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MATERIAL FURNISHED BY CIA HEADQUARTERS TO
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

250000

FILE TITLE/NUMBER/VOLUME:

INCLUSIVE DATES: 28 May 1954 - 18 May 1978

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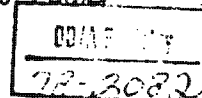
ROOM: 5E13

DELETIONS, IF ANY:

[illegible]

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SMITH, JOSEPH L.

SECRET

18 MAY 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : [REDACTED]

1. (U) Action Requested: None; this memorandum is in response to your request of 15 May 1978 to provide you with a very brief rundown on [REDACTED]

2. (C) [REDACTED] holds B.A. and M.A. degrees in History and has studied at the Ph.D. level in this field. He served as a Corporal in the U.S. Army (1943-46) and from 1946-51 he was an Assistant Professor of History at Dickinson College. He entered on duty with the Agency in September 1951 as a GS-09 and reached the GS-14 level before his retirement in June 1973. At the time of his retirement, he was assigned to the DIX/Western Hemisphere Division. He received the Career Intelligence Medal. [REDACTED]

[REDACTED]

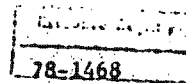
[REDACTED]

4. (U) In the event you wish to read further on this subject, we have attached papers furnished us by [REDACTED] the Office of General Counsel.

F. W. M. Janney

Attachment

SECRET



15 MAY 1978

MEMORANDUM FOR: Director of Personnel
FROM: Director of Central Intelligence
SUBJECT: Joseph Burkholder Smith

Could you give me a very brief rundown on who Joseph Burkholder Smith is, the one who just had an article in The Washington Post on Sunday. He apparently retired in 1973.

Stansfield Turner
STANSFIELD TURNER

ARTICLE APPEARED
ON PAGE D-4

THE WASHINGTON POST
14 May 1978

How CIA Agents Suffer From Secrecy



CONTINUED

By Joseph Burkholder Smith

TWENTY-FIFTH college reunions are great occasions for letting the world know how well you've done, and mine was no exception. All my old classmates, it seemed, had become assistant secretaries of state or vice presidents of General Motors or had acquired some equally impressive title. So it was a little embarrassing when they'd ask me what I was up to.

Not that I hadn't done well myself — I was at the time fairly high up in the Central Intelligence Agency. But I wasn't allowed to say that, so when they asked, I had to mumble something vague about being a civilian employee at Patrick Air Force base, an excuse that I could tell, conjured up images of general failure (too much drinking, perhaps) in the people who heard it.

Not being able to impress my old classmates was a small wound, but it symbolizes an important problem for CIA agents. We live in a society where lots of people plan their lives so as to accumulate the greatest possible number of credentials of the sort that will wow their peers at reunions and similar moments. These credentials give many Americans a sense of identity and of security. CIA people are by no means immune to the desire to impress people with credentials, but their jobs are directly at odds with that urge. In that way and several others, we in the CIA have been deprived of the normal ego supports of the American life of our time, and how we dealt with that didn't deal with their absence from our lives has had something to do with how our agency has (and hasn't) done its job.

It wasn't just our status among our peers that suffered as a result of our work. Normal family life was a victim too. The CIA's Clandestine Services division has for years had the highest divorce rate of any organization in the government. Part of the reason is that recruits of my generation of clandestine operators were instructed never to tell their wives what they were really doing. "Just say it's a question of national security," they told us when we had to take one of our frequent absences from home.

Of course, many men also discovered quickly what an improvement that line was over the old "working late at the office" routine and took advantage of it. Still, most of the marital problems came not from philandering but from the unspectacular, bitter toll that living under cover takes on people. Officers with good marriages might tell their wives in general terms what kind of work keeps them out at night, but they have to insist that the wives give no hint. The first thing a CIA wife learns is never to ask another woman what her husband does, for fear she will be asked the same question.

CIA wives also have to join their husbands in keeping their children in the dark. When school days programs in which the kids' fathers tell their classes about their fascinating work, she has to help invent reasons why her child can't volunteer his father's participation. When the son wants to visit his father's office, the way his friends do, she must try to ease his terrible feeling of rejection when his father tells

him no. This kind of travail makes many women wonder if it's worth the effort.

Talking to Yourself

IF A CIA AGENT is stationed in Washington, he has to get used to being asked at every party, by every stranger he meets, "What do you do?" Personal qualities like kindness, good temper, or intelligence — even good looks and money — mean nothing in the nation's capital compared with where one stands in the pecking order. A CIA couple who maintain their cover are quickly "selected out" of any party they go to and end up in a corner talking to themselves.

CIA wives, particularly, feel this instant social failure deeply and resent it. Until the women's movement, most women were raised to channel their ambitions toward the areas of party-giving and cooking. When married to a CIA agent, they felt they were denied these things because of their husbands' work, and their marriages got into trouble.

When CIA families go abroad they find their lives even more disrupted by status anxieties. The American official community, centered at the embassy, spends more time and effort than the Soviet KGB trying to discover who are the CIA families. If a CIA officer is assigned to the embassy under the guise of being in the Foreign Service, the U.S. Information Service, or the Agency for International Development, the real employees of those organizations ferret the CIA agents out and then take pains to treat them as second-class citizens. The government employees who are "legitimate" embassy personnel don't speak to them at all. If they arrive at the embassy under deep cover, with no false identity, then not even the other CIA personnel speak to them.

The game of uncovering the CIA people is made simple for the "legitimate" embassy personnel by a number of means. The State Department won't let CIA agents call themselves, as a cover, Foreign Service Officers; they have to say they're "Foreign Service Reserve" or "Foreign Service Staff" officers. Real FSSs, as they're called, are fairly low-level and real FSRs are never in political jobs, so the CIA's people — listed as FSS or FSR "political officers" — are obvious to one and all.

In the same status-preserving spirit, the State Department used to publish an annual Biographic Register, a who's who of the Foreign Service that included information on degrees, jobs, and murky pasts. It wasn't until 1973 and the murders of several CIA agents that State made the Biographic Register a classified document.

Envy, Jealousy, and Distrust

THERE ARE several ways to deal with the problem of credentials. One is to rise above the woes of status anxiety. Another is to learn to laugh them off, even if they are painful. Unfortunately, however, a more common way of handling the trade-off between your cover and your status is to give up some of the first to get more of the second. In foreign capitals CIA agents often have been too anxious for the natives and the diplomatic community to consider them

CONTINUED

important that they've made their secret jobs obvious — which has not only brought them envy, jealousy, and distrust, but has made it very hard for them to do their job of intelligence-gathering properly.

"Do you know that CIA people are paid double salaries to serve abroad?" the new political officer in Singapore said to me when I showed him and his family around the Singapore Swimming Club on the Sunday after he arrived. "They get paid twice as much as you or I do. They get paid for their cover jobs and then paid again for their hanky-panky work. That's why they live better than we do."

I felt flattered that I was holding my cover well enough to be told his secret, and I only wished what he was saying were true.

But it was an impression that was understandable, if erroneous. CIA officers did serve in covers that were lower in rank than their real jobs, and, both on the job and off, they didn't live lives consistent with the rank they were pretending to have. For reasons of their jobs, agents cultivate contacts in the local government and other diplomatic missions in circles far higher than people of their cover rank ever have a chance to meet. And they insist on renting the kind of houses to which their CIA rank entitles them, as well as demanding and receiving a lot of special perquisites.

My new friend was wrong about the double salaries, but all the CIA officers he had seen abroad would certainly have given him the impression that he had about that rate of compensation.

In particular, most CIA station chiefs are not content to live in quarters much less grand than the ambassador's official residence. In many countries, this makes sense — the CIA has liaison responsibilities that are officially recognized by the ambassador and the State Department. But this is not appreciated by the lower-level employees of the embassy, if it's told to them at all. Resentment of the chief of station's life style bubbles up.

In the past, many chiefs of state made no attempt to hide their preference for dealing with the CIA station chief rather than the ambassador — sometimes because they owed a great debt to the CIA, which may have stolen the election for them or financed the coup that put them in power. In any case, CIA station chiefs have always felt they could not entertain these men in hotels. It would be detrimental to the prestige and interests of the United States, they argue, if they did not have the rank and accoutrements of the foreigners with whom they deal. One station chief I knew in the 1960s got two grade promotions by this gambit. It has served many a CIA official well in regard to his housing.

Frank Saxon, in his book "Decent Interval," gives a vivid account of the perquisites agency personnel enjoyed in Vietnam. They had their own hotel club, swimming pool, and cars. In the 1960s in Asia it was customary for CIA officers to have chauffeurs, too, as the rationale that you needed somebody around to guard CIA cars against looting. Since the cars were government property, the gas and oil

and maintenance costs, as well as the chauffeur, were paid for out of the station's housekeeping funds. People who were listed as lowly attaches were often seen driving around in big, unmarked, chauffeured cars, which drove the Foreign Service Officers into frenzies of envy.

"We'll Entertain Ourselves"

EVEN WORSE, perhaps, than using perquisites to fend off the pangs of status anxiety is CIA people's tendency to huddle together. If the rest of the world thought we were nondescript Army officers and the like, well, we knew who was and wasn't who and could play the game with each other. The other embassy personnel won't invite us to their parties. We're too low on the diplomatic list to get invited to the important functions given by other embassies and by officials of the local government. We'll entertain ourselves. Conscientious CIA officers try hard to curb this practice, which after all is a breach of nearly every tenet of good security, but they fail more often than they succeed.

In the days when our national purpose was more clearly defined, when we would, in the words of John F. Kennedy, pay any price and bear any burden in defense of the free world, it didn't matter so much if the cover of CIA personnel was a little thin. In some countries, the prestige of the agency was even higher than it was at home, enormously higher than it has been at home for the last three years. In the Philippines in the late 1960s, the CIA was so well regarded that members of the Army Counter Intelligence Corps used to try to recruit Filipinos by passing themselves off as CIA agents. Today, the open life style of a station chief can lead to his death, as it did for Richard Welch in Athens.

Welch was killed by the gun of an anti-American assassin, but the gun was put into the assassin's hand by all the defenses against the dilemma of covert life that I've described. Welch lived in a house inherited from past station chiefs, everyone in the embassy knew his true position, and his biography appeared in the *Biographic Register*, which could be found in any library.

After Welch died the register was meticulously classified, but that doesn't mean an end to the problem. CIA personnel will always feel a strain from having to pretend to be much less successful than they really are — even if they love their work and believe in it deeply, they'll still feel pangs. That's human nature, and while we ought to curb the obnoxiousness of CIA agents' identities, to some extent we've just got to deal with it.

One way to do that is to treat CIA agents sympathetically. These are obviously people who have sacrificed something to work for the agency, and who depend to an inordinate extent on having stable relationships with their coworkers, since they can't have stable relationships with anyone else. The main thing in an agent's life — practically the only thing, for many — is how he's treated at Langley, where he stands there.

CONTINUED



CIA Director Adm. Stansfield Turner.

So when Adm. Stansfield Turner quickly fired 820 Clandestine Services officers last year, my initial approval (some of those fired, I thought, must have been the people who made me decide to leave the CIA in 1973) gave way to misgivings. It's true that the greatest physical hazard many spooks have ever faced is the danger of choking on the pit of the olive in their martini. But the greatest hazard we all face in life is not physical danger, it's having something eat away at our soul. No one has to be a clandestine operator, of course, but once he is, he is deprived of the normal means of sustaining his self-image that prevails in our society.

I don't mean Turner should have kept on incompetents. But I'm sure that after those 820 firings everybody else at Langley felt bitter and frightened. These are not, after all, people who have anything else to fall back on, and they need a lot of support from their organization. Turner has to use these people, and if he wants to use them effectively he ought to find a way of letting some go while making the rest feel secure.

The author, whose article is reprinted from *The New Yorker* Monthly, is a former high CIA official.

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				8 June 1973	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
CONVERSION FROM RETIREMENT (VOLUNTARY) UNDER CIARDS AND CANCELLATION OF N.S.C.A.		MONTH DAY YEAR 06 30 73		REGULAR	
6. FUNDS		7. PAN AND NSCA		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
V TO V C TO V		V TO C U TO C		Public Law 88-643 Section 233	
		3135 0990 0000			
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDO/WH DIVISION FOREIGN FIELD BRANCH 1					
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
OPS OFFICER			0340		D
14. CLASSIFICATION SCHEDULE (G.S., I.N., etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		14 8	
				17. SALARY OR RATE	
				28478	
18. REMARKS					
LAST WORKING DAY 29 JUNE 1973.					
1 - Security 1 - Finance DDO/WH/PERS.					
15A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		15B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
		8 JUN 73			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRAL CODE	24. MODIFIER CODE
15	10	NUMERIC ALPHABETIC			3
25. DATE OF GRADE	26. DATE OF LIT	27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA CODE	30. CORRECTION/CANCELLATION DATA
MO DA. YR.	MO DA. YR.				
31. NET PREFERENCE	32. SERV. COMP. DATE	33. LONG COMP. DATE	34. CAREER CATEGORY	35. PERS./HEALTH INSURANCE	36. SOCIAL SECURITY NO.
CODE	MO DA. YR.	MO DA. YR.	CODE	CODE	
0-None 1-1 PT. 2-10 PT.					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA	45. FORM EXECUTED CODE	46. NO. TAX EXEMPTIONS
CODE	CODE	CODE	CODE	CODE	CODE
0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)					
47. POSITION CONTROL CERTIFICATION			48. O.P. APPROVAL		
08 JUL 1973			DATE APPROVED		
			6/21/73		

SECRET

CLASSIFIED BY 01-0337

11-1

AND

Active Registry
73-5753

4 September 1973

Dear [redacted]

As you bring to a close your active career of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find your retirement filled with enjoyment and satisfaction.

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

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

/s/ W. E. Colby

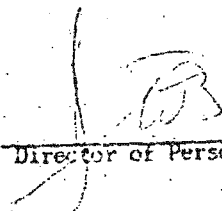
W. E. Colby
Director

Distribution:

- 0 - Addressee
- 1 - D/Pers
- 1 - OFF
- 1 - ROB
- 1 - ROB Reader

OP/RAD/ROB/WFM/lks

Originator:


Director of Personnel

[REDACTED]

3429

E-2. IMPORT CL. BY: 007377

7 - OFF. PERS. FILE ROOM

00000

SECRET

SUMMARY OF AGENCY EMPLOYMENT

[REDACTED]

September 1951 to January 1954 - Began employment with the Department of the Army as a Civil Service employee in grade GS-11, assigned to the Pentagon in Washington, D.C. as a research analyst of economics and political affairs concerning Korea. Because of my wartime experience and some post war graduate work on Korea, I was contacted by the Army for this position during the Korean War.

January 1954 to August 1956 - In 1954 I applied for employment with the United States Information Service as an Information Officer with the Grade of Foreign Service Staff 5. I served on the U.S.I.S. Mission in the Far East area. My duties included design execution and supervision of the U.S.I.S. media operations in the Far East. Also I was special liaison representative with the British Information Officer for the British High Commissioner for that area.

SUMMARY OF AGENCY EMPLOYMENT, (Cont'd)

CONCUR:

CCS

DATE

CI Staff

April 25, 1973
DATE

APPROVED:

Office of Security

4/27/73
DATE

OFF

16 April 1973

MEMORANDUM FOR: Chief, WH Division
THROUGH : Deputy Director for Operations
SUBJECT : Career Intelligence Medal for
[redacted]

1. The Honor and Merit Awards Board is pleased to notify you that the Career Intelligence Medal has been approved in recognition of [redacted] contributions to this Agency. You are requested to inform him of the award and of the security provisions governing it as set forth in the attached memorandum from the Office of Security.

2. When [redacted] returns to Washington, please notify the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building, so that presentation arrangements may be made.

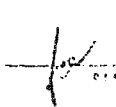
[redacted]
Recorder
Honor and Merit Awards Board

Att

Distribution:

- 0 & 1 8 Addressee
1 - D/Pers -- OFF W/Forms 382 & 600
1 - Exec Sec/HMAB
1 - Recorder/HMAB

DD/MAS 73-1320

REPORT OF HONOR AND MERIT AWARDS BOARD				DATE
				27 March 1973
The Honor and Merit Awards Board having considered a recommendation that:				
AL OR ID NO.	NAME (Last-First-Middle)	GRADE	SCHEDULE	TYPE EMPLOYEE
				Staff
OFFICE OF ASSIGNMENT		SO	SCHEDULE	STATION
DDO/WII		D	GS	14
RE AWARDED				
Career Intelligence Medal				
☐ FOR HEROIC ACTION ON				
☒ FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD September 1951 - Present				
☒ RECOMMENDS APPROVAL				
☐ DOES NOT RECOMMEND APPROVAL				
☐ RECOMMENDS AWARD OF				
UNCLASSIFIED CITATION				
[redacted] is hereby awarded the Career Intelligence Medal in recognition of exceptional achievement throughout his Agency career. During more than 21 years of service, [redacted] a dedicated intelligence officer, served in a variety of important positions at Headquarters and abroad--consistently demonstrating skill, imagination and enthusiasm. [redacted] is a recognized authority in his field. His overall performance and the high quality of his work have contributed significantly to the mission of the Central Intelligence Agency, reflecting credit on him and the Federal service.				
REMARKS				
(Recommendation approved by ADD/O on 3 March 1973)				
APPROVED		SIGNATURE		
 1st Vernon A. Walters DIRECTOR OF CENTRAL INTELLIGENCE		/s/HARRY B. FISHER		
13 APR 1973 DATE		TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD Harry B. Fisher		
		SIGNATURE Signed Original		
		TYPED NAME OF RECORDER [redacted]		

SECRET
(When Filled In)

OPF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HR 20-37)				
SECTION A PERSONAL DATA				
1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. SD.
		Ops Officer	GS-14	D
6. OFFICE OF ASSIGNMENT	7. OFFICE EXT. (If any)	8. STATION		
DDP/WH				
9. HOME ADDRESS (No., St., City, State, ZIP Code)	10. HOME PHONE	11. CITIZENSHIP AND HOW ACQUIRED		
		U.S. Birth		
12. RECOMMENDED AWARD		13. IF RETIRING, DATE OF RETIREMENT	14. POSTHUMOUS	
Career Intelligence Medal		15 August 1973	YES ☐ NO ☒	
15. RELATIONSHIP	16. HOME ADDRESS (No., St., City, State, ZIP Code)	17. HOME PHONE		
Wife				
SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD				
18. WERE YOU AN EYEWITNESS TO THE ACT? YES ☐ NO ☐				
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:				
20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT	
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:				
24. FULL NAME	25. AWARD RECOMMENDED			
CONDITIONS UNDER WHICH ACT WAS PERFORMED:				
26. LOCATION	27. INCLUSIVE DATES	28. TIME OF DAY		
29. DEBATING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED				
30. DATES FOR WHICH AWARD RECOMMENDED	31. ASSIGNMENT COMPLETED	32. NOW IN SAME OR RELATED ASSIGNMENT		
	YES ☐ NO ☐	YES ☐ NO ☐		
SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE				
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE? YES ☐ NO ☐				
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE				
Recommendation covers entire career.				
35. COMPONENT OR STATION (Designation and Location)				
Various.				
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION				
37. INCLUSIVE DATES FOR WHICH RECOMMENDED	38. ASSIGNMENT COMPLETED	39. NOW IN SAME OR RELATED ASSIGNMENT		
	YES ☐ NO ☒	YES ☒ NO ☐		
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE				
40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT	
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE				
44. FULL NAME	45. TYPE OF AWARD			

SECRET
(When Filled In)

EPF

SECTION D

NARRATIVE DESCRIPTION

Award for Heroic Action or Acceptance of Hazard: Was not voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain, why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. Include results of the act. Enclose unclassified citation.

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

[redacted] has made an outstanding contribution to CIA operations for the past 21 years. He has consistently received strong/outstanding efficiency reports in a wide variety of assignments.

[redacted] In all his assignments his rating officers have consistently praised his imagination, flexibility, enthusiasm, perception and professionalism.

[redacted] career has been one of exceptional achievement and he has made an outstanding contribution to the Agency's Covert Action program and to Agency training. His record of commendations and sustained superior performance of duty of value to the Agency throughout his career make it fitting that he be awarded the Career Intelligence Medal upon retirement.

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

1. PROPOSED CITATION

2.

3.

47. RECOMMENDATION INITIATED BY

Theodore G. Shackley

48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION

Theodore G. Shackley
Chief, WH Division

49. DATE

17/4/73

SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION

50.

HEAD OF [redacted] CAREER SERVICE
(Career service of number)

TITLE AND SIGNATURE

See Item 52

DATE

51.

DEPUTY DIRECTOR OF CAREER SERVICE

TITLE AND SIGNATURE

See Item 52

DATE

52.

DEPUTY DIRECTOR OF OPERATING COMPONENT

TITLE AND SIGNATURE

John M. May Jr.
Deputy Director for Plans

DATE

3/11/73

SECRET

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				21 MAY 1969	
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
				MONTH DAY YEAR 05 21 69		REGULAR	
6. FUNDS		7. FINANCIAL ANALYSIS NO		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
V TO V C TO V		V TO C C TO C		9135 0990			
9. ORGANIZATIONAL DESIGNATION				10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 1							
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
OPS. OFFICER (14)				0340		D	
14. CLASSIFICATION SCHEDULE (GS, E, R, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		04 7 14 6		17,289 19,771	
18. REMARKS							
All SICK AND 1200 HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE							
MARITAL STATUS: MARRIED							
DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEGRITY CODE	24. HONORARY CODE	25. DATE OF BIRTH	26. DATE OF GRADE
55	10	5130 LUH	45075	5	3		
27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA CODE	30. EMPLOYMENT CANCELLATION DATA	31. SECURITY RIG NO	32. SEA	EOD DATA	
33. VET. PREFERENCE	34. SERV. COMP. DATE	35. LOSS COMP. DATE	36. CAREER CATEGORY	37. HIGH-DEATH INSURANCE	38. SOCIAL SECURITY NO.		
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE	40. LEAVE CAT CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA				
43. POSTHUMOUS CONTROL CERTIFICATION				44. OFF APPROVAL		DATE APPROVED	
						05-22-69	

FORM 1152 USE PREVIOUS EDITIONS

SECRET

FORM 1152-1 (MAY 1969) (GPO: 1969-0-300-000)

SECRET

(U.S. Form 100-10)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER						24 APRIL 69	
2. NAME (Last-First-Middle)							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS				MONTH DAY YEAR 18 69		REGULAR	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
V TO V		X		9135 0990			
CF TO V		CF TO CF					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH DDP/WH Foreign Field DDP/WH Branch I							
11. POSITION TITLE				12. GRADE AND STEP		13. SERVICE DESIGNATION	
OPS OFFICER (141)				0340		D	
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		14 6		\$ 19771	
18. REMARKS							
FROM: DDP/WH/CA STAFF/POS. #0645 VICE ALBERT F. REYNOLDS I - Finance C/WH/Personnel							
19. DATE SIGNED		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		21. DATE SIGNED			
4-24-69				4-24-69			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22. ACTION CODE	23. EMPLOY CODE	24. OFFICE CODING	25. STATION CODE	26. INTEREST CODE	27. MODITY CODE	28. DATE OF BIRTH	29. DATE OF GRADE
20	10	51620	1011	45825	3		
30. NTE EXPIRES	31. SPECIAL REFERENCE	32. RETIREMENT DATA	33. SEPARATION DATA CODE	34. CANCELLATION/CANCELLATION DATA	35. SECURITY REG. CO.	36. SEE	
MO. DA. YR.		1-CC 2-DC 3-FC 4-RC					
37. NET PREFERENCE	38. SERV COMP DATE	39. LONG. COMP DATE	40. CAREER CATEGORY	41. LEGAL/HEALTH INSURANCE	42. SOCIAL SECURITY NO.		
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	CODE		
1-NO 2-YES 3-10 YR.							
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE	44. LEAST PAY CODE	45. FEDERAL TAX DATA	46. STATE TAX DATA	47. SOCIAL SECURITY NO.	48. STATE TAX DATA	49. STATE TAX DATA	50. STATE TAX DATA
CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE
1-NO PREVIOUS SERVICE 2-YES (LESS THAN 5 YEARS) 3-YES (5 YEARS OR MORE)							
43. POSITION CONTROL DESIGNATION	44. CP APPROVAL			DATE APPROVED			

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

NR-1198

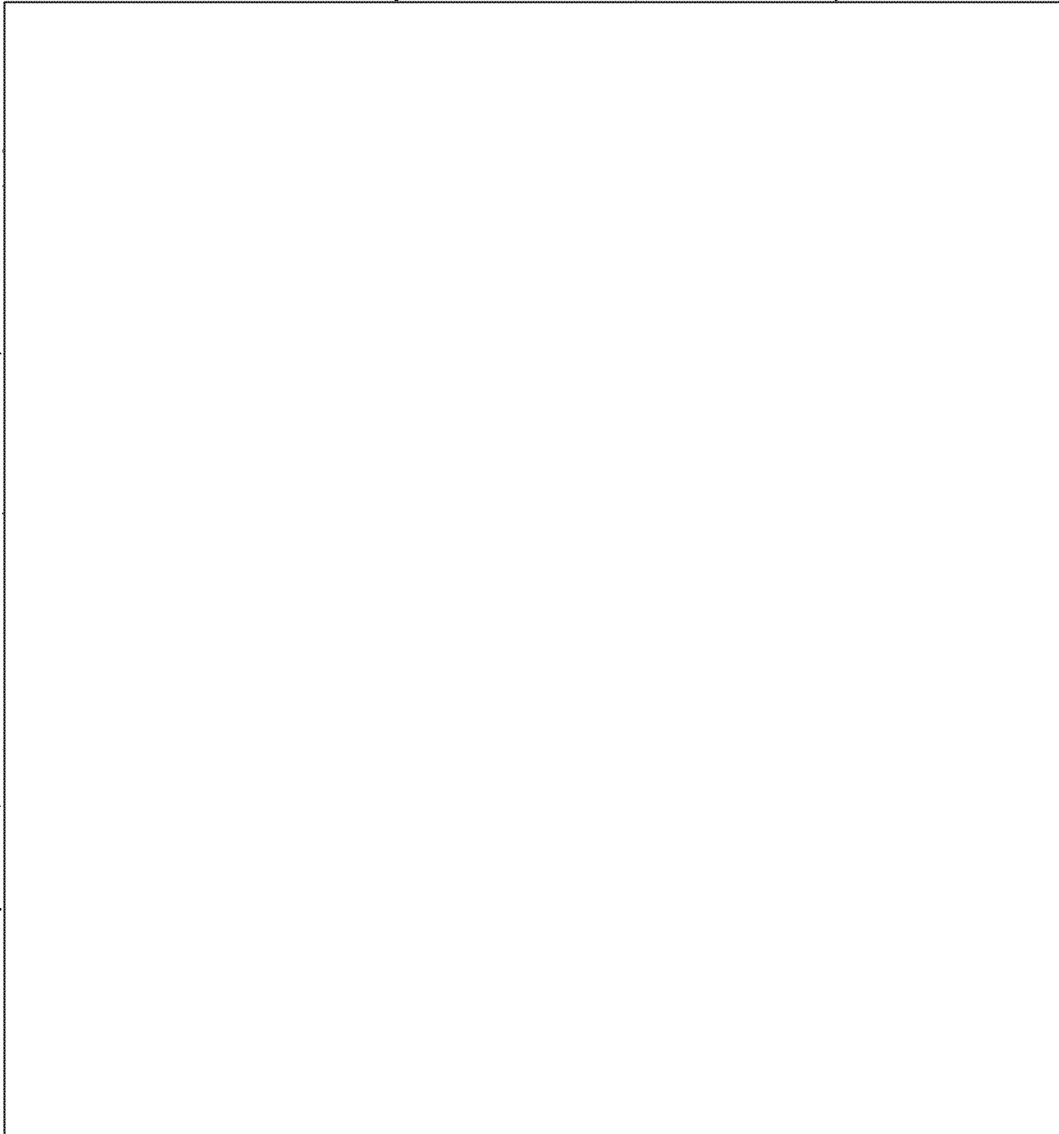
17 June 1968

MEMORANDUM FOR: Chairman, Clandestine Services Career
Service Board (Panel A)

SUBJECT : - Recommendation for
Promotion from GS-14 to GS-15

SECRET

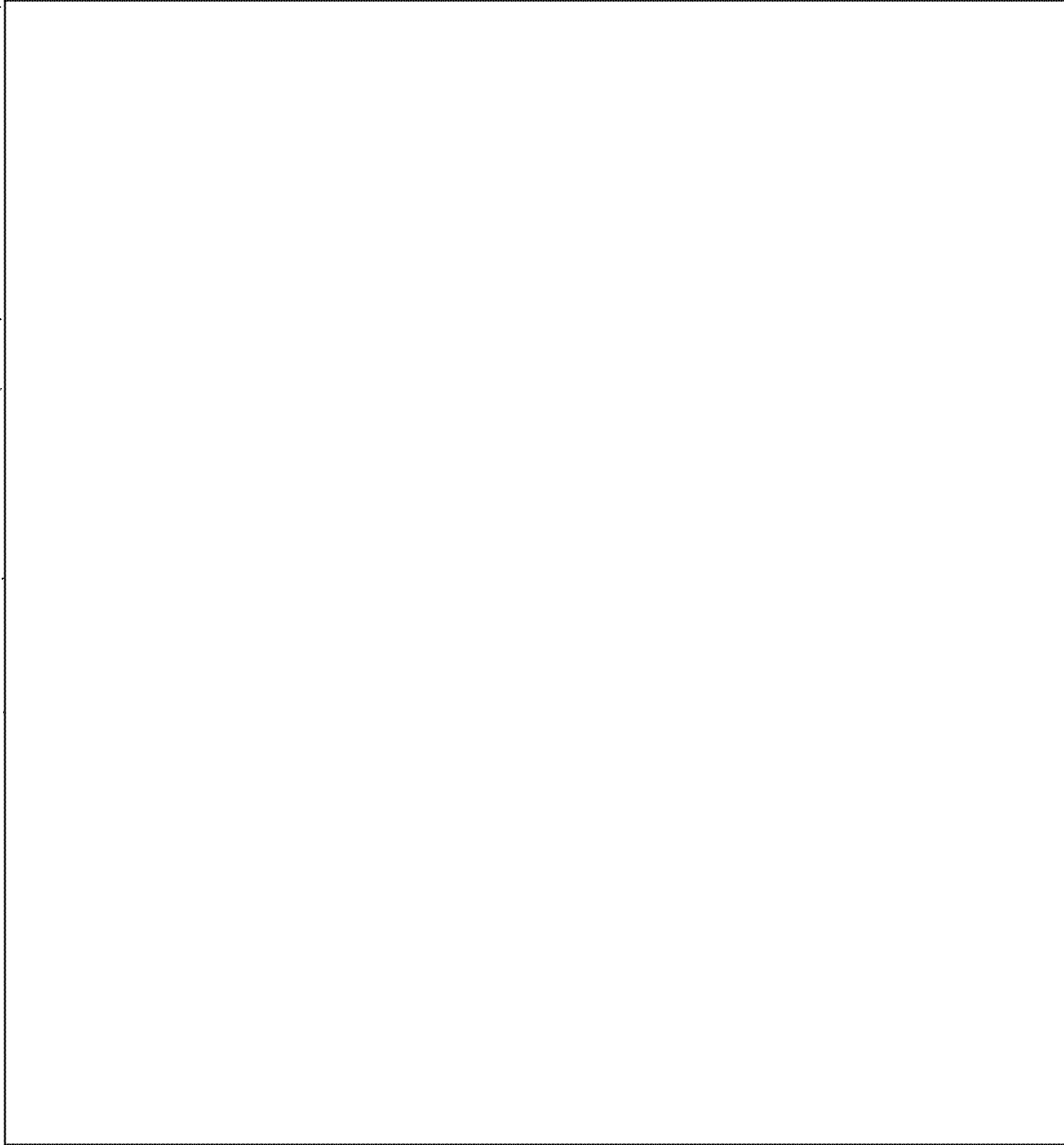
SECRET



- 2 -

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SECRET



- 3 -

SECRET

SECRET

1965

AUG 11 1965

MEMORANDUM FOR: Director of Training

SUBJECT: Statement of Appreciation - [REDACTED]

1. We wish to take this means and opportunity to express formally and for the record the appreciation of the



3. The enthusiastic reception and endorsement of these two courses, the quality attendance by Division officers, and the participation by senior Division officers as speakers, attest to the need for new courses and the success of these endeavors.

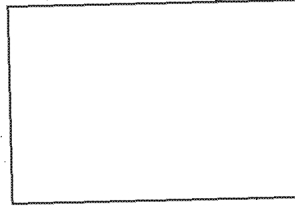
4. Those of us who had the opportunity to work closely with [REDACTED] learned to appreciate his vitality, flexibility and personal commitment to the success of these training innovations. The contribution they have already made, and will continue to make, to the Agency's training program are testimony to the role that he played in devising and implementing them.

CA-68-904

SECRET

SECRET

5. I suggest that you forward this letter to Chief, WH so that it may be made a part of permanent personnel record.



SECRET

18 June 1961

DATE PREPARED

1. SERIAL NUMBER

2 NAME (1-11-1918 - 99 undable)

2. NATURE OF PERSONNEL ACTION

REASSIGNMENT

• **FJ-403**

X

V TO V

4 10 0

CP TO V

10

9 ORGANIZATIONAL DESIGNATIONS

DDP/WH

WASHINGTON D.C.

11. POSITION TITLE

OPS OFFICER

(2)

0645

14. CLASSIFICATION SCHEDULE (G.S. 1.11, et. al.)

15. OCCUPATIONAL SERIES

6. GALT AND STEP

68

FROM: DDS/GTR/Operations School/1314.
VICE [REDACTED]

ÖTR/PERS

(phone)

1 - Finance
1 - Security

WALL STAD

4468

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

16. ACTION CODE	15. EMPLOY CODE	11. OFFICE CODING NUMERIC ALPHABETIC	17. STAFFER CODE	23. INTEGRATE CODE	18. REPORTS CODE	19. DATE OF BIRTH MO. DA. YR.	20. DATE ON LEAVE MO. DA. YR.	27. DATE OF LIT MO. DA. YR.	
37	10	51100 WH 2013			1				
21. MAIL CARRIER MO. DA. YR.	25. SPECIAL REFERENCE	10. ASSIGNMENT DATA - CCA - CCAW - FICA - DUAL	31. SEPARATION DATA CODE	33. DECLASSIFICATION DATA MO. DA. YR.	EOD DATA →			35. SECURITY REQ NO.	36. SEC
15. TEST PREFERENCE CODE	14. SERV LEAVE DATE MO. DA. YR.	17. LOSS LEAVE DATE MO. DA. YR.	18. CREDIT CATEGORY LAW TEST POSS. REAS.	19. HEALTH INSURANCE CODE	20. HEALTH INS. CODE S-MATHS A-115	22. VOTER SECURITY NO.			
41. PERSON CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE BAL. CODE	43. FEDERAL EMP DATA NORM. EMPLOYMENT 1-11 2-10	44. FEDERAL EMP DATA EMP. TAX REPRESENTATION NORM. EMPLOYMENT 1-11 2-10	45. LEAVE BAL. DATA CODE EMP. TAX REPRESENT. NORM. EMPLOYMENT 1-11 2-10					
0-NO EMPLOYMENT SERVICE 1-NO EMPLOYMENT SERVICE 2-EMPLOYMENT SERVICE (LESS THAN 3 YEARS) 3-EMPLOYMENT SERVICE (MORE THAN 3 YEARS)									

4) SUSTAINMENT (CONTRACT) GUARANTEE

22 CP 470000

DATE 2-20-60

119

SECRET

1947年1月1日 星期日 晴

SECRET

15-0382-48

MEMORANDUM FOR: [REDACTED]

VIA : Director of Training

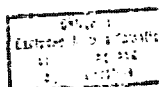
SUBJECT : Next Assignment

1. We wish to advise you that the Clandestine Services Career Service approves your next assignment to WH Division upon completion of your current tour with the Office of Training.

2. The Clandestine Services appreciates your excellent performance in your current assignment and wishes you continuing success.

[REDACTED]
DDP/OP

SECRET



257520
11-103

SECRET

16 AUG 1967

MEMORANDUM FOR : Director of Training
Room 810
1000 Glebo Road

SUBJECT : Training of Military Officers
in Covert Psychological Warfare
Techniques

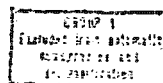
1. In response to my request of 2 May 1967 your Office did an extremely fine job in organizing and conducting the training course for the military officers who will be going to Saigon to work with Agency personnel in psychological warfare. Special note should be taken of the efforts of [] of your Office, who organized the course and provided not only the impetus for the program but also the catalysis for a very enthusiastic response from the students.

2. The group of trainees have been requested to provide a critique of the course after they have settled into their jobs in Saigon in order to determine how well the course material fitted their assignments. We will forward copies of these critiques as they become available.

3. Again let me express my appreciation for your very effective support.

Douglas S. Blauharb
Douglas S. Blauharb
Chief, Vietnam Operations

SECRET



SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
XNF				22 September 1966	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
Excepted Appointment <i>CAW</i>			MONTH DAY YEAR 10 09 66		Regular
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
☒ V TO V ☐ V TO CF ☐ CF TO V ☒ CF TO CF		7375-3000			
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDE/OTR Operations School Headquarters Training Branch Operations Faculty			Washington, D.C.		
11. POSITION TITLE			12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
Instr Operations (14)			1314	D	
14. CLASSIFICATION SCHEDULE (GS, LB, IN,)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE	
GS		1712.32	14 5	\$17,198	
18. REMARKS					
C-09-54					
DATE SIGNED		DATE SIGNED			
23 Sept 66		14 Oct 66			
SPACE BELOW FOR EXCLUSIVE USE					
19. ACTION (YES)	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEREST CODE	24. MOOTHS CODE
1310		NUMERIC ALPHABETIC 07600 11R	75113		
25. DATE OF BIRTH	26. DATE OF MARRIAGE	27. DATE OF DEATH	28. DATE OF DEATH	29. DATE OF DEATH	30. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
31. DATE OF DEATH	32. DATE OF DEATH	33. DATE OF DEATH	34. DATE OF DEATH	35. DATE OF DEATH	36. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
37. DATE OF DEATH	38. DATE OF DEATH	39. DATE OF DEATH	40. DATE OF DEATH	41. DATE OF DEATH	42. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
43. DATE OF DEATH	44. DATE OF DEATH	45. DATE OF DEATH	46. DATE OF DEATH	47. DATE OF DEATH	48. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
49. DATE OF DEATH	50. DATE OF DEATH	51. DATE OF DEATH	52. DATE OF DEATH	53. DATE OF DEATH	54. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
55. DATE OF DEATH	56. DATE OF DEATH	57. DATE OF DEATH	58. DATE OF DEATH	59. DATE OF DEATH	60. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
61. DATE OF DEATH	62. DATE OF DEATH	63. DATE OF DEATH	64. DATE OF DEATH	65. DATE OF DEATH	66. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
67. DATE OF DEATH	68. DATE OF DEATH	69. DATE OF DEATH	70. DATE OF DEATH	71. DATE OF DEATH	72. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
73. DATE OF DEATH	74. DATE OF DEATH	75. DATE OF DEATH	76. DATE OF DEATH	77. DATE OF DEATH	78. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
79. DATE OF DEATH	80. DATE OF DEATH	81. DATE OF DEATH	82. DATE OF DEATH	83. DATE OF DEATH	84. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
85. DATE OF DEATH	86. DATE OF DEATH	87. DATE OF DEATH	88. DATE OF DEATH	89. DATE OF DEATH	90. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
91. DATE OF DEATH	92. DATE OF DEATH	93. DATE OF DEATH	94. DATE OF DEATH	95. DATE OF DEATH	96. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
97. DATE OF DEATH	98. DATE OF DEATH	99. DATE OF DEATH	100. DATE OF DEATH	101. DATE OF DEATH	102. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
103. DATE OF DEATH	104. DATE OF DEATH	105. DATE OF DEATH	106. DATE OF DEATH	107. DATE OF DEATH	108. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
109. DATE OF DEATH	110. DATE OF DEATH	111. DATE OF DEATH	112. DATE OF DEATH	113. DATE OF DEATH	114. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
115. DATE OF DEATH	116. DATE OF DEATH	117. DATE OF DEATH	118. DATE OF DEATH	119. DATE OF DEATH	120. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
121. DATE OF DEATH	122. DATE OF DEATH	123. DATE OF DEATH	124. DATE OF DEATH	125. DATE OF DEATH	126. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
127. DATE OF DEATH	128. DATE OF DEATH	129. DATE OF DEATH	130. DATE OF DEATH	131. DATE OF DEATH	132. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
133. DATE OF DEATH	134. DATE OF DEATH	135. DATE OF DEATH	136. DATE OF DEATH	137. DATE OF DEATH	138. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
139. DATE OF DEATH	140. DATE OF DEATH	141. DATE OF DEATH	142. DATE OF DEATH	143. DATE OF DEATH	144. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
145. DATE OF DEATH	146. DATE OF DEATH	147. DATE OF DEATH	148. DATE OF DEATH	149. DATE OF DEATH	150. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
151. DATE OF DEATH	152. DATE OF DEATH	153. DATE OF DEATH	154. DATE OF DEATH	155. DATE OF DEATH	156. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
157. DATE OF DEATH	158. DATE OF DEATH	159. DATE OF DEATH	160. DATE OF DEATH	161. DATE OF DEATH	162. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
163. DATE OF DEATH	164. DATE OF DEATH	165. DATE OF DEATH	166. DATE OF DEATH	167. DATE OF DEATH	168. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
169. DATE OF DEATH	170. DATE OF DEATH	171. DATE OF DEATH	172. DATE OF DEATH	173. DATE OF DEATH	174. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
175. DATE OF DEATH	176. DATE OF DEATH	177. DATE OF DEATH	178. DATE OF DEATH	179. DATE OF DEATH	180. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
181. DATE OF DEATH	182. DATE OF DEATH	183. DATE OF DEATH	184. DATE OF DEATH	185. DATE OF DEATH	186. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
187. DATE OF DEATH	188. DATE OF DEATH	189. DATE OF DEATH	190. DATE OF DEATH	191. DATE OF DEATH	192. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
193. DATE OF DEATH	194. DATE OF DEATH	195. DATE OF DEATH	196. DATE OF DEATH	197. DATE OF DEATH	198. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
199. DATE OF DEATH	200. DATE OF DEATH	201. DATE OF DEATH	202. DATE OF DEATH	203. DATE OF DEATH	204. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
205. DATE OF DEATH	206. DATE OF DEATH	207. DATE OF DEATH	208. DATE OF DEATH	209. DATE OF DEATH	210. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
211. DATE OF DEATH	212. DATE OF DEATH	213. DATE OF DEATH	214. DATE OF DEATH	215. DATE OF DEATH	216. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
217. DATE OF DEATH	218. DATE OF DEATH	219. DATE OF DEATH	220. DATE OF DEATH	221. DATE OF DEATH	222. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
223. DATE OF DEATH	224. DATE OF DEATH	225. DATE OF DEATH	226. DATE OF DEATH	227. DATE OF DEATH	228. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
229. DATE OF DEATH	230. DATE OF DEATH	231. DATE OF DEATH	232. DATE OF DEATH	233. DATE OF DEATH	234. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
235. DATE OF DEATH	236. DATE OF DEATH	237. DATE OF DEATH	238. DATE OF DEATH	239. DATE OF DEATH	240. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
241. DATE OF DEATH	242. DATE OF DEATH	243. DATE OF DEATH	244. DATE OF DEATH	245. DATE OF DEATH	246. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
247. DATE OF DEATH	248. DATE OF DEATH	249. DATE OF DEATH	250. DATE OF DEATH	251. DATE OF DEATH	252. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
253. DATE OF DEATH	254. DATE OF DEATH	255. DATE OF DEATH	256. DATE OF DEATH	257. DATE OF DEATH	258. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
259. DATE OF DEATH	260. DATE OF DEATH	261. DATE OF DEATH	262. DATE OF DEATH	263. DATE OF DEATH	264. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
265. DATE OF DEATH	266. DATE OF DEATH	267. DATE OF DEATH	268. DATE OF DEATH	269. DATE OF DEATH	270. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
271. DATE OF DEATH	272. DATE OF DEATH	273. DATE OF DEATH	274. DATE OF DEATH	275. DATE OF DEATH	276. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
277. DATE OF DEATH	278. DATE OF DEATH	279. DATE OF DEATH	280. DATE OF DEATH	281. DATE OF DEATH	282. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
283. DATE OF DEATH	284. DATE OF DEATH	285. DATE OF DEATH	286. DATE OF DEATH	287. DATE OF DEATH	288. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
289. DATE OF DEATH	290. DATE OF DEATH	291. DATE OF DEATH	292. DATE OF DEATH	293. DATE OF DEATH	294. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
295. DATE OF DEATH	296. DATE OF DEATH	297. DATE OF DEATH	298. DATE OF DEATH	299. DATE OF DEATH	300. DATE OF DEATH
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

(10 Nov 1-1000 1-1)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER										23 SEPTEMBER 1966	
2. NAME (Last, First, Middle)											
3. POSITION										4. EFFECTIVE DATE REQUESTED	
RESIGNATION										MONTH DAY YEAR 10 08 66	
5. CATEGORY OF EMPLOYMENT										REGULAR	
6. FUNDS										7. COST CENTER NO. CHARGEABLE	
V TO V										7135-0633	
CF TO V										8. LEGAL AUTHORITY (Completed by Office of Personnel)	
XX											
9. ORGANIZATIONAL DESIGNATIONS										10. LOCATION OF OFFICIAL STATION	
DDP/WH FOREIGN FIELD BRANCH 4											
11. POSITION TITLE										12. POSITION NUMBER	
OPS OFFICER										0084	
13. CAREER SERVICE DESIGNATION										D	
14. CLASSIFICATION SCHEDULE (GS, I.R., etc.)										15. OCCUPATIONAL SERIES	
GS										0136.01	
16. GRADE AND STEP										17. SALARY OR RATE	
14 5										17198	
18. REMARKS											
FROM: SAME											
WILL RESIGN EFFECTIVE CLOSE OF BUSINESS 8 OCTOBER 1966.											
1 - Security 1 - Finance											
C/WH/Personnel											
DATE SIGNED 26 Sept 66											
DATE SIGNED 17 Oct 66											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. NOTES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST			
45	10	NUMERIC ALPHABETIC			B	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.			
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. FORDERLICH CANCELLATION DATE	33. SECURITY RIG NO.	EOD DATA					
MO. DA. YR.		1-CR 2-CH 3-WEST	CODE	MO. DA. YR.							
34. PREVIOUS	35. SPY COMP DATA	36. LONG COMP DATA	37. CAREER CATEGORY	38. FIELD HEALTH INSURANCE	39. SOCIAL SECURITY NO.						
CODE	2-1001 1-1-PT 2-10 PT	MO. DA. YR.	CODE	CODE	CODE						
40. PREVIOUS EMPLOYMENT SERVICE DATA	41. LEAVE CAT	42. MEDICAL EXAM DATA	43. STATE TAX DATA	44. STATE TAX DATA							
CODE	1-NO PREVIOUS SERVICE 2-1-NO LEAVE IN SERVICE 3-1-NO LEAVE IN SERVICE 4-1-NO LEAVE IN SERVICE	CODE	CODE	CODE							
45. POSITION CONTROL CERTIFICATION											
10-17-66											
46. C/P APPROVAL											
DATE APPROVED											

FORM 1152 USE PREVIOUS EDITION

SECRET

PROPERTY
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

G 53

SECRET

(U New Edition Jan)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
XYP				21 February 1966	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 13 66		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V C TO V	V TO C C TO C	7. COST CENTER NO. CHARGE ABLE 6135-0633		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD UNASSIGNED			10. LOCATION OF OFFICIAL STATION 		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0000	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, E, B, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 5	17. SALARY OR RATE \$ 16,712		
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.					
19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. SWIFT CODE	21. OFFICE CODING NUMERIC ALPHABETIC 51623 WH 04041		22. STATION CODE	23. INTEGRITY CODE
24. HONORARY CODE	25. DATE OF BIRTH MO. DA. YR. 12 23 62	26. DATE OF GRACE MO. DA. YR. 12 19 65	27. DATE OF LHI MO. DA. YR.	28. SECURITY TIO NO.	29. SEX
30. VET. PREFERENCE CODE	31. LONG COMP. DATE MO. DA. YR.	32. LONG COMP. DATE MO. DA. YR.	33. CAREER CATEGORY CODE	34. FEDERAL HEALTH INSURANCE CODE	35. SOCIAL SECURITY NO.
36. PREVIOUS GOVERNMENT SERVICE DATA CODE	37. LEAVE CAT CODE	38. FEDERAL TAX DATA CODE	39. STATE TAX DATA CODE	40. STATE TAX DATA CODE	41. STATE TAX DATA CODE
42. POSITION CONTROL CERTIFICATION 0301-6615			43. OP APPROVAL See memo signed by DATE SIGNED 16 FEB 1966		
			DATE APPROVED 28 Feb 66		

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 25 APRIL 1963	
1. SERIAL NUMBER 7894 035155		2. NAME (Last-First-Middle) Smith, Joseph B.			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH 05 DAY 12 YEAR 63		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V V TO CF CF TO V ☒ CF TO CF			7. COST CENTER NO. CHARGEABLE 3135-5050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT			10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0651		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 3	
17. SALARY OR RATE \$ 13695 ✓					
18. REMARKS FROM: DDP/WH/2/BUENOS AIRES/BAF-848					
19A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i> ROBERT D. CASHMAN, C/WH/PERS			DATE SIGNED 4/25/63		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>
DATE SIGNED 29 Apr 63					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION NO. EMPLOYMENT CODE 37 10		20. OFFICE CODING NUMERIC 64658 ALPHABETIC WH		21. DATE OF BIRTH 04/04/1921	
22. DATE OF DEATH		23. DATE OF DEATH		24. DATE OF DEATH	
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SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 				2. NAME (Last, First-Middle) 	
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED MONTH 12 DAY 23 YEAR 62	
5. FUNDS V TO V V TO CF				6. CATEGORY OF EMPLOYMENT REGULAR	
7. COST CENTER NO. CHARGEABLE 3135-5050-1000				8. LEGAL AUTHORITY (Completed by Office of Personnel) 	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2				10. LOCATION OF OFFICIAL STATION 	
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0848	
13. CAREER SERVICE DESIGNATION D				14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS	
15. OCCUPATIONAL SERIES 0136.01				16. GRADE AND STEP 14 3	
17. SALARY OR RATE 15.695					
18. REMARKS FROM: SAME					
19. DATE SIGNED 18 Dec 62		20. SIGNATURE OF CAREER SERVICE APPROVING 		21. DATE SIGNED 18 Dec 62	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
22. ACTION CODE 22		23. EMPLOY CODE 10		24. OFFICE CODE 64650	
25. DATE OF BIRTH 12/23/62		26. DATE OF GRAD 12/23/62		27. DATE OF ACT 12/23/62	
28. DATE EXPIRES 180		29. RESERVATION DATA 180		30. DEPARTMENTAL DATA 180	
31. YET PREFERENCE 180		32. SOCIAL SECURITY NO. 180		33. HEALTH INSURANCE 180	
34. PREVIOUS EMPLOYMENT SERVICE DATA 180		35. FEDERAL TAX DATA 180		36. STATE TAX DATA 180	
37. POSITION CONTROL CERTIFICATION 180		38. DATE APPROVED 18 Dec 62		39. SIGNATURE OF APPROVING OFFICIAL 	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 5 April 1962	
1. SERIAL NUMBER 036455		2. NAME (Last-First-Middle) Smith, Joseph O			
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT <i>Call</i>			4. EFFECTIVE DATE REQUESTED MONTH 05 DAY 27 YEAR 62		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V V TO CF X CF TO CF			7. COST CENTER NO. CHARGEABLE 2135-5050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION			10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA		
11. POSITION TITLE OPERATIONS OFFICER (D)			12. POSITION NUMBER *RAF-848		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (UN, LP, etc.) GS (12)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 455	
17. SALARY OR RATE 41.675					
18. REMARKS C - 09/54 *Personal rank assignment in accordance with HR 20-21b.(2) for a maximum period of two years. The only qualified person available for assignment to a position which must be filled immediately. <i>Approved for Chairman, Pnc</i> <i>Charles W. Casen</i> <i>25 Apr '62</i>					
19A. SIGNATURE OF REQUESTER <i>[Signature]</i> P. C. BOWERS C/WH/Personnel			19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION NO. (INITIALS) 13 10		21. OFFICE ADDRESS 64450 WH		22. DATE OF ACTION 10/21/61	
23. DATE OF ACTION 3		24. DATE OF ACTION 06/16/61		25. DATE OF ACTION 10/22/61	
26. DATE OF ACTION 08/29/61		27. DATE OF ACTION 10/22/61		28. DATE OF ACTION 10/22/61	
29. DATE OF ACTION 10/22/61		30. DATE OF ACTION 10/22/61		31. DATE OF ACTION 10/22/61	
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266. DATE OF ACTION 10/22/61		267. DATE OF ACTION 10/22/61		268. DATE OF ACTION 10/22/61	
269. DATE OF ACTION 10/22/61		270. DATE OF ACTION 10/22/61		271. DATE OF ACTION 10/22/61	
272. DATE OF ACTION 10/22/61		273. DATE OF ACTION 10/22/61		274. DATE OF ACTION 10/22/61	
275. DATE OF ACTION 10/22/61		276. DATE OF ACTION 10/22/61		277. DATE OF ACTION 10/22/61	
278. DATE OF ACTION 10/22/61		279. DATE OF ACTION 10/22/61		280. DATE OF ACTION 10/22/61	
281. DATE OF ACTION 10/22/61		282. DATE OF ACTION 10/22/61		283. DATE OF ACTION 10/22/61	
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332. DATE OF ACTION 10/22/61		333. DATE OF ACTION 10/22/61		334. DATE OF ACTION 10/22/61	
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341. DATE OF ACTION 10/22/61		342. DATE OF ACTION 10/22/61		343. DATE OF ACTION 10/22/61	
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362. DATE OF ACTION 10/22/61		363. DATE OF ACTION 10/22/61		364. DATE OF ACTION 10/22/61	
365. DATE OF ACTION 10/22/61		366. DATE OF ACTION 10/22/61		367. DATE OF ACTION 10/22/61	
368. DATE OF ACTION 10/22/61		369. DATE OF ACTION 10/22/61		370. DATE OF ACTION 	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								5 April 1962	
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
RESIGNATION						MONTH DAY YEAR 05 13 62		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
								2235-1000-1000			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 1						WASHINGTON, D. C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPERATIONS OFFICER (1)						BO 505		D			
14. CLASSIFICATION SCHEDULE (GS, LP, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR PAY					
GS		(1)		0136.01		13		11675			
18. REMARKS											
RECEIVED CPS APR 16 1962											
DATE SIGNED				SIGNATURE OF CAREER SERVICE APPROVING				DATE SIGNED			
								20 April 1962			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE COUNCIL		22. POSITION CODE		23. INTEREST CODE		24. STATUS CODE	
45		10									
25. DATE OF BIRTH		26. DATE OF DEATH		27. DATE OF LEAVE		28. DATE OF ENTRY		29. DATE OF DEPARTURE		30. DATE OF REENTRY	
31. SPECIAL REFERENCE		32. EMPLOYMENT DATA		33. SEPARATION DATA		34. EMPLOYMENT/CONTINUATION DATA		35. SOCIAL SECURITY NO.		36. STATE	
		1 - CSC 2 - FICA 3 - NONE		10000931							
37. NET. PREFERENCE		38. SERV. COMP. DATE		39. LEAVE COMP. DATE		40. MIL. SERV. CREDIT/NO.		41. HEALTH INSURANCE		42. SOCIAL SECURITY NO.	
CODE		CODE		CODE		CODE		CODE		CODE	
1 - NONE 2 - 5 yr. 3 - 10 yr.		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
43. PREVIOUS GOVERNMENT SERVICE DATA		44. LEAVE DATA		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. FORM EMPLOYED		48. STATE CODE	
CODE		CODE		CODE		CODE		CODE		CODE	
1 - NO PREVIOUS SERVICE 2 - NO SERV. IN SERVICE 3 - SERV. IN SERVICE LESS THAN 12 MOS 4 - SERV. IN SERVICE MORE THAN 12 MOS		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
49. POSITION CONTROL CERTIFICATION						50. O.P. APPROVAL					

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:
(Date)

MY LAST WORKING DAY WILL BE

DATE SIGNED

S

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO

(State)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE
 Major Component (Director, Deputy Director, etc.)
 Office, Major Staff, etc.
 Division or Staff (subordinate to first line)
 Branch
 Section
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED																																																																																																																	
1. SERIAL NUMBER						25 August 1961																																																																																																																	
2. NAME (Last-First-Middle)																																																																																																																							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT																																																																																																																	
REASSIGNMENT				MONTH DAY YEAR 09 15 61		REGULAR																																																																																																																	
6. FUNDS				7. POST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)																																																																																																																	
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GS (14)				0136.01		13 4 \$11415																																																																																																																	
16. REMARKS																																																																																																																							
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SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 19 July 1961	
1. SERIAL NUMBER		2. NAME (Last-First-Middle) 					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH 06 DAY 27 YEAR 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 1 				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.			
11. POSITION TITLE OPS OFFICER (D)				12. POSITION NUMBER 10-459		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LH, etc.) GS (13)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 4		17. SALARY OR RATE \$11415	
18. REMARKS (FROM: DDP) 3 1 copy to Security. <i>Pulson date to WH Sec 5 Sept 61</i> Security Approval Granted by Pers. SD/OS <i>7/20/61</i> 							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NOMINAL 4 x 360 ALPHABETIC WHT	22. STATION CODE 75013	23. WESLEY CODE	24. HOURS CODE 1	25. DATE OF BIRTH 	26. DATE OF DEATH
27. DATE EXPIRES MO. DA. YR.	28. SPECIAL REFERENCE 1 - C 2 - F 3 - F 4 - W	29. RETIREMENT DATA 1 - C 2 - F 3 - F 4 - W	30. SEPARATION DATA CODE	31. SEPARATION DATA CODE	32. SEPARATION DATA CODE	33. SEPARATION DATA CODE	34. SEPARATION DATA CODE
35. RET. PREFERENCE CODE 1 - NONE 2 - 5 YR. 3 - 10 YR.	36. SERV. EMP. DATE MO. DA. YR.	37. LEAVE COMP. DATE MO. DA. YR.	38. MIL. SER. CREDITED CODE 1 - YES 2 - NO	39. MIL. SER. CREDITED CODE 1 - YES 2 - NO	40. MIL. SER. CREDITED CODE 1 - YES 2 - NO	41. MIL. SER. CREDITED CODE 1 - YES 2 - NO	42. MIL. SER. CREDITED CODE 1 - YES 2 - NO
43. PREVIOUS GOVERNMENT SERVICE DATA CODE 1 - NO PREVIOUS SERVICE 2 - NO OTHER IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MOS) 4 - BREAK IN SERVICE (MORE THAN 12 MOS)	44. MIL. SER. CREDITED CODE 1 - YES 2 - NO	45. MIL. SER. CREDITED CODE 1 - YES 2 - NO	46. MIL. SER. CREDITED CODE 1 - YES 2 - NO	47. MIL. SER. CREDITED CODE 1 - YES 2 - NO	48. MIL. SER. CREDITED CODE 1 - YES 2 - NO	49. MIL. SER. CREDITED CODE 1 - YES 2 - NO	50. MIL. SER. CREDITED CODE 1 - YES 2 - NO
51. APPROVAL							

REQUEST FOR PERSONNEL ACTION

12 Sept. 1960

1. Serial No.			2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref. None-0 5 Pt-1 10 Pt-9			5. Sex M 1			6. CS - EOB Mo. Da. Yr.					
															09 17 51					
7. SCD			8. CSC Retmt.			9. CSC Or Other Legal Authority			10. Apmt. Allidav.			11. FEGLI			12. LCD			13. mil. serv. LEO		
Mo. Da. Yr.			Yes-1 No-2			Code			Mo. Da. Yr.			Yes-1 No-2			Code			Mo. Da. Yr.		
10 03 48			1			50 USCA 403									09 17 51			2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP				4230		WASH., D.C.				75013	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - USfld - Frn.		OPS OFFICER				0399		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 4		11415		D		10 09 55		10 01 61		0221 1000 1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		37		10 01 60		Regular		10			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP				4230		Wash., D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - USfld - Frn.		Ops Officer				356		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		11415		D -		10 09 55		10 01 61		1221-1000-1000	

OF REQUEST

B. For Additional Information Call (Name & Telephone Ext.)
Betty R. Weyland x 3625

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Record				9/21/60		Placement					
B. Pay Control				9/21/60							
C. Classification						Approved By					
Remarks Action to correct slotting.											

V to V		V to UV		SECRET (When Filled In)	COPY REQUEST FOR PERSONNEL ACTION				DATE PREPARED				
UV to V		UV to UV						Mo	Da	Yr			
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vet. Pref.		5. Sex		6. C/S/G/O		
					Mo. Da. Yr.		None-0 5 Pt-1 10 Pt-2		M A		Mo Da Yr		
7. SCD		8. CSC Grade		9. CSC Or. Other Legal Authority		10. Appt. Authority		11. FEGLI		12. LCD		13. Mo. Term Code 100	
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.	
10 03 48		1		50 USCA 403 J				1 09 17 51		2			

CURRENT ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP FE Branch 3 PP Section				5161						57557	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - USMA - Figs -		Code		Ops Off		0710		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.	
13 4		5 10610		DP		10 09 55		10 05 58		8 3780 55 006	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment & Transfer to Vouchered Funds		02		05 18 60		Regular		01			

PROPOSED ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP				4230		Wash., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - USMA - Figs -		Code		Ops Officer		0399		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.	
13 4		5 10610		D		10 09 55		10 01 61		0221 1000 1000	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved	

CLEARANCES

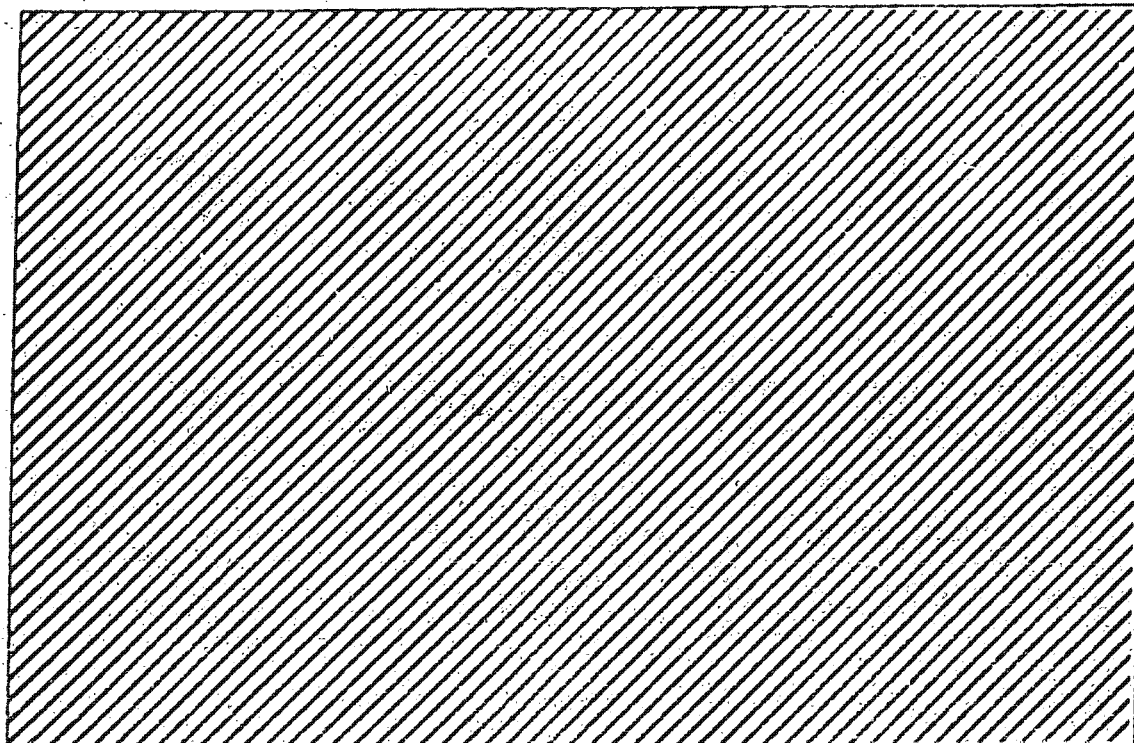
Clearance		Signature		Date		Clearance		Signature		Date	
A. Copying						D. Placement					
B. For Control						E. Approved By					
C. Classification											

Two copies to Security:

CONCUR:

☐ Continued ☐ Reverse Side

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
		59-44D

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 16 September 1958

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

DATE OF NOTICE	SIGNATURE OF	
28 DEC 1959		
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

REQUEST FOR PERSONNEL ACTION

3 February 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Var. Pmt.	5. Sex	6. C. Code
		Mo. Da. Yr.	None/1 5 Pr-1 10 Pr-2		Mo. Da. Yr.
7. SCD	8. CSC Rmt.	9. CSC Or Other Legal Authority	10. Appt. Allid.	11. FGLI	12. LEO
Mo. Da. Yr.	Yes-1 No-2		Mo. Da. Yr.	Yes-1 No-2	Mo. Da. Yr.

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DP FE OR 3 OFFICE OF THE CHIEF	121	MOBILE, ALA.	12019
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. - USMID - Frig -	ASCA OPS OF OFFICE	332	GS 0136.31
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
GS-7	\$		Mo. Da. Yr.
			25. PSI Due
			Mo. Da. Yr.
			26. Appropriation Number
			370, 20

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Code
Reassignment (V to UV)	05	02 07 58	OK P- FE Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE Branch 3 - FP Section	5161		57557
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. - USMID - Frig -	Ops OFF (FP)	710	GS 0136.31
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
GS-7	\$		Mo. Da. Yr.
			42. Appropriation Number
			8-3780-55-006

SOURCE OF REQUEST

A	C. Request Approved By Signature And Title
S.	1450833 P. OPS

CLEARANCES

Clearance	Signature	Date	Clearance	Signature
A. Career Board			D. Placement	
B. Post Control			E.	
C. Classification			F. Approved By	

Remarks 2 copies to Security.

W44 Du attended

Done by Matt
8 Feb 58 10-28-58

(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME:

ACE:

DATE: 3 FEB 1958

AND DUTIES: OPS OFF (PP).

DD/P UNIT: FE
REASSIGNMENT

DESIGNATION: DP

PRESENT GRADE: GS-13.

PRESENT T/O SLOT: BF-3369
NUMBER AND GRADE: GS-14

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-14

CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH.

PROPOSED T/O SLOT: BFF-710
NUMBER AND GRADE: GS-14

WARFARE SEMINAR, F&S BRIEFING, BOC,
CPO, OC,

PROPOSED T/O SLOT: BFF-710
NUMBER AND GRADE: GS-14

EDUCATION: 1943 HARVARD, AB IN HISTORY; 1943-44 YALE, 36 SEM HRS IN FE
POLITICS; 1947-48 JOHNS HOPKINS, 6 SEM HRS GOVT; 1950 U OF PENN, MA IN
LANGUAGE PROFICIENCY: JAPANESE-LIMITED; GERMAN-LIMITED HISTORY

ASSESSSED:

NOTE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46 JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51 ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

RECOMMENDED BY:

CONCURRENCES:

CFE/3

RECOMMENDATION OF CAREER SERVICE BOARD:

Classify According
To Control.

REQUEST FOR PERSONNEL ACTION 24 JAN 1957															
1. Serial No.		2. Name (Last-First-Middle)				3. Date of Birth		4. Nat. Prot.		5. Sex		6. CS - EOD			
						Mo Da Yr		Mo Da Yr		M		Mo Da Yr			
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority				10. Appr. Aff. Code		11. FLCL		12. LCD		13. LCP	
Mo Da Yr		Yes - 1 No - 2						Mo Da Yr		Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location of Official Station				Station Code	
DDP/FE Branch 5 Office of the Chief						Washington, D.C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Code		Area Ops Off (Ch)				302		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date of Grade		25. Pst. Code		26. Appropriation Number	
13 2		\$9205.00		DP		Mo Da Yr		Mo Da Yr		B-3700-20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment				Mo Da Yr		Regular					

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location of Official Station				Station Code	
DDP/FE Branch 5 Office of the Chief				5121		Washington, D.C.				75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Code		Area Ops Off (D Br Ch)				302		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date of Grade		42. Pst. Code		43. Appropriation Number	
13 2		\$9205.00		DP		Mo Da Yr		Mo Da Yr		B-3700-20	
SOURCE OF REQUEST						C. Request Approved By (Signature And Title)					
Call (Name & Telephone Ext.)						5 NOV 1957					
X 2957						CLEARANCES					
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Pos. Control		13		11/12/57		E. Approved By		Robert W. Smith		6 NOV 1957	
C. Classification											
Remarks											

SECRET

(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME: AGE:

DATE: 26 SEP 57

STATION WASHINGTON, D.C.

AND DUTIES: AREA OPS OFF
(D BR CH)DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER

DESIGNATION: DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE

SEMINAR, F&S BRIEFING, BOC, CFO, OC,

PRESENT T/O SLOT

NUMBER AND GRADE:

BF-303

GS-13/14

PROPOSED T/O SLOT

NUMBER AND GRADE:

BF-3369

GS-14

EDUCATION: AB IN HISTORY, 1943, HARVARD; 36 SEM HRS IN FE POLITICS,
1943-44, YALE; 6 SEM HRS GOV, 1947-48, JOHN HOPKINS; MA, HISTORY, U OF PENN
LANGUAGE PROFICIENCY: JAPANESE - LIMITED; 1950

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46, JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51, ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

RECOMMENDED BY:

CONCURRENCES:

CFE/5

RECOMMENDATION OF CAREER SERVICE BOARD:

MAIL ROOM

FORM NO. 965
1 MAR 57

SECRET

OFFICE OF PERSONNEL

S-E-C-R-E-T

This Notice Expires 3 October 1957

**CLANDESTINE SERVICES
NOTICE NO. 1-138**

CSN NO. 1-138

**ORGANIZATION
3 September 1957**

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the appointment, effective
3 September 1957, of [] as Chief, FE/5, vice
[], Acting Chief. [] has resumed
his position of Deputy Chief, FE/5.

**FRANK G. WISNER
Deputy Director (Plans)**

Released by:
Richard Helms
Chief of Operations

S-E-C-R-E-T

~~S-E-C-R-E-T~~

This Notice Expires 2 September 1957

CLARESTONE SERVICES
NOTICE NO. 1-131

CSN NO. 1-131

ORGANIZATION
7 August 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 5 August 1957,
of [] as Acting Chief, FE/S, vice []
reassigned.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

~~S-E-C-R-E-T~~

FE/PT

S-E-C-R-E-T

This Notice expires 15 May 1957

AMENDMENT TO
FE NOTICE NO. 1-46

ORGANIZATION
20 March 1957

PAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

The designation of [redacted] as Acting Deputy Chief,
FE/5 is effective 1 April 1957.

[redacted]
ALFRED C. ULLER, JR. ✓
Chief, Par East Division

Distribution:
FE Staffs and Branches
SSA/DEG
RI

S-E-C-R-E-T

S-E-C-R-E-T

This Notice expires 15 May 1957

FE NOTICE NO. 1-46

ORGANIZATION
20 March 1957

FAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

Effective 15 April 1957, [redacted] is designated Acting
Deputy Chief, FE/5, vice Mr. [redacted] reassigned.

[redacted]
ALFRED C. ULMER, JR.,
Chief, Far East Division

Distribution:

FE Staffs and Branches
SMA/ENG
RI

S-E-C-R-E-T

STANDARD FORM 52 PREPARED BY THE U. S. CIVIL SERVICE COMMISSION 4000 MARYLAND AVENUE, WASHINGTON, D. C. 20540 REQUEST FOR PERSONNEL ACTION		UNVOUCHERED VOUCHERED	
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		4. DATE OF REQUEST	
Reassignment		14 Nov. 56	
B. POSITION (Specify whether establish, change grade or title, etc.)		5. EFFECTIVE DATE A. PROPOSED:	
FROM: Ops Officer (PP) BFF-923		TO: Area Ops Officer (Ch) BF-303/13	
GS-0136.31-13 \$8990.00 P/A		GS-0136.01-13 \$8990.00 P/A	
DDP/FE Branch 5		DDP/FE Branch 5	
10. POSITION TITLE AND NUMBER		11. HEADQUARTERS	
12. SERVICE GRADE AND SALARY		Office of the Chief Washington, D.C.	
13. ORGANIZATIONAL DESIGNATIONS		14. FIELD OR DEPARTMENTAL	
15. FIELD ☒ DEPARTMENTAL ☐		16. FIELD ☐ DEPARTMENTAL ☒	
A. REMARKS (Use reverse if necessary)			
TRANSFER OF FUNDS UNVOUCHERED TO VOUCHERED W/ ATTACHED 2 copies to Security			
B. REQUEST APPROVED BY:		C. REQUEST APPROVED BY:	
Signature: _____		Signature: _____	
Title: _____		Title: _____	
17. VETERAN PREFERENCE		18. POSITION CLASSIFICATION ACTION	
NONE ☐ 5 PT. ☐ 10 PT. ☐ DISAB. ☐ OTHER ☒		NEW ☐ VICE ☐ I. A. ☐ REAL ☐	
19. APPROPRIATION		20. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	
FROM: 7-3745-55-012 TO: 7-3700-20		YES ☒ NO ☐	
21. STANDARD FORM 50 REMARKS		22. LEGAL RESIDENCE	
FIELD 0-4 FIELD 0-4		CLAIMED ☐ PROVED ☐	
23. CLEARANCES		24. INITIAL OR SIGNATURE	
A. _____		DATE _____	
B. CEIL. OR POS. CONTROL		REMARKS	
C. CLASSIFICATION		_____	
D. PLACEMENT OR ENPL.		_____	

SECRET

DD/P PERSONNEL DATA SHEET

NAME:

AGE:

DATE: 14 Sept 56

STATION: Washington, D.C.

AND DUTIES: Area Ops. Off. (Ch.) DD/P UNIT: FE

PRIMARY CAREER

DESIGNATION: SD:DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

PRESENT T/O SLOT BPF-923

NUMBER AND GRADE GS-13

CIA TRAINING: Orient. 2-5 Oct 51; Basic Psych. Warfare Seminar - May 52; Advanced Basic Psych Warfare Seminar - November 52.

PROPOSED T/O SLOT: BF-303

NUMBER AND GRADE: GS-13/14

EDUCATION: 1940-43 - A.B. Harvard University - History, Govt., Economics
1943-44 - Yale, Far East Japanese, Certificate
January 1950 - U. of Pennsylvania, History - M.A.

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SCU-OSS):

1943-1946 - U.S. Army, Cpl., MIS Japanese Language Specialist

1946-1951 - Asst. Professor of History, Eickenson College, Pennsylvania

RECOMMEND BY:

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject Prom., GS-13, 9 October 1955
Rank In Grade - 61st of 95

Approved 11/20/1955

SECRET

STANDARD FORM 52 PROVIDED BY THE U. S. AIR FORCE PERSONNEL ADJUTANT GENERAL, WASHINGTON, D. C. REPLACES FORM 52, 1-55		SECRET		UNVOUCHERED																		
REQUEST FOR PERSONNEL ACTION																						
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and 6B in separation data on reverse.																						
1. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname) 		2. DATE OF BIRTH 		3. REQUEST NO. 		4. DATE OF REQUEST 30 Aug. 56																
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Conversion				6. EFFECTIVE DATE A. PROPOSED: C.O.B. 25 Aug. 1956 B. APPROVED:		7. C.S. OR OTHER LEGAL AUTHORITY 																
8. POSITION (Specify whether establish, change grade or title, etc.) 				9. POSITION TITLE AND NUMBER Ops Officer (PP) BFF-923 Info. Officer GS-0136.31-13 \$8990.00 P/A \$8015.00 P/A DDP/FE Branch 5				10. SERVICE, GRADE AND SALARY GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5														
11. ORGANIZATIONAL DESIGNATIONS 		12. HEADQUARTERS 		13. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL		14. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL																
15. REMARKS (Use reverse if necessary) 																						
16. REQUEST APPROVED BY Signature: _____ Title: _____																						
17. VETERAN PREFERENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NAME</td> <td style="width: 33%;">OTHER</td> <td style="width: 33%;">10 POINT</td> </tr> <tr> <td></td> <td></td> <td>10000 OTHER</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> </table>				NAME	OTHER	10 POINT			10000 OTHER			X	18. PERSON CLASSIFICATION ACTION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NEW</td> <td style="width: 33%;">AND</td> <td style="width: 33%;">REAL</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				NEW	AND	REAL			
NAME	OTHER	10 POINT																				
		10000 OTHER																				
		X																				
NEW	AND	REAL																				
19. SEX M ☒ F ☐				20. APPROPRIATION FROM 7-3745-55-042 TO Same		21. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes																
22. DATE OF APPOINTMENT AFFIDAVIT (ACCESSING ONLY) 		23. LEGAL RESIDENCE ☐ CLAIMED ☒ PROVED STATE: 711		24. STANDARD FORM 50 REMARKS 																		
Contained in by 0001-K 31 AUG 1956																						
25. CLEARANCES A. _____ B. CHL. ON POS. CONTROL _____ C. CLASSIFICATION _____ D. PLACEMENT ON EMP. _____ E. _____		INITIAL OR SIGNATURE W.L.H. J. H. M.		DATE 31 Aug 56		REMARKS 																
F. APPROVED BY 		31 Aug 1956																				

SECRET

STANDARD FORM 52 MODIFICATION BY THE U. S. CIVIL SERVICE COMMISSION 20 MARCH 1954 - FEDERAL PERSONNEL MANUAL, CHAPTER IV		UNVOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr - Miss - Mrs. - One given name, initial(s), and surname) 		2. DATE OF BIRTH 	
3. REQUEST NO. 		4. DATE OF REQUEST 5 Aug. 55	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE A. PROPOSED: 	
B. POSITION (Specify whether establish, change grade or title, etc.) 		7. C. R. OR OTHER LEGAL AUTHORITY 	
FROM - Ops Officer (PP) BFF-923-12 GS-0136.31-12 \$7200.00 P/A DDP/FE Branch 5 		TO - Ops Officer (PP) BFF-923-13 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5 	
8. POSITION TITLE AND NUMBER 		9. SERVICE, GRADE, AND SALARY 	
10. ORGANIZATIONAL DESIGNATIONS 		11. HEADQUARTERS 	
12. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL		13. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL	
14. REMARKS (Use reverse if necessary) Pers. Data Sheet, Recommendation, Job Description and Fitness Report attached.			
15. VETERAN PREFERENCE NONE ☐ WWI ☐ OTHER ☒ 10 POINT DISAB ☐ OTHER ☐		16. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ L.A. ☐ REAL ☐	
17. APPROPRIATION FROM: 6-3745-55-042 TO: Same		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSION ONLY) 		20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:	
21. STANDARD FORM 50 REMARKS 			
Approved SEP 13 1955			
22. CLEARANCES A.		INITIAL OR SIGNATURE 	
B. CEIL OR POS CONTROL 		DATE 	
C. CLASSIFICATION 		REMARKS: 	
D. PLACEMENT OR EMPL. 			
E.			
F.			

20 Sept 55

SECRET

DD/P

PERSONNEL DATA SHEET

NAME: AGE:

DATE: 9 September 1955

AND DUTIES: Ops Officer

DD/P UNIT: FE

PRIMARY CAREER

DESIGNATION: PP

PRESENT GRADE: GS-12

PRESENT T/O SLOT BFF-923

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-12/13

CIA TRAINING: Orientation 2-5 Oct 51

Basic Psychological Warfare Seminar - May 52

PROPOSED T/O SLOT BFF-923

Advanced " " " " - Nov 52

NUMBER AND GRADE: GS-12/13

EDUCATION: 1940 - 1943, A.B. Harvard U, History, Government, Economics

1943 - 1944, Yale, Far East Japanese, Certificate

January 1950, A.M., U of Pennsylvania, History

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943 - 1946, U.S. Army, Cpl, MIS Japanese language specialist

1946 - 1951, Ass't Professor of History, Eickenson College, Pennsylvania

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

RECOMMENDED BY:

CONCURRENCES:

Chief, FE/5

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject promoted GS-12,
26 April 1955

26 55 11 01 VII.22

OFFICE OF PERSONNEL

SECRET

SECRET

MEMORANDUM FOR: FE/Personnel

FROM : Chief, FE/S

SUBJECT : Promotion of [REDACTED]

1. [REDACTED] holds the position of senior KUCASE officer in the [REDACTED]

2. The position that [REDACTED] occupies calls for a considerable degree of initiative, diplomacy and resourcefulness. [REDACTED] has demonstrated that he possesses these qualities having displayed sound judgement in dealing with a service where many policy problems have to be met and solved. In addition, as will be noted from the attached recommendation from the field, [REDACTED]

3. Attached is a job description for [REDACTED] which illustrates in more detail the special requirements necessary for the position which he has so ably filled since April 1st of 1964.

4. [REDACTED] is recommended for promotion to GS-13.

[REDACTED]
Chief, FE/S

SECRET

STANDARD FORM 52 FORM 52 OF THE U. S. GOV. SERVICE (PERSONNEL) SUBJECT: PERSONNEL SUBTITLE: CHARTER 21		SECRET		UNVOUCHERED	
REQUEST FOR PERSONNEL ACTION Information					
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.					
1. NAME (Mr. - Miss - Mrs. - One given name, initials, and surname)		2. DATE OF BIRTH		3. REQUEST NO.	
				17 Aug 53	
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment				5. EFFECTIVE DATE A. PROPOSED: 20 Dec 53 B. APPROVED:	
6. POSITION (Specify whether establish, change grade or title, etc.)				7. C. S. OR OTHER LEGAL AUTHORITY	
FROM - Operations Officer (FV) OS-132-12 \$7040.00 p/a DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.		BF-93 A. POSITION, TITLE AND NUMBER B. SERVICE, GRADE, AND SALARY C. ORGANIZATIONAL DESIGNATIONS D. HEADQUARTERS E. FIELD OR DEPARTMENTAL		TO - Intelligence Officer (FV) S-5-12 OS-12 \$7040.00 p/a DDP/FE Political & Psychological Warfare Washington, D. C.	
☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL			
A. REMARKS (Use reverse if necessary) Slot #5 (OS-13 slot) Transfer TO Unvouchered Funds FROM Vouchered Funds					
		C# 1074		D. REQUEST APPROVED	
nel Officer (phone extension)		Signature: _____		Title: PP/CS	
11. VETERAN PREFERENCE NONE ☐ WWI ☐ OTHER ☐ S. P. ☐ 15-YEAR ☐ DISAB. ☐ OTHER ☐		12. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ T. A. ☐ REAL ☐			
13. SLX N W		14. APPROPRIATION FROM: 4-3700-20 TO: 4-3745-55-042		15. DATE OF APPOINTMENT AFFIDAVIT (ACCESSION ONLY) ☐ CLAIMED ☐ PROVED STATE:	
16. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)					
17. STANDARD FORM 50 REMARKS E date 2. K. per FE. J. 2/14/53 JH					
22. CLEARANCES		INITIAL OR SIGNATURE		DATE	
A.					
B. CEIL. OR POS. CONTROL					
C. CLASSIFICATION					
D. PLACEMENT OR EMPL.		07.			
E.					
F. APPROVED BY					
SECRET					

Wing 1 CW - 2/2005-6

STANDARD FORM 52
PROPERTY OF THE
U. S. GOVERNMENT
PRINTING OFFICE: 1967 O - 348-000
GSA GEN. REG. NO. 27

REQUEST FOR PERSONNEL ACTION **SECRET** UNVOUCHERED

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 17 Aug 53
5. NATURE OF ACTION REQUESTED: A. PLACEMENT (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM Operations Officer (PW) EF-93 GS-12-12 \$7040.00 p/a DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.	9. POSITION TITLE AND NUMBER	TO Intelligence Officer (PW) S-5-12 GS-12 \$7040.00 p/a DDP/FE Aug 53
10. FIELD ☐ DEPARTMENTAL ☒	11. SERVICE GRADE AND SALARY	12. FIELD OR DEPARTMENTAL ☒ FIELD ☐ DEPARTMENTAL
13. ORGANIZATIONAL DESIGNATIONS		
14. HEADQUARTERS		

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

C#1074

B. REQUESTED BY (Name and title) VN Personnel Officer		D. REQUEST APPROVED BY	
C. (Name and telephone extension) slon 3457		Signature: _____ Title: _____	

15. VETERAN PREFERENCE NONE ☐ WARR ☐ 10 POINT ☐ DEAD ☐ OTHER ☐		16. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☐ REEL ☐	
17. APPROPRIATION FROM 71-3700-20 TO 71-3745-55-012	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF ANNUITY-VEST AFFIDAVIT (ACQUISITION ONLY)	20. LEGAL RESIDENCE CLAIMED ☐ PROVED ☐ STATE: _____

21. STANDARD FORM 52 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CTR. OR PCT. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			

F. APPROVED BY

SECRET
Security Information

SECRET
Security Information

PP Career Service Officer

1 Sept 1953

Chief, FE

Transfer of

1. Request for transfer of subject from the FE Division PP Staff T/O to the T/O of FE Branch 5 in order that he may be assigned as Senior PP Officer was made 17 August 1953. The Branch was notified that no action would be taken until indication was given regarding Subject's fulfillment of training requirements.

2. Subject has satisfied Phase I by virtue of his 2 years' experience. He will undertake to complete his training beginning 5 October 1953 on which date he has been enrolled in the Phase II Course.

GEORGE E. AURELL

FE-5/

Distribution:

- 2 - PP Career Serv. Officer
- 2 - FE/5

Note: Request for reassignment approval was received by PP/CSO on 24 August 1953. FE Division was notified of training requirements on 25 August 1953. This memorandum was received on 3 September and forwarded to FDC on 4 September 1953.

PP/CS

SECRET
Security Information

STANDARD FORM 52 FORM 52 OF 1962 U. S. CIVIL SERVICE COMMISSION PERSONNEL ACTION - PROMOTION, SEPARATION, ETC. REASON (S) CITED IN		SECRET SECURITY INFORMATION		VOLUNTEERED FUNDS	
REQUEST FOR PERSONNEL ACTION					
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6R and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.					
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH		3. REQUEST NO.	
Joseph B. SMITH				27 Mar 53	
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)			5. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY
Promotion					
8. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED:		27 Mar 53
FROM: Operations Officer (PW) EF-93-11		POSITION TITLE AND NUMBER		TO: Operations Officer (PW) EF-93	
GS-132-11 \$5940.00 p/a		9. SERVICE, GRADE, AND SALARY		GS-132-12 \$7040.00 p/a	
LDP/FE		10. ORGANIZATIONAL DESIGNATIONS		DDP/FE	
Political & Psychological Warfare Staff				same	
Political & Psychological Warfare Section		11. HEADQUARTERS		same	
Washington, D.C.				same	
☐ FIELD ☒ DEPARTMENTAL		12. FIELD OR DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)					
Position description is attached.					
B. REQUESTED BY (Name and title)			D. REQUEST APPROVED BY		
Kathryn J. Rex, Personnel Officer			Signature: <i>Kathryn J. Rex</i>		
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			Title: Personnel Officer		
Mary Lee Mitchell 3287 - 2314					
13. VETERAN PREFERENCE			14. POSITION CLASSIFICATION ACTION		
NONE ☐ WWI ☐ OTHER ☐ S.P.T. ☐ 15. POINT ☐			SEN ☐ VICE ☐ I.A. ☐ REAL ☐		
15. SEX ☐ 16. RACE ☐			17. APPROPRIATION		
FROM: 3700-20			18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		
TO: 8212			19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)		
20. LEGAL RESIDENCE			21. STANDARD FORM 50 REMARKS		
☐ CLAIMED ☐ PROVED			STATE:		
22. CLEARANCES					
A.		INITIAL OR SIGNATURE		DATE	
B. CEIL OR FCS CONTROL		11			
C. CLASSIFICATION					
D. PLACEMENT OR ENPL		H.P. WISE		4/10/53	
E.					
F. APPROVED BY					
THOMAS H. POWELL 13 Apr 53 SECRET					

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PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME 		REQUESTED EFFECTIVE DATE 30 Mar			
NATURE OF ACTION Reassignment Promotion		OTHER LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:			
FROM		TO			
TITLE Intelligence Officer		C/O Intelligence Officer			
GRADE AND SALARY GS-9 \$5060.00 p/a		GS-11 \$5940.00 p/a			
OFFICE OPC		OPC			
DIVISION FE		FE			
BRANCH AND SECTION Plans Branch Slot 521		Plans and Operations Br. Psychological Warfare Unit			
OFFICIAL STATION Washington, D. C.		Washington, D. C.			
DEPARTMENTAL ☒ FIELD ☐		DEPARTMENTAL ☒ FIELD ☐			
REMARKS: (Slot 521) JK		132 # 1389			
RECOMMENDED: 11 February 1952 (DATE)					
FOR USE OF PERSONNEL ONLY					
PLACEMENT DATE QUALIFY CLEARANCE DATE TYPE DATE SIGNATURE 			TRANSACTIONS AND RECORDS APPROPRIATION: 2123700 2017 Sec A - RESTRICTION: C. S. C. AUTHORITY: DATE SIGNATURE 225-52 PERSONNEL RELATIONS DATE SIGNATURE APPROVALS DATE SUBJECT'S SECURITY CLEARANCE DATE SIGNATURE OF EXECUTIVE 		
CLASSIFICATION CLASSIFY NO. 6-146 C. S. C. NO. DATE APPROVED 8-23-52 DATE 4-5-52			DATE DATE DATE DATE 		
DATE 3/13/52 EFFECTIVE DATE 			DATE DATE DATE DATE 		

FROM HQ 37-3
JUL 1950

CONFIDENTIAL

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME			REQUESTED EFFECTIVE DATE		
[Redacted]			17 Sept 51		
NATURE OF ACTION			WITH LEAVING (VOUCHERED)		
Appointment			LAST WORKING DAY:		
FROM			EMPLOYEE'S SIGNATURE:		
TITLE			TO		
Intelligence Officer					
GRADE AND SALARY			OS-9, \$4600 p/a		
OFFICE			OPC		
DIVISION			FE		
BRANCH AND SECTION			Plans Branch		
OFFICIAL STATION			Washington, D. C.		
DEPARTMENTAL ☐ FIELD ☐			DEPARTMENTAL ☒ FIELD ☐		
REMARKS					
C# 1314 132					
S-2 71302					
# 8003					
RECOMMENDED:			[Redacted]		
12 June 1951 (DATE)			Chief FE Division		
FOR USE OF PERSONNEL ONLY					
PLACEMENT			TRANSACTIONS AND RECORDS		
DATE QUALIFICATION			APPROPRIATION: 2125700		
[Redacted]			ALLOTMENT: 2017		
CLEARANCE REQUESTED			C. S. C. AUTHORITY:		
DATE	TYPE	DATE	TYPE	DATE SIGNATURE	
				7-19-51	
DATE			PERSONNEL ACTIONS		
SIGNATURE			DATE		
CLASSIFICATION			APPROVALS		
ADJUDICATED	C. S. C. NO.	DATE APPROVED	DATE		
2974	3051	6/2/51	DATE		
DATE	DATE	DATE	DATE		
6/26/51			JUN 29 1951		

SECRET (U) 172043Z

28 May 1951 1950

Name of Candidate:

Position Considered for: I.O. Office: TL-3 Interviewer:

Personal Appearance

Dignified.....	Natural.....	Awkward.....
Tall-groomed..	Clean.....	Slovenly....
Wide-Awake....	Stolid.....	Apathetic..
Expressive....	Ordinary....	Insignificant

Personality

Persuasive.....	Responsive.. <u>Y</u>	Tactiturn....
Importurbable..	Steady..... <u>Y</u>	Excitable....
Cheerful.....	Tamable....	Defected....
Straight-forward <u>Y</u>	Reserved....	Evasive.....
Hopedest..... <u>Y</u>	Cryptic....	Concoited....
Dominant.....	Confident... <u>Y</u>	Subsistive..

Is education adequate? Yes (X) No () Is language facility adequate? Yes (X)
No ()

Area Knowledge Extensive studies of Japan-Korea Area but no travel in
area

Previous intelligence or related experience MIS Language School

Salary level requested \$ 5000 p/a Lowest salary acceptable \$ 5000 p/a

General Recommendations:

1.

2.

Specific Recommendation for employment:

Position:	French	Division:
-----------	--------	-----------

Location:

Salary level:

Recommendation as to potential of candidate to the organization in other than the position immediately under consideration:

(Enter try additional refs:)

1944

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REPORT OF INTERVIEW

11/28 1958

Name of Candidate:

Position Considered for _____ Office _____

Interviewer:

Personal Appearance

Dignified.....	Natural..... ☒	Awkward....
Well-groomed..	Clean..... ☒	Slovenly....
Wide-Awake.... ☒	Stolid.....	Apathetic...
Impressive....	Ordinary....	Insignificant

Personality

Persuasive....	Responsive..	Trait turn....
Importurbable..	Steady.....	Excitable...
Cheerful.....	Troubled....	Defected....
Straight-forward	Reserved....	Excessive....
Modest.....	Complacent..	Conceited...
Dominant.....	Confident...	Submissive..

Is education adequate? Yes (☒) No () Is language facility adequate? Yes (☒) No ()

Area Knowledge Study For Est

Previous intelligence or related experience Tape into Long Shift

Salary level requested \$65.9 Lowest salary acceptable \$5000.

General Recommendation:

1. Candidate is not recommended for employment. Remarks: _____

2.

Specific Recommendation for employment:

Position: _____ Branch: _____ Division: _____

Location: _____

Salary level: _____

Recommendation as to potential value of candidate to the organization in other than the position immediately under consideration: _____

(Enter any additional comments or remarks here.)

[Signature]
Signature of Interviewer

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1st - brief note to Mr. D.

2nd - out at the time she & other relatives
were living on - would be willing
to accept of the family of people

Available and Lys 51

MILITARY STATUS QUESTIONNAIRE				THIS DATE	
NAME (PRINT)		LAST NAME		BIRTH DATE (MONTH DAY YEAR)	
SEX ☒ MALE ☐ FEMALE		HAIR ☒ White	COOL	MARRIAGE STATUS	
				☐ (1) SINGLE	☐ (3) WIDOWED
				☒ (2) MARRIED	☐ (4) DIVORCED
NO. OF DEPENDENTS		AGENCY ASSIGNMENT			
(INCLUDE WIFE)		OFFICE		DIVISION	CODE
2		POSITION OR TITLE		GRADE	CODE
PRESENT DRAFT STATUS					
(1) HAVE YOU REGISTERED FOR DRAFT? (2) YES ☐ (3) NO ☒					
(4) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW					
☐ 1A AVAILABLE FOR MILITARY SERVICE. AGES 18-26		☐ 1B OFFICIAL DEFERRED BY LAW.			
☐ 1C CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY.		☐ 1D ALIEN.			
☐ 1E MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE. MUST BE ON FULL DUTY.		☐ 1F MINISTER OF RELIGION OR DIVINITY STUDENT.			
☐ 1G MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE. CANNOT BE CALLED BY DRAFT BOARDS. CALLED ONLY BY MILITARY SERVICE CONCERNED.		☐ 1H CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICE.			
☐ 2A DEFERRED ON ACCOUNT OF OCCUPATION.		☐ 1I PHYSICALLY OR OTHERWISE UNFIT FOR SERVICE.			
☐ 2C DEFERRED FOR AGRICULTURAL OCCUPATION.		☐ 1J MAN WHO HAS ATTAINED TWENTY-SIXTH BIRTHDAY. NOT LIABLE TO INDUCTION UNDER PRESENT ACT.			
☐ 3A MAN HAS DEPENDENTS.					
☐ 4A REGISTRANT WHO HAS COMPLETED SUFFICIENT SERVICE IN WORLD WAR II TO BE CLASSIFIED AS A VETERAN (NINETY DAYS SERVICE DURING FIGHTING WAR OR ONE YEAR AFTER V-J DAY). SOLE SURVIVING SON IN FAMILY. IF A FAMILY HAD TWO SONS IN A WAR AND ONE HAS KILLED, THE SOLE SURVIVING SON COME IN THIS CATEGORY.					
LOCAL DRAFT BOARD					
NAME				NO.	
ADDRESS (Street and No.)					
The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.					
SERVICE RECORD					
1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:					
☒ (1) ARMY		☐ (4) AIR FORCE		☐ (7) NATIONAL GUARD	
☐ (2) NAVY		☐ (5) COAST GUARD		☐ (8) FOREIGN MILITARY ORGANIZATION	
☐ (3) MARINE CORPS		☐ (6) MERCHANT MARINE			
2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING TOURS)					
				YEARS	MONTHS
(1) WORLD WAR I AND ALL PRIOR DUTY					
(2) BETWEEN WORLD WAR I AND WORLD WAR II					
(3) WORLD WAR II				2	11
(4) SINCE WORLD WAR II					
ACTIVE DUTY TO DATE (TOTAL)				2	11
3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTMENT STATUS UPON SEPARATION:					
(1) COMMISSIONED ☐ OR (2) ENLISTED ☒					
NAME OF SERVICE		GRADE, RATE OR RATING	ARM, BRANCH OR CORPS	LAST SERIAL, SERVICE OR FILE NO.	
Army		T/5 grade	MTS	11 081 139	
DO NOT WRITE IN SPACES BELOW					

4. CHECK TYPE OF SEPARATION:

- (1) ☐ RETIREMENT FOR AGE
 (2) ☐ RETIREMENT FOR SERVICE
 (3) ☐ RETIREMENT FOR COMBAT DISABILITY
 (4) ☐ RETIREMENT FOR OTHER PHYSICAL DISABILITY
 (5) ☒ SEPARATED (POINTS, CATEGORY, ETC.) **length of service category**
 (6) ☐ RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST
 (7) ☐ RELEASE BECAUSE OF UNDUO HARDSHIPS

5. IF YOUR PRESENT STATUS DIFFERS IN ANY RESPECT FROM THAT STATED IN 3 ABOVE, INDICATE CHANGE ONLY AND DATE OF CHANGES

CHANGES	DATE	CODES
COMMISSIONED _____	_____	_____
SERVICE _____	_____	_____
ARM, BRANCH OR CORPS _____	_____	_____
RANK, GRADE OR RATING _____	_____	_____
SERVICE, SERIAL OR FILE NO. _____	_____	_____

6. ARE YOU NOW IN THE NATIONAL GUARD? (1) YES ☐ (2) NO ☒

(A) IF YES, WHAT UNIT? _____

(B) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (1) YES ☐ (2) NO ☒

7. DO YOU HAVE RESERVE STATUS? (1) YES-INACTIVE ☐ (2) YES-ACTIVE ☐ (3) NO ☒

(A) ARE YOU ASSIGNED TO AN AGENCY UNIT? (1) YES ☐ (2) NO ☒

(B) IF NO, WHAT IS YOUR ASSIGNMENT? **none** _____

(C) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (1) YES ☐ (2) NO ☒

8. DO YOU HAVE A MOBILIZATION ASSIGNMENT? (1) YES ☐ (2) NO ☒

(A) IF YES, STATE NAME OF UNIT ORGANIZATION _____

REMARKS:

David B. Smith
 SIGNATURE

SECRET

REPRODUCTION MASTERS

SECRET

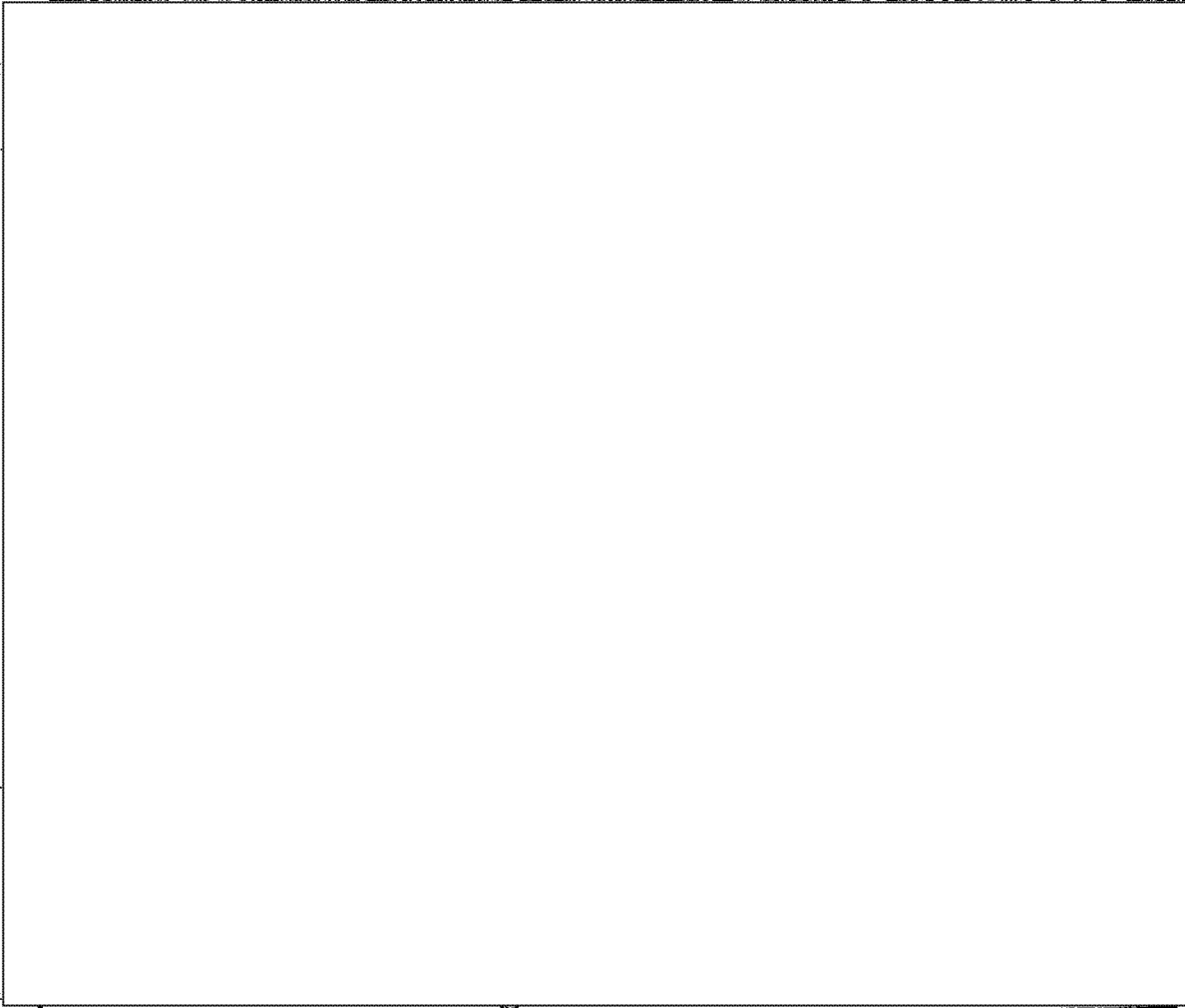
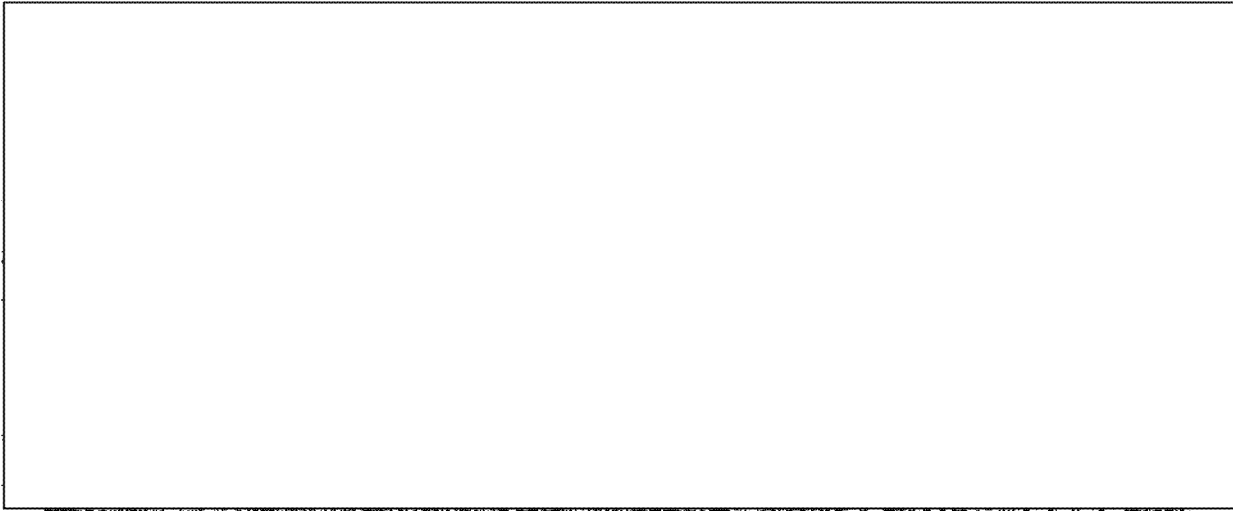
(When Filled In)

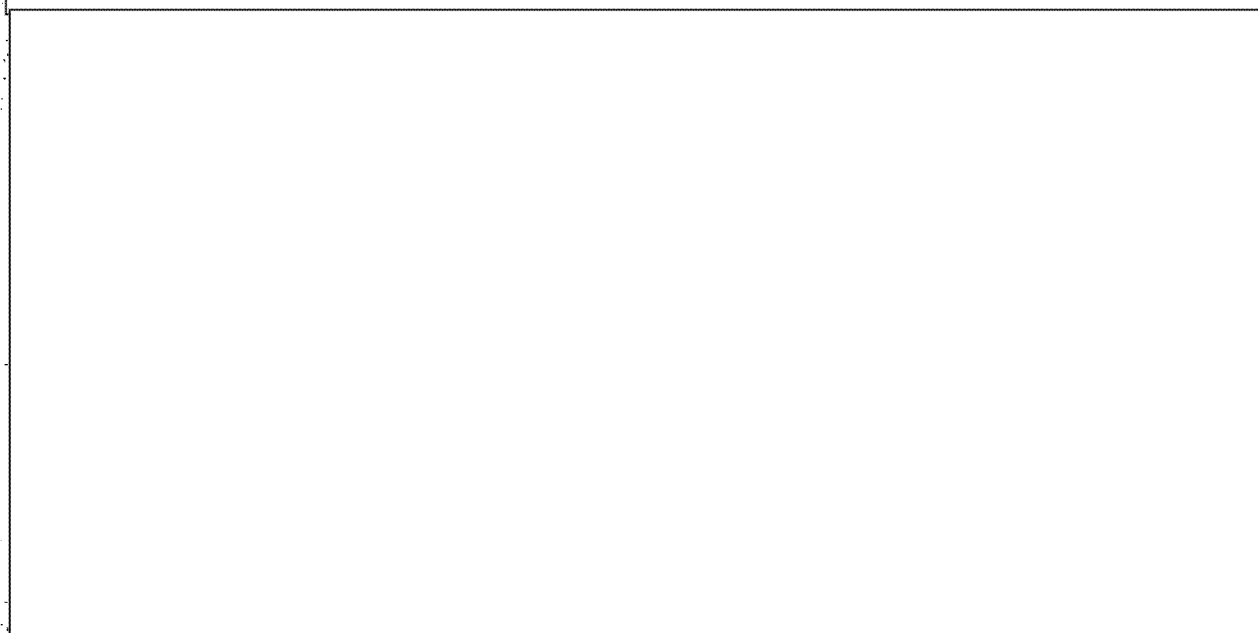
DISCUSS

BIOGRAPHIC PROFILE

SECRET

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





File No. K-1480
21 July 1960

SECRET

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT :

cc: SSD/OS

THIS MEMO MUST REMAIN
ON TOP OF FILE

Form 1-59 1580a

14-15460

57

RECORD OF LEAVE DATA

1. NAME (Last, First, Middle)		2. SOCIAL SECURITY NUMBER		3. (FOR AGENCY USE)	
4. DATE AND NATURE OF SEPARATION RETIREMENT 063073		5. A. SUBJECT TO 5 USC 5522 (a) (1) day leave ceiling? ☐ YES ☐ NO B. LAST DATE SUBJECT TO 5 USC 5522(b)		C. ANNUAL LEAVE BALANCE AS OF THAT DATE (hours)	
6. TOTAL SERVICE FOR LEAVE (as of date of separation) ☐ Less than 15 years (hours) _____ years _____ months _____ days ☐ 15 years or more					
SUMMARY OF ANNUAL AND SICK LEAVE			SUMMARY OF HOME LEAVE (DAYS)		
7. Carryover balance from prior leave year ending MO. DAY YEAR ANNUAL SICK 01 00 73 360 2019			18. Basic service period of 24 months of continuous service showed: DATE STARTED MO. DAY YEAR 11 11 11 DATE COMPLETED MO. DAY YEAR		
8. Current leave year accrual through pay period ending MO. DAY YEAR ANNUAL SICK 09 04 2019			19. Current 12 months accrual period began on Hours absence without pay since that date: MO. DAY YEAR		
9. Total 454 2019			20. Current balance on accrual as of No. days: 64		
10. Reduction in credits, if any (current year) 0 0			21. Twelve months accrual rate as of date of separation No. days: 15		
11. Total leave taken, current year through date of separation 0 0			22. Dates leave used, prior 24 months: FROM TO MO. DAY YEAR MO. DAY YEAR		
12. Balance: 454 2019			23. During current calendar year A. Regular - active duty or training B. Special - civil disturbance		
13. Total hours paid in lump sum Excludes _____ hours for holidays 0			24. During current calendar year A. Regular - active duty or training B. Special - civil disturbance		
14. Salary rate(s) per hour: \$13.69			25. During current calendar year A. Regular - active duty or training B. Special - civil disturbance		
15. Lump sum leave dates By part-time tour, explain in remarks: From MO. DAY YEAR HOUR TO MO. DAY YEAR HOUR From 00 00 00 00 To 00 00 00 00			26. DATES (Include short leave information, if applicable): SCD: 10/03/48		
16. During leave year in which separated MO. DAY YEAR HOURS 12 10 72 0			27. DATE		
17. During step increase waiting period which began on MO. DAY YEAR 12 10 72 0			28. DATE		
29. CERTIFIED CORRECT BY: (Signature)		30. FILE AGENCY ADDRESS TELEPHONE NO.		31. DATE	
FOR CHIEF PAYROLL		FOR CHIEF PAYROLL		11/19/79	

SECRET
(When Filled In)

LML: 03 JUL 73

NOTIFICATION OF PERSONNEL ACTION									
OEF									
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
CONVERSION FROM				MO. 06		REGULAR			
RETIREMENT (VOLUNTARY) UNDER CIA				06 30 73					
RETIREMENT AND DISABILITY SYSTEM									
AND CANCELLATION OF NSCA				7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
6. FUNDS				3135 0990 0000		P L 88-643			
V TO CF						SECT 233			
CF TO V				X		CF TO CF			
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDO/WH DIVISION									
FOREIGN FIELD									
11. POSITION TITLE					12. POSITION NUMBER		13. GROUP DESIGNATION		
OPS OFFICER					0340				
14. CLASSIFICATION SCHEDULE (GS, IS, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP				
GS			0136.01		14 8				
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. INTEREST CODE	
45		10		101000		101000		101000	
24. DATE OF BIRTH		25. SPECIAL REFERENCE		26. RETIREMENT DATA		27. SEPARATION DATA CODE		28. CORRECTION	
MO DA YR		1 10 73		1 10 73		0BJ0000		MO DA YR	
29. VET PREFERENCE		30. SERV. COMP. DATE		31. LONG COMP. DATE		32. CARRIER CATEGORY		33. REGU/HEALTH IN	
CODE		MO DA YR		MO DA YR		CODE		CODE	
1 10 73		1 10 73		1 10 73		1 10 73		1 10 73	
34. PREVIOUS CIVILIAN GOVERNMENT SERVICE		35. LEAVE CAT. CODE		36. FEDERAL TAX DATA		37. STATE TAX DATA		38. STATE TAX DATA	
CODE		CODE		CODE		CODE		CODE	
1 10 73		1 10 73		1 10 73		1 10 73		1 10 73	
39. SIGNATURE OR OTHER AUTHENTICATION		40. SIGNATURE OR OTHER AUTHENTICATION		41. SIGNATURE OR OTHER AUTHENTICATION		42. SIGNATURE OR OTHER AUTHENTICATION		43. SIGNATURE OR OTHER AUTHENTICATION	

FORM 5-66 1130 1171

Use Previous Ed. 7-66

SECRET

BBC

GROUP 1
Excluded from automatic
downgrading and
declassification

When Filled In

POSTED
JUL 7 1973

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN. FUNDS GR-STEP	NEW SALARY
[REDACTED]	[REDACTED]	51 620 CF GS 14 8	\$28,478

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				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 14	7	\$26,354	12/14/69	GS 14	8	\$27,084	12/13/72		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
[REDACTED]				11/13/72					
☐ NO EXCESS LWOP ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				AUDITED BY					
[REDACTED]				[REDACTED]				11/35	
FCIM 7-60 560 E Use previous editions				PAY CHANGE NOTIFICATION				[REDACTED] (4-71)	

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
DCS 10/14/72					
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
CHANGE IN N.S.C.A.			MO. DA. YR.		
			01 2 72		
6. FUNDS		7. FINANCIAL ANALYSIS NO. (CHARGEABLE)		8. CSK OR OTHER LEGAL AUTHORITY	
☐ V TO V ☐ G TO V ☒ G TO G		3135 0950 0002			
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH DIVISION					
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
OPS OFFICER			0340		D
14. CLASSIFICATION SCHEDULE (GS, 18, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE
GS		0136.01		15	
18. REMARKS					
SIGNATURE OF OTHER AUTHENTICATION					
FORWARDED WEB 10-26-72					

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		91	620	CF GS 14 7	\$26,352

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-636 AND
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		91	520	CF GS 14 7	\$24,979

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11924 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN. FUNDS GR-STEP	NEW SALARY
[REDACTED]	[REDACTED]	51 620 CF GS 14 7	\$23,573

G 51

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
[REDACTED]		[REDACTED]		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 14	6	\$21,621	12/17/67	GS 14	7	\$22,239	12/13/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE [REDACTED]						DATE 9-1-1969			
☐ NO EXCESS LWOP ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ LWOP STATUS AT END OF WAITING PERIOD									
CLEARANCE INITIALS						APPROVED BY:			
[REDACTED]						[REDACTED]			

P

FORM 530-E

Use pre-1969 editions

PAY CHANGE NOTIFICATION

(4-51)

BUUU

"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 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME

SERIAL ORGN. FUNDS GR-STEP

NEW
SALARY

SI 620 OF GS 14 6

\$21,621

MAY 69

SECRET
(When Filled In)

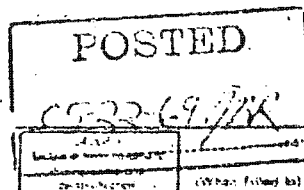
NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION			
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
MO DA YR 05 21 69		REGULAR	
6. FUNDS		7. Financial Analysis No. Chargeable	
V TO V CF TO V X		V TO CF CF TO CF	
9135 0990 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP/WH FOREIGN FIELD BRANCH 1			
11. POSITION TITLE		12. POSITION NUMBER	
OPS OFFICER		0340	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
04 7 14 6		17289 19771	
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
35	10	51620 WH	45075 S
23. PAYROLL CODE	24. DATE OF BIRTH	25. DATE OF GRADE	26. DATE OF TEST
3			
27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF TEST	30. SECURITY REG. NO.
31. SPECIAL REFERENCE	32. RETIREMENT DATA	33. SEPARATION DATA CODE	34. SOCIAL SECURITY NO.
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA
SIGNATURE OR OTHER AUTHENTICATION			

FORM 1150
1-64Use Previous
Edition

SECRET

PLW



16 MAY 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DCF

SERIAL NUMBER 2 NAME (LAST FIRST MIDDLE)

NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO
CONFIDENTIAL FUNDS

4 EFFECTIVE DATE

05 18 69

5 CATEGORY OF EMPLOYMENT

REGULAR

FUNDS

V TO V

X

V TO CF

CF TO V

CF TO CF

7 Financial Analysis No. Chargeable

9135 0990 0000

8 CSC OF OTHER LEGAL AUTHORITY

50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS

DDP/WH
FOREIGN FIELD
BRANCH I

10 LOCATION OF OFFICIAL STATICS

12 POSITION NUMBER

0340

13 SERVICE DESIGNATION

D

14 CLASSIFICATION SCHEDULE (GS, LB, BK)

GS

15 OCCUPATIONAL SERIES

0136.01

16 GRADE AND STEP

14 6

17 SALARY OR RATE

19771

18 REMARKS

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING	22 STATION CODE	23 PAYGRADE CLASS	24 MONTH CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
20	10	51620 WH	45075		3			
28 DATE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION / Correction Code	33 SECURITY REG NO	34 SER		
35 PAY PREFERENCE	36 SERV COMP DATE	37 LONG COMP DATE	38 CAREER CATEGORY	39 REGULAR / PREFERENCE INSURANCE	40 SOCIAL SECURITY NO			
PREVIOUS CIVILIAN GOVERNMENT SERVICE			42 LEAVE CAT CODE	43 FEDERAL TAX DATA	44 STATE TAX DATA			
45 PREVIOUS SERVICE			46 FEDERAL TAX DATA	47 STATE TAX DATA	48	49	50	51

SIGNATURE AND OTHER AUTHENTICATION

POSTED

05-16-69 102

FORM 1130
5-68Use Previous
Edition

SECRET

PLW

1. APPROVED FOR SIGNATURE	2. DATE

FVD: 16 JUL 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						MO DA YR 07 14 68		REGULAR			
6. FUNDS		X V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CMC OR OTHER LEGAL AUTHORITY			
CF TO V		CF TO CF				9235 0620 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						0645		D			
14. CLASSIFICATION SCHEDULE (US 18, UK 1)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		14 6		19771			
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. INTEGRITY CODE		24. EMPLOY CODE	
37		10		51150 WH		75013					
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET		28. TYPE EMPLOY		29. SPECIAL REFERENCE		30. RETIREMENT DATA	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
31. VET. PREFERENCE		32. SERV. COMP. DATE		33. LONG. COMP. DATE		34. CAREER CATEGORY		35. FLIGHT / TRAINING / SERVICE		36. SOCIAL SECURITY NO.	
CODE		MO DA YR		MO DA YR		CODE		CODE		CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CMT CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE				CODE		CODE				CODE	
1. NO PREVIOUS SERVICE				1. NO		1. NO				1. NO	
2. NO BREAK IN SERVICE				2. NO		2. NO				2. NO	
3. BREAK IN SERVICE (DATE FROM TO)				3. NO		3. NO				3. NO	
4. BREAK IN SERVICE (DATE FROM TO)				4. NO		4. NO				4. NO	
SIGNATURE OF OTHER AUTHORIZATION											
FROM: OTR											
POSTED <i>Noted</i>											

FORM 1150
5-68Use Previous
Edition

SECRET

FVD

This form is to be used
for personnel data
only.

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 86-236 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
[REDACTED]	[REDACTED]	91	150	V GS 14 6	\$19,481	\$19,771

D-5

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. EMP NOVS.	
[REDACTED]		[REDACTED]		17 600		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TIME ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	S	ADJ.
GS 14	5	\$17,190	12/19/65	GS 14	6	\$17,721	12/17/67		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
[REDACTED]				130 JUL 1967					
☒ NO EXCESS LWOP ☒ IN PAY STATUS AT END OF WAITING PERIOD ☐ LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				EMPLOYEE'S INITIALS				SIGNED BY	
[REDACTED]				[REDACTED]				[REDACTED]	
FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (4-31)									

COMPLEMENTARY TAX DIVISION

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		17	600	V	GS 14 5	\$17,198 \$17,953

M-T: 17 OCT 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DAF

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
EXCEPTED APPOINTMENT - CAREER		10 09 66	REGULAR
6. FUNDS	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY	
X	7275 3000 0000	50 USC 403 J	
9. ORGANIZATIONAL DESIGNATION		10. LOCATION OF OFFICIAL STATION	
DOS/OTR OPERATIONS SCHOOL HEADQUARTERS TRAINING BRANCH OPERATIONS FACULTY		WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION
INSTR OPERATIONS		1314	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	1712.32	14 5	17198
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
13	10	17600 OTR	75013
23. DATE OF BIRTH	24. DATE OF GRADE	25. DATE OF LEL	26. DATE OF LEL
12 23 62	12 23 62	12 19 65	12 19 65
27. HIRING DATE	28. SPECIAL PAYMENTS	29. RETIREMENT DATA	30. SEPARATION DATA CODE
1	1	2	2
31. VET. PREFERENCE	32. SERV COMP DATA	33. LONG LEAD DATE	34. CAREER CATEGORY
1	10 03 68	09 17 61	5
35. FEDERAL GOVERNMENT SERVICE DATA	36. LEAVE CAT	37. FEDERAL TAX DATA	38. STATE TAX DATA
1	1	1	1
39. NO. YEARS IN SERVICE	40. NO. YEARS IN SERVICE	41. NO. YEARS IN SERVICE	42. NO. YEARS IN SERVICE
1	1	1	1
SIGNATURE OF OTHER AUTHENTICATOR			

POSTED

FORM 1159
(1-66)Use Previous
Editions

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

MRT: 17 OCT 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OEB

1. SERIAL NUMBER		2. NAME	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
RESIGNATION		10 18 1965	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE	
☐ V TO V ☐ V TO CF ☒ CF TO V ☐ CF TO CF		7135 0633 0000	
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF OFFICIAL STATION	
DDP/WH FOREIGN FIELD BRANCH 4			
10. POSITION TITLE		11. SERVICE NUMBER	
OPS OFFICER		0024	
12. CLASSIFICATION SCHEDULE (GS, LB, etc.)		13. OCCUPATIONAL SERIES	
GS		0136.01	
14. GRADE AND STEP		15. SALARY OR RATE	
14 5		17133	
16. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
17. ACTION CODE	18. EMPLOY CODE	19. OFFICE CODING	20. STATION CODE
45	10	NUMERIC ALPHABETIC	
21. INTERSEE CODE	22. REPORT CODE	23. DATE OF BIRTH	24. DATE OF GRADE
25. DATE OF LEI	26. SECURITY RTO US	27. SECURITY RTO US	28. SECURITY RTO US
29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. CORRECTION/CANCELLATION DATA	32. EOD DATA
	600091		
33. VET. PREFERENCE	34. LEAV. COMP. DATE	35. LEAV. COMP. DATE	36. LEAV. COMP. DATE
37. LEAV. CATEGORY	38. LEAV. CATEGORY	39. LEAV. CATEGORY	40. LEAV. CATEGORY
41. FOREIGN GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

1122

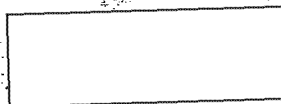
Use Previous Edition

SECRET

 10 OCT 1966
 10 OCT 1966
 10 OCT 1966
 10 OCT 1966

"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



SERIAL	ORGN.	FUND	GR-STEP	OLD SALARY	NEW SALARY
	51	720	CF GS 14 5	\$16,712	\$17,198

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
6CS 05/31/66					
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
REASSIGNMENT			MO DA YR		
			05 23 66		
6. FUNDS	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	
	CF TO V		CF TO CF		
			X	8. CSC OR OTHER LEGAL AUTHORITY	
			6135 0633 0000		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDPWH DIVISION					
BR 4					
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
OPS OFFICER			0084		D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		14	
17. SALARY OR RATE					
18. REMARKS					
SIGNATURE OF OTHER AUTHENTICATION					

Form 1-63 11200
ASFC 6-68

Use Previous
Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

(8-33)

SECRET
(When Filled In)

11 MAR 66

NOTIFICATION OF PERSONNEL ACTION

OCS

1. SERIAL NUMBER

2. NAME (LAST FIRST MIDDLE)

3. NATURE OF PERSONNEL ACTION

DESIGNATION AS PARTICIPANT IN CIA
RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE

NO. DA. YR.
03 13 66

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO CF

CF TO V

X

CF TO CF

7. COST CENTER NO. CHARGEABLE

6135 0633 0000

8. CSC OR OTHER LEGAL AUTHORITY

PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH
FOREIGN FIELD
UNASSIGNED

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0000

13. SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LR, VM,)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

14 5

17. SALARY OR RATE

16712

18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL
OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL
INTELLIGENCE.

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. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
25	10	51620 WH	0404		3		12 23 62	12 19 65
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ NO.	34. SEX		
NO. DA. YR.		1 - CSC 2 - FICA 3 - NONE	TIME	NO. DA. YR.				
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FICA / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	NO. DA. YR.	NO. DA. YR.	CODE	CODE				
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE	CODE	CODE	CODE					

SIGNATURE OR OTHER AUTHENTICATION

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

W41/7
note

1. Serial No.		2. Name		3. Civil Control Number		4. LWOP Hours	
				51 720 CF			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 14	4	\$16,204	12/22/63	GS 14	5	\$16,712	12/19/63
7. TYPE ACTION							
PSI IN ADJ							
8. Remarks and Authentication / / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: _____ DATE: 12 19 63							
PAY CHANGE NOTIFICATION							

Form 1-65 560E, Mfg. 3-65

(431)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL A9-301
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 4 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

SERIAL	ORGN.	FUND	GR+STEP	OLD SALARY	NEW SALARY
51 720	CF		GS 14 4	\$15,640	\$16,204

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

[illegible]

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI
MEMORANDUM DATED 1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
		51	650	CF	GS 14 4	\$14,120 \$14,965

FORWARDED ON
07-40

WM-

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
				51 650 CF			
NEW SALARY RATE				7. TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 14	3	\$13,695	12/23/62	GS 14	4	\$14,120	12/22/63
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE				DATE 15 OCT 63			
c/WH/Z PAY CHANGE NOTIFICATION							

SECRET
(When Filled In)

1100 10 MAY 63

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
3. TYPE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
REASSIGNMENT		05 12 63		REGULAR							
6. FUNDS		7. COST CENTER NO. (CHARGEABLE)		8. CSC OR OTHER LEGAL AUTHORITY							
V TO V US TO V F TO US US TO US		3135 5050 1000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION									
DDP WH BRANCH 2											
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION							
OPS OFFICER		0651		D							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0135101		14 3		13695					
18. REMARKS											
POSTED ON <i>for 63-63</i> 14 MAY 1963											
SPACE BELOW FOR EXTENSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. OFFICE CODING		21. STATION CODE		22. INTERVIEW CODE		23. HONORARY CODE		24. DATE OF BIRTH	
37 10		64650 WH		04704		3					
25. DATE OF GRAD		26. DATE OF LEI		27. DATE OF BIRTH		28. DATE OF GRAD		29. DATE OF LEI		30. DATE OF BIRTH	
31. SPECIAL REFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CORRECTION/COMPLETION DATA		35. SECURITY REQ. NO.		36. SEX	
								EOD DATA			
37. PREVIOUS EMPLOYMENT		38. LEAVE CODE		39. LEAVE DATE		40. LEAVE CATEGORY		41. FEELI/HEALTH INSURANCE		42. SOCIAL SECURITY NO.	
43. PREVIOUS GOVERNMENT SERVICE DATA		44. LEAVE CODE		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. LEAVE CODE		48. LEAVE CODE	
SIGNATURE OR OTHER AUTHENTICATION											
POSTED <i>05/13/63</i>											

FORM 1150
11-62

Use Previous
Edition

SECRET 9 MAY 1968

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

LLG: 21 DEC. 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

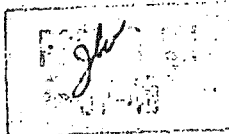
OCB

[illegible]

110

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-279 AND
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
	44650		CF 13 5	\$11575	13 5	\$12610	



SECRET
(When Filled In)

ABM: 1 JUNE 62

OAB NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)											
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT		
EXCEPTED APPOINTMENT (CAREER)						MO. DA. YR. 05 27 62			REGULAR		
6. FUNDS		V TO V		V TO CP		7. POST CENTER NO. CHARGEABLE			8. USC OR OTHER LEGAL AUTHORITY		
CP TO V		X		CP TO CP		2135 5050 1000			50 USC 403 J		
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 2											
11. POSITION TITLE						12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION		
OPS OFFICER						0848			D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP			17. SALARY OR RATE		
GS				0136.01		13 5			11675		
18. REMARKS											
POSTED ON <i>Del 5 June 62</i>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTERSEC. CODE	24. MONTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF ECI		
13	10	NUMERIC	ALPHABETIC	04041		3	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.		
		04650	WH					10 09 55	10 01 61		
28. HTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SEX	
MO. DA. YR.			1. CSC 2. EICA 3. NONE			TYPE MO. DA. YR.		07894		M	
35. VET. PREFERENCE		36. SERV. COMP. DATE	37. LONG. COMP. DATE		38. MIL. SERV. CREDIT/LCD	39. FECL/2 HEALTH INSURANCE		40. SOCIAL SECURITY NO.			
CODE	1. NONE 2. 5 YR 3. 10 YR	MO. DA. YR.	MO. DA. YR.		1. YES 2. NO	CODE 1. YES 2. NO					
1		10 03 48	09 17 51		C	I					
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE					CODE		CODE				
1. NO PREVIOUS SERVICE 2. 1-10 YRS 3. 11-20 YRS 4. 21-30 YRS 5. 31-40 YRS 6. 41-50 YRS 7. 51-60 YRS 8. 61-70 YRS 9. 71-80 YRS 10. 81-90 YRS 11. 91-100 YRS				6	1. YES 2. NO		1. YES 2. NO				
1					0		0				
SIGNATURE OR OTHER AUTHENTICATION											
POSTED <i>26/07/62 WK</i>											

SECRET
(When Filled in)

APR 1 JUNE 62

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)

3. NATURE OF PERSONNEL ACTION

RESIGNATION

4. EFFECTIVE DATE

 MO. DA. YR.
05 26 62

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS



X

V TO V

V TO CF

CF TO V

CF TO CF

7. COST CENTER NO. CHARGEABLE

2235 1000 1000

8. CSC OR OTHER LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS

 DDP WH
BRANCH 1

10. LOCATION OF OFFICIAL STATION

WASH., D. C.

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0505

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

13 5

17. SALARY OR RATE

11675

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING ALPHABETIC	22. STATION CODE	23. INTEGRATE CODE	24. NATURE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEV
28. MIL. EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA				
33. YES, PREFERENCE	34. SERV. COMP. DATE	35. LONG. COMP. DATE	36. MIL. SERV. CREDIT/LED	37. FEDAL / HEALTH INSURANCE	38. SOCIAL SECURITY NO.			
39. PREVIOUS GOVERNMENT SERVICE DATA	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA					

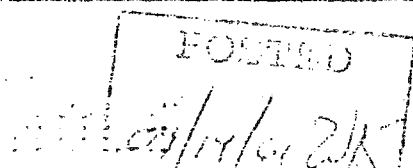
SIGNATURE OR OTHER AUTHENTICATION

POSTED
06/04/62 ZJK

AES: 15 SEPT 61

SECRET
(When Filled In)

502

NOTIFICATION OF PERSONNEL ACTION											
CCF											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						09 15 61		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		2235 1000 1000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 1						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER						6505		D			
14. CLASSIFICATION SCHEDULE (GS, WD, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		13 4		11415			
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. INTEREST CODE	24. PAPER CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	64300 WH		75013							
28. HIRE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SUPERVISION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY R13 (S)	
35. PFI PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. INC. DEPT. PREFERENCE		39. PEGU/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											
											

Form
6-60

1150

Obsolete Previous
Editions

SECRET

ARE:25 AUG 1961

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT					08 25 61		REGULAR		
6. FUNDS		X		V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE	
		CP TO V		CP TO CP		2235 1000 1000		8. CSC OR OTHER LEGAL AUTHORITY	
						50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDP WH BRANCH 1					WASH., D. C.				
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
OPS OFFICER					0459		D		
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.01		13 4		11415		
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE LOBBY		22. STATION CODE	23. INITIALS CODE	24. PARTIAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST
37	10	64300 WH		75013					
28. HIRE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
								33. SECURITY 452 NO.	
								34. SEN	
35. PFT PREFERENCE		36. SERV. COMP DATE		37. LONG COMP DATE		38. MIL. SERV. CREDIT/LOS		39. FEGLI / HEALTH INSURANCE	
								40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE LST CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION									
10/1/61 08/29/61 ZIK									

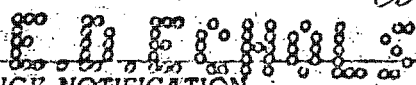
1150 Obsolete Previous Edition

SECRET

10-211

3111
2/4/61
NO. 000000000000
100-20-250-101

SECRET
(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours					
				WH 74							
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.	
GS	13	4	\$11,415	04/03/60	13	5	\$11,675	10/01/61			
8. Remarks and Authentication											
✓ NO EXCESS LWOP ✓ IN PAY STATUS AT END OF WAITING PERIOD ✓ IN LWOP STATUS AT END OF WAITING PERIOD (20) WK											
 PAY CHANGE NOTIFICATION											

Form 580
7-60

Obsolete Previous Edition

SECRET

(4-51)

L I

SECRET
(When Filled In)

BLT 30 SEPT 1960

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						10 02 60		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF				1221 1000 1000		50 USC 403 d	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DOP						WASH., D. C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER						0356		D			
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0136.01		13 4		11415				
18. REMARKS											
FOLDED 10-20-60 WP											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEREST CODE	24. RATING	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF 151		
37	10	44300 CA		75013		1					
28. HIRE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SEA	
NO. DA. YR.				1. CSC 2. FICA 3. NONE	CODE	TYPE MO. DA. YR.		FOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. MIL. SEGA. CREDIT-LED		39. REG. / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		1. YES 2. NO		CODE		HEALTH INS. CODE	
1. 5 YR. 2. 10 YR.											
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE						FEDERAL TAX CODE		STATE TAX CODE			
0. NO PREVIOUS SERVICE 1. 52 WEEKS IN SERVICE 2. 52 WEEKS IN SERVICE LESS THAN 12 MONTHS 3. 52 WEEKS IN SERVICE MORE THAN 12 MONTHS						1. YES 2. NO		1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION											

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D			42 30	GS-13 4	\$10,610	\$11,415

/s/

EMMETT D. ECHOLS

DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

PAS: 25 JULY 1960										NOTIFICATION OF PERSONNEL ACTION									
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prnt.		5. Sex		6. CSC-ESD						
						Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.						
									1		M 1		09 17 51						
7. SED		8. CSC Reamt.		9. CSC Or Other Legal Authority		10. Appt. Allidav.			11. FEGLI		12. CCB		13. Special Code						
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.			Yes-1 No-2		Code		Mo. Da. Yr.						
10 03 48		No-2		1		50 USCA 403							09 17 51						

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Session Code		
DDP FE BRANCH 3 PP SECTION				5161						57557		
16. Dept. - Field		17. Position Title		18. Position No.		19. Serr.		20. Comm. Series				
Data - 2 USHD - 4 Fron - 6		Code		0710		GS		0136.01				
5		OPS OFFICER										
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number		
13 4		\$ 10610		0		Mo. Da. Yr.		Mo. Da. Yr.		8 3780 55 006		
						10 09 55		10 05 58				

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT & TRANSFER TO VOUCHERED FUNDS		02		05 29 60		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Session Code	
DDP				4230		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serr.		37. Comm. Series			
Data - 2 USHD - 4 Fron - 6		Code		0399		GS		0136.01			
2		OPS OFFICER									
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 10610		0		Mo. Da. Yr.		Mo. Da. Yr.		0221 1000 1000	
						10 09 55		10 01 61			

44. Remarks

7-26-60

0. OLD SALARY RATE						7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	BY
			MO.	DA.	YR.				
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
		DDP/FE - 3d	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

REMARKS

PPMT-722

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR

DATE

SIGNATURE OF SUPERVISOR

PERIODIC STEP INCREASE

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
		DDP/FE 2d	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	3	\$10,370	10	05	58	GS 13	4	\$10,610	04	03	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION

☐ P.A. ☐ L.A. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

PAY CHANGE NOTIFICATION

SECRET

OFFICIAL PERSONNEL FORM 101

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
[REDACTED]	[REDACTED]	GS-13-2	\$ 9,205	\$10,130

GORDON W. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DMG 7 FEB 58

1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD			
				Mo.	Da.	Yr.	None-0	Code			Mo.	Da.	Yr.	
							5 Pt-1	1	M	1	09	17	51	
							10 Pt-2							
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FEGLI		12. LCD		13. ant. serv. Credit, Yrs.	
Mo.	Da.	Yr.	Yes-1	Code				Mo.	Da.	Yr.	Yes-1	Code		
10	03	48	No-2	1	50 USCA 403						No-2	2		

PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		15. Location Of Official Station		Station Code	
DDP FE BR 5 OFFICE OF THE CHIEF		5121		WASH. D. C.		75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv. 20. Occup. Series	
Dept - 1	Code						
USfld - 3		AREA OPS OF D BR CH		3369		GS 0136.01	
Frqn - 5	2						
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade	
13 2		\$ 9205		BP		Mo. Da. Yr.	
						Mo. Da. Yr.	
						25. Pst Due	
						Mo. Da. Yr.	
						26. Appropriation Number	
						8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS		05		02 09 58		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station		Station Code	
DDP FE BRANCH 3 PP SECTION		5161				57557	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv. 37. Occup. Series	
Dept - 1	Code						
USfld - 3		OPS OFT PP		0710		GS 0136.31	
Frqn - 5	5						
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade	
13 2		\$ 9205		BP		Mo. Da. Yr.	
						Mo. Da. Yr.	
						42. Pst Due	
						Mo. Da. Yr.	
						43. Appropriation Number	
						8 3780 55 006	

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

POSTED

C/M

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DWG.

1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS. FOD			
				Mo.	Da.	Yr.	None-0 5 Pt-1 10 Pt-2	Code		M	1	Mo.	Da.	Yr.
											09	17	51	
7. SCD		8. CSC Reamt.		9. CSC Or Other Legal Authority			10. Apmt. Allidav.		11. FEGLI		12. LCD		13. Sth. Serv.	
Mo.	Da.	Yr.	Yes-1 No-2	Code				Mo.	Da.	Yr.	Yes-1 No-2	Code		
10	03	48		1	50 USCA 403						09	17	51	2

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE BR 5						WASH. D. C.					
OFFICE OF THE CHIEF											
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - 2 USStd - 4 Frng. - 6	Code	AREA OPS OFF CH		303		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13	2	\$ 9205		DP		Mo. Da. Yr.		Mo. Da. Yr.		8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		11/17/57		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE BR 5 OFFICE OF THE CHIEF				5121		WASH. D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - 2 USStd - 4 Frng. - 6	Code	AREA OPS OF D BR CH		3369		GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13	2	\$ 9205		DP		10/10/55		10/10/55		8 3700 20	
44. Remarks											
POSTED <u>11/21/57</u> <i>TP</i>											

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNCS		5. ALLCOT		
					DDP/FE 14		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.
13	1	\$ 8,990	10	09	55	13	2	\$ 9,205	04	06	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR					DATE		SIGNATURE OF SUPERVISOR				
					13 MAR 57		CFE				
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 55

SECRET

PERSONNEL FOLDER

(4)

L2

STANDARD FORM 50 (2 PART)
REV. APRIL 1951
RECOMMENDED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

CONFIDENTIAL

NOTIFICATION OF PERSONNEL ACTION

121

1. NAME (Last - First - Middle - One Given Name, Initial (S), and Surname)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE	
						5 Dec 1956	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (Use STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment 01				2 Dec 1956		50 USCA 403 J	
FROM				TO			
Ops Officer (FP) BF-923		8. POSITION TITLE		Area Ops Officer (CH) BF-303-13			
GS-0135.31-13 \$8990.00 per annum		9. SERVICE, SERIES, GRADE, SALARY		GS-0135.01-13 \$8990.00 per annum			
MIS/PS		10. ORGANIZATIONAL DESIGNATIONS		MIS/PS			
Branch 9		512131		Branch 9			
		11. HEADQUARTERS		Washington, D. C.			
		12. FIELD OR DEPT'L		2			
☒ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL					
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE WWII OTHER S. PT. 10 POINT				NEW VICE I. A. TOTAL			
☐ ☐ ☐ ☒ ☐				☐ ☐ ☐ ☐ ☐			
15. SEX				16. DATE OF APPOINTMENT		17. LEGAL RESIDENCE	
M				7-3745-55-042		☐ CLAIMED ☐ PROVED	
18. FROM:				7-3700-20		STATE:	
19. TO:				750-13			
20. REMARKS:							
3 MOD 09/17/51							
"Transfer to Vouchered Funds FROM Unvouchered Funds."							
FILED 7554							
CONFIDENTIAL							
ENTRANCE PERFORMANCE RATING:							
Director of Personnel							
2. PERSONNEL FOLDER COPY							

12/06/56

FD-203 (7 PART)
 APRIL 1955
 REVISITED BY
 CIVIL SERVICE COMMISSION
 FEDERAL PERSONNEL MANUAL

SECRET

(WHEN FILLED IN)

MJW

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MISS, OR OTHER NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE	
						6 Sept 1956	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Conversion from ☐ Status 60				26 Aug 1956		5C USCA 403 J	
FROM		TO					
Ops. Officer (PP) (Info. Officer)		BFF-923		Ops. Officer (PP)		BFF-923	
GS-0136.31-13 \$8990.00 per annum (☐ \$8015.00 per annum)		8. POSITION TITLE		GS-0136.31-13 \$8990.00 per annum			
		9. SERVICE, SERIES, GRADE, SALARY		DDP/FE Branch 5			
		10. ORGANIZATIONAL DESIGNATION					
		516900					
		11. HEADQUARTERS					
		5					
		12. FIELD OR DEPTL.					
☒ FIELD ☐ DEPARTMENTAL		☒ FIELD ☐ DEPARTMENTAL					
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE WWII OTHER 5-PT. 10-POINT X				NEW VICE I. A. REAL SD/DP			
15. RACE W		17. APPROPRIATION FROM: 3745-55-042 TO: same 430-51		18. SUBJECT TO C. S. RETIREMENT ACT YES-NO YES		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	
						20. LEGAL RESIDENCE ☒ CLAIMED ☐ PROVED STATE:	
MARKS: 3 EOD POSTED 1035P 10/10/56 WJR							

SEE PERFORMANCE RATING:

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

1. EMPLOYEE COPY

ET

25 9/7/52

SECRET
(WHEN FILLED IN)

NOTIFICATION OF PERSONNEL ACTION

FWB

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) 		2. DATE OF BIRTH 		3. JOURNAL OR ACTION NO. 		4. DATE 4 October 1955	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION				6. EFFECTIVE DATE 9 Oct. 1955		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 UBCA 403 J	
FROM Ops Officer (PP) RFF-923-12 OS-0136.31-12 \$7785.00 per annum Branch 5				TO Ops Officer (PP) RFF-923 OS-0136.31-13 \$8990.00 per annum DDP/PS Branch 5			
8. POSITION TITLE				9. SERVICE, CENTER, GRADE, SALARY			
10. ORGANIZATIONAL DESIGNATION				11. HEADQUARTERS			
12. FIELD OR DEPT. ☐ FIELD ☐ DEPARTMENTAL				13. VETERAN'S PREFERENCE NONE ☐ WWI ☐ OTHER ☐ 5-PT. ☒ 10-POINT ☐ 15-POINT ☐ 20-POINT			
14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☐ REAL ☐				15. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) 8D-DP			
16. SUBJECT TO C. 2. RETIREMENT ACT (YES-NO) Yes				17. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) Yes			
18. LEGAL RESIDENCE ☒ CLAIMED ☐ PROVED STATE:				19. REMARKS: 			
20. SIGNATURE OR OTHER AUTHENTICATION 							

POSTED
10/10/55

ESTRANCE PERFORMANCE RATING:
Director of Personnel

1. EMPLOYEE COPY

recd 10/4/55

SECRET

The Grange

STANDARD FORM NO. 11260- Revised
Form prescribed by Comp. Gen., U. S.
May 8, 1950, General Regulation No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

1370 FORM 52
EXPIRES 10-64
FOR OFFICIAL USE ONLY
DO NOT WRITE IN THESE SPACES

REQUEST FOR PERSONNEL ACTION

Unvouchered

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			17 Feb 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
Reassignment		FEB 28 1954	
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: FEB 28 1954	
FROM— Intelligence Officer B-5 GS-12 \$7040. p/a DIP/FF.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO— Ops Officer (P) EFT-923 GS-0136.31--12 \$7040. p/a Same	
☒ FIELD ☐ DEPARTMENTAL	☐ FIELD ☐ DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL	

9. REMARKS (Use reverse if necessary)

13. REQUESTED BY (Name and title)

14. REQUESTED BY (Name and telephone extension)

15. REQUESTED BY (Signature)

16. REQUESTED BY (Title)

PE Personnel Officer

17. VETERAN PREFERENCE

NAME	18. POINT
	DISAB. OTHER

19. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL
-----	------	------	------

CD:PP DP

20. APPROPRIATION
FROM: 4-3745-55-042
TO: SUBD

21. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)
Yes

22. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)
--

23. LEGAL RESIDENCE
☐ CLAIMED ☐ PROVED
STATE:

24. STANDARD FORM 50 REMARKS

25. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CELL OR POS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			

26. APPROVED BY

2-24-54

POSTED
In 25 Feb 54

STANDARD FORM 52
FORMS ISSUED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1954 - PERMANENT
REPLACES CHIEF OF

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH		3. REQUEST NO.		4. DATE OF REQUEST 14 July 54	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)				6. EFFECTIVE DATE A. PROPOSED: 23 JUL 1954		7. C. S. OR OTHER LEGAL AUTHORITY	
B. POSITION (Specify whether establish, change grade or title, etc.)				B. APPROVED: 23 Feb 1954			
FROM: Intelligence Officer # 5-5 Ops Officer (PP) DDP 923 GS-0136-12-12 \$7040.00 P/A 65-132-12 DDP/FE		8. POSITION TITLE AND NUMBER		TO: Information Officer HPF 923 FS3-5 \$7095.00 P/A DDP/FE			
		9. SERVICE, GRADE, AND SALARY		10. ORGANIZATIONAL DESIGNATIONS			
		11. HEADQUARTERS		12. FIELD OR DEPARTMENTAL			
☒ FIELD		☐ DEPARTMENTAL		☒ FIELD		☐ DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)							
D. REQUEST APPROVED				APPROVED JUL 23 1954			
Signature:							
Title:				PP/Career Service			
13. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE WITH OTHER S. PT. 10-POINT DISAB. OTHER				NEW VICE I. A. REAL CD : PP			
15. SEX M		16. RACE W		17. APPROPRIATION FROM: 5-3745-55-042 TO: SAME		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
				19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE: PENN	
21. STANDARD FORM 50 REMARKS							
POSTED MAY 8 1954							
22. CLEARANCES		INITIAL OR SIGNATURE		DATE		REMARKS	
A.							
B. CEIL OR POS. CONTROL		MAY 3 1954					
C. CLASSIFICATION		JUL 14 1954					
D. PLACEMENT OR EMPL.							
E.							
F. APPROVED BY						7/29/54	

CENTRAL INTELLIGENCE AGENCY

~~SECRET~~

NOTIFICATION OF PERSONNEL ACTION

con. 13 Nov. 53 83m

1. NAME (MR - MRS - MISS - ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO. & DATE	
				14 Dec. 53	
This is to notify you of the following action affecting your employment:					
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment		B. O. B. 20 Dec 53		50 USCA 403 j	
FROM		TO			
Operations Officer (PW) BW-93		Intelligence Officer BW 8-5-12			
GS-132-12 \$7040.00 per annum		GS-132-12 \$7040.00 per annum			
DDP/VE Political & Psychological Warfare Political & Psychological Warfare Sect		DDP/VE			
Washington, D. C.					
☐ FIELD ☒ DEPARTMENTAL		☒ FIELD ☐ DEPARTMENTAL			
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION			
NONE ☐ WWII ☐ OTHER ☒ S-PT. ☐ 10-POINT ☐ DISAB. OTHER ☐		NEW ☐ VICE ☐ L. A. ☐ REAL ☐			
15. SEX ☒ M ☐ F		16. RACE ☒ W ☐ N ☐ O		17. APPROPRIATION	
				FROM: 4-3700-20 TO: 4-3705-55-042	
		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	
		Yes			
		20. LEGAL RESIDENCE		21. REMARKS	
		☐ CLAIMED ☐ MOVED STATE		This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.	
"Transfer TO Unvouchered funds FROM Vouchered funds."					
ENTRANCE PERFORMANCE RATING: PERSONNEL DIRECTOR					

~~SECRET~~

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS.—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
				16 Apr. 53
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Promotion		26 Apr. 53	Schedule A-6.116(b)	
FROM		TO		
Operations Officer (PW) RF-93-11		Same RF-93		
GS-132-11 \$5940.00 per annum		GS-132-12 \$7040.00 per annum		
DDP/PS		Same		
Political and Psychological Warfare		Same		
Political and Psychological Warfare		Same		
Section		Same		
Washington, D.C.		Same		
☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE WWII OTHER I-PT. 10-POINT DISAB OTHER		NEW VICE L.A. RETAL.		
☒ ☐ ☐ ☒ ☐		☐ ☐ ☐ ☐		
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
M	W	3700-20	yes	
20. LEGAL RESIDENCE		21. REMARKS		
☒ CLAIMED ☐ PROVED		This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		
SI/Anna				

ENTRANCE PERFORMANCE RATING:

Chief, Personnel Division

4. PERSONNEL FOLDER COPY

(1) Staff or Division FE (2) Date T/O Approved 17 November 1952 (3) Effective date of Action 7 December 1952

(4) NAME	(5) ORG. INF. & POS. TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. INF. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NOS.
	Intell Off.	GS-13	581		Pol & Dev FF Str O/C Ops Off-Fls	GS-132-13	BF-88
	Secy-Steno	GS-6	501		Secy-Steno	GS-312-6	BF-90
	Ops Off	GS-14	1173		Pol & Dev FF Str O/C Ops Officer	GS-132-14	BF-91
	Ops Off	GS-12	523		Ops Off P/M	GS-132-12	BF-92
	Intell Off	GS-11	521		Ops Off P.M.	GS-132-11	BF-93
	Intell Off	GS-7	525		Ops Off-R.A.	GS-132-7	BF-94

(12) APPROVED BY: [Signature]
Staff or Division Chief

(13) APPROVED BY: [Signature]
Class. & Mgmt Div.
S E C R E T
Security Information

(14) APPROVED BY: [Signature]
Personnel Div.

STANDARD FORM NO. 10 (PART 2)
 OFFICIAL USE
 PREPARED BY
 CHAPTER 5, FEDERAL PERSONNEL MANUAL
 U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. — ONE OTHER NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																		
			71389	24 Mar. 52																		
This is to notify you of the following action affecting your employment:																						
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
Reassignment & Promotion		30 Mar. 52	Schedule A-6.116(b)																			
FROM		TO																				
Intelligence Officer		Operations Officer																				
03-9-132 \$3060.00 per. annum.		03-11-132 \$3940.00 per. annum.																				
OPC FE Plans Branch		OPC FE Plans & Operations Branch Psychological Warfare Unit																				
Washington, D. C.																						
☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☐ DEPARTMENTAL																				
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																				
<table border="1"> <tr> <th>DATE</th> <th>PRE</th> <th>POST</th> <th>5 PT.</th> <th>10 POINT</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> </table>		DATE	PRE	POST	5 PT.	10 POINT					DISAB. OTHER	<table border="1"> <tr> <th>NEW</th> <th>WILL</th> <th>SA</th> <th>DATE</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	WILL	SA	DATE				
DATE	PRE	POST	5 PT.	10 POINT																		
				DISAB. OTHER																		
NEW	WILL	SA	DATE																			
15. DES. RACE		16. APPROPRIATION		17. DATE OF APPOINT. WITH AFFIDAVIT (ACCESSIONS ONLY)																		
2123300		2017		3/13/52																		
18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)		19. DATE OF APPOINT. WITH AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE																		
Yes				☐ CLAIMED ☐ PROVED STATE: Penna.																		
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.																						
(921)																						
Chief, Personnel Division																						
ENTRANCE EFFICIENCY RATING.																						

4. PERSONNEL FOLDER COPY

STANDARD FORM NO. 10 PARTS
REVISED 1950
PUBLISHED BY
CHAPTER 5, FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

7.C. 8/29/51

(ml)

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
			8003	17 Sept. 1951
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Accepted Appointment		17 Sept. 1951	Schedule A-6.116(b)	
FROM		TO		
8. POSITION TITLE		Intelligence Officer, GS-9		
9. SERVICE, SERIES, GRADE, SALARY		GS-9-132 \$4600.00 per. annum.		
10. ORGANIZATIONAL DESIGNATIONS		OPC FE Plans Branch		
11. HEADQUARTERS		Washington, D. C.		
12. FIELD OR DEPT'L		FIELD		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
15. RACE		Bu. #2974 CSO #2051 6/2/49		
16. APPROPRIATION		17. DATE OF APPOINTMENT AFFIDAVIT		
FROM: 2123900		18. DATE OF APPOINTMENT AFFIDAVIT		
TO: 2017		19. DATE OF APPOINTMENT AFFIDAVIT		
20. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND REVIEW BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
(71302)				
WANT TO DCI DIRECTIVE				
VH 24 OCT. 1951				
ADJUSTED TO 5760				
This appointment is subject to the satisfactory completion of a trial period of one year.				
Subject to a satisfactory medical examination.				
Copy Affirmative Executed.				
COB - 04/26/53				
COB - 07/17/57				
CO - 07/17/57				
Personal Division				
21. SIGNATURE OR OTHER AUTHENTICATION				
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100. SIGNATURE OR OTHER AUTHENTICATION				

4. PERSONNEL FOLDER COPY

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. CO
				M	GS-14	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Operations Officer			DDP/WH/1			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☐ REASSIGNMENT SUPERVISOR			
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 December 1972			1 January - 31 October 1972			
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						RATING LETTER S
SPECIFIC DUTY NO. 2						RATING LETTER S
SPECIFIC DUTY NO. 3						RATING LETTER S
SPECIFIC DUTY NO. 4						RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, adaptability, pertinent personal traits or habits, and performance 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

OFFICE USE ONLY (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. Do not 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.

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	
8 Jan 1973	/s/ [Signature]	
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
8 Jan 1973	Operations Officer	/s/ [Signature]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I agree with the above. The loss to the Station is greater than usual for Subject is retiring and thus his considerable talents will probably be unavailable to the Agency, unless some special arrangements are made in the future, depending on what he ends up doing. I am personally sorry to see this friend leave the Agency and I know further that it will be hard to replace his abilities in various operational fields, including that of good contacts in the community here. He has served the Agency well here and in many other posts and his leaving is a loss to us.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
8 Jan 1973	Chief of Station	/s/ [Signature]

SECRET

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. <u>Monitors 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.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.			
Subject is now well into his second tour at this station and has not lost any of his momentum. He charges into his work daily as if it were all a new challenge and new experience. His past fitness reports from this station have all reflected his professional approach to the job and he continues to merit these plaudits. He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in meeting deadlines. One of our more imaginative officers who is effective. Yet, with all of this, he has not progressed in the organization as he should have. It has been recommended that he be considered for promotion and/or a chance in a command job. The station is presently considering some reorganization which will give Subject an opportunity to manage and direct activity which will be diversified and a change from the specialized jobs he has held in the past. This will be another excellent test for him and we are optimistic in that he will handle this new assignment with the same degree of expertise that we have learned to expect from him.			
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 Feb 1972	/s/ []		
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 Feb 1972	Deputy Chief of Station	/s/ []	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL I agree with all of the above. Concerning his performance here and his delay in getting a promotion, I made a special point of bringing these matters to the attention of Deputy Chief, WOMACE, while I was in Washington in October of 1971. Our pending re-organization would find him with considerably increased responsibility, which is a good indicator of how we feel about him.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
9 Feb 1972	Chief of Station	/s/ []	

SECRET

SÉCRET

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL	
1. NAME		2. DATE OF BIRTH		3. SEX	4. GRADE
				M	GS-14
5. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. SD	
Operations Officer		DDP/WH/Branch 1		D	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
XX CAREER		XX INITIAL			
CAREER PROVISIONAL (See Instructions - Section C)		ANNUAL			
SPECIAL (Specify):		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
		April 1970 - 31 March 1971			
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong Performance is characterized by exceptional proficiency.					
O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
					O
SPECIFIC DUTY NO. 2					RATING LETTER
					S
SPECIFIC DUTY NO. 3					RATING LETTER
					O
SPECIFIC DUTY NO. 4					RATING LETTER
					S
SPECIFIC DUTY NO. 5					RATING LETTER
					S
SPECIFIC DUTY NO. 6					RATING LETTER
					S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

SECRET

Received: 25 July 2002; accepted: 12 September 2002

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. Monitor 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, a senior officer in AA 16 respects, has been at this station for the past 20 months as the responsible officer. His past fitness report covered very thoroughly and accurately his ability to

 He enjoys his work and the challenge of being on the spot. He is a thoroughly experienced officer in his field and although forced to specialize for years, we must start thinking of more responsible and more diversified employment for this fine officer.

He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in completing his obligations on schedule. One of the more imaginative officers of the station who is aggressive and effective. He handles his financial responsibilities well and has a good appreciation for the expenditure of official funds.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

26 March 1971

SIGNATURE OF EMPLOYEE

/s/

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

26 March 1971

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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---	--	--

-continued

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 March 1971	Chief of Station	/s/ <u> </u>

SECRET

SECTION C

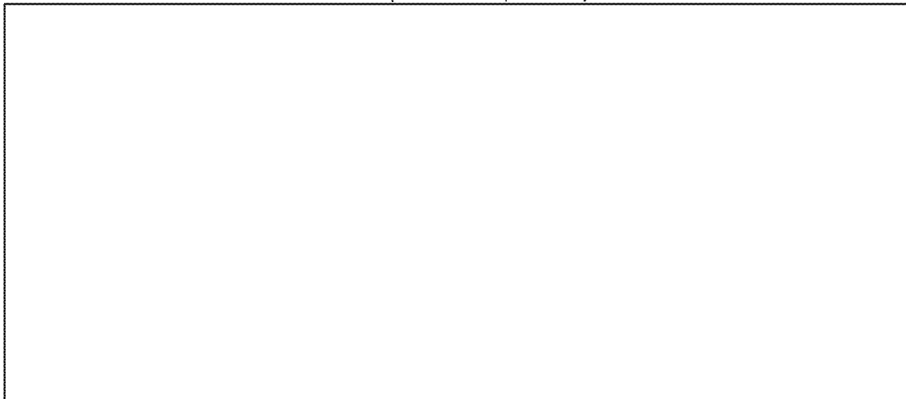
NARRATIVE COMMENTS

-continued

long hours, devoted his full efforts and produced remarkably when we needed him. He can always be expected to perform in this manner.

COMMENTS OF REVIEWING OFFICIAL

-continued



SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last, First, Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE
				M	GS-14
5. OFFICIAL POSITION TITLE		7. OFFICE OR ASSIGNMENT		8. CU	
Ops Off.		DDI/WI/Br. 1			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☒ INITIAL ☐ REASSIGNMENT SUPERVISOR		
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☐ ANNUAL ☐ REASSIGNMENT EMPLOYEE		
☐ SPECIAL (Specify):			☐ SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 05/70			12. REPORTING PERIOD (From - to)		
			June 1969 - April 1970		
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).					
3					RATING LETTER
					S
3*					RATING LETTER
					S
3*					RATING LETTER
	S				
3*	RATING LETTER				
	S				
3*	RATING LETTER				
	S				
SPECIFIC DUTY NO. 4					RATING LETTER
					S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper. Subject has his goals clearly in mind and has proceeded about his business with full confidence and perseverance. He is conscientious, dedicated and a team worker. Subject has gained the confidence of his supervisors and his subordinates have accepted him as one of the group. He was commended for this work by both Headquarters and Station management. He has developed contacts at all levels and has been very instrumental in developing disseminable information in this manner. He has quickly moved to replace assets which were terminated and by his efforts will fill in the void in a minimum amount of time. Subject enjoys meeting people and conducting operations. In the future, he will be forced to spend more time in managing his section due to administrative changes now taking place in the Station. He takes directions well and can be depended upon to fulfill all his obligations on schedule. He has an excellent command of the Spanish language and he is definitely cost conscious in the projects which he handles. Of special note is that Subject was one of the first officers to quickly retool his section when given a new requirement to fulfill. He responded immediately and in so doing once more indicated his desire			
SECTION D		CERTIFICATION AND COMMENTS	
-continued			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 05/15/70	SIGNATURE OF EMPLOYEE /s/ []		
2. BY SUPERVISOR			
IF THIS EMPLOYEE HAS BEEN UNDER MY SUPERVISION DATE 05/15/70	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION. OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE /s/ []		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL Concur fully with above and would add that Subject is one of the Station's most aggressive and effective development/contact officers. In what has been an almost complete reorganization of the Station and the termination or redirection [] Subject has probably moved faster and more effectively than any other section. Perhaps even more notable, his development of [] has more than kept pace with the termination of those who have outlived their usefulness. While he is very thorough and effective in all of his undertakings, a tendency to go off on tangents has a slight effect on his overall efficiency. This is probably due in large -continued			
DATE 05/15/70	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station TYPED OR PRINTED NAME AND SIGNATURE /s/ []		

SECRET

SECTION C

NARRATIVE COMMENTS

Continued

to operate in a manner which best suited Station's objectives.

COMMENTS OF REVIEWING OFFICIAL

Continued

part to his considerable mental agility and imaginativeness,
and as such could hardly be called a weakness.

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (First) (Middle) (Last)		2. SEX	3. GRADE	4. SD	
		M	GS-14	D	
5. OFFICIAL POSITION TITLE		6. OFFICE OF ASSIGNMENT		7. CURRENT STATION	
Ops Officer		DDP/WH		Headquarters	
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☐ REASSIGNMENT SUPERVISOR		
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE		
☐ SPECIAL (Specify):			☐ SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
30 April 1969			July 1968 to 31 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 Help to establish and monitor the political action priorities and plans of the Division, including commenting on policy papers and plans originating outside the Division.					RATING LETTER P
SPECIFIC DUTY NO. 2 Prepare guidance to accomplish priority area-wide objectives.					RATING LETTER S
SPECIFIC DUTY NO. 3 Advise and consult with the Branches and Desks concerning the management of political activities.					RATING LETTER S
SPECIFIC DUTY NO. 4					RATING LETTER S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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. Mention 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.

-- his imaginative and disciplined / mind comes forth with many operational concepts and ideas ranging from simple, quite routine matters to complicated and carefully shaded activities. It is to be expected that within this enthusiastic outpouring, practical details of implementation are sometimes buried. In these instances, _____ quickly trims his sails and comes forth with the needed realistic approach. In short, he is a fine operations officer, more competent and at ease in real as against planning or policy situations.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

24 February 1969

SIGNATURE

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

24 February 1969

OFFICIAL TITLE OF SUPERVISOR

C/WH/

TYPE OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur
in this report.

DATE

26 February 1969

OFFICIAL TITLE OF REVIEWING OFFICIAL

WH/Executive Officer

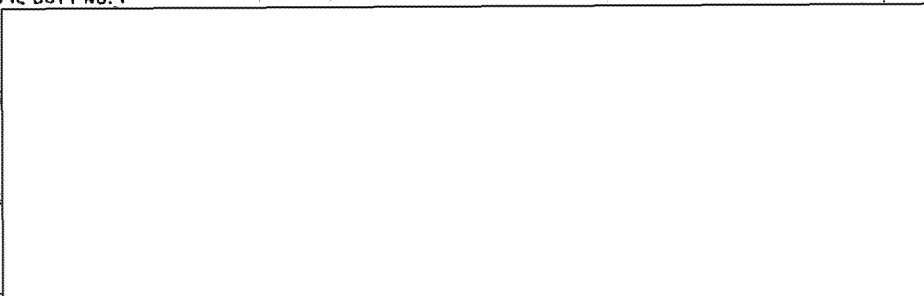
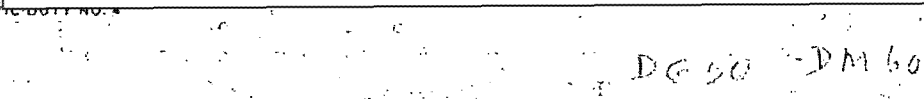
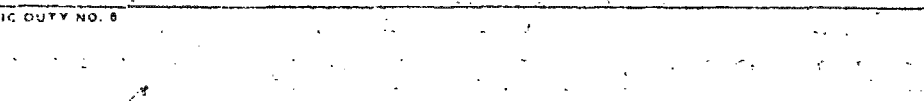
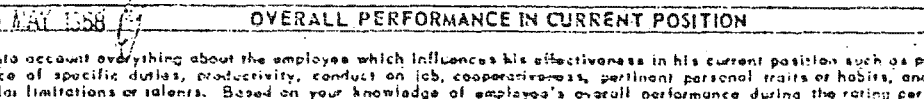
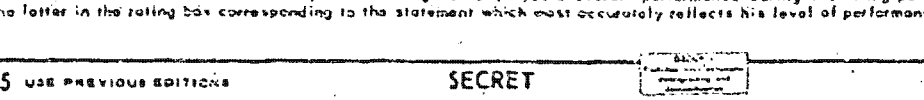
TYPE

DATE

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. SEX M	3. GRADE GS-14	4. SD D
5. OFFICIAL POSITION TITLE Instr Ops			6. DIV/BR OF ASSIGNMENT DDS/OTR	7. CURRENT STATION Hdqs. WASH/CS	
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☒ ANNUAL ☐ SPECIAL (Specify):		
10. REASSIGNMENT SUPERVISOR			11. REASSIGNMENT EMPLOYEE		
12. DATE REPORT DUE IN O.P. 30 April 1968			13. REPORTING PERIOD (From - to) 1 April 1967 to 29 March 1968		
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					RATING LETTER
					S
					RATING LETTER
					S
SPECIFIC DUTY NO. 2					RATING LETTER
					S
SPECIFIC DUTY NO. 3					RATING LETTER
					S
SPECIFIC DUTY NO. 4					RATING LETTER
					S
SPECIFIC DUTY NO. 5					RATING LETTER
					S
SPECIFIC DUTY NO. 6					RATING LETTER
					S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
20 MAY 1968					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.

The resonance which these new courses has evoked confirms the soundness of creative efforts in completely revamping Covert Action training in the (cont.)

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

10 May 68

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6

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

DATE

10 May 1968

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training, Operations School/OTR

TY

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. [] has done his job with distinction and with credit to himself and his career service. His assignment to OTR is a first-rate example of quality in rotational tours. At the same time he has given a good deal to the training mission, I think it also fair to say he has gained professionally from the rather wide exposure to disciplines other than CA which he has handled extremely well.

DATE

10 May 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Operations School/OTR

TYPED

SECRET

SECRET

SECTION C - NARRATIVE COMMENTS, [] (cont.)

Agency. In design and content the new courses reflect thoughtfulness, imagination, and realism--a combination of traits only too seldom encountered.

As a corollary to the main duties cited above, [] has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon.

[]

In February 1968 [] was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction []

[] Although, strictly speaking, this teaching and coordination task was outside [] normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. [] has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long Field experience for pertinent and meaningful contributions to the course.

[] occasionally handles Branch-wide administrative tasks and in my absence functions as Acting Chief, Headquarters Training Branch, to my complete satisfaction. At such times he has exercised supervisory responsibilities well. He is cost conscious and makes effective use of personnel, space, equipment, and funds.

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In summary, [] is a mature and responsible officer, keeps things nicely in perspective, and has a good sense of priorities. In tackling problems he strives to make molehills out of mountains, which is a refreshing change; in short, a dedicated and intelligent officer and, withal, unfailingly cordial and cooperative.

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
				M	GS-14 D
6. OFFICIAL POSITION/TITLE			7. OFF. DIV./BR. OF ASSIGNMENT 8. CURRENT STATION		
Inst. Operations			DDS/CTR Headquarters WAC		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C) ☐ SPECIAL (Specify):			☒ INITIAL ☐ REASSIGNMENT SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE ☐ SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
28 April 1967			1 April 1966 - 31 March 1967		
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					RATING LETTER
Chief Instructor for Covert Action subjects presented in Headquarters Training					S
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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.

Apr 21 9 27 AM '67

Since his assignment to Headquarters Training Branch of the Operations School, [] has been principally engaged in a thorough study and review of all courses in Covert Action previously given in OTR. This has been a long and complicated job, the difficulty of which has been compounded by the necessity, at least in part through public events, to plan and project a total revision of instruction in the CA field. As a result, [] has not yet had the opportunity to teach. This will come shortly, however, when a new course begins on 8 May. The "Strong" rating given him here is based on the excellent work and thoroughly professional approach he has taken in all of the preparatory work he has undertaken. He has been eminently successful in establishing useful new relationships and in maintaining his old contacts in the Clandestine Services for the purpose of laying a solid groundwork for high quality training. In addition to his responsibilities in OTR he has been regularly consulted [] in a survey of one of its activities. This is fine testimony for the regard in which he is held outside the confines of his present job. The prognosis for a very effective performance in all of his teaching assignments is excellent. He has no supervisory responsibilities and is average in cost consciousness.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE	
I CERT	DATE OF THIS REPORT
DATE 16 April 1967	BY []
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	
DATE 7 April 1967	OFFICIAL TITLE OF SUPERVISOR Chief, Headquarters Training
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	
As noted above, [] for several valid reasons, has not done much teaching in his first six months in the Operations School, but judging from the way he handles himself in preparing his courses, he will be a very effective teacher once he begins, which will be very soon.	
DATE 13 April 1967	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Operations School/TR

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME		2. SER		3. GRADE	
[Redacted]		M		GS-14 D	
4. OFFICIAL POSITION-TITLE		5. CHECK (X) TYPE OF ASSIGNMENT			
Ops Officer		DDP/WIL/4			
6. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY		☐ INITIAL ☒ REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)		ANNUAL ☒ REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-)			
		1 April - 28 August 1968			
SECTION B					
PERFORMANCE EVALUATION					
W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - <u>Strong</u> Performance is characterized by exceptional proficiency. O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
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 employee's with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Operational and administrative management of [Redacted]					RATING LETTER S
SPECIFIC DUTY NO. 2 [Redacted]					RATING LETTER S
SPECIFIC DUTY NO. 3 [Redacted]					RATING LETTER P
SPECIFIC DUTY NO. 4 Preparation of operational, contact and dissemination reports.					RATING LETTER S
SPECIFIC DUTY NO. 5 Preparation of operational programs, projects and briefing papers [Redacted]					RATING LETTER S
SPECIFIC DUTY NO. 6 [Redacted]					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify ~~or~~ ^{if} 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 has been under the direct guidance and supervision of this rating officer for a period of 14 months. This report is being submitted because of the transfer of the employee. For the last 6 weeks of the period covered by this report Subject ^{Dec 30, 1966} was under the direct supervision of the COS because of the absence [redacted] of this rating officer. Any differences of opinion with respect to the caliber of Subject's performance during the last six weeks will be reflected in the reviewing officer's comments.

During this period, as in the preceding period, Subject carried out all of his assigned duties and responsibilities in a highly professional and thoroughly competent manner. He continued to show a good deal of initiative and imagination [redacted] on day to day matters. He demonstrated a keen sense of the internal political situation and he made maximum use of his contacts to elicit a large amount of disseminable information. Subject took over [redacted] during this period and he was able, because of his deep knowledge and understanding of the operational techniques employed [redacted] to improve on the quality of the [redacted] product. Subject is an able and fully qualified officer who acquired a good deal of expertise about local operating conditions and then proceeded to apply his specialized knowledge and past experience [redacted]. He has a great capacity for creative

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	
	[redacted] /s/	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
14	Subject had Departed Station	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 September 66	Deputy Chief of Station	[redacted] /s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL:		
I would have rated Subject employee about the same. During the period under review, I had the opportunity to follow this employee's activities closely and can attest to his professional and imaginative handling [redacted]. He corrected an earlier occupational fault [redacted] of a lack of cost consciousness, by cutting back on costs without adverse results to the operations concerned. During the one year under my observation, this employee performed highly satisfactorily.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
16 September 66	Chief of Station	[redacted] /s/

SECRET

SECRET

- 2 -

SECTION C (CONTINUED)

thinking; he is perceptive and resourceful. He requires a minimum of guidance and direction. Subject showed some definite improvement with respect to cost consciousness and it is noteworthy that it did not adversely affect his enthusiasm. His operational and positive reports continue to be clear, concise and well written.

Summed up, Subject is a highly regarded professional officer who made a most worthwhile contribution to the overall mission.

SECRET

S-E-C-R-E-T
(when filled in)

MEMORANDUM FOR: Chief, Transactions & Records Branch/OP
FROM: Chief, External Training Branch/RS/TR
SUBJECT: Completion of External Training

27 DEC 1966

This is to advise you that [redacted] training
request # R-18762 attended [redacted] training program:

COURSE: NATIONAL INTERDEPARTMENTAL SEMINAR
INSTITUTION: DEPARTMENT OF STATE
DATE: 21 NOVEMBER - 16 DECEMBER 1966
GRADE: Successful Completion

FOR THE DIRECTOR OF TRAINING:

[redacted]

Attachments:

___ Grade Report
XXX Certificate of Satisfactory/Successful Completion
___ Certificate of Completion
___ Roster of Participants
___ Training Report by Institution
___ Training Report by Student
___ None
___ Other: _____

GROUP I
excluded from automatic
downgrading and
declassification

S-E-C-R-E-T
(when filled in)



Department of State • Department of Defense •
Agency for International Development • U. S. Information Agency

★
NATIONAL INTERDEPARTMENTAL SEMINAR
★

This is to certify that

has successfully completed the seminar on
**PROBLEMS OF DEVELOPMENT
AND INTERNAL DEFENSE**
at the Foreign Service Institute, Washington, D.C.

X TRUE COPY OF
SIGNED ORIGINAL

Seminar Coordinator

December 16, 1966

W. H. Callahan

Director of FSI

(When Filled In)

EMPLOYEE SERIAL NUMBER

SECTION B		PERFORMANCE EVALUATION
W - <u>Weak</u>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.	
A - <u>Adequate</u>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.	
P - <u>Proficient</u>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.	
S - <u>Strong</u>	Performance is characterized by exceptional proficiency.	
O - <u>Outstanding</u>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.	

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).

Page 45 0031476 0441000 0011000

SECRET

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 has been under the direct guidance and supervision of this rating officer for the nine-month period covered by this report.			
Subject is well grounded in the knowledge and application of [redacted] techniques and he has amply demonstrated an ability for creative thinking. He is both imaginative and resourceful and he uses his extensive knowledge of the internal political scene and his fluency in Spanish to the best operational advantage. He has initiative and he is persistent in carrying things through to a conclusion. He has an excellent facility for written communication. His operational and positive reports are clear, concise and well presented. He requires a minimum of guidance and direction. He responds very well to supervision and he accepts comments, suggestions and criticism in the constructive light in which they are presented. As a supervisor he has been able to obtain satisfactory results.			
Subject's only weakness is that he tends to be less cost conscious than is desirable and unless his activities are circumscribed he is apt to allow his fertile mind and enthusiasm to get out of hand.			
Summed up, Subject is a highly professional and experienced officer who has all of the necessary operational and intellectual abilities to meet the requirements of the job.			
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		
26 April 1966	[redacted]		/s/
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
Nine			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
26 April 1966	Deputy Chief of Station	[redacted] /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I would have rated Subject officer approximately the same. In the past eight months that I have observed him in action, he has demonstrated an ability to get things done in a professional manner. He is, without doubt, the most professional and effective senior case officer at this Station. It was a pleasure to work with this officer and he will be sorely missed after his departure in August.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
27 April 1966	Chief of Station.	[redacted] /s/	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL	
1. NAME (Last) (First) (Middle) 		2. DATE OF BIRTH 	3. SEX M	4. GRADE GS-14	5. PD D
6. OFFICIAL POSITION/TITLE Operations Officer		7. OFF/DIV/GR OF ASSIGNMENT DDP/WH/4		8. CURRENT STATION 	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C) ☐ SPECIAL (Specify):		☐ INITIAL ☒ REASSIGNMENT SUPERVISOR ☐ ANNUAL ☐ REASSIGNMENT EMPLOYEE ☐ SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 August 1965		12. REPORTING PERIOD (From - to) 1 April 1965 - 12 July 1965			
SECTION B PERFORMANCE EVALUATION					
W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - <u>Strong</u> Performance is characterized by exceptional proficiency. O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
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).					
					RATING LETTER S
					RATING LETTER S
					RATING LETTER S
					RATING LETTER S
					RATING LETTER S
					RATING LETTER S
SPECIFIC DUTY NO. 9					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position. Beings 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 report is submitted due to the reassignment of the supervisor. Subject's performance remains as before. The Rating Letter of Specific Duty No. 1 was lowered from "O" to "S" for the simple reason that the goal in large measure has been achieved, i.e., a substantial reduction in costs but with a concurrent improvement in the net product.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
12 July 65		/B/	
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
15			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
12 July 65	Operations Officer	/S/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
This officer's performance in the last three months has continued at a high level and I have nothing to add to the reviewing comments made in his last report.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
12 July 65	Chief of Station	/a/	

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A		GENERAL			
1. NAME		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
6. OFFICIAL POSITION TITLE		7. OFF/DIV. OR OF ASSIGNMENT	8. C. NUMBER		
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C) ☐ SPECIAL (Specify):		☒ INITIAL ☐ ANNUAL ☐ SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
31 May 1965		1 April 1964 - 31 March 1965			
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).					
					RATING LETTER
					O
					RATING LETTER
					S
					RATING LETTER
					S
					RATING LETTER
					S
					RATING LETTER
					S
					RATING LETTER
					S
					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
					S

SECRET

SECRET

(When Filled In)

SECTION C	NARRATIVE COMMENTS
Indicate significant strengths or weaknesses demonstrated in current position keeping in 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. There is little change over the previous report. Subject remains eager and aggressive and his enthusiasm for his assignment has not been dulled by the everyday frustrations and difficulties of doing business and living [redacted] Subject's political action project	

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 24 May 65	SIGNATURE OF EMPLOYEE [redacted] /	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 24 May 65	OFFICIAL TITLE OF SUPERVISOR Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE [redacted] /s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
From fairly close observation of his work I agree generally with ratings and comments of supervisor. The rating of "outstanding" on his work [redacted] was justified in his last report because of the exceptional job he had done in developing this relationship. While he has continued to maintain it at a high level, there is some question in my mind whether a rating of "outstanding" is still justified. He is definitely a strong and active officer, handling a heavy load of [redacted] operations. A well-rounded judgement of this officer should, however, include the statement that he sometimes rushes ahead a bit too precipitously and enthusiastically, and is inclined to gloss over [redacted] details which can be important. He is effective		
DATE 24 May 65	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE [redacted] /s/

SECRET

S E C R E T

SECTION C (Continued)

and direction but is quick to disagree if such be the case. However, he can be counted upon to implement fully a decision once one has been reached.

SECTION D.3. (Continued)

in his written work, more so than in his oral presentations which tend to be somewhat rambling. He is a cheerful and outgoing person who has learned Spanish exceptionally rapidly and well. He has developed a good understanding of, and rapport with, his contacts [redacted]
[redacted]

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A		GENERAL			
1. NAME 		2. DATE OF BIRTH 		3. GRADE GS-14	4. SD D
5. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP WHD 2		8. CURRENT STATION 	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		☒ INITIAL ☐ REASSIGNMENT SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 May 1964		12. REPORTING PERIOD (From - to) 1 April 1963-31 March 1964			
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).					
					RATING LETTER O
					RATING LETTER S
					RATING LETTER S
					RATING LETTER P
					RATING LETTER P
					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					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 must be described, if applicable.			
Subject remains the eager, aggressive, and intelligent individual described in his last Fitness Report. During the year under review Subject's project management is good and his formal reporting to both his supervisor and Headquarters is kept current and done in depth. This officer has consistently shown a cost consciousness during the period he has been at this Station (24 months). In addition he has an ability to relate cost to production which has resulted in almost halving funds spent			
Subject's language competence (Spanish) is sufficiently fluent --continued--			
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		
22 May 1964	/s/ [Redacted]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
20			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
22 May 1964	Operations Officer	/s/ [Redacted]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I generally concur with the Supervisor's ratings on Subject and on his general comments. In direct dealings with this officer I find him an aggressive and well-rounded officer who carries a full load of projects [Redacted] He is making a significant contribution to the Station's mission.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
22 May 1964	Chief of Station	/s/ [Redacted]	

SECRET

Continuation of Section C, Fitness Report, attachment
[redacted] 22 May 1964

Subject's rapport [redacted]
[redacted] appears to be excellent, which is doubtless
an important element in his continuing success with his
projects. Subject is responsive to guidance and
direction and when after full discussion a course of
action is agreed upon, he can be counted upon to take
action within the agreed limits.

SECRET
(When Filled In)

GA

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A					
1. NAME		2. SEX		4. GRADE	5. SD
[Redacted]		Male		GS-14	D
3. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP WH 2		[Redacted]	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C) ☐ SPECIAL (Specify)		☐ INITIAL ☐ REASSIGNMENT SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE ☐ SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
31 May 1963		5 June 1962 - 31 March 1963			
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).					
					RATING LETTER
					S
					RATING LETTER
					O
					RATING LETTER
					S
					RATING LETTER
					P
					RATING LETTER
					P
					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
					S

13 June 63

NARRATIVE COMMENTS

Subject is an aggressive, eager, and intelligent person who knows ¹⁰ ~~last~~ ^{he}.

Also, during this period Subject

Subject's language competence (Spanish) is proficient; he is able to converse meaningfully in Spanish with persons [redacted] who have no English.

(continued on separate sheet)

CERTIFICATION AND COMMENTS.

BY EMPLOYEE

1.

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

DATE

24 May 1963

SIGNATURE OF EMPLOYED

154

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

Flight

CATE

24 May 1963

OFFICIAL TITLE OF SUPERVISOR

Operations Officer

 TYPED OR PRINTED NAME AND SIGNATURE

15.

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am in general agreement with the supervisor's assessment of this individual, whom I have seen fairly frequently. He is extremely active and aggressive and has moved ahead rapidly into new activities [redacted]

2575

24 May 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

151

SECRET

Continuation of Section C, Fitness Report, attachment [redacted] 24 May 1963

Subject has no important weaknesses. His aggressiveness and eagerness have at times led to hasty action that might have resulted in professionally embarrassing results. On the other hand, [redacted]

[redacted] Subject is responsive to guidance and direction. He reports fully and within time limits. Subject's rapport with those with whom he is in professional contact appears excellent.

SECRET

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME Last First (Middle)			2. DATE OF BIRTH		3. SEX Male		4. GRADE GS-13		
5. SERVICE DESIGNATION D			6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1				
8. CAREER STAFF STATUS					9. TYPE OF REPORT				
☐ NOT ELIGIBLE		☐ MEMBER		☐ DEFERRED		☐ INITIAL		☒ REASSIGNMENT/SUPERVISOR	
☐ PENDING		☐ DECLINED		☐ DENIED		☐ ANNUAL		☐ REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD From To 1 Jan 62-30 Apr 62		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
		RATING NO. 5 RATING NO. 5				RATING NO. 5 RATING NO. 6
		RATING NO. 5 SPECIFIC DUTY NO. 6 5, 1, 1240 Agencies.				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, co-operation, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1. Performance in many important respects fails to meet requirements. 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.	RATING NO. 5
--	------------------------

SECTION D	DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS				RATING
			NOT APPLICABLE	NOT OVERSEEN
GETS THINGS DONE				1 2 3 4 5
RESOURCEFUL				X
ACCEPTS RESPONSIBILITIES				X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X
DOES HIS JOB WITHOUT SIGNIFICANT SUPPORT				X
FACILITATES SMOOTH OPERATION OF HIS OFFICE				X
WHITESPOT PROBABLY				X
SECURITY CONSCIOUS				X
THINKS CLEARLY				X
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				X
OTHER REASONS				

SEE SECTION "E" ON REVERSE SIDE

SEE SECTION "E" ON REVERSE SIDE

SECRET

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.

--

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: 8 June 1962 SIGNATURE OF EMPLOYEE: [Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: Four months IF THIS REPORT WAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: Subject departed on overseas assignment.

Four months

Subject departed on overseas assignment.

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (SPECIFY):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED

SIGNATURE

8 June 1962

AC/EE/L

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL:

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT		EMPLOYEE SERIAL NUMBER 13						
SECTION A - GENERAL INFORMATION								
1. NAME OF EMPLOYEE Mr. [REDACTED]		2. GRADE OR POSITION Male 13						
3. DUTY STATION D Operations Officer		4. DATE OF REPORT DDP/HH/V						
5. CAREER STATUS a. NOT ELIGIBLE b. MEMBER c. DEFERRED d. INITIAL e. REASSIGNMENT/SUPERVISOR		6. TYPE OF REPORT f. PENDING g. DECLINED h. DENIED i. ANNUAL j. REASSIGNMENT/EMPLOYEE						
7. RATE REPORT DUE IN O.P. 28 February 1962		8. REPORTING PERIOD 19 Jul 61 - 31 Dec 61						
9. 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						
Duty Description		RATING NO.	RATING NO.					
		5	5					
		5	5					
		5	6					
SECTION C - EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.								
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.			RATING NO. 4					
SECTION D - DESCRIPTION OF THE EMPLOYEE								
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee								
1 - Lowest possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree				
CHARACTERISTICS		NOT APPLICABLE	NOT 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	
WORKS EFFECTIVELY							X	
SECURITY CONSCIOUS						X		
VINDICABLE							X	
DISCIPLINE IN ORGANIZING, MAINTAINING AND SUPERVISING OF PERSONNEL							X	
OTHER COMMENTS								

SECRET

(When Filled In)

SECTION E			NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
<i>State 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.</i>					
This employee was new to WH and served only about three months under the supervision of the undersigned. He brought wide experience and background in CA work to the Branch due to his past experience in other components of KUBARK. [redacted]					
[redacted] His performance was excellent and can be expected to improve with more familiarization with the area.					
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				
4 April 1962	[redacted]				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.					
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS			REPORT MADE WITHIN LAST 90 DAYS		
OTHER (Specify):					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
26 March 1962	C/WH/1	/s/ [redacted]			
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:					
During the period from the rating officer's departure in Oct 1961 until [redacted] was reassigned to another Branch in Feb 1962 in preparation for an overseas assignment, he demonstrated high competence in all of his duties, thereby confirming the rating officer's expectations in the last sentence of Section E. On the basis of this fine performance, I would upgrade the rating in Section C from 4 to 5.					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	T1		SIGNATURE	
4 April 1962	AC/WH/1	[redacted]		[redacted]	

SECRET

S-E-C-R-E-T
(When filled in)

TRAINING REPORT

Spanish Basic Reading, Speaking, Writing I

100 hours, part time, 16 January 1961 - 24 March 1961 - 6 students

Student :

Year of Birth:

SCD Date:

September 1951

Grade:

GS-13

Office :

COURSE OBJECTIVES - COMMENT AND METHODS

This is the first phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of the course is to enable the student to use the spoken language with moderate facility and accuracy in a large number of everyday situations while providing a basis for further learning of the language either by actual use in the area or by further formal study. The three major objectives of this phase of the course are to develop an ability: (1) to adequately distinguish and pronounce the sounds of the language; (2) to use appropriately a small quantity of Spanish sentences and expressions; (3) to comprehend normal-speed spoken Spanish in a limited number of everyday, non-technical situations.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

Unsatisfactory

Satisfactory

Excellent

Incomplete

3 *

3

It is regrettable that will not be able to continue in the course at this time but increased office duties do not permit it. had made a very profitable start in Spanish in this course.

FOR THE DIRECTOR OF TRAINING:

/s/

23 May 1961

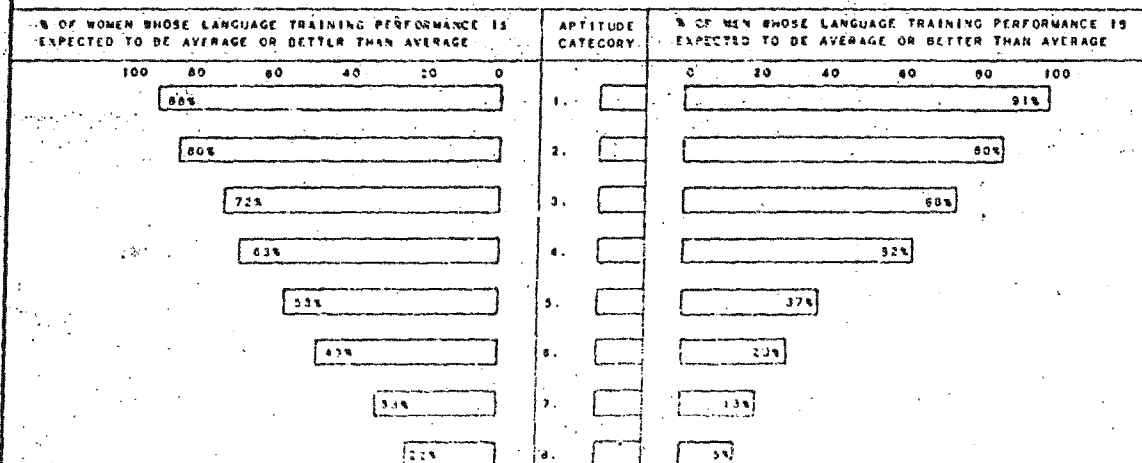
(S)

S-E-C-R-E-T
(When filled in)

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT		DATE OF TESTING 1954
NAME J. L. LAY	OFFICE U. S. AIR FORCE	SEX ☒ MALE ☐ FEMALE

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 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent 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. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH 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 nonacademic 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.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL				
MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 YEAR OF 12 MONTHS)	
HIGH SCHOOL	COLLEGE	OTHER	READING OR LISTENING	SPEAKING
15	2	4	1	1
DATE 1954			SIGNATURE OF CHIEF, U. S. F. STAFF J. L. LAY	

NOTE: This report may be shown to the individual concerned.

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER					
SECTION A GENERAL									
1. NAME (Last) (First) (Middle)		3. SEX	4. GRADE						
		M	GS-13						
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT					
D		Ops Officer		DDP/CA/					
8. CAREER STATUS		9. TYPE OF REPORT							
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED		☐ INITIAL ☐ REASSIGNMENT/SUPERVISOR							
☐ PENDING ☐ DECLINED ☐ DENIED		☒ ANNUAL ☐ REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD							
31 January 1961		From 25 May 60 - 31 Dec. 60 To							
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 - Good 5 - Very Good 6 - Outstanding									
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION									
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.									
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.									
RATING NO. 5/6									
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 3 4 5			
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):									

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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 justify the basis for determining future personnel actions.

JAN 27 2 21 PM '61

[Redacted]

(which, on several occasions has indicated a strong interest in securing his services when his release from the staff can be arranged). Assignments are completed with dispatch and in good order.

[Redacted]

and differently tailored for each. During the absence of the rating official [Redacted] has acted as Branch Chief.

SECTION F

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I [Redacted] this Report.

DATE 23 January 1961 SIGNATURE [Redacted]

2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 30 DAYS

OTHER (Specify):

DATE 23 January 1961 OFFICIAL TITLE OF SUPERVISOR CA/ [Redacted] TYPED OR PRINTED NAME AND ADDRESS

3. I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND ADDRESS

CA/C/PROP

HENRY C. SUTTON

SECRET

SECRET
(When Filled In)

400-66 63-115
13-27
22 NOV 59

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 15		
SECTION A 63-115 13-27 GENERAL						
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	
				M	GS-13	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		
DA		Asst. Chief		FE/11A/		
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ PENDING ☐ DECLINED ☐ DENIED			☐ INITIAL ☐ REASSIGNMENT/SUPERVISOR ☐ ANNUAL ☒ REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD			
			1 Nov 59 30 Mar 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 Operations officer, political action		RATING NO. 6		SPECIFIC DUTY NO. 4 Assisting in political action planning		
SPECIFIC DUTY NO. 2 Collection and processing of intelligence		RATING NO. 4		SPECIFIC DUTY NO. 5		
SPECIFIC DUTY NO. 3 Origination of correspondence		RATING NO. 5		SPECIFIC DUTY NO. 6		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important aspects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important aspects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4/5	
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree						
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING		
				1	2	3
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)						

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is an exceptionally able political action officer. His capacity for grasping a rapidly developing political situation quickly and for making on-the-spot decisions is quite unique, and he would be a powerful addition to any [redacted] He is not always able to separate the significant from the insignificant and therefore tends to over-report. He is also inclined to operate more as a singleton than as an integrated member of [redacted] team. He has been quite successful in [redacted] Additional training does not appear necessary at this time.

In preparing this report, careful consideration was given to the guidance [redacted] which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance.

This report has been prepared in accordance with the Division standards which recognize [redacted] the individual against the group. Thus an "average" rating reflects an entirely satisfactory 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 [redacted] SIGNATURE OF EMPLOYEE /s/ [redacted]

2. BY SUPERVISOR

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS [redacted] REPORT MADE WITHIN LAST 30 DAYS [redacted]
OTHER (Specify) [redacted]

DATE 30 March 1960 OFFICIAL TITLE OF SUPERVISOR [redacted] TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]

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 [redacted]

DATE 30 March 1960 OFFICIAL TITLE OF REVIEWING OFFICIAL [redacted] TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL							
1. NAME		7. DATE OF BIRTH		3. SEX	6. GRADE		
				M	OS-13		
8. SERVICE DESIGNATION		9. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
DP		OP3 Officer,					
10. CAREER STAFF STATUS				11. TYPE OF REPORT			
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ PENDING ☐ DECLINED ☐ DENIED				☒ INITIAL ☒ REASSIGNMENT/SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD			
				From <u>Sept 1958</u> to <u>31 Oct 1959</u> SPECIAL (Specify) <u>Promotion</u>			
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	
		RATING NO. 5				RATING NO. 5	
		RATING NO. 6		SPECIFIC DUTY NO. 5		RATING NO. 5	
				Acts as Deputy Chief, PP			
		RATING NO. 5		SPECIFIC DUTY NO. 6		RATING NO. 4	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 4/5
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
						5 - Outstanding degree	
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
						1	2
GETS THINGS DONE							3
RESOURCEFUL							4
ACCEPTS RESPONSIBILITIES							5
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							
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.

Subject has a well developed background [redacted]
He has continually demonstrated initiative and imagination in obtaining the maximum production from his projects, [redacted]

[redacted] No particular weaknesses were observed. Subject is well qualified for senior operational assignments [redacted] and is recommended for promotion. Since subject is planning to return for a second tour, no additional training is recommended at this time.

In preparing this report, careful consideration was given to the guidance [redacted] which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance in that subject has clearly demonstrated a high degree of operational capability as indicated herein.

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

5 November 1959

/s/ [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

21 months

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

5 November 1959

C/PP

3. BY REVIEWING OFFICIAL

☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

☐ I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

9 November 1959

Chief of Station

SECRET

SECRET

9 November 1959

COMMENT OF REVIEWING OFFICIAL:

[redacted] I have carefully reviewed this Fitness Report in order to comply with division policy of avoiding overrating. We are satisfied that [redacted] who has been given a high rating with respect to specific performance characteristics, fully merits such rating. During the fourteen years I have been with the Agency, I have had the opportunity to observe personally a good number of [redacted] officers. Additionally, I have worked closely with [redacted]

[redacted] I have no hesitation in stating that I regard him as an unusually qualified officer for [redacted]. I believe also that he should be promoted as soon as practicable from GS-13 to GS-14.

[redacted]

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)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE Ops Officer-- Demmy Chief, (PP)	
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 September 1958	
10. TYPE OF REPORT (Check one)	☒ INITIAL ☐ ANNUAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)

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:

☒ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" (N, C) OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
☐ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
☐ I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

2. THIS DATE 5 Nov 58 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William T. Tarrant D. SUPERVISOR'S OFFICIAL TITLE Chief, PP

3. 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	DATE
Posted Pcs. Control	17 DEC 1958
DEC 18 1958	

☐ CONTINUED ON ATTACHED SHEET

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

1. THIS DATE 5 Nov 58 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL C03

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.

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

COMMENTS: Subject has proven himself to be an effective and productive case officer.

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		OFFICE OF PERSONNEL																									
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty by those supervisors who supervise a secretary only. d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table style="width: 100%; font-size: small;"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> 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.				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">RATING NUMBER</td> <td style="width: 80%;">SPECIFIC DUTY NO. 4</td> <td style="width: 10%; text-align: center;">RATING NUMBER</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Acts as Deputy Chief PP</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">5</td> <td>DEVR</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td></td> <td style="text-align: center;"></td> </tr> </table>	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER	5	Acts as Deputy Chief PP	5	5	DEVR		5																
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5	DEVR																										
5																											
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. Subject has a well developed background [redacted] [redacted] He has demonstrated he is a careful and productive case officer and [redacted] [redacted] No particular weaknesses were observed.																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION DIRECTIONS: Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level. <table style="width: 100%; font-size: small;"> <tr> <td style="width: 10%;"></td> <td>1 - DEFINITELY UNSUITABLE... WE SHOULD BE SEPARATED</td> </tr> <tr> <td></td> <td>2 - OF DOUBTFUL SUITABILITY... COULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td></td> <td>3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">5</td> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td></td> <td>5 - A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td></td> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td></td> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table>					1 - DEFINITELY UNSUITABLE... WE SHOULD BE SEPARATED		2 - OF DOUBTFUL SUITABILITY... COULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW		3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION	5	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION		5 - A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS		6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION		7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION										
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IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO. IF YES, EXPLAIN FULLY: Well qualified for most operational assignments both PROTECTIVE and DISCREETLY.																											

SECRET

SECRET

2 DEC RECD

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 HQ no later than 30 days after the due date indicated in item 4 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Middle)	2. GRADE	3. SER	4. SERVICE DESIGNATION
		H	EE DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Ops Officer-Deputy Chief, (PP)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13		15 March-15 September 1950	
10. TYPE OF REPORT (Check one)	☒ INITIAL	☐ REASSIGNMENT SUPERVISOR	☐ SPECIAL (Specify)
	☐ ANNUAL	☐ REASSIGNMENT EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
5 Nov 1950		Chief, PP
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Nov 1950		COS

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.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FIVE AND 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 degree of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	1 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	4 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (Bookkeepers, stenographers, technicians or professional specialists of various kinds) where contact with immediate subordinates is frequent (First line supervisor)		
	2	A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisors)		
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OFFICE STAFF		
		Other (Specify)		

SECRET

(When Filled In)

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

4. COMMENTS CONCERNING POTENTIAL
Qualified as senior case officer

OFFICE OF PERSONNEL
 25TH '58
 MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
Continue with present duties for time being.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
Subject and family well adapted to overseas duties

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.

4. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

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

SECRET

SECRET

(When Filled In)

6 JUN 1958

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 recent 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)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Ops Officer--Deputy Chief, (PP)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13	Special	15 March-15 May 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	X Promotion action

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:

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

D. THIS DATE	E. TYPE	F. NATURE OF SUPERVISION	G. SUPERVISOR'S OFFICIAL TITLE
19 May 1958			Chief, PP

2. 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	DATE
Posted Det. Control	14 JUL 1958
Reviewed by PJO	7/24/58

☐ CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR FR	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958	OFFICIAL	COS

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFINITIONS: 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.

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

COMMENTS: Subject has proven himself to be an effective and productive case officer.

SECRET

Performance

141

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

ORAL BRIEFING
GIVING LECTURES
CONDUCTING SEMINARS
WRITING TECHNICAL REPORTS
CONDUCTING EXTERNAL LIAISON
TYPING
TAKING DICTATION
SUPERVISING

HAS AND USES AREA KNOWLEDGE
DEVELOPS NEW PROGRAMS
ANALYZES INDUSTRIAL REPORTS
MANAGES FILES
OPERATES RADIO
COORDINATES WITH OTHER OFFICES
WRITES REGULATIONS
PREPARES CORRESPONDENCE

CONDUCTS INTERVIEWS
PREPARES SUMMARIES
TRANSLATES GERMAN
INTERVIEW SOURCES
KEEPS BOOKS
DRIVES TRUCK
MAINTAINS AIR CONDITIONING
EVALUATES SIGNIFICANCE OF DATA

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

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
	5	Act as Deputy Chief PP	5
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
	5		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject has a well developed background. He has demonstrated he is a careful and productive case officer and No particular weaknesses were observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

Well qualified for most operational assignments

SECRET

SECRET

(When Filled In)

JUN 1958

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 (4) no later than 30 days after the due date indicated in Item 8 of Section "2" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Ops Officer-Deputy Chief, (PF)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13	Special	15 March - 15 May 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	Promotion action

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
19 May 1958		Chief, PF
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958		COS

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.

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

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

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP, COULD THE BASIC JOB (GROUP DRIVER, REPAIRSMEN, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, COORDINATION AND POLICY (Executive level)		
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATE ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

Two Months

JUN 26 2 03 PM '58

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

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

Subject and family well adapted to overseas duties.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO GET AT OTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTICAL IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STUDIES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. SHOWS TEND TO ACCEPT RESPONSIBILITY	4	16. DOES HIS JOB WITHOUT STRONG SUPERVISOR	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS PERSISTENT
5	8. USES REASON FOR FACTS	4	18. IS CONSCIENTIOUS	4	28. HAS CONFIDENCE IN COMBINATION
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. PARTICIPATES SHOWING OFFERINGS BY HIS OFFICE
4	10. CAN GET ON WITH OTHERS	4	20. COMPLETES ASSIGNMENTS WITHIN DESIGNATED TIME LIMITS	4	30. WILL NOT ASSUME RISKS AND CONTINUOUS SUPPORT

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 20-379. 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 [Redacted]	2. DATE OF BIRTH [Redacted]	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FB 5		6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr. Ch.	
7. GRADE 08-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957	
10. TYPE OF REPORT (Check one) ☒ INITIAL ☐ ANNUAL	☐ REASSIGNMENT-SUPERVISOR ☐ REASSIGNMENT-EMPLOYEE		☐ SPECIAL (Specify)

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

9. THIS DATE 2 August 1957	10. SUPERVISOR'S OFFICIAL TITLE Chief, FB/5
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2. 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 23 AUG 1957
Posted For Control	
Reviewed by [Signature]	
CONTINUED ON ATTACHED SHEET	

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

A. THIS DATE 9 AUG 1957	B. TYPED BY OFFICIAL [Redacted]	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CSE
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SECTION C. JOB PERFORMANCE EVALUATION

1. RATINGS 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.

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

COMMENTS:

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important ~~specific duties~~ performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual ~~being rated~~ ^{Aug 22 10 23 AM '57} performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| Typing | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER	
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	
	3 - PERFORMS THIS DUTY ACCEPTABLY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB		
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Supervision, as Deputy Chief of Branch	5	Operational and administrative planning	5
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Prepares cables and dispatches	5	Coordination of branch activities	5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Oral briefings	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is capable, conscientious, and energetic. He gets along well with associates and is a good supervisor. His scholarly knowledge of political science and history, coupled with an ability to express himself well is a distinct asset. Has a slight tendency to lecture his listeners, and is sometimes carried away by the momentum of his own initiative and aggressive approach to problems but of course these characteristics can easily be qualities rather than faults when recognized and guided.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FE 5		6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr.Ch.	
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957	
10. TYPE OF REPORT (Check one)	INITIAL ☐	REASSIGNMENT-SUPERVISOR ☒	SPECIAL (Specify)
	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 2 August 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE Chief, FE/S
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 9 AUG 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CFE

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.

RATING NUMBER	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	DATE 2 AUG 1957
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	
	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES	
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES	
	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING	
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT PRESENT LEVEL	
	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR PROMOTION TO A LEVEL 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, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0. HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1. BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
	2. BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
	3. BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (first line supervisors, technicians or professional specialists of various kinds), where contact with immediate subordinates is frequent (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND REQUIRING CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

(When Filled In)

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

8 months

4. COMMENTS CONCERNING POTENTIAL

Subject has many qualities which as he acquires experience and maturity, will make him increasingly valuable as a supervisor, operator, ~~and~~ ^{at} ~~the~~ ^{an} ~~level~~ ^{level} ~~case~~ ^{case} ~~officer~~ ^{officer}.

MAIL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Management training might be useful.

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

Has well-balanced attitude toward his work and his associates.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

- CATEGORY NUMBER
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 - 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 - 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 - 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 - 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	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	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS RE-OPPOSED OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. DOES WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. SHOWS WISH TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES EFFECTIVE OPERATION OF HIS OFFICE
4	10. CAN cope WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLORDED TIME LIMITS	4	30. DOES NOT PRODUCE STRESS, OR CONTINUOUS SUPPLY

SECRET

TRAINING EVALUATION

COUNTERESPIONAGE OPERATIONS COURSE NO. 16

NAME [REDACTED]	SEX Male	DATE OF COURSE 25 Nov - 13 Dec 1957	NO. OF STUDENTS 15
DATE OF FIRST [REDACTED]	END DATE 17 Sept 1958	GRADE OR RANK GS-13	OFFICE DDP FR
PRESENTED ASSIGNMENT OR PRESENT POSITION Deputy Chief of FR/S.			

- I. Course Objectives: to familiarize the student with the various types of CE operations and with methods and procedures peculiar to CE in the field and at headquarters, to outline CE objectives, and to increase proficiency in the recognition and exploitation of leads.
- II. Course Characteristics: The Counterespionage Operations Course is of three weeks duration. The curriculum material is presented by means of lectures, seminars, and directed reading. It is divided into sections as follows:
 - A. Introduction (definition of terms, the CI Staff, operational security and risk assessment, sources of CE leads, CI reporting and records, documentation)
 - B. Interrogation
 - C. Foreign Intelligence Services (with emphasis on currently hostile services)
 - D. Penetration and Defection
 - E. Double Agent Operations

During the course each student is required to present orally a CE case and to submit a written version of the case. Evaluations are based on problems, written exercises requiring analyses of assigned case studies, the case analyses presented by the student, and on objective tests.

S-E-C-R-E-T

III. Evaluations: (This student's performance indicated by asterisk.)

- A. Two double agent problems and one walk-in problem requiring case analysis. This analysis involves thorough study of the case:
1. To determine areas of missing, inadequate, or questionable information.
 2. To pick out information which can be checked through other sources.
 3. To recognize all possible leads.
 4. To assess the risk involved.
 5. To propose appropriate action (operational decisions).

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		6	8 *			1
Total of ratings in 15 classes	1	15	199	18		4

- B. Four written exercises requiring analysis of assigned CB case studies.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		4	9 *	1		1
Total of ratings in 14 classes			193	24		1

- C. Case Analysis (Student Presentation.)

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class			8	6 *		1
Total of ratings in 15 classes			179	49		1

- D. Objective tests based on all sections of the course.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		2	7	5 *		1
Total of ratings in 15 classes	5	54	132	43	1	1

[redacted] was received, but his contributions were quite pertinent and advanced the progress of the class discussions. In his written work he showed a sound knowledge [redacted] but in other aspects of the cases and problems his efforts were more casual. His student presentation demonstrated a cautious approach and a comprehensive analysis [redacted]

EXCELLENT The student demonstrated outstanding ability or proficiency in meeting this course goal or objective; he indicated an unusually thorough knowledge of the material presented, or, if skills were involved, he demonstrated that he was one of the most effective individuals in this area.

BEYOND The student showed unusual competence, skill, or ability in meeting this objective or goal; he demonstrated a thorough grasp of the material presented, or, if skills were involved, he demonstrated that he could perform in an extremely effective manner in this area.

EXCEPTIONAL The student met this objective in a competent and elegant manner; he demonstrated a good understanding and a grasp of the information presented, or if skills were involved, he demonstrated sufficient competence to operate effectively in this area.

GOOD Although the student may have met some of the standards set for student achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

FAIR The student was unable to grasp the concepts or information presented, or demonstrated that he had not acquired the necessary information and skills to operate at even minimum facility in this area.

FOR THE SIGNATURE OF TEACHER



SECRET

REPORT OF [] TRAINING

Date: 27 Oct 1955

Grade:

1. Pseudo: []

2. Office:

Division:

Branch:

3. Project Assignment: []

4. Dates Trained:

10 Oct 1955

Location: []

5. Training Received:

Basic SW:

Briefing in use of []

F S:

no restoration.

Other:

6. Evaluation:

[] is able to spend only about three hours in the briefing session. During this time, he was able to use all three systems assigned for [] and, since he will be able to get help from [] if necessary, he should have no difficulty with them. Further training would be required []

7. Instructor: []

Chief, []

SECRET

SECRET
(When Filled In)

(1-9)		LANGUAGE DATA RECORD			
PART I-GENERAL					
1. NAME (Last-First-Middle) (17-24)			2. DATE OF BIRTH (25-30)		
			MONTH	DAY	YEAR
			Jan	16	1967
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-39)		5.	
German		MONTH	DAY	YEAR	☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
283		May	2	1967	
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.					
④ 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
④ 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
④ 4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

CONTINUATION OF PART III-LANGUAGE ELEMENTS	
OFFICE OF PERSONNEL	
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.	MAY 6 2 54 PM '57
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.	MAIL ROOM
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 (14)
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 JOES 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 (43)	
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. 1014. 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	SIGNATURE
2 May 1957	
1401	1472

SECRET
(When Filled In)

LANGUAGE DATA RECORD				
PART I-GENERAL				
1. NAME (Last-First-Middle) (7-24)		2. DATE OF BIRTH (125-301)		
[Redacted]		MONTH June	DAY 16	YEAR 1921
3. LANGUAGE (31-32)		4. TODAY'S DATE (134-38)		5.
Japanese 379		MONTH May	DAY 2	YEAR 1957
☐ 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.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
(5) I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.				
(5) I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE.				
(2) WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.				
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS. I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- ☒ 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
- ☒ 4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
- ☒ 4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 24-115, 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 May 1967

SIGNATURE

(43)

(44)

15 February 1956

Figure 1 (face)

CONFIDENTIAL

CONFIDENTIAL

15 February 1956

SECTION A. PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the space 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.
- Rate performance on each SPECIFIC duty, considering ONLY effectiveness in performance of this SPECIFIC duty.
- For supervisors: ability to supervise well should be rated as a SPECIFIC duty on the basis of experience shown who supervised a subordinate.
- Compare, in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ARM BRIEFING	NAV AND LARS AREA ENGINEERING	CONDUCT INTERVIEWS
DEBRIEFING	DEVELOP NEW PROGRAMS	PREPARE SUMMARIES
CONSULTING ADVISORY	ANALYZE INDUSTRIAL REPORTS	TRANSLATE GERMAN
REVIEW TECHNICAL REPORTS	MANAGE FILES	DEBRIEFING SOURCES
CONDUCTING INTERNAL TRAINING	OPERATE RADIO	REPORT WORK
TRAINING	COORDINATE WITH OTHER OFFICERS	ISSUE TRUCK
TAKE DICTATION	BRIDGE OPERATIONS	MAINTAIN AIR CONDITIONING
SUPERVISING	PREPARE CORRESPONDENCE	EVALUATE SIGNIFICANCE OF DATA

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

DESCRIPTIVE:

- INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
- NEARLY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
- PERFORMS THIS DUTY ADEQUATELY
- PERFORMS THIS DUTY IN A COMPETENT MANNER
- PERFORMS THIS DUTY IN AN OUTSTANDING MANNER

Rating Number

5	Writes intelligence reports and estimates	5
5		5
5		5

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

is an intelligence, sincere, imaginative, hard-working, loyal officer who is a definite credit to the organization. He has carried out all his assignments in a most professional manner and has served as a most useful and respected member of the team. His judgment and opinions are respected by his colleagues

SECTION B. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

- ENTIRELY UNSUITABLE - HE SHOULD BE REMOVED.
- NOT ENTIRELY SUITABLE - HE SHOULD BE ACCEPTED WITH A HARD LOOK AT WHAT HE CAN DO.
- MODERATELY SUITABLE - HE WILL DO SOME WORK BUT WITH NO RESERVATIONS CONCERNING HIS SUITABILITY TO WORK WITH YOUR ORGANIZATION.
- WELL SUITABLE - HE WILL DO SOME WORK WITH THE ORGANIZATION.
- VERY WELL SUITABLE - HE WILL DO SOME WORK WITH THE ORGANIZATION.

Rating Number

6

MAIL ROOM

SEP 12 11 17 AM '56

OFFICE OF PERSONNEL

Figure 1 (back)
CONFIDENTIAL

CONFIDENTIAL

10 February 1956

FITNESS REPORT (Part II) CONFIDENTIAL			
INSTRUCTIONS			
FOR THE ADMINISTRATIVE OFFICER: This report is a record of the performance of the individual being evaluated. It is to be completed only after the individual has been observed in the performance of his duties. It is to be completed only after the individual has been observed in the performance of his duties. It is to be completed only after the individual has been observed in the performance of his duties.			
FOR THE EVALUATOR: This report is a record of the performance of the individual being evaluated. It is to be completed only after the individual has been observed in the performance of his duties. It is to be completed only after the individual has been observed in the performance of his duties. It is to be completed only after the individual has been observed in the performance of his duties.			
SECTION I. GENERAL			
NAME	DATE OF BIRTH	SEX	SERVICE DESIGNATION
[Redacted]	[Redacted]	M	DP
Ops Officer (PP)			
May 1955 to Year prior to his departure on 24 May 1956.			
SECTION II. CERTIFICATION			
24 July 1956		Chief of Station	
Aug. 1956		Chief, FE/5	
SECTION III. ESTIMATE OF POTENTIAL			
Posted [Redacted] DATE 13 SEP 1956			
Reviewed by [Redacted]			
2			
13 30 35 55			

Figure 1, Sheet 1
CONFIDENTIAL

15 February 1956

CONFIDENTIAL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION ON

26 months

2. IS READY, WILLING AND ABLE TO SHOULDER ADDITIONAL RESPONSIBILITIES INHERENT IN A MORE RESPONSIBLE POSITION IN THE ORGANIZATION. HE HAS THE INTELLIGENCE, KNOW-HOW, ENTHUSIASM AND DRIVE THAT THE ORGANIZATION DESIRES IN ITS OFFICERS.

SECTION II. FUTURE PLANS

1. OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

is scheduled for assignment in Headquarters, which he is fully qualified to handle. It is hoped he will, during his Headquarters tour, be able to take the Basic Management training course. After his headquarters tour, should receive a field assignment to make full use of his abilities.

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

is happily married to an intelligent young lady, and they have two attractive daughters. His wife is willing to go anywhere her husband desires.

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.

1. HAVE NOT OBSERVED THIS, HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

2. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

3. APPLIES TO INDIVIDUAL TO A MODERATE DEGREE

4. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

5. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

6. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. WOULD GO TO SEE ANOTHER'S POINT OF VIEW.	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS AFFECTIONATE TO DISCREET WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WITH LITTLE ADVICE	5	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS RELIABLY IN THE FUTURE
5	3. HAS INITIATIVE	5	13. EXHIBITS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTICAL IN HIS THINKING	3	14. ADMITS HIS MISTAKES	4	24. PEOPLE WILL LOYALLY PRESERVE
4	5. STRIVES CONSTANTLY FOR NEW PROBLEMS AND IDEAS	3	15. DEFERS ALL TO SUPERIOR	4	25. DISPLAYS JOYOUSNESS
3	6. EXHIBITS AID TO STAFF ASSISTANCE	4	16. DOES HIS JOB WITHOUT SUPERVISORY	4	26. IS BECOMING CONFIDENTIAL
4	7. CAN GET ALONG WITH PEOPLE	4	17. CARRY UP WITH SOLUTIONS TO PROBLEMS	4	27. IS FARSIGHTED
3	8. HAS MIND FOR THE FUTURE	3	18. IS CARELESS	3	28. HAS AN INTEREST IN OTHERS' PROBLEMS
4	9. IS AWARE OF HIS OWN LIMITS	4	19. THINKS CLEARLY	4	29. FACILITATES OTHERS' PROGRESS
4	10. CAN GET ALONG WITH OTHERS	3	20. CANNOT BE RELIABLELY WITH ALL NECESSARY TIME LIMITS	4	30. DOES NOT NEGLECT OTHERS' AND CONTINUES FUTURE

OFFICE OF PERSONNEL

Figure 2 (back)

SECRET

23072

CUMULATIVE TRAINING RECORD						DATE
						PP 1 October 1955
NAME						PROJECTED PERSONNEL ACTION
						PROMOTION ☒ REASSIGNMENT ☐ OTHER (Specify)
						ROTATION ☐ TRAVEL ☐
FROM: Ops Off PP, GS-13, [redacted]						TO: Ops Off PP, GS-13, Hqs. 17 Sept 51
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN	REMARKS:
W	BASIC. ORIENT. ALSO DIC. BITC. SQC. RIF. PH. I			AIR OPS. 1 2 3 4 5		1. CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS ☐ BACKGROUND ☐ EXPERIENCE ☐ TRAINING.
	CLAND. M & T ALSO OC. PH. II	5/10-6/11/53		WAR. OPS. 1 2 3 4 5		2. SUBJECT WAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.
	CLAND. OPS. ALSO AIC. AITC. AOC. CAI. PH. III			CLAND. FLD. ACT. 1 2 3 4 5 6		TRAINING OFFICER COMMENTS:
	RESISTANCE OPS. ALSO PH. I-III. III DAFY			SURVIVAL 1 2 3 4 5 6		☐ A. THIS DOES (NOT) MEET TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION.
R	CLAND. SERV. REV.			BASIC PHOTO		☐ NO FURTHER TRAINING RECOMMENDED AT THIS TIME.
	WORLD COMMUNISM	800 CPO		DOCUMENTATION		☐ B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN "S". THE COMPLETION OF WHICH WILL SATISFY BASIC QUALIFYING STANDARDS.
A	ANTI-COMM. OPS.			LOCKS		☒ C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE
	ADMIN PROCEDURES			SECRET WRITING		☒ QUALIFYING ☒ REFRESHER A-Addt'l.
	OPS. SUPPORT			FLAPS & SEALS		☒ X XXXXXX When Available
	TRADECRFT PHASE			SMALL ARMS FAM.		☐ UPON RETURN TO HQ.
	ADMIN PHASE			OTHER TRAINING		☒ D. WAIVER AND CC. SHOULD BE REQUESTED FOR THOSE COURSES MARKED WITH A "W".
	REPORTS			CPO	7-18/12/53	☐ E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE ☐ DATE THESE RECOMMENDATIONS HAVE NOT BEEN MET.
	ORDER OF BATTLE			CIA O.	2-5/10/51	☒ Subject to Waiver test.
	COUNTERESPIONAGE					SIGNATURE TRAINING OFFICER
	ADV. COUNTER-ESPIONAGE					[redacted]
	OPS. SECURITY					
	MAP PLANS					
X	CLAND. POL. WARP.					
	STAYBEHIND OPS.					
	TECH. DEV. ORIENT.					
	INSTR. TECH.					
	EVASION-ESCAPE					
	SAB. OPS.					
	INVEST. TECH. ALSO CI TECH.					
	ADMIN REFRESHER					
	ADD. IMPROVE.					
	BASIC SUPV.					
A	BASIC MGMT.			PNE. TEST		
	BALLOON OPS.			ASSESSMENT		
TO: Personnel Officer,						FROM: Car [redacted]
The above projected personnel action has been ☒ approved ☐ disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action. Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.						
DATE						SIGNATURE
20 November 1956						[redacted]

SECRET
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organizational personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

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

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

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

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

SECTION I

LEAVE	SE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
			M	WUCCAN SP:DP
4. GRADE	5. STATION DESIGNATION (Current)			
OS-12				
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
	31 March 1954 - 1 May 1955			

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Senior Kugage Officer, Singapore	31 March 1954
3. STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
3. THIS REPORT () WAS () WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED BY HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE THIS REPORT (See HQS. Manual)
Aug. 1955	

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV

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

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

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

SECRET

SECRET

SECRET
(When Filled In)

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

no.

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

none. Experience in the field is what is needed.

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

none.

SECTION VI

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

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

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

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

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

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

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

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

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

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

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

1. NAME (Last) (First) (Middle)		2. GRADE GS 11	3. POSITION-TITLE Ops Off	
4. OFFICE DDP	STAFF OR DIVISION FE	BRANCH FI	☒ DEPT'L. ☐ FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From To		6. TYPE OF REPORT ☐ Initial ☐ Annual ☐ Special ☐ Reassignment ☐ Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

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

- Exercise staff supervision over and assist Branch FP officers in the conduct of operations.
- Advise my chief on the problems and developments in the conduct of Branch FP operations.
- Conduct liaison with elements of DD/P Senior Staffs.
- Plan and coordinate division-wide and division participation

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Basic Psychological Warfare Seminar		4 months	May 1952
Advanced Psychological Warfare Seminar		6 months	Nov 1952

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

Psychological and political warfare operations.

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

10.

11 Sept 1953

Items 11 through 13 will be completed by Supervisor

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

- Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.
- Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING? See Para. 11 (b) and realistic application
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? Should concentrate on more concise oral presentations.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) No.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? Due for complete training prior to field assignment in January 1954.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. NA
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
<u>21 Dec 1953</u> DATE
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.) <u>28 Dec</u> DATE
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

1. NAME		2. GRADE GS-12	3. POSITION TITLE Ops Officer (PW)		20-PP
4. OFFICE DDP	STAFF OR DIVISION FE	BRANCH FE/PP Political/Phys	☒ DEPT'L. ☐ FIELD	IF FIELD, SPECIFY STATION	
5. PERIOD COVERED BY REPORT From To		6. TYPE OF REPORT			
2-17-53 9-17-53		☐ Initial ☐ Annual ☐ Special ☐ Reassignment ☐ Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

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

See period 2-17-52 to 2-17-53 report - No Change

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

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

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

10.

DATE	SIGNATURE
------	-----------

Items 11 through 13 will be completed by Supervisor

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

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT																	
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer.</i>																	
1. 	2. GRADE GS 11	3. POSITION TITLE Ops Off	CD-1														
4. OFFICE DLP	STAFF OR DIVISION FE	BRANCH PT	☒ DEPT'L. ☐ FIELD	IF FIELD, SPECIFY STATION													
5. PERIOD COVERED BY REPORT From _____ To _____		6. TYPE OF REPORT ☐ Initial ☐ Annual ☐ Special ☐ Reassignment ☐ Reassignment of Supervisor															
<i>Items 7 through 10 will be completed by the person evaluated.</i>																	
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.																	
1. Exercise staff supervision over and assist Branch PT officers in the conduct of operations. 2. Advise my chief on the problems and developments in the conduct of Branch PT operations. 3. Conduct liaison with elements of DD/P Senior Staffs. 4. Plan and coordinate division-wide and division participation 																	
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.																	
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left; border-bottom: 1px solid black;">Name of Course</th> <th style="width: 20%; text-align: left; border-bottom: 1px solid black;">Location</th> <th style="width: 20%; text-align: left; border-bottom: 1px solid black;">Length of Course</th> <th style="width: 20%; text-align: left; border-bottom: 1px solid black;">Date Completed</th> </tr> </thead> <tbody> <tr> <td>Basic Psychological Warfare Seminar</td> <td></td> <td>4 months</td> <td>May 1952</td> </tr> <tr> <td>Advanced Psychological Warfare Seminar</td> <td></td> <td>6 months</td> <td>Nov 1952</td> </tr> </tbody> </table>						Name of Course	Location	Length of Course	Date Completed	Basic Psychological Warfare Seminar		4 months	May 1952	Advanced Psychological Warfare Seminar		6 months	Nov 1952
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10. SIGNATURE																	
DATE																	
<i>Items 11 through 12 will be completed by Supervisor.</i>																	
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.																	
a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the PT Division. b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.																	

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB WAS WAS SATISFACTORY, GOOD OR OUTSTANDING? See Para. 11 (b) and realistic application
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? Should concentrate on more concise oral presentations. FILE SECTION
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.
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18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 1, 3 AND 9, ARE SHOWN ALSO UNDER ITEM 20.
DATE _____ SIGNATURE OF SUPERVISOR _____
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)
DATE _____ SIGNATURE OF REVIEWING OFFICIAL _____
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

OPERATIONS

This report summarizes the test results. Observations and opinions of the various instructors for the course listed only. More complete data are available in the files of the office of Training (Convert), and may be examined after contacting the Training and Evaluation Officer. Any questions as regards the evaluation of this student should be referred to the Chief, Training and Evaluation, TR(C).

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NAME OF STUDENT (LAST)	AGE	GRADE (GS OR KANS)	DATE OF REPORT
[REDACTED]	32	GS-12	13 November 1951
DIVISION	PROJECTED ASSIGNMENT		COURSE NO.
IT/PL	Senior PP Officer		4

8A PERFORMANCE RECORD

PG

THE FOLLOWING GRADES SHOW THE ACHIEVEMENT OF THE STUDENT IN THE MAJOR ELEMENTS OF THE COURSE. TWO GRADES ARE ASSIGNED IN EACH AREA. ONE FOR COMPREHENSION AND ONE FOR IMPLEMENTATION. A SPECIFIC DEFINITION OF EACH OF THESE TERMS, AS WELL AS OF THE ADJECTIVAL RATINGS EMPLOYED, IS GIVEN ON THE BACK OF THIS EVALUATION FORM.

[illegible]

TRAIL RECORD

THE FOLLOWING INDICATES THE VARIOUS TRAITS AS OBSERVED BY THE INSTRUCTORS DURING THE TRAINING PERIOD. THE OBSERVATIONS INCLUDE THE STUDENT'S PARTICIPATION AND CONDUCT IN TRAINING AS WELL AS HIS REACTIONS TO VARIOUS PROBLEMS AND SITUATIONS.

A. Constructive Imagination: NOT OBSERVED ☒

1	2	3	4	5
1 Consistent of constructive imagination in approach to problems.	2 Shown only a very limited degree of constructive imagination.	3 Shown sufficient constructive imagination to meet most school situations adequately.	4 Demonstrated the possession of creative ability to a greater than average degree	5 Outstandingly creative, inventive, or original.
C. Astuteness NOT OBSERVED ☐				
1	2	3	4	5
1 Appeared glib and naive.	2 Exhibited below average skepticism and discernment.	3 Displayed adequate judgment and perspicacity.	4 Displayed above average perspicacity and skepticism.	5 Displayed exceptional shrewdness and perspicacity.
C. Industry NOT OBSERVED ☐				
1	2	3	4	5
1 Did not show sufficient application of time and effort.	2 Applied only the minimum amount of time and effort necessary.	3 Shown adequate compliance as regards time and effort necessary.	4 Volunteered greater time and effort than is normally expected in this course.	5 Was unusually industrious, giving generously of time and effort.
D. Initiative NOT OBSERVED ☐				
1	2	3	4	5
1 Consistently failed to act without being specifically instructed to do so.	2 Generally exhibited a low level of initiative but occasionally acted on his own.	3 Normally took steps to implement ideas without external prompting.	4 Usually displayed enthusiasm and aggressiveness in carrying out projects.	5 Displayed unusual energy, enthusiasm, and aggressiveness.

F. Ability to Write (NOT OBSERVED ☐)				
1 Seemed unable to express thoughts clearly in written form.	2 Was weak in expressing thoughts clearly in written form.	3 Written work showed no significant weakness.	4 Good word ability to express thoughts accurately in written form.	5 Was outstanding in ability to express ideas in clear, correct, coherent manner.
G. Facility of oral expression (NOT OBSERVED ☐)				
1 Unable to express self clearly. Presented ideas in groping and incoherent fashion.	2 Lacked fluency or ease in his speech, but meaning usually clear.	3 Displayed reasonable facility in oral expression.	4 Spoke confidently, expressing ideas clearly and readily.	5 Outstanding in fluency and clarity of oral expression.
H. Ability to Get Along With Associates. (NOT OBSERVED ☐)				
1 Frequently alienated his associates.	2 Failed to win social acceptance but did not actively antagonize others.	3 Reasonably effective in his social relations.	4 Displayed definite ability to achieve harmonious relationships with his associates.	5 Unusually effective in his ability to win acceptance from others.
I. Ability to Influence His Associates. (NOT OBSERVED ☐)				
1 Withdrew from group activities.	2 Normally, socially reticent.	3 Was fairly successful in selling a point of view.	4 Was excellent at his own personal ideas and thinking.	5 Was outstanding in respect and attention through his personality and thinking.
J. Tact (NOT OBSERVED ☐)				
1 Marred by blunt and indiscreet.	2 Frequently said or did something which induced an unfavorable reaction.	3 Reasonably discreet and tactful.	4 Has good discernment for the appropriate thing to say or do.	5 Consistently demonstrated keen perception for fitting speech or conduct.
K. Adaptation to Training (NOT OBSERVED ☐)				
1 Displayed no interest or enthusiasm for training and failed to adapt himself to the demands made upon him.	2 Accepted training program reluctantly and had difficulty adapting himself to the training exercise.	3 Displayed average interest and acceptance of training.	4 Exhibited an excellent acceptance of training and readily adapted to demands made upon him.	5 Outstanding in his acceptance of training and display of enthusiasm and interest.

(Continued)

Subject was outstanding in his performance and especially so in his ability to adjust to training. He met and exceeded all normal requirements. His superior thinking ability allows him to cover most of the ground on all pertinent points rapidly and it is only through deliberate self-control that he slows down sufficiently to make an easily understandable oral presentation.

His imaginative analytical ability make him a natural for directing clandestine activity. His professional background would make him very worthwhile for consideration by the Office of Training upon completion of his contemplated year of duty in the field.

SIGNATURE OF CHIEF INSTRUCTOR

APPROVED	REVIEWED
SIGNATURE OF DEPUTY FOR STAFF TRAINING	SIGNATURE OF CHIEF, TRAINING AND EVALUATION

51-66

SECRET

SECRET

(1078)

1051

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

SUBJECT: Training Evaluation

Course, Advanced Training Division

Student's Name

Course No. 19

Division and Branch FE-5/PP

Grade GS-12 Age 32

A combination of lectures, seminars, and written assignments is utilized, and the evaluation is based on the observation of the instructional staff. The supervisor is cautioned that this evaluation should be considered subjective in nature and applies only to the two weeks' period of the course. In those cases where no comment is given for one phase or activity, it does not imply that the student is deficient but only that the instructors do not feel that they have sufficient basis upon which to place a meaningful evaluation.

1. Student Performance in the Classroom:

Mature comprehension of the World Communist Movement and the varied aspects of its theory and practice. A developed feeling for current relationships between "national" Communist Parties' practices and the World Communist Movement; including its organization, strategy, tactics, and operations.

Superior comprehension -- in his area of assignment he was especially effective in his grasp of CP operations and tactics.

2. Willingness to Share Own Experiences or Thinking

Freely expressed ideas when appropriate to the subject.

3. Ease of assimilation in the group - pleasant, cooperative relationship:

Pleasant but reserved.

S-E-C-R-E-T

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

4. Cooperation with the staff in presenting pertinent suggestions as to future material for the course with the purpose of the improvement of same:

Appreciative of the course; suggested valuable background material for incorporation in certain subjects.

5. Efficient use of study periods and after hours to read materials contained in student folders, including materials assigned for home study with the resulting reflection in class participation:

Used all available time and materials for study during and after class.

6. Class attendance and compliance with training and security regulations:

Punctual and security conscious.

Instructors' over-all comment where appropriate.

Eric J. Vesely
Chief Instructor, C-7

Date 22 December 1953

S-E-C-R-E-T

1 December 1952

1. Name:
2. Grade: GS-11
3. Position: _____
4. Period for which report is made: _____
5. Length of time in this position: _____

Time in Grade: 9 months

Education: _____

Previous Experience: _____

	Unsatisfactory	Poor	Fair	Good	Very Good	Excellent	Outstanding
His efficiency in carrying out this assignment							✓
Degree to which he extended himself in fulfilling his assigned duties							✓
His ability to get along with his associates						✓	
His ability to get along with his superiors							N.H.
The conduct of his social and personal life insofar as it affected the performance of his duties						✓	
His ability to carry out his duties in the face of discouragement and frustration							
His personal motivation and attitude toward the work of the agency or office						✓	
His attitude toward career advancement by the agency						✓	
Emotional stability under field conditions							N.H.
Degree to which he shows initiative						✓	
Ability to work without supervision							✓

6. Other Comments: N.H.

Signature of Supervisor

I agree with the evaluation of the supervisor except for the following:

Date of entry

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	SOCIAL SECURITY NUMBER
		714 18 4732
EMPL	LOCATION (City, State, ZIP Code)	

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

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

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

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

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

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

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

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

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

STATISTICAL STUB

15/4/69

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

OFFICE OF PERSONNEL
FEB 20 11 23 AM '68

SECRET

See Table of Effective Dates on back of Original

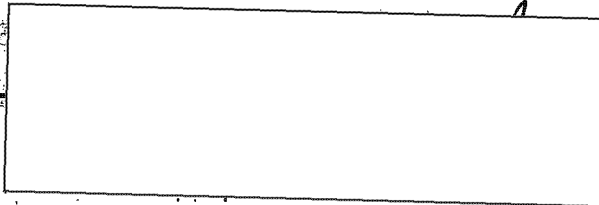
ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-1
JANUARY 1953
(For use only until April 14, 1953)
176-101

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970, and the information brochure for PCS returnees, dated May 1964.



12 July 71
to

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY		
NAME OF EMPLOYEE (Last name only if SA)		DATE (from item S-1)	NAME OF SUPERVISOR (true)	DATE (from item S-2)
		21 Oct. 1970		21 Oct. 1970
DATE RECEIVED AT HEADQUARTERS:		DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
29 Oct. 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
16 June 1921	D			
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	
21 June 1969				
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:				
Three: wife 47, daughter 19, son 11				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-B)				
10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
None				

SECRET

SECRET
(When Filled In)

FILE

PUNCHED

BY K

REPORT OF SERVICE ABROAD

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

SERIAL NO.

NAME

LAST

FIRST

MIDDLE

INSTRUCTIONS:

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
26-28	27-28	29-30	31-32	33-34	35-36	1. PCS (Basic) 2. CORRECTION 3. CANCELLATION	37	38 39	40-42
06	27	69							45 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				
25-26	27-28	29-30	31-32	33-34	35-36	2. TDY (Basic) 4. CORRECTION 5. CANCELLATION	37	38 39	40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

REPORT ASSOCIATED OR
CONTROL DOCUMENTABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

E D L DIVISION, CODE

DATE

SIGNATURE

C & T DIVISION

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

SECRET

HR

Supplement to Staff Employee Personnel

Action for Integration of [redacted]

Effective 21 May 1969

The purpose of this memorandum is to set forth existing policies of concern to you while integrated and to reiterate certain rights and obligations which derive from your true status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and scale of GS-15 \$19,771.00 per annum, [redacted] another instrumentality of the Government (hereinafter referred to as [redacted]) effective as of 21 May 1969. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your [redacted]

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty [redacted]. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour [redacted]. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with [redacted], will normally be at the direction of your [redacted]. Such travel will be accomplished in conformance with applicable [redacted]

SECRET

regulations [] except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and allowances [] shall be retained by you to the extent that they do not exceed the salary and allowance payment due you on the basis of your grade level with this organization.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your [] and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security []

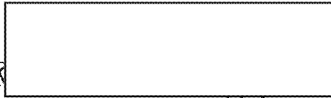
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dt

SECRET



6. You will be required to keep forever secret this agreement and all information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the espionage laws, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY ACCEPTED: 

3

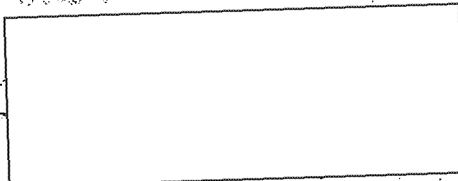
CONFIDENTIAL
(When filled in)

IMPORTANT

Central Processing Branch has been charged with responsibility for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 20 October 1964.



12/11/64
Date

CONFIDENTIAL

Group 1 - Excluded from
automatic downgrading
and declassification.

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD															FILE PUNCHED	
TO: Office of Personnel, Transactions and Records Branch, Status Section BY RL																
SERIAL NO.			NAME LASTFIRSTMIDDLE													
INSTRUCTIONS																
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (<i>One only</i>). REPORT DATED BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 88, REVISED.																
PCS DATES OF SERVICE																
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		COUNTRY					
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE							
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 8 - CANCELLATION			37	38	39					
																40-42
TDY DATES OF SERVICE																
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		AREA(S)					
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE							
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION			37	38	39	WH 				
																40-42
0	4	2	7	6	9	0	5	1	0	6	9					
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA																
SOURCE DOCUMENT AND CERTIFICATION																
X	TRAVEL VOUCHER 								DISPATCH							
	CABLE								DUTY STATUS OR TIME AND ATTENDANCE REPORT							
	OTHER (Specify)															
DOCUMENT IDENTIFICATION NO.										DOCUMENT DATE/PERIOD 4/27/69 @ 1725 - 5/10/69 @ 2130						
REMARKS No leave																
PREPARED BY					REPORT APPROVED BY LOCAL OFFICER		ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED									
DATE					SIGNATURE											
5/13/69					DSV											
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER																

SECRET

11 MAY
1966

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Change of Home Leave Address

REFERENCE:

29 April 1966

It is requested that the home leave address of ~~██████████~~ be changed from ~~██████████~~ Massachusetts. ~~██████████~~ last remaining relative in ~~██████████~~ died in November 1965, and he has no other connections there. On the other hand his wife has relatives in ~~██████████~~ and his daughter is attending ~~██████████~~ in ~~██████████~~ and he plans to visit this area on home leave.

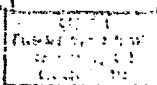
~~██████████~~
C/ol/Personnel

Concur:

~~██████████~~
Director of Personnel

12 May 66
(Date)Attachment:
Reference

SECRET



DISPATCH		CLASSIFICATION	PRIORITY ACTION
TO	Chief, WH Division	SECRET	☒ MARKED FOR INDEXING ☐ NO INDEXING REQUIRED ☐ ONLY QUALIFIED DESK ☐ CAN JUDGE INDEXING ☐ MICROFILM
INFO			
FROM	Chief of Station [redacted]		
SUBJECT	Change of Home Leave Address of [redacted]		
ACTION REQUIRED - REFERENCES			
ACTION REQUIRED: As noted below			
Distribution:		GROUP I	
O & P - Chief, WH		Excluded from automatic	
[redacted]		downgrading and	
		declassification	
CURR REF ID	REPORT NUMBER AND NUMBER	DATE	
	[redacted]	20 April 1966	
SECRET		RECEIPT NUMBER	

SECRET

TM-837055

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW			
NAME OF EMPLOYEE (1100)	DATE (from item 5.1)	NAME OF SUPERVISOR (1100)	DATE (from item 5.2)
[REDACTED]	27 Dec. 65	[REDACTED]	28 Dec. 1965
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW: <i>Rec'd 28 Dec 1965</i>			
DO NOT COMPLETE			
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
16/6/21	14	Operations Officer	29/8/64
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE	7B. EXPECTED DATE OF DEPARTURE FROM FIELD	
D	Brussels, Belgium	21/1/66	
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR		7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS	
None		29/1/66	
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (use special note on Transmittal Form):			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
I list the choices in question 9 because of the limited opportunity for achievement in operations and as I believe I have additional time and energy to offer in the way of the work in this field. I have five years college training experience, which would be of use to OIR; I have maintained high level political and business contacts which experienced staff, as useful to D.O.; my educational background and operational area experience should help qualify me for DCI.			
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			

SECRET

B. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:	
☐ RETURN TO MY CURRENT STATION ☐ BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT: <u>CIR</u> 1ST. CHOICE <u>CIR</u> 2ND. CHOICE <u>DDO</u> 3RD. CHOICE <u>DDO</u> ☐ BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS: 1ST. CHOICE _____ 2ND. CHOICE _____ 3RD. CHOICE _____	
19. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? _____	
INDICATE NUMBER OF WORK DAYS <u>30</u>	
20. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU: wife and two children; ages: 42, 13, 6	
21. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT. <u>Desire to be in the United States for the senior year and graduation from college of my older daughter.</u>	
22. SIGNATURE: COMPLETE ITEM NO. 5-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
23. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING: The Station concurs in Subject's request for his next assignment. Based on the capabilities that he has demonstrated during his present tour of duty, we have every reason to believe that he will perform in a professional and highly competent manner in either one of the three areas that he has selected. If Subject is considered for another field assignment, it is strongly recommended that he be afforded 	
24. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS	
25. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING: The WH Division Personnel meeting of 24 February 1966 concurred with the Subject's request for assignment C/WH/Personnel	
26. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER	SIGNATURE
DATE	
FOR USE OF CAREER SERVICE	
27. EMPLOYEE ☐ HAS ☐ HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	28. REFERENCE DISPATCH NO. _____ CABLE NO. _____
29. TYPED OR PRINTED NAME	30. SIGNATURE
31. TITLE	32. DATE
33. COMMENTS <u>WH + CSRS jointly will cable Smith to authorize early return for assignment to OTR. Will advise with Jan 72 with at B.D.</u>	

SECRET

SECRET

05093 c
b1h 58777

201 1967

MEMORANDUM FOR: Director of Training

SUBJECT: Appreciation: [redacted]

1. With your approval [redacted] of OTR participated as a member of the Survey Team which during January - March 1967 reviewed the effectiveness of the [redacted] of the [redacted]. This involved 30 full Team meetings, interviews with 57 CS officers, various specific inquiries, and numerous drafting sessions.

2. Throughout, [redacted] participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the overall Team effort invaluable. The Team report, which I am still in process of discussing within the Staff will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture [redacted] of the Clandestine Services, thus I heartily commend [redacted] for his effective participation with the Survey Team in this effort.

3. I would appreciate your conveying my thanks to Mr. Smith.

[redacted]

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE FOR HEADQUARTERS USE ONLY AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:				
DO NOT COMPLETE	NAME OF EMPLOYEE (NAME) Pseudo	DATE (from item 5-1) 20 Sep 63	DATE (from item 5-2) 20 Sep 63	DO NOT COMPLETE
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE 25 Sep 63		
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH 18 June 1921	2. GRADE GS-14	3. CURRENT POSITION TITLE AND GRADE Operations Officer, GS-12	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR 5 June 1962	
4. SERVICE DESIGNATION (if known) D		5. CURRENT STATION OR FIELD BASE 	7B. EXPECTED DATE OF DEPARTURE FROM FIELD 5 June 1964	
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR None			7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS None	
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special instructions):				
9. PREFERENCE FOR NEXT ASSIGNMENT:				
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.				
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):				
None, if reassigned to present post.				

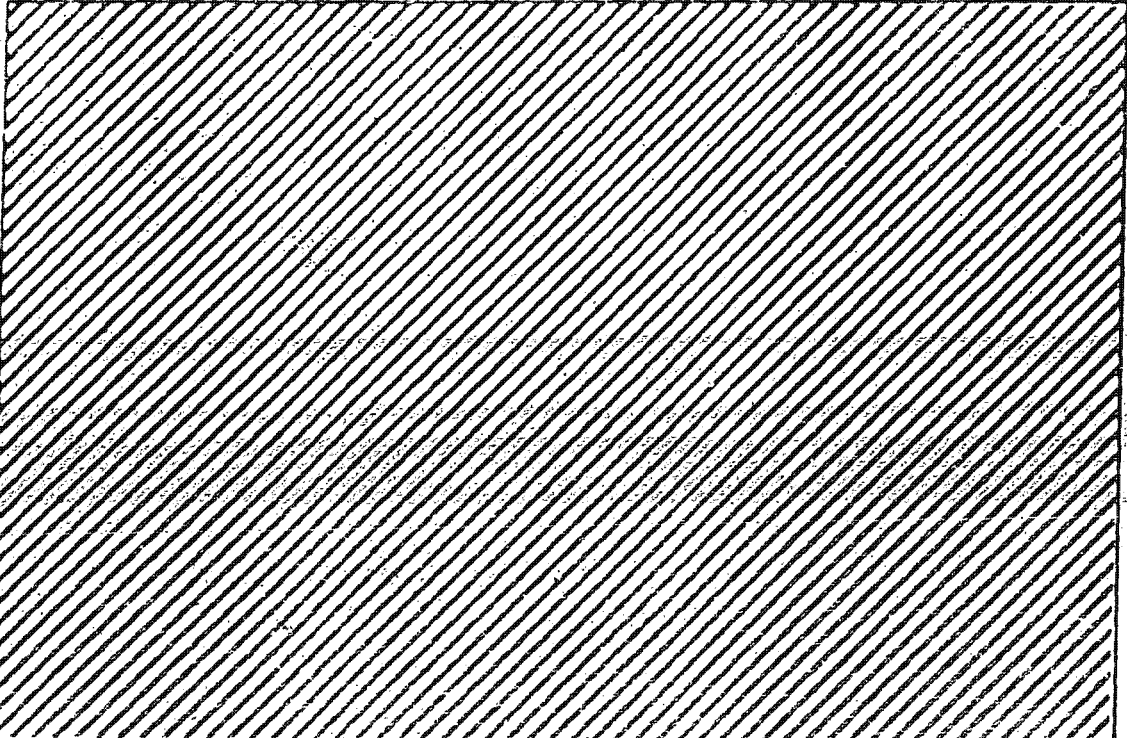
SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd, and 3rd choice) IN THE BOXES BELOW:	
☒ 1 RETURN TO MY CURRENT STATION	
☒ 3 BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT: 1ST. CHOICE <u>Domestic Ops</u> 2ND. CHOICE <u>Division Desj</u> 3RD. CHOICE <u>Division Staff</u>	
☒ 2 BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS: 1ST. CHOICE 	
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS <u>30</u>	
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU: <u>3: aged 40, 11, and 3 years</u>	
11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT <u>Eldest daughter attending college in the United States.</u>	
12. SIGNATURE: COMPLETE ITEM NO. 5-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING: <u>Supervisor and Chief of Station concur with the employee's expressed desires. While assigned to this Station this employee has made an important contribution which doubtless will continue to be the case should he be reassigned to this Station.</u>	
14. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS	
15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING: <u>Recommend return to Station for second tour of duty.</u>	
16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER <u>S. [Signature]</u>	DATE
FOR USE OF CAREER SERVICE	
17. EMPLOYEE ☐ HAS ☐ HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. <u>HA-21-131</u> CABLE NO. _____
19. TYPED OR PRINTED NAME	20. SIGNATURE
21. TITLE	22. DATE <u>27 June 1954</u>
23. COMMENTS <u>Ret. Discharge - awarded for second tour.</u>	

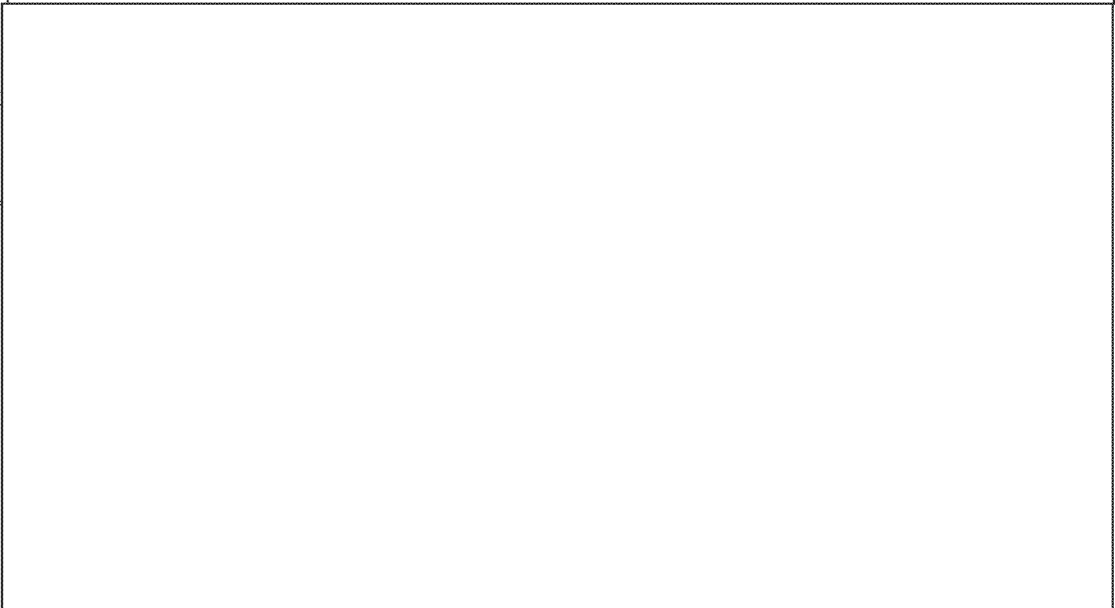
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SECRET

(When Filled In)

		
NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
<i>Smith, Joseph</i>	<i>John Smith - Son</i>	<i>CS-101187</i>
There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <i>12 March 66</i>. <i>apendicitis</i> This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.		
DATE OF NOTICE	SIGNATURE OF	
<i>2-12-66</i>		
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

Supplement to Staff Agent Personnel Action



such case any money you receive as a result of your participation in such activities must be returned to this organization. Whether participation in a particular activity is or is not in conformity will be determined by the organization.

2. Non-Disclosure Premium. You are hereby authorized Non-Disclosure Premium Payable to the organization with which you are participating. For your information, currently this premium is fifteen per cent of your base salary, or pro-rata and shall be the compensation for the period of time you are assigned overseas.

3. Expatriation Allowance. You will be authorized an expatriation allowance in accordance with applicable organization regulations.

4. Travel Expenses. You will be entitled to travel, transportation and storage in accordance with the regulations of this organization. HR 2051 provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations or HR 20, whichever allows the greater amount.

5. Travel Liabilities. You hereby agree that your assignment abroad will be for a minimum of two years from the date of your arrival at your permanent post of duty. If your assignment shall be sooner terminated by the Government for its convenience, your violation of such agreement may result in regulatory travel liabilities. HR 22-b provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, [redacted] at Government expense shall not be allowed.

AGREED

6. Secrecy. You will be required to keep secret in a written form and all information which you may obtain by reason of your duties, released in writing by the Government (in or out of such obligation) with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws (dated 23 June 1948, as amended, and other applicable laws and regulations).

UNITED STATES GOVERNMENT

1A

JUC

5A.

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO.

NAME OF EMPLOYEE

OFFICE/COMPONENT

LAST

MIDDLE

(Print)

25-78

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COL TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING 1. NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE				COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1. PCS (Basic)	27	78-29	30-31	32-33	34-35	36-37	38-39			40-42
3. CORRECTION										
5. CANCELLATION	01	06	05	62						040

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER

DISPATCH

TABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

REPORT ANNOTATED ON SOURCE DOCUMENT

ADDITIONAL DATA

FISCAL DIVISION

DATE

SIGNATURE

FINANCE DIVISION

FORM 1451a 9-58

SECRET

(4-10)

CONTRACT INFORMATION AND CHECK LIST

INSTRUCTIONS: Use Form 1000 and 1000-1 for guidance. Complete all items, including 1000-1 when items are not applicable. Forward original and two copies for preparation of contract.

TELEPHONE EXTENSION

DATE

6556

SECTION I

GENERAL

1. NAME ☒ PERSON ☐ TRUE	2A. PROJECT	3. ALLOTMENT NO.	4. SLOT NO.
	2B. PERMANENT	3A. FUNDS	
	NA	☒ ☐	BAF-848
5. PREVIOUS CIA PRECEDENT OR CASES	6. INDIVIDUAL HAS BEEN EMPLOYED BY THE U.S. GOVERNMENT OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. ☒ YES ☐ NO (If yes, describe and include dates and salary.)		
	Staff Employee - 9 September 1951 to date		
7. SECURITY CLEARANCE (Type and date)	7A. MEDICAL CLEARANCE	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" ☐ NA ☐ NO	
Staff Employee	☒ OBTAINED ☐ INITIATED ☐ NOT REQ'D		
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.)		
☒ YES ☐ NO	Staff Agent		

SECTION II

PERSONAL DATA

11. CITIZENSHIP	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN ☐ YES ☐ NO	13. AGE	14. D (th. day, year)
U. S.		40	
15. LE	16. CURRENT RESIDENCE (City and state or country)		
17. MAR	18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE:		
☐ SINGLE ☒ MARRIED ☐ WIDOWED ☐ ANNULLED ☐ SEPARATED ☐ DIVORCED			
	19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY ☐ YES ☒ NO		
	RELATIONSHIP:		

SECTION III

U.S. MILITARY STATUS

20. RESERVE	21. VETERAN	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
No	Yes		
23. BRANCH OF SERVICE	24. RANK OR GRADE	25. DRAFT ELIGIBLE	26. DRAFT DEFERMENT OBTAINED BY CIA ☐ YES ☒ NO
Army	Corporal	☐ YES ☒ NO	

SECTION IV

COMPENSATION

27. BASIC SALARY	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)	30. FEDERAL TAX WITHHOLDING
11,650		NA	COVER ☐ YES ☒ NO
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			CIA ☐ YES ☒ NO
31. QUARTERS	32. POST	33. OTHER	
3,500		Equalization \$915 and 10% Staff Agent Premium pay	
34. COVER (Breakdown, if any)			

SECTION VI

TRAVEL

35. TYPES		36. WITH DEPENDENTS	
☒ PCA ☐ DOMESTIC OPERATIONAL ☒ FOREIGN OPERATIONAL	☒ YES ☐ NO		
37. HME TO BE SHIPPED	37A. HME TO BE STORED	38. PERSONAL VEHICLE TO BE SHIPPED	39. THIRTY-THREE VEHICLE TO BE USED FOR OPERATIONAL TRAVEL
☒ YES ☐ NO	☐ YES ☒ NO	☐ YES ☒ NO	☐ YES ☒ NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH			
See 18 above.			

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH

☒ CIA REGULATIONS

☐ COVER POLICIES AND PROCEDURES

SECTION VII

OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH		
☒ CIA REGULATIONS ☐ COVER POLICIES AND PROCEDURES		

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NOTE: SEE INSTRUCTIONS ON FIRST SHEET

CASE OFFICER

DIVISION

TELEPHONE EXTENSION

DATE

SECTION VIII

OTHER BENEFITS

46. BENEFITS (See R 20-615, R 20-620, R 20-670, R 20-1000, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All benefits and allowances of a staff employee.

SECTION IX

COVER ACTIVITY

47. STATUS (Check) ☒ PROPOSED ☐ ESTABLISHED 48. TYPE (Check) ☐ PROPRIETARY ☐ EMPLOYED ☐ EDUCATIONAL ☐ COMMERCIAL ☐ MILITARY ☐ TOURIST ☐ OTHER

49. IF COVER PAYMENTS ARE CONTINGENT, THEY WILL BE EFFECTED ON REIMBURSEMENT BASIS

☐ YES ☒ NO ☐ COMPLETE ☐ PARTIAL

SECTION X

OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EVOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) ☐ TOTAL ☐ PARTIAL ☒ NONE

SECTION XI

TERM

51. DURATION ☐ DAYS ☐ MONTHS ☒ 2 YEARS 52. EFFECTIVE DATE June 1962 53. RENEWABLE ☒ YES ☐ NO

54. TERMINATION NOTICE (Number of days)

NA

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION

NA

☐ YES ☐ NO

SECTION XII

FUNCTION

56. PRIMARY FUNCTION (CI, FI, PP, other)

PP

SECTION XIII

DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

SECTION XIV

QUALIFICATIONS

58. EXPERIENCE

See personnel file.

59. EDUCATION

(Check Highest Level Attained)

CRAFT SCHOOL HIGH SCHOOL GRADUATE TRADE SCHOOL GRADUATE
SUGGESTED SCHOOL GRADUATE COMMERCIAL SCHOOL GRADUATE
COLLEGE (No degree) ☒ COLLEGE DEGREE ☒ POST GRADUATE ☒ YES ☐ NO

60. LANGUAGE COMPETENCY

(Check Appropriate Degree Competency)

LANGUAGE	SPEAK		WRITE		READ	
	FLUENT	AVERAGE	FLUENT	AVERAGE	FLUENT	AVERAGE
Spanish		X		X		X
Japanese			X		X	
German		X	X		X	
Malay		X	X		X	

61. INDIVIDUAL'S COUNTRY OF ORIGIN

U.S.A.

62. AREA KNOWLEDGE

Graduate study, History & Politics (2 courses).
Chief, (6 mos.)

SECTION XV

EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

See personnel file.

SECTION XVI

ADDITIONAL INFORMATION

64. ADDITIONAL OR SPECIAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (For other side if necessary)

☐ YES

DATE

THIRD & IND. OFF

SIGNATURE

POSITION

SECRET

(When Filled In)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE
INSTRUCTIONS		
This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.		
SECTION I GENERAL		
1. ☐ CURRENT ADDRESS (No., Street, City, Zone, State)		2. ☐ PERMANENT ADDRESS (No., Street, City, Zone, State)
4. HOME TELEPHONE NUMBER		5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
1. NAME (Last-First-Middle) PREPARABLY RESIDING IN U.S.		2. RELATIONSHIP
3. HOME ADDRESS (No., Street, City, Zone, State, Country)		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country) INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE		
5. HOME TELEPHONE NUMBER	6. BUSINESS TELEPHONE NUMBER	7. BUSINESS TELEPHONE EXTENSION
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.		
NO OTHER CLOSE RELATIVES		
SECTION III MARITAL STATUS		
1. CHECK (X) ONE: ☐ SINGLE ☒ MARRIED ☐ WIDOWED ☐ SEPARATED ☐ DIVORCED ☐ 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 fiancé.		
3. NAME		
4. DATE OF MARRIAGE		
5. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country)		
6. DATE OF MARRIAGE		
7. LIVING	8. DATE OF DEATH	9. CAUSE OF DEATH
☒ YES	☐ NO	
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, State, Country)		
18. OCCUPATION		
19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers)		
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)		

SECTION III CONTINUED TO PAGE 2

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR <i>APRIL 1945 - FEB 1946</i>	
22. BRANCH OF SERVICE <i>U.S. Army and Air Force</i>	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <i>U.S.</i>
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <i>None</i>	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) <i>NA</i>	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

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		☒ YES	☐ NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? ☐ YES ☒ NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.			
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? ☐ YES ☒ NO			
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.			
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 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION

ADDRESS (City, State, Country)

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?

YES

NO

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

N/A

SECTION VI

CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP

U.S.

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. (First papers, etc.)

N/A

SECTION VII

EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

☐ LESS THAN HIGH SCHOOL GRADUATE☐ OVER TWO YEARS OF COLLEGE - NO DEGREE☐ HIGH SCHOOL GRADUATE☐ BACHELOR'S DEGREE☐ TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE☒ GRADUATE STUDY LEADING TO HIGHER DEGREE☐ TWO YEARS COLLEGE OR LESS☐ MASTER'S DEGREE☒ 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/CTR 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 duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

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

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

3

SECRET

(When Filled In)

SECTION VIII

GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Taiwan	Study of terrain	-			X	
China	Study of terrain	-			X	
Korea	" "	-			X	

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HEADQUARTERS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
	politics, govt.	1953 (2 years)		X	
	" "	1954-1956		X	
	" "	1957-1960		X	

SECTION IX

TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.) 2. SHORTHAND (W.P.M.) 3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM

☐ GREGG ☐ SPEEDWRITING ☐ STENOGRAPHY ☐ OTHER (Specify):

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)

SECTION X

SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

Tennis - good

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

PROVIDED QUALIFICATION: Teaching experience

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTRANGE RADIO, MULTILITH, TURBO LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

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4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.

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5. FIRST LICENSE OR CERTIFICATE (Year of issue) 6. LATEST LICENSE OR CERTIFICATE (Year of issue)

SECRET

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 4

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.)

N/A

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

N/A

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

5 years Teaching Dickinson College community public speaking

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.

AMERICAN ASSN. OF UNIVERSITY PROFESSORS, SEVERAL UNDERGRADUATE

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
APRIL 1957 - NOV 1958	13	DDP/KE/KE-5
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
29	Deputy Branch Chief	
6. DESCRIPTION OF DUTIES		
As usual for the position		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
22/1958 - MAR 1960	15	DDP/KE/ [redacted]
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
1	CHS ADJUTANT	
6. DESCRIPTION OF DUTIES		
Senior PP officer concentrating on pol. action activities		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

SECRET
(When Filled In)

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.			2		2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepchildren, sister, etc.) who depend on you for at least 50% of their support, or, children over 21 years of age and are not self-supporting.		
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS							
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS	
			M	F			
			X		US	Same as 2. above	
			X		US		
ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS							
DATE COMPLETED			SIGNATURE OF EMPLOYEE				
27 June 60							

SECRET

SECRET
(When Filled In)

63-115
B-27

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 (8-31)		8. ANNIVERSARY DATE		9. GRADE	10. DATE OF BIRTH		
11. REASON FOR TAKING TEST		12. TEST SCORES					
12. APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)	
ESTABLISH SKILL LEVEL		H	I	J	K	L	
13. ELIGIBILITY (39)		14. TYPE OF AWARD					
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (P) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)			
NA			HIGH (H)				
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$87.50 (40-43)			
REMARKS				SIGNATURE		DATE	
				17. I CERTIFY THAT FUNDS ARE AVAILABLE			
				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.	
				SIGNATURE			

FORM 1273
5-60

OBSOLETE PREVIOUS
EDITIONS

SECRET

(10-43)

MRD COPY

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE 237949 MAR 162

TO:

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-5	(Print)	0-25		26-28 <i>64</i> <i>64</i>

INSTRUCTIONS

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

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

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

2 Jan 62 *62* *13* *62* *WTH* *811*

SOURCE OF RECORD DOCUMENT

☒ TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	<i>6-13 Jan 62</i>

REMARKS

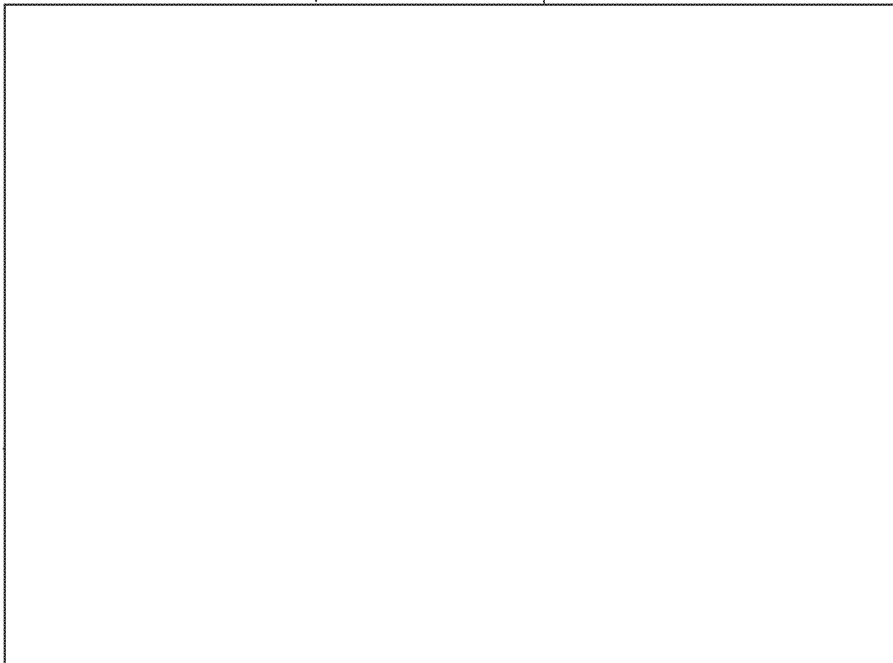
5/4/62. adon

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ADDITIONAL DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE <i>5 March 62</i>	SIGNATURE
FINANCE DIVISION		

SECRET

3 1970

MEMORANDUM FOR: Chief, FE/PIA



SECRET

28/P 2-0050

CONFIDENTIAL

8 January 1962

MEMORANDUM FOR: [REDACTED]

SUBJECT : Commendation for Services Performed in
Connection with [REDACTED]
[REDACTED]

1. It gives me a great deal of personal pleasure to commend you on the high degree of competence and devotion to duty you displayed in connection with [REDACTED]

[REDACTED] The professionalism you demonstrated in planning for and during the President's visit contributed to the outstanding success of his trip.

2. A copy of this memorandum is being made a matter of record in your personnel file.

[REDACTED]
RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

CONFIDENTIAL

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-0	(Print)	7-24		25-26
				57

INSTRUCTIONS

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

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
2. CORRECTION									
3. CANCELLATION	1				03	27	60		575

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	X	DISPATCH
CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	20 MAR 60

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE
FISCAL DIVISION FINANCE DIVISION	DATE 4/24/60	SIGNATURE

~~Secret~~

COMMENDATION

[Redacted]

3. It is requested that this commendation be made a part of his personnel record.

[Redacted]

Signed by:

[Redacted]

7 May 1959

Secret

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

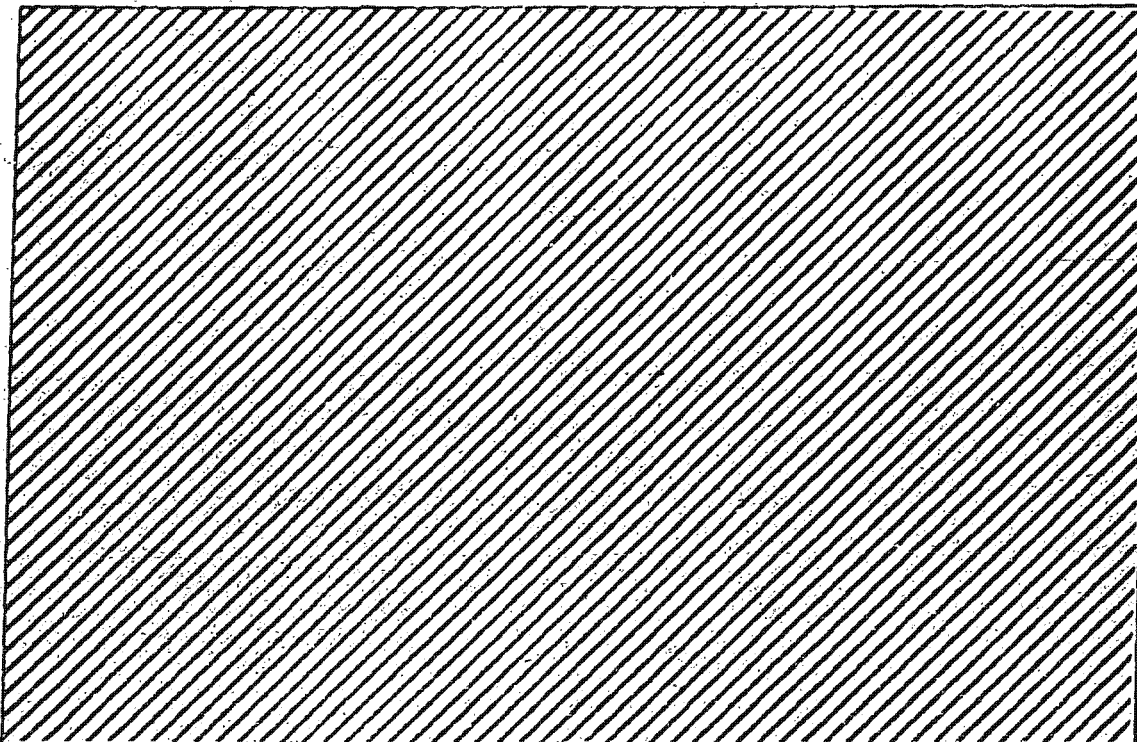
WITNESS:

[Redacted Signature Box]

[Redacted Signature Box]

Date: 4 Feb 58

SECRET
(When Filled In)



NAME OF EMPLOYEE (LAST-FIRST-MIDDLE) 	DATE OF BIRTH unk	CASE OR CLAIM NUMBER 56-255
---	----------------------	--------------------------------

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or death incurred on January 1955.

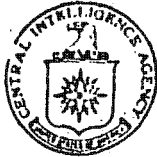
This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE 22 Aug. 1957	SIGNATURE OF RCD RE 	
--------------------------------	------------------------------------	-------------

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

FEIS



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

3 APR 1955

MEMORANDUM FOR:

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 September 1954.

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

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

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Chairman, CIA Selection Board

Noted:

Date: 13 July 1956

Career Service Staff
Office of Personnel

20 JUL 1955

SECRET

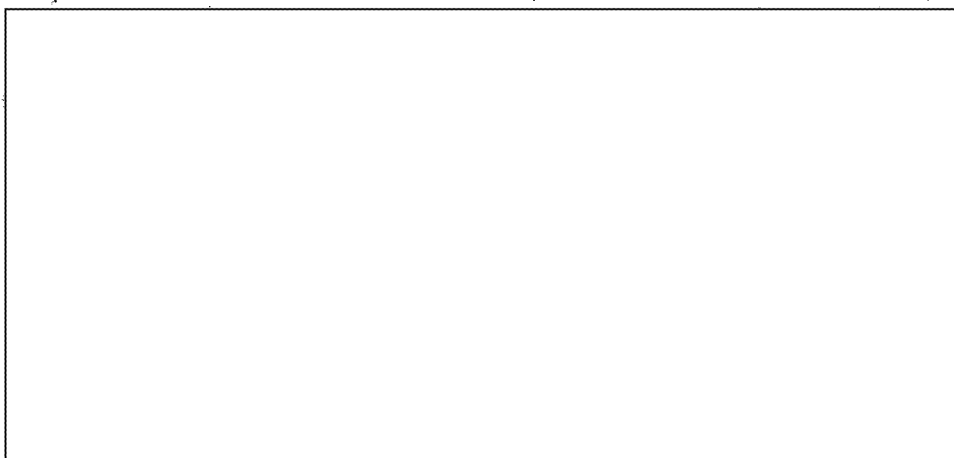
76-420

SECRET

SECURITY INFORMATION

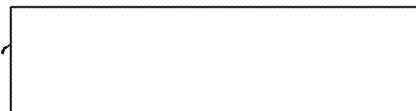
27 May 1952

MEMORANDUM FOR: D/FE/PC

SUBJECT: 

3. In difficulty and in seriousness of approach, this series of conferences corresponded to an advanced graduate course in an American university. It was a mixture of the seminar and lecture techniques.

4. immediately made himself one of the outstanding participants of the group. He brought the capacity of a reflective and richly educated mind to this new field and demonstrated a real talent for seeing the opportunities presented by novel and unconventional methods of attack upon Communism. Not only did learn a great deal himself; he contributed substantially to the intellectual participation of the other members of the conferences in the common tasks.

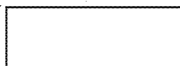


Consultant to FE/PC

FE/PC:

Distributions:

D/FE/PC, Original
FE Personnel
CIA Personnel



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[Redacted]
Name: Last, First Middle

CODED

FOR

QUALIFICATIONS

DATE 21 Aug 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.

[Redacted]
Personnel Director

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No.		2. NAME: (last) (first) (middle)			3. Office <i>Opc (FE)</i>	
4. Date of Birth		5. Sex: ☒ male ☐ female (2)		6. CIA Entry Date: <i>17 Sept 1951</i>		
7. Citizenship: ☒ U.S. ☐ Other		8. Acquired By: (1) ☒ Birth (2) ☐ Marriage (3) ☐ Naturalization (4) ☐ 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	6. Bachelor degree	
	7. Post-graduate study (minimum 8 sem. hrs.)	

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
<i>Harvard University Cambridge, Mass.</i>	<i>History</i>	<i>Govt.</i>	<i>1940</i>	<i>43</i>	<i>3</i>		<i>AB</i>	<i>1943</i>	<i>120</i>
<i>Yale University New Haven, Conn.</i>	<i>FE</i>	<i>Japan</i>	<i>1943</i>	<i>1944</i>	<i>1</i>				<i>36</i>
<i>Johns Hopkins Baltimore, Md.</i>	<i>Govt.</i>		<i>1947</i>	<i>1948</i>	<i>1</i>				<i>6</i>
<i>University of PENNA. Philadelphia, PA.</i>	<i>Hist.ry</i>	<i>Pol. Sci</i>	<i>1948</i>	<i>1951</i>	<i>3</i>		<i>MA</i>	<i>1950</i>	<i>134</i>

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
<i>U. of Michigan Ann Arbor, Mich.</i>	<i>1944</i>	<i>1945</i>	<i>9</i>	<i>Japanese</i>
<i>SP. SNELLING MINNEAPOLIS, MINN.</i>	<i>1945</i>	<i>1945</i>	<i>04</i>	<i>Japanese, Intelligence</i>

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	
<i>This entry should have been made here, I suppose</i>				

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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>1951</u> To <u>1952</u> Tot. mos. <u>10</u>	Description of Duties: <u>ASSIST IN PLANNING OF SEA objectives and country plans</u>
Grade <u>11</u> Salary <u>5940</u>	<u>ASSIST desk OFFICERS IN</u>
Office <u>Opc (FE)</u>	<u>WRITING projects in Political and psychological warfare</u>
Position	<u>COORDINATE FE matters with</u>
Title: <u>Operations Officer</u>	<u>ADPC's staff and with other agencies and depts.</u>
Duty <u>Psy War and Pol warfare</u>	<u>ASSIST IN WRITING PSR plans</u>
Title: <u>Adviser For SEA</u>	Duty Station, if overseas:
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

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

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

From <u>1946</u> To <u>1957</u> Tot. mo's <u>63</u>	Exact Title of your position <u>Asst. Prof. of</u>
Classification Grade (if in Federal Service) _____ Salary <u>3600</u>	<u>History</u>
Number and Class of Employees Supervised: <u>150 students (col)</u>	Description of Duties: <u>Teach 14 hrs history</u>
Employer <u>Dickinson College</u>	<u>weekly, including For Eastern</u>
Kind of Business or organization (i.e., paper products mfr, public utility) <u>College</u>	<u>American, European (middle ages)</u>
	<u>(general survey)</u>
	Duty Station if overseas: _____
From <u>1943</u> To <u>1946</u> Tot. mo's <u>35</u>	Exact Title of your position _____
Classification Grade (if in Federal Service) <u>T/S</u> Salary <u>90 per mo.</u>	Description of Duties: <u>Japanese language</u>
Number and Class of Employees Supervised: _____	<u>specialist.</u>
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) <u>U.S. Army (MIS)</u>	Duty Station if overseas: _____
	Exact Title of your position _____
From _____ To _____ Tot. mo's _____	Description of Duties: _____
Classification Grade (if in Federal Service) _____ Salary _____	
Number and Class of Employees Supervised: _____	
Employer _____	Duty Station if overseas: _____
Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____
	Description of Duties: _____
	Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____	Exact Title of your position _____
Classification Grade (if in Federal Service) _____ Salary _____	Description of Duties: _____
Number and Class of Employees Supervised: _____	
Employer _____	Duty Station if overseas: _____
Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____
	Description of Duties: _____
	Duty Station if overseas: _____

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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 ☐ U.S. Secret Service | 24 ☐ Air Force A-2 |
| 02 ☐ Civil Police | 25 ☐ Foreign Economic Admin. |
| 03 ☐ Military Police | 26 ☐ Counter Intelligence Corps |
| 04 ☐ U.S. Border Patrol | 27 ☐ Immigration & Naturalization |
| 05 ☐ U.S. Narcotics Squad | 28 ☐ Strategic Services Unit |
| 06 ☐ FBI | 29 ☐ Foreign Service, State Dept. |
| 07 ☐ Criminal Investigation Div. | 30 ☐ Central Intelligence Group |
| 21 ☐ Office of Naval Intelligence | 31 ☐ Armed Forces Security Agency |
| 22 ☐ Office of War Information | 32 ☐ Coordinator of Information |
| (23) ☒ Army G-2 | 33 ☐ Office of Facts & Figures |
| 20 ☐ Office of Strategic Services | 34 ☐ Board of Economic Warfare |
| | 35 ☐ 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)
<u>Japanese</u>				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. I have sufficient spoken Japanese for Category #2 (above) but my knowledge of written Japanese needs more considerable review.

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

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SEC. IV. AREA KNOWLEDGE

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

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
<i>JAPAN</i>				<i>X</i>
<i>CHINA</i>				<i>X</i>
<i>MAINLAND SEA</i>				<i>X</i>

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) *NA*

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

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

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. <i>None</i>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <i>Writing</i>

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. <i>AMERICAN HISTORY ASSN.</i>
<i>AMERICAN ASSN. OF UNIVERSITY PROFESSORS</i>

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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 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			
None	(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
None	

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

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?

Work on psychological and political warfare matters
related to the Far East, at headquarters or in the field, in
a planning and/or supervisory capacity.

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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
<i>None</i>		

SEC. XVI. REMARKS

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

From 15 JAN 1952 to 15 MAY 1952, I attended a seminar in psychological warfare given by an AF Division consultant, a professor at SAIS.

DATE 24 June 1952

SIGNATURE Joseph B. Smith

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[illegible]

APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

Washington, D. C.

(Bureau or division)

(Place of employment)

I, , do solemnly swear (or affirm) that—

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

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

17/9/51
(Date of entrance on duty)

Subscribed and sworn before me this 17 day of September, A. D. 1951,

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

[SEAL]

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

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

	PHOTO NO. _____ LIVED WITHIN _____
--	---

The past is written ☐ 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) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	DATE SICED (Check one)	SINGLE
1. _____	_____	1. _____ 2. _____ 3. _____	_____	_____	_____
2. _____	_____	1. _____ 2. _____ 3. _____	_____	_____	_____
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

WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?

☒ YES ☐ NO

2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?

☐ YES ☒ NO

If your answer is "Yes", give details in item 10.

3. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA, OR ANY OTHER GOVERNMENT UNDER ANY PENSION LAW OR ANY PENSION OR OTHER CONTRACT, OR FOR MILITARY OR NAVAL SERVICE?

☐ YES ☒ NO

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 1 year's service; amount of retirement pay; and whether or not retirement act; and rating, if retired from military or naval service.

4. HAVE YOU EVER BEEN DISCIPLINED OR PUNISHED FOR MISCONDUCT OR INEFFECTIVE SERVICE FROM ANY POSITION?

☐ YES ☒ NO

If your answer is "Yes", give in item 10 the name and address of employer, date and reason in each case.

5. HAVE YOU EVER BEEN ARRESTED WHILE INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED OR IMPRISONED OR FOR VIOLATION OF ANY OTHER LAW, OR FOR WHICH YOU FILED APPLICATION RELATING TO THIS APPOINTMENT?

☐ YES ☒ NO

If your answer is "Yes", give 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.

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall be sworn to his own belief that the appointee is qualified in accordance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. This form must be checked for nothing of office, position, responsibility or position with any record of record discharge or arrest, and preliminary for the following:

(1) *Qualification* - The appointing officer is responsible for ascertaining the qualifications of the appointee and for determining whether or not the appointee is qualified in accordance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. If the appointee is qualified, the appointing officer shall sign this form and forward it to the appointing authority, which will be signed in the appropriate column. The appointing officer may also be questioned as to his previous history of employment with his previous employer.

(2) *Age* - If definite age limits have been established for the position it should be determined that applicant is not outside the age limit for appointment. When such determination is made, the appointing officer will be so indicated.

(3) *Characteristics* - The appointing officer is responsible for ascertaining the characteristics of the Civil Service Act and (2) appropriate data. Form of certificate as attached for each purpose and is appropriate form of statement to be in the absence of conducting reference. In doubtful cases the appointing officer should not be considered as a checkmate has been received from the appointing officer 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 permanent or temporary appointments in the same or similar positions, no other member of such family is eligible for permanent or temporary appointment in the competitive service. The appointing officer is responsible for ascertaining whether or not there are already two or more members of a family serving under permanent or temporary appointments in the same or similar positions. When the appointing officer is so indicated, the appointing officer should be so indicated.

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT			
I REQUEST FOR PHYSICAL EXAMINATION BY GPH			
2. NAME (Last)	(First)	(Middle)	3. DATE 25 July 1956
4. GRADE FE			5. GRADE GS-13
6. TYPE OF POSITION ☐ Departmental ☐ U.S. Field ☐ Overseas	7. EVALUATE FOR ☐ IDB ☐ Overseas ☒ Returnee ☐ Pre-Employment ☐ Annual ☐ Special (Specify)		
II REPORT OF MEDICAL EVALUATION			
☐ Qualified for Full Duty (General)		☐ Qualified for Full Duty (Special)	
☐ Qualified for Departmental Duty Only		☐ Disqualified	
Remarks: Subject is qualified for Departmental Duties (8/3/56). May be re-evaluated on request.			
SECRET			
MEDICAL OFFICE			

MEDICAL ACTION REQUEST AND REPORT			
I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION (☐ OVERT ☒ COVERED) (☒ ISR ☐ CF6)			
2. NAME (Last)	(First)	(Middle)	3. DATE 2 Dec. 53
4. TO POSITION Intell. Off.		5. OFFICE, DIVISION, BRANCH DDP/FE	
6. TYPE OF POSITION ☐ Departmental ☐ U.S. Field ☒ Overseas		7. EVALUATE FOR Transfer of funds. ☐ IDB ☒ Overseas ☐ Returnee ☐ Pre-Employment ☐ Annual ☐ Special (Specify)	
II REPORT OF MEDICAL EVALUATION			
☐ Qualified for Full Duty (General)		☐ Qualified for Full Duty (Special)	
☐ Qualified for Departmental Duty Only		☐ Disqualified	
Remarks: Transfer of funds from Vouchered to Unvouchered. Return to Wing 1-J, Curie Hall S. had exam 3-30-53 and found qualified for Full duty/General 12-9-53.			
MEDICAL OFFICE			

FORM NO. 37-115
MAY 1950

TO: Medical Division
FROM: Transactions & Records
SUBJECT: [REDACTED]

Request that above named subject be given a physical examination.

POSITION: Intelligence Officer

GRADE: GS-9

BRANCH: OPS

SERVICE: Departmental

NATURE OF APPOINTMENT: Exc.

FORM NO. 37-115
MAY 1950

DR.
[REDACTED]
JST
9/17/51

PHYSICAL QUALIFICATION RECORD

NAME 	NATURE OF ACTION BOD
TITLE OF POSITION T.O.	GRADE GS-9
DEPARTMENT OR FIELD Department	

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS:

17 Sept 1947

DATE

SIGNATURE OF

PHYSICAL REQUIREMENTS OFFICER

CONFIDENTIAL

FITNESS REPORT				NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
SECTION A GENERAL INFORMATION							
1. EMPLOYEE NUMBER		2. NAME (last, first, middle)		3. DATE OF BIRTH		4. SEX	5. GRADE
						M	GS-14
7. OFFICIAL POSITION TITLE				8. OFF/DIV/BR OF ASSIGNMENT		9. CURRENT STATION	
Ops Officer				DDO/WH/1			
10. TYPE OF APPOINTMENT				11. TYPE OF REPORT			
☒ CAREER	☐ CAREER PROVISIONAL	☐ RESERVE	☐ ANNUAL	☐ 21-MONTH	☐ 30-MONTH	☐ REASSIGNMENT	☒ SPECIAL Retirement
12. REPORTING PERIOD (From-to)			13. DATE REPORT DUE IN O.P.				
CONTRACT SPECIAL TEMPORARY			1 Nov 72 - 30 June 73				
SECTION B PERFORMANCE EVALUATION							
<u>U-Unsatisfactory</u> 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. <u>M-Marginal</u> 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. <u>P-Proficient</u> Performance is satisfactory. Desired results are being produced in the manner expected. <u>S-Strong</u> Performance is characterized by exceptional proficiency. <u>O-Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
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
							S
							RATING LETTER
							S
							RATING LETTER
							S
SPECIFIC DUTY NO. 6							RATING LETTER
							S
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							S

FORM 531 45N

CONFIDENTIAL

U.S. IMPDET CL BY 107522

8 AUG 1973 (4)

CONFIDENTIAL

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 regarding performance. Comment on foreign language competence, if required for 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 will retire effective 80 June 1973 thus this will be his final agency Fitness Report. Subject's performance at this Station, during the past four years, has always been consistently strong. Subject has primarily concentrated his attention on [redacted] [redacted] He has done very well at developing contacts [redacted] and we have taken advantage of this ability. Subject is responsive to guidance and direction and has an excellent grasp and understanding of local politics and its ever changing profile. Subject is a mature seasoned officer who will be missed at this Station. His departure for retirement will be most felt in the area of his specialization.			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 29 22 June 1973	SIGNATURE OF EMPLOYEE /s/ [redacted]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 48	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 29 22 June 1973	OFFICIAL TITLE OF SUPERVISOR DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
In writing a comment on his Fitness Report in January 1973, I spoke of what a loss he will be to the Station. Because of overlap problems, he will have retired soon after the new COS arrives and before the new DCOS has come. It is typical of him that he has offered to perform introductions to some of his contacts even after retirement. He will be			
DATE 22 22 June 1973			
OFFICIAL TITLE OF REVIEWING OFFICIAL COS		TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]	

CONFIDENTIAL

SECRET
(When Filled In)

110

QUALIFICATIONS UPDATE

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

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

SECTION I BIOGRAPHIC AND POSITION DATA

EMP. REG. NO.	DATE OF BIRTH
---------------	---------------

SECTION II EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE ☐ YES ☐ NO
---------------------------	--------------------------------	--------------------------	--

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED (From-To)	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/OTR HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

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

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III MARITAL STATUS

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

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. ☐ ADD ☐ DELETE				
2. ☐ ADD ☐ DELETE				

FORM 444a

SECRET

6 8 SEP 1970

(4-31)

(Don't forget to fill in)

SECTION V		GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL					
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY: CHECK (X) APPROPRIATE ITEM			
				REST. DEVICE	TRAVEL	STUDY	BOOKS, ARTICLES, ETC.
	politics, sociology	Jun. 62-Aug 66		X	X		X
		Jun 64			X		

SECTION VI		TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (P/M)	2. SHORTHAND (P/M)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM	OTHER SPECIFY:
		☐ GREGG ☐ SPEEDWRITING ☐ STENOGRAPHY	

SECTION VII		SPECIAL QUALIFICATIONS	
PROVIDE INFORMATION ON Hobbies, Sports, Licenses, Published Materials or Devices which you may have invented.			

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

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

SECTION X		REMARKS	
No updating necessary for portions not filled in.			

DATE	SIGNATURE
9 April 1968	

(OPEN ELLER IN)

QUALIFICATIONS SYSTEM RECORD CHANGE									
APPLICANT CODING DATA									
1. ID		2. APPL. NO. 6-DIGITS		3. NAME MUST CONTAIN 20-DIGITS					
4. DATE OF BIRTH MO DA YR		5. DATE CODED MO DA YR			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.				

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										
		3-LETTERS	C-A-D	BASE CODE	R	W	P	S	U	T	YR			
< 5	007894	SMI	C	BL18	4	3	4	4	4	4	63			
6. LANGUAGE DATA AFTER TEST											7. DATE OF TEST		DATA FOR ITEM 2 THRU 7 IS	
BASE CODE				R	W	P	S	U	T	YR	MO	DA	YR	EXTRACTED FROM FORM 1273.
BL18				H	3	1	1	H	4	67	04	13	67	LANGUAGE PROFICIENCY TEST AWARDS DATA.

10 JUL 1967

[illegible]

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4-37)

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY																
1. EMPLOYEE NO.		2. NAME (LAST-FIRST-MIDDLE)				3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST								
						A=ADD C=CHANGE D=DELETE		CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
5. LANGUAGE DATA AFTER TEST						6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION				
LAN. CODE	R	W	P	S	U	I/T	YEAR			14		OTR				
						04/13/67										
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>																
AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)																
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS						
H		+		I		I		H		Q = ZERO I = INTERMEDIATE S = SLIGHT H = HIGH E = ELEMENTARY U = NATIVE						
11. REMARKS										12. SIGNATURE						
CODED FOR QUALIFICATIONS DATE 10/19/67																
										13. LD NUMBER						
										L3652						

FORM 11-64 1273

OBSOLETE PREVIOUS EDITIONS

(10-40)

SECRETGROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

1 - OP/QAB

SECRET

(When Filled In)

OFFICIAL USE ONLY (Do Not Fill 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. LAST NAME	2. FIRST NAME (Last First Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE, GRADE, STEP
		M		GS-14-03
6. POSITION TITLE	7. OFFICE OF ASSIGNMENT	8. LOCATION (Country, City)		
D INSTR OPERATIONS	OTR	WASH., D.C.		

SECTION II

AGENCY OVERSEAS SERVICE

	DATE TOUR	FROM	TO
TDY	56	93/06/01	53/08/01
PCS	56	94/03/01	56/06/01
PCS	56	98/03/01	60/08/01
PCS	56	62/06/01	66/08/01

OVERSEAS DATA

CODED

DATE:

INITIALS:

14 Jun 67 APT

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	SCHOOL	YEAR
BAC	HISTORY, GENERAL	HARVARD UNIV. MASS	43
MS	HISTORY, GENERAL	PA UNIV	50

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

67 JUN ENT

SECRET

(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X)			
				BEST DEFENSE	TRAVEL	STUDY	WORK ASSIGNMENT
	political, cultural		VALE 1942-44			X	
	political, cultural		VALE 1943-44			X	
	political, cultural		1951-53, WASH DC				X
	political, cultural		1951-53, WASH DC				X
	political, cultural		1951-53, WASH DC				X
	political, industrial, cultural	1953	1956-58 1953-54 WASH DC	X			X
	political, cultural	1954-56	1956-58 WASH DC	X			X
	political, cultural	1958-1960		X			X
	political, cultural	1958-1960	1960-1961 WASH D.C.				X
	political, cultural	1962-1966		X			X

SECTION V TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM) 2. STENOGRAPH (WPM) 3. INDICATE STENOGRAPHIC SYSTEM USED - CHECK (X) APPROPRIATE ITEM
☐ GREGG ☐ PHELSONSING ☐ STENO TYPE ☐ OTHER SPECIFY

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (typewriter, mimeograph, card punch, etc.)

SECTION VI SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.

2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate if of speed, coding & deciphering), OFFSET PRESS, TURRET LATHE, ETC AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.

3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PROF. ELECTRICIAN, RADIO OPERATOR, TEACHER, EXPLOR, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHARMACEUTICAL, ETC? ☒ YES ☐ NO

4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE. 5. FIRST LICENSE/CERTIFICATE (year of issue)
 6. LATEST LICENSE/CERTIFICATE (year of issue)
 SEE PHS

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR. DO NOT INCLUDE WORKS NOT YET PUBLISHED. INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (fiction or scientific articles, general interest subjects, novels, short stories, etc.)
 SEE PHS

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

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
 SEE PHS

SECRET

When filled in:

~~SECRET~~
- 7 -

SECRET

27 April 1962

MEMORANDUM FOR: Chief, Contract Personnel Division
ATTENTION : Staff Agents Branch
FROM : Chief, Personnel Security Division
SUBJECT : [REDACTED]

1. Reference is made to your memorandum dated 25 April 1962

2. This is to advise that [REDACTED] is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.

3. If your office should desire at a later date to change the status or use of this individual, a request to cover any proposed change should be submitted to this office.

4. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

SECRET

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (1-9)	
NAME (LAST, FIRST, MIDDLE)				REQUEST DATE (10-11)	
[REDACTED]				26 April 1962	
POSITION TITLE				GRADE (43-44)	
Ops Officer				GS-13	
LOCATION (CITY, STATE, COUNTRY)				ORGN. CODE (49-50)	
[REDACTED]				TYPE OF APPL. (40)	
ASSIGNMENT (OFFICE, DIVISION, BRANCH)				DDGTS & FUND (50)	
DDP/WH/2/				[REDACTED]	
CONVERSION ACTION				[REDACTED]	
SE-SA				[REDACTED]	
TYPE OF APPLICANT				TYPE OF ASSIGNMENT AND FUNDS	
REGULAR				[REDACTED]	
CONSULTANT				[REDACTED]	
[REDACTED]				[REDACTED]	
CLEARANCE REQUIRED				SECRET	
[REDACTED]				FULL	
PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)				CLEARANCE (51)	
SECURITY CLEARANCE				[REDACTED]	
ATTACHMENTS				RECRUIT. CODE (52-54)	
PERSONAL HISTORY STATEMENT				[REDACTED]	
PHOTOGRAPH (5)				[REDACTED]	
VETERAN STATUS				VET PREF. & SEX (55)	
MALE - VETERAN				[REDACTED]	
MALE - NON-VETERAN				[REDACTED]	
FEMALE - VETERAN				[REDACTED]	
FEMALE - NON-VETERAN				[REDACTED]	
REMARKS:					
Security #: 56169					
[REDACTED]					
Please forward clearance memo to SA Branch/CPD					
Attn: [REDACTED]					
5 E 36					
Phone verbal concurrence to [REDACTED]					
x7170					
SPACE BELOW FOR OS USE ONLY					
[REDACTED]					

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

Telephone 265

PERMANENT ADDRESS same as above

(Bt. and Number)

(City)

(State)

(Country)

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

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE

NAMES? _____

HOW LONG? _____ IF A LEGAL CHANGE, GIVE PARTICULARS _____

(Where?)

(By what authority?)

C. DATE OF BIRTH _____

(City)

(State)

(Country)

D. PRESENT CITIZENSHIP U.S. BY BIRTH? yes BY MARRIAGE? _____

(Country)

BY NATURALIZATION CERTIFICATE 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? HA

PORT OF ENTRY? ON PASSPORT OF WHAT COUNTRY?

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

Sec. 2. PHYSICAL DESCRIPTION

AGE 29 SEX male HEIGHT 5' 7" WEIGHT 155
EYES hazel HAIR brown COMPLEXION ruddy SCARS none
BUILD stocky OTHER DISTINGUISHING FEATURES wear glasses

Sec. 3. MARITAL STATUS

A. SINGLE MARRIED yes 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)

HOME ADDRESS OR BUSINESS ADDRESS
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM none TO BRANCH OF SERVICE

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

Sec. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

2. NAME no other children 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)

MILITARY SERVICE FROM _____ TO _____
(Date) (Date)

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

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

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

(4)

OCCUPATION housewife LAST EMPLOYER none
 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 [Redacted] AGE deceased
(First) (Middle) (Last)
 PRESENT ADDRESS no other brothers or sisters
(St. and Number) (City) (State) (Country) (Citizenship)
 2. FULL NAME _____ AGE _____
(First) (Middle) (Last)
 PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
 3. FULL NAME _____ AGE _____
(First) (Middle) (Last)
 PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
 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

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

CITIZENSHIP U.S. WHEN ACQUIRED birth WHERE? [Redacted]
(City) (State) (Country)
 OCCUPATION agent LAST EMPLOYER Prudential Insurance Co
(St. and Number) (City) (State) (Country)

SEC. 9. MOTHER-IN-LAW

OCCUPATION housewife LAST EMPLOYER none

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

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

CITIZENSHIP U.S. ADDRESS unknown
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) AMJ, Japan, (I believe)

(6)

SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR Intelligence specialist
Planning, and/or research

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 4600
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)

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

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

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

SEC. 13. EDUCATION

CHIEF UNDERGRADUATE COLLEGE SUBJECTS History, Government, Economics,

CHIEF GRADUATE COLLEGE SUBJECTS Japanese, Political Science, His-
tory, Geography.

14-00000

Sec. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE

1946

IF DEFERRED GIVE REASON

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS

College "n"

listed Reserve July 1942-Mar. 1943.

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 August 1, 1946 TO date CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

REASONS FOR LEAVING no chance for advancement

FROM May 1946 TO July 1946 CLASSIFICATION GRADE CAF 1 (I think)
(IF IN FEDERAL SERVICE)

REASONS FOR LEAVING to accept position at Dickinson

(7)

15-52745-1

(8)

FROM Mar. 1943 TO Feb. 1946 CLASSIFICATION GRADE Corporal
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY U.S. Army

ADDRESS Principal Stations, Yale, U. of Michigan, Ft. Snelling, Minn
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS soldier NAME OF SUPERVISOR MA

TITLE OF JOB principally SALARY \$ 90 PER mo.
Japanese language specialist

YOUR DUTIES student and trainee translation of Japanese
military materials. Last few weeks before dis-
charge I served as a company clerk.

REASONS FOR LEAVING honorable discharge, length of service

FROM Feb. 1946 TO May 1946 CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)

REASONS FOR LEAVING to enter U.S. Army

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 Japanese SPEAK fluent READ fair WRITE slight

LANGUAGE German SPEAK fair READ fair WRITE slight

LANGUAGE _____ SPEAK _____ READ _____ WRITE _____

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

badminton, fair bridge, fair

tennis, fair

gardening, good

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

Japanese language specialist, MIS

college professor of history, 5 years experience

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:

none

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 40 SHORTHAND 0

(10)

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.

IF YES, INDICATE KIND OF LICENSE AND STATE no

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

Ex: 1949:

Held full tuition scholarships at Harvard, 1940-43, from various

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

14-00000

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

Name	Residence	City	State

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.)

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

--	--	--	--

SEC. 21. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY: yes IF NOT, STATE SOURCES OF OTHER INCOME

--	--	--	--

(12)

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

[illegible]

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

14-00000

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:

yes

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

moderately

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

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 1946:

Central Intelligence Agency

Army Intelligence

Chief of Military History

Historical Office, Army Chemical Center, Edgewood, Md.

Navy Intelligence

Operations Research Office

(14)

7. 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:

not to my knowledge

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

[Redacted box for emergency contact information]

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.

[Redacted box for signature and additional details]

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 SPACES REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

Addenda

Sec. 11. I wish to state that the material here furnished is approximate only. I have not seen any of these relatives in over 10 years and cannot check the material any further.



APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Types with 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 advertisement and regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. If you do not mail to the same office give in the forms required by the announcement. Notify the office with whom you file this application of any change in your address.

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

☐ APPROV. ☐ MATERIAL ☐ EXTEND RESSIDE
☐ NON APPROV. ☐ SUBMITTED ☐ RETURNED

NOTATIONS: ☐ APP. REVIEW
APPROVED:

OPTION	GRADE	EARNED RATING	PREFER- ENCE	REASON
			☐ 5 POINTS (TENT.)	
			☐ 10 POINTS	
			☐ WIFE OR WIDOW	
			☐ DISAL.	
			☐ REIN- VESTIGATED	
INITIALS AND DATE				

15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? 4500
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

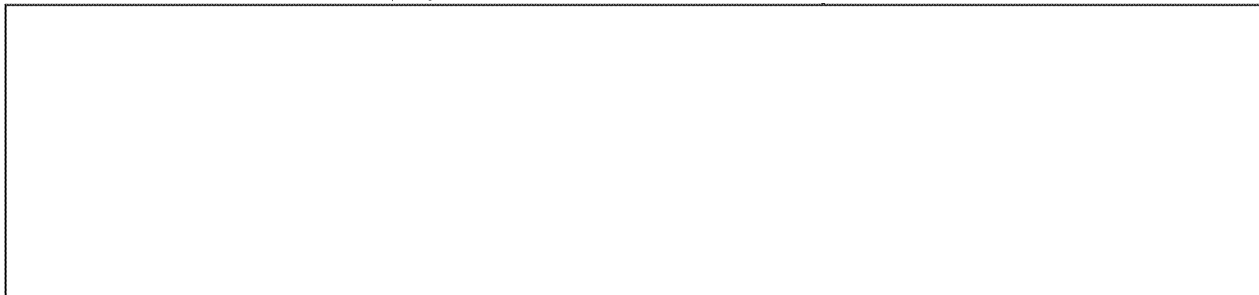
(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED:
☒ IN WASHINGTON, D. C. ☐ ANYWHERE IN THE UNITED STATES
☐ OUTSIDE THE UNITED STATES
(E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:

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 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, as wanting 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 occupational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the space below in its proper sequence.
(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" 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."

13-5349-

A blank sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 10 units wide by 10 units high. A thicker vertical line runs down the left side, creating a margin. A horizontal line runs across the middle, dividing the page into two equal halves. The overall appearance is clean and professional, suitable for technical drawing or mathematics.



UNION CASES DIVISION

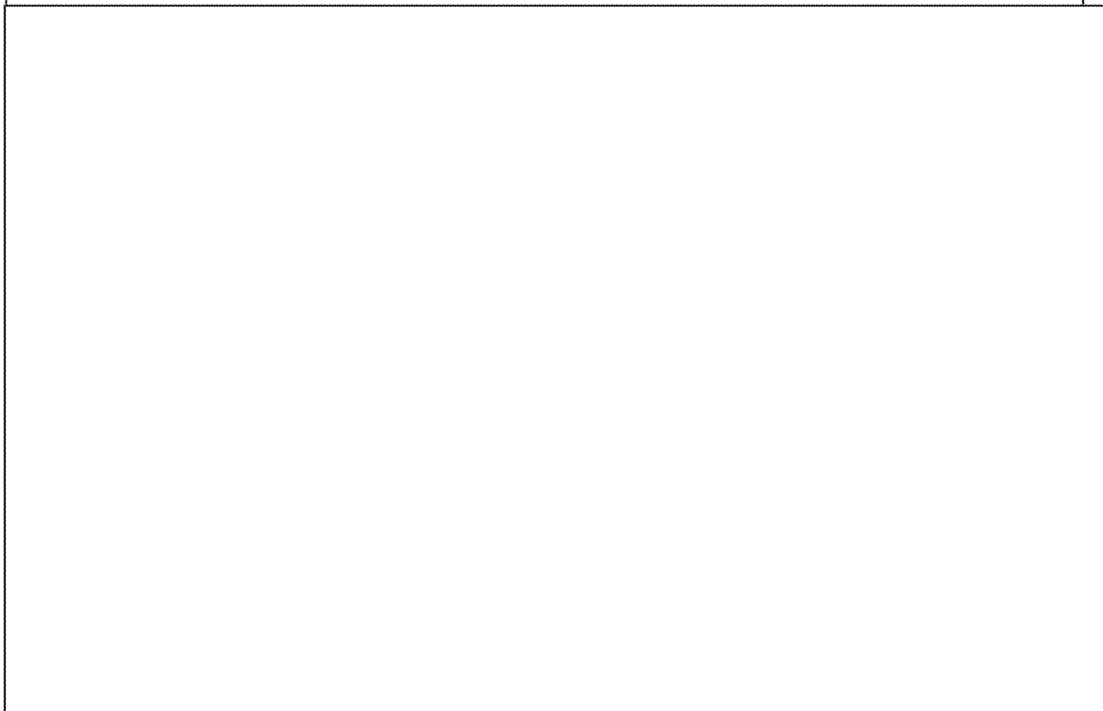
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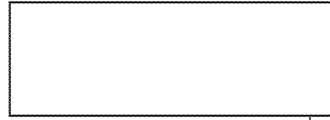


Items 21 and 23, Form 57



- 3 -

Work Project #1
continued



2) Final revision session

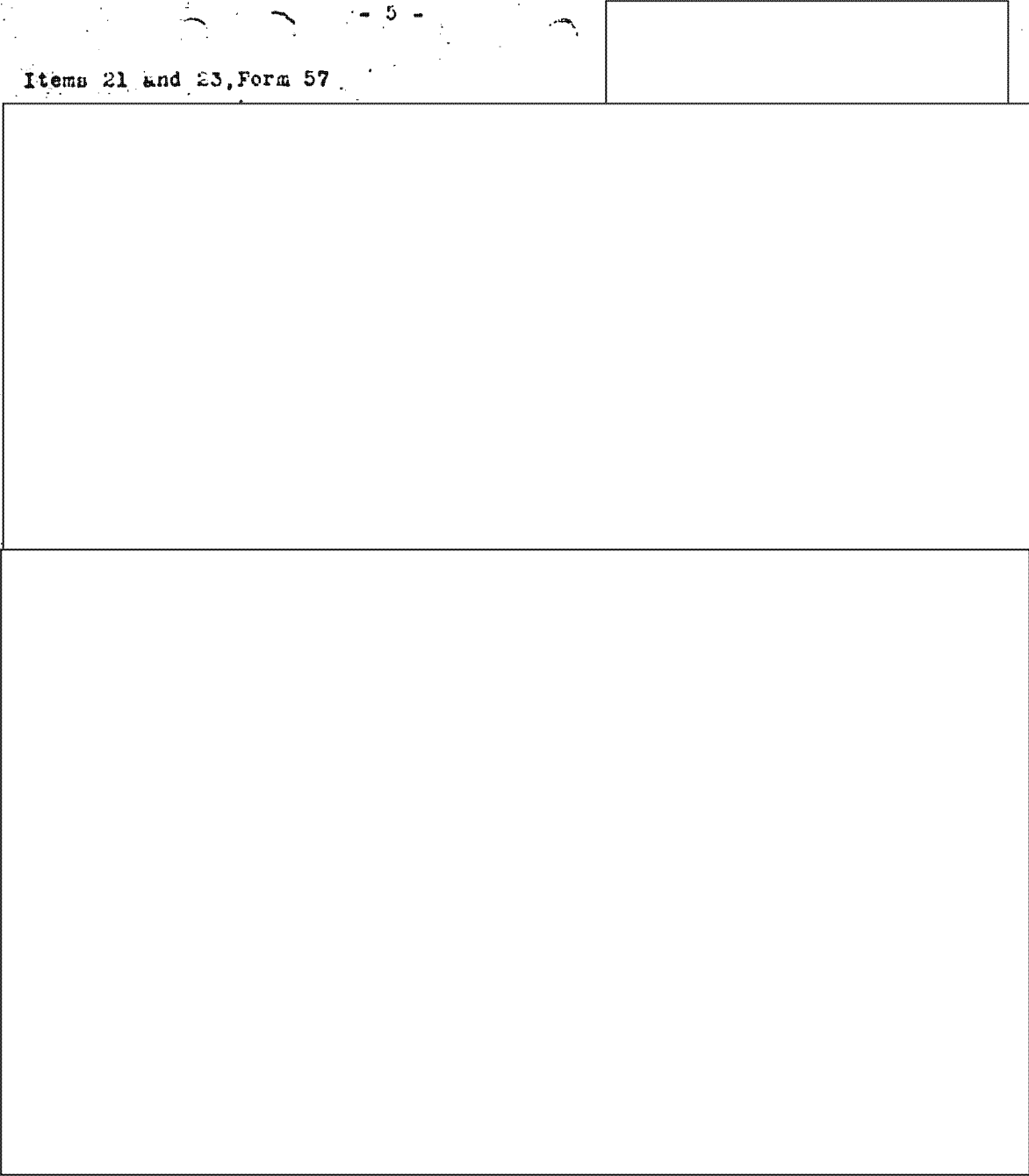
- 4 -

Items 21 and 23, Form 57

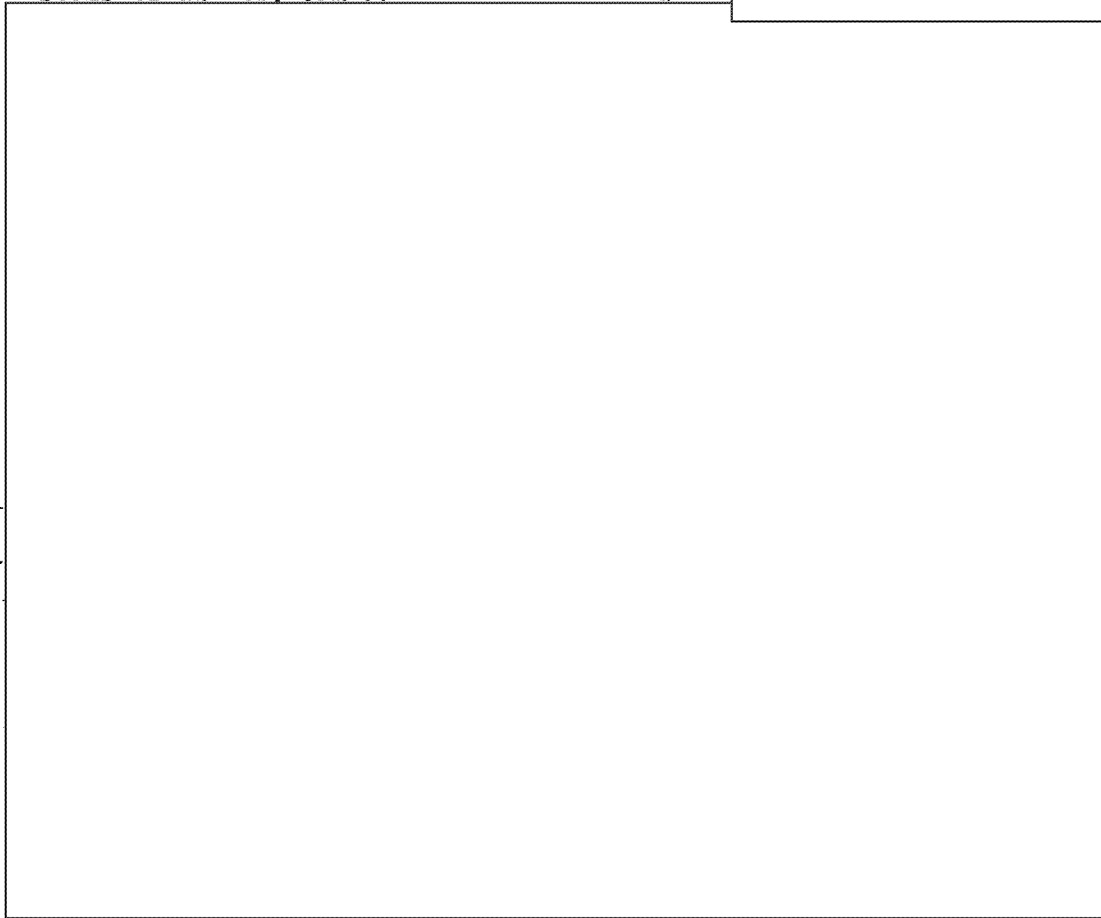
II. Research and Publication

- 5 -

Items 21 and 23, Form 57



Items 21 and 23, Form 57



CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 3 October 1966

YOUR
REFERENCE: 42095

CASE NO. : 56169

TO : Director of Personnel

ATTN :

SUBJECT :

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:

☐ A personal interview in the Office of Security must be arranged.

☒ A personal interview is not necessary.

☐ Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

Chief, Personnel Security Division

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-2)	
				42095	
NAME (LAST, FIRST, MIDDLE)				REQUEST DATE (11-11)	
				21 Sept 1966	
POSITION TITLE				YEAR OF BIRTH (11-20)	
Ops Officer					
POSITION NUMBER (11-21)		OCCUP. CODE (11-22)		GRADE (11-23)	
				OS-14	
LOCATION (CITY, STATE, COUNTRY)		ASSIGNMENT (OFFICE, DIVISION, BRANCH)		ORGN. CODE (11-24)	
Washington, D.C.		DDS/OTR/Ops School/Hd. Trng Br.			
TYPE OF APPLICANT		CONVERSION ACTION		TYPE OF APPL. (11-25)	
☐ REGULAR ☐ CONSULTANT		SA-SB			
NAME		TYPE OF ASSIGNMENT AND FUNDS		HISTRS. & FUNDS (11-26)	
		☐ HRS ☐ USP ☐ PF ☐ V ☐ UY			
CLEARANCE REQUIRED		PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)		CLEARANCE (11-27)	
		Full Clearance			
ATTACHMENTS		APPENDIX 1		REQUEST FOR WAIVER	
☐ PERSONAL HISTORY STATEMENT		☐ PHOTOGRAPH(S)		☐ APPENDIX 2	
☐ MALE - VETERAN		☐ MALE - NON-VETERAN		☐ REPORT OF INTERVIEW	
☐ FEMALE - VETERAN		☐ FEMALE - NON-VETERAN		VET PREP. & BEN (11-28)	
Security #: 56169					
Clearance memo to SA Branch/CFD					
Attn:					
5 E 69					
SPACE BELOW FOR OS USE ONLY					

FE-11
V

CONFIDENTIAL
SECURITY APPROVAL

Blf
int

Date: 29 August 1951

TO: Chief, [redacted]

Your Reference: 12143

FROM: Chief, Security Division

Case Number: 56169

SUBJECT: [redacted]

1. This is to advise you of security action in the subject case as indicated below:

- ☒ Security approval is granted the subject person for access to classified information.
- ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the EOD procedures.

Br. notified
31 Aug 1951
Blf
per Ethel
18 Sept.
1000

[redacted]

J

CONFIDENTIAL