rae Gardens, Dayton 9, Ohio USA
(St. and Number) (City) (State) (Country)
DATE OF BIRTH 10/17/1896 PLACE OF BIRTH Montague, Michigan USA
CITIZENSHIP USA WHEN ACQUIRED? birth WHERE? _____
(City) (State) (Country)
IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____

(4)

OCCUPATION housewife LAST EMPLOYER Detroit Board of Education 1927

EMPLOYER'S OR OWN BUSINESS ADDRESS _____
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____

COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

SEC. 7. BROTHERS AND SISTERS (including half-, step-, and adopted brothers and sisters):

1. FULL NAME Nancy Zehring AGE 21
(First) (Middle) (Last)
- PRESENT ADDRESS Verity Hall, Middletown Hospital, Middletown, Ohio, USA
(St. and Number) (City) (State) (Country) (Citizenship) USA
2. FULL NAME Dorothy Jon Zehring AGE 17
(First) (Middle) (Last)
- PRESENT ADDRESS San Rae Gardens, Dayton 9, Ohio USA
(St. and Number) (City) (State) (Country) (Citizenship) USA
3. FULL NAME Mary Elizabeth Zehring AGE 16
(First) (Middle) (Last)
- PRESENT ADDRESS San Rae Gardens, Dayton 9, Ohio USA
(St. and Number) (City) (State) (Country) (Citizenship) USA
4. FULL NAME _____ AGE _____
(First) (Middle) (Last)
- PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
5. FULL NAME _____ AGE _____
(First) (Middle) (Last)
- PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)

SEC. 8. FATHER-IN-LAW

FULL NAME _____
(First) (Middle) (Last)

LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____

PRESENT, OR LAST, ADDRESS _____
(St. and Number) (City) (State) (Country)

DATE OF BIRTH _____ PLACE OF BIRTH _____

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP _____ WHEN ACQUIRED? _____ WHERE? _____
(City) (State) (Country)

OCCUPATION _____ LAST EMPLOYER _____

SEC. 9. MOTHER-IN-LAW

FULL NAME
(First) (Middle) (Last)

LIVING OR DECEASED DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS
(St. and Number) (City) (State) (Country)

DATE OF BIRTH PLACE OF BIRTH

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP WHEN ACQUIRED? WHERE?
(City) (State) (Country)

OCCUPATION LAST EMPLOYER

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

1. NAME Col. Paul Zehring RELATIONSHIP cousin AGE 38

CITIZENSHIP USA ADDRESS HI USA FE, APO 633 Post Master
(St. and Number) (City) (State) (Country)

2. NAME distant relatives in Sweden RELATIONSHIP N.Y., N.Y.
Grandparents on Mother's side come from Sweden

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

3. NAME RELATIONSHIP AGE

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

1. NAME Col. Paul Zehring RELATIONSHIP cousin AGE 38

CITIZENSHIP USA ADDRESS HI USA FE, APO 633 Post Master
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) Director of Maintenance HI USA FE

2. NAME Major Jack Macklin RELATIONSHIP cousin AGE 31

CITIZENSHIP USA ADDRESS Washington, D. C. USA
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) Pentagon, Washington, D. C.

3. NAME Mrs. Elsie Dickert RELATIONSHIP Aunt AGE 55

CITIZENSHIP USA ADDRESS 314 N 29th St. Billings, Mont. USA
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) Social work - Dept. of Interior

SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR Administrative position with Latin America, Economist, Statistician, or temporarily as a Stanographer.

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 3,100
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)

C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY FREQUENTLY _____, CONSTANTLY _____

D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C. ANYWHERE IN THE UNITED STATES _____, OUTSIDE THE UNITED STATES

E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:

SEC. 13. EDUCATION

ELEMENTARY SCHOOL West Carrollton ADDRESS West Carrollton, O. USA
(City) (State) (Country)
DATES ATTENDED 1933 - 1944 GRADUATED? Yes

HIGH SCHOOL Oakwood High School ADDRESS Dayton 9, Ohio USA
(City) (State) (Country)
DATES ATTENDED 1944 - 1946 GRADUATED? Yes

COLLEGE Syracuse University ADDRESS Syracuse, New York USA
(City) (State) (Country)
MAJOR AND SPECIALTY Economics & Spanish YEARS COMPLETED 4
DATES ATTENDED 1946 - 1950 DEGREE BA

COLLEGE Universidad de San Carlos ADDRESS Guatemala City, Guatemala C.A.
(City) (State) (Country)
MAJOR AND SPECIALTY Spanish YEARS COMPLETED 5 credits
DATES ATTENDED summer 1948 DEGREE none given

CHIEF UNDERGRADUATE COLLEGE SUBJECTS economics - statistics
Spanish grammar and literature

CHIEF GRADUATE COLLEGE SUBJECTS _____

Sec. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE none

(Country)	(Service)	(Rank)	(Dates of Service)
(Last Station)	(Serial Number)	(Type of Discharge)	

REMARKS:

SELECTIVE SERVICE BOARD NUMBER ADDRESS

IF DEFERRED GIVE REASON

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS

Sec. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM 4/51 TO CLASSIFICATION GRADE 3
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Board of Geographic Names
Interior Bldg.

ADDRESS C & 18th Sts., N. W., Washington, D. C. USA
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS NAME OF SUPERVISOR Mrs. Mildred Moorman

TITLE OF JOB Statistical Draftsman SALARY \$ 2,000 PER Yr.

YOUR DUTIES drawing descriptions, drafting, typing

REASONS FOR LEAVING better position more in my interests

FROM 5/50 TO 4/51 CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY San Kee Gardens, Inc.

ADDRESS Box 240 Dayton 9, R. R. 11 Ohio USA
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS nursery NAME OF SUPERVISOR Ray McKeechie

TITLE OF JOB clerk SALARY 1.10 PER hr.

YOUR DUTIES bookkeeping, typing, clerking, making financial reports, ordering wholesale, making floral arrangements

REASONS FOR LEAVING to take a job more in line with my training

(8)

FROM 2/50 TO 5/50 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY National Peanut Council
ADDRESS 1111 Dupont Circle Building, Washington, D. C. USA
KIND OF BUSINESS Trade ASSOC. NAME OF SUPERVISOR Mr. William F. Seals
TITLE OF JOB Asst. Bookkeeper SALARY \$ 200 PER mo.
YOUR DUTIES bookkeeping, filing, general office work, financial reports

REASONS FOR LEAVING return home to help my father in his business

FROM 6/47 TO 8/47 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Frigidaira, General Motors
ADDRESS Plant # 2 Dayton 9, Ohio USA
KIND OF BUSINESS manuf. NAME OF SUPERVISOR Mr. Herbert Halderman
TITLE OF JOB SALARY \$ PER
YOUR DUTIES office work in the chemical laboratories
work in the factory proper

REASONS FOR LEAVING return to college

FROM 4-48 TO 5-48 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Grants 5/10 Store
ADDRESS Syracuse, New York USA
KIND OF BUSINESS STORE NAME OF SUPERVISOR
TITLE OF JOB clerk SALARY \$ PER
YOUR DUTIES waited on customers in the flower department

REASONS FOR LEAVING just a part-time temporary position for Easter

14-00000

Sec. 16. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

NO

Sec. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE Spanish SPEAK fluent READ fluent WRITE fluent

LANGUAGE French SPEAK slight READ fair WRITE fair

LANGUAGE SPEAK READ WRITE

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU; INDICATE DEGREE OF PROFICIENCY IN EACH:

Art-drawing, painting, crafts, studied at school - good

Swimming, good; Reading; Knitting, good; Basketball, fair;

tennis, fair

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

I have spent a summer in Guatemala, living with a Guatemalan

family, learning the life and ways of a Spanish family and city.

I have quite a complete knowledge of the florist business from helping my father over a period of about 3 years.

D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:

calculator

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 60. SHORTHAND 70

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC. NO

IF YES, INDICATE KIND OF LICENSE AND STATE

FIRST LIC. OR CERTIFICATE (YR) LATEST LIC. OR CERTIFICATE (YR)

F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:

- (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT SUBMIT COPIES UNLESS REQUESTED)
- (2) YOUR PATENTS OR INVENTIONS
- (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE.
- (4) HONORS AND FELLOWSHIPS RECEIVED

3-I did a lot of extemp and declamation work in public speaking contests in high school. I am a member of the National Forensic League.

4-I received a partial scholarship from Chapel at Syracuse University

G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:

NO

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:

NO

SEC. 18. GIVE FIVE CHARACTER REFERENCES—IN THE U. S.—WHO KNOW YOU INTIMATELY—(Give residence and business addresses where possible.)

	Street and Number	City	State
1. Mr. John Lewis	BUS. ADD. Oakwood High School,	Dayton,	Ohio
	RES. ADD. NA		
2. Mr. Herbert Holderman	BUS. ADD. Frigidaire, Plant 2,	Dayton 9,	Ohio
	RES. ADD. 11 Winding Way,	Dayton 9,	Ohio
3. Mr. Albert F. Kuhl, M.D.	BUS. ADD. Harries Bldg.	Dayton	Ohio
	RES. ADD. NA		
4. Mr. George Pohlmeier	BUS. ADD. NA		
	RES. ADD. 96 Winding Way,	Dayton,	Ohio
5. Miss Katherine Smith	BUS. ADD. NA		
	RES. ADD. 59 Wiltshire	Dayton 9,	Ohio

SEC. 19. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES—NOT REFERENCES, RELATIVES, SUPERVISORS, OR EMPLOYERS—(Give residence and business addresses where possible.)

	Street and Number	City	State
1. Miss Theodosia Moran	BUS. ADD. NA		
	RES. ADD. R. R. 2	Cazanovia	N. Y.
2. Mrs. Ed Eastin	BUS. ADD. San Rae Gardens	Dayton 9,	Ohio
	RES. ADD. Pease Ave.,	West Carrollton,	Ohio
3. Miss Betty Hollis	BUS. ADD. Arlington Annex,	Arlington,	Va.
	RES. ADD. 1401-16th St.,	N. W. Washington	DC
4. Mr. Harry Schwartz	BUS. ADD. Univ. of Syracuse,	Syracuse,	N. Y.
	RES. ADD. NA		
5. Mr. Walter Bohm	BUS. ADD. Winter's National bank,	Dayton,	O.
	RES. ADD. 259 Greenmont Blvd.	Dayton 9,	O.

SEC. 20. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U. S.—(Give residence and business addresses where possible.)

	Street and Number	City	State
1. Mr. Ray F. McKechnie	BUS. ADD. San Rae Gardens,	Dayton 9,	Ohio
	RES. ADD. same		N. Y. 11
2. Miss Sheila Dewey	BUS. ADD. NA		
	RES. ADD. Box 303	Sponcer,	N. Y.
3. Miss Marilyn Morris	BUS. ADD. NA		
	RES. ADD. 811 Abbott st.	Highland Park	N. J.

School neighbors {

SEC. 21. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? ... YES ... IF NOT, STATE SOURCES OF OTHER INCOME _____

B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS _____
 West Carrollton Bank—West Carrollton, Ohio

Washington Loan and Trust Co., Washington, D. C.

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? no
GIVE PARTICULARS, INCLUDING COURT:

D. GIVE THREE CREDIT REFERENCES—IN THE U. S.

- 1. NAME Meredian Hill Hotel ADDRESS 2601-16th St., NW Washington DC
(St. and Number) (City) (State)
- 2. NAME Mrs. Blick ADDRESS 1401-16th St., NW Washington DC
(St. and Number) (City) (State)
- 3. NAME Delta Gamma Sorority ADDRESS 901 Walnut Ave., Syracuse NY.
(St. and Number) (City) (State)

SEC. 22. RESIDENCES FOR THE PAST 15 YEARS

- FROM 4-1-51 TO Present 1401-16th St., N.W. Washington, D.C. USA
(St. and number) (City) (State) (Country)
- FROM 5-50 TO 4-51 San Rae Gardens, Dayton 9, Ohio USA
(St. and number) (City) (State) (Country)
- FROM 2-50 TO 5-50 2601-16th St., NW Washington, D.C. USA
(St. and number) (City) (State) (Country)
- FROM 9-48 TO 2-50 901 Walnut Ave., Syracuse, N. Y. USA
(St. and number) (City) (State) (Country)
- FROM 9-46 TO 9-48 two cottages of Syracuse Univ, Syracuse USA
(St. and number) (City) (State) (Country)
- FROM 7-48 TO 8-48 9 C.P. # 30 Guatemala City, Guatemala
(St. and number) (City) (State) (Country)
- FROM time before this TO San Rae Gardens, Dayton 9, Ohio USA
(St. and number) (City) (State) (Country)
- FROM TO
(St. and Number) (City) (State) (Country)

SEC. 23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

- A. FROM 7-46 TO --- Mexico City Mexico tourist
(City or section) (Country) (Purpose)
- FROM 7-48 TO 8-48 Guatemala City Guatemala student
(City or section) (Country) (Purpose)
- FROM TO
(City or section) (Country) (Purpose)
- FROM TO
(City or section) (Country) (Purpose)
- FROM TO
(City or section) (Country) (Purpose)

SEC. 24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

- 1. Delta Gamma - Rho 901 Walnut Ave., Syracuse, N. Y. USA
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1947-50 active - 1950 to present inactive
- 2. Spanish Club Syracuse Univ., Syracuse, N. Y. USA
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1947 - 8 - 9
- 3. Economics Club Syracuse Univ., Syracuse, N. Y. USA
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1948 - 9 - 50
- 4. Westminster Presbyterian Church - Dayton 9, Ohio USA
- 5. Brownies - Grade School - West Carrollton, Ohio USA

10. Girl Scouts - High School - West Carrollton, Ohio USA
11. Homeador - Westminster Presbyterian Church - Dayton 9, O. USA
1948-4
12. Alumni Association of Syracuse Univ, Syracuse, N. Y. USA
1950-
4. International Relations Club - Syracuse Univ, Syracuse N.Y. USA
(Name and Chapter) (St. and Number) (City) (State) (Country)
- DATES OF MEMBERSHIP: 1946-7-8-9
5. 2nd & 1st Cabinet - Chapel - Syracuse Univ., Syracuse, N.Y. USA
(Name and Chapter) (St. and Number) (City) (State) (Country)
- DATES OF MEMBERSHIP: 1948-9
6. National Forensic League - Oakwood High School, Dayton 9, O. USA
(Name and Chapter) (St. and Number) (City) (State) (Country)
- DATES OF MEMBERSHIP: 1945-6 active
7. Sigma Theta Phi - Dayton 9, Ohio USA high school sorority
(Name and Chapter) (St. and Number) (City) (State) (Country)
- DATES OF MEMBERSHIP: 1945-6

Sec. 25. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

NO

IF "YES," EXPLAIN:

.....

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? YES IF SO, TO WHAT EXTENT?

an occasional drink at dinners and parties

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

NO

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

NO

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940:

NPA & EPA; Atomic Energy Commission; Council of Economic Advisors; Board of Geographic Names

IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

Board of Geographic Names 4-1-51

SEC. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME Samuel D. Zehring RELATIONSHIP father

ADDRESS San Rae Gardens, R. R. 11 Dayton 9, Ohio USA

SEC. 27. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

NO

SEC. 28. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT Washington, D.C. DATE May 25, 1951

Betty L. Hollis (Witness) Charlotte L. Zehring (Signature of Applicant)

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

Sec. 11 - Mr. J. J. Zohring, Sr. Uncl. 61

USA 1210 Wilson Dr., Dayton, Ohio USA

Mechanical Engineer - Wright Air Field,

Dayton, Ohio

CONFIDENTIAL
SECURITY APPROVAL

*File
med*

Date: 16 Oct. 1951

*FOT-32
D-1111*

To: Chief, Covert Personnel Division

Your Reference: L2419

From: Chief, Security Division

Case Number: 56840

SUBJECT: ZHRUNG, Charlotte Louise

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 ZCD procedures.

*m-l
25 Oct
100
Pool net
10/18
Av. net
10/13*

10/18



CONFIDENTIAL

QPM

70T-73
V

CONFIDENTIAL

INTEROFFICE MEMORANDUM

Date: 4 August 1951

TO: Chief, Covert Personnel Division

FROM: Chief, Security Division

SUBJECT: ZHRUNG, Charlotte Louise 56840

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:

2. This is to advise you of the following security action:

a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

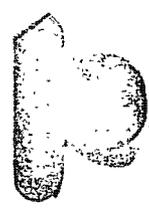
3.

*Pr. Notified
8 Aug*



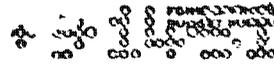
CM

CONFIDENTIAL



DEPARTMENT
OF
INTERIOR

UNITED STATES
 DEPARTMENT OF THE INTERIOR
 OFFICE OF THE SECRETARY



NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MRS.—MRS.—FIRST—MIDDLE INITIAL—LAST) Miss Charlotte L. Zahring		2. DATE OF BIRTH 1/12/29	3. JOURNAL OR ACTION NO.	4. DATE
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) (To except Recepted Appt. Separation with Central Intelligence Agency)		6. EFFECTIVE DATE 8/28/51	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
FROM		TO		
Statistical Draftsman (GS-1833-3-603) GS-3, \$2650.00 per annum Office of the Secretary Division of Geography Research Branch Washington, D. C.		8. POSITION TITLE		
		9. SERVICE, GRADE, SALARY		
		10. ORGANIZATIONAL DESIGNATIONS		
		11. HEADQUARTERS		
<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
13. REMARKS Any leave remaining to your credit will be transferred. Separated without reemployment rights.				
Stephen H. Miller, Personnel Officer SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN				
15. VETERAN'S PREFERENCE		16. POSITION CLASSIFICATION ACTION		
NONE	10 POINT	NEW	VICE	P.A.
	CLASS	WAGE	CLASS	REEL
	WAGE			
17. SEX	18. APPROPRIATION	19. SUBJECT TO C. & RETIREMENT ACT (YES-NO)	20. DATE OF OATH (ACCESSIONS ONLY)	21. LEGAL RESIDENCE
	2483001.003 Working Fund, Interior, Office of the			Ohio (claim)
	FROM			
	TO			

4. PERSONNEL FOLDER COPY

Give this card to the APPOINTMENT CLERK at the PMS OUTPATIENT CLINIC 618 and C Streets SW, E.L. 8100 Ext. 828 (or Code 116)

329718

1. FIRST NAME: Charlotte L. Zehrung
 POSITION TITLE: Statistical Draftsman

3. DATE OF BIRTH 1/29/29 HAS AN APPOINTMENT ON _____ AT _____ A.M. P.M.

AT THE SERVICE CHECKED BELOW.

- 4 PHOTOMICROGRAM
- 5 MEDICAL EXAMINATION
- 6 LABORATORY
- 7 MEDICAL
- 8 OB-GYN
- 9 PHYS. MED.
- 10 SURGICAL
- 11 PEDIATRIC
- 12 RADIOLOGY
- 13 X-RAY
- 14 DENTAL
- 15 DENT.
- 16 NUTRITION
- 17 MENTAL HEALTH
- 18 DERMATOLOGY

19. OTHER (Specify)

20. CLINIC REGISTER NO. _____ 21. NAME OF DOCTOR _____

STANDARD FORM NO. 62 MEDICAL APPOINTMENT AND REPORT 2-16-54

APPOINTMENT AFFIDAVITS

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

Interior Office of Secretary Washington, D.C.
(Department or agency) Geography (Bureau or division) (Place of employment)

I, Charlotte L. Zehring, do solemnly swear (or affirm) that--

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. 52, dated February, 1950, filed with the above-named department or agency, which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

Charlotte L. Zehring
(Signature of Appointee)

Subscribed and sworn before me this 2 day of April, A. D. 1951

at Washington (City) D.C. (State)

[SEAL] act of June 26, 1943
sec. 206
Echul S. Covell
(Signature of Officer)
Clerk, Division of Geography
(Title)

NOTE.--If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)
1701 16th St., N.W. - Washington, D.C.

2. (A) DATE OF BIRTH 1/12/29 (B) PLACE OF BIRTH (city or town and State or country)
Dayton, O., U.S.A.

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY Samuel D. Zehrung (B) RELATIONSHIP Father (C) STREET AND NUMBER, CITY AND STATE San Rocco Gardens - R.R. 11 Dayton, O. (D) TELEPHONE NO. WA 5831

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? YES NO
 If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	(3) TEMPORARY OR NOT EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
		1. 2.				
		1. 2. 3.				
		1. 2. 3.				

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS	
			ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY OTHER ACT OR ANY PRINCIPLE OF CIVIL SERVICE, MILITARY OR NAVAL SERVICE? <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 state, if retired from military or naval service.</i>		X		
8. HAVE YOU EVER BEEN DISCHARGED OR DIRECTED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date, and reason in each case.</i>		X		
9. SINCE YOUR 16TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICTED IN ANY COURT AS A DEFENDANT IN A CRIMINAL PROSECUTION OR CIVILLY FOR NEGLIGENCE OR FOR VIOLATION OF FEDERAL LAWS EVER BEEN ORDERED TO EXIST BAIL OR A LATERAL FOR THE VIOLATION OF ANY LAW, YOUR REGULATION OR ORDINANCE (INCLUDING VIOLATIONS FOR WHICH A FINE OR PENALTY OF \$500 OR LESS WAS IMPOSED)? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any; or other disposition of the case. If appointed your fingerprints will be taken.</i>		X		

INSTRUCTIONS TO APPOINTING OFFICER

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

(1) *Identity of appointee* - The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. The physical appearance may be checked against the individual 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 should not be consummated.

(3) *Citizenship* - The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) applicable laws. 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 requirement should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family* - Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family, serving under probation or permanent appointment in the competitive service, no other member of such family is eligible for probation or permanent appointment in the competitive service. If an appointee of persons eligible to veteran preference are not subject to this requirement. The numbers 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.

STANDARD FORM 65
Prescribed
August 4, 1947, by
Civil Service Commission
(Implies 12, F. F. M.)

REQUEST FOR REPORT OF LOYALTY DATA ON APPLICANTS AND APPOINTEES

THIS FORM TO BE USED ONLY FOR APPLICANTS AND APPOINTEES
WHOSE RECORD CHECKS AND INQUIRIES ARE CONDUCTED
BY CIVIL SERVICE COMMISSION
(PART 1—EXECUTIVE ORDER 9835)

CASE SERIAL NO.
(Use only)

TO: The following information is furnished for identification purposes on the person named below. Kindly furnish a report on any loyalty information contained in your files. (The fingerprints of this person are attached)

1. FULL NAME (Initials and surnames of full name are not acceptable):
 (Suffixed) (Given name) (Middle or other name)
Zehring Charlotte Louise

2. ALIASES AND NICKNAMES: **Sherri** 3. DATE OF THIS REQUEST: **2/14/51**

4. SPECIAL NUMBERS KNOWN TO REQUESTING AGENCY (FBI number or FBI file number, passport number, Army or Navy serial number, seaman's certificate of identification, alien registration number, Social Security number, etc. Specify which):
Social Security No. 067-24-3138

5. PLACE OF BIRTH: **Dayton, Ohio** 6. DATE OF BIRTH: **Jan. 12, 1929** 7. TITLE OF POSITION: **Statistical Draftsman SENS (Division of Geography)**

8. SEX: MALE FEMALE 9. MARITAL STATUS: SINGLE MARRIED 10. IF MARRIED, GIVE SPOUSE'S FULL NAME, AND DATE AND PLACE OF BIRTH: **None**

11. DATE OF APPOINTMENT: **APPL** 12. TYPE OF APPOINTMENT: **APPOINTED TO** (to Civil Service or other legal authority) EXCEPTED TEMPORARY **NO. 2-115**

13. ORGANIZATIONS WITH WHICH AFFILIATED, OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS:
Delta Gamma Sorority

14. DATES AND PLACES OF RESIDENCE FOR THE LAST 10 YEARS

From	To	Street	City	State
9/41	9/46	San Ras Gardens R. R. 11	Dayton	Ohio
9/46	6/47	901 Walnut Ave.	Syracuse	N. Y.
7/47	9/47	San Ras Gardens	Dayton	Ohio
9/47	6/48	901 Walnut Ave.	Syracuse	N. Y.
7/48	8/48	33 Moyana Calle Bonifato	Guatemala City	Guatemala C.A.
9/48	6/49	901 Walnut Ave.	Syracuse	N. Y.
7/49	9/49	San Ras Gardens	Dayton	Ohio
9/49	1/50	901 Walnut Ave.	Syracuse	N. Y.
2/50	5/50	2001 - 16th St., N. W.	Washington	D. C.
5/50	pres.	San Ras Gardens	Dayton, Ohio	

15. DATES, PLACES AND ADDRESSES OF EMPLOYMENT FOR THE LAST 10 YEARS

Date	Employer	Address
Unemployed	prior to 6/47	
6/47	9/47	Franklin Plant #2 Dayton 9, Ohio
9/47	1/48	Unemployed
1/48	5/48	Grants Disc Store (part-time) Syracuse, N. Y.
7/48	6/49	Unemployed
6/49	9/49	San Ras Gardens, R. R. 11 Dayton, Ohio
9/49	2/50	Unemployed
2/50	5/50	National Peanut Council 1111 Belmont Circle Bldg., Washington, D. C.
5/50	pres.	San Ras Gardens Dayton, Ohio

16. THIS AGENCY HAS LOYALTY INFORMATION REPORTS FURNISHED BY THE AGENCIES INDICATED BELOW

AGENCY WHICH MADE THE LOYALTY CHECK	DATE OF REPORT	REMARKS
None		

17. THIS SPACE IS RESERVED FOR RETURN REPORT TO AGENCY WHERE TO DEROGATORY INFORMATION IS DEVELOPED

18. NAME AND ADDRESS OF REQUESTING AGENCY:
 Personnel Officer
 Office of the Secretary
 Department of the Interior
 Washington 25, D. C.

UNITED STATES CIVIL SERVICE COMMISSION
 DIRECTOR
 FOURTH U. S. CIVIL SERVICE REGION
 TEMPORARY BUILDING "R"
 3RD & JEFFERSON DRIVE, S. W.
 WASHINGTON, D. C.

OFFICE OF PERSONNEL

PREAPPOINTMENT LOYALTY CHECK MAR 15 1951
 PRELIMINARY REPORT OF CLEARANCE ON INITIAL CHECK 2 of 11

CASE SERIAL NUMBER 4-61-5855-5005
 2. DATE OF THIS REPORT 3/14/51
 3. PROPOSED ACTION APPL
 4. COMPETITIVE
 5. EXCEPTED 4/7/51
 7. DATE OF BIRTH 1/12/29

Personnel Officer
 Office of the Sec'y
 Dept. of the Interior
 Wash. 25, D.C.

PERSONAL
 AND
 CONFIDENTIAL

6. NAME (Last, first, middle)
 ZIMMING, Charlotte Louise (aka, Sherril)

8. PROPOSED POSITION, ORGANIZATIONAL DESIGNATION, AND PLACE OF EMPLOYMENT
 Statistical Draftsman, Dept. of Int. Off. of Sec'y, DC

Preappointment loyalty check has been made on the above applicant for a 'sensitive' position, pursuant to Chapter 42 of the Federal Personnel Manual. This check revealed no derogatory information regarding this person's loyalty.

No further papers are required if the proposed action is the appointment of a person employed by another agency and you have determined from the losing agency that the appointee or incumbent check has been completed.

For any other type of appointment action, please submit to this office within three working days after the appointee enters on duty (1) application, (2) file covering any investigation or inquiry conducted by your agency on a preappointment basis, and (3) Standard Form 87 (fingerprint chart) unless fingerprint search has already been made as shown by item 9A below.

9A. FINGERPRINT SEARCH HAS BEEN COMPLETED AS PART OF THE PREAPPOINTMENT LOYALTY CHECK.
 9B. FINGERPRINTS WERE NOT SUBMITTED AS PART OF THE PREAPPOINTMENT LOYALTY CHECK.
 9C. FINGERPRINTS WERE UNCLASSIFIABLE. YOU MAY EITHER (1) MAKE THE APPOINTMENT AT ONCE AND SUBMIT REPRINTS WITH THE OTHER REQUIRED PAPERS, OR (2) WITHHOLD APPOINTMENT AND SUBMIT REPRINTS SEPARATELY FOR COMPLETION OF FINGERPRINT SEARCH BEFORE YOU DECIDE WHETHER TO APPOINT.
 UNCLASSIFIABLE FINGERPRINTS ARE ATTACHED.
 WILL BE FORWARDED ON RECEIPT FROM OUR CENTRAL OFFICE.

Please use the copy of this notice for your transmittal or reply. Space has been provided on the back for your convenience. A reply is required, even though it may first be necessary to transmit forms in this case.

[Signature]
 REGIONAL DIRECTOR

TO: DIRECTOR, U. S. CIVIL SERVICE REGION		
1. Forms attached as requested. Proposed personnel action effected <u>April 9, 1951</u>		
2. Forms not submitted because proposed personnel action dropped from consideration.		
3. Forms not submitted because this is an appointment without break in service of a person who was employed by another agency and it has been determined from the Official Personnel Folder at the losing agency that the appointee or incumbent check has been completed.		
4. Reprints on Standard Form 87 attached. Decision regarding appointment will not be made until the results of the FBI fingerprint search have been received.		
REMARKS: Forms 57 and 87 attached.		
DATE April 9, 1951	SIGNATURE OF APPOINTING OFFICER (S.G.) P. T. SMITH	OFFICIAL TITLE Personnel Officer, Office of the Secretary, Dept. of Interior.

OPTIONAL FORM NO. 5
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6
CIVIL SERVICE COMMISSION
(SUPERSEDES CSC FORM 1982)

Return this
form to →

INQUIRY AS TO AVAILABILITY

AGENCY AND ADDRESS (Street, City, and State)

Miss Mathilda C. Houser
Chief, Administrative Branch
Division of Geography
Dept. of the Interior
Washington 25, D.C.

Miss Charlotte L. Zehrung
San Rae Gardens, RR11
Dayton 9, Ohio

(Please correct address if different from above)

DATE

Jan. 30, 1951

CERTIFICATE

H-2580

POSITION

Statistical
Draftsman, GS-3

SALARY

\$2650 p.a.

LOCATION

Washington, D. C.

TYPE OF APPOINTMENT:

Indefinite

PROBATIONAL

TEMPORARY FOR

This office is considering you among others for the employment described. Please fill out the "Availability Statement" below, indicating whether you would accept this position if offered, and return the entire sheet to this office. Appointment would be subject to the Civil Service requirements described on the back of this letter. Whether you are available or not, please reply within 3 days in order that one of those who are available may be selected as promptly as possible to fill the vacancy.

Failure to reply to this inquiry will result in the removal of your name from the register of eligibles until such time as you request restoration and furnish the information asked for in the statement below.

THIS IS A LETTER OF INQUIRY AND NOT AN OFFER OF EMPLOYMENT. If selected, you will be notified and given further instructions.

Other information:

Sincerely yours,

Mathilda C. Houser

Chief, Admin. Branch

AVAILABILITY STATEMENT

- (Check one) (Check one)
- I am available and wish to be considered for the position described above. I can report for duty within 10 days after notification. I am now employed by San Rae Gardens at Dayton 9, Ohio RR11.
- I do not wish to be considered for the position described above. I am giving my reasons on the other side of this form.
- I request that my name be removed from the active list of eligibles until I report that I am available for appointment.
- Consider me available for other appointments, subject to the following conditions:
The position must pay at least \$2,650 per year (year, month, day, or hour).
I am willing to work: In Washington, D. C.; Anywhere in the U. S.; Outside the U. S.
I will accept appointment in the following locations only: _____
- I will accept short-term appointment for: 1 to 3 months; 3 to 6 months; 6 to 12 months.

Feb - 2 - 1951
(Date)

Charlotte L. Zehrung
(Signature)

UNITED STATES CIVIL SERVICE COMMISSION
CERTIFICATE OF MEDICAL EXAMINATION

(Applicant must supply information below to heavy line)
(Type-write, or Print in Ink)

1. MR. MRS. MISS Charlotte	(FIRST NAME) L. Zehring	(MIDDLE INITIAL) L.	(LAST) Zehring	2. DATE OF BIRTH January 18, 1929	3. <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE
4. ADDRESS San Luis Gardens, Dayton 3, Ohio				5. TITLE OF POSITION Statistical Draftsman	
6. DEPARTMENT OR BUREAU IN WHICH YOU ARE TO BE EMPLOYED Office of the Secretary Interior - Division of Geography				7. LOCATION Washington, D. C.	
8. ARE YOU NOW EMPLOYED IN THE POSITION SHOWN IN ITEM 5? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YOUR ANSWER IS "YES," GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO THIS POSITION:					
9. (A) HAVE YOU ANY PHYSICAL DEFECT OR DISABILITY WHATSOEVER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YOUR ANSWER IS "YES," GIVE DETAILS:					

(7) DOES THE VETERANS ADMINISTRATION RECOGNIZE SERVICE-CONNECTED DISABILITY IN YOUR CASE? YES NO
(C) HAVE YOU EVER RECEIVED DISABILITY RETIREMENT FROM THE U. S. CIVIL SERVICE COMMISSION? YES NO

Sign your name in INK as it appears on your application in the presence of the physician for purpose of identification.

SIGNATURE OF APPLICANT

Charlotte L. Zehring

DOCTOR: All questions on both sides of this certificate and on the lower half of the attached Health Qualification Placement Record must be answered. Before beginning the examination refer to items 9 and 10 on the Health Qualification Placement Record so that you will have knowledge of the physical requirements of the position to which the applicant is to be appointed. Sign both this certificate and the Health Qualification Placement Record.

1. HEIGHT: 5 FEET 8 INCHES WEIGHT: 120 POUNDS

2. EYES: (A) DISTANT VISION (SNELLEN): WITHOUT GLASSES: RIGHT 20 LEFT 20 WITH GLASSES, IF WORN: RIGHT 20 LEFT 20

(B) WHAT IS THE LONGEST AND SHORTEST DISTANCE AT WHICH THE FOLLOWING SPECIMEN OF JAEGER NO. 2 TYPE CAN BE READ BY THE APPLICANT? TEST EACH EYE SEPARATELY.

employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and July 16, 1924 (Executive Order, September 4, 1924).

WITHOUT GLASSES:

WITH GLASSES, IF USED:

R. 12 IN. TO 20 IN.

R. 21 IN. TO 28 IN.

L. 12 IN. TO 22 IN.

L. 7 IN. TO 22 IN.

(C) EVIDENCE OF DISEASE OR INJURY: RIGHT _____ LEFT _____

(D) COLOR VISION: IS COLOR VISION NORMAL WHEN ICHIHARA OR OTHER COLOR PLATE TEST IS USED? YES NO

IF NOT, CAN APPLICANT PASS LANTERN, YARN OR OTHER COMPARABLE TEST? YES NO

3. EARS: (CONSIDER DENOMINATORS INDICATED HERE AS NORMAL. RECORD AS NUMERATORS THE GREATEST DISTANCE HEARD) ORDINARY CONVERSATION:

RIGHT EAR 20 FT. LEFT EAR 20 FT. EVIDENCE OF DISEASE OR INJURY: RIGHT EAR _____ LEFT EAR _____

4. NOSE <i>normal</i>	5. PARA NASAL SINUSES <i>normal</i>	6. MOUTH AND THROAT <i>normal</i>
7. GASTRO-INTESTINAL <i>normal</i>	(A) HISTORY OF PEPTIC ULCER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF "YES," IS ULCER: <input type="checkbox"/> ACTIVE <input type="checkbox"/> QUIESCENT <input type="checkbox"/> HEALED HOW LONG? _____ DATE OF LAST X-RAY _____ SYMPTOMS PRESENT, IF ANY (Severity, frequency, etc.): _____ TREATMENT (Use space under "Remarks" if needed): _____	

8. METABOLIC DISORDERS (INDICATE ANY ABNORMALITY OF THE FOLLOWING GLANDS BY A CHECK IN THE APPROPRIATE BOX, AND EXPLAIN UNDER "REMARKS.")

THYROID

PANCREAS

PITUITARY

OVARIAN

9. HEART AND BLOOD VESSELS <i>normal</i>	(A) BLOOD PRESSURE: MM. HG SYSTOLIC <u>114</u> DIASTOLIC <u>78</u>	
(B) IS ORGANIC HEART DISEASE PRESENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	(C) IF ORGANIC HEART DISEASE IS PRESENT, IS IT FULLY COMPENSATED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
(D) PULSE RATE: SITTING <u>78</u> IMMEDIATELY AFTER EXERCISE (UNLESS CONTRAINDICATED) <u>114</u> TWO MINUTES AFTER EXERCISE <u>88</u> CARDIAC RESERVE <u>Good</u> <small>(GOOD, FAIR, OR POOR)</small>		
10. LUNGS: RIGHT <u>normal</u> LEFT <u>normal</u> HISTORY OF TUBERCULOSIS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF "YES," HOW LONG HAS THE DISEASE BEEN ARRESTED? IF THERE IS HISTORY OF TUBERCULOSIS, IS ANY TYPE OF COLLAPSE THERAPY BEING RECEIVED AT PRESENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF "YES," GIVE FULL DETAILS UNDER "REMARKS." IS MEDICAL SUPERVISION NECESSARY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <small>(IF X-RAY IS MADE, GIVE REPORT UNDER "REMARKS.")</small>		
11. HERNIA: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF "YES," NAME VARIETY: INGUINAL, VENTRAL, FEMORAL, POST-OPERATIVE, ETC. IF PRESENT, IS IT SUPPORTED BY A WELL-FITTING TRUSS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
12. VARICOSE VEINS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF "YES," STATE LOCATION AND DEGREE		
13. FEET: IS FLAT FOOT PRESENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF "YES," STATE DEGREE OF IMPAIRMENT OF FUNCTION <small>(NONE, SLIGHT, MODERATE, SEVERE)</small>		
14. DEFORMITIES, ATROPHIES, AND OTHER ABNORMALITIES, DISEASE NOT INCLUDED ABOVE <i>None</i>		
15. SCARS OF SERIOUS INJURY OR DISEASE <i>None</i>		
16. NERVOUS SYSTEM: (A) INCLUDE SYMPTOMS AND FULL HISTORY OF ANY MENTAL, NERVOUS, OR EMOTIONAL ABNORMALITY (USE ADDITIONAL SHEETS IF NECESSARY): <i>None</i>		
(B) HAS APPLICANT EVER BEEN HOSPITALIZED OR TREATED FOR A MENTAL ILLNESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (C) WHERE (NAME AND LOCATION OF HOSPITAL): (D) DATE OR DATES OF HOSPITALIZATION: (E) DESCRIBE ANY RESIDUALS OF PREVIOUS MENTAL OR NERVOUS ILLNESS:		
(F) ANY HISTORY OF EPILEPSY OR FAINING SPELLS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF SO, GIVE DETAILS UNDER "REMARKS" BELOW		
17. EVIDENCE OR HISTORY OF VENEREAL DISEASE IF BLOOD SEROLOGY OR OTHER LABORATORY EXAMINATIONS ARE MADE, GIVE DETAILS UNDER "REMARKS." <i>None</i>		
18. URINALYSIS (IF INDICATED): SP. GR. _____ ALBUMEN _____ SUGAR _____ CASTS _____ BLOOD _____ PUS _____		
I HAVE FOUND THE APPLICANT ABNORMAL UNDER THE FOLLOWING HEADINGS:		
REMARKS: <i>Good physical condition. Normal state of health.</i>		
19. SIGNATURE OF PHYSICIAN OR EXAMINER: <i>Albert F. Kuhl</i>	NAME TYPED OR PRINTED Albert F. Kuhl, M.D.	DATE 2/8/51
20. ADDRESS OF EXAMINING PHYSICIAN (Typed or printed) 916 Harries Bldg. Dayton 2, Ohio		21. DO YOU HAVE FEDERAL DESIGNATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, SPECIFY <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> FEE BASIS

HEALTH QUALIFICATION PLACEMENT RECORD

(This section is comparable to Standard Form 90 promulgated March 1948 by Bureau of the Budget Circular A-24)

1. MR. MRS. MISS (FIRST NAME) (MIDDLE INITIAL) (LAST) Charlotte A. Gearing	2. DATE OF BIRTH January 18, 1929	3. <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE
4. ADDRESS 5614 E. Garfield, Dayton 9, Ohio	5. TITLE OF POSITION Statistical Draftsman	
6. DEPARTMENT OR BUREAU IN WHICH YOU ARE TO BE EMPLOYED Office of the Secretary Interior - Division of Geography	7. LOCATION Washington, D. C.	
8. ARE YOU NOW EMPLOYED IN THE POSITION SHOWN IN ITEM 5? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YOUR ANSWER IS "YES" GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO THIS POSITION:		

TO BE COMPLETED BY APPOINTING OFFICER: Sections 9 and 10

(A) BRIEF OUTLINE OF WHAT WORKER DOES For the physician's use, set down in brief and simple terms what the employee does on this job, including environmental details such as stairs to climb, distance to rest-room facilities, cafeteria, work-shift, etc. (Use Section 9 below.)	(B) PHYSICAL DEMANDS OF THE POSITION In Section 10 below encircle the number of those factors which are essential to the duties of the position for which this applicant is being considered. The blank spaces may be used for special factors not listed.
9. TITLE OF POSITION AND OUTLINE OF WHAT WORKER DOES IN THIS POSITION (Adhere to use of dictionary of occupational titles as guide, as applicable)	

Statistical Draftsman - To assist in the performance of drafting, lettering and incidental statistical clerical work in the preparation and revision of index maps, showing the location of approved and disapproved names and the extent of features to which names apply; charts, graphs and other illustrative materials in connection with the functions of the Research Branch and for administrative purposes.

TO BE COMPLETED BY EXAMINING PHYSICIAN: Sections 10, 11, 12, 13, 14, and 15

INSTRUCTIONS: The items listed below indicate the physical requirements of the position for which this individual is being considered. Indicate the individual's physical capacities for this position by placing an X in the appropriate column opposite the numbers enclosed. If the individual has any other physical limitations relating to physical requirements not enclosed or not covered by this form, indicate these under "Remarks" on the reverse side. Whenever PARTIAL capacity has been indicated, explain under "Remarks," giving specific quantities.

PHYSICAL REQUIREMENTS							
ENVIRONMENTAL FACTORS							
	CAPACITY				CAPACITY		
	FULL	PARTIAL	NONE		FULL	PARTIAL	NONE
1. OUTSIDE				18. WORKING AROUND MACHINERY WITH MOVING PARTS			
2. OUTSIDE AND INSIDE				19. HEAVY OBJECTS OR VEHICLES			
3. EXCESSIVE HEAT				20. WORKING ON LADDERS OR SCAFFOLDING			
4. EXCESSIVE COLD				21. WORKING BELOW GROUND			
5. EXCESSIVE HUMIDITY				22. UNUSUAL FATIGUE FACTORS (Specify)			
6. EXCESSIVE DAMPNESS OR CHILLING				23. WORKING WITH HANDS IN WATER			
7. DRY ATMOSPHERIC CONDITIONS				24. EXPLOSIVES			
8. EXCESSIVE NOISE, INTERMITTENT				25. VIBRATION			
9. CONSTANT NOISE				26. WORKING CLOSELY WITH OTHERS			
10. DUST				27. WORK ALONE			
11. SILICA, ASBESTOS, ETC.				28. PROTRACTED OR IRREGULAR HOURS OF WORK			
12. FUMES, SMOKE, OR GASES				29. SPECIAL FACTORS (Specify)			
13. SOLVENTS (Deteriorative agents)							
14. GREASES AND OILS							
15. RADIANT ENERGY							
16. ELECTRICAL ENERGY							
17. SLIPPERY OR UNLEVEL WALKING SURFACES							

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type, write or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the

instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO
 306603
 ANNOUNCEMENT
 U180

1 NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR
Statistical Draftsman
 2 OFFICE(S) (if mentioned in examination announcement)

3 PLACE OF EMPLOYMENT APPLIED FOR (City and State) 4 DATE OF THIS APPLICATION
Washington, D.C. Feb 16, 1950

5 NAME (First Name) (Middle) (Maiden, if any) (Last)
MISS Charlotte Louise Zehring

6 (A) STREET AND NUMBER OR R. D. NUMBER
San Rae Gardens RRU
 (B) CITY OR POST OFFICE (including postal zone) AND STATE
Dayton 9 Ohio

7 LEGAL RESIDENCE (State) 8 (A) OFFICE PHONE (B) HOME PHONE
Ohio

9 DATE OF BIRTH (month, day, year) 10. MARRIED, SINGLE
January 12, 1929

11 PLACE OF BIRTH (city and State; if born outside U.S., name city and country)
Dayton Ohio

12 MALE FEMALE 13 (A) HEIGHT WITHOUT SHOES: 5 FEET 8 INCHES (B) WEIGHT: 132 POUNDS

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

APPOINTMENT MATERIAL SUBMITTED ENTERED REGISTER
 NON APPOINTMENT MATERIAL RETURNED

NOTATIONS: _____ APP. REVIEW: _____

APPROVED: _____

OPTION	GRADE	EARNED RATING	PREFER-ENCE	AUGM. RATING
<u>GS-1232</u>	<u>3</u>	<u>87</u>	<input type="checkbox"/> 5 POINTS (TEST)	
<u>"</u>	<u>2</u>	<u>94</u>	<input type="checkbox"/> 10 POINTS WIFE OR WIDOW	
			<input type="checkbox"/> DISAB.	
			<input type="checkbox"/> DRUGS INVESTIGATED	

INITIALS AND DATE
F. J. J.
5-18-50

14 (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? YES NO
 (B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE

15 (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$ _____ PER YEAR.
 You will not be considered for any position with a lower entrance salary.
 (B) CHECK IF YOU WILL ACCEPT SHORT TERM APPOINTMENT IF OFFERED, FOR:
 1 TO 3 MONTHS 3 TO 6 MONTHS 6 TO 12 MONTHS
 NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.
 (C) IF YOU ARE WILLING TO TRAVEL, SPECIFY:
 OCCASIONALLY FREQUENTLY CONSTANTLY

(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED:
 IN WASHINGTON, D. C. ANYWHERE IN THE UNITED STATES
 OUTSIDE THE UNITED STATES
 (E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS

16. EXPERIENCE It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the space below in its proper sequence.
 (a) If you were ever employed in any position under a name different from that shown in Item 3 of this application, give under "Description of your work" for each position, the name used.
 (b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION

DATE OF EMPLOYMENT (month, year) FROM _____ TO PRESENT TIME	EXACT TITLE OF YOUR PRESENT POSITION	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNINGS: STARTING \$ _____ PER _____ PRESENT \$ _____ PER _____
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name department, bureau or establishment, and division)		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale store, insurance agency, manufacture of tanks, etc.)	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR DESIRING TO CHANGE EMPLOYMENT	
DESCRIPTION OF YOUR WORK			

CONTINUED					
② DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS	
FROM	TO			STARTING \$	PER
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name, department, bureau or establishment, and division)		TYPE OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of books, etc.)			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING			
DESCRIPTION OF YOUR WORK					
June '45 to Sept '47		clerk			
Dayton, Ohio - San Roe Gardens		Co-owner: Ray F. McKechnie			
Ray F. McKechnie		Gift shop			
San Roe Gardens - Dayton, O		return to school			
none					
clerked in store in charge of books					
③ DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS	
FROM	TO			STARTING \$	PER
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name, department, bureau or establishment, and division)		TYPE OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of books, etc.)			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING			
DESCRIPTION OF YOUR WORK					
June '46 to Sept '47					
Dayton, Ohio - Frigidaire		manufacture of Frigidaires			
Frigidaire - Dayton, O.		return to school			
none					
worked on assembly line worked in office of chemical laboratory					
④ DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS	
FROM	TO			STARTING \$	PER
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name, department, bureau or establishment, and division)		TYPE OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of books, etc.)			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING			
DESCRIPTION OF YOUR WORK					

00023, MAY 10 '50



2601-16th St., N.W.
Washington, D.C.
May 9, 1950.

U.S. Civil Service Commission
Washington, D.C.

Dear Sir:

I send in material for the unannounced exam for a Statistical Draftsmen, the announcement number of which is 130.

I have moved since the date I sent in my paper. Would you please make the necessary changes so I will receive notice if my name is on my list of eligibles.

My old address was:

2601 - 16th St., N.W.
Washington, D.C.

Ch. J. ...
V. ...

My new address is:

7 San Rae Gardens
Dayton 1, Ohio R.R. #11

Thank you very much.

Sincerely,

Charlotte L. Zehrung

UNITED STATES CIVIL SERVICE COMMISSION
RATING SHEET—RATING PROCEDURE NO. III.
 (Handbook X-105)

NAME OF APPLICANT <i>Charlotte L. Febrino</i>	PREFERENCE <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-PT. <input type="checkbox"/> NONE	APPLICATION NO.
--	---	-----------------

POSITION TITLE <i>GS-1533 Statistical Draftsman</i>	POSITION TITLE <i>do</i>
--	-----------------------------

ANNOUNCEMENT NO. <i>U-130</i>	QUALIFYING EXPERIENCE GRADE <i>GS-3</i>	ANNOUNCEMENT NO.	QUALIFYING EXPERIENCE GRADE <i>GS-2</i>
----------------------------------	--	------------------	--

BASIC RATING	<i>85</i>	BASIC RATING	<i>90</i>
--------------	-----------	--------------	-----------

ADDITIONAL POINTS	<i>2</i>	ADDITIONAL POINTS	<i>4</i>
-------------------	----------	-------------------	----------

EARNED RATING	<i>87</i>	EARNED RATING	<i>94</i>
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VETERANS' PREFERENCE		VETERANS' PREFERENCE	
----------------------	--	----------------------	--

FINAL RATING		FINAL RATING	
--------------	--	--------------	--

EXAMINER <i>RLK</i>	DATE <i>5-18-50</i>	EXAMINER <i>RLK</i>	DATE <i>5-18-50</i>
------------------------	------------------------	------------------------	------------------------

REVIEWER	DATE	REVIEWER	DATE
----------	------	----------	------

COMMENTS:

POSITION TITLE	POSITION TITLE
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ANNOUNCEMENT NO.	QUALIFYING EXPERIENCE GRADE	ANNOUNCEMENT NO.	QUALIFYING EXPERIENCE GRADE
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BASIC RATING		BASIC RATING	
--------------	--	--------------	--

ADDITIONAL POINTS		ADDITIONAL POINTS	
-------------------	--	-------------------	--

EARNED RATING		EARNED RATING	
---------------	--	---------------	--

VETERANS' PREFERENCE		VETERANS' PREFERENCE	
----------------------	--	----------------------	--

FINAL RATING		FINAL RATING	
--------------	--	--------------	--

EXAMINER	DATE	EXAMINER	DATE
----------	------	----------	------

REVIEWER	DATE	REVIEWER	DATE
----------	------	----------	------

COMMENTS:

Education to be substituted
for Experience

High School

2 years	Mechanical Drawing
2 years	Art
1½ years	Algebra
1 year	Geometry
½ year	Trigonometry

College

1 year	4 credits in Form and Expressions (and)
1 year	6 credits in Statistics 3 hrs/week lectures 1½ hrs/week laboratory

UNITED STATES CIVIL SERVICE COMMISSION
PROOF OF RESIDENCE

Applicants for appointment in the appropriated departmental service must be accompanied by a certificate showing legal or voting residence in the State or Territory claimed for at least one year next preceding the date of making application. Therefore, if you have ever resided in the appropriated departmental service, the following questions must be answered, and the Jurat and Officer's Certificate of Residence must be secured. Failure to submit this form, properly executed, with your application may result in loss of consideration for appointment in the appropriated service. Applicants who now hold permanent positions in the appropriated departmental service are not required to have the Officer's Certificate of Residence executed, but should write on it "Am in the appropriated service."

1. First name (Middle) (Surname, if any) (Last) Mr. Mrs. Miss <u>Zehring Charlotte L.</u>	2. Name of examination <u>Statistical Draftsman</u>
3. Street and number, or R.F.D. number <u>2601 16th St. N.W.</u> <u>0725</u>	4. Option (if any)
Post office (including postal zone) and State <u>Washington, D.C.</u>	5. Place and date of written examination (if any)

6. (a) In what State or Territory do you have— Legal residence <u>Ohio</u> or Voting residence	(b) Length of such residence in State or Territory From <u>Jan 19 29</u> to <u>Feb 19 50</u> (Month) (Yr.) (Month) (Yr.)	(c) In what country do you have— Legal residence <u>Montgomery</u> or Voting residence	(d) Length of such residence in country From <u>Jan 19 29</u> to <u>Feb 19 50</u> (Month) (Yr.) (Month) (Yr.)
---	--	---	---

7. If during the past year you have not resided continuously in the State or Territory in which you claim legal or voting residence, or are not now actually living in such State or Territory, indicate in the following blanks the dates of absence, and location and occupations during such absences:

(a) Date left (Month, Year)	(b) Date returned (Month, Year)	(c) Location during absence (City and State)	(d) Occupation
<u>Sept. 1949</u>	<u>Dec. 1949</u>	<u>Syracuse, N.Y.</u>	<u>student</u>
<u>Jan. 1950</u>		<u>Washington, D.C.</u>	<u>typist bookkeeper</u>

8. If you are under 21 years of age, fill in the following blanks:

(a) Legal residence of parent or guardian State <u>Ohio</u> Is he a voter in that State? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No County	(b) Length of such residence From (Month) 19 (Yr.) to (Month) 19 (Yr.) From (Month) 19 (Yr.) to (Month) 19 (Yr.)	(c) Present post office address of parent or guardian City or town County State
--	--	---

9. If you are a married woman, fill in the following blanks:

(a) Date of marriage	(b) Legal residence of husband State <u>Ohio</u> Is he a voter in that State? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No County	(c) Length of such residence From (Month) 19 (Yr.) to (Month) 19 (Yr.) From (Month) 19 (Yr.) to (Month) 19 (Yr.)
----------------------	---	--

JURAT (OR OATH)

This jurat (or oath) must be executed before a notary public, the secretary of a United States court, a clerk of a court, or other officer authorized to administer oaths, or other officer authorized to administer oaths before whom the applicant must appear in person.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief.

If female, prefix "Miss" or "Mrs." and if married, use your own name as "Mrs. Mary L. Doe"

Signature of applicant Charlotte L. Zehring
 City or town Washington, D.C. State D.C. Date 14th day of Feb 1950

NOTARY PUBLIC
Clarence H. Bloss
 MY COMMISSION EXPIRES MARCH 31, 1954
 (Official title)

OFFICER'S CERTIFICATE OF RESIDENCE

Instructions — If the applicant's claim is based on legal residence, the certificate must be executed by a notary public, county, municipal, or police court clerk, mayor, justice of the peace, or other officer in the county or city in which the applicant claims residence. If the claim is based on voting residence alone, a certificate must be executed by the registrar of voters or other officer of the Board of Elections. In either case the officer must be an actual resident and officer in the city or county claimed by the applicant, and the certificate must bear his official seal, or, in that behalf, certification of his official character by the proper officer under official seal.

The applicant is not required to appear in person before the officer who executes this certificate, but the officer should satisfy himself from credible and competent evidence as to facts to which he certifies.

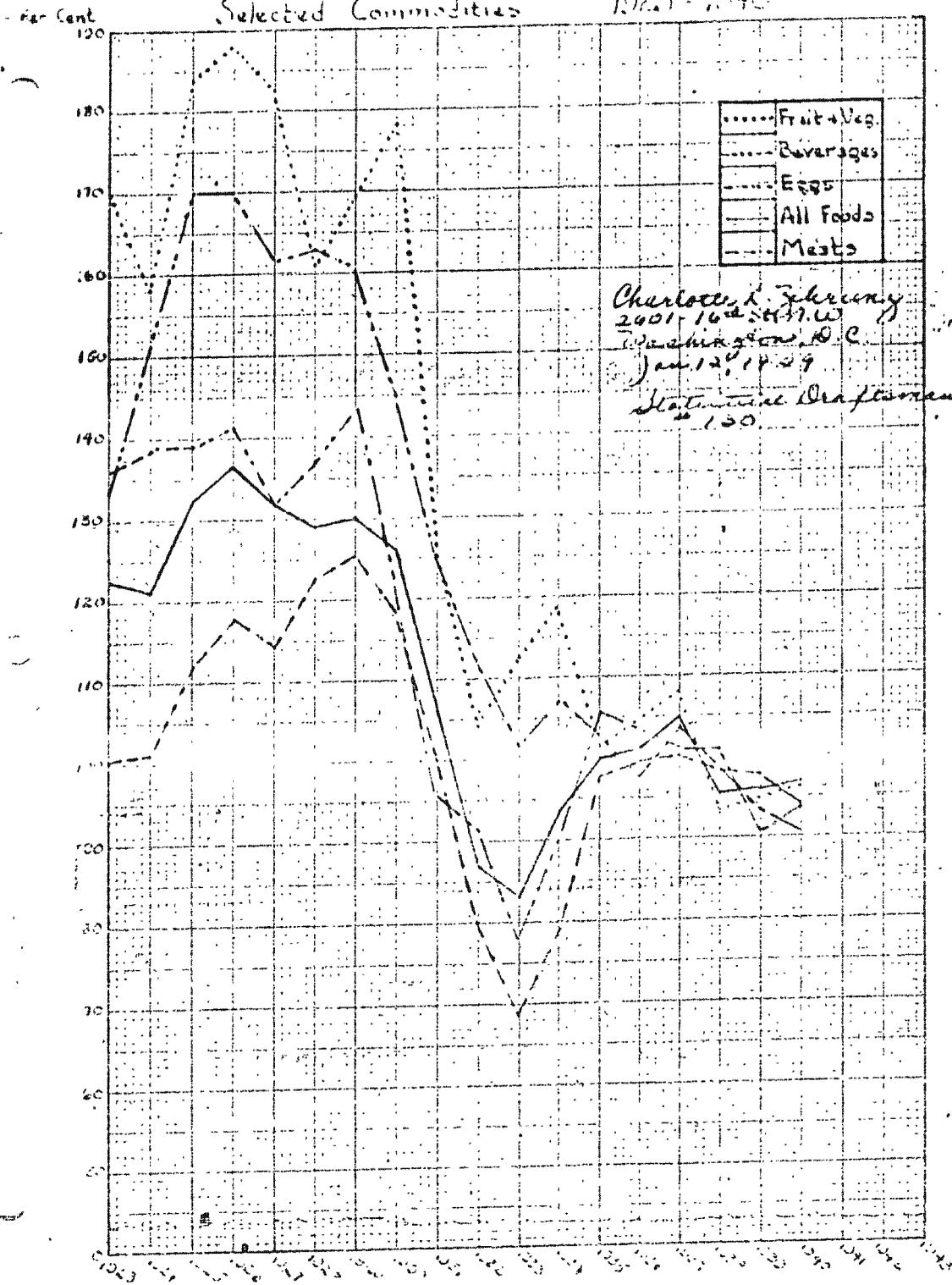
I, a Notary of the county of Montgomery and State (or Territory) of Ohio
 do hereby certify that Charlotte L. Zehring, the applicant who claims to reside in connection with a civil service examination,
 is now a Legal resident of the county of Montgomery and State (or Territory) of Ohio
 and has been such resident for 21 years 1 month next preceding the date hereof.
 Dated at Wheat Carrollton, county of Montgomery and State (or Territory) of Ohio
 on 14th day of February 19 50

OFFICIAL SEAL
 My commission expires July-19-1952
Clarence H. Bloss
 (Official title)

The Official seal must not be omitted. If erasure or correction is made in the "Officer's Certificate," certification must be made on margin by the officer who executes the certificate, showing such correction.

Index Number of Retail Cost of all Foods and of Four Selected Commodities 1925-1930

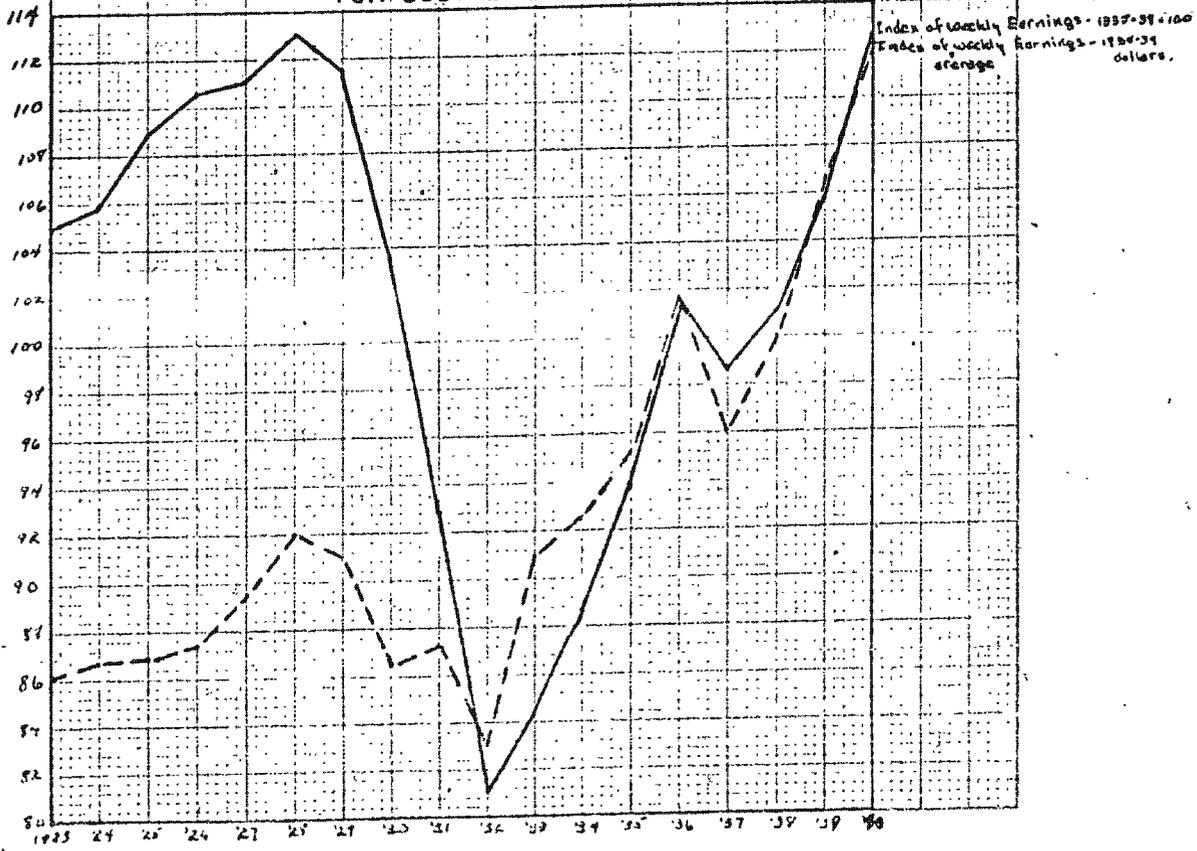
FORM I



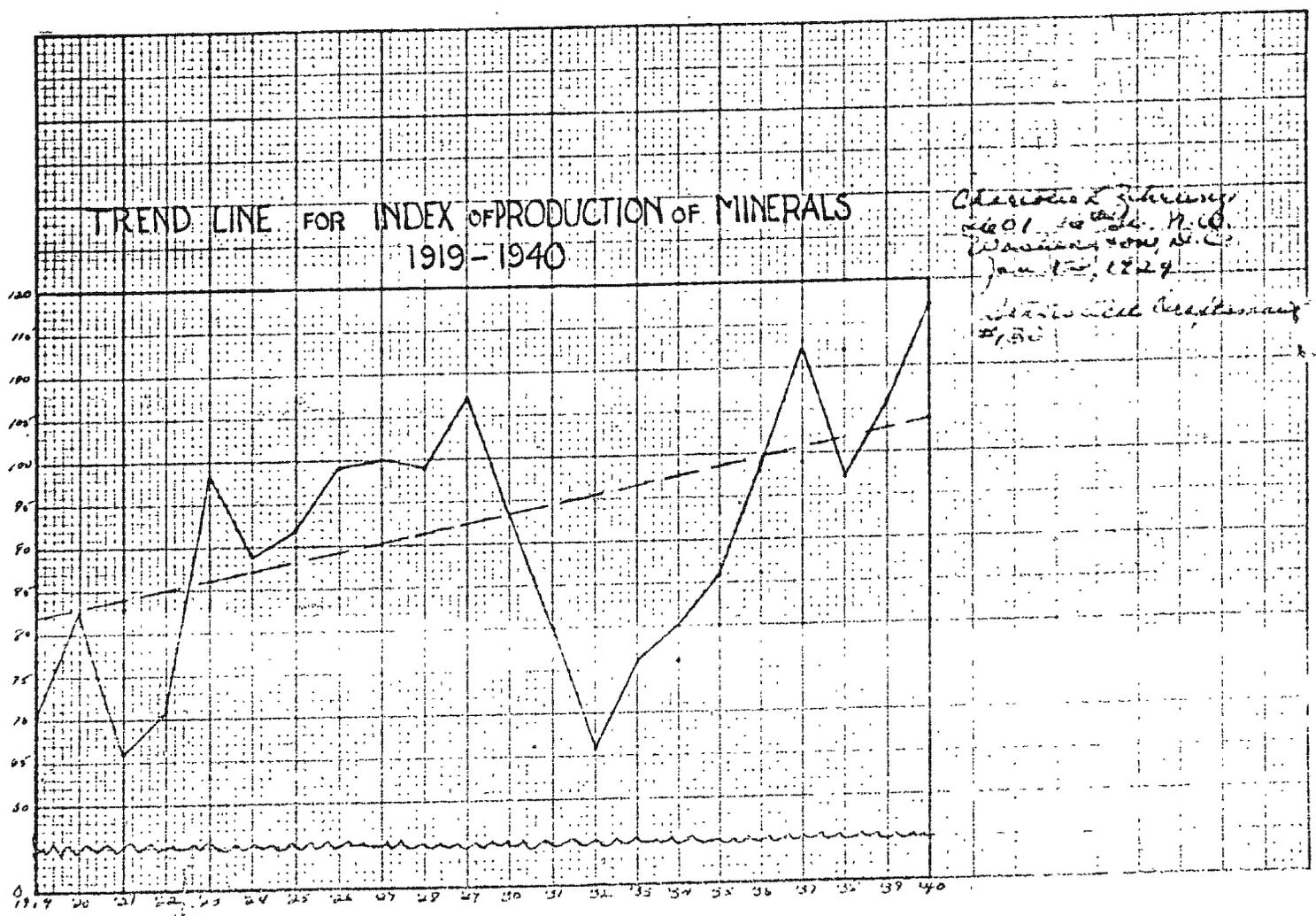
Charlotte R. Jenkins
2601 16th St. N.W.
Washington, D.C.
Mar. 12, 1939

Statistical Dept. now
#130

INDEX OF WEEKLY EARNINGS BEFORE AND AFTER ADJUSTMENT FOR COST OF LIVING



Index of weekly Earnings - 1927-29 = 100
Index of weekly Earnings - 1927-29 dollars



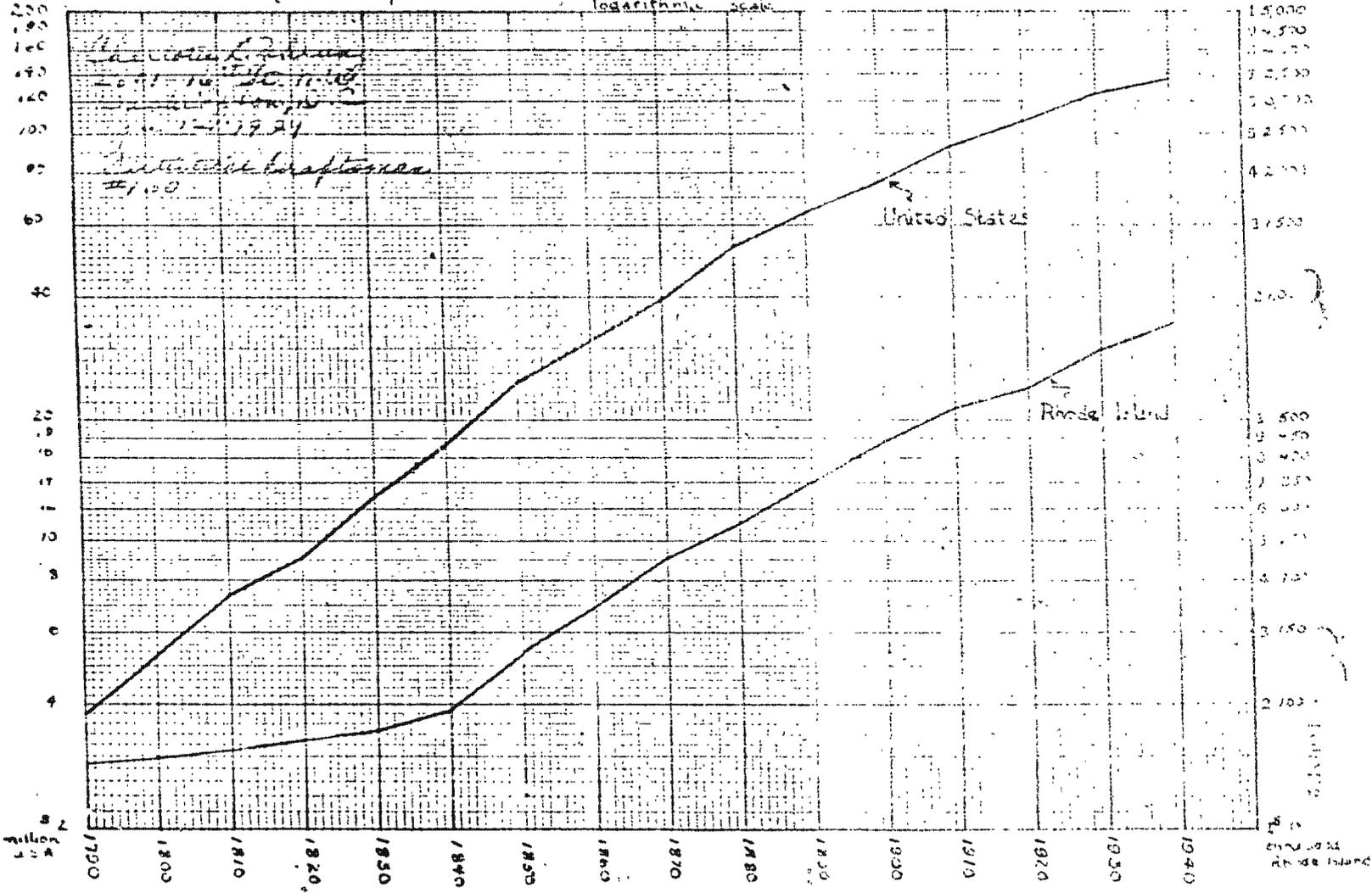
TREND LINE FOR INDEX OF PRODUCTION OF MINERALS
1919-1940

*Division of Statistics
4001 15th St. N.W.
Washington, D.C.
Jan. 15, 1941*

*General Accounting
#150*

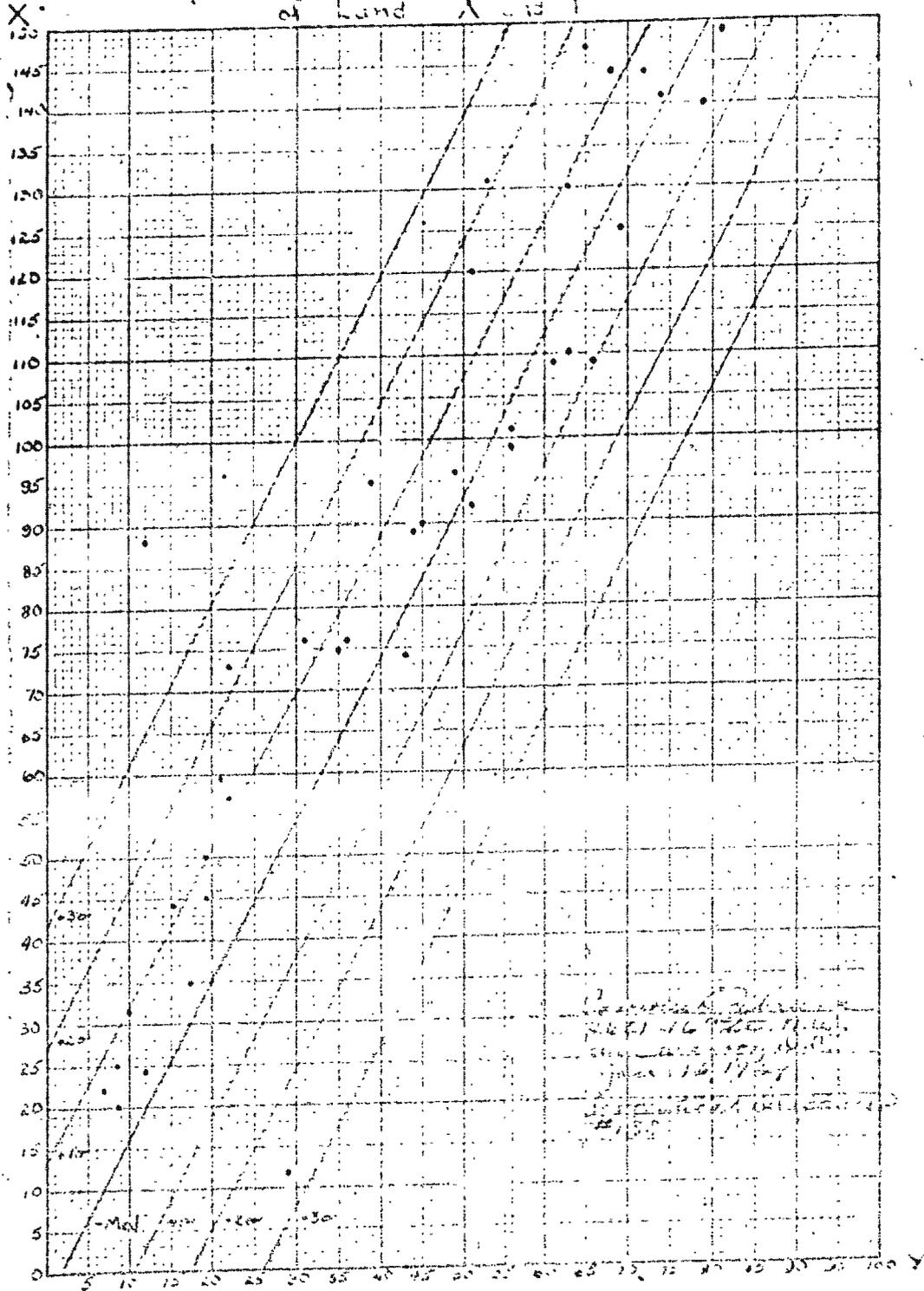
X = 6 mo.
origin 1929-1930.

Change in Population of United States and Rhode Island - 1790-1947

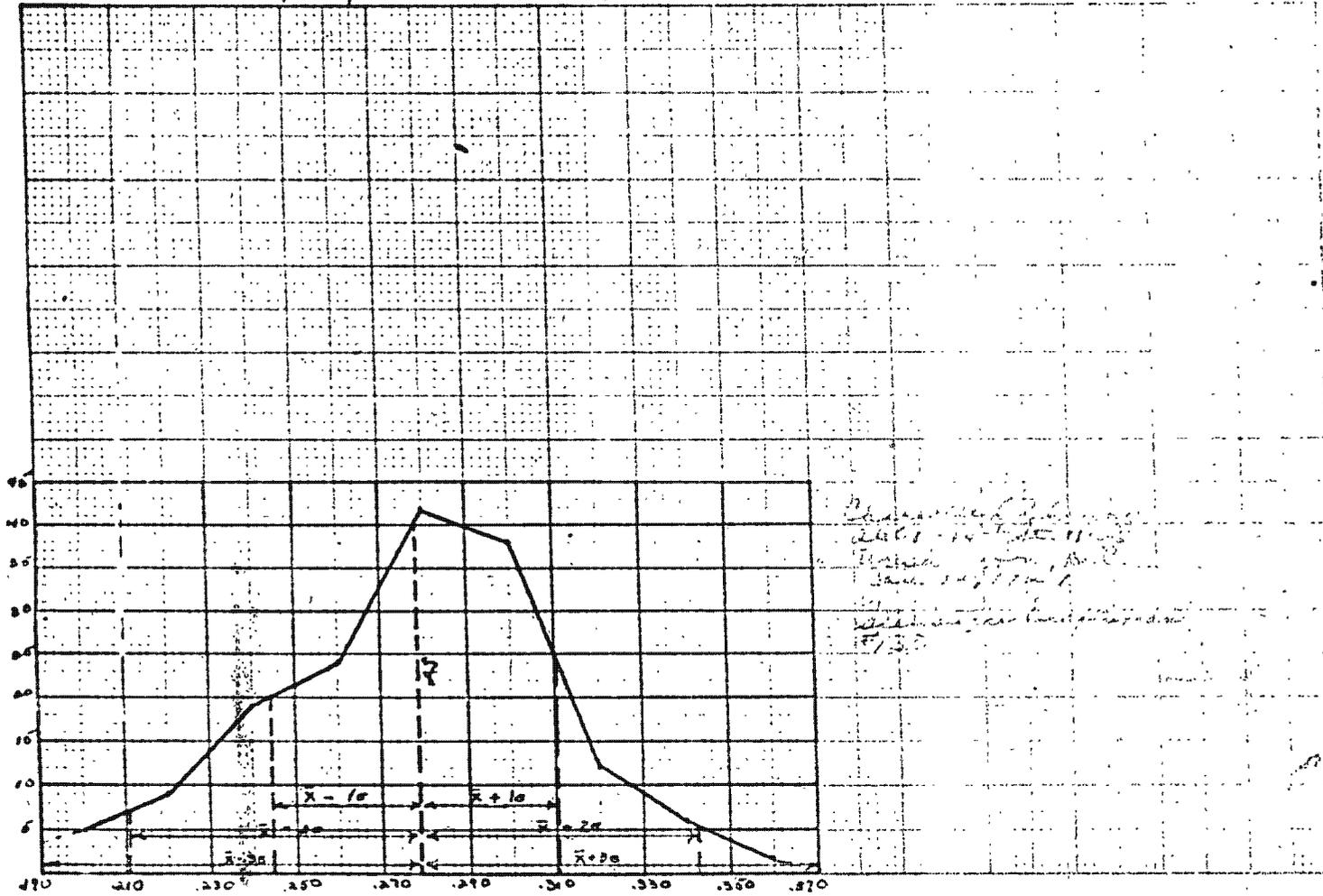


Scatter Diagram Relationship Between value of Land X and Y

FORM 1



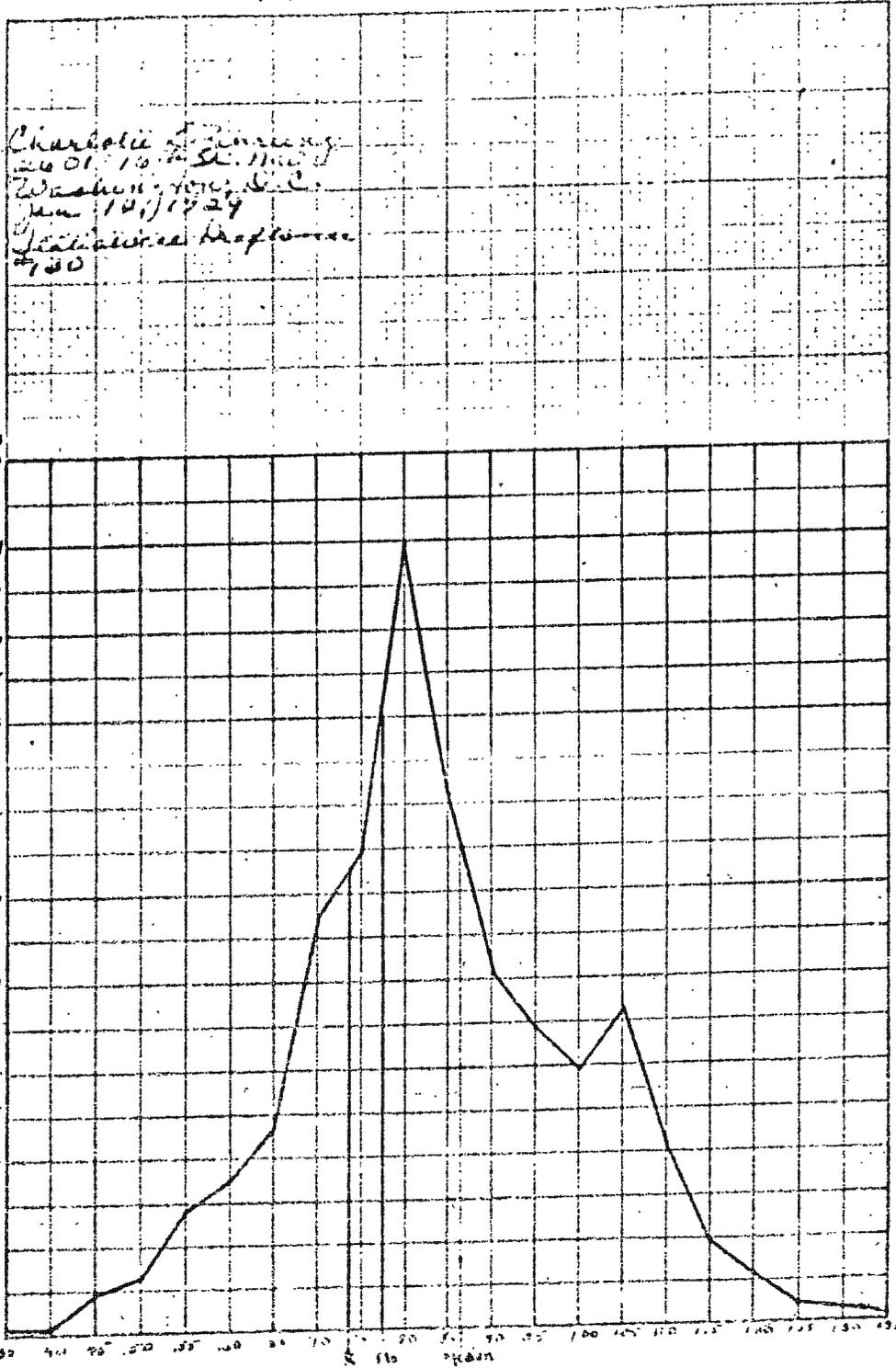
Frequency Distribution of Batting Records of 157 Regular American and National League, 1926



Vertical text on the right margin, possibly a page number or reference code.

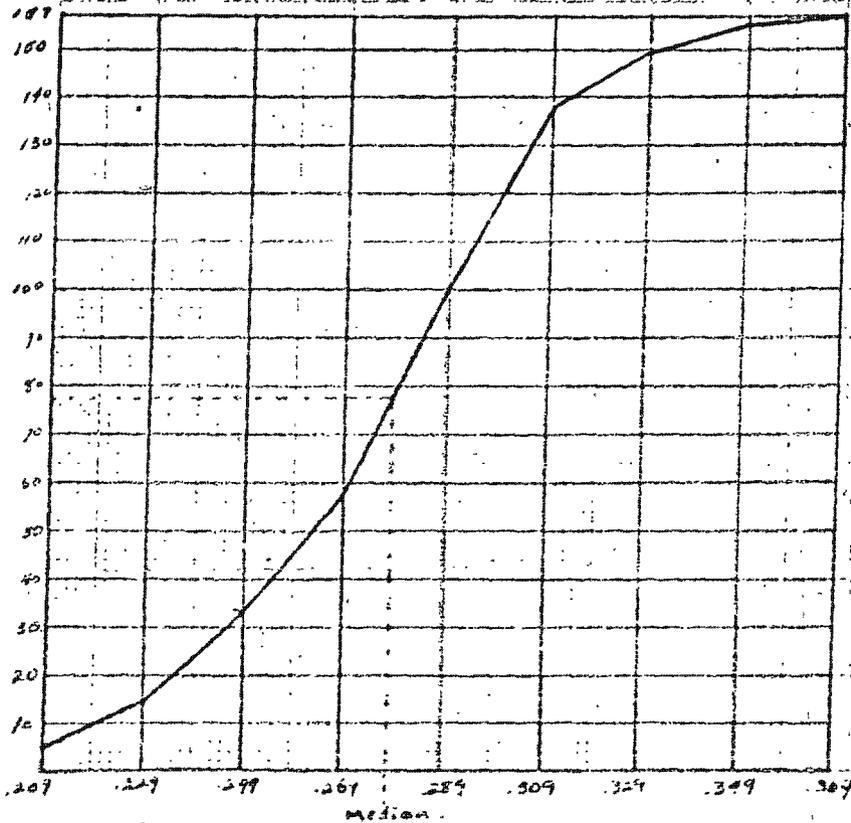
Cumulative Distribution of Hourly Rate & Wages of
 % of Union Motor-Track Drivers - June 1, 1940
 A Less Than Cumulative Distribution

FORM 1

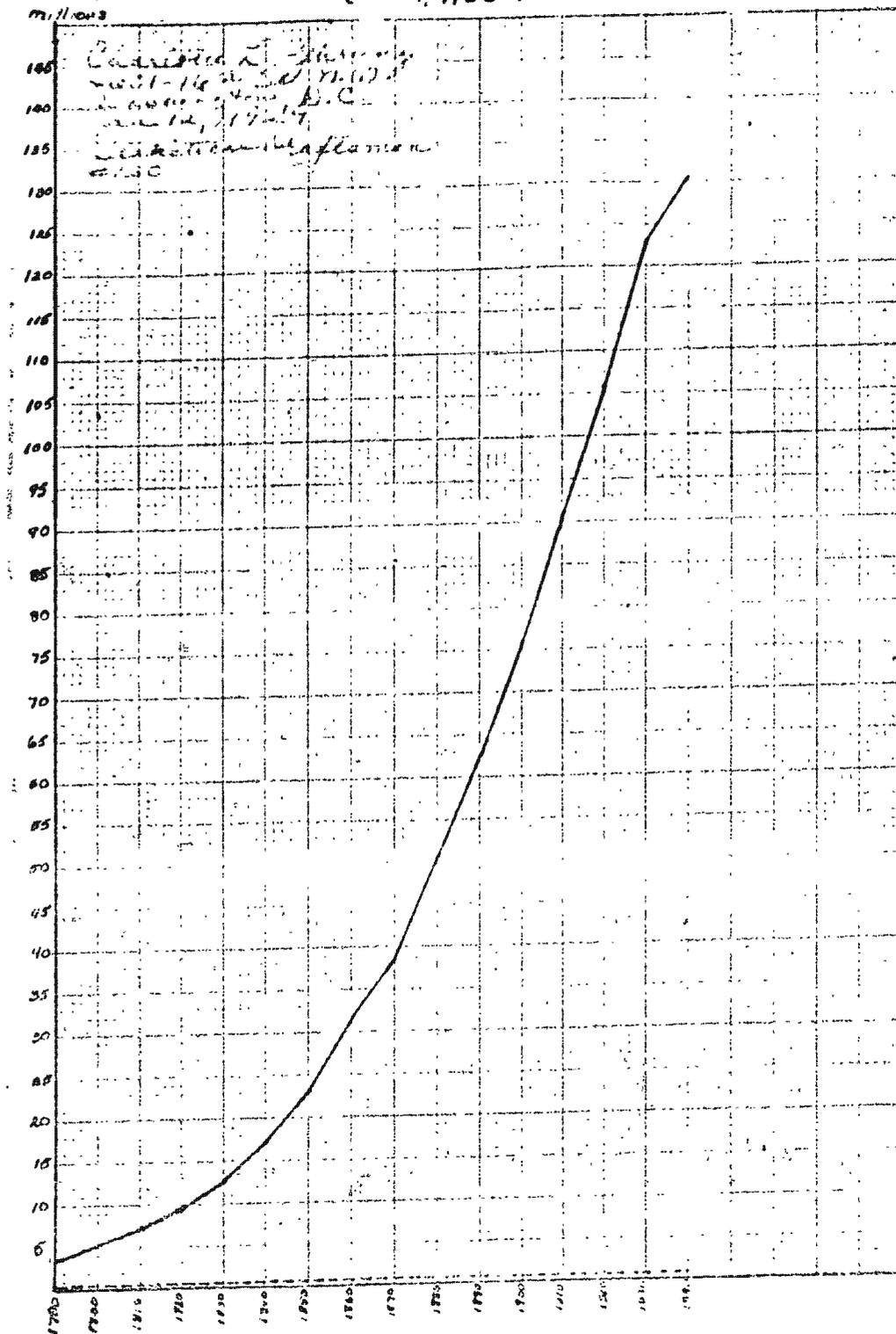


Cumulative Distribution of Earning Averages - 1940
of American and Foreign Leagues - 157 Negro Players
Receiving Stated Averages or Less than

Charlotte L. Bruns
2601 - 16th St. N.W. 17, 1939
Washington, D.C.
June 12, 1939
Statistical Department
#130



Population of Continental United States and Rhode Island
1790-1940



14-5226a-1

1. DATES OF EMPLOYMENT (month year) FROM TO

2. EXACT TITLE OF YOUR POSITION

3. CLASSIFICATION GRADE (if in Federal)

4. SALARY OR EARNINGS STARTING \$ PER ANNUAL \$ PER PER

5. PLACE OF EMPLOYMENT (city and State)

6. NAME AND TITLE OF IMMEDIATE SUPERVISOR

7. NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name department, bureau or establishment, and division)

8. KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale store, insurance agency, manufacture of books, etc.)

9. NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU

10. REASON FOR LEAVING

11. DESCRIPTION OF YOUR WORK

12. MILITARY TRAINING In the space below, describe any training received in the Armed Services (not already listed under Item 10) that would assist in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service awards you attended is especially important. (Extra pages may be used to give full descriptions)

DATES		LOCATION	DESCRIPTION OF TRAINING
FROM	TO		

13. EDUCATION (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 12

(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTION / COMPLETION OF

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED

(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATES ATTENDED		YEARS COMPLETED		CREDITS CONFERRED		SEMIESTER NO. OF CREDITS
		FROM	TO	DAY	NIGHT	TITLE	DATE	
Syracuse University Syracuse, N.Y.	Economics	Sept 14	Jan 50			2A	Jan 1950	12
Univ. of Guatemala	Spain	June 47	July 47					5

(D) LIST YOUR UNDERGRADUATE COLLEGE SUBJECTS

(E) LIST YOUR GRADUATE COLLEGE SUBJECTS

14. OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY PURSES GIVEN THROUGH THE ARMED SERVICES INSTITUTE, GROUND SCHOOL AND BUREAU OF AERONAUTICS, IN SERVICE TRAINING, IN PUBLIC OR PRIVATE EMPLOYMENT

SUBJECTS STUDIED	DATES ATTENDED		YEARS COMPLETED
	FROM	TO	

15. INDICATE YOUR PROF. LEVELS OF FOREIGN LANGUAGES

SPANISH	FRANCO	SWEDISH	UNDETERMINED
Spanish			
French			

16. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)

17. GIVE ANY SPECIAL QUALIFICATIONS, AWARDS, OR OTHER FEATS OF ACHIEVEMENT IN YOUR APPLICATION SUCH AS: (1) PATENTS (2) INVENTIONS (3) PATENT RIGHTS (4) AWARDS (5) HONORARY DEGREES (6) HONORARY MEMBERSHIP (7) HONORARY CITIZENSHIP (8) HONORARY ACADEMIES (9) HONORARY SOCIETIES (10) HONORARY DEGREES (11) HONORARY MEMBERSHIP (12) HONORARY CITIZENSHIP (13) HONORARY ACADEMIES (14) HONORARY SOCIETIES (15) HONORARY DEGREES

18. LIST ANY SPECIAL SKILLS YOU ACQUIRED AND MACHINES USED IN APPLYING THEM. (E.g., CALCULATOR, TYPING, MATH, SCIENCE, OR PROFESSIONAL SKILLS)

19. APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING

