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STANDARD FORM 64
GPO : 1964 O - 351-710
U. S. CIVIL SERVICE COMMISSION
Official Personnel Manual Ch. 43
60-102

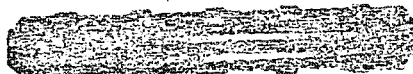
SECRET

Official Personnel Folder

SECRET

ARTICLE 20 INCORPORATED
IMMEDIATELY AFTER
JOB 75-134 PER 245

43715



9 MAY 68
9 JUN 68

REMOVED

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REPRODUCTION MASTERS

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(When Filled)

BIOGRAPH

BIOGRAPHIC PROFILE

SECRET

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

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 27 Dec 72			
1. SERIAL NUMBER <input type="checkbox"/> 2. NAME (Last-First-Middle) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>									
3. NATURE OF PERSONNEL ACTION RETIREMENT (CIARDS) VOLUNTARY				4. EFFECTIVE DATE REQUESTED MONTH: 12 DAY: 31 YEAR: 73		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. PAN AND NSCA 4221-0117-0000		8. LEGAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643 Section 233					
9. ORGANIZATIONAL DESIGNATIONS DDO/PLANS STAFF CAREER MANAGEMENT GROUP				10. LOCATION OF OFFICIAL STATION WASH., D.C.					
11. POSITION TITLE OPS OFFICER - CH				12. POSITION NUMBER 0049		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (G.S., F.R., etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 17 X 5		17. SALARY OR RATE \$ 36,000			
18. REMARKS <p align="center"><i>Supergrade Blank</i></p> <p>LAST WORKING DAY 28 Dec 73</p> <p>Coordinated with <input type="checkbox"/> / ROB 27 December 1973</p>									
10A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		10B. SIGNATURE OF APPROVING OFFICER		DATE SIGNED		
					<i>George M. ...</i>		27 Dec 73		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 45 10	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTELLIGENCE CODE	24. HODGINS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI. MO. DA. YR.
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-SSN 2-SSN 3-SSN		31. SEPARATION DATA CODE BJ, 00, 00	32. CORRECTION/CANCELLATION DATA MO. DA. YR.		EOD DATA →		33. SECURITY REF. NO.
35. VET. PREFERENCE CODE 0-NONE 1-1 PT. 2-10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LOGC. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RTSP PROV/TEMP		39. FEGLI/HEALTH INSURANCE CODE 0-WAIVER 1-YES 2-NO	40. SOCIAL SECURITY NO. 2 23 - 15 0844			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE EXEMP. CODE 1-YES 2-NO				
45. POSITION CONTROL CERTIFICATION 12-27-73 <i>JFR</i> JAN						46. APPROVAL <i>[Signature]</i>		DATE APPROVED 27 DEC 1973	

FORM 1152

USE PREVIOUS EDITION

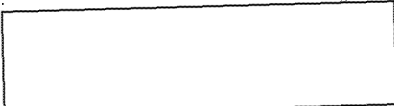
SECRET

CLASSIFIED BY: 01-0352

EX-7
APL48

(4)

2 APR 1974



Dear Pete:

I am happy to send to you, under separate cover, your Agency Retirement Medallion. The Medallion is a tangible form of recognition and appreciation of your service to the Agency. It should serve as a lasting reminder of an honorable career, rewarding associations and the knowledge that you played your part in a vital activity.

Let me, therefore, add my congratulations and wish you the very best for the future.

Sincerely,

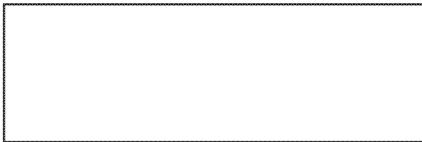
F. W. M. Janney
Director of Personnel

Distribution:
0 - Addressee
✓ 1 - OPF

OP/RAD/ROB/[redacted] (26 March 1974)

Executive Registry
74-522

26 JAN 1974



Dear Pete:

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

You have been privileged to face the challenge of important responsibilities during your many years of service to your country. The success with which you have met this challenge should be a source of lasting pride and satisfaction to you.

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

Sincerely,
W. E. Colby

W. E. Colby
Director

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

Originator: W. E. Colby
Director of Personnel

23 JAN 1974

OP/RAD/ROB / [redacted] /3257 (17-January 1974)

OPF

T-3

29 January 1974

MEMORANDUM FOR: Chief, Plans Staff
THROUGH : Deputy Director for Operations
SUBJECT : Dist[redacted] Medal
for [redacted]

The Honor and Merit Awards Board is pleased to notify you that the Distinguished Intelligence Medal has been approved for [redacted] and requests that you inform him of the award. Arrangements for presentation may be made with the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building.

[redacted]

Recorder
Honor and Merit Awards Board

Distribution:

- 0 & 1 - Addressee
- 1 - OPF w/forms 382 & 600
- 1 - Exec Sec/HMAB
- 1 - Recorder/HMAB

REPORT OF HONOR AND MERIT AWARDS BOARD				Executive Registry	DATE
				74-196	18 December 1973
The Honor and Merit Awards Board having considered a recommendation that:					
OFFICE OF ASSIGNMENT				S/D	SCHEDULE GRADE
DO/CMG				D	GS 17
RE AWARDED					STATION
Intelligence Medal of Merit					
<input type="checkbox"/> FOR HEROIC ACTION OR					
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD September 1952 - December 1973					
<input type="checkbox"/> RECOMMENDS APPROVAL <input type="checkbox"/> DOES NOT RECOMMEND APPROVAL					
<input checked="" type="checkbox"/> RECOMMENDS AWARD OF Distinguished Intelligence Medal					
UNCLASSIFIED CITATION					
<p>[redacted] is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding achievement with the Central Intelligence Agency for more than 23 years. Serving in a series of responsible senior positions both in headquarters and abroad, Mr. Wheeler has compiled an enviable record of achievement. Demonstrating deep integrity and total dedication, his performance has been characterized by creativity, and superb leadership. [redacted] devotion and professionalism have been evident throughout his career, reflecting the highest credit on him and the Federal service.</p>					
REMARKS					
(Recommendation approved by DD/O on 10 December 1973)					
APPROVED				SIGNATURE	
<i>/s/ Vernon R. Walters</i> DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE 9 JAN 1974 DATE				<i>F. W. M. Janney</i> TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD F. W. M. Janney SIGNATURE (signed on original) TYPED NAME OF RECORDER R. L. Au Jr.	

SECRET
(When Filled In)

OFF

RECOMMENDATION FOR HONOR OR MERIT AWARD
(Submit in triplicate - see HP 20-32)

SECTION A		PERSONAL DATA		
1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. DD
		Ops Off/Chief	GS-17	D
6. OFFICE OF ASSIGNMENT	7. OFFICE EXT. (If any)	8. STATION		
DDO/CMG/	4103	X		
9. HOME ADDRESS (No., St., City, State, ZIP Code)		10. HOME PHONE	11. CITIZENSHIP AND MOB. ACQUIRED	
			U.S., Birth	
12. RECOMMENDED AWARD		13. IF PETITION FOR RETIREMENT	14. POSTHUMOUS	
Intelligence Medal of Merit		31 December 1973	YES X NO	
15. NAME OF NEAR OF KIN	16. RELATIONSHIP	17. HOME ADDRESS (No., St., City, State, ZIP Code)	18. HOME PHONE	
	Wife	same as above	NAME	
SECTION B				
RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD				
19. WERE YOU AN EYEWITNESS TO THE ACT				
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. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED				
30. DATES FOR WHICH AWARD RECOMMENDED				
31. ASSIGNMENT COMPLETED		32. NOW IN SAME OR RELATED ASSIGNMENT		
YES X NO		YES X NO		
SECTION C				
RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE				
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE				
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE				
Ops Officer/Chief				
35. COMPONENT OR STATION (Designation and location)				
CMG/				
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION				
Chief,				
37. INCLUSIVE DATES FOR WHICH RECOMMENDED				
38. ASSIGNMENT COMPLETED		39. NOW IN SAME OR RELATED ASSIGNMENT		
Sept 1952-December 1973		YES X 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			

OFF

SECTION D NARRATIVE DESCRIPTION

Award for Meritorious Action, or Acceptance of Hazard: Was act 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. Indicate 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 merit 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]

[Redacted] outstanding characteristics are his integrity and total dedication. He is a natural leader, bright and original. He has a creative mind, is articulate and rational. He has excellent recall, is a gifted administrator and manager. He is a searching individual who is totally committed and has the high regard of most of the elements comprising the DDO. During his tenure he has received laudatory commendations for his efforts.

[Redacted] has made a valuable contribution to the Agency during his extended career and it is fitting that upon retirement after such a distinguished career, he be awarded the Intelligence Medal of Merit.

CONTINUED ON ATTACHED SHEET

46. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYE-WITNESS 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 [Redacted]	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMEN- TION [Redacted]	49. DATE 10 APR 77
SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION		
50. HEAD OF DDO CAREER SERVICE (Career service of nominee)	TITLE AND SIGNATURE See Item # 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE See Item # 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE William E. Nelson	DATE 16 Dec 77

SECRET
(When Filled In)

4-31

REQUEST FOR PERSONNEL ACTION

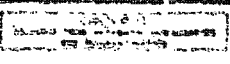
DATE PREPARED
15 September 1973

1. SERIAL NUMBER		2. NAME (Last-First-Initial)		3. NATURE OF PERSONNEL ACTION Reassignment		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 15 73		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS		7. TO V		8. FROM V		9. FINANCIAL ANALYSIS NO. CHARGEABLE 4821-0117/0000		10. LEGAL AUTHORITY (Completed by Office of Personnel)	
11. ORGANIZATIONAL DESIGNATIONS DDO/Plans Staff Career Management Group		12. LOCATION OF OFFICIAL STATION Washington, D. C.		13. POSITION TITLE Ops Officer-Ch		14. POSITION NUMBER 0049		15. CAREER SERVICE DESIGNATION D	
16. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS		17. OCCUPATIONAL SERIES 0136.01		18. GRADE AND STEP 17/4		19. SALARY OR RATE \$36,000			

18. REMARKS
Reassigned from DDO/PS/CMG Pending Reassignment
W. Coleman
Super blurb

19. SIGNATURE OF REQUESTING OFFICIAL
DATE SIGNED 9/17/73

SPACE SET-UP FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. AGENCY CODE	21. OFFICE CODE	22. STATION CODE	23. REPORT CODE	24. DATE OF BIRTH	25. DATE OF SEGR	26. DATE OF US					
27. DATE EMPLOYED	28. SPECIAL REFERENCE	29. DEPARTMENT NO.	30. REPORTING DATE	31. REPORTING DATE	32. REPORTING DATE	33. SECURITY NO.	FOOD DATA				
34. DATE PREFERENCE	35. SEGR COMP DATE	36. LONG TERM DATE	37. CAREER CATEGORY	38. SOCIAL SECURITY NO.							
39. FEDERAL OFFICER CERTIFICATION SERVICE	40. SOCIAL CAT	41. FEDERAL TAX DATA	42. FEDERAL TAX DATA	43. STATE TAX DATA							
44. POSITION CONTROL CERTIFICATION			45. OFF APPROVAL			DATE APPROVED					



SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

9 July 1973

1. SERIAL NUMBER: [] NAME (Last-First-Middle): []

2. NATURE OF PERSONNEL ACTION: **REASSIGNMENT**

4. EFFECTIVE DATE RECORDED: MONTH 07, DAY 01, YEAR 73

5. CATEGORY OF EMPLOYMENT: **REGULAR**

6. PRICES: X V TO V, Y TO S, U TO S

7. PAY AND NSIC: 6117, 4221-2975, 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: **DDO/PLANS STAFF UNASSIGNED Career management Group Pending Reassignment**

10. LOCATION OF OFFICIAL STATION: **WASH., D.C.**

11. POSITION TITLE: **OPS OFFICER CH.**

12. POSITION NUMBER: **0000**

13. CAREER SERVICE DESIGNATION: **D**

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

15. OCCUPATIONAL SERIES: **0136.01**

16. GRADE AND STEP: **17 4**

17. SALARY OR RATE: **\$36000**

18. REMARKS: **FROM: DDP/[]/ISRY COMP/9997**

19A. SIGNATURE OF REQUESTING OFFICIAL: [] DATE SIGNED: [] DATE DIED: []

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

29. ACTING EMPLOY CODE	30. EMPLOY CODE	31. OFFICE CODES	32. SPECIAL EMPLOY CODE	33. INTEGRAL CODE	34. HISTORY CODE	35. DATE OF BIRTH	36. DATE OF GRADE	37. SEX OF OI
30	10	30135	VS	75013	1			
38. HD EMPLOY	39. SPECIAL REFERENCE	40. RETIREMENT DATA	41. SEPARATION DATA CODE	42. CORRECTION/COMPLETION DATA	43. SECURITY DATA	44. SEX	EOD DATA	
45. PAY PREFERENCE	46. LEFT CORP DATE	47. LEAVE (CORP) DATE	48. CAREER CATEGORY	49. HEIGHT/HEALTH INSURANCE	50. YEAR SECURITY NO.			
51. PERSONAL OFFICE GOVERNMENT SERVICE	52. LEAVE CAT	53. FEDERAL PAY RATE	54. FORM EXECUTIVE CODE	55. INC. TAX EXEMPTIONS	56. NORM EXECUTED	57. CODE	58. STATE	59. STATE

60. PROHIBITION CONTROL CERTIFICATION: [] DATE APPROVED: []

SECRET

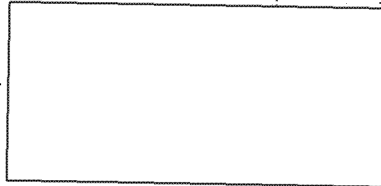
31 JAN 1973

Dear [redacted]

At the direction of the Deputy Director for Plans you served from 6 November to 17 November 1972 as a member of the Clandestine Service [redacted] Sub-Panel convened for the purpose of evaluating GS-12 Staff and Career Agent personnel [redacted]. I know that this work was particularly demanding. Your full-time participation and the diligent application of your professional experience were decisive factors in the successful accomplishment of this aspect of the [redacted] missions.

I wish to commend you personally for your contribution to our evaluation procedures each phase of which helps to strengthen the Clandestine Service Career Service.

A copy of this letter will be included in your official personnel file.



SECRET

1-2-73

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

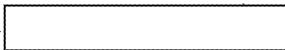
12 July 1972

Dear Pete,

I want to thank you personally for your fine work as a member of the GS-15 Evaluation Board which convened from 15 May to 16 June 1972. I know that this work has been particularly demanding. Your full-time participation and diligent application of your professional experience have been decisive factors in the successful accomplishment of the Board's missions. I know that your recommendations will provide a reliable base for the Clandestine Service Career Service Board and myself in arriving at a final promotion list.

Your wise and energetic participation in the evaluation process has helped to strengthen the Clandestine Service by objectively identifying those officers whose performance, qualifications and potential mark them as especially fitted for senior positions of leadership.

Thomas H. Karabessinos
Deputy Director for Plans



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

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER / 2. NAME (Last-First-Middle)						22 February 1972	
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
Reassignment				MONTH DAY YEAR 03 09 72		Regular	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
X V TO V O TO V		V TO O O TO O		2231-4148			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP / Development Complement				Washington, D. C.			
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
Ops Officer - Ch			9997		D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		17 4		\$ 36,000	
18. REMARKS							
<p>*Koyler</p> <p>From MPS, Position # 0001</p> <p>Concur: [] (telecoord)</p> <p>DIPS</p> <p>Security [] 3/8</p> <p>DB 3/20</p> <p>cc: Payroll</p> <p>cc: Security</p>							
DATE SIGNED				DATE SIGNED			
[] Pers				27 Feb 72		9 MAR 1972	
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	25. DATE OF BIRTH
37	18	5497M/CVA 75013		75013	1	1	
26. NTE EXPIRES	27. SPECIAL REFERENCE	28. RETIREMENT DATA		29. SEPARATION DATA CODE	30. CORRECTIVE/CONVICTION DATA		31. SECURITY REQ. NO.
32. VET PREFERENCE	33. SERV COMP DATE		34. LONG COMP DATE		35. CAREER CATEGORY	36. FEGLI/HEALTH INSURANCE	37. SOCIAL SECURITY NO.
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE			39. LEAVE CAT.	40. FEDERAL TAX DATA		41. STATE TAX DATA	
CODES 0-NO PREVIOUS SERVICE 1-60 MONTHS SERVICE 2-BRIEF IN SERVICE (LESS THAN 3 YEARS) 3-BRIEF IN SERVICE (MORE THAN 3 YEARS)			CODE	FORM EXECUTED 1-TS 2-NO		FORM EXECUTED 1-TS 2-NO	
42. POSITION CONTROL CERTIFICATION				43. OF APPROVAL		DATE APPROVED	
[]				* From MPS 3-9-72 Harry B. Fisher		15 Mar 72	

I
H2

M
36

FORM 1159 USE PREVIOUS EDITION

SECRET
20 MAR 1972

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER				2. NAME (Last-First-Middle)	
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED	
Promotion				MONTH DAY YEAR 11 28 71	
5. CATEGORY OF EMPLOYMENT				Regular	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
X V TO V		V TO C		2221-2886-0000	
C TO V		C TO C			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION	
DDP/Missions & Programs Staff Office of the Chief				Washington, DC	
11. POSITION TITLE				12. POSITION NUMBER	
Ops Officer - Ch (181)				0001	
13. CAREER SERVICE DESIGNATION				D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		GS-17 4	
17. SALARY OR RATE					
\$ 35,801					
18. REMARKS					
cc: Payroll					
19A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
					24 Nov 71
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. SECTION CODE	23. INTEGRAL CODE	24. HOURS CODE
22	10	52210	MPS	45013	1
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF IIR	28. SECURITY REQ. NO.		
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.			
	11 28 71	11 28 71			
29. INT. EXP. REF.	30. SPECIAL REFERENCE	31. PREFERENCE DATA	32. SEPARATION DATA CODE	33. CORRECTION/CANCELLATION DATA	34. SECURITY REQ. NO.
MO. DA. YR.					
				EOD DATA	
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LEAVE COMP. DATE	38. CAREER CATEGORY	39. FEEDBACK INSURANCE	40. SOCIAL SECURITY NO.
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	
0-NO PREFERENCE 1-5 YR. 2-10 YR.			UB/RES PROV/TEMP	1-SEVERE 2-REG 3-REG/OPT 4-UNDESIRABLE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE PAY CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA		
CODE	CODE	CODE	CODE		
0-NO PREVIOUS SERVICE 1-NO EXPR. IN SERVICE 2-SERVICE IN SERVICE (LESS THAN 3 YEARS) 3-SERVICE IN SERVICE (MORE THAN 3 YEARS)		NO. TAX EXEMPTIONS	NO. TAX EXEMPTIONS		
		1-YES 2-NO	1-YES 2-NO		
45. POSITION CONTROL CERTIFICATION			46. C.P. APPROVAL		DATE APPROVED
11-26-71 WJ			Harry B. Fisher		1 Dec 71

36
H

SECRET

GRC EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 5 March 1971	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION Reassignment and Transfer to Vouchered Funds		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 21 71		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS V TO V X OF TO V OF TO OF		7. FINANCIAL ANALYSIS NO. CHARGEABLE 1221-2886		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/Missions and Programs Staff Office of the Chief			10. LOCATION OF OFFICIAL STATION Washington, D. C.		
11. POSITION TITLE Ops Officer - Ch		12. POSITION NUMBER 0001	13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16 6	17. SALARY OR RATE \$ 32,819 ✓	
18. REMARKS From MPS Position # 0008 cc: Security cc: Payroll					
19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED 5 March 1971		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]	
DATE SIGNED 5/27/71					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 16	20. EMPLOY. CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 52100 MPS		22. STATION CODE 75013	23. INTEGREE CODE
24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.
28. NTE EXPANES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-TSC 2-OPEN 3-PLS 4-NONE		31. SEPARATION DATA CODE	32. CORRELATION/CANCELLATION DATA TYPE MO. DA. YR.
33. SECURITY REQ. NO.		34. SEX		35. SOCIAL SECURITY NO.	
36. YET. PREFERENCE CODE 0-NO 1-5 PT. 2-10 PT.		37. SERV. COMP. DATE MO. DA. YR.		38. LONG. COMP. DATE MO. DA. YR.	
39. CAREER CATEGORY CODE CAR/RES/PROF/TEMP		40. HEALTH INSURANCE CODE 0-NONE 1-REG 2-REG/JOINT 3-INELIGIBLE		41. SOCIAL SECURITY NO.	
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		43. LEAVE CAT. CODE		44. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	
45. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		46. O.P. APPROVAL Harry B. Files		DATE APPROVED 8 March '71	

H
36

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

Memorandum

MAR 4 1971

Subject: Completion of "The Winter Program for FEI Executives" at the Federal Executive Institute in Charlottesville, Virginia

From: *Nancy W. Dalton*
Nancy W. Dalton
Registrar, Federal Executive Institute

Date:
In Reply Refer To:

Your Reference:

To: [Redacted]
Registrar, Office of Training
Central Intelligence Agency
Washington, D. C. 20505

This is official notice that [Redacted] has satisfactorily completed the "Winter Program for FEI Executives" at the Federal Executive Institute, Charlottesville, Virginia. This session of that educational program was held from February 28 - March 2, 1971. One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.

RECEIVED
MAR 4 1971
21998
23107

Keep Freedom in Your Future With U.S. Savings Bonds

CSC FORM 631
NOVEMBER 1961

SECRET

23 February 1971

MEMORANDUM FOR: Secretary, CSCS Board

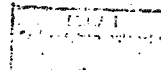
SUBJECT: Recommendation for Promotion -
[redacted]

1. As one of the final acts in my CIA career I want to bring to your attention and add my strong concurrence and recommendation to two (2) recorded recommendations for the promotion of [redacted] to the grade GS-17. I find it hard to imagine a more persuasive recommendation for this action than that forwarded by my predecessor in June 1969 (Attached). I can imagine [redacted] feeling when he prepared the second recommendation in February 1970 (Attached). And yet, I find in February 1971 there has still been no action. In the year that has passed this promotion has become even more deserved, for despite the natural disappointment accompanying such a continuing lack of recognition, there has been no diminution of enthusiasm, no lowering of standards, and the CS is clearly better managed because of his continuing efforts. Were these two previous recommendations not so clear cut and descriptive, I would conclude that those in control simply do not know what this officer does and has done. Knowing what he does and how he does it should not continue to be unrewarded and, hence, I add my strongest recommendation for early and favorable action.

2. This officer has performed in a most outstanding manner, as testified in his fitness reports by my predecessor, and certainly during my tenure as Chief, MPS for the past 12 months.

[redacted]
Chief, Missions and Programs Staff

SECRET



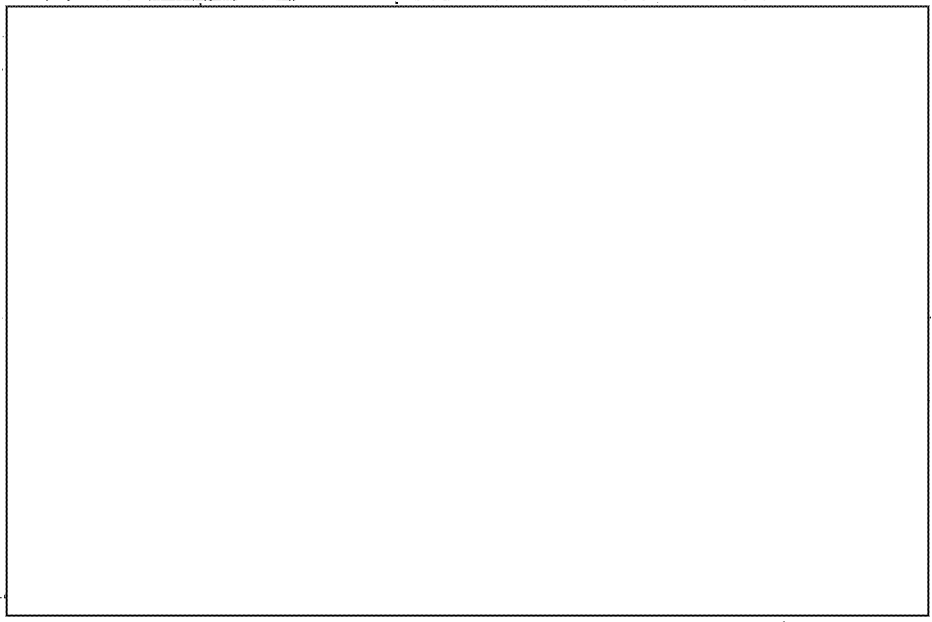
SECRET

5 JUN 1969

MEMORANDUM FOR: Secretary, Clandestine Service Career Service Board

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

1. It is recommended that [redacted] be promoted to GS-17.



4. In his present position as Chief of Programs Group in the Missions and Programs Staff, [redacted] is responsible for liaison between the CS and the CPPB on the PPB System and non-budgetary matters; installing the EPB System

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within the CS; advising and assisting CS components in the preparation of Operating Directives and the program portions of the annual responses to the Program Call; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; coordinating and preparing the annual DDP report to the PFIAB; preparing the annual DDP briefing of the DCI on CS problems and progress; and, as required, advising CS components on the requirements of PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

5. In his previous assignment [redacted] was detailed to OEPD to give that office, in the preparation of Agency programs for submission to the Bureau of the Budget, a better understanding of clandestine collection and covert action, to help that office better review and integrate CS programs in Agency programs, and to give him a broad view of the PPB System and Agency management in both of which he had shown considerable interest. His performance in that office was rated "Strong," and it was on that performance and on his genuine enthusiasm and interest in management generally that his services were sought for OPS.

6. In the performance of his duties as Chief, OPS/PRG he made immediate use of his long experience in and knowledge of CS operations, the experience and knowledge gained in OEPD, his formal education in the PPB System, and a strong belief in and desire to put to work within the CS certain concepts of that system for general and specific management improvement. Given the idiosyncrasies of the CS, he recognized early that in order to make the PPB system work effectively knowledge of the "why" and "how" of that system must be possessed at every decision-making level. With limitless energy and enthusiasm he set about "preaching the gospel" from division chief to case officer. Whenever and wherever a formal group in assembled and management is a topic for discussion, the Office of Training can count on him to drop everything and hold forth on the subject, be it the Senior Management and Planning Course (whether for supergrades or below), Station Chief Conferences, the CS Senior Seminar (now in session) and the like. Acting as the DDP/TRD's right arm to encourage attendance at the Senior Management and Planning Course he has crusaded with division and staff chiefs for the attendance of certain of

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their key employees. To date upwards of 100 from the CS have attended that course with many more to follow. With some of those same senior officials he has argued the benefits ultimately to accrue to their components from the temporary assignment of a senior key official for a year or two to MPS and/or CPPB and eventual return to the mother component. One such arrangement, with duty in CPPB, has just been completed. His tactful, understanding, friendly, businesslike, professional and competent handling of the chairmanship of the PRP and the reviews of the Operating Directive and country activities conducted by that Panel leaves little to be desired. Regarding the PPB System, he reads everything, pro and con, that comes to his attention, and he has spent a fair sum out of his own pocket to build a library on the subject. He has persuaded potential converts to the system to read those books, magazines, periodicals and pamphlets to the end that most of that library is on constant loan. His insatiable appetite for news on current as well as historical domestic and foreign matters, his excellent sense of humor, and his genuine friendliness are invaluable assets in his present assignment inasmuch as they have given him such a wide range of acquaintances, in and out of the CS, as to open wide the door for discussion on MPS responsibilities that are anything but soxy. He is so highly regarded by his contacts in the divisions and staffs of the CS and in CPPB that his advice and guidance are constantly sought. He gives of his time and energy willingly, regardless of the grade of the individual or the magnitude of the problem. His enthusiasm is catching and he sets an excellent example for subordinates, equals and superiors as well.

7. In view of the above, [redacted] a broadgauged, fast moving, competent, dedicated, sincere and friendly individual who has not yet reached his full potential, whose goal is to make the Clandestine Service the best managed directorate in CIA, and who will soon have served five years in grade, is strongly recommended for promotion to GS-17.

[redacted]
Chief, Missions and Programs Staff

SECRET

9 February 1970

MEMORANDUM FOR: Secretary, Clandestine Service
Career Service Board

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

1. It is recommended that [redacted] be promoted to the grade GS-17.

2. By memorandum dated 5 June 1969 the undersigned recommended [redacted] for promotion. In that memorandum was set out the career of [redacted] from the date he completed college (1942) until June 1969, and was described his wartime (1942-1946), immediate post-war (1946-1952) and Agency (1952-to June 1969) experience, all in the field of intelligence. Since it is the opinion of the undersigned that the Board should have the benefit of all the facts stated in that memorandum and since there is no change in the contents thereof, I hereby incorporate by reference the memorandum of 5 June 1969, make it part hereof and attach it hereto as a significant part of the present memorandum.

3. The time passed since 5 June 1969 has served only to confirm my conviction in Mr. Wheeler's true value to the CS. He has continued the strong leadership of the Program Review Panel and his subordinates. His unbounded energy and incessant championing of the applicable principles of the PPS System have resulted in office chiefs or other most senior officials appearing before the last Program Review Panel apparently interested and better prepared than ever before. His obvious sincerity and friendly and intelligent approach to the job have convinced many of the need for the better management of their affairs. This is no mean accomplishment in a world where the normal human resents

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even constructive criticism. [redacted] is so dedicated to making the CS the best managed component in the Agency that he continues to spend his own earnings on books and periodicals on the subject of management and to encourage interested parties to read them and pass them on to others.

4. The undersigned is aware that for the past six (6) months a private interest has dangled an impressive carrot in front of [redacted] in an attempt to induce him to retire and represent overseas the interests of that private concern. This fact is not to be considered by the Board as a sword of Damocles. It is simply to bring to the Board's attention that if a promotion at this time should serve to dissuade [redacted] from accepting the proffered job, the Board would have been instrumental in retaining for the CS in the management field one of the most dedicated, friendly, readily accepted, knowledgeable, industrious and qualified officers in the Agency.

5. In view of paragraph 3 above, the contents of the attachment hereto, and his potential for further growth, [redacted] is strongly recommended for promotion to Grade GS-17.

[redacted]
Chief, Missions and Programs Staff

Attachment: a/s

SECRET

ADMINISTRATIVE - INTERNAL USE ONLY

NOV 1970

MEMORANDUM FOR :
THROUGH : Head of Career Service
SUBJECT : Retirement Planning

1. In order to assist employees in planning for their eventual retirement, it is the practice of the Agency to notify each employee at a point in service five years prior to the date of scheduled retirement. I am, therefore, taking this opportunity to advise you that you are scheduled to retire in October 1975.

2. The prospect of retirement from the Agency deserves serious thought and careful planning so that you may make the transition to the next phase of life with purpose and confidence. To assist you in this regard, the Agency will make available to you various resources which are attuned to the needs of prospective retirees. In October 1970, the Agency will conduct a Retirement Information Seminar to which you will be invited. Your spouse, if you are married, may accompany you to this seminar. Following the seminar, you will be invited by the Retirement Counselor for your Directorate to an individual pre-retirement counseling session (or more than one, if you wish); this phase of retirement planning will be tailored solely to your own particular situation and circumstances and will be within the context of the retirement system under which you will retire. The individual counseling sessions are intended to give you a wide range of information on such matters as estimates of your annuity, survivor benefits, life and health insurance, Social Security taxes, relocation and movement of household effects and assistance in obtaining other employment, if appropriate. In addition to the sessions with your Retirement Counselor, you will be invited to avail yourself of selected literature on all aspects of retirement.

3. Some persons who wish to retire voluntarily prior to the scheduled date, or who wish to commence their planning as early as possible, prefer to work with their Retirement Counselor well before the time he would normally contact them. If you believe you would benefit from such an earlier start on your personal planning, you are invited to contact the Retirement Counselor responsible for your Directorate. He is assigned from your Directorate to the Retirement Affairs Division, 212 Magazine Building in Rosslyn, on telephone extension 3328.

4. Experience has amply demonstrated that careful planning facilitates the transition to retirement. I recommend, strongly, that you avail yourself of the services the Agency offers you in planning your own retirement.

H. S. Wattlea
Director of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

13 MAR 1970

MEMORANDUM FOR :

THROUGH : Administrative Officer, MPS

SUBJECT : Purchase of Service Credit

1. This is to advise you that your application to purchase service credit under the CIA Retirement and Disability System has been processed. The amount of \$437.00 will be required to purchase credit for the period 18 June 1946 through 17 June 1947 when no deductions were withheld from your salary. Under the current provisions of the CIA Retirement System, payment of the above amount will increase your annuity by approximately 2 per cent of your high-three average salary at the time of retirement. The amount due includes interest to the present date.

2. It should be explained that under the CIA Retirement and Disability System, all periods of creditable Federal civilian service during which retirement deductions were not taken from salary must be purchased by making a deposit in order for the time to be counted in the computation of the retirement annuity. Under the Civil Service Retirement System, such periods of Federal service are always creditable in the computation of annuity, but if not purchased, the annuity is reduced by 10 per cent of the amount due. For example, if a deposit of \$1,000 is required to purchase credit for those periods of service during which no deductions were withheld from salary, and it is not paid, the basic annuity would be reduced by \$100 per year. If the deposit of \$1,000 is paid, the retiree would have to wait 10 years to recover his own deposit before profiting from the payment.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

-2-

3. The Agency has as an aim legislatively to secure the Civil Service option, i. e., credit for periods of non-deduction service without prior payment therefor, but with reduction of the basic annuity by 10 per cent of the amount due. Therefore, you may wish to consider deferring payment. You should be aware that the interest on the amount due will continue to accumulate at the rate of 3 per cent compounded annually if you decide to defer. For example, if it would take \$1,000 to purchase credit today, the amount due one year later would be \$1,030.

4. After consideration of the above options, if you wish to purchase credit for the period of non-deduction service noted in paragraph 1, please make your check payable to the Treasurer of the United States and forward it to the Chief, Retirement Operations Branch, 205 Magazine Building. If you prefer, you may make installment payments or arrange for bi-weekly payroll allotments of \$25.00 or multiples thereof. A receipt showing a statement of your account will be sent to you acknowledging each payment.

FOR THE DIRECTOR OF PERSONNEL



Chief, Retirement Affairs Division

Distribution:

- O - Addressee
- 1 - D/Pers
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

OP/RAD/ROB/[redacted] (6 March 1970)
Retyped: OP/RAD/JMG (13 March 1970)

ADMINISTRATIVE-INTERNAL USE ONLY

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION		DATE PREPARED 3 June 1968
-------------------------------------	--	-------------------------------------

1. SERIAL NUMBER	2. NAME (Last-First-Middle)

3. NATURE OF PERSONNEL ACTION Reassignment		4. EFFECTIVE DATE REQUESTED MONTH: 06 DAY: 12 YEAR: 1968	5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS	7. FINANCIAL ANALYSIS NO. CHARGES	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
V TO V C TO V	V TO C C TO C	8121-2887	

9. ORGANIZATIONAL DESIGNATIONS DDP/Missions and Programs Staff Programs Group	10. LOCATION OF OFFICIAL STATION Washington, D. C.
---	--

11. POSITION TITLE Ops Officer (SG)	12. POSITION NUMBER 0008	13. CAREER SERVICE DESIGNATION D
---	------------------------------------	--

14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16 5	17. SALARY OR RATE \$ 23,778 ✓
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18. REMARKS

Date: **5 June 1968**

Security Approval has been granted for this request.

1 - CSPS
1 - Security
1 - Payroll

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
	3 June 1968		

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERICAL ALPHABETIC	22. STATUS CODE	23. INTEREST CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	52150MP3	7503					
28. ATE EMPLOY	29. SPECIAL EMPLOYMENT	30. RETIREMENT DATA	31. APPOINTMENT DATA CODE	32. CORRECTION - CANCELLATION DATA	EOD DATA →			33. SECURITY REG. NO.
34. VET. PREFERENCE	35. VETS. LEAVE DATE	36. LONG LEAVE DATE	37. LEAVE CATEGORY	38. HEALTH INSURANCE	39. SOCIAL SECURITY NO.			
40. PERSONNEL SYSTEMS GOVERNMENT SERVICE	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA	43. STATE TAX DATA		44. SOCIAL SECURITY NO.			

45. POSITION CONTROL CERTIFICATION	46. APPROVAL	DATE APPROVED
From O/PPB	HB Fisher	10 June 68

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

4 August 1966

1 SERIAL NUMBER 2 NAME (Last-First-Initial)

3 NATURE OF PERSONNEL ACTION

Excepted Appointment

Letter

4 EFFECTIVE DATE REQUESTED

MONTH DAY YEAR
AUG 31 66

5 CATEGORY OF EMPLOYMENT

Regular

6 FUNDS



V TO V

V TO C

C TO V

X C TO C

7 FINANCIAL ANALYSIS

NO CHARGEABLE
7114-0001

8 LEGAL AUTHORITY (Completed by Office of Personnel)

9 ORGANIZATIONAL DESIGNATIONS

DCI/Office of Planning, Programming and Budgeting
Planning and Programming Division
Program Analysis Branch

10 LOCATION OF OFFICIAL STATION

Washington, D. C.

11 POSITION TITLE

IO - Program Eval

12 POSITION NUMBER

0005

13 CAREER SERVICE DESIGNATION

D

14 CLASSIFICATION SCHEDULE (U.S. L.B. no.)

GS

15 OCCUPATIONAL SERIES

0132.70

16 GRADE AND STEP

16 4

17 SALARY OR RATE

\$ 2 2085

18 REMARKS

~~FRA~~ as provided by the provisions of HR 29-17 d.(c) for a period of 600

year.

C-09-55

DATE SIGNED
[Signature]
PRB

DATE SIGNED
8/5/66

DATE SIGNED
8/5/66

DATE SIGNED
8/5/66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 BIRTH CODE	20 EMPLOY CODE	21 OFFICE CODE	22 STATION CODE	23 INTEGRITY CODE	24 RESERVE CODE	25 DATE OF BIRTH	26 DATE OF GRANT	27 DATE OF LEI
13	10	02350	0113	75013	1		8/10/64	8/27/65
28 DATE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 ACQUISITION/CLASSIFICATION DATA	33 SECURITY RES RO	34 SEC	EOD DATA	
			2					
35 VET. PREFERENCE	36 VET. COMP DATE	37 LONG COMP DATE	38 ACUTE CATEGORY	39 HEALTH INCIDENT	40 SOCIAL SECURITY NO.			
1								
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEI CODE	43 FEDERAL PAY DATA	44 PAY RATE	45 PAY GRADE	46 PAY POINT	47 PAY BAND	48 PAY STEP	49 PAY POINT
1								
50 NO. PERSONS UNDER	51 NO. UNDER 18 YEARS	52 PERCENT UNDER 18 YEARS	53 PERCENT UNDER 18 YEARS	54 PERCENT UNDER 18 YEARS	55 PERCENT UNDER 18 YEARS	56 PERCENT UNDER 18 YEARS	57 PERCENT UNDER 18 YEARS	58 PERCENT UNDER 18 YEARS

43 POSITION CONTROL CERTIFICATION

44 O.P. APPROVAL

DATE APPROVED

1152 PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

1 August 1966

1 SERIAL NUMBER

060947

2 NATURE OF PERSONNEL ACTION

RESIGNATION

4 EFFECTIVE DATE REQUESTED

MONTH DAY YEAR
07 30 65

3 CATEGORY OF EMPLOYMENT

REGULAR

6 FUNDS

V TO V

V TO C

C TO V

X C TO C

7 COST CENTER NO. CHARGE AREA

7129-0369

8 (LOCAL AUTHORITY (Completed by Office of Personnel)

9 ORGANIZATIONAL DESIGNATIONS

DDP/DOD
U.S. FIELD

10 LOCATION OF OFFICIAL STATION

11 POSITION TITLE

CHIEF OF BASE GS-14

12 POSITION NUMBER

0261

13 CAREER SERVICE DESIGNATION

D

14 CLASSIFICATION SCHEDULE (GS, FS, etc.)

GS

15 OCCUPATIONAL SERIES

0136.06

16 GRADE AND STEP

16

4

17 SALARY OR RATE

\$ 22,085

18 REMARKS

Subject is reemployable.

19A

[Redacted]

DATE SIGNED

8/1/66

19B SIGN

[Redacted]

DATE SIGNED

5 Aug. 66

SPACE RESERVATION FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 BRANCH CODE	21 OFFICE CODES	22 STATION CODE	23 EMPLOY CODE	24 REGION CODE	25 DATE OF BIRTH	26 DATE OF LEAVE	27 DATE OF TEST
4-5	10							
28 NET LEAVES	29 SPECIAL DEFERRED	30 RETIREMENT DATA	31 SEPARATION DATA	32 PROBATION/CONVULSION DATA	33 SECURITY REG NO	34 SEX	EOD DATA	
35 VET PREFERENCE	36 SERV EDWZ DATE	37 EDWZ EMP DATE	38 CAREER CATEGORY	39 HEALTH INSURANCE	40 SOCIAL SECURITY NO			
41 PREVIOUS EMPLOYMENT SERVICE DATA	42 LEAVE BAL	43 FEDERAL TAX DATA	44 STATE TAX DATA	45 FORM EXECUTED	46 HAS STATE TAX COMP			

45 POSITIVE CONTROL CERTIFICATION

8/1/66

46 OFF APPROVAL

[Redacted]

DATE APPROVED

8-3-66

SECRET

FORM NO. 1 (Rev. 1-15-64)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

9 July 1965

1 SERIAL NUMBER	2 NAME

3 NATURE OF PERSONNEL ACTION
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM

4 EFFECTIVE DATE REQUESTED

MONTH	DAY	YEAR
08	01	65

5 CATEGORY OF EMPLOYMENT
REGULAR

6 PAGES

Y TO V	V TO CP
	III
CP TO V	CP TO CP

7 COST CENTER NO. CHARGE AREA
6129-0369

8 LEGAL AUTHORITY (Completed by Office of Personnel)
PL 88-613 Sect. 203

9 ORGANIZATIONAL DESIGNATIONS
DDP/DOD
U. S. FIELD

10 LOCATION OF OFFICIAL STATION

11 POSITION TITLE
CHIEF OF BASE

12 POSITION NUMBER
0261

13 CAREER SERVICE DESIGNATION
D

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

15 OCCUPATIONAL SERIES
0136.08

16 GRADE AND STEP
16 3

17 SALARY OR RATE
\$ 20,215

18 REMARKS
EMPLOYEES WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS RESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE

See to OP/BSD/BCB

18a SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18b SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
	12 July 65		

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

17 SERVICE CODE	20 AGENCY CODE	21 OFFICE CODING	22 STATION CODE	23 INTEREST CODE	24 POSITION CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
28	10	43620 DOD	15020		2		08 30 64	08 30 64
29		29 SPECIAL REFERENCE	30 RESIGNMENT DATA	31 SEPARATION DATA	32 CORRECTION, CANCELLATION DATA	EOD DATA →		33 SECURITY REC NO
34		35	36	37	38	39	40	41
42	43	44	45	46	47	48	49	50

43 POSITION SERVICE CERTIFICATION

DATE APPROVED: 7/14/65

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 OCT 1964

1 SERIAL NUMBER XAF		2 NAME (Last-First-Middle) [REDACTED]		3 CATEGORY OF EMPLOYMENT REGULAR	
3 NATURE OF PERSONNEL ACTION (GIVEN) INCREASED AMT		4 EFFECTIVE DATE PREPARED MONTH DAY YEAR 10 25 64		5 LEGAL AUTHORITY (Completed by Office of Personnel)	
6 FUNDS V TO V CF TO V		7 COST CENTER NO (CHARGABLE) 5329-0369		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
9 ORGANIZATIONAL DESIGNATIONS DEP/DCD US FIELD		10 LOCATION OF OFFICIAL STATION			
11 POSITION TITLE OPS OFFICER		12 POSITION NUMBER 0261		13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION SCHEDULE (GS, FE, etc.) GS		15 OCCUPATIONAL SERIES 0136.01		17 SALARY OR RATE \$ 20245 ✓	
16 REMARKS C-09/55 ✓					
18A SIGNATURE OF REQUESTING OFFICIAL [REDACTED]		DATE SIGNED 24 Oct 64		DATE SIGNED 4 Nov 64	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 13	20 EMPLOY CODE 10	21. SHIRTS CODING NUMERIC 43620	22. DESIGNATION DEP	23. INTEREST CODE 0000	24. DATE OF BIRTH MO. DA. YR.
25. DATE OF GRADE MO. DA. YR.	26. DATE OF BIRTH MO. DA. YR.	27. DATE OF HI MO. DA. YR.	28. SECURITY REQ NO 0900 MI	29. SECURITY REQ NO	30. SECURITY REQ NO
31. VET PREFERENCE CODE 1	32. SERV CORP DATE MO. DA. YR. 12/06/42	33. LEAVE CAT CODE 8	34. CAREER CATEGORY CODE C	35. HEALTH/PLANT INSURANCE CODE 1	36. SOCIAL SECURITY NO
37. PREVIOUS GOVERNMENT SERVICE DATA CODE 1	38. LEAVE CAT CODE 8	39. PAYM REQUIRING CODE 1-95 2-95	40. PAY REQUIRING CODE 1-95 2-95	41. PAYM REQUIRING CODE 1-95 2-95	42. PAYM REQUIRING CODE 1-95 2-95
43. POSITION CONTROL CERTIFICATION		44. O.P. APPROVAL [REDACTED]		DATE APPROVED 27 Oct 64	

336

CONFIDENTIAL

REPORT OF CLEARANCES

TO: DIRECTOR OF PERSONNEL
 ATTENTION: Mobilization and Military Personnel Division
 Chief, Benefits and Counseling Branch, BSD
 Chief, Staff Agent Branch, CPD

SERIAL NO.	NAME OF EMPLOYEE (Last-First-Middle)	GRADE	POSITION TITLE
		GS-10	Ops Officer

OTHER TRUE NAMES USED WHILE IN AGENCY	COST CENTER NUMBER CHARGEABLE 6120-0202	FUNDS <input type="checkbox"/> V <input checked="" type="checkbox"/> CF
---------------------------------------	--	--

REASON FOR CLEARANCE <input checked="" type="checkbox"/> SEPARATION <input type="checkbox"/> EXTENDED LEAVE (Note reason) <input type="checkbox"/> OTHER (Specify):	LAST WORKING DAY (Date) 23 October 1964 EFFECTIVE DATE OF SEPARATION 24 October 1964
--	---

FORM 1192, REQUEST FOR PERSONNEL ACTION, WAS FORWARDED TO THE OFFICE OF PERSONNEL ON 29 Oct. 64

FORM 1192, REQUEST FOR PERSONNEL ACTION, IS ATTACHED TO THIS FORM.

THIS IS TO CERTIFY THAT THE COMPONENTS LISTED BELOW HAVE FURNISHED POSITIVE VERIFICATION BY TELEPHONE OR CERTIFICATIONS TO THE UNDERSIGNED THAT THE SEPARATING EMPLOYEE:

- HAS RETURNED OR ACCOUNTED FOR ANY GOVERNMENT PROPERTY ISSUED TO HIM;
- SETTLED OR SATISFACTORILY ARRANGED FOR THE SETTLEMENT OF ANY INDEBTEDNESS TO THE AGENCY;
- RETURNED SPECIAL I.D. CARDS OR CREDENTIALS ISSUED TO HIM;
- RECEIVED AND UNDERSTOOD INSTRUCTIONS CONCERNING SPECIAL CLEARANCES, COVER INFORMATION, AND SECURITY BRIEFINGS;
- SATISFACTORILY RESOLVED OR CLOSED OUT ANY SPECIAL RESPONSIBILITIES ASSIGNED TO HIM.

OFFICE	DATE CLEARED	CLEARED BY - NAME
<input checked="" type="checkbox"/> OFFICE OF LOGISTICS	10 Nov 64	[Redacted Signature]
<input type="checkbox"/> OFFICE OF SECURITY	19 Nov 64	
<input checked="" type="checkbox"/> DOCUMENT CONTROLS (Incl. RID)	10 Nov 64	
<input checked="" type="checkbox"/> SPECIAL CLEARANCES	10 Nov 64	
<input type="checkbox"/> CENTRAL COVER STAFF	18 Nov 64	
<input checked="" type="checkbox"/> MEDICAL STAFF	6 Nov 64	
<input checked="" type="checkbox"/> COMSO SECURITY	6 Nov 64	

TITLE OF OPERATING COMPONENT OFFICIAL DC Personnel Training	DATE SIGNED 16 Nov 64
--	--------------------------

REMARKS

SECRET
(If Now Filled In)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED 29 OCTOBER 1964	
1. SERIAL NUMBER []		2. NAME (Last-First-Middle) []				
3. NATURE OF PERSONNEL ACTION RESIGNATION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 31 64		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS Y TO V CF TO V		Y TO CF X	CF TO CF	7. COST CENTER NO CHARGE ABE 5129-0369	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD US FIELD			10. LOCATION OF OFFICIAL STATION []			
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0201	13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0106.01	16. GRADE AND STEP 16 3	17. SALARY OR RATE \$ 20245		
18. REMARKS						
19. ACTION CODE 45		20. EMPLOY CODE 10		21. OFFICE CIZING NUMERIC ALPHABETIC	22. STATION CODE	
23. INTEGRAL CODE	24. HEADS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF L11 MO. DA. YR.	28. DATE OF L12 MO. DA. YR.	
29. SPECIAL REFERENCE 1-TSE 2-FICA 3-WSHE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE 1-50, 009/	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.	34. SER	
35. YEL. PREFERENCE CODE 0-NONE 1-3 PR. 2-19 PL.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE	39. FEEL/HEALTH INSURANCE CODE LOOP 0-WAIVER 1-TS	40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	45. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	
46. POSITION CONTROL CERTIFICATION 11/1/64 []			47. O.P. APPROVAL [Signature]		48. DATE APPROVED 11/1/64	

Das

MAIL ROOM

NOTIFICATION OF PERSONNEL ACTION

OSF									
1. SERIAL NUMBER		2. NAME (LAST FIRST-MIDDLE)							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
RESIGNATION				10 24 64		REGULAR			
A. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		5129 0369 0000			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
CPS OFFICER				0281		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		16 3		20245			
18. REMARKS									
SIGNATURE OR OTHER AUTHENTICATION									

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
30 September 1964

1. SERIAL NUMBER	2. NAME (Last-First-Middle)

3. FEATURE OF PERSONNEL ACTION REASSIGNMENT	4. EFFECTIVE DATE REQUESTED MONTH: 10 DAY: 16 YEAR: 64	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CJ TO V X CJ TO CJ	7. COST CENTER NO. CHARGE-ABLE 5129-0369	8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS DDP/DOD US Field	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE OPS OFFICER	12. POSITION NUMBER 00 0261	13. CAREER SERVICE DESIGNATION D
--	--------------------------------	-------------------------------------

14. CLASSIFICATION SCHEDULE (GS, LE, etc.) GS-07	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16-35 3-5	17. SALARY OR RATE 28,401 28,245
--	------------------------------------	---------------------------------	--

18. REMARKS

* Phonocassette [] for FE

POSITION TITLE CHARGE

Security Approval Granted by [] 10/6/64

[] 10/6/64

DATE SIGNED 30 Sep 64	18B. SIO	DATE SIGNED 13 Oct 64
--------------------------	----------	--------------------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC: 43030 ALPHABETIC: NLM	22. STATION CODE 75000	23. INTEGRAL CODE	24. HOURS CODE 2	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
28. RTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CERTIFICATION DATA	33. SECURITY RTO NO.	34. SIA	EOD DATA	
35. YET. PREFERENCE CODE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEDERAL HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE BAL.	43. FEDERAL TAX DATA	44. STATE TAX DATA					

45. POSITION CONTROL CERTIFICATION from FE 2	46. O/P APPROVAL []	DATE APPROVED 14 Oct 64
---	-------------------------	----------------------------

D26

F9

FORM 1152

USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

10 MAY 1963

SECRET

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16,

[REDACTED]

1. It is recommended that [REDACTED] be promoted to GS-16. He has been in grade since December 1957.

2.

[REDACTED]

3. For these reasons it is recommended that [REDACTED] be promoted to GS-16.

W.E. Colby
William E. Colby
Chief, Far East Division

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

SECRET

19 OCT 1962

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16 --

[Redacted]

[Large Redacted Area]

2. On the basis of his proven ability and past performance as well as his seniority I believe [Redacted] to be fully qualified for promotion to GS-16.

[Redacted Signature]

Desmond Fitzgerald
Chief, Far East Division

SECRET
EYES ONLY

SECRET

FD-302 (Rev. 1-25-64)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

4 August 1964

1. SERIAL NUMBER
2. NAME (Last, First, Middle)

3. NATURE OF PERSONNEL ACTION
PROMOTION

4. EFFECTIVE DATE REQUESTED
MONTH DAY YEAR
8 30 64

5. CATEGORY OF EMPLOYMENT
REGULAR

6. FUNDS
V TO V
CP TO V
X
V TO CP
CP TO CP

7. COST CENTER NO. CHARGEABLE
5137-1566

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS
DDP/FE
Office of the Chief

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE
Act 1st Sec
Ops Officer (DCOS)

12. POSITION NUMBER
3003

13. CAREER SERVICE DESIGNATION
D

14. CLASSIFICATION SCHEDULE (GS, LH, etc.)
GS 00

15. OCCUPATIONAL SERIES
0136.01

16. GRADE AND STEP
GS 16-3

17. SALARY
\$20,245

18. REMARKS

18A. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid containing fields 19-43: 19. ACTION CODE, 20. EMPLOY. CODE, 21. OFFICE CODING, 22. STATION CODE, 23. INTEGRATE CODE, 24. HQ/CTS CODE, 25. DATE OF BIRTH, 26. DATE OF GRADE, 27. DATE OF HI, 28. NYC EXPIRES, 29. SPECIAL REFERENCE, 30. RETIREMENT DATA, 31. SEPARATION DATA CODE, 32. CORRECTION/CANCELLATION DATA, 33. SECURITY REG. NO., 34. SSN, 35. VET. PREFERENCE, 36. SERV. COMP. DATE, 37. LONG. COMP. DATE, 38. CAREER CATEGORY, 39. FEGLI/HEALTH INSURANCE, 40. SOCIAL SECURITY NO., 41. PREVIOUS GOVERNMENT SERVICE DATA, 42. LEAVE CAT., 43. FEDERAL TRF DATA, 44. POSITION CONTROL CERTIFICATION, 45. DATE APPROVED

9 F.

2-35 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(If Now Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				4 August 1964	
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT		
PROMOTION			MONTH DAY YEAR 8 30 64		REGULAR		
6. FUNDS		7. COST CENTER NO. CHARGE. ABE		8. LEGAL AUTHORITY (Complied by Office of Personnel)			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input checked="" type="checkbox"/> CF TO CF		5137-1566					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/PE Office of the Chief							
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
Ops Officer (DDOS)			3003		D		
14. CLASSIFICATION SCHEDULE (GS, LH, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		00		16-3		SD 0, 2 YJ	
18. REMARKS							
18A. SIGNATURE OF REQUESTING OFFICER			DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. STATION CODE	23. INITIAL CODE	24. HOURS CODE	
		NUMERIC ALPHABETIC					
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LST			
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.			
28. NIE EXPIRES		29. SPECIAL REFERENCE	30. REEMPLOYMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA		
MO. DA. YR.		1-YES 2-NO	CODE	TYPE	MO. DA. YR.		
33. VET PREFERENCE		34. SEPA. COMP. DATE		35. LONG COMP. DATE		36. CAREER CATEGORY	
CODE		MO. DA. YR.		MO. DA. YR.		CODE	
0-NO PREFERENCE 1-10 YEAR 2-15 YEAR						PROV. TEMP	
37. FEDERAL HEALTH INSURANCE			38. SOCIAL SECURITY NO.				
CODE			CODE		HEALTH INS. CODE		
0-WAITER 1-YES							
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA	
CODE			FORM ENCLOSURE	CODE		FORM ENCLOSURE	
0-NO PREVIOUS SERVICE 1-DO ABANDON IN SERVICE 2-ENTER IN SERVICE (LESS THAN 3 YEARS) 3-ENTER IN SERVICE (MORE THAN 3 YEARS)			1-YES 2-NO	NO. TAX EXEMPTIONS		FORM ENCLOSURE	
						CODE	
						NO. TAX STATE CODE	
						TEMP.	
45. POSITION CONTROL CERTIFICATION				46. OP APPROVAL		DATE APPROVED	
				/s/ Henry W. Child, Jr.		28 AUG 1964	

FORM 2-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

21 SEPTEMBER 1964

1. SERIAL NUMBER		2. NAME (Last-First-Middle)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
				CONVERSION FROM <input type="checkbox"/> Status <input checked="" type="checkbox"/>		MONTH COB YEAR 08 25 64		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
V TO V CF TO V		V TO CF CF TO CF				DDP/FE FORRIGN FIELD OFFICE OF THE CHIEF			
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES	
OPS OFFICER DCOS		3003		D		GS		0136.01	
16. GRADE AND STEP		17. SALARY GR. RATE		18. REMARKS		19. SIGNATURE OF REQUESTING OFFICIAL		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
15 5		5. 28749		SUBJECT CONVERTED FROM <input type="checkbox"/> COB 25 AUGUST 1964. * Succeeded Action Promotion to GS16 3 120295 effective 08/30/64. 1 COPY PAYROLL.		C/PR/PRRS 9/21/64		9/22/64	

9
F

FOR FURTHER INFO CALL X5271

19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING		22. STATION CODE		23. INTERPRET. CODE		24. HOURS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LST	
26		10		15370 FE		3859		3									
28. NFE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CANCELLATION DATA		33. SECURITY		34. SEX		35. SOCIAL SECURITY NO.		36. ECD DATA	
																ECD DATA	
37. VET. PREFERENCE		38. SERV. COMP. DATE		39. ICNG. COMP. DATE		40. CAREER CATEGORY		41. REG. HEALTH INSURANCE		42. SOCIAL SECURITY NO.		43. PREVIOUS GOVERNMENT SERVICE DATA		44. LEAVE CAT. CODE		45. FEDERAL TAX DATA	
46. POSITION CONTROL CERTIFICATION		47. SIGNATURE		48. DATE APPROVED		49. SIGNATURE		50. DATE APPROVED		51. SIGNATURE		52. DATE APPROVED		53. SIGNATURE		54. DATE APPROVED	
		09/24/64		9/22/64													

FORM 6-63 1152

USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

DDP 1-46.74

30 August 1961

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT :

[Redacted]

Panel "A" recommends your approval of request of second tour for

[Redacted]

[Redacted]

Clandestine Services
Career Service Panel
(Section A)

APPROVED:

Richard M. Bissell, Jr.
RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

1 SEP 1961

Date

SECRET

SECRET
(When Filled In)

V to V		V to UV		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. Vac. Pref.		5. Sex		6. CS - EOD		
					Mo Da Yr		None-0 5. Pr-1 10 Pr-2		M		Mo Da Yr		
7. SCD		8. CSC Retm.		9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FEGLI		12. LCD		
Mo	Da	Yr	Yes - 1 No - 2	Code		Mo	Da	Yr	Yes - 1 No - 2	Code	Mo	Da	Yr

CURRENT ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE											
Deputy for Operations Office of the Chief											
16. Dept. - Field		17. Position Title		18. Position No.			19. Serv.		20. Occup. Series		
Dept. - Usfld. - Frag.	Code		Ops Officer		3936			OS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
03 15 A 2		\$ 11660 102720.1000		DI		12/15/59		12/11/60		0137 7351 3000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment		576		09/06/59		Regular		01			

PROPOSED ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE				5111						37587	
Office of the Chief											
33. Dept. - Field		34. Position Title		35. Position No.			36. Serv.		37. Occup. Series		
Dept. - Usfld. - Frag.	Code		Ops Officer (D COS)		1215			3003			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				12/15/59		12/11/60			

SOURCE OF REQUEST

A. [Redacted]		C. Request Approved By (Signature and Title)		Date Approved	
B. [Redacted] X2957		Desmond Fitzgerald, CFE			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	RC [Signature]	1959-60	D. Placement		
B. Pos. Control	[Signature]	8/59	E. Release		
C. Classification			F. Approved By	[Signature]	

Remarks
Subject will replace [Redacted] who is returning to Hqs. PCS in August 1959.

Continued on reverse side

SECRET

DDP 4: 6610

MEMORANDUM FOR: Deputy Director (Plans)

17 AUG 1959

SUBJECT: [REDACTED]

1. [REDACTED]

2. [REDACTED] has been an employee of the Agency since 28 September 1952 and is currently assigned as an Intelligence Officer, GS-15. A biographic data sheet, including information regarding his Agency experience and training, is attached.

[REDACTED]
for
Desmond FitzGerald
Chief, Far East Division

The recommendation in paragraph 1 is approved:

[REDACTED]

Deputy Director (Plans)

25 AUG 1959

(Date)

SECRET

~~SECRET~~

BIOGRAPHIC INFORMATION

NAME :

GRADE : GS-15

SERVICE DESIGNATION : DI

DATE AND PLACE OF BIRTH :

MARITAL STATUS : Married; six children

EDUCATION AND CAREER OUTSIDE OF AGENCY :

LANGUAGE PROFICIENCY :

CIA EXPERIENCE :

CIA TRAINING :

Form No. 10-59
Issued by the
Bureau of the Budget
May 1958

DEPARTMENT OF STATE
WASHINGTON 25, D. C.

121-250-104

NOTIFICATION OF PERSONNEL ACTION

00255

SEARCHED
 BY DATE

1. NAME (Last, First, Middle Initial, Suffix, etc. - last name first)	2. DATE OF BIRTH	3. NUMBER OF ACTION NO.	4. DATE
			3-26-59

5. NATURE OF ACTION (Use standard terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Limited Appointment	5/8/59	Section 522.1 PL 724 - 79th ad amended

8. POSITION TITLE	9. ANNUAL SALARY
Department of Computer Title	\$11,660
10. OCCASIONAL OPERATIONS	
Field	
11. CHARACTER	
12. GS CATEGORY	
Field	
Departmental	
13. POSITION PREFERENCE	
Regular	
Non-US	

14. POSITION CLASSIFICATION SYMBOL	15. DATE OF ACTION
3-1011-333	5/8/59
16. GRADE	17. LIMITS
	CLASSIFIED <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/>
18. APPROPRIATION	19. FUND
01-4019	

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

Marital Status - Married - Six

Military Reserve Status - None

Appointment limited to 5 years or end of employee's services, whichever is less.

Route 37-61a.

EMPLOYEE COPY

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vol. Prof.		5. Sex		6. GS-100			
					Mo. Da. Yr.		Code		M I		Mo. Da. Yr.			
7. SCD		8. CSC Point		9. CSC Or Other Legal Authority			10. Admit. Affidav.		11. FGI		12. LCD		13. No. of	
Mo. Da. Yr.		Yr. - 1 No - 2		Code			Mo. Da. Yr.		Yes - 1 No - 2		Mo. Da. Yr.		Yr. - 1 No - 2	
08 06 42		1		50 USCA 403					09 28 52		09 28 52		2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code					
DDP FE FI CI STAFF				5113		WASH., D. C.				75013					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series					
Dept. Code USStd. Code Frgn. Code		2				I.O.FI STF CH				3442		GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number					
15.1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		9 3700 20 001					
		12770				12 15 57		05 14 59							

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment		75		Mo. Da. Yr.		Regular		01			
<i>Confidential</i>				05 03 59							

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE Office of the Chief <i>deputy for ops.</i>				511						751587	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Code USStd. Code Frgn. Code		Area Ops Off				26136				0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Position		43. Appropriation Number	
		\$				Mo. Da. Yr.		Mo. Da. Yr.		9-3735-55-005	

SOURCE OF REQUEST

A. Requested By (Name And Title)		B. Request Approved By (Signature And Title)	
<i>Mozelle Little</i>		<i>[Signature]</i>	
U. For Additional Information Call (Phone & Telephone Ext.) Mozelle Little X2957			

CLEARANCES

Clearance		Date		Signature		Date	
A. Career Board				D. Foreign			
B. Pay Control				E. Approval			
C. Classification				<i>[Signature]</i>		28 May 59	
Remarks: Please transfer from Vouchered to Unvouchered funds on 1 May 1959. 2 Copies to Security. Requested by: <i>[Signature]</i> COFD							

SECRET

(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION				V to V		Y to UV				
Mo	Da	Yr					UV to V		UV to UV				
1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth		4. Yes - Prof.		5. Sex		6. CS - EOU		
					Mo Da Yr		Name-0 10 Pt-2		N		Mo Da Yr		
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority		10. Appt. Affidav.		11. FEGLI		12. LCD		13. M.C. Serv. CREDIT, LCU	
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											
Office of the Chief Operations											
16. Dept.-Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Utiliz. Frn. - 2		Deputy for Operations - Chief Officer				3936		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15		12,770		DI		Mo Da Yr		Mo Da Yr			

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
		58		5 8 59		R		OM			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
32. Dept.-Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Utiliz. Frn. - 3		(when)									
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
3		11,660				Mo Da Yr		Mo Da Yr		9-3735-35-005	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
OPER/CD/ACL			
B. For Additional Information Call (Name & Telephone Ext.)			
x8103			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Post Control				14 MAY 2012		E.					
C. Classification						F. Approved By					

All sick and 160 annual leave to be transferred to Department of State.

S-E-C-R-E-T

This Notice Expires 1 July 1959

N 20-190-160

NOTICE
NO. 20-190-160

PERSONNEL
14 July 1958

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS

PANEL OF EXAMINERS OF THE CIA SELECTION BOARD

In accordance with paragraph 5b of Regulation No. 20-105, The Career Staff of the Central Intelligence Agency, the Director of Central Intelligence has appointed the following persons, as members of the Panel of Examiners for the period 1 July 1958 through 30 June 1959.

Name	Service Designation	Organizational Component

S-E-C-R-E-T

S-E-C-R-E-T

W 20-190-160

NOTICE
NO. 20-190-160

PERSONNEL
14 July 1958

<u>NAME</u>	<u>Service Designation</u>	<u>Organizational Component</u>
-------------	--------------------------------	-------------------------------------

--	--	--

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

I. K. White
Deputy Director
(Support)

DISTRIBUTION: A, plus each member
of the Panel of Examiners

2

S-E-C-R-E-T

SECRET

Classify According To Content

REQUEST FOR PERSONNEL ACTION												
												19 Nov. 1957
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vet. Pref.		5. Sex		6. CS - EOD	
							None-0 5 Pr-1 10 Pr-2		Code 1 M		Mo Da Yr	
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Cost. Acc.
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	
DT/FE FI/CI Staff SECTION CHIEF				Washington, D.C.				
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.	20. Occup. Series	
Dept - Usfld - Fragn -		I.O. (FI) Stf Ch		3448		OS	0136-51	
21. Grade & Step		22. Salary Or Rate	23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number
14 - 5		\$ 11,180.00	DI	Mo Da Yr		Mo Da Yr		8-3700-20 CH

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data
Promotion		30	15 DEC 1957		Regular		01	

PRESENT ASSIGNMENT

31. Organizational Designations			Code	32. Location Of Official Station			Station Code	
			5113					
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.	37. Occup. Series	
Dept - Usfld - Fragn -								
38. Grade & Step		39. Salary Or Rate	40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number
15 (3)		\$ 11,610.00		Mo Da Yr		Mo Da Yr		

SOURCE OF REQUEST

A.	B.	C. Request Approved By (Signature And Title)
D. For Additional Information Call (Name Or Telephone Ext.)		
Jimmie Dewberry x 2957		

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board		11/14/57	D. Placement		11/14/57
B. Pos. Control		11/15/57	E.		
C. Classification			F. Approved By		11/29/57

Remarks

SECRET

SECRET

Classify According To Content

REQUEST FOR PERSONNEL ACTION															
											30 August 1957				
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. GS - EOD		
						Mo Da Yr			None-0 Code 5 Pt-1 / 10 Pt-2		M		Mo Da Yr		
7. SCD		8. CSC Retmt		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI		12. LCD		13. <small>Ret. Code</small> <small>Code</small>	
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 Office of the Chief						Washington, D. C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - X Usfld. - Frgn. -		Code		Area Ops Off (Dep Br Ch)				-110		GS 0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14		\$10,665.00 p/b		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Resignment		51		1 DEC 1957		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE FI/CI Staff				5113		Washington, D. C.				DI 75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - Usfld. - Frgn. -		Code		I. O. (PI) (Str Ch)				3448		GS 0136.51	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
14		\$10,665.00 p/b		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP	

SOURCE OF REQUEST

A. (Signature And Title)		C. Request Approved By (Signature And Title)	
Ronald Gage, Sgt. 3003		Approved By US General Service Panel	
B. Telephone Ext.)			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement				1001	
B. Pos. Control				11/1/57		E.					
C. Classification						F. Approved By		Robert W. Shroy		1001	

Remarks

Please double slot with [redacted] who is to be reassigned.

APPROVED BY THE JOINT PERSONNEL COMMITTEE

FORM 1152a 3-57

u/o FILE

SECRET

SECRET

(When Filled In)

DD/P PERSONNEL DATA SHEET

[Redacted]

DATE: 30 AUGUST 1957

WASHINGTON, D. C.
UNITES: I.O.(FI) STFC.III. DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER DESIGNATION: DI

PRESENT GRADE: GS-14
PROPOSED GRADE: GS-14

PRESENT T/O SLOT NUMBER AND GRADE: BF-67-15

TRAINING: OPERATIONAL MGT, CSR, CLAND
DOC, S/W, SIC, TSS BRIEFING

MET & TECH,
PROPOSED T/O SLOT NUMBER AND GRADE: BF-110-14

[Redacted]

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

[Redacted]

RECOMMENDED BY:

CONCURRENCES:

ALFRED C. ULMER, JR., CFE

RECOMMENDATION OF CAREER SERVICE BOARD:

APPROVED BY HEAD OF DEPARTMENT COMMITTEE
[Signature]

SECRET

21 AUG 1957

MEMORANDUM FOR: Clandestine Services Career Service Board

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

1. entered on duty with CIA on 28 September 1952

Alfred C. Ulmer, Jr.
Chief, Far East Division

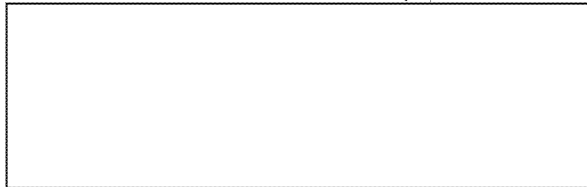
SECRET

5 APR 1957

MEMORANDUM FOR: Acting Chairman, FI Career
Service

SUBJECT: Nominations for Replacement of FE
Consultants to FI Career Service

The following individuals are nominated to re-
place those Consultants from the FE Division to the
FI Career Service, who will no longer be available
for such duty:



ALFRED C. ULMER, JR.
Chief, Far East Division

APR 11 1957

APR 11 1957

S-E-C-R-E-T

This Notice Expires 20 April 1957

CLANDESTINE SERVICES
NOTICE NO. 1-104

CSN NO. 1-104

ORGANIZATION
20 March 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 4 March 1957,
of as Acting Chief, FE/7.

Announcement is made of the following designations, effective
11 March 1957:

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

FE NOTICE NO. 30-11
CHANGE 2

FINAL
7 March 1957

FAR EAST DIVISION NOTICE

SUBJECT: FE NOTICE NO. 30-11, "FE Division Approving Officers"

1. Effective 4 March 1957, paragraph 1,k of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

[REDACTED]

2. Effective 11 March 1957 paragraph 1,f of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

[REDACTED]

3. Effective 11 March 1957 paragraph 1,i of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

[REDACTED]

[REDACTED]
APPROVED BY: [REDACTED] JR. //
Chief, Far East Division

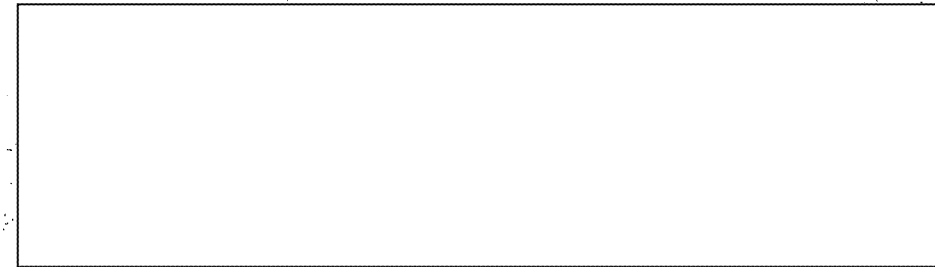
Distribution:
FE Staff and Branches
USA/DOE
RR

S-E-C-R-E-T

8 January 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Promotion of [redacted] ✓



2. A review of [redacted] Fitness Reports will adequately reflect his strengths and weaknesses, with the possible exception of the most recent one dated 7 July 1956, in which, in undersigned's opinion, the rating officer did not have adequate time to fairly rate [redacted]. Granting his occasional tendency to allow his emotions to color his work, he is, nevertheless, one of the hardest working and generally capable officers I have been associated with. He has great ability in dealing with people, he is an accurate and meticulous reporter, and he is adjusting rapidly to the requirements of his job in Headquarters and is turning in a most effective performance. In view of the length of time in grade, his age, and above all his performance, I strongly recommend [redacted] for promotion from GS-14 to GS-15.

[redacted]
Chief, FZ/1

CONFIDENTIAL

STANDARD FORM 52
 FORM 52
 U.S. GOVERNMENT PRINTING OFFICE
 1954 O - 272,000

UNVOUCHERED

VOUCHERED

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., Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH		3. REQUEST NO.		4. DATE OF REQUEST	
[Redacted]		[Redacted]		[Redacted]		16 Oct. 56	
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				[Redacted]		[Redacted]	
8. POSITION (Specify whether establish, change grade or title, etc.)				9. APPROVED: <i>[Signature]</i>			
FROM— I.O. (FI) BFF-2302		8. POSITION TITLE AND NUMBER:		10. Area Ops Off - Dep Br. Ch. BF-110			
GS-0136.51-14 \$10,965. p/a		9. SERVICE GRADE AND SALARY		GS-0136.01-14 \$10,965. p/a			
DDP/FE		10. ORGANIZATIONAL DESIGNATIONS		[Redacted]			
[Redacted]		11. HEADQUARTERS		Office of the Chief Washington D.C.			
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		13. D	

A. REMARKS (Use reverse if necessary)

Subject is transferring from UNVOUCHERED to VOUCHERED funds.
 Subject's W-4 and Form D-4 attached.
 Subject's Personnel Data Sheet attached.

14. REQUEST APPROVED BY	
Signature:	<i>[Signature]</i>
Title:	<i>[Title]</i>

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION	
NONE	10 POINT	NEW	VICE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM 7-3735-55-005 TO 7-3700-20	Yes	[Redacted]	<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: [Redacted]

20. STANDARD FORM 50 REMARKS

[Handwritten notes and signatures]

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CELL OR POS CONTROL	<i>[Signature]</i>	30 Nov 56	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.	<i>[Signature]</i>	23 Nov 56	

23 Nov 56

SECRET
(When filled in)

DD/P

PERSONNEL DATA SHEET

NAME: [] AGE: 41 DATE: 16 October 1956

STATION Washington D.C. PRIMARY CAREER
AND DUTIES: DD/P UNIT: FE/1 DESIGNATION: DI
Area Ops. Officer - Dep. Br. Chief

PRESENT GRADE: GS-14 PRESENT T/O SLOT BFF-2302
PROPOSED GRADE: GS-14 NUMBER AND GRADE: GS-0136.51-14
CIA TRAINING: BCC, OC, SW, SIC
TSS Briefing, CSR PROPOSED T/O SLOT BR-110
NUMBER AND GRADE: GS-0136.01-14

EDUCATION: [] B.A.
LANGUAGE PRO: []

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):
June 1946 - Sept. 1952 - U.S. Dept. of Army - Tokyo, Japan - Intell Specialist
June 1942 - June 1946 - U.S. Navy - Language Officer, Intel specialist

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

RECOMMENDED BY: []

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

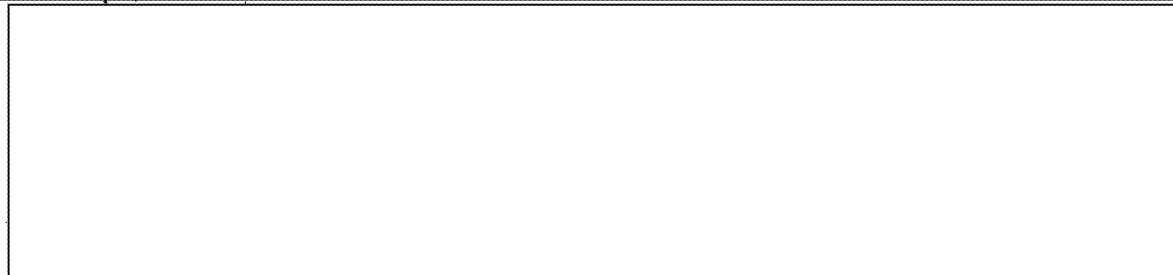
APPROVED BY []

NOV 12 11 22 AM '56

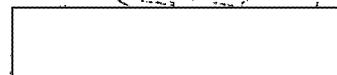
OFFICE OF PERSONNEL

SECRET

GOV



SECRET



SECRET

OFFICE OF PERSONNEL
MAY 26 11 59 AM '54
MAIL ROOM

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : DI Career Service Board

DATE: 19 December 1955

FROM : Chief, FE

SUBJECT:

ATTACHMENT:

George S. AURELL
Chief, FE

APPROVED:

DI Career Board

VIA AIR
(Specify Air or Sea Route)

RYBAT

DISPATCH NO. [] 7751

SECRET
CLASSIFICATION

5 DEC 1955

TO Chief, FE

DATE 30 November 1955

FROM Chief, []

INFO: COS/IA

SUBJECT **GENERAL** Administrative/Personnel
SPECIFIC []

1. Attached is a rotation data sheet on []
2. As you will note [] lists as his first choice []
3. While it is realized that [] has not had a regular tour at Headquarters,

[]

1. [] has a unique knowledge of [] and has a continuity of service that makes his service invaluable.
5. During the next couple of years [] gradually reduces in size, and while [] are still in a receptive mood it is felt that such can be accomplished through [] efforts. It is therefore felt that []'s experience can be to the maximum benefit to KUBARK by his return here for another tour.
6. In order to assist [] in its planning, an early answer will be appreciated.

[]

[]

Attachment:

1. Rotation Data Sheet: []

Distributions:

- Orig & 2 - Chief, FE, w/attach.
- 1 - COS/IA, w/o attach.

RYBAT

SECRET
CLASSIFICATION

OK
[Signature]

VIA AIR
(Specify Air or Sea Route)

DISPATCH NO. 7285

SECRET
CLASSIFICATION

TO Chief, FE DATE 28 OCT 1955

FROM Chief, INFO: COS/IA
FE Support Base

SUBJECT **GENERAL** Administration/Personnel

SPECIFIC Recommendation for Promotion of

REF:

In pursuance of recommendation submitted in Ref, it is requested that be considered for promotion from the grade of GS-11 to GS-15. Subject has been in grade since 27 September 1952. He occupies a GS-15 slot.

2. Subject has been in his present position for approximately one year and has been under my supervision for 22 months.
3. Subject has made an unusual contribution to the work of the base through:
 - a. His outstanding leadership;
 - b. His almost unique knowledge of the area;
 - c. His ability to deal on a close personal basis with individuals on the highest levels; and
 - d. His quick and often brilliant assessment and solution of many of the important day-to-day problems of the base.
4. These qualities coupled with his strong devotion to duty fully warrant, in my opinion, his promotion to the grade of GS-15.

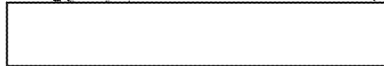
- Attachment:
1. Job Description:
- 15 October 1955
- Distribution:
- 1 - Addressee, w/attach.
 - 1 - COS/IA, w/attach.
 - 1 - FE Support Base, w/attach.

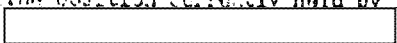
*Cancelled
for CFE
Dec 55*

SECRET
CLASSIFICATION

SECRET

JOB DESCRIPTION



1. The position currently held by incumbent is two-fold: a. Deputy for  These two positions will be described separately.

2.



3.



SECRET

- 2 -

4.

5.

6.

7. I certify that the above described duties are true and correct.

rel

AS/

SECRET

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : FI Career Service Board

DATE: 26 January 1955

FROM : Chief, FE

SUBJECT: [redacted] — Extension of Overseas Tour

ATTACHMENT: [redacted], dated 13 January 1955

1. Subject's request for extension of overseas tour contained in the attachment is forwarded for your approval.

2. [redacted] entered on duty with the Agency in the field on 28 September 1952. He completed his two-year tour on 23 September 1954 and requests that his tour be extended to 28 September 1956.

3. The above request has the concurrence of the Chief [redacted] Chief, FE/1.

[redacted signature box]

for George E. AURELL
Chief, FE

APPROVED:

[redacted signature box]
FI Career Service Board

Orig: [redacted] *CS*
x - 3332

SECRET

VIA AIR
Priority Air or Sea Mails

DISPATCH NO. []

[]
CLASSIFICATION

13 JAN 1955

TO : Chief, FS

DATE _____

FROM :

[]

INFO: Support Mission

SUBJECT

GENERAL: Administrative - Personnel

SPECIFIC:

[]

Request for Extension of Overseas Duty

[] completed his two-year overseas tour on 28 September 1954. Subject requests an extension to 28 September 1956. The Chief of Mission concurs in this request.

[]

Acting Chief, Personnel Section

Distribution:

- 4 - Headquarters
- 1 - Support Mission

[]
CLASSIFICATION

SECRET

Handwritten signature

MEMORANDUM

11 June 1954

TO : [Redacted]

FROM : Chief of Mission

SUBJECT: Commendation

1. It gives me very great pleasure to forward herewith a personal commendation to you from Robert A. ASCHAM, Chief, KUBARK. This commendation was transmitted to the [Redacted] the Senior Representative, [Redacted] who requested that his personal appreciation be extended to you.

2. Your performance in the case which resulted in ASCHAM's commendation reflects great credit upon KUBARK in general and upon [Redacted] in particular, as well as indicating conclusively your outstanding professional and executive capabilities in the direction and conduct of intelligence activities.

3. I wish to take this opportunity to offer my congratulations and to extend my personal thanks and appreciation.

[Redacted]

SECRET

MAY 1 1954

TO : [REDACTED]

SUBJECT : Commendation

1. It is a very real pleasure for me to be able to acknowledge the excellent manner in which you carried out your duties as officer in charge of the direct handling of the [REDACTED] case. You are to be particularly commended on the manner in which you adjusted to a type of operation with which you had never previously been directly concerned, on the personal rapport which you developed with [REDACTED] and the good judgment displayed in anticipating and dealing with difficult personality problems, and on your understanding of the broad policy problems implicit in this case.

2. I wish to assure you that your substantial contributions to the success of this operation, as well as the personal inconvenience caused by your precipitate and prolonged departure from your family, are fully appreciated. You are further commended on the demonstrated fact that this personal inconvenience in no way affected either your effectiveness or your contagious enthusiasm which contributed so much to this operation.

3. Copies of this letter are being forwarded for the Chief, [REDACTED] and the Senior Representative, [REDACTED], as well as to your permanent personnel file at headquarters.

Robert A. Ascham
ROBERT A. ASCHAM

SECRET

PERSONNEL TRANSFER AND CLEARANCE SHEET

3 October 1952

TO: Chief, FE

FROM:

1.

Branch:

2. Detached from:

Ordered to: Washington, D. C.

On Temporary Duty for 90 days and return

3. Approximate date of departure: 3 October 1952. Travel by air.

4. Monthly salary allotment in the field: \$400. Not yet effective.

Overall base pay per annum: \$9600 Marital status: Married

5. Allowances: 10% Differential. Not yet effective.

6. Per Diem: Not applicable

7. Unaccounted or unpaid advances at time of detachment:

8. Leave used at this station: None

Accumulated leave to date of detachment: Unknown

Additional Remarks: Subject entered on duty in the field 28 September 1952. Transfer of leave record has not yet been accomplished. Salary and 10% differential have not been paid.

FOR THE CHIEF,

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO.

SECRET
Security Information
CLASSIFICATION

TO : Chief, FE

DATE: 30 September 1952

FROM : Chief,

SUBJECT: GENERAL Administration - Personnel

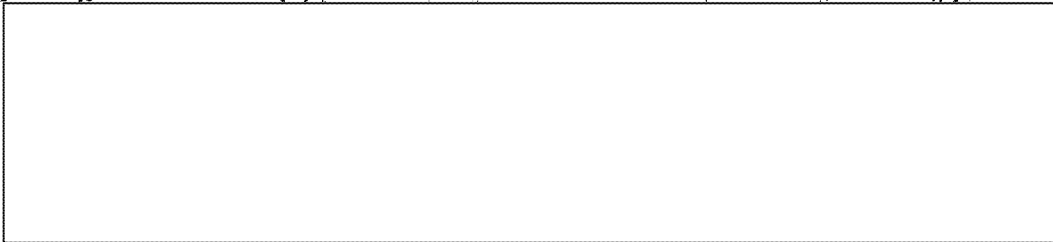
SPECIFIC: Completion of Personnel Forms

REFERENCE: 17 March 1952

ATTACHMENTS:

- (a) Form W-4
- (b) Form 61
- (c) Secrecy Agreement (dup)
- (d) SF 78 (in lieu of Form 88)
- (e) Letter of Appointment (dup)
- (f) SF 2806
- (g) Form 37-79 (dup)
- (h) Form 37-50
- (i) Memorandum of Field Allowance dated 28 September 1952 (dup)
- (j) True Signature Form (dup)
- (k) Personnel Transfer and Clearance Sheet (quad) (cc. 3 copies)

1. Transmitted herewith are completed personnel forms for subject employee.
2. Standard Form 2808, Designation of Beneficiary, is withheld by this Unit. Designated beneficiary as indicated by Retirement Act order of preference is satisfactory to subject.
3. Reference attachment (j), Acknowledgement of Pseudonym Forms will follow.
4. Attachment (k) is submitted in accordance with Field Regulation 30-3.



SECRET
CLASSIFICATION
RI COPY

11-1-7 412

SECRETARY AGREEMENT

1. I, [redacted] understand that by virtue of my duties in the [redacted], I may be the recipient of information and intelligence which concerns the present and future security of the United States and which belongs to the United States. This information and intelligence, together with the methods of collecting and handling it, are classified according to security standards set by the [redacted]. I have read and understand the provisions of the Act of Congress of June 15, 1917, (Espionage Act) as amended, concerning the disclosure of information relating to the National Defense and I am familiar with the penalties provided for violation thereof.

2. I agree that I do not now, nor shall I ever possess any right, interest, title or claim in or to any of the information or intelligence or the methods of collecting or handling of it which has come or shall come to my attention by virtue of my connection with the [redacted], but shall always recognize the property right of the United States of America in and to such matters.

3. I do solemnly swear that I will never divulge, publish nor reveal either by word, conduct, or any other means such classified information, intelligence or knowledge, except in the performance of my official duties and in accordance with the laws of the United States, unless specifically authorized in writing in each case by the Director, [redacted].

4. I understand that no change in my assignment or employment will relieve me of my obligation under this oath and that the provisions of this oath will remain binding upon me even after the termination of my services with the United States.

5. I take this obligation freely, without any mental reservation or purpose of evasion.

In witness whereof I have set my hand and seal this 23rd day of September 1952.

Sworn to before me this 23rd day of [redacted]

[redacted]

[redacted]

Robert [redacted]

1499

VIA: AIR
(SPECIFY AIR OR SEA FOUCH)

DISPATCH NO.

SECRET
SECURITY INFORMATION
CLASSIFICATION

DATE: AUG. 28. 1953

TO : Chief, FE

FROM : Senior Representative

SUBJECT: GENERAL— Administrative - Personnel

SPECIFIC— ~~XXXXXXXXXX~~ Commendation of

Attachment (1) Dispatch No. dtd 17 August 1953 under the above subject

It is with pleasure that I endorse and forward to Headquarters the attached dispatch prepared by the commanding ~~XXXXXXXXXX~~ for performance of his duties as Chief of Staff

24 August 1953

Distribution

- 3 - HQS - v/3 encls.
- 1 -
- 1 - Registry
- 1 - File

SECRET
SECURITY INFORMATION
CLASSIFICATION

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME		DATE	
[Redacted]		2 November 1951	
NATURE OF ACTION		EFFECTIVE DATE	
Excepted Appointment			
TITLE GRADE AND SALARY OFFICE DIVISION BRANCH OFFICIAL STATION	FROM	TO	
		I.O. (CE)	
		GS-13	\$8360
		OSO	
		FDZ	
		C -	[Redacted]
APPROVAL			
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE	
[Redacted]	[Redacted]	[Redacted]	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS			
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
[Redacted]		(SIGNATURE OF AUTHENTICATING OFFICER)	
C H 1817		[Redacted Signature]	
REMARKS: Attachments: PIS (in duplicate) w/Appendix I, Ltr. of Availability			
[Redacted]			
ICM, Requesting Waiver of OSO Reg. 20-1 attached. Secrecy agreement to be forwarded from the Field.			
[Redacted Signature]			

SECRET
SECURITY INFORMATION
TRAINING EVALUATION

OPERATIONS

IMPORTANT: The official to whom this report is entrusted is personally responsible for it. He may show it to other members of his staff or to the student concerned if such action is considered necessary and advisable.
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 (Cover), 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, TM(C).

NAME OF STUDENT (LAST, FIRST, MIDDLE)	AGE	GRADE (SEE SP. BARR)	DATE OF REPORT
	77	GS-16	9 December 1952
DIVISION	PROJECTED ASSIGNMENT		COURSE NO.
FI FE C			40

PERFORMANCE RECORD

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.

MAJOR ELEMENTS	ADJECTIVAL RATINGS									
	FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.
1.						X	X			
2.						X	X			
3.						X	X			
4.								X	X	
5.								X	X	
6.								X	X	
7.								X	X	
8.								X	X	
9.								X	X	
10.								X	X	

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 <input type="checkbox"/>)	1	2	3	4	5
Devoid of constructive imagination or inventiveness in approach to problems.	Shown only a very limited degree of constructive imagination.	Shown sufficient constructive imagination to meet most school situations adequately.	Demonstrated the possession of creative ability to a greater than average degree.	Outstandingly creative, inventive, or original.	
B. Astuteness (NOT OBSERVED <input type="checkbox"/>)	1	2	3	4	5
Appeared glib and naive.	Exhibited below average shrewdness and discernment.	Displayed adequate judgment and perspicacity.	Displayed above average perspicacity and shrewdness.	Displayed exceptional shrewdness and perspicacity.	
C. Industry (NOT OBSERVED <input type="checkbox"/>)	1	2	3	4	5
Did not show sufficient application of time and effort.	Applied only the minimum amount of time and effort necessary.	Shown adequate compliance as regards time and effort necessary.	Volunteered greater time and effort than is normally expected in this course.	Was unusually industrious, giving generously of time and effort.	
D. Initiative (NOT OBSERVED <input type="checkbox"/>)	1	2	3	4	5
Consistently failed to act without being specifically instructed to do so.	Generally exhibited a low level of enterprise but occasionally acted on his own.	Normally took steps to implement ideas without external prompting.	Usually displayed enthusiasm and aggressiveness in carrying out projects.	Displayed unusual energy, enthusiasm, and aggressiveness.	
E. Ability to Write (NOT OBSERVED <input type="checkbox"/>)	1	2	3	4	5
Seemed unable to express thoughts clearly in written form.	Was weak in expressing thoughts clearly in written form.	Written work showed no significant weakness.	Displayed ability to express thoughts thoroughly in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.	

F. Facility of oral expression (NOT OBSERVED)

1	2	3	4	5
Unable to express self clearly. Presented ideas in groping and incoherent fashion.	Lacked fluency or ease in his speech, but meaning usually clear.	Displayed reasonable facility in oral expression.	Spoke confidently, conveying ideas clearly and readily.	Outstanding in fluency and clarity of oral expression.

G. Ability to Get Along With Associates. (NOT OBSERVED)

1	2	3	4	5
Frequently alienated his associates.	Failed to win social acceptance but did not actively antagonize others.	Reasonably effective in his social relations.	Displayed definite ability to achieve harmonious relationships with his associates.	Unusually effective in his ability to win acceptance from others.

H. Ability to Influence His Associates (NOT OBSERVED)

1	2	3	4	5
Withdrawn from group activities to a marked degree, failing to influence the thinking and actions of others.	Normally socially retiring, opinions rarely affected his associates.	Usually participated in group activities, was fairly successful in selling a point or himself.	Was excellent at influencing others by his own personality and thinking.	Was outstanding in ability to command respect and attention through his personality and thinking.

I. Tact (NOT OBSERVED)

1	2	3	4	5
Markedly blunt and indiscreet.	Frequently said or did something which induced an unfavorable reaction.	Reasonably discreet and tactful.	Had good discernment for the appropriate thing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.

J. Adaptation to Training (NOT OBSERVED)

1	2	3	4	5
Displayed no interest or enthusiasm for training and failed to adapt himself to the demands made upon him.	Accepted training program reluctantly and had difficulty adapting himself to the training requirements.	Displayed average interest in and acceptance of training.	Exhibited an excellent acceptance of training and readily adapted to demands made upon him.	Outstanding in his acceptance of training and display of enthusiasm and interest.

COMMENTS

[Empty space for comments]

CAB

SIGNATURE OF CHIEF INSTRUCTOR

APPROVED
SIGNATURE OF DEPUTY FOR STAFF TRAINING
Robert B. Schaffer

REVIEWED
SIGNATURE OF CHIEF, TRAINING AND EVALUATION
[Signature]

FORM NO. 51-06
OCT 1951

SECRET

(OVER)
1951

SECRET

CONFIDENTIAL

Security Information

STATISTICAL AND EFFICIENCY REPORT

Sections 1 through 4 completed by employee. Type if possible.

1. NAME (Printed) [redacted] MIDDLE [redacted] CAP RATING CS-14 SALARY \$9600.

Date of assignment to present station 23 Sept. 1952

2. Description of duties since last efficiency report. (Use most recent first. Describe concisely but fully)

Deputy Chief of Station

3. If courses of instruction were completed during period of this report, list title, location of school, length of course and date completed.

Courses while on TDY in U.S.

4. Proficiency in Foreign Language	READING		SPEAKING			UNDERSTANDING		
	EXC	GOOD	EXC	GOOD	FAIR	EXC	GOOD	FAIR
[redacted]			X		Z			X

5. My preference for next duty after termination of current assignment is.

TYPE OF DUTY

LOCATION

Same

Same

(List one or more in order of preference)

6. Have there been any changes in personal status since original employment or last report - whichever is later. (Answer yes or no.)
Married/Divorced No Number of Dependents 1* Emergency address: No, legal address No. If the answer to any of the above is yes, attach a separate detailed report to duplicate hereto. In the case of marriage, the report will include names, addresses, and citizenship of spouse, father-in-law, mother-in-law, brothers-in-law, and sisters-in-law.

DATE 1 June 1953

* Child born 11 Feb. 1953

[redacted]

[redacted]

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the through it to be completed by [redacted] [redacted]

Period covered by this report: Date from 27 Sept. 1952 1 June 1953

Reason for report: Special , Reassignment of reporting [redacted] proposed Reassignment of employee reported on [redacted] covering initial [redacted] days of employment: [redacted]

6. Is this employee qualified to perform all present duties? Yes No
Is employee better qualified for other duties? Yes No
If so, what duty or duties? [redacted]

Do you concur in employee's description of duties under Section 2? Yes No If NO, explain in Section 11.

Has employee striven for professional improvement? Yes No

Do you recommend employee for promotion? Yes No
If so, to what grade and for what position?

To grade GS-15. However, there is no current vacancy in [redacted] T/O.

7. For each factor observed check the appropriate box to indicate how the employee compares with all others of the same classification whose professional abilities are known to you personally. Do not limit this comparison to the others now under your supervision. Do not hesitate to mark "Observed" on any quality when appropriate.

Rating Factors

Rating Factors	Not	Unsatis-	Very	Out-		
	Observed	factory	Fair	Good	Excellent	Outstanding
A. Ability to work and get along with people						<input checked="" type="checkbox"/>
B. Interest and enthusiasm in work						<input checked="" type="checkbox"/>
C. Security consciousness						<input checked="" type="checkbox"/>
D. Ability to grasp instructions				<input checked="" type="checkbox"/>		
E. Judgment (Workload Factor)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Ability to obtain results and get things done						<input checked="" type="checkbox"/>
G. Initiative					<input checked="" type="checkbox"/>	
H. Ability to handle and direct staff						<input checked="" type="checkbox"/>
I. Ability to evaluate intelligently information					<input checked="" type="checkbox"/>	
J. Capacity (Non-Cullibility)					<input checked="" type="checkbox"/>	
K. Leadership						<input checked="" type="checkbox"/>
L. Physical Stamina					<input checked="" type="checkbox"/>	
M. Mental Stamina						<input checked="" type="checkbox"/>

8. Indicate your attitude toward having this employee under your command or supervision would you definitely not want him I don't want to have him So satisfied to have him I'd like to have him I'd like to have him

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11. Enter here any desired remarks pertaining to particular qualifications or lack thereof which are considered pertinent to the evaluation of this employee. Outstanding assets and/or serious limitations should be stated, also reasons for and recommendations as to reassignment will be given if appropriate to this report.

Subject officer is an outstanding addition to KUBARK as a general service staff officer. He has the aggressive sense of urgency so necessary in any position of responsibility together with the necessary qualities of balance, understanding of human nature and sincerity of purpose. He would be an asset to any branch, division or staff of KUBARK home office, and would be capable of assuming almost any responsible position in an overseas post. If he has any weakness at present, it is a lack of experience in covert operations; this can be overcome before the expiration of his present tour.

(If additional space is needed, attach extra sheet.)

17 August 1953

(Date)

(If Reviewing Officer or Chief of Station does not concur with this report, exceptions will be stated in space provided below.)

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

BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCrupuLOUSLY AVOIDED. IT SHOULD BE Borne In MIND THAT THE PREPARATION OF EFFICIENCY REPORTS IS AN IMPORTANT FUNCTION OF ALL SUPERVISORS OF EMPLOYEES, AND THE ACCURATE AND TRUE EVALUATIONS EXPRESSED THEREIN ARE A DIRECT REFLECTION UPON HIS OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.

ANY DESIRED REMARKS OF REVIEWING OFFICER AND/OR CHIEF OF STATION:

CONFIDENTIAL

11-31-15

SECRET

FORM NO.

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DISTRIBUTION:
 COPY 1 - CG HQ DPO
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 COPY 3 - OS/SECDEF
 COPY 4 - CL DIA
 COPY 5 - CC-FILE

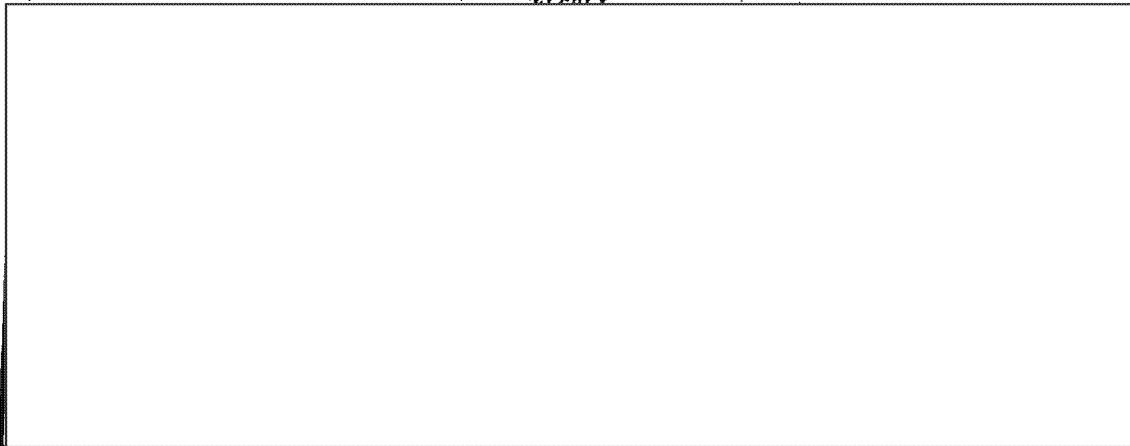
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FORM 1551 USE PREVIOUS EDITION

SECRET

ES, IMPDET CL OF 007422

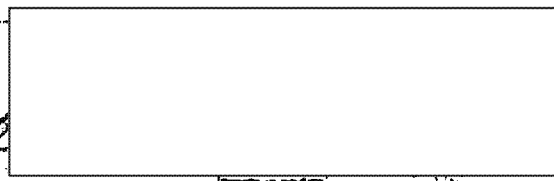
SECRET



Handwritten text and a stamp, possibly a date or signature, located below the middle redaction.



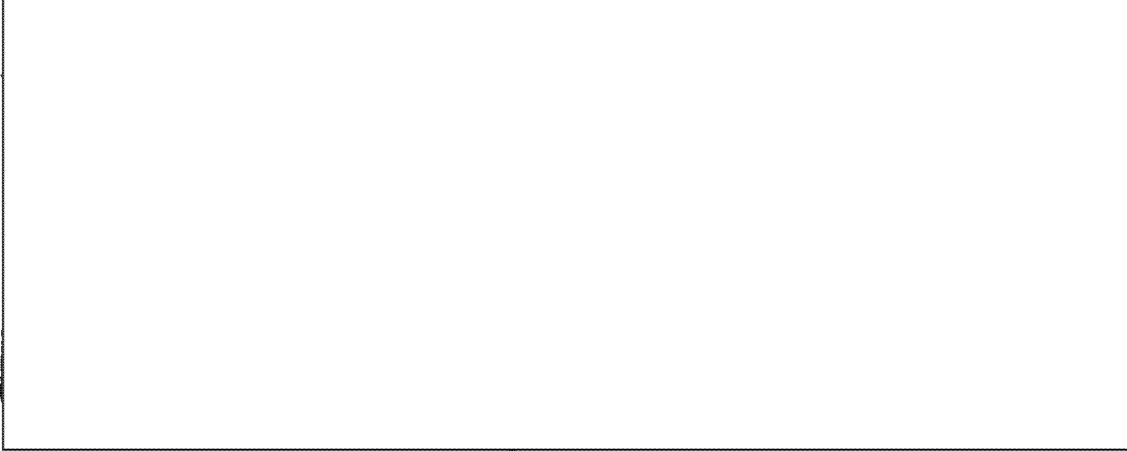
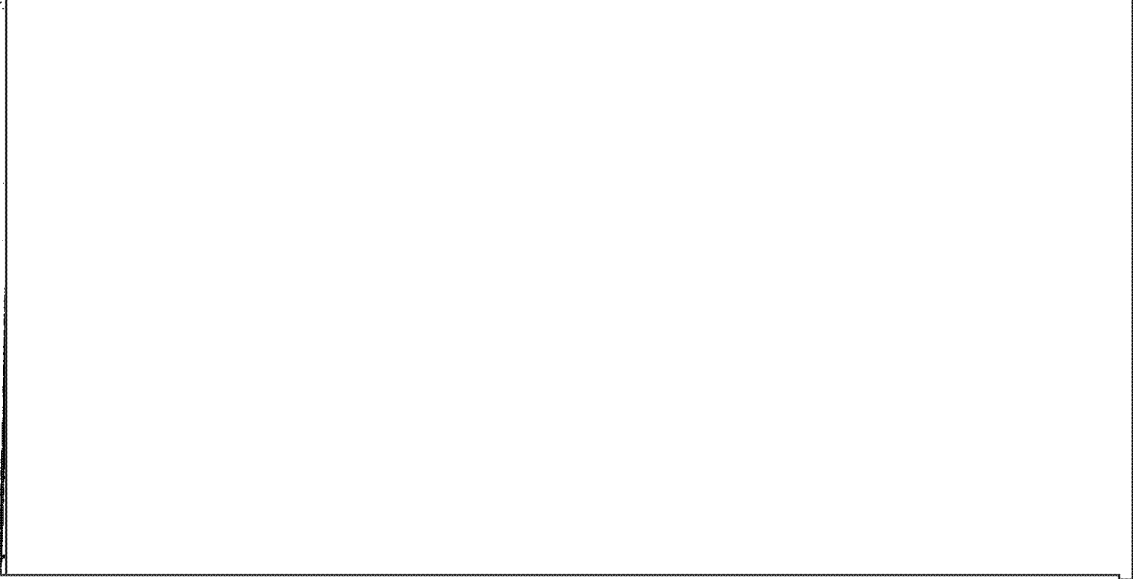
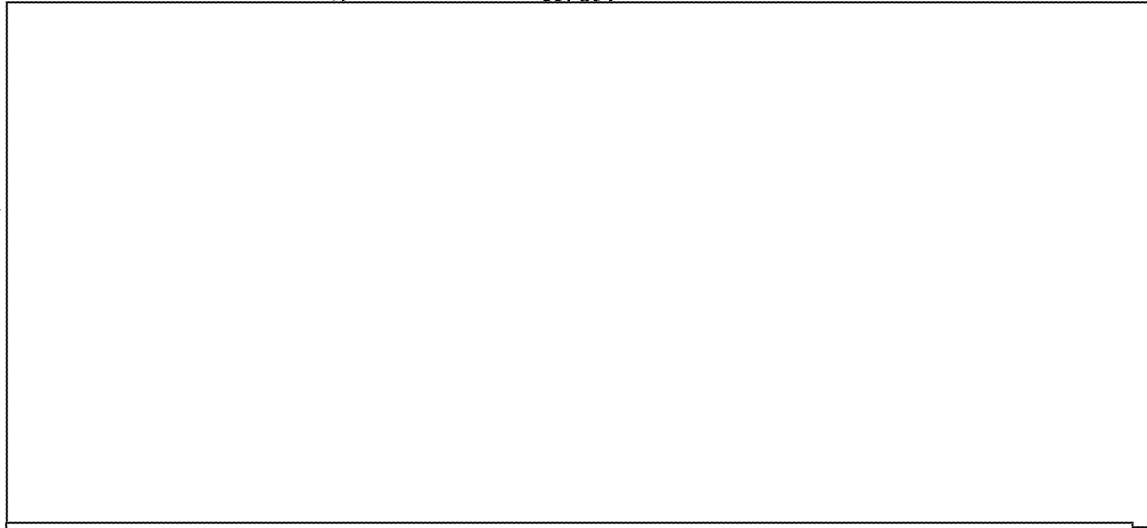
DISTRIBUTION: COPY 1 - CD
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COPY 3 - O/CS
COPY 4 - O/PLANS
COPY 5 - OP
COPY 6 - SEC - FILE



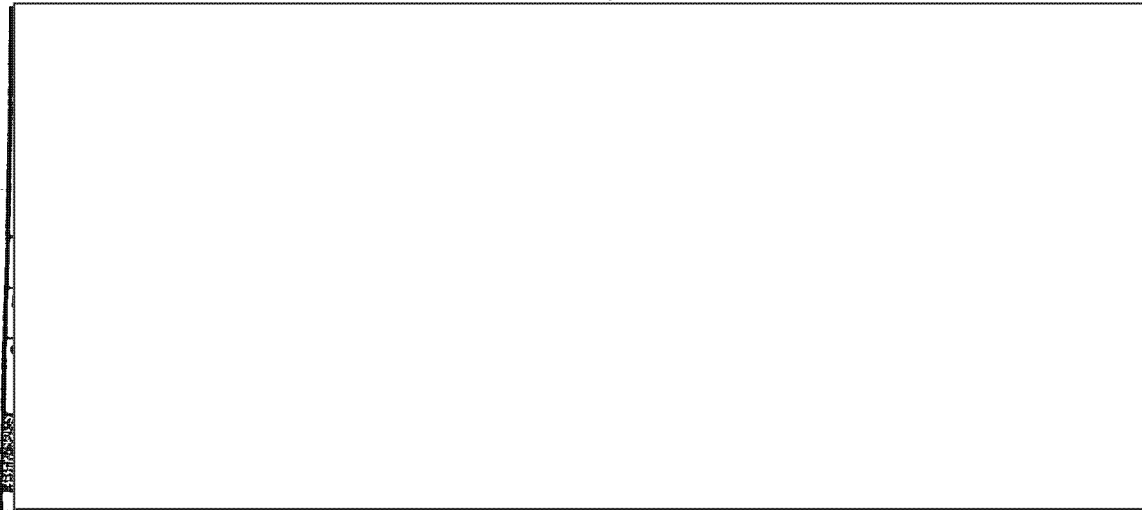
1551

FORM 10-63

SECRET



SECRET



a. Temporarily for _____ days, effective _____

b. Continuing, effective: _____ POD

Submit Form 642 to change limitation category.
(MHR 20-7)

Ascertain that Army W-2 being issued.
(MHR 20-662-1)

Submit Form 1322 for any change affecting this cover.
(MHR 240-250)

Submit Form 1323 for transferring cover responsibility.
(MHR 240-250)

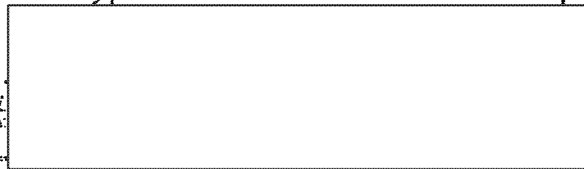
THIS AREA REMAINS
ON TOP OF FILE

Concluded in issuance

AGE
NACS

Hospitalization card.

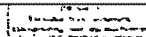
Cover History



62/194
Form 1-250 Form 2-Continuing Component, 3
Form 4-642 W-2 Form 5-File

301

SECRET



4 277-10-011

DNSS 2 JAN 74

SECRET
(When Filled In)

Donohue / P: B

DEF NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)	
[REDACTED]			
3 NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM			4 EFFECTIVE DATE MO DA YR 12 31 73
5 CATEGORY OF EMPLOYMENT REGULAR			
6 FUNDS	7 V TO V	8 V TO CF	9 CF TO V
7 PLAN AND NSCA 4221 0117 0000		8 CSC OR OTHER LEGAL AUTHORITY PL 88-543 SECT 233	
9 ORGANIZATIONAL DESIGNATIONS DDO/PLANS STAFF CAREER MANAGEMENT GROUP		10 LOCATION OF OFFICIAL STATION WASH., D.C.	
11 POSITION NUMBER 0040		12 SERVICE DESIGNATION D	
13 OCCUPATIONAL SERIES 36,01		14 GRADE AND STEP 17 5	
15 SALARY OR RATE 36000			
-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK CTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF			
FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
16 STATION CODE	17 INITIAL CODE	18 GRADE CODE	19 DATE OF BIRTH MO DA YR
20 DATA CODE	21 SEPARATION DATA CODE	22 ORGANIZATION/COMPONENT CODE	23 SECURITY CODE
24 PREVIOUS CIVILIAN GOVERNMENT SERVICE		25 LEAVE CAT CODE	26 FEDERAL TAX DATA
27 SOCIAL SECURITY NO		28 STATE TAX DATA	
29 SIGNATURE OR OTHER AUTHENTICATION		30	

POSTED

1-3-74

JGR

~~10/31~~ H-31

3000

1 SERIAL NO		2 NAME		3 ORGANIZATION		4 FUNDS		5 (WOP HOURS)			
				37 135		V					
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	17	4	\$36,000	11/28/71	GS	17	5	\$36,000	11/25/73		
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPLIANCE.											
SIGNATURE		[Redacted Signature]						DATE		2 Oct. 73	
<input checked="" type="checkbox"/> NO EXCESS LWOP											
<input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD											
<input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
CLERK'S INITIALS		[Redacted Initials]									
FORM 7-69 560E Use previous editions		PAY CHANGE NOTIFICATION						[Signature]		(4-51)	

DMSB 2 JAN 74

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)		3 EFFECTIVE DATE				4 CATEGORY OF EMPLOYMENT	
				12 31 73				REGULAR	
5 RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM				7. F. AN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
6 FUNDS		V TO V		V TO CF		4321 0117 0000		PL 88-643 SRCT 233	
<input checked="" type="checkbox"/>									
CF TO V		CF TO CF							
9 ORGANIZATIONAL DESIGNATIONS				10 LOCATION OF OFFICIAL STATION					
11 POSITION TITLE				12 POSITION NUMBER		13 SERVICE DESIGNATION			
OPS OFFICER CH				0043		D			
14 CLASSIFICATION SCHEDULE (GS, IS, etc.)		15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OF RATE			
GS		0136.01		17 5		36000			
18 REMARKS									
"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."									
SIGNATURE OF OTHER AUTHENTICATION									

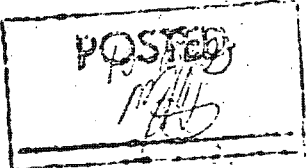
"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739, PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		37	325	V GS 17 4	\$36,000

KHN: 12 OCT 73

SECRET
(When Filled In)

OCF 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				09 21 73		REGULAR				
6. FUNDS		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY						
X		4221 0117 0000		50 USC 403 J						
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION					
DDO/PLANS STAFF CAREER MANAGEMENT GROUP					WASH., D.C.					
11. POSITION-TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION				
OPS OFFICER CH				0049		D				
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136.01		17 4		36000			
<p>"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."</p>										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
18. ACTION CODE	19. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRATE CODE	24. MONTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF RE	
37	10	37325 PS		75013						
28. DATE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Collection / Certification Data		
								33. SECURITY REG NO		
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		
								40. SOCIAL SECURITY NO		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA			44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION										
										

RCS: 30 JULY 73

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION													
OCF													
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)											
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT						07 01 73		REGULAR					
6. FUNDS		7. V TO V		8. V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY					
X						4221 0117 0000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION							
DDO/PLANS STAFF CAREER MANAGEMENT GROUP PENDING REASSIGNMENT						WASH., D.C.							
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION					
OPS OFFICER CH						0000		D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE						
GS			0136.01		17 4		36000						
18. REMARKS													
" IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INITIAL CODE	24. PLANS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET.		
37	10	37135 PS		75013		1							
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY 4102 PNO		34. SEX	
								EOD DATA					
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEEDBACK HEALTH INSURANCE		40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. STATE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA			
CON						NO TAX EXEMPTIONS				NO TAX EXEMPTIONS			
1. NO FEDERAL SERVICE 2. NO STATE SERVICE 3. STATE SERVICE LESS THAN 1 YEAR 4. STATE SERVICE MORE THAN 1 YEAR						1. YES 2. NO				1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION													
FROM: NOCAD						<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>POSTED</p> <p>8-1-73</p> <p><i>[Signature]</i></p> </div>							

"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
		54	997	V GS 17 4	\$36,000

BS: 21 MAR 72

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		03 03 72				REGULAR									
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY							
X						2251 4148 0000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION									
DDP/ [] DEVELOPMENT COMPLEMENT						WASH., D.C.									
11. POSITION TITLE						12. POSITION NUMBER			13. SERVICE DESIGNATION						
OPS OFFICER CH						9397			D						
14. CLASSIFICATION SCHEDULE (OS, LB, PIC)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE						
GS			0136.01			17 4			36000						
18. REMARKS OTHER															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. REGIONAL CODE		24. DATE OF BIRTH		25. DATE OF GRADE		26. DATE OF ELI	
37		18		54957 NOCA		75013									
29. PAY OFFICES		30. SPECIAL REFERENCE		31. RETIREMENT DATA		32. SEPARATION DATA CODE		33. COMPENSATION DATA		34. SECURITY AFD NO.		35. SEA			
										EOD DATA					
36. VET PREFERENCE		37. SERV. COMP. DATE		38. LONG COMP. DATE		39. CASUALTY DATA		40. HEALTH INSURANCE		41. SOCIAL SECURITY NO.					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA					
CODE															
0. NO PREVIOUS SERVICE															
1. 1945-1949 SERVICE															
2. 1950-1954 SERVICE (MILITARY SERVICE)															
3. 1955-1959 SERVICE (MILITARY SERVICE)															
SIGNATURE OR OTHER AUTHENTICATION															
FROM MPS						<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; margin: 0;">POSTED</p> <p style="text-align: center; margin: 0;">3-22-72 <i>[Signature]</i></p> </div>									

FORM 1150
3-68 May 6-73

Use Previous Edition

SECRET **SS**

Processed from automatic
downgrading and
declassification

(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	DRGN.	FUNDS	GR-STEP	NEW SALARY
		52	100	V GS 17 4	\$36,000

BBG: 30 NOV 71

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			
PROMOTION				11 28 71		REGULAR			
6. FUNDS		V TO V		V TO CF		7. Financial Analyst No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
X						2221 2886 (XX)0		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP/MISSIONS & PROGRAMS STAFF OFFICE OF THE CHIEF				WASH., D.C.					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER CH				0001		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY GS RATE		
GS			0136.01		17 4		35801		
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. SEPARABLE CODE	24. HIRING CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	52100 MPS		75013		1		11 28 71	11 28 71
28. TIME EMPLOYED		29. SPECIAL REFERENCE		30. PERMITS DATA		31. SEPARATION DATA CODE		32. Continuation - Continuation From	
								EOD DATA	
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG COMP. DATE		36. CAREER CATEGORY		37. FEEDBACK HEALTH INSURANCE	
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE				39. LEAVE CAT. CODE		40. FEDERAL TAX DATA		41. STATE TAX DATA	
SIGNATURE OF OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">7 DEC 1971</p> </div>									

FORM 1150-368 6-70

Use Previous Edition

SECRET

Excluded from automatic downgrading and declassification

(When Filled In)

31

H 36

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				32 100		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	6	\$32,819	08/24/67	GS 16	7	\$33,757	08/22/71		
CERTIFICATION AND AUTHENTICATION									
I. CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<i>Carol Wagner</i>						11/1/71			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
WITHIN GRADE PAY SUSPENDED UNTIL 14 NOV 71 EFFECTIVE DATE RETAINED AS OF LAST EQUIVALENT INCREASE.									
CLERKS INITIALS				AUDITED BY					
BEK				<i>[Signature]</i>					
FORM 7-66 560 E Use previous editions									
PAY CHANGE NOTIFICATION									
(4-51)									

AUG 15 15 17 71

RECEIVED

334
L

SECRET
(When Filled In)

DDO: 13 MAR 71

NOTIFICATION OF PERSONNEL ACTION

CCF

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS.			
4. EFFECTIVE DATE MO DA YR 03 21 71		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS K		7. Financial Analysis No. Chargeable 1221 2888 0000	
8. V TO V CF TO V		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATION DDP/MISSIONS AND PROGRAMS STAFF OFFICE OF THE CHIEF		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER CH		12. POSITION NUMBER 0001	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0135.01	16. GRADE AND STEP 16 6	17. SALARY OR RATE 32619
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES 1. NUMBER 2. SYMBOL	22. STATION CODE	23. DIVISION CODE	24. EMPLOY CODE	25. RATE OF PAY MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF 15% MO DA YR
16	10	62100	NPS	75013				
28. TIME EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CODE 2. DATE 3. TYPE	31. SEPARATION DATA CODE	32. Correction / Communication Data MO DA YR	33. SECURITY REG. INFO	EOD DATA		
33. VET. PREFERENCE CODE	34. SERV. COMP. DATE MO DA YR	35. 15% COMP. DATE MO DA YR	36. CAREER CATEGORY CODE	37. FEDERAL HEALTH INSURANCE CODE	38. FEDERAL SECURITY INFO			
41. PREVIOUS CIVILIAN GOVT. SERVICE CODE	42. LEAVE BAL. CODE	43. LEAVE BAL. CODE	44. FEDERAL PAY DATA CODE	45. STATE PAY DATA CODE				

SIGNATURE OR OTHER AUTHENTICATION

POSTED

M. 3-22-71

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-650 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 [REDACTED] SERIAL ORGN. FUNDS GR-STEP NEW SALARY
 [REDACTED] 52 150 CF GS 16 6 \$32,819

36 H

AUG 16 10 45 AM '69
 CONFIRMATION
 NOT RECORDED

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
[REDACTED]		[REDACTED]		52 150		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 16	5	28,384	08/27/67	GS 16	6	32,819	08/24/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
[REDACTED]						3 June 1969			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS									
FORM 7-63 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)									

DB

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11476 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME [REDACTED] SERIAL ORGN. FUNDS GR-STEP NEW SALARY
 [REDACTED] 52 150 CF GS 16 5 \$28,384

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962".

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNGS	GR-STEP	OLD SALARY	NEW SALARY	
		92	150	CF	GS 16 5	\$23,778	\$25,879

DLB: 12 JUN 58

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		06 12 58				REGULAR					
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		8121 2867 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/MISSIONS AND PROGRAMS STAFF PROGRAMS GROUP						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
DPS OFFICER						0008		D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136.01			16 5		23778			
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. INCLUSIVE CODE	24. REPORTING CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	52150 MPS		75013							
28. NTE EXPIRES		29. SERVICE REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CONVERSION DATA		33. SECURITY REG NO.	34. SER
XX XX XX								EOD DATA			
35. VET PREFERENCE		36. SEV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. REG. HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE				CODE		CODE		CODE			
1. NO PREVIOUS SERVICE				1. YES		1. YES		1. YES			
2. 1-5 YEARS IN SERVICE				2. NO		2. NO		2. NO			
3. 6-10 YEARS IN SERVICE											
4. 11-15 YEARS IN SERVICE											
SIGNATURE OR OTHER AUTHENTICATION											
FROM O/PPB											

POSTED

6-13-58

Case 11-55
102 May 10-57

Use Previous Edition

SECRET



100-100000-1
FORM NO. 100-100000-1
GPO: 1957 O-500-000

(When Filled In)

0000

"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	
		02	350	CF	GS 16 3	\$22,755	\$23,778

E-4

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. SINCE		5. LWOP HOURS	
				02 390		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADI
GS 16	4	\$22,089	08/29/69	GS 16	5	\$22,755	08/27/67		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD							DATE <i>June 1967</i>		
CLERK'S INITIALS									
FORM 560 E Use previous editions				PAY CHANGE NOTIFICATION				(4-51)	

COMPENSATION TAX DIV

AUG 27 11 06 AM '67

RS

UUUU

PJH: 15 AUG 66

SECRET
FORM 124-1

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 APPT CAREER		07 31 66			REGULAR				
6. FUNDS		7. V TO V		8. V TO CF		9. ESC CENTER NO. CHARGEABLE		10. ESC OR OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		7114 0001 0000		50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION				
DCI/OFFICE OF PLANNING, PROGRAMMING AND BUDGETING PLANNING AND PROGRAMMING DIVISION PROGRAM ANALYSIS BRANCH					WASH., D.C.				
13. POSITION TITLE					14. POSITION NUMBER		15. SERVICE DESIGNATION		
10 PROGRAM EVAL					0005		D		
16. CLASSIFICATION SCHEDULE (GS, LB, etc.)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE		
GS			0132.70		15 4		22025		
20. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. OFFICE (ROOM)		22. STATION		23. OFFICER		24. DATE OF BIRTH		25. DATE OF SECE	
13 10		02350 OPPB		75013		1		09 30 64	
26. SOCIAL SECURITY NO.		27. RETIREMENT DATA		28. SEPARATION DATA CODE		29. CONNECTION/AMBULATION DATA		30. SECURITY RIG. NO.	
00000		2						MI	
31. EMP. PREVIOUS DATA		32. EMP. LEAVE DATA		33. EMP. LEAVE DATA		34. FEELI/HEALTH INSURANCE		35. SOCIAL SECURITY NO.	
09 06 142		09 28 52							
36. PREVIOUS GOVERNMENT SERVICE DATA				37. LEAVE (CF)		38. FEDERAL EMP DATA		39. STATE TAX DATA	
0				0		C 1 MO			
SIGNATURE OR OFFICE AUTHENTICATION					POSTED				
					08 11 66				

FORM 124-1

Use Previous Edition

SECRET

FORM 124-1
FUNDING USE ONLY
DO NOT WRITE IN THESE SPACES

(When filled in)

FJH: 15 AUG 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
DEB									
1. SERIAL NUMBER		2. [Redacted]							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
RESIGNATION				07 30 66		REGULAR			
6. FUNDS		7. COST CENTER NO. (CHARGEABLE)		8. CSC OR OTHER LEGAL AUTHORITY					
V TO V		V TO CF		7123 0369 0000					
CF TO V		X CF TO CF							
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP/DOD US FIELD				[Redacted]					
11. POSITION TITLE				12. GRADE AND STEP		13. SALARY OR RATE			
CHIEF OF BASE				02E1		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.08		16 4		22085			
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. INTERLEAVE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRAD	27. DATE OF LEF
45	10	NUMERICAL ALPHABETIC							
28. INT. EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA		32. CONTRACT/REASSIGNATION DATA	
				150X091				EOD DATA	
33. PFT. PREFERENCE		34. SERV. COMP. DATE		35. LONG COMP. DATE		36. CAREER CATEGORY		37. FEES/HEALTH INSURANCE	
38. PREVIOUS GOVERNMENT SERVICE DATA				39. LEAVE CAT.		40. FEDERAL TAX STATUS		41. LEAVE PAY DATE	
CODE				CODE		CODE		CODE	
1. NO. PREVIOUS SERVICE				1. YES		1. YES		1. YES	
2. NO BASIS IN SERVICE				2. NO		2. NO		2. NO	
3. BREAK IN SERVICE (LESS THAN 2 YRS)									
3. BREAK IN SERVICE (MORE THAN 2 YRS)									
SIGNATURE OR OTHER AUTHENTICATION									
[Redacted Signature]									
POSTED									
AUG 17 1965									

1150

Use Previous Edition

SECRET

KEY: [Redacted]

When Filled In

				43 620 CF						
OLD SALARY RATE				NEW SALARY RATE				PAY ACTION		
Grade	Step	Salary	Loc Eff Date	Grade	Step	Salary	Effective Date	PS	LM	AD
GS 16	3	\$20,245	08/30/64	GS 16	4	\$20,900	08/29/65			
<p>Remarks and Authorization:</p> <ul style="list-style-type: none"> / / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD <p>CLERKS INITIALS _____ AUDITED BY _____</p> <p>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.</p> <p>SIGNATURE: _____ DATE: 15 June 65</p>										

PROCESSED BY [unclear] DATE [unclear] 1965

PAY CHANGE NOTIFICATION

(4-31)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME

SERIAL

ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
43 620	CF	GS 16 4	\$21,653	\$22,085

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-501 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME

SERIAL

ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
43 620	CF	GS 16 4	\$21,900	\$21,653

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

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. 091 01 25	5. CATEGORY OF EMPLOYMENT REGULAR
---	---	--------------------------------------

6. FUNDS	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
V TO V CF TO V X CF TO CF	6123 0309 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS DDP/DOO U. S. FIELD	10. LOCATION OF OFFICIAL STATION
--	----------------------------------

11. POSITION TITLE CHIEF OF BASE	12. POSITION NUMBER 0261	13. SERVICE DESIGNATION D
-------------------------------------	-----------------------------	------------------------------

14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0136.08	16. GRADE AND STEP 16 3	17. SALARY OR RATE 20245
--	------------------------------------	----------------------------	-----------------------------

18. REMARKS
EMPLOYEE WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

POSTED
BY AL

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC 43020 DDD	22. STATION CODE 75020	23. INTEGRATE CODE	24. REGIM. CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. DATE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1. CSC 2. PICA 3. NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REG. NO.	34. LEI	35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	
36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CODE		39. FICGLI / HEALTH INSURANCE CODE		40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		

ZOD DATA

SIGNATURE OR OTHER AUTHENTICATION

OP/S/10/65

Jgd

SECRET
Control the Release
Distribution and
Accession

JCD: 12 NOV 64

SECRET
(When Filled In)

OAB NOTIFICATION OF PERSONNEL ACTION											
1. [REDACTED]											
2. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT CAREER						4. EFFECTIVE DATE NO. DA. YR. 10 25 64		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		5129 0369 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD						10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0261		13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, 12, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 6 3		17. SALARY OR RATE 20245			
18. REMARKS <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">POSTED ON 10/25/64</div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13		20. EMPLOY CODE 10		21. SPECIAL CODING NO. DA. YR. 43620 000		22. STATION CODE 75020		23. INTEGREE CODE		24. RIGHTS CODE 2	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI		28. SECURITY REQ. NO.		29. SER. MI		30. SOCIAL SECURITY NO.	
NO. DA. YR. 08 30 64		NO. DA. YR. 08 30 64		NO. DA. YR. 08 30 64		00000		MI			
31. NET EMPHASES		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CORRECTION/CANCELLATION DATA		35. YET. PREFERENCE		36. SECT. COMP. DATE	
NO. DA. YR.		REFERENCE 1. CSC 2. AFRICA 3. NONE		CODE 1		TYPE, NO. DA. YR. BOD DATA		CODE 1		NO. DA. YR. 08 03 42 09	
1								1		28 52	
37. LONG COMP. DATE		38. CAREER CATEGORY		39. REGI/HEALTH INSURANCE		40. FEDERAL TAX DATA		41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	
NO. DA. YR. 08 03 42 09		CODE C		CODE 1		FORM EXECUTED: CODE 1 - YES 2 - NO		CODE 1		3	
1						0 0		1			
43. STATE TAX DATA		44. FEDERAL TAX DATA		45. STATE TAX DATA		46. FEDERAL TAX DATA		47. STATE TAX DATA		48. FEDERAL TAX DATA	
FORM EXECUTED: CODE 1 - YES 2 - NO		NO. DA. YR. 08 03 42 09		FORM EXECUTED: CODE 1 - YES 2 - NO		NO. DA. YR. 08 03 42 09		FORM EXECUTED: CODE 1 - YES 2 - NO		NO. DA. YR. 08 03 42 09	
1				1		0 0		1			
SIGNATURE OR OTHER AUTHENTICATION											
POSTED JCD 10/13/64											

FORM 11-62 1150

Use Previous Edition

SECRET

14-5111
(When Filled In)

(When Filled In)

JGD: 12 NOV 64

SECRET
(When Filled In)

DEF NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
3. RESIGNATION		4. EFFECTIVE DATE MO. DA. YR. 10 24 64			5. CATEGORY OF EMPLOYMENT REGULAR												
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY								
		CF TO V		X		5129 0369 0000											
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD						10. LOCATION OF OFFICIAL STATION											
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0261			13. SERVICE DESIGNATION D								
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 16 3		17. SALARY OR RATE 20245									
18. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE 45		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTEGREE CODE		24. REGIONS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF IEI	
28. HYE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY SIG. NO.		34. SEC		EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE				40. SOCIAL SECURITY NO.					
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA											
45. NO - SERVICUS SERVICE		46. NO - OCCASION SERVICE		47. BIRTH IN SERVICE (LESS THAN 3 YRS)		48. BIRTH IN SERVICE (MORE THAN 3 YRS)		49. FORM EXECUTED		50. NO TAX EXEMPTIONS		51. FORM EXECUTED		52. NO TAX STATE CODE EXEMP.			
SIGNATURE OR OTHER AUTHENTICATION																	
										POSTED JGD 11/13/64							

FORM 11-62 1150

Use Previous Edition

SECRET

JGD

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

10 OCT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

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

4. EFFECTIVE DATE: 10 | 16 | 64 | 3. CATEGORY OF EMPLOYMENT: REGULAR

REASSIGNMENT

6. FUNDS: V TO V, V TO CP, CP TO V, CP TO CP. X

7. COST CENTER NO. CHARGEABLE: 5129 0369 0000 | 8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS: DDP/DOD, US FIELD

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE: OPS OFFICER | 12. POSITION NUMBER: 0261 | 13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS | 15. OCCUPATIONAL SERIES: 0135.01 | 16. GRADE AND STEP: 16 3 | 17. SALARY OR RATE: 20245

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC: 43520 ALPHABETIC: 000	22. STATION CODE 75020	23. INTEGRAL CODE 2	24. MONTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA			33. SECURITY REQ. NO.
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI/HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					

SIGNATURE OF OTHER AUTHENTICATION

FROM: FE - 2

POSTED

1964 OCT 16

Col

DLB: 30 SEPT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
[REDACTED]		[REDACTED]		08 30 64		REGULAR							
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY									
<table border="1"> <tr><td>V TO V</td><td></td><td>V TO CF</td></tr> <tr><td>CF TO V</td><td>X</td><td>CF TO CF</td></tr> </table>		V TO V		V TO CF	CF TO V	X	CF TO CF	5137 1568 0000		50 USC 403 J			
V TO V		V TO CF											
CF TO V	X	CF TO CF											
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION									
DDP FE FE OFFICE OF THE CHIEF				[REDACTED]									
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION							
OPS OFFICER DCOS				3003		D							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE							
GS		0136.01		16 3		20245							

18. REMARKS
 THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 08/30/64 AS FOLLOWS:
 TO DELETE INTEGRATED INFORMATION.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. EMPLOYEE CODE	24. PDLN CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET
		NUMERIC	ALPHANUMERIC				MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
29. HIZ EXPIRES		30. SPECIAL REFERENCE		31. RETIREMENT DATA	32. SEPARATION DATA CODE	33. CORRECTION INFORMATION DATA		34. SECURITY REG. NO.	35. SEN
MO. DA. YR.			1 - CSC 2 - PICA 3 - NONE	CODE					
36. VLT. PREFERENCE		37. SERV. COMP. DATE		38. LONG. COMP. DATE		39. CAREER CATEGORY		40. SOCIAL SECURITY NO.	
CODE	0 - NONE 1 - 5 YR. 2 - 10 YR.	MO. DA. YR.	MO. DA. YR.	CODE	CODE	CODE	CODE	HEALTH INS. CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
CODE				CODE		CODE		CODE	

EOD DATA →

SIGNATURE OR OTHER AUTHENTICATION

POSTED
Robert M. ...

FORM 1150
11-62

Use Previous Edition

SECRET

GROUP 1
 Excluded from automatic
 downgrading and
 declassification

(When Filled In)

DLB: 16 SEPT 64

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	
PROMOTION (CORRECTION)		08 30 64		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LOCAL AUTHORITY	
V TO V CF TO V		X CF TO CF		5137 1566 0000 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION	
DDP FE FE OFFICE OF THE CHIEF					
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION	
OPS OFFICER DCOS		3003		D	
14. CLASSIFICATION SCHEDULE (GS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		03 1 16 3	
17. SALARY OR RATE		14860 20245			

18. REMARKS
 THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 08/30/64 AS FOLLOWS:
 ITEM #1, SERIAL NUMBER, WHICH READ 560947, TO READ 060947.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INITIATOR CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF ENTRY	27. DATE OF DEPT
		NUMERIC	ALPHABETIC				MM DA YR	MO DA YR	MO DA YR
28. NTC EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY RFG. NO.		34. SER.
MO DA YR		1 - CSC 2 - FICA 3 - SERVICE	AMOUNT		TYPE	NO. DA YR	EOD DATA		
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEELS / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE	0 - NONE 1 - 3 PT 2 - 10 PT	MO DA YR	MO DA YR	CODE	CODE	0 - WAIVED 1 - YES	HEALTH INS. CODE		
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YEARS 3 - BREAK IN SERVICE MORE THAN 3 YEARS	CODE	1 - LEA 2 - NG	PROHIBITED CODE NO. TAX EXEMPTIONS	FORM EXEMPTED 1 - YES 2 - NO	CODE	NO. TAX EXEMPT.	STATE CODE	

SIGNATURE OF OTHER AUTHORITY

POSTED
 09/18/64 UK

28 AUG 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)					
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE					
PROMOTION		08 30 64					
5. CATEGORY OF EMPLOYMENT		REGULAR					
6. FUNDS		7. COST CENTER NO. CHARGEABLE					
<table border="1"> <tr> <td>V TO V</td> <td>V TO CP</td> </tr> <tr> <td>CP TO V</td> <td>CP TO CP</td> </tr> </table>		V TO V	V TO CP	CP TO V	CP TO CP	5137 1566 0000	
V TO V	V TO CP						
CP TO V	CP TO CP						
		8. CSC OR OTHER LEGAL AUTHORITY					
		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION					
DDP FE FE OFFICE OF THE CHIEF							
11. POSITION TITLE		12. SERVICE DESIGNATION					
OPS OFFICER DCOS		D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		16. GRADE AND STEP					
GS		03 1 16 3					
15. OCCUPATIONAL SERIES		17. SALARY OR RATE					
0136.01		14860 20245					
18. REMARKS: TOKYO, JAPAN							

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INSIGRET CODE	24. HQ/PL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEL
22	10	45380 FE	37537	1	3		08 30 64	09 30 64
28. HIE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTIVE/RECALL DATA	EOD DATA			
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEEDB/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

POSTED
09/15/64 Z/K

FORM 1150 11-62

Use Previous Edition

SECRET SEP 1964

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

SECRET
(When Filled In)

DLE: 20 SEPT 64

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST-MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
CONVERSION		NO. COB 08 1 25 64	REGULAR
6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE
	CF TO V	CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS		5137 1563 0000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 1103 J
DDP FE FOREIGN FIELD FE/ OFFICE OF THE CHIEF		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. SERVICE DESIGNATION	
OPS OFFICER DCOS		3003	D
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0135.01	15 5	18740

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATION CODE	23. INTEGRAL CODE	24. IDENTITY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
56	10	15380	FE	37581				
28. TIME EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/PREVENTION DATA	33. SECURITY REF. NO.			34. CSC
					ROD DATA			
35. YET. PREFERENCE	36. SERV. COMP. DATE	37. LEAV. COMP. DATE	38. CAREER CATEGORY	39. SECUR. / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. DEPT. CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA			

SIGNATURE OR OTHER AUTHENTICATION

FORWARDED
10/10/64 mck

45 380										
OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PS	LS	ADI
GS 15	4	\$17,210	06/10/62	GS 15	5	\$17,725	06/07/64			

Remarks and Authorizations

03

/ / NO EXCESS LWOP
 / / IN PAY STATUS AT END OF WAITING PERIOD 7/2
 / / 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: *[Signature]* DATE: 14 May 64

PAY CHANGE NOTIFICATION

Form 9-61 560

Obsolete Previous Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
		45	380	CF	GS 15 4	\$16,005 \$17,210

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
	060947	56380	CF	15 4	\$14705	15 4 \$16005

55 380 LF

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PS	LS	ADJ
GS 15	3	\$14,380	12/11/60	GS 15	4	\$14,700	06/10/61			

8. Remarks and Authentication 3
742

NO EXCESS LWOP EXCESS LWOP
 IN PAY STATUS AT END OF WAITING PERIOD
 IN LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS AUDITED BY
 WK

PAY CHANGE NOTIFICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.				3. ASSIGNED ORGAN.				4. FUNDS		5. ALLOTMENT	
				DDP/FE 11				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 15	2	\$14,055	06	14	59	GS 15	3	\$14,380	12	11	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.S.I. L.S.I. PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

POSTED TO 2808

WK
 OBLIGATIONS APPROVED

PAY CHANGE NOTIFICATION

(S60) OBSOLETE PREVIOUS EDITION - SECRET OFFICIAL PERSONNEL FOLDER (4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-566 AND OGI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
01			51 71	GS-15 2	\$13,070	\$14,055

EMMETT D. SCHOOLS

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																		
BS 4 SEPT 59																		
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 5 Pt-1 10 Pt-2		Code		M 1		Mo. Da. Yr.		
										1				09 28 52				
7. SCD		8. CSC Rptmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD			13. Mil. Serv. Code				
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.			Yes-1 No-2		Mo. Da. Yr.			Yes-1 No-2				
08 06 42		1		50 USCA 303							09 28 52			2				

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code					
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587					
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occas. Series							
Dept - 1 USMID - 3 Fgn - 5		Code		5		OPS OFFICER		3936		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number					
03 15 2		\$ 11660 13070		01		12 15 57		06 14 59		9 3735 55 005					

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		09 06 59		REGULAR		OM EF			

PRESENT ASSIGNMENT

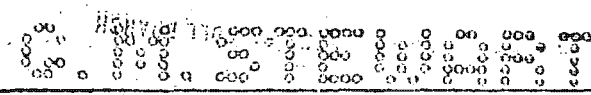
31. Organizational Designations				Code		32. Location Of Official Station				Station Code					
DDP FE FE/ OFFICE OF THE CHIEF				5171						37587					
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occas. Series							
Dept - 1 USMID - 3 Fgn - 5		Code		5		OPS OFF (D COS)		3003		GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number					
03 15 2		\$ 11660 13070		01		12 15 57		12 11 60		0137 7351 3000					

44. Remarks

INDEXED
[Signature]

CS
SECRET
(WHEN FILLED IN)

742

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE -11		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	1	\$12,770	12	15	57	GS 15	2	13,070	06	14	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	742 12/15/57 12/30/59 AH					
14. AUTHENTICATION											
											
PERIODIC STEP INCREASE - AUTHENTICATION											

SECRET

1
NOTIFICATION OF PERSONNEL ACTION

ARE: ~~17~~ MAY 1959

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Prof.		5. Sex		6. C. LOD			
					Mo. Da. Yr.			Non-0 Code		M I		Mo. Da. Yr.			
								5 Pr-1 10 Pr-2				09 28 52			
7. SCD		8. CSC Catmt.		9. CSC Or Other Legal Authority			10. Asmt. Authority			11. FEGLI		12. LOD		13. Civil Serv. Code	
Mo. Da. Yr.		Yes-1 Code		No-2			Mo. Da. Yr.			Yes-1 Code		No-2		Yes-1 Code	
08 06 42		1		50 USCA 403 J						1 09 28 52		1 09 28 52		No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		18. Location Of Official Station			Station Code				
DDP FE FI CI STAFF		5113		WASH., D. C.			75013				
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv. 20. Occup. Series				
Dept - 1 Code					3448		GS 0136.51				
USfld - 3 2		I.O.FI STF CH									
Frgn - 5											
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PFI Date		26. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 3700 20	
						12 15 57		06 14 59			

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FONDS		05		Mo. Da. Yr.		REGULAR		01			
				05 03 59							

PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station			Station Code				
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF		5171					37587				
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv. 37. Occup. Series				
Dept - 1 Code		AREA OPS OFF			3936		GS 0136.01				
USfld - 3 5											
Frgn - 5											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PFI Date		43. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		9 3735 55 005	
						12 15 57		06 14 59			

44. Remarks
SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

[Handwritten signature and stamp]

SECRET

NOTIFICATION OF PERSONNEL ACTION

APR: 19 MAY 1959

1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth			4. Vet. Prof.		5. Sex		6. CSC LOD			
					Mo. Da. Yr.			Non-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.			
								1		M 1		09 28 52			
7. SCB		8. CSC Reent.			9. CSC Or Other Legal Authority			10. Asst. Allidg.		11. ILGLI		12. LCN		13. Civil Serv.	
Mo. Da. Yr.		Yes-1 No-2			Code			Mo. Da. Yr.		Yes-1 No-2		Mo. Da. Yr.		Yes-1 No-2	
08 06 42		1			50 USCA 403 J					09 23 52		2			

PREVIOUS ASSIGNMENT

14. Organizational Designations			Code		15. Location Of Official Station			Station Code		
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF			5171					37587		
16. Dept. Field		17. Position Title			18. Position No.		19. Serv.		20. Occup. Series	
Unit - 1 Field - 3 Fpn - 5		AREA OPS OFF			3935		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade / 25. Inst. Dtd			26. Appropriation Number	
15 1		\$ 12770		DI		12 15 57 06 14 59			9 3735 55 005	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employment		Code		30. Separation Data	
		58		05 08 59		REGULAR		OM			

PRESENT ASSIGNMENT

31. Organizational Designations			Code		32. Location Of Official Station			Station Code		
DDP FE FE/ DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF			5171					37587		
33. Dept. Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series	
Unit - 1 Field - 3 Fpn - 5		POL ASST 1ST SEC* OPS OFFICER			3936		FSR GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade / 42. Inst. Dtd			43. Appropriation Number	
03 15 1		\$ 11550 \$ 12770		DI		12 15 57 06 14 59			9 3735 55 005	

100111
-U 444
1959

S E C R E T

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

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[REDACTED]		GS-15-1	\$11,510	\$12,770

GORDON H. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE																		
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vat. Prof.		5. Sex		6. CS - FOD						
						Mo. Da. Yr.		None-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.						
								M I				09 28 52						
7. SCD			8. CSC Perms.		9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. LCD		13. Over. Ltr.			
Mo.	Da.	Yr.	Yes-1 No-2	Code				Mo.	Da.	Yr.	Yes-1 No-2	Code	Mo.	Da.	Yr.	Yes-1 No-2	Code	
08	06	42		1	50 USCA 403 d									09	28	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
DDP FE FI CI STAFF				5113		WASH. D. C.				75013			
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series			
Dept - 2 USHD - 4 Frgn - 6	Code	I.O. FI STF CH				3448		GS		0136.51			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade			25. PSI Due			26. Appropriation Number	
14 5		\$ 11180		01		Mo. Da. Yr. 09 28 52			Mo. Da. Yr. 03 22 59			8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
PROMOTION		30		Mo. Da. Yr. 12 15 57		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP FE FI CI STAFF				5113		WASH., D. C.				75013			
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series			
Dept - 2 USHD - 4 Frgn - 6	Code	I.O. FI STF CH				3448		GS		0136.51			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade			42. PSI Due			43. Appropriation Number	
15 1		\$ 11610		01		Mo. Da. Yr. 12 15 57			Mo. Da. Yr. 06 14 59			8 3700 20	

44. Remarks

POSTED

JF 1-8-58

SECRET
(When Filled In)

91077

NOTIFICATION OF PERSONNEL ACTION															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS-EOD		
						Mo.	Da.	Yr.	1	Code	M	1	Mo.	Da.	Yr.
									5 Pt-1	10 Pt-2			07	28	52
7. CAC		8. CAC		9. CAC Or Other Legal Authority		10. Appt. Authority			11. FE/SL		12. LCO		13. Ret. Code		
Mo.	Da.	Yr.	Yes-1	Code	50 USCA 403 J		Mo.	Da.	Yr.	Yes-1	Code	Mo.	Da.	Yr.	
08	06	42	No-2	1						No-2		09	20	52	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DOP FE BRANCH 1 OFFICE OF THE CHIEF						WASH. D. C.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - 8	Code	AREA OPS OF DEP BR CH				0110		GS		0136.01	
USIId - 4											
Fig - 6	2										
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Approp. Number	
14 5		\$ 11180		DI		1 1		1 1		8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee				Code		30. Separation Date	
REASSIGNMENT		56		12 09 57		REGULAR				DI			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DOP FE FI CI STAFF				5113		WASH. D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - 8	Code	I.O. FI STF CH				3448		GS		0136.51	
USIId - 4											
Fig - 6	2										
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Approp. Number	
14 5		\$ 11180		DI		02 128 152		03 122 159		8 3700 20	

44. Remarks

POSTED
JP 12/7/57

SECRET
(WHEN FILLED IN)

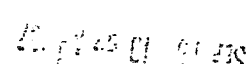
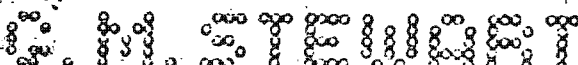
1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	4	\$10,965	03	25	56	14	5	\$11,180	09	22	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED OR PRINTED NAME OF SUPERVISOR				DATE		SIGNATURE					
				17 Aug 57							
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 55

SECRET

PERSONNEL FOLDER

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE		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.
14	4	\$10,965	03	25	56	14	5	\$11,180	09	22	57
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						10. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	NO.	DA.	YR.						
14. AUTHENTICATION											
<p style="text-align: center;">  RAYMOND E. SMITH BRANCH </p> <p style="text-align: center;">  SECURITY </p>											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560B
1 MAR. 55

SECRET

PERSONNEL FOLDER

CENTRAL INTELLIGENCE AGENCY

171

NOTIFICATION OF PERSONNEL ACTION

1. NAME (Last - first - middle - one given name, initials, and surname)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE 11 Dec 1956
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment 01		6. EFFECTIVE DATE BCB 16 Dec 1956	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 403 J	
FROM		TO		
10 (VI) NY-2302 GS-0136-51-1A \$10,965.00 per annum DDP/VE Branch 1, [redacted] Operations Staff [redacted]		8. POSITION TITLE Area Ops Off - Dep Br. Ch. GS-0136-01-1A \$10,965.00 per annum DDP/VE Branch [redacted] Office of the Chief	9. SERVICE, SERIES, GRADE, SALARY	
10. ORGANIZATIONAL DESIGNATIONS 512301		11. HEADQUARTERS 2 Washington, D. C.		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE WWII OTHER 5-PT 10-POINT [redacted] X [redacted]		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL SD/DI		
15. 16. APPROPRIATION FROM: 7-3735-55-005 TO: 7-3700-20 750-13		17. SUBJECT TO C. 1 RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	
19. LEGAL RESIDENCE STATE: [redacted]		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED		
20. REMARKS: 3 BOD 07/28/52 "Transfer TO Vouchered funds FROM Unvouchered funds." [RECEIVED stamp] ENTRANCE PERFORMANCE RATING: [redacted] Director of Personnel [redacted] [redacted] OR OTHER AUTHENTICATION				

4. PERSONNEL FOLDER COPY

713 12/14/54

STANDARD FORM 52
 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, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			2 May 56
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			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: JUN 3 1956	

FROM—	9. POSITION TITLE AND NUMBER	TO—
OFF 2302		I.O. (FI) BFP-2302-14
	10. SERVICE, GRADE, AND SALARY	GS-0136.51-14 \$10,965.00 p/a
	11. ORGANIZATIONAL DESIGNATIONS	DDP/FE
		Branch 1
	12. HEADQUARTERS	Operations Staff
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	13. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL SD: DI

A. REMARKS (Use reverse if necessary)

T/O Change

B. PERSONNEL OFFICER	D. REQUEST
Personnel Officer	Signature
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Title: <i>Edema 7 May '56</i>

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION	SD: DIO
NONV. WARR. OTHER, S. FE. 10 POINT DISAB. OTHER	NEW VICE I.A. PEAL	

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

20. STANDARD FORM 50 REMARKS

RECORDED

INDEXED

USED IN FIELD OF SESS NOT IN FIELD OF PERSONNEL ACTION

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS CONTROL	WAK	5/1/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. [Redacted]

10 May '56

PERIODIC STEP INCREASE CERTIFICATION

(When Filled In)

U. S. GOVERNMENT PRINTING OFFICE: 1954-320030

1. Agency and organizational designation						2. Payroll period		3. Class No. JV		4. Slip No.	
account number when appropriate						5. Grade and salary GS-11: \$10,750.00					
PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	NET PAY
7. Previous earned											
8. New earned											
9. Payable period											
10. Remarks 1958 MAR 25 LIVABLE								11. Appropriation(s) FE/S		12. Prepared by afw 1/10	
										13. Audited by	
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase											
14. Effective date 25 Mar 56	15. Date last increased 26 Sep 55	16. Old salary rate \$10,750.00	17. New salary rate \$10,965.00	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 10/15/01 BY 60322 UCBAW/STP							
19. LWOP data USE in appropriate spaces covering LWOP during following period(s): <input type="checkbox"/> No excess LWOP. Total excess LWOP											
(Check applicable box in case of excess LWOP) <input type="checkbox"/> In excess of 30 days <input type="checkbox"/> In excess of 60 days <input type="checkbox"/> In excess of 90 days <input type="checkbox"/> In excess of 120 days <input type="checkbox"/> In excess of 150 days <input type="checkbox"/> In excess of 180 days <input type="checkbox"/> In excess of 210 days <input type="checkbox"/> In excess of 240 days <input type="checkbox"/> In excess of 270 days <input type="checkbox"/> In excess of 300 days <input type="checkbox"/> In excess of 330 days <input type="checkbox"/> In excess of 360 days <input type="checkbox"/> In excess of 390 days <input type="checkbox"/> In excess of 420 days <input type="checkbox"/> In excess of 450 days <input type="checkbox"/> In excess of 480 days <input type="checkbox"/> In excess of 510 days <input type="checkbox"/> In excess of 540 days <input type="checkbox"/> In excess of 570 days <input type="checkbox"/> In excess of 600 days <input type="checkbox"/> In excess of 630 days <input type="checkbox"/> In excess of 660 days <input type="checkbox"/> In excess of 690 days <input type="checkbox"/> In excess of 720 days <input type="checkbox"/> In excess of 750 days <input type="checkbox"/> In excess of 780 days <input type="checkbox"/> In excess of 810 days <input type="checkbox"/> In excess of 840 days <input type="checkbox"/> In excess of 870 days <input type="checkbox"/> In excess of 900 days <input type="checkbox"/> In excess of 930 days <input type="checkbox"/> In excess of 960 days <input type="checkbox"/> In excess of 990 days <input type="checkbox"/> In excess of 1020 days <input type="checkbox"/> In excess of 1050 days <input type="checkbox"/> In excess of 1080 days <input type="checkbox"/> In excess of 1110 days <input type="checkbox"/> In excess of 1140 days <input type="checkbox"/> In excess of 1170 days <input type="checkbox"/> In excess of 1200 days <input type="checkbox"/> In excess of 1230 days <input 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STANDARD FORM NO: 11225-Enclad. Form prescribed by Comp. Gen., U. S. October 29, 1954, General Regulations No. 102				CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY				Initials of Clerk <i>WJW</i>			

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

F. J. M. R.
 1/20/55
Green

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) <i>F. J. M. R.</i>	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 20 Dec 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE & PROPOSED: JAN 16 1955	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: JAN 16 1955	

FROM - I.O. (FI) BFF-459	4. POSITION TITLE AND NUMBER	TO - I.O. (FI) BFF-2302-14
GS-0136.51-14 \$9000.00 p/a 19 000.00	5. SERVICE, GRADE, AND SALARY	GS-0136.51-14 \$2000.00 p/a DDP/FE 19 000.00
DDP/FE	10. ORGANIZATIONAL DESIGNATIONS	Deputy for FI Operations Staff
Military Element Office of the Deputy Chief	11. HEADQUARTERS	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
 PURSUANT TO FBI DIRECTIVE
 EFFECTIVE 1/16/55
 SALARY ADJUSTED TO: 10750

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Avis M. Tallackson - x-3332	D. REQUEST Signature: <i>F. J. M. R.</i> (umd) Title: <i>F. J. M. R.</i> 1/20/55
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13. VETERAN PREFERENCE <table border="1"> <tr> <td>NONE</td> <td>WWI</td> <td>OTHER</td> <td>S-PT.</td> <td>10 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	NONE	WWI	OTHER	S-PT.	10 POINT					DISAB. OTHER				<input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	I. A.	REAL				
NONE	WWI	OTHER	S-PT.	10 POINT																				
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NEW	VICE	I. A.	REAL																					

15. SEX M	16. RACE W	17. APPROPRIATION FROM: 5-3735-55-005 TO: Same	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT'S (ACCESSION NO.)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: W. Va.
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21. STANDARD FORM 50 REMARKS
 RECEIVED BY
 FI OFFICE
 4 Jan '55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<i>PCH</i>	1/10/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<i>F. J. M. R.</i>		
E.			

F. APPROVED BY: *[Signature]*

1-14-55 *K. C. [Signature]*

1. Agency and organizational designation		2. Pay roll #		3. Fund No.		4. Job No.		
				UV				
5. (See appropriate)		6. Grade and salary						
		GS-11, \$9800						
PAY ROLL CHANGE DATA								
	BASE	COVERED PERIOD	GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY
7. Previous normal								
8. New normal								
9. Pay this period								
10. Remarks				11. Appropriation		12. Prepared by		
2A 21 12 42 FINANCE DIVISION				75-1		12 Aug 54		
						13. Audited by		
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase								
14. Effective date	15. Date last received	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.				
26 Sep 54	27 Mar 53	\$9800	\$10,000					
19. LWOP data (Fill in appropriate spaces covering LWOP during following period):								
<input type="checkbox"/> No excess LWOP. Total excess LWOP				<input type="checkbox"/> In pay status during following period.				
<input type="checkbox"/> LWOP during following period.				<input type="checkbox"/> In LWOP status during following period.				
(Check applicable box in case of excess LWOP)								
STANDARD FORM NO. 1176a—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulation No. 122								

PAY ROLL CHANGE SLIP—PERSONNEL COPY

[Handwritten signature]

STANDARD FORM 52
 PREPARED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JANUARY 1947 - FEDERAL PERSONNEL
 MANUAL, CHAPTER 67

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 5 Feb 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: Feb 1954	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: FEB 28 1954	

FROM - I.O. (Ops) S-7 GS-132-14 \$9800.00 p/a DDP/FE Military Element Office of the Deputy Chief	9. POSITION TITLE AND NUMBER 10. SERVICE GRADE AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO - I.O. (FI) BFF-459 GS-0136.51-14 \$9800.00 p/a Same Same Same Same
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

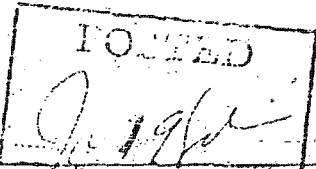
A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)	C. REQUEST APPROVED Signature: [Signature] Title: FE Personnel Officer
D. FOR ADDITIONAL INFORMATION CALL (Telephone extension) X-3332	

13. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	SPT.	10 POINT	NEW	VICE	L.A.	REAL
			X	DISAB. OTHER				

15. SEX M	16. RACE W	17. APPROPRIATION FROM: 4-3735-55-005 TO: SAME	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITION ONLY)	20. LEGAL RESIDENCE STATE: [] CLAIMED [] PROVED
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21. STANDARD FORM 50 REMARKS



22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CELL. OR POS. CONTROL	JW	12 Feb 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	Colapara	12 Feb 54	
E.			

F. APPROVED BY: [Signature] 15 Feb 54

STANDARD FORM 52
 PREPARED BY THE
 U. S. GOVERNMENT PRINTING OFFICE
 WASHINGTON, D. C. 20540

REQUEST FOR PERSONNEL ACTION

UNCLASSIFIED

720 x 118
6/15/53
BT

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
			6 May 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: JUN 7 1953	

FROM— I.O. <i>3-1</i> CS-14 <i>v. 800</i>	8. POSITION TITLE AND NUMBER	TO— I.O. (OPG) <i>Slot #7</i> CS-14 <i>5800</i>
9. SERVICE, GRADE, AND SALARY	10. ORGANISATIONAL DESIGNATIONS	11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL	13. FIELD OR DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)
 From JCU, OPG Team Slot #1 (old 5/0) *FE-1*
 Subject entered on duty in the field 26 Sept 1952
 APPROVED BY
 FI CAREER SERVICE BOARD
 DATE: MAY 21 1953

B. REQUESTED BY	D. REQUEST APPROVED BY
Personnel Officer	Signature: <i>[Signature]</i>
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Title: <i>FI/CHO</i>

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION																							
<table border="1"> <tr> <th>None</th> <th>With</th> <th>Other</th> <th>5 PT.</th> <th>10 POINT</th> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	None	With	Other	5 PT.	10 POINT		<input checked="" type="checkbox"/>									<table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>L.A.</th> <th>REAL</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	L.A.	REAL				
None	With	Other	5 PT.	10 POINT																				
	<input checked="" type="checkbox"/>																							
NEW	VICE	L.A.	REAL																					

15. SEX: <i>mw</i>	16. RACE	17. APPROPRIATION FROM: <i>2755-55-005</i> TO: <i>OPG</i>	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
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21. STANDARD FORM 50 REMARKS
[Handwritten notes and signature]

POSTED
[Signature]

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

[Handwritten notes]

SECRET
 SECURITY INFORMATION

1. Agency and organizational designations CENTRAL INTELLIGENCE AGENCY				2. Pay roll	3. Block No. 119	4. Slip No.				
5. Employee's name (and social security account number when appropriate)				6. Grade and salary GS - 14 \$9600						
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous normal										
8. Now normal										
9. Pay this period										
10. Remarks: Delay due to admin error				11. Appropriation(s)		12. Prepared by 5/7/53		13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date	15. Date last equivalent	15. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.						
29 MAR 53	30	\$9600	\$9600							
19. LWOP data fill in appropriate spaces covering LWOP during following periods:				(Check applicable box in case of excess LWOP)						
Period(s):				<input type="checkbox"/> pay status at end of waiting period <input type="checkbox"/> on LWOP status at end of waiting period						
<input type="checkbox"/> No excess LWOP. Total excess LWOP				Initials of Clerk						
STANDARD FORM NO. 11204—Revised Form prescribed by Comp. Gen., U. S. Nov. 3, 1950, General Regulation No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY						

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

10/21/52
989

NAME	[Redacted]	DATE	15 July 1952
NATURE OF ACTION	Excepted Appointment		EFFECTIVE DATE 28 Sept. 52
TITLE	FROM	TO	
GRADE AND SALARY		I.O.	
OFFICE		OS-14	89600
DIVISION		OSO	
BRANCH		FE	
OFFICIAL STATION		C - OPC Team, Slot #1	
			3739

DU	[Redacted]	EXECUTIVE	[Redacted]
CLA	[Redacted]		

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS YES NO

OATH OF OFFICE AND NO-STRIKE AFFIDAVIT EXECUTED ON 23 Sept. 52

SECURITY CLEARED ON 28 July 52

OVERSEAS AGREEMENT SIGNED 23 Sept. 52

ENTERED ON DUTY 23 Sept. 52

DOG 07/28/52
 USEOD 07/28/52
 LCD 07/28/52

FOUR
22 Oct 52

REMARKS: Request subject be processed against [Redacted], OPC Team Slot #1 (I.O., OS-14), Personnel No. 427. This action supersedes request for appointment dated 2 November 1951.
 Resubmitted in accordance with [Redacted] 0106 (IN 15330), dtd 30 Jun 52; WASH 48690 (OUT 88734), dtd 7 Jul 52; [Redacted] 0114 (IN 17577), dtd 9 July 52.
 Request that subject's security clearance be held open to permit him to EOD o/a 1 Sept 52.

Collection that subject is now at P. 14

Allot. #3739

N.B.

8 May 1973

MEMORANDUM IN LIEU OF FITNESS REPORT FORM

Name: [REDACTED]
Date of Birth: [REDACTED]
Sex: Male
Grade: GS-17
SD: D
Official Position Title: Ops Officer - Staff Chief
Current Station: Headquarters
Type of Report: Annual
Reporting Period: 1 April 1972 - 8 May 1973

During the past reporting period Mr. Wheeler has served his first full year as Chief of the newly-created [REDACTED]. He has worked hard and long to improve and simplify the procedures through which we recruit, train, and deploy our [REDACTED] personnel. He has identified accurately the bureaucratic roadblocks that stand in the way of our efficient use of [REDACTED] and if he has not succeeded in removing these barriers he has made some progress. His enthusiasm for the job and his belief that it can be done have been invaluable during a formative period, and his performance on the whole has been a strong one.

[REDACTED]
Cord Meyer, Jr.
Associate Deputy Director for Operations

I have noted this report:

[REDACTED]

4/20/73
Date

E 2 IMPDET
[REDACTED]

15 JUL 1973
119

4-00000

SECRET

Fitness Report -

COMMENTS OF REVIEWING OFFICIAL: *Concur - A*
committed and effective performance -

JUL 1973

Date

W.E. Colby, Deputy Director for Operations

SECRET

30 May 1972

MEMORANDUM IN LIEU OF FITNESS REPORT FORM

Name: [redacted]
Date of birth: [redacted]
Sex: Male
Grade: GS-17
SD: D
Official position title: Ops Officer - Staff Chief
Current station: Headquarters
Type of report: Annual
Reporting period: 21 March 1971 - 31 March 1972

During the first part of the reporting period, [redacted] served as Chief, Missions and Programs Staff, and on 17 January 1972 he assumed his new duties as Chief, [redacted]. As Chief, MPS, [redacted] effectively supervised the important planning and budgetary functions of that office and under his leadership the Clandestine Service has considerably improved its programming presentations to the 7th floor and, due to the effective staff work and [redacted] guidance, the area divisions have been largely relieved of the many questionnaires and interventions with which they were once plagued.

[redacted] took over his new duties as Chief, [redacted] with enthusiasm and his wide field experience and good relationships with the area divisions should in the future bring about a much more secure and imaginative employment of our [redacted]

6 JUN 1972
68

SECRET

SECRET

[redacted] personnel. Unfortunately a heart attack during the past year slowed [redacted] down for a while but he has made a good recovery and his performance on the whole has been very strong.

[redacted]
Cord Meyer, Jr.

Assistant Deputy Director for Plans

I have noted this report:

5/30/72

Date

Comments of reviewing official:

Fully concurs.

31 May 72

Date

[redacted]
Thomas H. Karamessines
Deputy Director for Plans

SECRET

SECRET

16 February 1971

MEMORANDUM FOR: Director of Personnel
SUBJECT: Fitness Report (Special) -
[redacted]

1. This memorandum is submitted in lieu of the Fitness Report form to cover the performance of [redacted] from 1 March 1970 through February 1971. It is submitted as the final report of the Rating Officer who is retiring at the end of February 1971.

2. [redacted] outstanding characteristics are his integrity and total dedication to the continuing upgrading of management within the CS at all levels. By background, interest and training; by service in OPPB; by full-time participation in the Federal Executive Institute; and by his abiding determination to instill others with a similar will for perfection within the CS, he has made a valuable contribution to the Missions and Programs Staff (MPS) and to the Clandestine Services.

3. As chief of the Program Review Panel he has chaired the hearings of the various divisions with a great degree of sensitivity and knowledge, and has upgraded the quality and substance of those hearings. He has been especially helpful in those instances where divisions have proposed new approaches, as well as in the development of new and effective management techniques designed to simplify control and to coordinate the activities of headquarters elements and field stations.

4. [redacted] is a natural leader, bright and original. His is a creative mind, and innovative. He is articulate, rational, and thinks and talks sequentially. He has demonstrated clearly his ability to instill enthusiasm and continuing effort on the part of his subordinate officers who, taking their cue from him, are thoughtful, energetic and hard working. His officers demonstrate very high morale and great enjoyment and satisfaction in their work.

25 FEB 1971

SECRET

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5. [redacted] also has the gift of being able to absorb rapidly and commit to paper accurately and quickly, a characteristic and asset of his which has much to commend it.

6. He has been a superb deputy, acting in this capacity in my absence. He has excellent recall, is a gifted administrator, and has introduced a number of procedural changes that have increased MPS effectiveness. He has been effective in dealing with OPPB and in participation in the briefings of Office of Management and Budget (OMB) personnel. He is very cost conscious and has made several suggestions resulting in the saving of hundreds of thousands of dollars. [redacted] has always enthusiastically accepted assignments to panels designed to upgrade the quality of various trouble areas, the latest being the searching look into the [redacted] situation within the CS.

7. [redacted] is a searching individual who is totally committed to the Plans Directorate and has the high regard of most of the elements comprising the Clandestine Services.

8. As I have previously recommended, I believe [redacted] would make an outstanding Chief of the Missions and Programs Staff.

[redacted]

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

Robert P. Wheeler

2/16/71
Date

Reviewing Official: Cord Meyer

[redacted]

Cord Meyer, Jr.
Assistant Deputy Director for Plans

18 Feb 71
Date

SECRET

SECRET

9 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Special) -
[redacted]

060747-6516 - M/S - D

1. This memorandum is submitted in lieu of the Fitness Report form to cover the performance of [redacted] from 1 April 1969 to February 1970. It is submitted as a Special Fitness Report to serve as the final report of the Rating Officer who is retiring at the end of February 1970.

2. As Chief of the Programs Group (PRG) of the Missions and Programs Staff, [redacted] is responsible for, inter alia, liaison, except on budgetary matters, between the CS and OPPB; installing the Planning, Programming and Budgeting System (PPBS) within the CS; advising and assisting CS components in the preparation of Operating Directives and the program portions of the annual Operating Program response; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; preparing DDP responses to requests of the Executive Director-Comptroller on CS programs, etc.; and, as required, advising CS components on those requirements of the PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

[redacted] In carrying out the above-stated functions Mr. [redacted] has continued his superb performance in the field of management. His unusual dedication and sensible approach to and great enthusiasm for the tenets of PPBS have contributed immensely to the system's installation in the Clandestine Service. His energy, logical reasoning and sincerity have infected his numerous contacts within the CS and are goals which his officer-subordinates are striving to attain. He is so strong in his determination that good management will prevail in all components of the CS that he

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has never passed up an opportunity informally to discuss PPBS, to lecture at formal courses and to assist the DDP/TRO in his exhortations for management training. He has been a strong leader as Chairman of the Program Review Panel and supervisor of his subordinates. He has been outstanding in his ability rapidly to gather facts and produce a document in response to program and management queries levied on MPS. His wide CS experience, affability, sincerity, intelligence and dedication to the missions of the Agency, all of which have continued to be in evidence during the reporting period, make [redacted] in the opinion of the Rating Officer, one of the CS' most valuable officers.

[redacted]

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

2/10/70
Date

Reviewing Official:

Cord Meyer

[redacted]

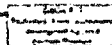
10 Feb 70
Date

Cord Meyer, Jr.
Assistant Deputy Director for Plans

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(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				060947	
SECTION A GENERAL					
1. NAME (Last) (Middle)		3. SEX	4. GRADE	5. SD	
		M	GS-16	D	
6. OFFICIAL POSITION TITLE			7. OFF. DIV/BR OF ASSIGNMENT		8. CURRENT STATION
Ops Officer			DDP/MPS/PRG		Hqs
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/>	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
<input type="checkbox"/>	SPECIAL (Specify)		<input type="checkbox"/>	SPECIAL (Specify)	
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
30 April 1969			1 January 1968 - 31 March 1969		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
SEE ATTACHED					
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					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER



SECRET

7 APR 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Annual) -
[redacted]

1. In compliance with HR 20-20, this memorandum is submitted in lieu of Fitness Report Form 45 covering the performance of [redacted] from January 1968 to 31 March 1969.

2. In late 1967 it was determined that [redacted] would be reassigned in June 1968 from the Office of Planning, Programming and Budgeting (OPPB) to the Missions and Programs Staff (MPS). Under an arrangement with the Director of PPB, [redacted] was lent to MPS on 1 January 1968 for the purpose of preparing himself to assume the functions of Chief of the Programs Group (PRG) in MPS. Accordingly, what follows covers the period of the loan, from 1 January to 11 June 1968, and the period as Chief, PRG, from 12 June 1968 to 31 March 1969.

3. From 1 January to 11 June 1968. During the period of loan to MPS, [redacted] understudied the then Chief of PRG, acquainted himself with all Group files and responsibilities, attended the Advanced Management (Planning) Seminar and performed numerous ad hoc tasks assigned him by C/MPS. He prepared himself for the new assignment and performed the ad hoc tasks assigned with such dispatch, enthusiasm and intelligence as to augur well for the future. No minor task was too menial; every major task was readily accepted as a challenge. In short, his preparation for the new position soon to be assumed left little to be desired on the part of the Rating Officer.

4. From 12 June 1968 to 31 March 1969. As Chief of PRG, [redacted] is responsible for, inter alia, liaison on non-budgetary matters between the CS and OPPB; installing the Planning, Programming and Budgeting System (PPBS) within the CS; advising and assisting CS components in the preparation of Operating Directives and the program

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SECRET

portions of the annual Operating Program responses; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; and, as required, advising CS components on the requirements of PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

5. In carrying out the functions enumerated in paragraph 4, above, [redacted] has displayed drive, initiative, enthusiasm and understanding. He has pushed within the CS on those concepts of PPBS that are considered applicable to an intelligence organization and has argued with OPPB against forcing the CS to apply those concepts which are not considered to be applicable. He has worked diligently, alone and with the assistance of the DDP/TRO, to spread throughout the CS an understanding of the why and how of PPBS. He has prepared himself well for and has exercised sound judgment and tact in the handling of the chairmanship of the Program Review Panel, on the actions of which he has brought to bear his experiences in OPPB. He has given unstintingly of his time to lecturing at Agency management courses when requested. Although he understands the need for flexibility in the CS, he has to be slowed down at times so anxious is he to make the CS the best managed directorate in the Agency. His sincere interest in good management has made him and the two senior officers he supervises cost conscious. This affable, conscientious, dedicated, highly experienced, intelligent employee, who already has given evidence of a strong performance, is a pleasure to collaborate with and a valuable asset to MPS and the CS.

[redacted]
Michael G. Mitchell

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

Reviewing Official *Couens*

[redacted]
Cord Meyer, Jr.
Assistant Deputy Director for Plans

7 April 1969
Date

8 April 69
Date

SECRET

CONFIDENTIAL
(When filled in)

TRAINING REPORT

ADVANCED MANAGEMENT (PLANNING) SEMINAR (50 hours) 3-68

Student : Dates of Course : 17-22 March 1968
Year of Birth: 1915 Office : MPS
Grade : 16 Service Designation: D
ECD Date : September 1952 No. of Students : 36

COURSE OBJECTIVE:

Course objective is to increase individual effectiveness on-the-job by developing better understanding of planning as a managerial skill and by providing familiarization with the Agency's overall planning system.

The course seeks to meet this objective by: a) providing an overall and systematic framework for managerial planning; b) identifying and analyzing basic styles of planning; c) covering selected techniques useful in planning; d) providing an orientation on the PPB system in use in the Agency and Federal Government; and by e) permitting feedback to students on their personal planning styles as revealed during course exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor

28 MAR 1968

Date

CONFIDENTIAL
(When filled in)

SECRET

18 APR 1968

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED] GS-16, O/PPB,
Employee Serial No. [REDACTED] D Career Service

REFERENCE: HR 20-20c(2)

1. In accordance with reference, this memorandum is submitted in lieu of a Fitness Report (Form 45). This is an annual report but in view of [REDACTED] transfer to the Missions and Programs Staff, DD/P, in January 1968, it covers only the period April 1967 through December 1967.

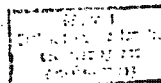
2. [REDACTED] assignment as Program Analyst involved: (a) reviewing and evaluating Agency activities, principally covert action programs; (b) participating in special in-depth studies of selected Agency activities; (c) preparing the Covert Action Program Memorandum for the Director's approval and submission to the Bureau of the Budget; (d) keeping abreast of Agency plans, programs, and progress toward defined objectives; (e) providing general staff assistance to the Director/PPB in implementing the Agency planning, programming, and budgeting system; and (f) preparing special presentations and correspondence for the Office of the Director.

3. During the year, [REDACTED] participated in a survey by the Inspector General of Agency proprietary organizations. He contributed significantly to the study. In addition, he was the Office monitor for at least two studies for the Bureau of the Budget.

4. [REDACTED] was the principal analyst assigned to the review of the Agency's Covert Action Program. He reviewed Directorate program plans and proposals, identified issues to be raised with the Director, and prepared a Program Memorandum for the Director's approval which presented Agency Covert Action plans and programs for the next five years.

7 MAY 1968

SECRET



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5. [redacted] long operational experience, extensive contacts throughout the Agency, and exceptional writing ability have contributed to the realistic appraisal of programs and plans and to their effective presentation to the Director and to the Bureau of the Budget. [redacted] is effective in dealing with other elements of the Agency and has contributed useful suggestions for improving operations and analysis. In summary, [redacted] made a significant contribution while in the Office. In view of the similarity in functions between the two organizations, I would expect this contribution to be carried forward to his new assignment.

6. I rate [redacted] over-all performance during the period as Strong.

7. [redacted] had no supervisory responsibilities.

8. This report was not shown to [redacted] because of his earlier transfer to another Agency component.

[redacted]

Chief, Program Analysis Branch
PPD/O/PPB

Reviewed by:

[redacted]

Chief, Planning and Programming Division, O/PPB

I showed this report to [redacted] He pointed out that he is still assigned to CDR. He has not been transferred to MPS/DDP.
22 April 1968
(date)

SECRET

SECRET

11 APR 1967

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : [REDACTED] GS-16, O/PPB,
Employee Serial No. [REDACTED] Career Service

REFERENCE: HR 20-20c(2)

1. In accordance with reference, this memorandum is submitted in lieu of a Fitness Report (Form 45). This is an annual report and covers the period 1 August 1966 through 31 March 1967.

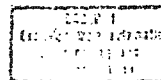
2. [REDACTED] assignment as Program Analyst involves: (a) reviewing and evaluating Agency activities or programs, principally in the areas of clandestine collection and covert action; (b) participating in special in-depth studies of selected Agency activities; (c) preparing Program Memoranda for the Director's approval and submission to the Bureau of the Budget; (d) keeping abreast of Agency plans, programs, and progress toward defined objectives; (e) providing general staff assistance to the Director/PPB in implementing the Agency PPB system; and (f) preparing special presentations and correspondence for the Office of the Director.

3. [REDACTED] has many years of experience in clandestine operations and administration, both at Headquarters and in the field. This experience has proven to be of great value to this Office in assessing Agency activities. [REDACTED] has been quick to see the usefulness of the new planning, programming, and budgeting concept as a tool for assisting management at all levels in the Agency. He has enthusiastically supported the development of a system adapted to Agency needs and has made significant contributions toward this end.

4. Currently, [REDACTED] is participating in three studies of Agency activities: an Inspector General survey of Agency proprietary organizations and two studies which were requested by the Bureau of the Budget--Agency use of communications media for political-psychological programs and Agency air capabilities at two selected facilities. In addition, [REDACTED] is in the process of preparing a Program Memorandum for the Director's approval which presents Agency Covert Action plans and programs for the next five years.

21 APR 1967

SECRET



SECRET

5. [redacted] is effective in dealing with other elements of the Agency; he writes exceptionally well, has many useful ideas, and is most cooperative. His vast first-hand knowledge of operational problems permits realistic appraisal of operating plans and proposals. In summary, [redacted] has made a definite contribution during his eight months in this Office; and we expect this contribution to continue in importance.

6. I rate [redacted] over-all performance during the period as Strong.

7. [redacted] has no supervisory responsibilities.

[redacted]
Chief, Program Analysis Branch
PPD/O/PPB

Shown to employee:

[redacted]

4/11/67
(date)

Reviewed by:

[redacted]

Chief, Planning and Programming Division, O/PPB

11 April 1967
(date)

Concur: [redacted] has provided strong support for the functions of this office and contributes materially to value judgments of covert activities.

Concur: [redacted] has provided strong support to the functions of this office and contributes materially to value judgments of covert activities.

John M. Clarke
Director/PPB
12 April 1967

SECRET

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:

Date of Birth:

Sex: Male

Grade: GS-10

SD: D

Official Title: Chief of Base

Assignment: DDP

Current Station:

Appointment: Career

Reporting Period: 1 April 1966-15 August 1966

Report: Reassignment Supervisor
Reassignment Employee

POSTED ON
C/DO
J.P. Wright

During the past four months Subject has been in only a few weeks because of a TDY assignment to Headquarters, and has now been reassigned. There are no grounds for rating his performance.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

Date:

BY SUPERVISOR

Months under my supervision
19 months

Date: 5 - AUG 1966 COS/US

BY REVIEWING OFFICIAL

Concur.

23 AUG 1966
MJK

Date: 8 August 1966

C/DO
SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

14-00000
S-E-C-R-E-T
(When filled in)

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

26 SEP
1966

This is to advise you that training request # R-17992 attended the following external training program:

COURSE: Executive Orientation in Programming, Planning and Budgeting
INSTITUTION: Civil Service Commission
DATE: 18-19 August 1966
GRADE: None

FOR THE DIRECTOR OF TRAINING:

Attachments:

- Grade Report
- 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)

SECRET
(When Filled In)

REPORT OF TRAINING AT NON-CIA FACILITY (Forward Original and One)											
TO : Director of Training ATTN : Registrar/TH THROUGH: Training Officer	FROM : OFFICE: O/PPB DATE : 24 August 1966										
1. FACILITY ATTENDED <p align="center">USCSC</p>	2. DATES OF TRAINING <p align="center">18 & 19 August 1966</p>										
3. NAME AND DESCRIPTION OF PROGRAM <p align="center">Executive Orientation in PP&B</p>											
4. YOUR TRAINING OBJECTIVES <p>To get a broad introduction to the concepts of PPBS and to learn what some other non-military elements of the Executive Branch are doing with the PPBS.</p>											
5. EVALUATION OF PROGRAM (Include a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or area of instructional competence.) <p>I thought that from a broad, general standpoint the orientation was worthwhile but that far more BOB participation would have enhanced the program greatly. There was too much of "we think this is what BOB means" and too little of BOB saying "this is what we mean". I found the movie presentation of Dr. E. S. Quade's speech terrible because of inept projection, faulty audio equipment, and out-of-place music. Dr. Quade had a message and fortunately the CSC planners must have known their film was inadequate, for we were provided with the written text. Outstanding possibly because he stood out so far in comparison to the others was Mr. Peter Szanton from BOB. Dr. Adams from the University of Maryland was quite good and Mr. Greenhouse of VA was one of the few others who really seemed to know what he was talking about beyond immediate low to medium level parochial application.</p>											
6. ATTACHED ARE	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">TRANSCRIPT OF COURSE</td> <td style="width:10%; text-align: center;">YES</td> <td style="width:10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width:20%; text-align: center;">NO</td> </tr> <tr> <td>CERTIFICATE OF COMPLETION</td> <td style="text-align: center;">YES</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">NO</td> </tr> </table>	TRANSCRIPT OF COURSE	YES	<input checked="" type="checkbox"/>	NO	CERTIFICATE OF COMPLETION	YES	<input checked="" type="checkbox"/>	NO		
TRANSCRIPT OF COURSE	YES	<input checked="" type="checkbox"/>	NO								
CERTIFICATE OF COMPLETION	YES	<input checked="" type="checkbox"/>	NO								
7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE. <div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>											
NOTE: Upon receipt of this report, with attachments as applicable, a certification of completion will be forwarded to the Office of Personnel for inclusion in your official folder.											

SECRET

glet

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:

Date of Birth:

Sex: Male

Grade: GS-16

SD: D

Official Title: Chief of Base

Assignment: DDP

Current Station:

Appointment: Career

Reporting Period: 1 April 1965 - 31 March 1966

1.

2. It is against this perspective that Subject's performance during the past year should be evaluated. He approached his job with enthusiasm and vigor but soon found that there were no tangible operational activities he could devote himself or his supporting agents to. He has been frank to state officially and unofficially the absence of any targets to which an operational base could direct itself and has therefore been relatively unoccupied during this period except for an occasional item of local coordination or follow-up on a headquarters task. Subject has had under his direct supervision

11 APR 1965
[Handwritten signature]

SECRET

[Handwritten signature]

[Handwritten mark]

SECRET

[redacted] for the current academic year. He has handled them well and has done his best to maintain their morale in spite of the fact that there were only a few specific targets on whom they could systematically work.

3. Subject is a mature, experienced and energetic officer with both operational and scholarly interests in Far Eastern, [redacted] affairs. His talents are obviously being wasted in [redacted] and arrangements have already been made to have him reassigned. The base itself will be phased down in the summer of 1966 [redacted]

4. Subject has displayed an economical approach to the use both of funds and personnel.

5. In view of the limitations, outside his control, on operational activities [redacted], Subject's performance has been more than satisfactory and is rated as proficient.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

(not available for signature)

Date:

Mos. under my supervision
15 months

BY SUPERVISOR

Date: 30 MAR 1966

COS/US

BY REVIEWING OFFICIAL

Concur.

Date: 8 APR 1966

C/DO

C. Tracy Barnes

SECRET

SECRET

Jaw

MEMORANDUM IN LIEU OF FITNESS REPORT

Name: [Redacted]
 Date of Birth: [Redacted]
 Sex: Male
 Grade: GS-16
 SD: D
 Official Title: Ops Officer
 Assignment: DDP, [Redacted]
 Current Station: [Redacted]
 Appointment: Career
 Reporting Period: 27 October 1964 - 31 March 1965

POSTED ON
Jaw
10/15-11/15/65

[Redacted] effectively assumed his duties as Chief of Base, [Redacted] in early January 1965. During the ensuing three months, he has devoted himself primarily to housing, cover, establishment of liaisons, and the orientation of his two outside people. Although he has begun to work on his operational program [Redacted] he has not been at work long enough to provide a basis for any evaluation of his operational performance.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

Not Available for Signature

Date:

BY SUPERVISOR

COS/US

Date: 24 MAR 1965

BY REVIEWING OFFICIAL

[Redacted Signature Box]

[Redacted Signature Box]

Date: *25 Mar '65*

C/DO

C. Tracy Barnes

SECRET

0021
 Control and Comments
 10/15/65
 11/15/65

20 MAR 1965

CONFIDENTIAL

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]

DCB: [REDACTED]
Male
GS-15
Deputy Chief of Station

[REDACTED]
Annual Report For the Period 1 April 1963 - 31 March 1964

In preparing this memorandum in lieu of submitting Fitness Report Form 45, I can only set forth my yearly reiteration that Subject is a senior, well-experienced, well-motivated, high caliber KUBARK officer who has been in his present grade, GS-15, since 1957. His high standard of contribution to the Station as its Deputy Chief of Station continues unfailingly. [REDACTED]

operations encompass a broad spectrum of [REDACTED] To keep on top of this activity it needs a man of energy backed up by sound operational knowledge and Subject has carried this job capably and with a will. I would certainly grade him "S" in performance evaluation.

[REDACTED] is widely dispersed and I have urged Subject on several occasions to get out to the various operational elements in an attempt to get closer to and stimulate the working case officers. After one or two starts he has not kept this up on a continuing basis, remaining at his [REDACTED] desk and invariably working through the individual branch chiefs. I am convinced more effort on his part in this field could have resulted in more yield to the Station from his long area and operations experience.

Subject actively participates in the operational review and budget preparation of the Station and has shown a definite cost consciousness.

Subject's [REDACTED] are well-known and the pro's and con's of the value of an officer remaining in one area for the major portion of his time with KUBARK (possibly to the detriment of his career) have been discussed to a sufficient degree as to rule out further reference in this memorandum. Subject is scheduled to leave [REDACTED] and enter an assignment where his operational talents will be of great value.

In any considerations concerning Subject being conducted by any personnel board or by any official of the Agency interested in KUBARK personnel, the significant points are Subject is a deeply motivated, highly capable officer who has been in his current grade too long.

Certification:

By Employee:

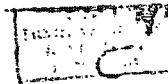
This memorandum was read by Subject and discussed with him in draft. He left the area on TDY and so cannot sign it.

By Supervisor: 23 April 1964

[REDACTED]
Chief of Station

8 JUN 1964

CONFIDENTIAL



SUBJECT:

[Redacted]

Comments of Reviewing Official:

FE Division is in agreement with this balanced assessment of Subject's performance in [Redacted] We are also hopeful that he will respond well in a new environment and broaden his operational capabilities.

Signature of Reviewing Official:

[Redacted]

DCFE

20 MAY 1964

Date

CONFIDENTIAL

SECRET

TRAINING REPORT

READING TECHNIQUES (EXECUTIVE WORKSHOP)

Name	Sex	Date of Course	No. of Students
[Redacted]	M	24 Jun-19 Jul 57	3
	EOB Date	Grade or Rank	Office
	28 Sept 1952	GS-14	FI/FR
Projected Assignment or Present Position			
Chief, FE/1			

I. Objectives:

To inform senior personnel of efficient reading techniques, and to lay the groundwork for improved reading understanding, speed, and retention.

II. Specific Quantification of Training:

This 25 hour course briefly reviews reading techniques for effective intelligence reading. The course sets forth the new principles of effective reading as Course I-7, Reading Techniques, emphasizing flexibility in reading different subjects for different purposes. Lectures, discussions, and exercises prescribed are well received and many reading skills, which have not been taught before, are acquired in this course.

III. Evaluation of Completion:

[Redacted] satisfactorily completed Reading Techniques (Executive Workshop) which was conducted each morning from 0730 to 0830.

FOR THE DIRECTOR OF TRAINING:

[Redacted Signature]

SECRET
(When Filled In)

11-81		LANGUAGE DATA RECORD	
1609117			
PART I-GENERAL			
1. NAME (Last-First-Initial) (17-24)		2. DATE OF BIRTH (25-30)	
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-38)	
		MONTH DAY YEAR	
		April 24 1957	
		<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	
PART II-LANGUAGE ELEMENTS			
SECTION A. Reading (40)			
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.			
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, BARBARD 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, BARBARD 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

OFFICE OF PERSONNEL

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND EFFICIENTLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND EFFICIENTLY 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.

MAY 29 9 53 AM '57

MAIL ROOM

SECTION E.

Understanding (44)

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

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

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(43). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BY DATE 1 SIGNIFICANT 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

4/24/57

TITLE

[Redacted Title Box]

1443

C

1471

E

Transmitted VIA
[] 10,3/4

SECRET

30 April 1963

MEMORANDUM IN LIEU OF FITNESS REPORT FOR PERIOD:

9 October 1962 - 31 March 1963

[]
[]
A review of the file reflects that [] has been constantly rated as a well-motivated, superior officer always willing to spend the "extra effort" by a variety of supervisors. During the rating period there has been no diminution in the caliber of professionalism or in the time and effort this man has contributed to the work of the []. He is a distinct asset. Over and above his drive and professionalism, brings to the Station a full background concerning intelligence activities having been associated with such activities [] for the last seventeen years, either with the military or as a member of the Agency. All of this time he has been [] except for a period of almost three years in Washington.

[] has a proficiency in [] and due to his long tenure [] has contacts at a variety of levels.

In sum, the Agency has in [] a superior officer with long background and continuity [] who can and is making a highly significant contribution to the Agency's objectives in [].

The above has stressed solely [] ability to contribute to KUPARK objectives []. However, there is no doubt in the rater's mind that [] could perform in a superior manner no matter to what geographical area he was assigned.

Serial Number [] GS-15, D Designee, ECOS, []

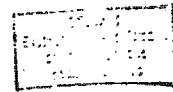
[]
COB

Read by

Date: 1 May []

20 JUN 1963

SECRET



1007
Ward

19 OCT 1962

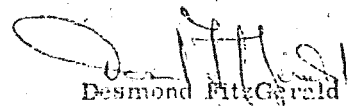
MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report - [redacted]

1. Chief of Station [redacted] was requested to forward a memorandum, in lieu of Fitness Report Form 45, on [redacted] Deputy Chief of Station, [redacted] to cover the period April 1961 to October 1962. His comments are as stated below:

[redacted] is a superior operations officer of wide scope, experience and imagination. He has over a period of years been highly successful in a variety of supervisory roles both operational and staff. In addition to these attributes he has unique qualifications of an extensive, continuous operational span of time [redacted] [redacted] contacts at a variety of levels and proficiency in the [redacted] language. Because of these latter aspects of his ability, he is able to contribute extensively to [redacted] CIA operational objectives.

2. I concur with the above.


Desmond FitzGerald
Chief, Far East Division

1007

SECRET
(When Filled In)

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

SECTION A GENERAL			
1. NAME (Last) (First) (Middle)	2.	3. SEX M	4. GRADE GS-15
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Ops Officer D-COS	
7. OFF/DIV/BR OF ASSIGNMENT			
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From To SPECIAL (Specify)	
		1 Apr 60 to 31 Mar 61	

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 In the absence of COS, acts as Station Chief		RATING NO. 6	5			RATING NO. 6
SPECIFIC DUTY NO. 2 As Deputy Chief of Station, supervises Station operational effort and intelligence production X/A 12		RATING NO. 6	SPECIFIC DUTY NO. 3			RATING NO.
SPECIFIC DUTY NO. 3 Makes recommendations to COS on Station operational program, cover and personnel		RATING NO. 6	SPECIFIC DUTY NO. 4			RATING NO.

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION	
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.	
1 - Performance in many important respects falls in most 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				NOT APPLI- CABLE	NOT OB- SERVED	RATING				
						1	2	3	4	5
GETS THINGS DONE										X
RESOURCEFUL										X
ACCEPTS RESPONSIBILITIES										X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES										X
DOES HIS JOB WITHOUT STRONG SUPPORT									X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X	
WRITES EFFECTIVELY									X	
SECURITY CONSCIOUS									X	
THINKS CLEARLY									X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X			
OTHER (Specify):										

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

JUN 1 2 52 PM '61

Subject is a superior officer in every important respect. He is intelligent, imaginative, resourceful and has balanced judgment. He understands administrative procedures and knows how to make room work. As a supervisor, he is firm and fair, and achieves the respect of his subordinates. As a subordinate, he is unfailingly loyal and helpful. He has a good overall grasp of the intelligence business and maintains a healthy attitude of common sense with respect to operations. He is especially useful because of his great knowledge of and long experience personalities and psychology, yet I consider he would be a superior officer and supervisor in any other context. His personal character is of the best.

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

2. BY SUPERVISOR

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

18 Report was prepared at headquarters.

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 T RE Chief of Station

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 28 MAY 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL CFE SIGNATURE

SECRET
(When Filled In)

Recorded
CSPS

91

FITNESS REPORT EMPLOYEE SERIAL NUMBER

SECTION A GENERAL

1. NAME [Redacted] 3. SEX M 4. GRADE GS-15

5. SERVICE DESIGNATION D 6. OFFICIAL POSITION TITLE Ops Off (DCOS) 7. OFF/DIV/BR OF ASSIGNMENT FE [Redacted]

8. CAREER STAFF STATUS: NOT ELIGIBLE [], MEMBER [X], DEFERRED [], DENIED [] 9. TYPE OF REPORT: INITIAL [X], REASSIGNMENT/SUPERVISOR [], REASSIGNMENT/EMPLOYEE []

10. DATE REPORT DUE IN O.P. 31 May 60 11. REPORTING PERIOD From 27 Jun 59 To 31 Mar 60 SPECIAL (Specify)

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding

SPECIFIC DUTY NO. 1 As Deputy for Operations, supervised Station operational effort and intelligence production. <i>DAIR</i>	RATING NO. 6	SPECIFIC DUTY NO. 4 In the absence of COS, acts as Station Chief.	RATING NO. 6
SPECIFIC DUTY NO. 2 Makes recommendations to COS on Station operational program, cover and personnel.	RATING NO. 6	SPECIFIC DUTY NO. 5	RATING NO.
SPECIFIC DUTY NO. 3	RATING NO. 6	SPECIFIC DUTY NO. 6	RATING NO.

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 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	4	5	
GETS THINGS DONE								X
RESOURCEFUL								X
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS								X
THINKS CLEARLY								X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (Specify):								

SEE SECTION "E" ON REVERSE SIDE

SECRET

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.

This is the first Fitness Report made by Rating Officer on Subject since the latter assumed duties as Deputy for Operations, [redacted] He has worked out extremely well in this role. He is intelligent, energetic, hard-working and faultlessly loyal. He pays attention to detail while remaining mindful of larger considerations. He is effective as a supervisor and commands the willing allegiance of his subordinates. He has excellent judgment in both administrative and operational matters. Because of his extensive background [redacted] his knowledge of things and people [redacted] and his fair-to-good command of the language, he is particularly well suited for his present position. However, he would be an asset to any station or element of Headquarters in a high supervisory position.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating 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 27 Apr 1960 SIGNATURE [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 27 Apr 1960 OFFICIAL TITLE OF SUPERVISOR [redacted] SIGNATURE [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

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE William V. Broe

SECRET

SECRET
(When Filled In)

31 JUL 1959

V 11
JUL 31 1959

FITNESS REPORT	EMPLOYEE SERIAL NUMBER 160947
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SECTION A GENERAL				
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX M	4. GRADE GS-15
5. SERVICE ORGANIZATION		6. OFF/DIV/BR OF ASSIGNMENT DDP/FE/POS		
7. OFFICIAL POSITION TITLE DI IO (FI) (CI)		8. TYPE OF REPORT		
9. CAREER STAFF STATUS		10. REPORTING PERIOD		
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> PENDING	<input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DECLINED	<input type="checkbox"/> DEFERRED <input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. 30/04/59		11. REPORTING PERIOD From Aug 58 31/03 59		

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Coordinates and furnishes guidance for all FI and CI matters in the FE Division.	RATING NO. 6	SPECIFIC DUTY NO. 4	RATING NO.	SPECIFIC DUTY NO. 2	RATING NO.	SPECIFIC DUTY NO. 3
SPECIFIC DUTY NO. 2 Conducts liaison with other components of the DDP, and agencies in general.	RATING NO. 6	SPECIFIC DUTY NO. 5	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.	SPECIFIC DUTY NO. 7
SPECIFIC DUTY NO. 3 Directs and supervises a staff component of nine people.	RATING NO. 6	SPECIFIC DUTY NO. 8	RATING NO.	SPECIFIC DUTY NO. 9	RATING NO.	SPECIFIC DUTY NO. 10

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION	
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.	
1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.	RATING NO. <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">5</div>

SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING	
			1	2	3	4 5
GETS THINGS DONE						X
RESCOURFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify):						

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

MAIL ROOM

Subject is a well-seasoned, imaginative operations officer, who is extremely practical in his approach to operational situations. He is especially fine in his dealings with people whether superiors or subordinates. He did an excellent job as a member of the FE Division Staff in improving and expediting the FI and CI activities of the Division. Subject has an excellent background in [redacted] and is extremely adept at building rapport with his counterparts.

He has the capacity to handle large volumes of work which many times leads him afield into activities that are not within his purview. His personality however allows him to do this without alienating others.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating 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 SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 18 months IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE 22 July 1959 OFFICIAL TITLE OF SUPERVISOR Deputy Chief, FE Division WILLIAM V. BROE

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 22 July 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division SIGNATURE Desmond Fitzgerald

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.

SECTION A. GENERAL

1. NAME, 2. OFFICE, 3. SER M, 4. SERVICE DESIGNATION, 5. OFFICIAL POSITION TITLE, 6. PERIOD COVERED BY THIS REPORT, 7. GRADE, 8. DATE REPORT DUE IN OP, 9. TYPE OF REPORT

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS OR 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. THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. I HAVE DISCUSSED WITH THE INDIVIDUAL THAT...

9. THIS REPORT IS BY SUPERVISOR, 10. SUPERVISOR'S OFFICIAL TITLE

11. 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, Period For Control, Reviewed by

I certify that any substantial difference is reflected in the above section. 12. DATE, 13. TYPE OF OFFICIAL, 14. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION C. JOB PERFORMANCE EVALUATION

1. BASIS 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.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. 4. PERFORMS DUTIES IN A COMPLETE, EFFECTIVE MANNER. 5. A FINE PERFORMANCE. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: 5

SECRET

(When Filled In)

OFFICE OF PERSONNEL

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the most important SPECIFIC duties performed. 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 similar 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 INTERVIEWS
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.

SEP 15 11 52 AM '58
MAIL ROOM

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 Coordinates and furnishes guidance for all FI and CI matters in the FE Div 6	RATING NUMBER 6	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2 Conducts liaison with other components of DDP and the Agency in general	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

[redacted] is a sound, well experienced imaginative officer. He is especially adept in dealing with people at all levels so as to earn their respect and cooperation.

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 REAGNESSES 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 REINVEST on the employee, however, it MUST be completed and forwarded to the OF no later than 30 days after the due date indicated in item 9 of Section "E" below.

SECTION E.

GENERAL

Form with fields for Name, Date of Birth, Sex, Service Designation, Office/Division/Branch of Assignment, Official Position Title, Grade, Date Report Due in Of, Period Covered by This Report, Type of Report, Initial, Reassignment-Supervisor, Special (Specify).

SECTION F.

CERTIFICATION

Form with fields for For the Rater (Name, Title, Date), For the Reviewing Official (Name, Title, Date), and a statement of review.

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.

Form with a list of 7 potential levels and a rating box containing the number 4.

2. SUPERVISORY POTENTIAL. DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING.

Form with a list of 3 supervisory potential levels and a rating box containing the number 3.

Table with columns for Actual and Potential ratings and a descriptive situation column. Rows describe various supervisory contexts like 'first line supervisor', 'second line supervisor', and 'executive level'.

SECRET
(When Filled In)

OFFICE OF PERSONNEL

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

4. COMMENTS CONCERNING POTENTIAL

SEP 15 11 52 AM '68

[] has displayed the operational and supervisory attributes that give every indication that he has an excellent potential to advance with this Agency.

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

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

Subject is married and has six children ranging in age from 4 to 15 years.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

SECTION A. GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DI 5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE 7. GRADE 8. DATE REPORT DUE IN OP 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 10. TYPE OF REPORT (Check one)

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

8. THIS DATE 10 Jan. 58 9. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Vernet L. Gresham 10. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, Far East Div.

11. 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 2/5/58 Pasted Post Control Reviewed by P. C. 2/10/58

12. I certify that any substantial difference reflected in the above section. A. THIS DATE 10 Jan. 58 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Alfred C. Ulmer, Jr. C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division

SECTION C. JOB PERFORMANCE EVALUATION

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

- 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5 - ABOVE 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)

OFFICE OF PERSONNEL

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the most 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 that 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. 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 INTERVIEWS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DERRIVING 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 - INCOMPLETE 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 Acting Chief of Branch	RATING NUMBER 6	SPECIFIC DUTY NO. 2 [Redacted]	RATING NUMBER 6
SPECIFIC DUTY NO. 3 Has and Uses Area Knowledge	RATING NUMBER 6	SPECIFIC DUTY NO. 4 [Redacted]	RATING NUMBER [Redacted]
SPECIFIC DUTY NO. 5 Coordinates with other offices	RATING NUMBER 6	SPECIFIC DUTY NO. 6 [Redacted]	RATING NUMBER [Redacted]

8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

During most of the period for which subject is rated he was acting chief of an active and important branch [Redacted]. He is currently chief of the FI group of the Division's plans and operations staff. Subject is a hard-working, dedicated employe. He has initiative and imagination and is profiting enormously from his present hq. experience. He is a very fine employe.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

- DIRECTIONS: Take into account here everything you know about the individual... productivity, conduct on 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 DUBIOUS SUITABILITY - SHOULD 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 DEGRADATION
 - 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 - FACILE TO BE 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)

After many years in the field with virtually no hq. duty, subject is now obtaining both command and staff experience. He has adapted himself splendidly and has shown remarkable versatility.

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.

SECTION E. GENERAL. 1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SER M 4. SERVICE DESIGNATION DI 5. OFFICE DIVISION BRANCH OF ASSIGNMENT DDP/FE/FT Hdq. 6. OFFICIAL POSITION TITLE Chief, FE/FT 7. GRADE GS-15 8. DATE REPORT DUE IN OP 20 January 1958 9. PERIOD COVERED BY THIS REPORT (Inclusive Dates) March 1957 - December 1957 10. TYPE OF REPORT (Circle one) INITIAL [] ANNUAL [X] REASSIGNMENT-SUPERVISOR [] REASSIGNMENT-EMPLOYEE [] SPECIAL (Specify)

SECTION F. CERTIFICATION. 1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED. 2. THIS DATE 10 Jan. 1958 3. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, Far East Div. 4. THIS DATE 10 Jan. 1958 5. TYPED OR PRINTED OFFICIAL Alfred C. Ulmer, Jr. 6. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division

SECTION G. ESTIMATE OF POTENTIAL. 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES. DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work. 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL. DIRECTIONS: Answer the questions. 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 SUFFICIENT 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. 1. I HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION. 2. BELIEVE INDIVIDUAL SHOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION. 3. BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS SITUATION. 4. BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION. 5. BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION. 6. BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION. 7. BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION. 8. BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION.

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR OFFICE OF PERSONNEL
 14 months

4. COMMENTS CONCERNING POTENTIAL
 After many years [redacted] without any hq. duty, subject is now needed hq. experience. He has shown great adaptability and versatility in two responsible hqs. positions.
 903 10 58
 MAIL ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
 Subject should remain at hq. at least another year in order that he may further broaden his experience.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENT
 Subject is married and has six children ranging in age from 3 to 14 years.

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARD OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS OR WILL DO WHEN HEAD OFFERS	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF HOW FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY FULLY	4	23. IS INFLUENCED BY OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ACQUITS HIS DUTIES	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. GETS HIS JOB DONE WITHOUT EXCESSIVE SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS HELD JOB POSTS	4	18. IS DURESSANT	4	28. HAS CRITICISM IN CONSTRUCTION
5	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN GET ON WITH SUPERVISORS	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE FREQUENT AND UNNECESSARY SUPERVISION

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

SECTION A. GENERAL

1. NAME (Please) (Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DI 5. OFFICE DIVISION BRANCH OF ASSIGNMENT DDP/FR/1 6. OFFICIAL POSITION TITLE Deputy Chief, FE/1 7. GRADE GS-14 8. DATE REPORT DUE IN OP April 30, 1957 9. PERIOD COVERED BY THIS REPORT (Inclusive Dates) 16 November 1956 - 15 March 1957 10. TYPE OF REPORT (Check one) INITIAL X

SECTION B. CERTIFICATION

1. DID THE RATED INDIVIDUAL THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. 2. CHECK (X) APPROPRIATE STATEMENT: THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. I HAVE DISCUSSED WITH THIS EMPLOYEE HIS RATING AND REASONED SO THAT HE KNOWS WHERE HE STANDS. 3. THIS DATE 16 April 1957 4. SUPERVISOR'S OFFICIAL TITLE Chief, FE/1 5. FOR THE REVIEWING OFFICER: I AGREE WITH THE SUPERVISOR'S OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE JAMES J. 1957 Posted For Control Reviewed by FUD

6. THIS DATE 16 April 1957 7. OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Chief, FE

SECTION C.

1. RATING ON GENERAL PERFORMANCE BY DUTIES 2. DEFICIENCIES: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. 3. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT. 4. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 5. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF SLACKNESS. 6. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 7. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 8. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: With additional experience on the job, his performance might be such as to warrant a 5 rating.

SECRET

OFFICE OF PERSONNEL

APR 18 2 47 PM '57

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

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

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

DESCRIPTIVE RATING NUMBER	1 - INCOMPLETE 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 - EXCELLS 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. 2	RATING NUMBER
Assistant Branch Chief in Management and supervision of Branch	4/5	Provides operational and administrative guidance to field station.	5
Gen. Supervision of CE, Liaison and CP ops. of Branch	5		
Conducts Liaison with other Agency elements and outside agencies.	6		

8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

His greatest strength is a warm and engaging personality, an unabashed friendliness that secures him an immediate willingness to cooperate from the people with whom he deals. He is an extremely hard worker, an accurate and meticulous reporter, has energy and enthusiasm and is generally sound in his judgment. On occasions he demonstrates a lack of depth in his assessment of a situation which leads him to jump too quickly to conclusions based on intuition and emotion. As the facts assert themselves, however, he is ready to revise his opinions. As his knowledge of the Agency and operations continue to grow, however, this tendency should diminish.

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.

- DEFINITELY UNDESIRABLE - HE SHOULD BE SEPARATED
- OF QUESTIONABLE SUITABILITY - SHOULD NOT HAVE ASSIGNED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO DEARNESS SUFFICIENTLY OUTSTANDING TO WARRANT SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN OUTSTANDING EMPLOYEE PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FOLLOW:

Although he is perfectly capable of conducting his current job with distinction, he would shine in any position involving liaison with the U.S. military in which his long experience in dealing with military men and his personality could be brought to bear.

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

SECTION E.

GENERAL

Form with fields for NAME (Last, First, Middle), DATE OF BIRTH, SER (M, D), SERVICE DESIGNATION, OFFICE/DIVISION/BRANCH OF ASSIGNMENT, OFFICIAL POSITION TITLE, GRADE, DATE REPORT DUE IN OF, PERIOD COVERED BY THIS REPORT, TYPE OF REPORT (Initial, Reassignment, Special), and ANNUAL/REASSIGNED EMPLOYEE checkboxes.

SECTION F.

CERTIFICATION

Form with fields for FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED, THIS DATE, SUPERVISOR'S OFFICIAL TITLE, and FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCES OF OPINION IN ATTACHED MEMO, THIS DATE, OFFICIAL TITLE OF REVIEWING OFFICIAL.

SECTION G.

ESTIMATE OF POTENTIAL

Form with sections for POTENTIAL TO ASSUME GREATER RESPONSIBILITIES (Rating 5), SUPERVISORY POTENTIAL (Yes/No), and a table for ESTIMATE OF POTENTIAL with columns for ACTUAL, POTENTIAL, and DESCRIPTIVE SITUATION.

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

2. COMMENTS CONCERNING POTENTIAL
When he is unsure of himself in new problems, he tends to trade on his **Apr 10 2 42 PM '57** and his emotional feeling for a situation or a person resulting in a vacillation of attitude and an inconsistency that limits his effectiveness. **Wherwan Room** had past experience he generally makes sound decisions.

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

He has a large family (six children) and would like to return to the field after enough Headquarters experience.

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.

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

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

SECRET

C-O-N-F-I-D-E-N-T-I-A-L
(When Filled In)

18 January 1957

MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Operational Management Course for FE Personnel

1. FE/VI, has completed a Special Management Course (Operational Management Seminar) held 7-18 January, 1957.

2. The course covered 38 hours of lectures and group discussions, together with a limited amount of reading. The course outlined the responsibilities of management at the Branch Chief level and selected problems of Headquarters management dealing with clandestine activities. The individual named completed all course assignments but received no grade, since no evaluation was made of the student's performance in this special course, or of his ability to perform a particular job assignment.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor, Basic Management

C-O-N-F-I-D-E-N-T-I-A-L
(When Filled In)

SECRET

18 December 1956.

MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report on [redacted]

1. The attached Fitness Report should be read with the following facts in mind. The Rating Officer arrived in [redacted] on 21 January 1956. [redacted] on or about 19 March 1956 and was in the United States on TDY until 8 May 1956. From 8 May until he

[redacted]

2. I question, therefore, whether [redacted] was under the Rating Officer's direct supervision for a sufficient period of time to insure that the attached report is a completely equitable one. Inasmuch as the Chief of Station reviewed this report and made no comment, I am in no position to take issue with it, but suggest that it be viewed in the context of other Fitness Reports on [redacted]

[redacted]
Chief, FE/1

Attachment

SECRET
(When Filled In)

FIELD FITNESS REPORT

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

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

INSTRUCTIONS

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

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

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

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

SECTION I

LEAVE	USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
			M	DI D1
4. GRADE	5. STATION DESIGNATION (Current)			
GS-11				
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
	1 November 1955 to 7 June 1956			

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
I.O. (F-1)	April, 1954
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

BY	DATE
<i>[Signature]</i>	11 JAN 1957
Posted Pos. Control	
Reviewed by PUD	<i>[Signature]</i> 1-14-57

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES:	
1. NAME OF RATER (Last)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Last)
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
7 Dec 1956	<i>[Signature]</i> CFF/1

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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 such statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means 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.

JAN 10 10 40 AM '57

MAIL ROOM

STATEMENTS	CATEGORIES						
		NOT OR-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 TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.					X		
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.							X
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.							X
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.							X
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPERVISOR.				X			

SECRET

SECRET

(When Filled In)

26. CAN THINK ON HIS FEET. 27. COMES UP WITH SOLUTIONS TO PROBLEMS.							X		
28. STIMULATING TO ASSOCIATES; A "SPARR PLUG".					X				X
29. TOUGH MINDED.					X				
30. OBSERVANT.									X
31. CAPABLE.								X	
32. CLEAR THINKING.					X				
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.					X				
34. EVALUATED SELF REALISTICALLY.								X	
35. WELL INFORMED ABOUT CURRENT EVENTS.								X	
36. DELIBERATE.					X				
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.								X	
38. IMPLEMENTS DECISIONS REGARD- LESS OF OWN FEELINGS.					X				
39. THOUGHTFUL OF OTHERS.								X	
40. WORKS WELL UNDER PRESSURE.							X		
41. DISPLAYS JUDGEMENT.							X		
42. GIVES CREDIT WHERE CREDIT IS DUE.							X		
43. HAS DRIVE.								X	
44. IS SECURITY CONSCIOUS.									X
45. VERSATILE.								X	
46. HIS CRITICISM IS CONSTRUCTIVE.								X	
47. ABLE TO INFLUENCE OTHERS.								X	
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.							X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.					X				
50. A GOOD SUPERVISOR.					X				

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Intuitive adaptability to characteristics of professional contacts matched by warm human approach, facilitate easy and potentially useful rapport [redacted]
[redacted] Good reporter of events, aided by retentive memory. Broad background of understanding of history and culture [redacted] Prone to work "off the top of his head," but assesses situations quickly. Well qualified liaison officer if properly backed and supervised.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

"Weather vane" in his attitudes, he frequently lacks discernment and consistency in his assessment of personalities and vacillates in the pursuit of objectives; this limits him in the role of supervisor and operations officer. Lacks tenaciousness in presenting unpopular issues [redacted]

SECRET

SECRET

(When Filled In)

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

Performance hamstrung by preoccupation with personal and professional status in the Agency, unwarranted in terms of both personal popularity and quality of work.

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

Shrinks from assuming full responsibility. Fits well into a system of checks and balances.

JAN 10 10 49 AM '57
MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

In view of prescriptive return to field assignment, should keep up his knowledge of the language. Tradecraft training designed to develop a basic facility for developing personal contacts into a central relationship and for turning contacts over effectively to other ops personnel.

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

SECTION VI

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

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

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

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

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

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION... THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION... HARRING 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 BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

SECRET

CUMULATIVE TRAINING RECORD

DATE

1 25 October 1956

NAME		PROJECTED PERSONNEL ACTION	
		PROMOTION <input checked="" type="checkbox"/>	ASSIGNMENT <input type="checkbox"/>
		OTHER (Explain)	
		ROTATION <input type="checkbox"/>	TRAVEL <input type="checkbox"/>

FROM: I.O. (VI), GS-14, [redacted] TO: Area Ops Off, GS-14, Hqs, [redacted] FOD: Bopt 52

X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
	BASIC ORIENT. ALSO BIC, BITC, SOC, BIP, PH I			AIR OPS. 1 2 3 4 5	
	CLAND. M B T ALSO OC, PH II	27 Oct-26 Nov 52		NAV. OPS 1 2 3 4 5	
	CLAND. OPS. ALSO AIC, AITC, AOC, CAI, PH III			CLAND. FLD. ACT. 1 2 3 4 5 6	
	RESISTANCE OPS ALSO PH. I-II-III, RAFF			SURVIVAL 1 2 3 4 5 6	
	CLAND. SERV. 27 Oct 52	1, Oct 52		BASIC PHOTO	
	WORLD COMMUNISM			DOCUMENTATION	22 Oct 52
	ANTI-COMM. OPS.			LOCKS	
	ADMIN PROCEDURES			SECRET WRITING	8-9 Dec 52
	OPS. SUPPORT			PLAPS & SEALS	
	TRADECRAFT PHASE ADMIN PHASE			SMALL ARMS, FAM, OTHER TRAINING	
	REPORTS			BIC	1-5 Dec 52
	ORDER OF BATTLE				
	COUNTERESPIONAGE				
	ADV. COUNTER-ESPIONAGE				
	OPS. SECURITY				
	WAR PLANS				
	CLAND. POL. WARF. STAYBEHIND OPS.				
	TECH. DEV. ORIENT.				
	INSTR. TECH.				
	EVASION-ESCAPE				
	SAB. OPS.				
	INVEST. TECH. ALSO CI TECH.				
	ADMIN REFRESHER				
	ROD. IMPROVE.				
	BASIC SUPV.				
	BASIC MGMT.			PRE-TEST	
	BALLOON OPS.			ASSESSMENT	

REMARKS:

- CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS BACKGROUND EXPERIENCE TRAINING.
- SUBJECT HAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.

TRAINING OFFICER COMMENTS:

A. THIS DOES (NOT) MEET TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION.

B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN "X". THE COMPLETION OF WHICH WILL SATISFY BASIC QUALIFYING STANDARDS.

C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE QUALIFYING REFRESHER TRAINING AS CHECKED AT THE LEFT: SOONEST UPON RETURN TO HQ.

D. WAIVER AND CC. SHOULD BE REQUESTED FOR THOSE COURSES MARKED WITH A "W".

E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE DATE THESE RECOMMENDATIONS HAVE NOT BEEN MET.

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

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

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

DATE: 14 Nov 56 SIGNATURE OF CAREER MANAGEMENT OFFICER: [redacted]

SECRET

TRAINING REPORT

CLANDESTINE SERVICES REVIEW NO. 14

NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
[REDACTED]	Male	24 September-12 October 1952	42
	END DATE	GRADE OR TERM	OFFICE
[REDACTED]	23 September 1952	GS-14	TE/L
PROJECTED ASSIGNMENT OR PRESENT POSITION			
Chief, [REDACTED]	CP-1		

I. OBJECTIVES

The objectives of this course are to provide familiarization with 1) the Clandestine Services' functional structure, current mission, operational programs, and support facilities; 2) other Agency offices and their capacity to support the Clandestine Services. It is not intended to impart basic operational knowledge, but is designed to make the returning case officer current with recent developments.

II. SPECIFIC CHARACTERISTICS OF COURSE:

A description of current policy, objectives, organization, programs showing operational emphasis, methods of personnel management, fiscal administration, and existing capabilities for providing operational and intelligence support was presented by means of lectures, tours, and selected reading material. The course involved three weeks.

III. CERTIFICATION OF COURSE COMPLETION:

[REDACTED]

has attended the entire course.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]

Chief, Instructor
Clandestine Services Review

SECRET

SECRET
(When Filled In)

FIELD FITNESS REPORT

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

INSTRUCTIONS

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

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

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

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

SECTION I

1. LAST NAME	2. FIRST NAME	3. SEX	4. SERVICE DESIGNATION
		M	DI
5. GRADE	6. STATION DESIGNATION (Current)		
GS-14			

7. DUE DATE OF THIS REPORT	8. PERIOD COVERED BY THIS REPORT (inclusive dates)
30 October 1955	31 October 1954 to 30 October 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
I. C. (FI)	April, May, 1954

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

a. As Acting Chief, FI, has been responsible for supervising all FI activities of the Base, and for coordinating those activities with Chief, PP.

b.

c.

BY [Signature] DATE Sept 56

Posted Post Control _____

Reviewed by PUD [Signature]

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 RECEIVING OFFICIAL IN FIELD (True)
Robert H. LINN	
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED	
4. DATE REPORT AUTHENTICATED AT HQC.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL DIRECTOR AT HEADQUARTERS
23 March 1956	

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL

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

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

26. CAN THINK ON HIS FEET.							X						
27. COMES UP WITH SOLUTIONS TO PROBLEMS.									X				
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".									X				
29. TOUGH MINDED.						X							
30. OBSERVANT.								X					
31. CAPABLE.												X	
32. CLEAR THINKING.								X					
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.									X				
34. EVALUATES SELF REALISTICALLY.								X					
35. WELL INFORMED ABOUT CURRENT EVENTS.								X					
36. DELIBERATE.						X							
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.										X			
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.								X					
39. THOUGHTFUL OF OTHERS.										X			
40. WORKS WELL UNDER PRESSURE.								X					
41. DISPLAYS JUDGEMENT.								X					
42. GIVES CREDIT WHERE CREDIT IS DUE.										X			
43. HAS DRIVE.										X			
44. IS SECURITY CONSCIOUS.										X			
45. VERSATILE.												X	
46. HIS CRITICISM IS CONSTRUCTIVE.										X			
47. ABLE TO INFLUENCE OTHERS.										X			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.								X					
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.								X					
50. A GOOD SUPERVISOR.										X			

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is highly capable in several fields: he writes well and quickly; he speaks clearly and to the point; his sense of humor and breezy charm make him the center of any social group and able to get along with people on any level. He does a prodigious amount of work with great facility and is always willing to work long hours to get a job done. He is ideal as a liaison man for contacts with high level officials.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Has a tendency to do things "off the top of his head". Somewhat easily upset when difficulties arise or when he has worked himself into a combination of fatigue and depression. Sometimes allows his emotions or his needs to color his reports and his evaluations of others.

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHTS ALL OTHER CONSIDERATIONS:
Versatility in dealing on a friendly and extremely effective basis with all kinds of people, particularly those in high level positions.

D. DO YOU FEEL THAT HE REQUIRED CLOSE SUPERVISION? NO YES. IF YES, WHY?
APR 3 1 56 PM '56
MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?
P&F training, and refresher course, if available, in FI ops.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person): Subject has an excellent knowledge of the area, its people, and language and is able to use this knowledge with great resultant benefits to his work.

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. UNKINDLY 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 HAVE A CAREER IN THE ORGANIZATION.
 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion?
 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating. Still in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.
 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
 2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
 3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET
(When Filled In)

FIELD FITNESS REPORT

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

INSTRUCTIONS

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

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

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

Posted Per. Control B7 2-15-55
3/8/55

A

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

SECTION I

FOR HEADQUARTERS USE ONLY		DATE OF BIRTH	SEX	SERVICE DESIGNATION
			M	WAFERS 5D-P1
GRADE	STATION DESIGNATION (Current)			
GS-14				
DATE OF THIS REPORT	PERIOD			
30 Sept. 1954	14 January 1953 to 30 October 1954 (present supervisor) 14 Nov. 1952 to 30 October 1954			

SECTION II (To be completed by field supervisor)

CURRENT POSITION	DATE ASSUMED RESPONSIBILITY FOR POSITION
Acting Deputy for RUFIRE; Chief of Liaison 10 (FI) 0136 S1	April-May 1954

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

Subject is Acting Deputy for RUFIRE activities within the Mission. As such, he is responsible for organizing, directing, and coordinating the three sections charged with RUFIRE duties as well as the Intelligence Staff which is in turn responsible for requirements, central intelligence files, CE coding and filing, and the preparation and dissemination of reports. Subject is also Chief of Liaison and in his capacity directs and coordinates the work of four liaison sections dealing with both U.S.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
NAME OF RATER (Typed)	NAME OF REVIEWING OFFICIAL IN FIELD (Typed)
1. THIS REPORT WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
DATE REPORT AUTHORIZED	NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS
14 Jan 55	Mr. [Signature]

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

FEB 9 10 31 AM '55

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. **MAINTAIN ROOM** 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 such 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 "A" 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 OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	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. HAD INITIATIVE.							X
5. UNEMOTIONAL.					X		
6. ANALYTIC IN HIS THINKING.						X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.							X
10. KNOWS WHEN TO SEEK ASSISTANCE.							X
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.							X
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.							X
15. HAS AN OPEN MIND TOWARD LONG TERM GOALS.							X
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.							X
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.							X
21. ACCEPTS RESPONSIBILITIES.							X
22. ADMITS HIS ERRORS.							X
23. RESPONDS WELL TO SUPERVISION.							X
24. EVEN DISPOSITION.					X		
25. ABLE TO DO HIS JOB WITHOUT SPECIAL TRAINING.						X	

SECRET

(Also called 18)

26. CAN THINK ON HIS FEET.								X	
27. COMES UP WITH SOLUTIONS TO PROBLEMS.									X
28. STIMULATING TO ASSOCIATES. A "SPARK PLUG".								X	
29. TOUGH MINDED.						X			
30. OBSERVANT.								X	
31. CAPABLE.									X
32. CLEAR THINKING.						X			
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.									X
34. EVALUATES SELF REALISTICALLY.									X
35. WELL INFORMED ABOUT CURRENT EVENTS.								X	
36. DELIBERATE.						X			
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.								X	
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.									X
39. THOUGHTFUL OF OTHERS.									X
40. WORKS WELL UNDER PRESSURE.								X	
41. DISPLAYS JUDGMENT.							X		
42. GIVES CREDIT WHERE CREDIT IS DUE.								X	
43. HAS DRIVE.									X
44. IS SECURITY CONSCIOUS.								X	
45. VERSATILE.									X
46. HIS CRITICISM IS CONSTRUCTIVE.									X
47. ABLE TO INFLUENCE OTHERS.							X		
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.								X	
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.								X	
50. A GOOD SUPERVISOR.									X

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject has the outstanding ability to do a remarkable number of jobs remarkably well. He performs brilliantly and rapidly, if sometimes superficially, and completes a prodigious amount of work, meeting deadlines, and at the same time, unless deeply disturbed, maintaining a humorous and kindly attitude toward his associates that makes him almost always exceptionally pleasant to deal with. He is extremely well suited for almost any phase of intelligence work.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES? Subject tends at times to become elated or depressed to the extent that he sometimes loses his ability to make a carefully balanced judgement. When, as happens very rarely, he runs up against what he believes to be stupidity or serious incompetence, his strongly emotional reaction sometimes hampers a necessary working relationship. He is occasionally a little too easily swayed, like a weather-vane, by the opinions of his superiors. Some of these characteristics are, however, at times actually advantageous in his work, and are far overbalanced by his outstanding strengths.

SECRET

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTRIGS ALL OTHER CONDITIONS:

High capacity for competent and rapid accomplishment in almost any intelligence field, OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, ON FEB 9 10 31 AM '55

Subject has excellent balance in supervising others, but often requires guidance and direction in something in which he personally is closely concerned. MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

R&P course; refresher course in KUPIRE techniques.

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

Subject makes an invaluable contribution through his knowledge of Japan, and through the continuity resulting from his willingness to remain for an indefinite period in the area.

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. TIRRED BY RESTRICTIONS. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. DOUBTERED 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. MARKING 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 BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE. HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

IMPORTANT
EMPLOYEE INSTRUCTIONS
ON PAGE 4

LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT
AGENCY INSTRUCTIONS
ON PAGE 2

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read page 4 carefully before you fill in the form.
- Fill in **BOTH COPIES** of the form. Type or print in ink.
- Do not detach.

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

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
EMPLOYING DEPARTMENT OR AGENCY			AGENCY LOCATION (City, State, ZIP Code)	
HAVE YOU EVER BEFORE FILED THIS FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one.				

3 By law, a person, who can be covered, automatically receives regular life insurance, unless he waives all coverage. You have the choice of waiving all coverage, increasing your life insurance coverage through additional optional insurance, or declining the additional optional insurance. So, **READ CAREFULLY AND THEN**

MARK AN "X" IN ONE OF THE BOXES BELOW (DO NOT MARK MORE THAN ONE):

Mark here → **A** I WANT THE \$10,000 OPTIONAL INSURANCE in addition to my regular insurance. I authorize deductions to pay the full cost.
for **BOTH** OPTIONAL AND REGULAR insurance.

Mark here → **B** I DO NOT WANT THE \$10,000 OPTIONAL INSURANCE but I understand I still get my regular insurance. I understand I cannot get optional insurance, unless I: (1) wait at least one year after I sign this form, (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability.
for **REGULAR BUT NO OPTIONAL** insurance.

Mark here → **C** I DO NOT WANT ANY LIFE INSURANCE NOW. I understand that I cannot get any regular insurance, unless I: (1) wait at least one year after I sign this form; (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability. I understand I cannot get the \$10,000 optional insurance unless I first have the regular insurance.
for **NO INSURANCE AT ALL**.

4 DATE AND SIGN. RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

Subject failed to elect optional insurance during the open period.

DATE

14 Apr 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

PERSONNEL
OFFICE
APR 14 10 24 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176
MARCH 1973
FPM Supplement 870-1
176-103

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO. NAME
LAST FIRST MIDDLE

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	CODE	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	CODE	O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE	
05	16	73	06	17	73	2 - TDY (Basic) 4 - CORRECTION 8 - CANCELLATION	37	38 39	EUROPE	40-42
							2			801

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. NCCAD-000091-73 DOCUMENT DATE/PERIOD 05/15/73 - 06/17/73

REMARKS

PREPARED BY	REPORT INITIALED OR CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCS		
<input checked="" type="checkbox"/> C & L DIVISION, CTR.	DATE 21/9/73	SIGNATURE
C & T DIVISION		

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

S-E-C-R-E-T

CERTIFICATION OF ATTENDANCE

NAME OF SCHOOL OR FACILITY: Federal Executive Institute
COURSE : Follow-up Seminar
COURSE DATES : 10 December 1970 (1 day only)
GRADE (IF GIVEN) : None
TRAINING REQUEST NUMBER : 031297

I certify the above to be true and correct to the best of my knowledge.

[Redacted Signature Box]

SIGNATURE

DATE

11/27/71

NOTE: This form is to be used only when the facility attended does not give official completion information.

TRAINING COMPLETED

Request No. 031297

Date 7/12/71

S-E-C-R-E-T

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

Memorandum

Subject: Completion of "The Residential Program in Executive Education" at the Federal Executive Institute, Charlottesville, Virginia

Date: July 15, 1970

In Reply Refer To:

From: FRANK P. SHERWOOD *Frank Sherwood*
Director, Federal Executive Institute

Your Reference:

To: [Redacted]
Registrar, Office of Training
Central Intelligence Agency
Washington, D. C. 20505

This is official notice that [Redacted] has satisfactorily completed the eight-week session of "The Residential Program in Executive Education" at the Federal Executive Institute, Charlottesville, Virginia. This session of that educational program was held from May 10 - July 2, 1970. A certificate of completion has been issued to the above named person. One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.

TRANSMITTED
Request No. 207215
Date 20/1970
COMPLETED

Keep Freedom in Your Future With U.S. Savings Bonds

SECRET
(When Filled In)

GS-16 D

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. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH

SECTION II EDUCATION

HIGH SCHOOL			
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> 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

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:				
2. NAME OF SPOUSE (Last)		(First)		(Middle)
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. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

SECRET
(When Filled 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)			
				RESIDENCE	TRAVEL	STUDY	TECH ASSIGNMENT
1.			APR 9 9 37 AM '69				
2.							

SECTION VI TYPING AND STENOGRAPHIC SKILLS		
1. TYPING (PPM)	2. SHORTHAND (PPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM
		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:

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? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. NEW CLASSIFICATION
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	<input type="checkbox"/> ARMY	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> NATIONAL GUARD
	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> 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 <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED				
5. MILITARY MOBILIZATION 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	
			RESIDENT
			AGENCY SPONSORED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS			
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP	
		FROM	TO
1.			
2.			
3.			

SECTION X REMARKS	

DATE	SIGNATURE
4 APR 1969	

SECRET

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO: Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-8	(Print)	7-24		25-26 43

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 digit). 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	78-26	30-31	32-33	34-35	36-37	38-39		40-42
2. CORRECTION									
3. CANCELLATION	1	08	26	64	06	12	66	Hawaii	730

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. TDY (Basic)	27	78-26	30-31	32-33	34-35	36-37	38-39		40-42
2. CORRECTION									
3. CANCELLATION									

SOURCE OF RECORD DOCUMENT

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE Honolulu 3199	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. IN NR 36523A	DOCUMENT DATE/PERIOD 13 June 1966
---	--

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION	DATE 7-2-66	SIGN
C & F DIVISION		

Supplement to Staff Agent Personnel Action

25 October 1964

In view of your [redacted] assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain obligations incident to your status as an appointed employee.

1. **Payroll Administration.** As indicated in your Staff Agent Personnel Action, your present salary and grade are \$20,245.00 per annum and GS-16³, respectively. As an appointed employee of the Government you are entitled to receive and retain only the salary, allowances and other benefits applicable to that status. However, procedural variations will be followed to preserve the security of your position.

(a) The gross emoluments that you receive from your [redacted] activities will be retained by you as an offset against the gross emoluments due you from this organization. If [redacted] emoluments ever exceed those due you from this organization, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Federal income taxes will be withheld, reported and paid in conformance with Agency procedures designed to protect against the unauthorized revelation [redacted] [redacted] You will be briefed thereon prior to your departure.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one-half percent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

SECRET

2. Furnished Quarters. If you and your dependents are furnished quarters by the Government while PCS [redacted] you will be charged a reasonable rental therefor, as established under the [redacted] rental rate schedule of this organization.

3. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

4. Place of Assignment. This Supplement [redacted] ed upon an assignment [redacted] Any deviation there [redacted] require a new supplement or an amendment thereto.

UNITED STATES GOVERNMENT

BY [redacted]

SECRET

SECTION I GENERAL

1. NAME: [Redacted] PERSON FIRM

2A. PROJECT: [Redacted]

3. ALLOTMENT NO.: 52-0-0369

4. SLOT NO.: 0261

20. PERMANENT STATION: [Redacted]

2A. FUNDS: [Redacted]

5. PREVIOUS CIA PSEUDONYM OR ALIAS: [Redacted]

6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. YES NO (If yes, describe and include dates and salary.)

Staff Employee - Sect. 50 to Present - 08-14-64 to 08-16

7. SECURITY CLEARANCE (Type and date): Staff Clearance

11. MEDICAL CLEARANCE: OBTAINED INITIATED NOT REQ'D.

8. CONTRACT IS TO BE WRITTEN IN STERILE FORM P.S. "U.S. GOVERNMENT" YES NO

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 YES NO

10. PROPOSED CATEGORY (Contract agent, contract employee, etc.): Staff Agent

SECTION II PERSONAL DATA

11. CITIZENSHIP: U.S.

12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN YES NO

13. AGE: 40

14. DATE OF BIRTH (Month, day, year): October 4, 1915

15. LEGAL RESIDENCE (City and state or country): Washington, D. C.

16. CURRENT RESIDENCE (City and state or country): [Redacted]

17. MARITAL STATUS (Check as appropriate): SINGLE MARRIED WIDOWED ANNULLED SEPARATED DIVORCED

18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE:
Wife, 47
Daughters, 15, 13, & 9
Sons, 13 & 11

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: [Redacted]

21. VETERAN: Yes

22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat): [Redacted]

23. BRANCH OF SERVICE: Navy

24. GRADE OR GRADE: Lt.

25. DRAFT ELIGIBLE: YES NO

26. DRAFT DEFERMENT OBTAINED BY CIA YES NO

SECTION IV COMPENSATION

27. BASIC SALARY: \$20,245 GS-15 Step 3

28. POST DIFFERENTIAL: 15%

29. COVER (Breakdown, if any): See below under #40

30. FEDERAL TAX WITHHOLDING:

COVER		CIA	
<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	NO

SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS: [Redacted]

32. POST: H. A.

33. OTHER: H. A.

34. COVER (Breakdown, if any): * Quarters handled locally [Redacted]

SECTION VI TRAVEL

35. TYPES: DOMESTIC DOMESTIC OPERATIONAL FOREIGN OPERATIONAL

36. WITH DEPENDENTS: YES NO

37. VEHICLE TO BE SHIPPED: YES NO

38. VEHICLE TO BE STORED: YES NO

39. PERSONAL VEHICLE TO BE SHIPPED: YES NO

40. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL: YES NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH:

Same as 18 above

For #29: [Redacted]

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH: CIA REGULATIONS COVER POLICIES AND PROCEDURES

SECTION VII OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION: \$9

43. ENTERTAINMENT: 7.00

44. OTHER: [Redacted]

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH: CIA REGULATIONS COVER POLICIES AND PROCEDURES

**CONTRACT INFORMATION AND CHECK LIST
(CONTINUED)**

WITH SEE INSTRUCTIONS ON REVERSE SHEET.

TELEPHONE EXTENSION 21-1000	DIVISION X-1
DATE 21 October 1964	

SECTION VIII OTHER BENEFITS
 88. BENEFITS (See HR 10-40, HR 10-41, HR 10-7, HR 10-33, and HR 10-620-1, HR 10-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)
 Same as Staff Employee

SECTION IX COVER ACTIVITY

47. STATUS (Check) <input checked="" type="checkbox"/> ESTABLISHED	48. TYPE (Check) <input checked="" type="checkbox"/> PROFESSIONAL	<input type="checkbox"/> CULTURAL	<input checked="" type="checkbox"/> COMMERCIAL	<input type="checkbox"/> TOURIST
<input type="checkbox"/> UNEMPLOYED	<input type="checkbox"/> SUBSIDIARY	<input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> MILITARY	<input type="checkbox"/> OTHER

49. IF COVER PAYMENTS ARE CONTINGENT, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS
 YES NO COMPLETE PARTIAL

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

SECTION XI TERM

51. DURATION	52. EFFECTIVE DATE	53. RENEWABLE
DAYS MONTHS 2 YEARS		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

54. TERMINATION NOTICE (Number of days) 30
 55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION
 YES NO

SECTION XII FUNCTION
 56. PRIMARY FUNCTION (CI, PI, PP, other) FI

SECTION XIII DUTIES
 57. DUTIES TO BE PERFORMED

SECTION XIV QUALIFICATIONS
 58. EXPERIENCE
 Subject has been employed by the Agency since 28 September 1952

SECTION XV EDUCATION

(Check Highest Level Attained)	COLLEGE SCHOOL	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE
	BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE	

59. LANGUAGE COMPETENCY

LANGUAGE	SPEAK				WRITE				READ				A1. INDIVIDUAL'S COUNTRY OF ORIGIN	
	FLUENT	INTERMEDIATE	BASIC	POOR	FLUENT	INTERMEDIATE	BASIC	POOR	FLUENT	INTERMEDIATE	BASIC	POOR		
English														U.S.A.

62. AREA KNOWLEDGE
 Japan

SECTION XVI EMPLOYMENT PRIOR TO CIA
 63. GIVE INCLUSIVE DATES, POSITION, TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING.
 1941-42 - Univ. of Calif.
 1942-46 - U.S. Navy
 1946-52 - War Dept. Intel Specialist

SECTION XVII ADDITIONAL INFORMATION
 64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

DATE	FILE NO.	INITIALS	SIGNATURE

SECRET

This document consists of 1 page,
No. 1 of 3 copies, Series A.

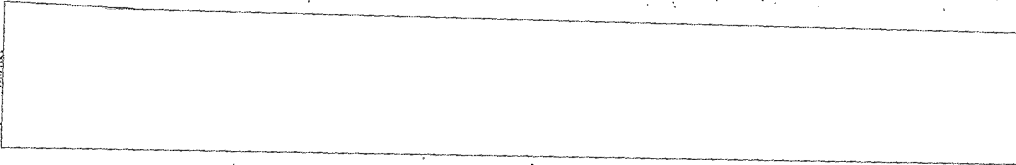
DEPARTMENT OF STATE
THE DIRECTOR OF INTELLIGENCE AND RESEARCH

Executive Registry
60-5871

CD: P. [Signature]

AUG 21 1964

Dear Mr. McCone:



Sincerely,

George Denney
George C. Denney Jr.
Acting

Attachment:
Telegram 586, copy 2.

Mr. John A. McCone
Director,
Central Intelligence Agency,
Langley, Virginia

SECRET

INCOMING TELEGRAM *Department of State*

34-31

CONTROL: 13542 SECRET

Action RECD: AUGUST 17, 1964
6:19 A.M.

INRD FROM: [REDACTED]

Info ACTION: SECSTATE 586

RMR DATE: AUGUST 17, 2 P.M.

ROGER CHANNEL

002

PERSONAL FOR MCCONE [REDACTED]

WE WILL BE REPORTING IN ANOTHER FORM OUR ANALYSIS OF THE CASE [REDACTED] I JUST WANT TO TELL YOU, HOWEVER, THAT WE WOULD NOT RPT NOT HAVE BEEN ABLE TO GET THE RESULTS WE DID IF IT HAD NOT BEEN FOR [REDACTED] HE WAS ON THE JOB WITHIN MINUTES AFTER THE MEN WALKED IN, GOT HIS RUSSIAN SPEAKING PEOPLE WORKING QUICKLY, AND HELPED TO HANDLE THE WHOLE AFFAIR WITH EFFICIENCY AND DISPATCH. HIS EXPERIENCE [REDACTED] AND THE CONFIDENCE WHICH THE [REDACTED] AUTHORITIES SHOWED IN WORKING WITH HIM WERE A DECISIVE FACTOR IN THE DEFINITE CHANGE WHICH TOOK PLACE OVER THE WEEKEND IN THE [REDACTED] ATTITUDE ON HOW TO HANDLE CASES LIKE THIS.

HIS CONTRIBUTION HAS BEEN MAJOR AND THE RESULTS WILL BE LONG-LIVED. THIS IS ONLY ANOTHER EXAMPLE OF THE SERVICE [REDACTED] HAS PERFORMED HERE OVER THE YEARS. WE ARE SORRY TO SEE HIM LEAVE AND WILL MISS HIM VERY MUCH.

GP-1.

[REDACTED]

BA

SECRET

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SECRET

Supplement to Staff Employee Personnel

Action for Integration of

Effective 8 May 1959

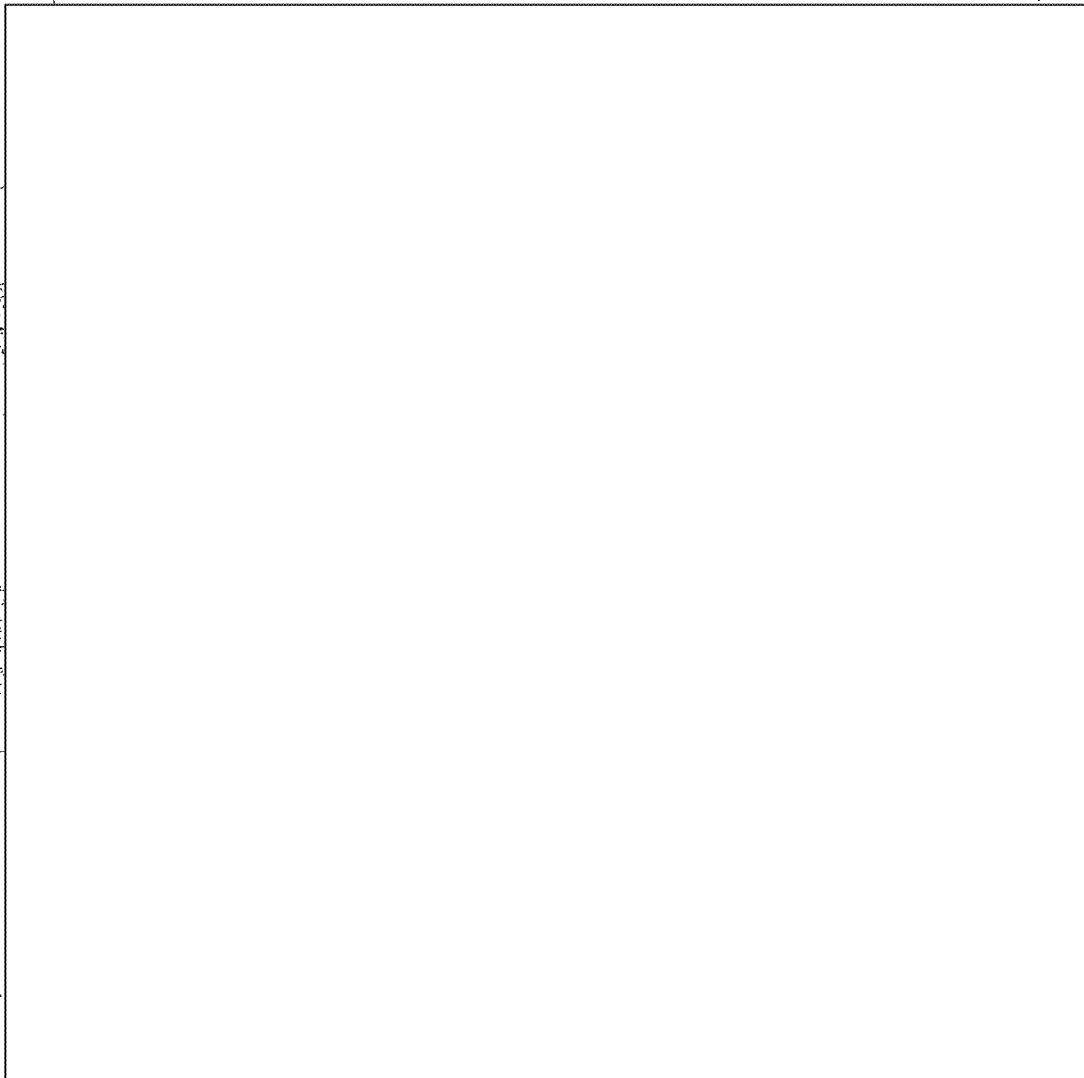
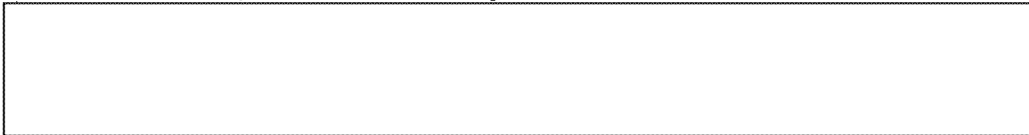
The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-15 \$12,770 per annum,

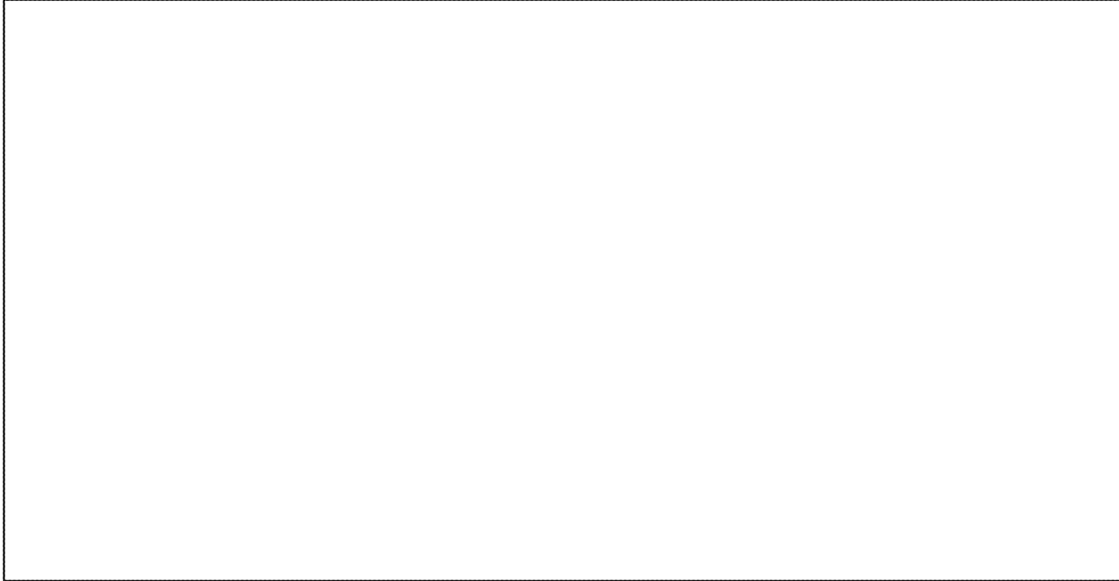
2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of 24 Months from the date of your arrival at your overseas post of duty. 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 of your cover facility. 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.

SECRET

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consis-



SECRET



6. You will be required to keep forever secret this agreement and all other 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, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY



Personnel Office

ACCEPTED:

Robert P. ...

SECRET

13 5 OCT 1958

MEMORANDUM FOR: Chief, Far East Division

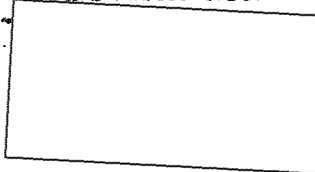
SUBJECT: Report of Gifts

REFERENCE: Memo for D/Pers from C/FE dtd 23 Sept 58,
Subject: Gifts to Agency Personnel

Referenced memorandum reports the receipt of gifts by several Agency employees from recent visitors. These gifts are determined to be of insignificant intrinsic value and may be retained by the recipients for whatever use they desire.

Gordon H. Stewart
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - Ex O-CD/P
- 1 - Recorder, IAB
- 1 - D/Sec
- 1 - D/Pers Subject File
- 1 - D/Pers Register Chrono
- 1 - 

CD/Pers/ABWardman (10 Oct 58)

SECRET

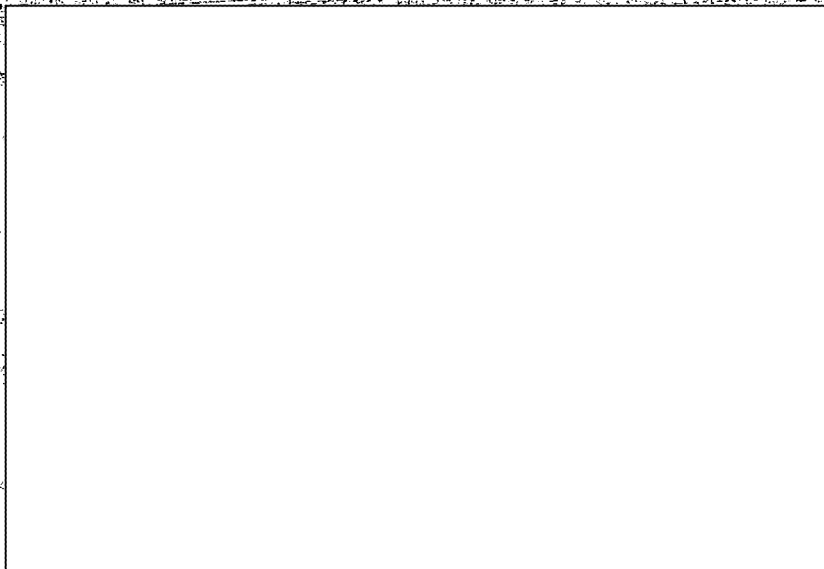
CONFIDENTIAL

4-2108

MEMORANDUM FOR: Director of Personnel
VIA: Director of Security
Attn: Chief, Policy Staff
SUBJECT: Gifts to Agency Personnel
REFERENCE: Field Regulation 20-644

The following Agency personnel received gifts as noted from
three Cabinet Research Chamber visitors during their recent visit
to Washington:

Approx. value



Signed Robert P. Fitzgerald
ROBERT FITZGERALD
Chief, Far East Division

CONFIDENTIAL

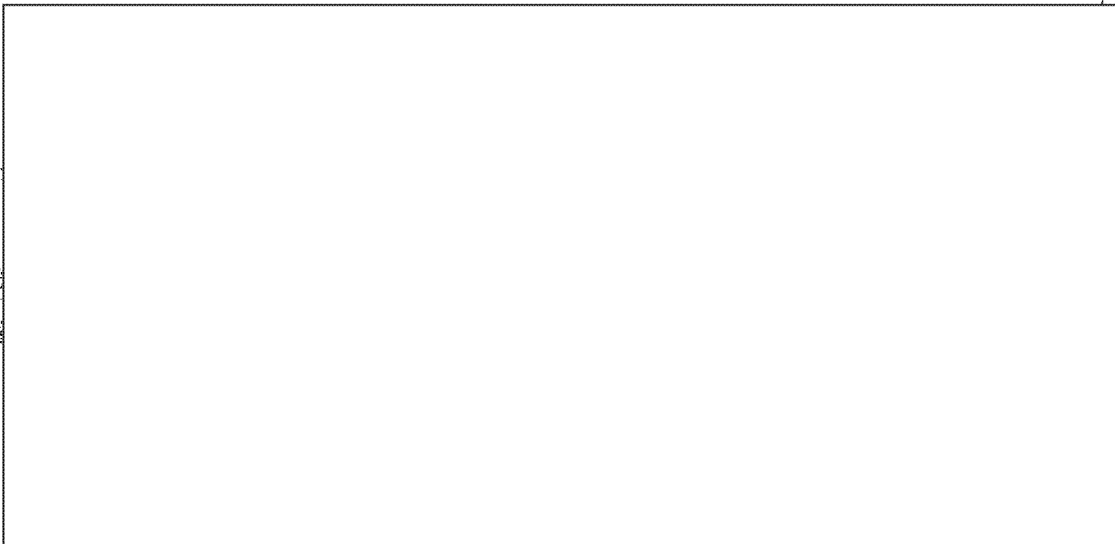
SECRET

31 OCT 1957

MEMORANDUM FOR: Chief, Far East Division

SUBJECT: Gifts from Foreign National

REFERENCE: Memo to D/Pers from C/FE dated 22 Oct 57, subject: Gifts to Agency Personnel (DD/P 3-508)



2. Under the provisions of Regulation 20-612, dated 10 October 1954, it is my determination that these gifts are of such insignificant intrinsic value that they may be retained and utilized to enhance benefit goals.

Cortis H. Stewart
Director of Personnel

Distribution:

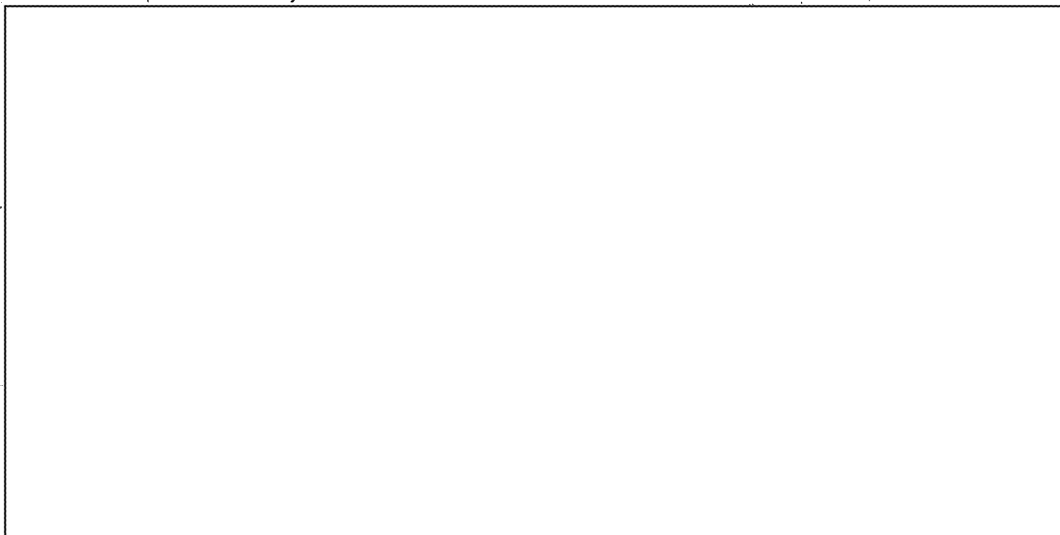
- 1 - Reference
 - 1 - DD/P
 - 1 - D/Sec w/ass'ts
 - 1 - IAS w/ass'ts
 - 1 - Tech Individual's File w/ass'ts
 - 1 - CP Files: Foreign Assets and Decorations
 - 1 - D/Personnel Review Chron
- CC/Pers/Asst (30 Oct 57)

SECRET

SECRET

7 2 1951

MEMORANDUM FOR: Director of Personnel
VIA: Director of Security
ATTN: Chief, Policy Staff
SUBJECT: Gifts to Agency Personnel
REFERENCE: Field Regulation 20-644



2. Additional gifts of small pictures were left by FOWI to be given to those people whom he did not meet but who worked behind the scenes to make his visit a pleasant one. No listing is believed necessary of these names or their recipients.

ALFRED G. DIMES, Jr.
Chief, Far East Division

Distribution:

- 2 - Director of Personnel
- 1 - Director of Security

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE	(DO NOT COMPLETE FOR HEADQUARTERS USE ONLY)		DO NOT COMPLETE
	AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:		
	DATE (from item 1)	NAME	DATE (from item 2)
	9 Nov 1955		9 Nov 1955
	NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE
	Chief, FE/1		19 Dec 1955

TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE	
	GS-14	Chief, Liaison	
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		
DI	Japan Base		
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR		7. EXPECTED DATE OF DEPARTURE	
None		ETA - 18 Oct 56 1 June 1956	

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

Formerly Deputy Chief of Mission; formerly Deputy Chief of Mission, KUTUBE and Chief, Mission Liaison; currently, Chief, Liaison, [redacted] Current assignment involves responsibility for all Base Liaison activities with all [redacted] agencies and Department of Defense agencies represented [redacted] Current assignment also involves case officer responsibilities for two KUTUBE operations and one developmental KUTUBE operation. [redacted]

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. 8, 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):

- Advanced CE course
- Operational Security course

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 2 BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

3 BE ASSIGNED TO ANOTHER FIELD STATION

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

1ST CHOICE: _____

2ND CHOICE: _____

3RD CHOICE: _____

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS _____

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

7 dependents: Wife - 37 Daughter and son - 5
 Daughter - 12 Son - 3
 Daughter - 7 Daughter - 1

12. SIGNATURE: COMPLETE ITEM NO. 3-1, 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:

14. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.
 TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

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

Despite subject's lack of formal Headquarters assignment, we feel for overriding operational reasons he should be returned to the field for another tour.

16. NAME OF SUPERV: SIGNATURE: _____

TITLE: Chief, FE/1 DATE: _____

17. REMARKS (additional comment)

ATTACHMENT TO FIELD REASSIGNMENT QUESTIONNAIRE:

Re Paragraph C - Preference for Next Assignment:

1. I would like to state that while a tour at Headquarters should be my preference I believe that for me to leave my current assignment at this time for even one year would not be in the best interests of either KUMARK or ODYKKE. Therefore, I request home leave, with approximately one month at Headquarters for requested training and refresher work and one month of leave, returning to current assignment for at least an additional two-year tour with the proviso that after the first year the situation be re-examined with the ultimate view of possibly at that point considering a two-year tour at Headquarters.

2. [REDACTED]

[REDACTED] I feel that I have been able to provide a certain degree of intelligence continuity which could be spoiled by a two-year break. Realizing that career-wise I should spend at least one tour at Headquarters in the future, I believe that, despite possible reflections against my career, that two year period should be delayed until

[REDACTED]

3. I believe that by experience, training and inclination I can better serve KUMARK in this country in the type of work in which I am now engaged than by any other assignment currently known to me.

S-E-C-R-E-T

Combined Personnel Action in lieu of SF-52.

Change of Service Designation from D to DI.

Effective date: 19 June 1955

GRADE

Office of DDP

[Redacted]

15

CI

[Redacted]

14
13
13
13

EE

[Redacted]

13
13

FE

[Redacted]

13
13
14

MEA

[Redacted]

15
13

SE

[Redacted]

14
13
14
13

RECORDED
JUN 6 1955

[Redacted]

10 June 1955

S-E-C-R-E-T

CONFIDENTIAL

NARRATIVE EVALUATION REPORT

Name: [redacted]

GS-14

Period Covered: 1 June 1953 to 1 June 1954

Occasion for report: Annual X; reassignment of reporting officer _____; proposed reassignment of employee reported on _____; covering initial 90 days of employment _____.

Employee is to be rated upon following factors:

1. Knowledge of the job being performed.
2. Judgment in arriving at logical and workable solutions.
3. Dependability, not only in being on the job, but in accomplishment of assigned tasks within reasonable deadlines.
4. Stability under pressure and ability to adjust to changing conditions and circumstances.
5. Imagination, initiative, and originality.
6. Security consciousness.
7. Tact and diplomacy in dealing with others.

IN FAIRNESS TO EMPLOYEES, COMPLETED NARRATIVE EVALUATIONS SHOULD BE DISCUSSED WITH EMPLOYEE CONCERNED

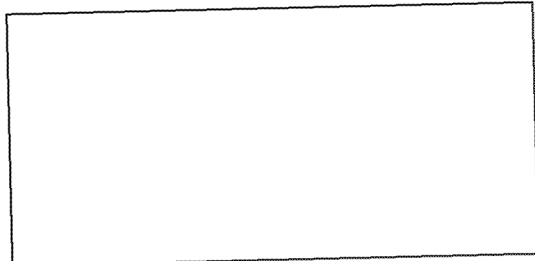
1. Employee is well qualified in substantive fields [redacted] This knowledge serves him exceedingly well in the performance of assigned duties. What knowledge he lacks concerning KUBARK policies or procedures is fast being supplied by practical field experience.
2. His judgment at arriving at logical solutions is good under normal conditions, and he generally comes up with solutions which are workable and realistic.
3. He is completely dependable and is particularly sensitive to deadlines, which he makes almost a fetish of meeting. In every sense of the word, he is a man of action in terms of treating with the recurring problems of the station.
4. Employee is somewhat excitable and emotional and, thus, at times of unusual pressure, he may require a steadying hand. This is not a serious fault and is one concerning which the employee is aware. He adjusts well to changing conditions and situations.
5. His imagination, initiative, and originality have shown time and again in his dealings with Army personalities [redacted] with whom he has maintained excellent relations on behalf of this station.

CONFIDENTIAL RYFST

6. Security consciousness is excellent.
7. Tact and diplomacy in dealing with others is superior.

NOTE: See attached sheet for additional comments by Reviewing Officer

Date: 17 June 1954



(If Reviewing Officer or Chief of Station does not concur with this report, exceptions will be stated in space provided below)

CONFIDENTIAL

1. While the Reviewing Officer concurs generally with statements made in this report, it is felt that the over-all impression does not give Subject as much credit as he deserves. In the opinion of the Reviewing Officer, Subject's faults are somewhat over-emphasized. Subject's qualities as exhibited during past months have proven to be outstanding, particularly in his excellent judgment in arriving at logical and workable solutions and in his stability under operational exigencies in which Subject has performed exceedingly well under heavy pressures of both time and responsibility.
2. Working in an area where, in the past, there has been an unfortunate number of misunderstandings between KUFIBS and KJCCAN components, and where there have been the usual difficult personality conflicts, Subject has exhibited not only superior tact and diplomacy, but has also been able to smooth out many difficulties, and modify aggressively offensive actions. He has supplied a needed cooperative spirit and sense of humor to prevent, in many cases, serious antagonisms and unnecessary vituperation so detrimental to a smooth working organization. Subject's contribution to bringing about a friendly, cooperative relationship within the mission and with outside agencies including U.S. military organizations cannot be praised too highly.

VIA: Air
SPECIFY AIR OR SEA POUCH

DISPATCH NO. [] 1279

SECRET
Security Information
CLASSIFICATION

TO : Chief, FE
Through: []
FROM : []

DATE: 17 AUG 1953

SUBJECT: GENERAL-Administrative - Personnel

SPECIFIC: [] Commendation of

1. The purpose of this dispatch is to make a [] the excellence of performance of duties demonstrated by [] over the period of his first ten months of assignment to []
2. During that time [] has shown himself to be a valuable addition to KUBARK as a whole and a great asset to this particular station. As [] Chief of Staff, he has performed innumerable tasks in the operational, intelligence and support fields with effectiveness and dispatch. His aggressiveness, imagination and initiative in spite of recurring frustration have been an inspiration to all members of [] His diligence and selflessness have set an example throughout the ranks. From the first day of his arrival [] has dedicated his every effort to improving the efficiency and broadening the capability of the station.
3. [] should be especially commended for his unceasing efforts in connection with the provision of new office space for this organization. Working tactfully but aggressively through the Army hierarchy [] he was able to accomplish many concessions of direct benefit to [] which would have been most difficult to obtain through official channels.
4. Special mention should also be made of the excellent progress [] has made in the fostering of [] relationships [] Capt- [] a wide range of friends and former associates and combining a large portion of common sense and patience. [] may be credited with the development of highly profitable [] relations with military organizations in the area.
5. [] has shown no task to be too large or too small to deserve his range of energy and talent. He has been a vital factor in the accomplishment of [] to date.

15 August 1953

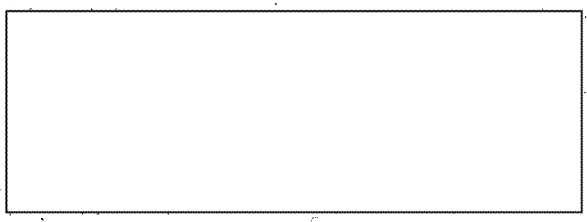
Distribution:
3 - Headquarters
1 - []

SECRET
Security
CLASSIFICATION

[]

CERTIFICATE OF ATTENDANCE

I certify that on 12-15-57 I have attended
the Agency Indoctrination Course specified by Regulation
25-1.



APPOINTMENT AFFIDAVITS

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

I, (Name) (Place of employment), 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.

22 September 1952
(Date of entrance on duty)

Subscribed and sworn before me this *22nd* day of *September*, A. D. 19*52*

Richard M. ...
(Title)

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

DECLARATION OF APPOINTEE

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

1.		
2.		
3.		TELEPHONE NO. 5303

4. Do you have any other employment, in a civilian capacity, any relative of yours (either by blood or marriage) with whom you live or have lived within the past 24 months? YES NO
If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	(3) TEMPORARY OR NOT	RELATION- SHIP	MAR- RIED	SINGLE
		1. _____ 2. _____			(Check one)	
		1. _____ 2. _____				
		1. _____ 2. _____				

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS <small>WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY</small>
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and listing, if retired from military or naval service.</i>		X		
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNLAWFUL FACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X		
9. HAVE YOU EVER BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED 25 OR LESS, OR FORGOTTEN COLLATERAL OF 25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed; if any; or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X		

INSTRUCTIONS TO APPOINTING OFFICER

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

This form should be checked for holding of office, pension, suitability in connection with any record of arrest discharge or conviction, and postularity for the following:

(1) **Identity of appointee.**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and the other pertinent papers. If the appointee resides in a foreign jurisdiction, the signature on this form should be compared with the signature on the declaration made, which was signed in the respondent's reach. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) **Age.**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. If no such determination is made, the appointment may not be consummated.

(3) **Citizenship.**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 51 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointing officer may be consulted and evidence has been secured from the executive office of the Civil Service Commission.

(4) **Members of Family.**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under permanent or permanent appointment in the competitive service, no other member of such family is eligible for provisional or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provisions do not apply to temporary appointments. Doubtful cases are to be referred to the appropriate office of the Civil Service Commission for decision.

Date 13 SEPTEMBER 1952

Name _____

Dear _____

1. This is to notify you that your employment has been accepted effective

28 SEPTEMBER 1952

Position: **I. O. GS-14**

Base Salary: **\$9600.00**

2. You will be:

a. Entitled to annual and sick leave (only in accordance with existing rules and regulations.)

b. Reimbursed for travel expenses in accordance with this Agency's regulations or Standardized Government Travel Regulations, as amended.

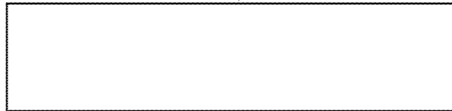
c. If stationed outside the Headquarters Area, granted such monetary allowances as are prescribed by regulations of this Agency.

3. As a condition of your employment by this Agency, you are subject to assignment to tours of duty at posts outside the Headquarters Area. Each time you are so assigned, unless otherwise specified in advance by this Agency, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the Headquarters Area for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

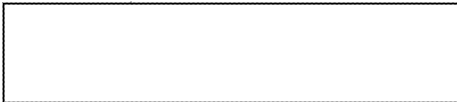
4. If this employment is for assignment to a post outside the Headquarters Area, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first post outside the Headquarters Area, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by this Agency and satisfactory performance of duty for a total period of six months from date of employment. In the event either training or performance of duty is deemed unsatisfactory by this Agency, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of this Agency. Notice of termination will be given you by procedure similar to that provided by existing rules and regulations.



I accept the above agreement as a condition of my employment by this Agency.



23 September 1952
Date *igt*

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME (Last, First, Middle)	2. DATE	
[Redacted]	29 November 1957	
3. TO: [Redacted]	3. GRADE	
4. TYPE OF POSITION	5. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. State <input type="checkbox"/> Overseas	<input type="checkbox"/> IOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returned	<input type="checkbox"/> Pre-employment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:		
<p style="text-align: center;">EXEMPT FOR CURRENT DUTY - 11/29/57</p>		
[Redacted] MEDICAL OFFICE		

SECRET

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME	2. DATE	
[Redacted]	7 Sept. 1956	
3. TO: [Redacted]	3. GRADE	
4. TYPE OF POSITION	5. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. State <input type="checkbox"/> Overseas	<input type="checkbox"/> IOD <input type="checkbox"/> Overseas <input checked="" type="checkbox"/> Returned	<input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:		
<p>Subject is qualified for Departmental Duties. (9/13/56) to be re-examined upon request.</p>		
[Redacted] MEDICAL OFFICE		

REPORT OF PHYSICAL QUALIFICATIONS		
NAME	#1	DATE 1/5/53
FOR VOUCHERED EMPLOYEE ONLY		
NATURE OF ACTION	TITLE OF POSITION	
GRADE	<input type="checkbox"/> DEPT.	<input type="checkbox"/> FIELD
SUBJECT FOUND <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.		
FOR UNVOUCHERED EMPLOYEE ONLY		
SUBJECT QUALIFIED FOR:		
<input type="checkbox"/> FULL DUTY OVERSEAS	<input checked="" type="checkbox"/> LIMITED DUTY OVERSEAS	<input type="checkbox"/> DUTY IN USA ONLY
PROFILE SERIAL (MILITARY ONLY)	<input type="checkbox"/>	<input type="checkbox"/>
DEFECTS NOTED AND/OR RECOMMENDATIONS:		
NON-ARDUOUS O/S DUTIES.		
_____ PHYSICAL REQUIREMENTS OFFICER		

FORM NO. 37-32 REPLACES PREVIOUS EDITIONS OF FORMS 37-32 AND 37-37, WHICH MAY BE USED.

(28)

REPORT OF PHYSICAL QUALIFICATIONS		
NAME	Ret.	DATE XXXXXX 12/24/52
FOR VOUCHERED EMPLOYEE ONLY		
NATURE OF ACTION	TITLE OF POSITION	
GRADE	<input type="checkbox"/> DEPT.	<input type="checkbox"/> FIELD
SUBJECT FOUND <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.		
FOR UNVOUCHERED EMPLOYEE ONLY		
SUBJECT QUALIFIED FOR:		
<input type="checkbox"/> FULL DUTY OVERSEAS	<input type="checkbox"/> LIMITED DUTY OVERSEAS	<input type="checkbox"/> DUTY IN USA ONLY
PROFILE SERIAL (MILITARY ONLY)	<input type="checkbox"/>	<input type="checkbox"/>
DEFECTS NOTED AND/OR RECOMMENDATIONS:		
Returnee examination O.K.		
_____ PHYSICAL REQUIREMENTS OFFICER		

FORM NO. 37-32 REPLACES PREVIOUS EDITIONS OF FORMS 37-32 AND 37-37, WHICH MAY BE USED.

(28)

SECRET
(When Filled In)

036

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		SD	GRADE
		D	GS-17

SECTION II		EDUCATION	
HIGH SCHOOL			
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO

COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QUA. 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

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.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

SECRET
(When Filled In)

SECTION V GEOGRAPHIC 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)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
		APR 10 - 3-24-55	72				

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (FPM)	2. SHORTHAND (DPM)
3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM	
<input type="checkbox"/> Gregg <input type="checkbox"/> Speedwriting <input type="checkbox"/> Stenotype <input type="checkbox"/> Other Specify:	

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. HAD YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
<input type="checkbox"/> YES <input type="checkbox"/> 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	<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> 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	<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> OTHER <input type="checkbox"/> DISCHARGED
5. MILITARY MOBILIZATION 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	
			RESIDENT
			AGENCY SPONSORED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS			
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP	
		FROM	TO

SECTION X REMARKS	

DATE	SIGNATURE OF EMPLOYEE
7 APR 1955	

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

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

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 5B-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		SO	D

SECTION II				EDUCATION			
HIGH SCHOOL							
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)		GRADUATE			
				<input type="checkbox"/> YES <input type="checkbox"/> NO			

COLLEGE OR UNIVERSITY STUDY							
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM - TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/GR. HRB. (Specify)	
	MAJOR	MINOR					
1.							
2.							

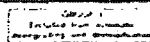
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

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.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE								
2.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE								



SECRET

(When Filled 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)			
				REFERENCE	TRAVEL	STUDY	GUARD ASSIGNMENT
		Mar 27	9 43 48 71				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (FPM)		2. SHORTHAND (FPM)		3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM.			
				<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:			
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			
<input type="checkbox"/> YES <input type="checkbox"/> 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		<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY		<input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE		<input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> 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 <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> DEFERRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Expanded 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							
DATE		SIGNATURE OF EMPLOYEE					
17 MAR 1971							

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

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SECTION I BIOGRAPHIC AND POSITION DATA

EM	DATE OF BIRTH	SD
		D

SECTION II HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------------	--------------------------------	--------------------------	--

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. 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. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

FORM 10-63 444a USE PREVIOUS EDITIONS

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

7 NOV 1963 (4-51)

SECRET
(When Filled 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 IN)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
			APR 24	2	15	PH '70	
SECTION VI TYPING AND STENOGRAPHIC SKILLS MAIL ROOM							
1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM							
<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:							
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			
<input type="checkbox"/> YES <input type="checkbox"/> 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							
<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD							
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT ORIGIN			
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION 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							
DATE				SIGNATURE			
4/23/70				[Redacted]			

SECRET

SECRET

(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

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

LANGUAGE PROFICIENCY TEST DATA											
1. ID ◁ 5	2. EMPLOYEE NO.	3. NAME			4. CODE C-A-D	5. LANGUAGE DATA BEFORE TEST BASE CODE R W P S U T YR					
6. LANGUAGE DATA AFTER TEST BASE CODE R W P S U T YR					7. DATE OF TEST MO DA YR			DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273 LANGUAGE PROFICIENCY AND AWARDS DATA.			
NO+L+LANGU+AGE					09/02/69						

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

QUALIFICATIONS UPDATE

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SECTION I BIOGRAPHIC AND POSITION DATA

NAME AND ADDRESS OF CURRENT POSITION

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

COLLEGE OR UNIVERSITY STUDY
Table with columns: NAME AND LOCATION OF COLLEGE OR UNIVERSITY, SUBJECT (MAJOR, MINOR), YEARS ATTENDED FROM-TO, DEGREE RECEIVED, YEAR RECEIVED, NO. SEM/STR. HRS. (Specify)

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
Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE
Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS

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 CITIZENSHIPS (COUNTRIES) 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

Table with columns: NAME, CITIZENSHIP, PERMANENT ADDRESS
1. ADD DELETE (checked) USA
2. ADD DELETE

SECRET
(When Filled 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	COURSE ACQUIRED BY	CHECKED BY	POST-GRADUATE	REMARKS
			OFFICE OF PERSONNEL APR 22 9 12 AM '68				
			MAIL ROOM				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (FPM)		2. SHORTHAND (WPM)		3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM			
				<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY			
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			
<input type="checkbox"/> YES <input type="checkbox"/> 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		<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD		<input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> 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 <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (ACTIVE) <input type="checkbox"/> STANDBY (INACTIVE) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION 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	
						- YEAR TO	
SECTION X REMARKS							
DATE		SIGNED					
4/18/68		[Redacted Signature]					

SECRET

SECRET

(When Filled In)

OFFICIAL USE ONLY (When Filled In)

llc

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I

BIOGRAPHIC AND POSITION DATA

1. NAME (Last, First, Middle Initial) [REDACTED]		2. SCHEDULE/GRADE/STEP GS-10-04	
3. POSITION TITLE D IC PROGRAM EVAL	4. OFFICE OF ASSIGNMENT OPPO	5. LOCATION OF ASSIGNMENT WASH, D.C.	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
[REDACTED]	PCS 56	52/09/01	56/06/01
	PCS RR	69/08/26	66/06/12
	PCS 59	59/06/15	61/05/26
	PCS 56	56/06/15	59/06/18

OVERSEAS DATA
 CODE:
 DATE: 31 MAY 67 INITIALS: [Signature]

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	SCHOOL	YEAR
BACH. HIST	POLITICAL SCIENCE (GOVERNMENT), GENERAL INTERNATIONAL RELATIONS, GENERAL	CAL UNIV Berkeley GEORGE WASHINGTON UNIV DC	48 46

FORM 107 (Rev. 1-67)

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

UN ENDS

(When Filled In)

SECTION III GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF RESIDENT OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY			CHECK IN WORK ASSIGNMENT
				RESIDENCE	TRAVEL	STUDY	
	Economic, political, cultural	1945-56 1957-65		X	X	XXX	X

SECTION V **TYPSING AND STENOGRAPHIC SKILLS**

1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED - CHECK IN APPROPRIATE ITEM

GREGG SPEEDWRITING STENOTYPE OTHER SPECIFY

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, 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

Photography - fair, all phases

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 CW, spark, vacuum tube, & electronic) OR PRESS, TURKIE LATHE, EOP 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 PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC?

YES NO

4. IF YOU HAVE ANSWERED YES TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, NATIONALITY, ETC. (indicate license registry number if known)

5. FIRST LICENSE/CERTIFICATE (Year of issue)

6. LATEST LICENSE/CERTIFICATE (Year of issue)

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do not include copies unless requested). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF MATERIAL (this refers to newspaper articles, general interest subjects, novels, short stories, etc.)

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

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

SECRET

(When Filled In)

SECTION VI									
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 CITIZENSHIPS, COUNTRIES		9. DATE U.S. CITIZENSHIP ACQUIRED					
SECTION VII									
DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE									
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP						
[REDACTED]									
SECTION VIII									
PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS									
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)		DATE OF MEMBERSHIP						
			ESOP	HO					
DATE	S [REDACTED]								
3/22/67									

FEDERAL AND MILITARY SERVICE

aining creditable service for *leave purposes* and retention credits complete Part I and the Personnel Office should complete Parts II

IF PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE

2. DATE OF BIRTH

1 October 1915

9. RETENTION GROUP

10. CSC STATUS (For permanent employees only)

YES NO

RICT OF COLUMBIA SERVICE YOU HAVE HAD

11. SERVICE

YEAR MONTH DAY

NAME AND LOCATION OF AGENCY

FROM—

TO—

TYPE OF APPOINTMENT IF KNOWN

YEAR

MONTH

DAY

YEAR

MONTH

DAY

YEAR

MONTH

DAY

Exempted Appointment

CIA 1952 9 28

SCD 8-6-42
Yearly 4-19-57
1/2

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

BRANCH

FROM—

TO—

DISCHARGE (Hon. or dishon.?)

YEAR

MONTH

DAY

YEAR

MONTH

DAY

U. S. Navy

1928

8

6

1946

6

25

Inactive status

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

TYPE OF LEAVE (WOP, Full, Susp, AWOL, Mer Mar)

FROM—

TO—

TOTAL

YEAR

MONTH

DAY

YEAR

MONTH

DAY

YEARS

MONTHS

DAYS

12. TOTAL SERVICE

13. NONCREDITABLE SERVICE (Leave purposes only)

14. NONCREDITABLE SERVICE (RIF purposes only)

15. REEMPLOYMENT RIGHTS YES NO

16. RETENTION RIGHTS YES NO

17. EXPIRATION DATE OF RETENTION RIGHTS

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

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:

A. THE WIFE OF A DISABLED VETERAN? YES NO

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

C. THE UNREMARKED WIDOW OF A VETERAN? YES NO

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

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

(DATE)

Subscribed and sworn to before me on this _____ day of _____ (MONTH) (CITY) (STATE)

SEAL

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

(OVER)

18-1642-1

SECRET
(When Filled In)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT	THIS DATE SEP
---	------------------

INSTRUCTIONS

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

GENERAL

SECTION I

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From: and To:) BY MONTH AND YEAR *N.A.*

22. BRANCH OF SERVICE *N.A.* 23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED *N.A.*

24. [Redacted]

25. [Redacted]

26. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

27. CITIZENSHIP (Country) 28. FREQUENCY OF CONTACT 29. DATE OF LAST CONTACT

30. FULL NAME (Last-First-Middle) 31. RELATIONSHIP 32. AGE

33. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

34. CITIZENSHIP (Country) 35. FREQUENCY OF CONTACT 36. DATE OF LAST CONTACT

37. FULL NAME (Last-First-Middle) 38. RELATIONSHIP 39. AGE

40. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

41. CITIZENSHIP (Country) 42. FREQUENCY OF CONTACT 43. DATE OF LAST CONTACT

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.
Very limited dividends from mutual fund investment.

SECTION V CONTINUED TO PAGE 5

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

INSTITUTION	ADDRESS (City, State, Country)
[Redacted]	COAN. AVE., D.C., USA

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)

SECTION VI CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP: U.S.A.

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 (Pass papers, etc.)

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

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

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED	DEGREE	SEM/OTR HRS. COMPLETED (Specify)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

3. COMMERCIAL AND SPECIALIZED SCHOOLS

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

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

	DATES ATTENDED		TOTAL HOURS
	FROM	TO	
[Redacted]	June 1942	June 1943	54

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE 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, COURSES, HARBOURS, 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
		<i>London - Dec 45</i>				
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			
			INDUS. ASSIGNMENT	FIELD ASSIGNMENT	TRAINING	
SECTION IX TYPING AND STENOGRAPHIC SKILLS						
1. TYPING (P.M.)		2. SHORTHAND (P.M.)		3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM		
		GREGG	SPEEDWRITING	STENOGRAPH	OTHER (Specify):	
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comploter, Mimeo-graph, Card Punch, etc.) <i>Business, 7-1944, etc.</i>						
SECTION X SPECIAL QUALIFICATIONS						
1. LIST ALL HOBBS AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH. <i>Photography - good - all phases. Tape recording. Hi-Fi - handy at setting up, etc. General athletic interests.</i>						
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK						
3. EXCLUDING EQUIPMENT NOTED IN SECTION 4, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF ENCRYPTIVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.						
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Practitioner, ETC.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRATION NUMBER, IF KNOWN.						
5. EARLY LICENSE OR CERTIFICATE (Year of issue)			6. LATEST LICENSE OR CERTIFICATE (Year of issue)			

SECTION X CONTINUED FROM PAGE 8

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

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

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES TO WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED. *Chair of Calif degree w/ honors, same at Sws, belonged to a Pol. Sc. Honor Society, name forgotten.*

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

1. INCLUSIVE DATES (From and To) <i>EOD to Nov 1954</i>	2. GRADE <i>14</i>	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <i>DDP/FE/1</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION <i>?</i>	5. OFFICIAL POSITION TITLE <i>Deputy Chief,</i>	
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From and To) <i>MAR '54 June '56</i>	2. GRADE <i>14</i>	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <i>DDP/FE/1</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From and To) <i>Sept '56 Sept '57</i>	2. GRADE <i>14</i>	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <i>DDP/FE/1</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION <i>28</i>	5. OFFICIAL POSITION TITLE <i>Various but mainly CFE/1</i>	
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From and To) <i>SEPT '57 --</i>	2. GRADE <i>14</i>	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <i>DDP/FE</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION <i>12</i>	5. OFFICIAL POSITION TITLE <i>C/FE/FE</i>	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

(When Filled In)

SECTION III 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. 6

2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepparents, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING. 1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX	CITIZENSHIP	ADDRESS

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING LISTINGS

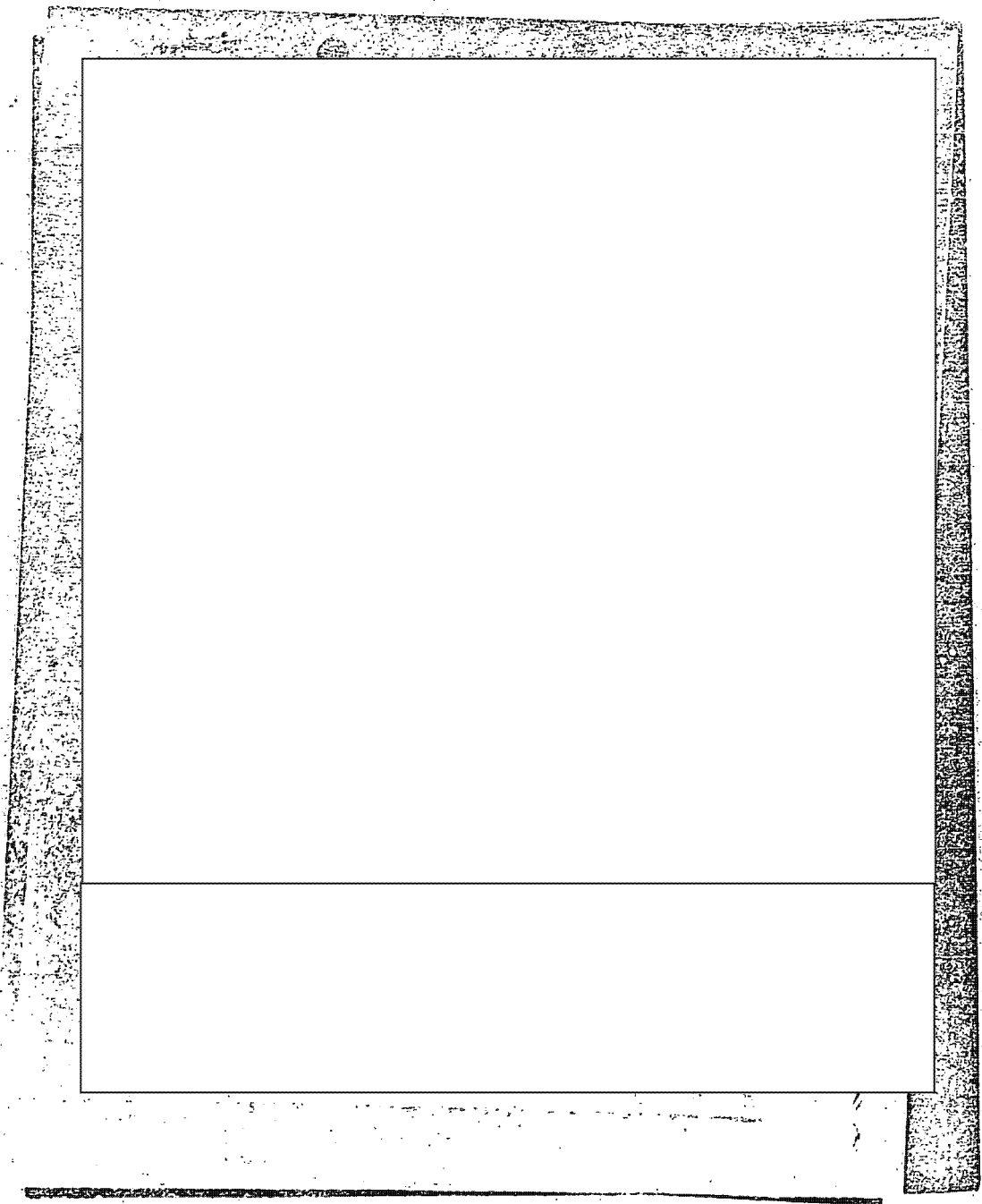
DATE COMPLETED 12/4/57 SIGNATURE OF EMPLOYEE

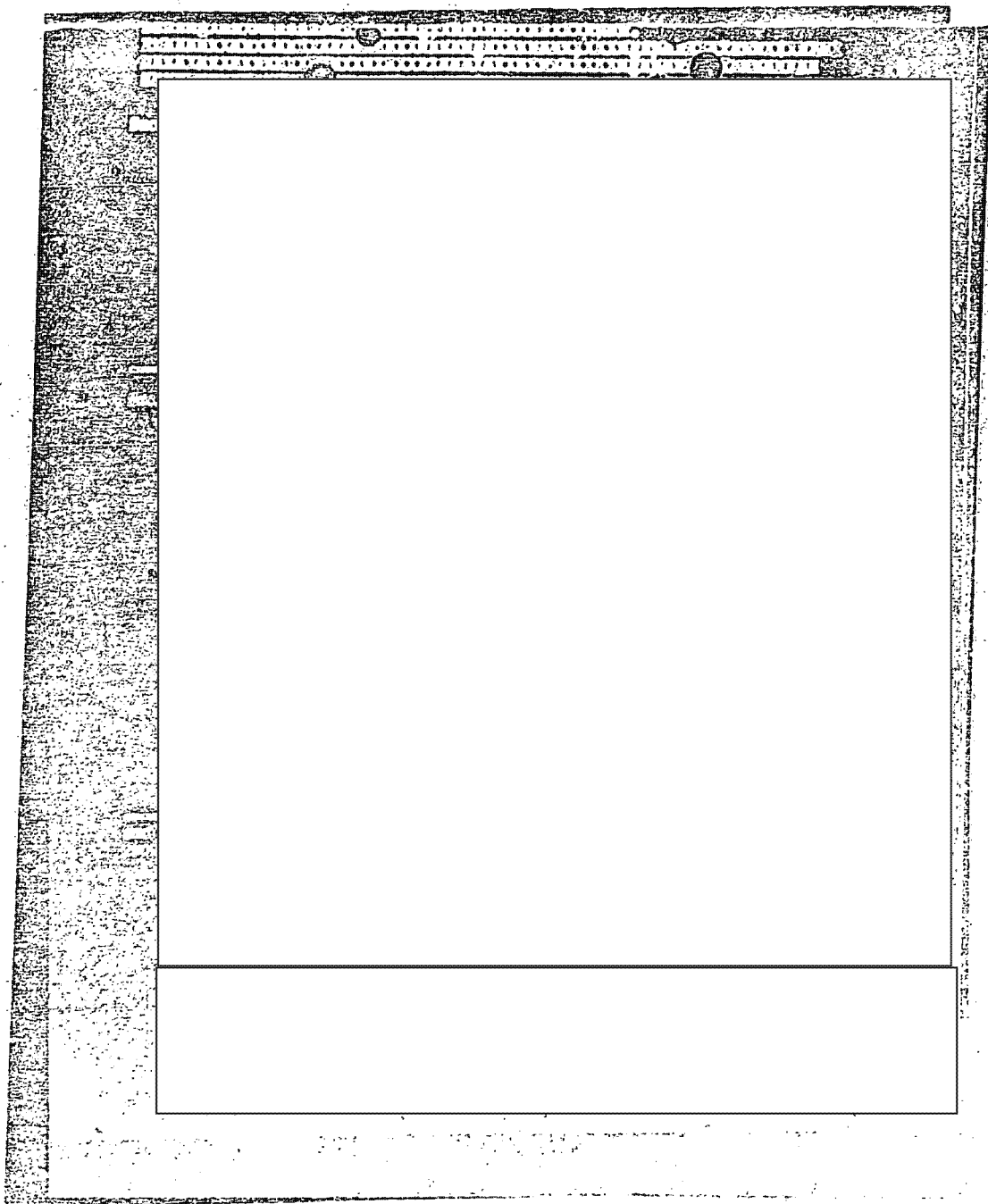
SECRET

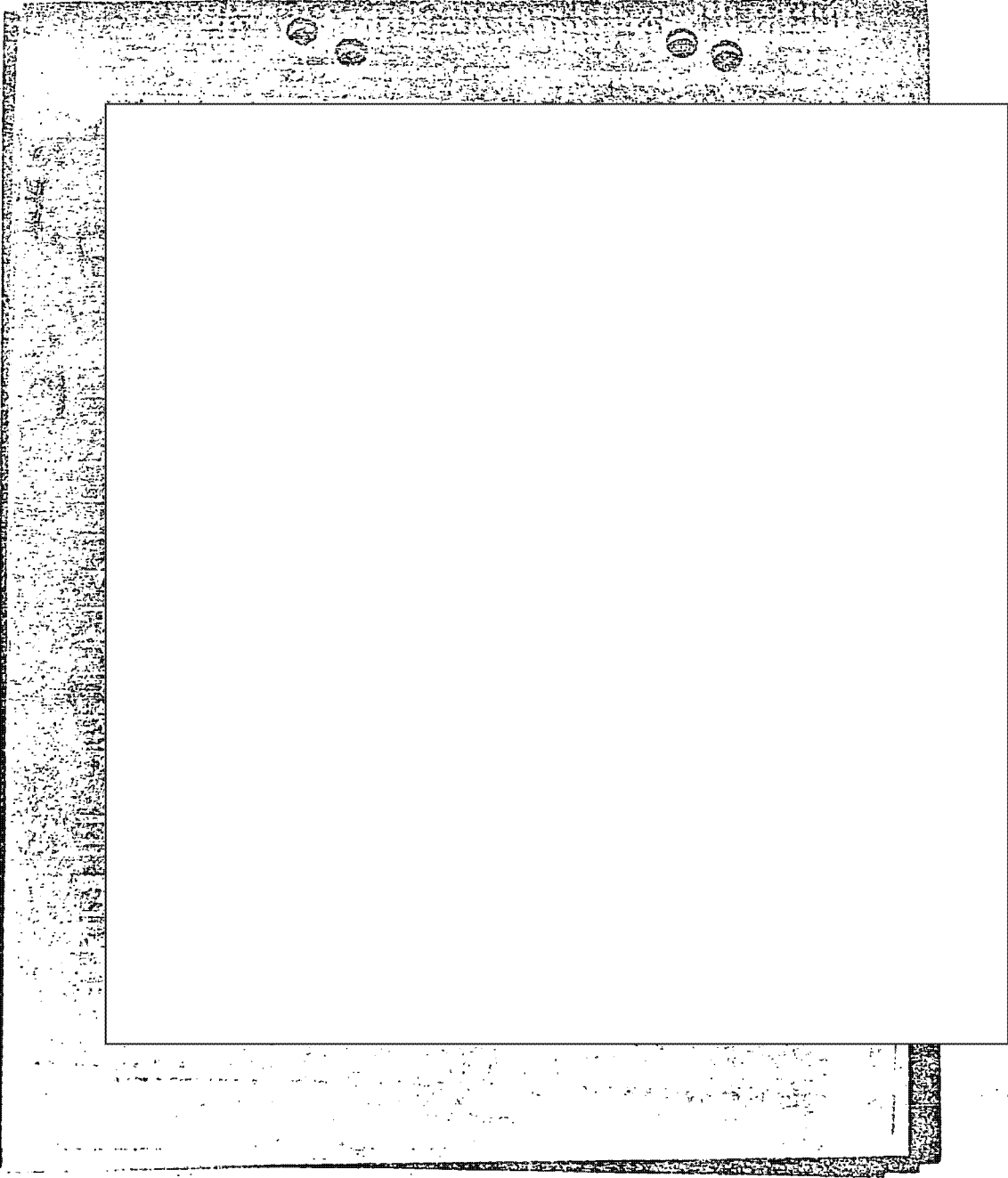
PERSONAL HISTORY STATEMENT

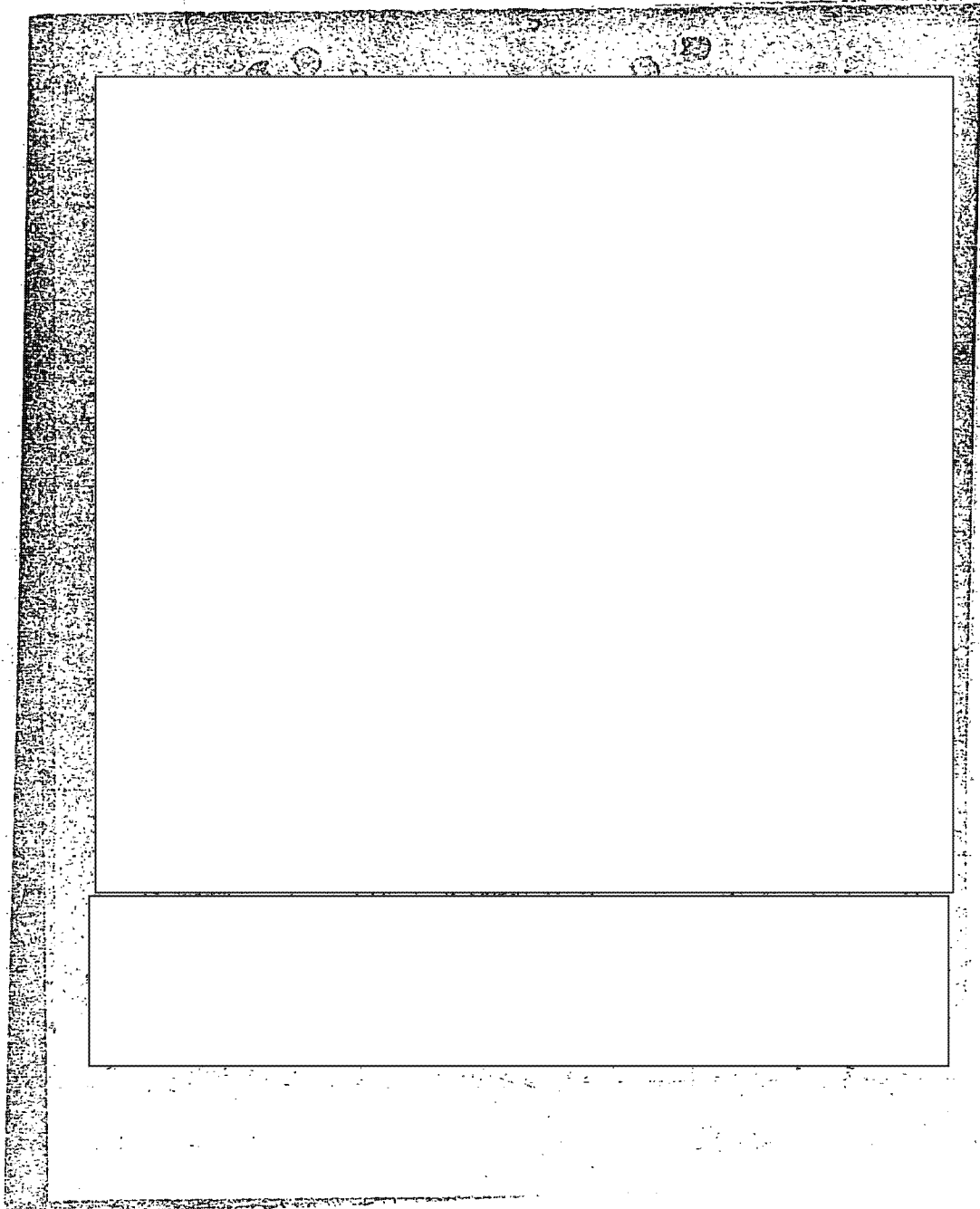
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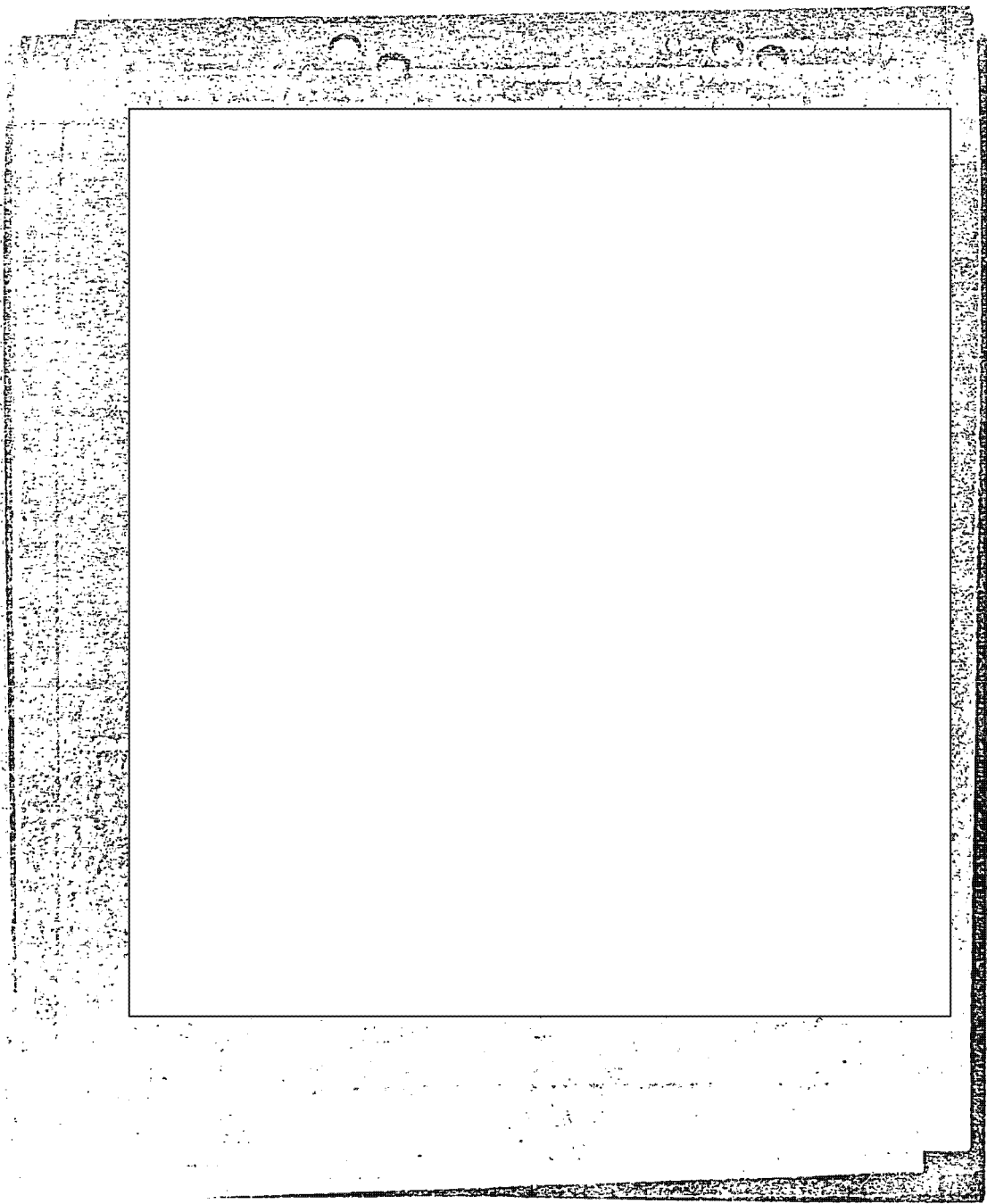
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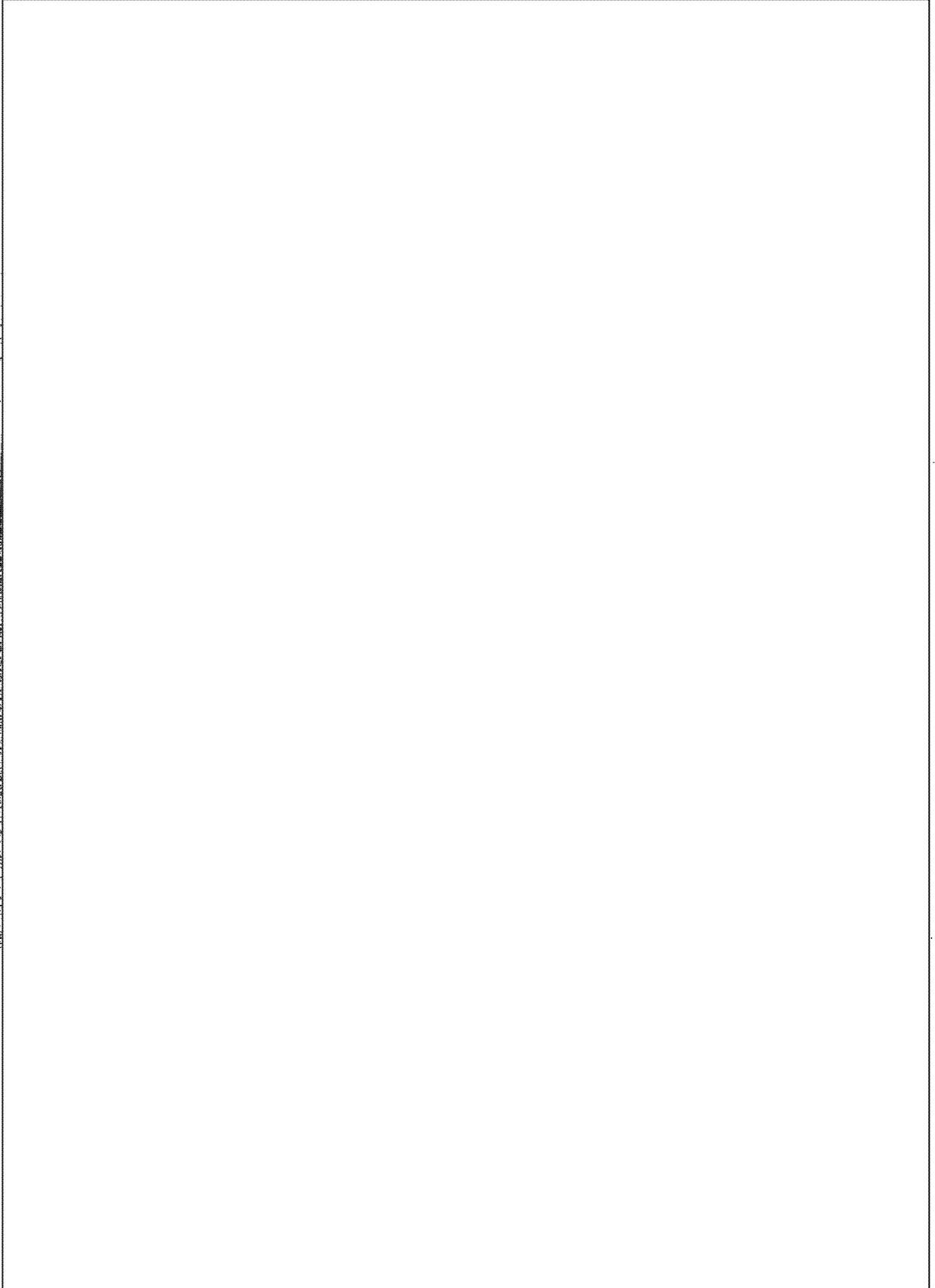


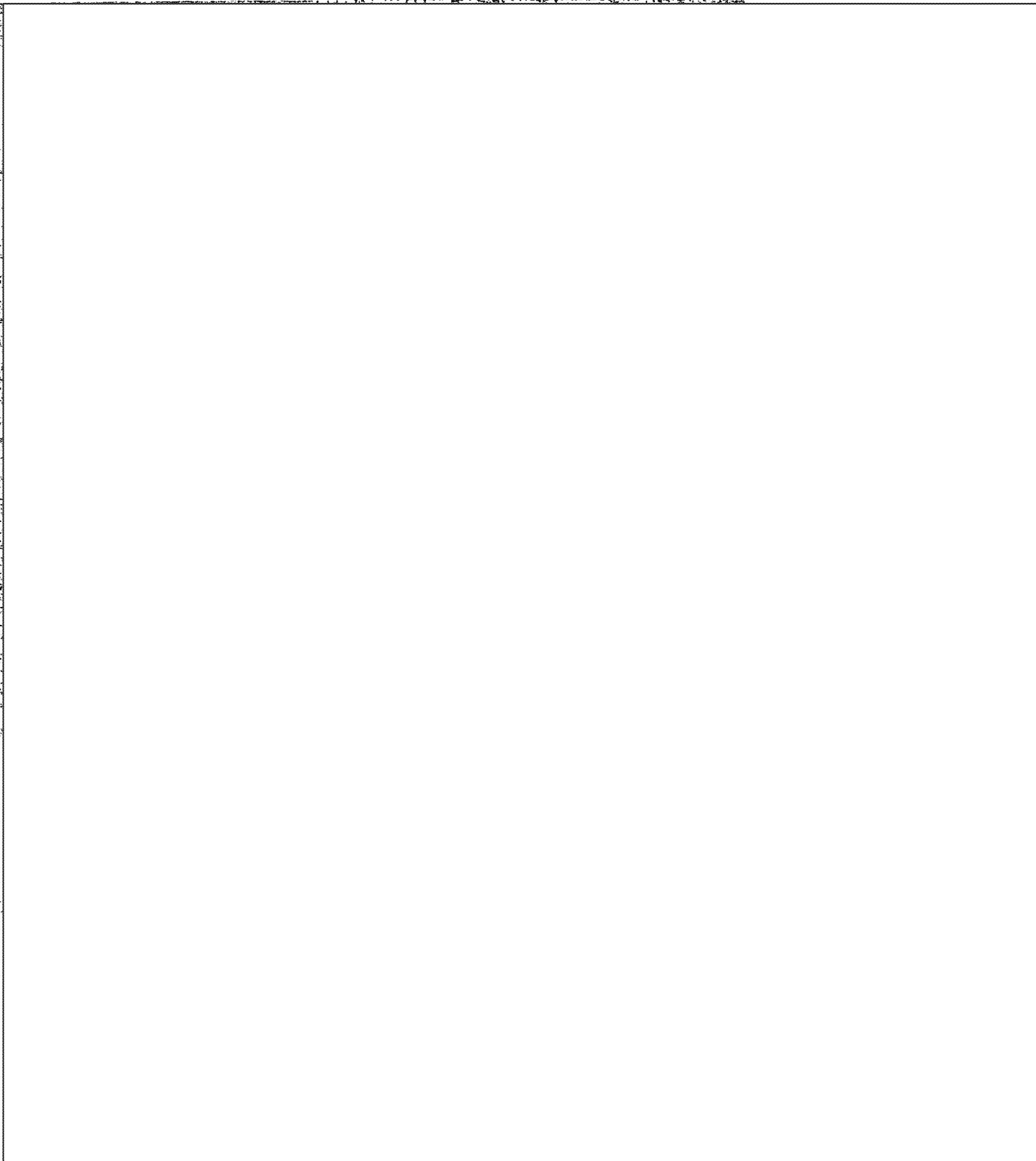


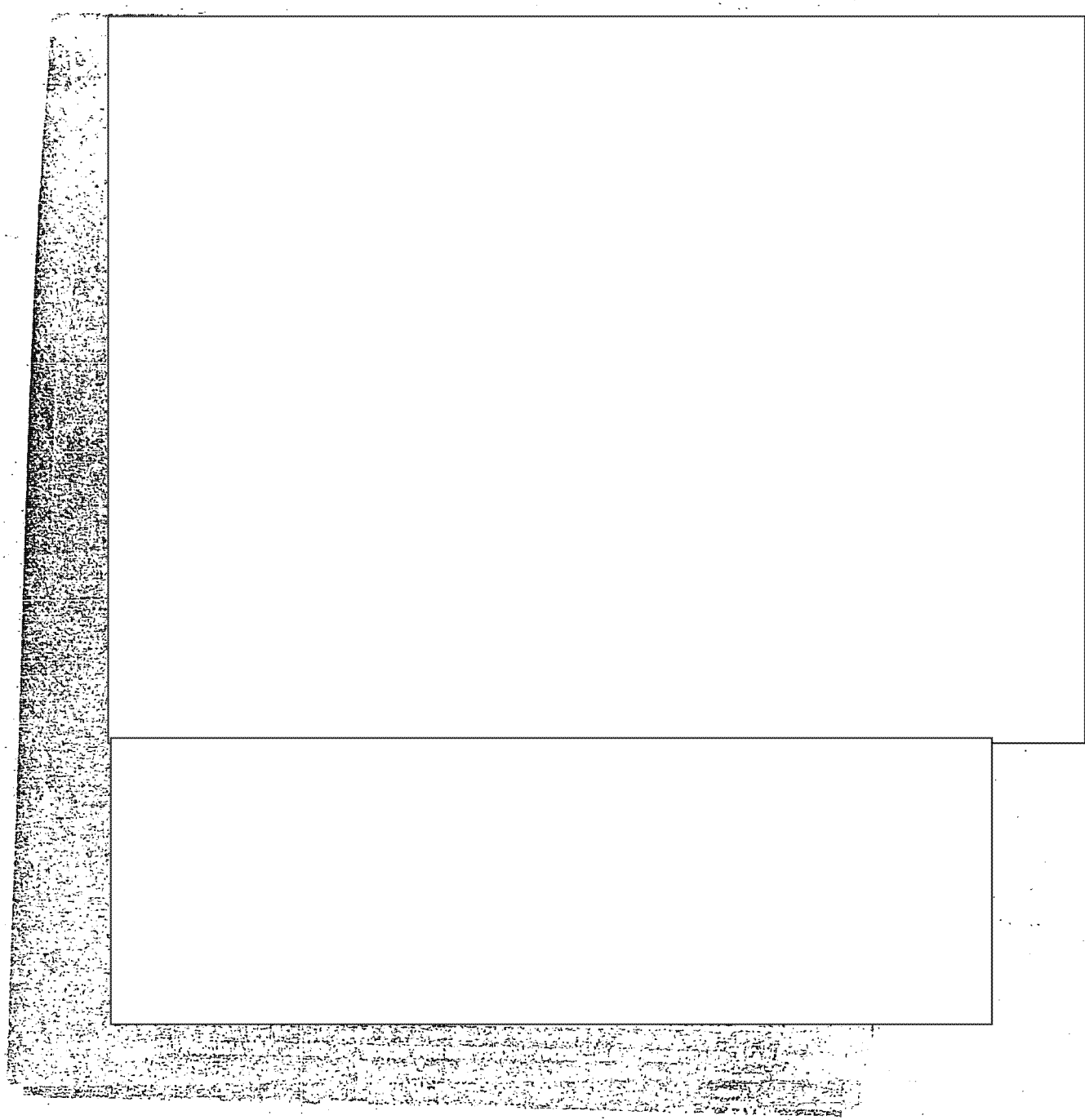


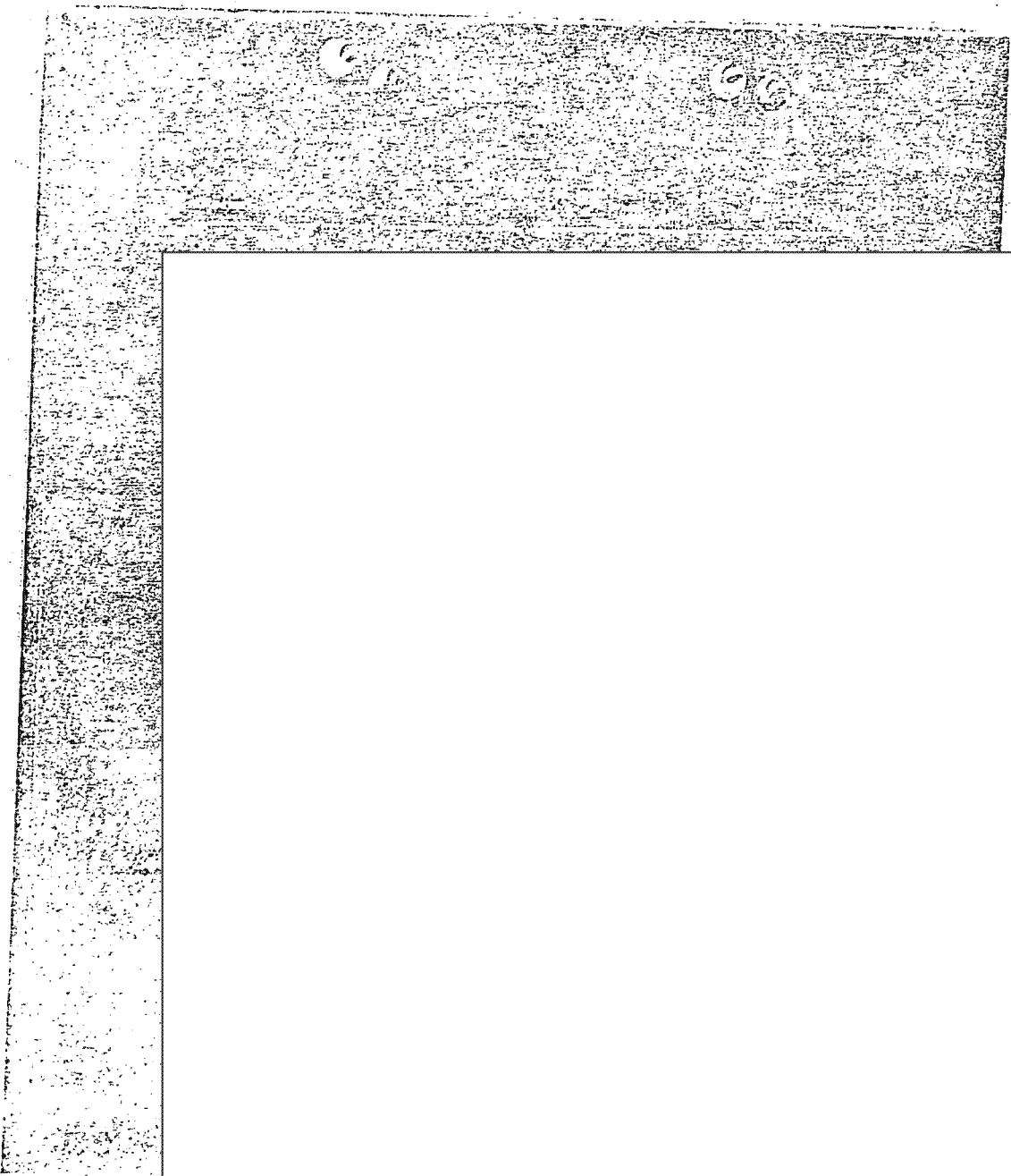


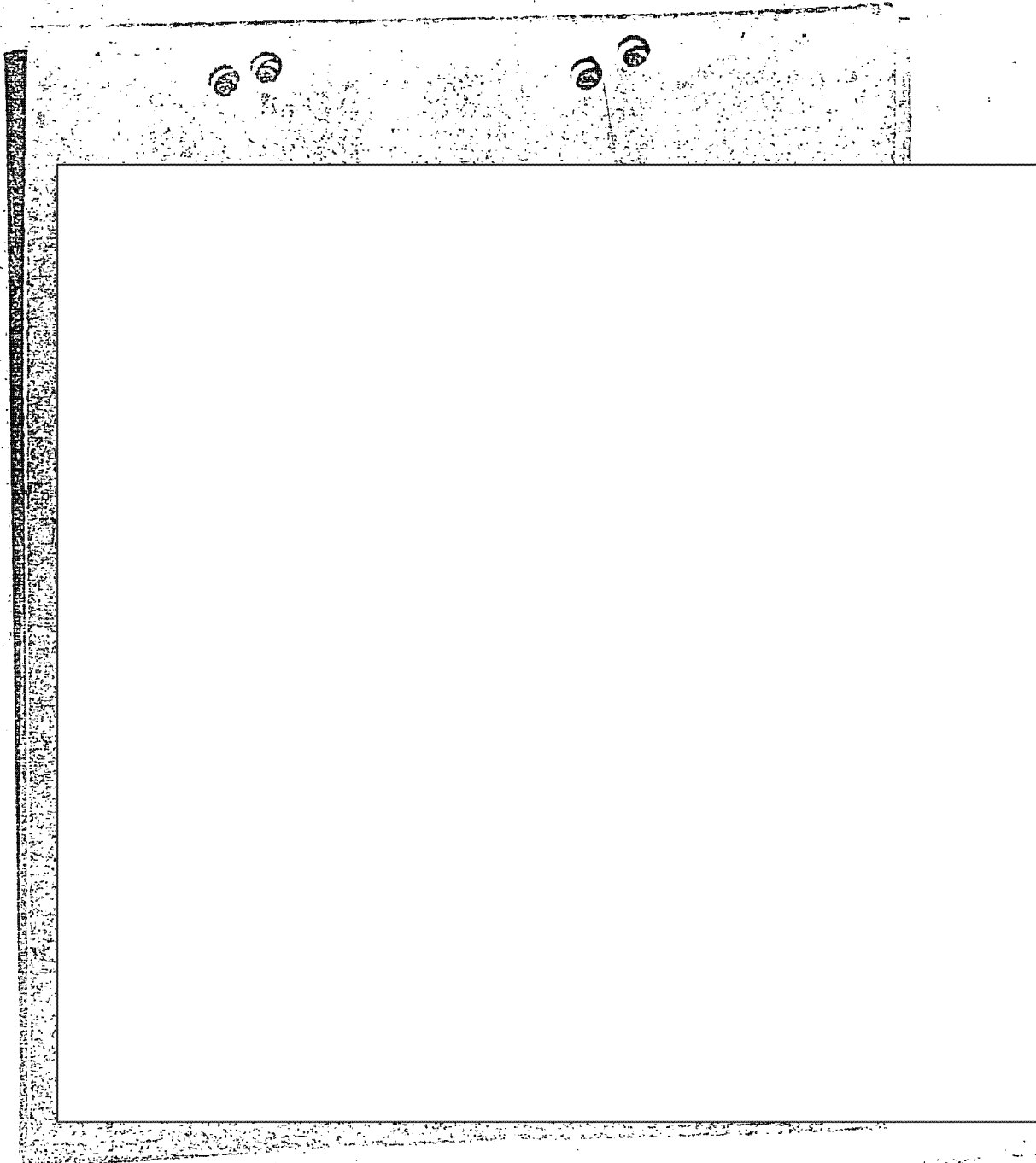


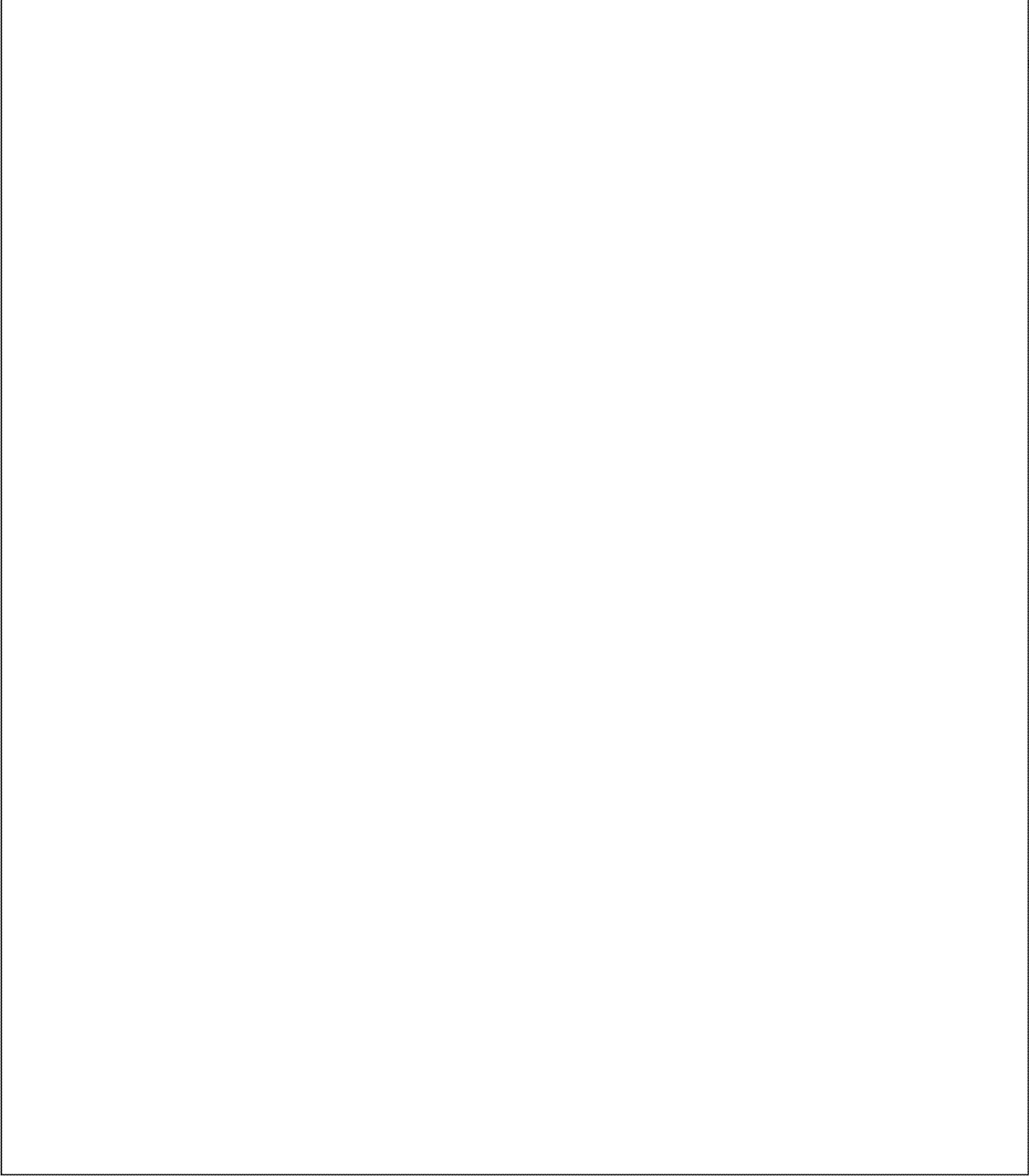






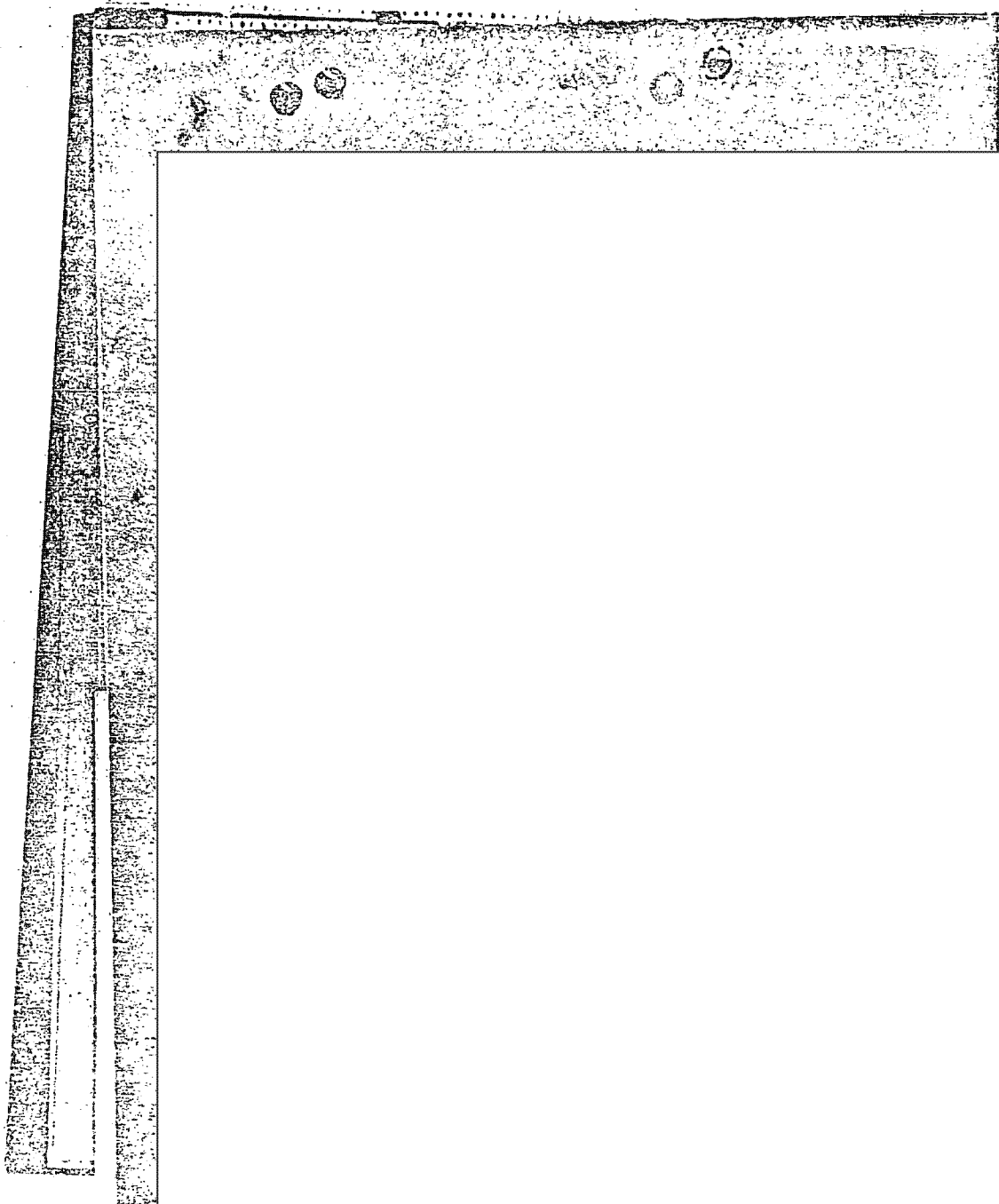


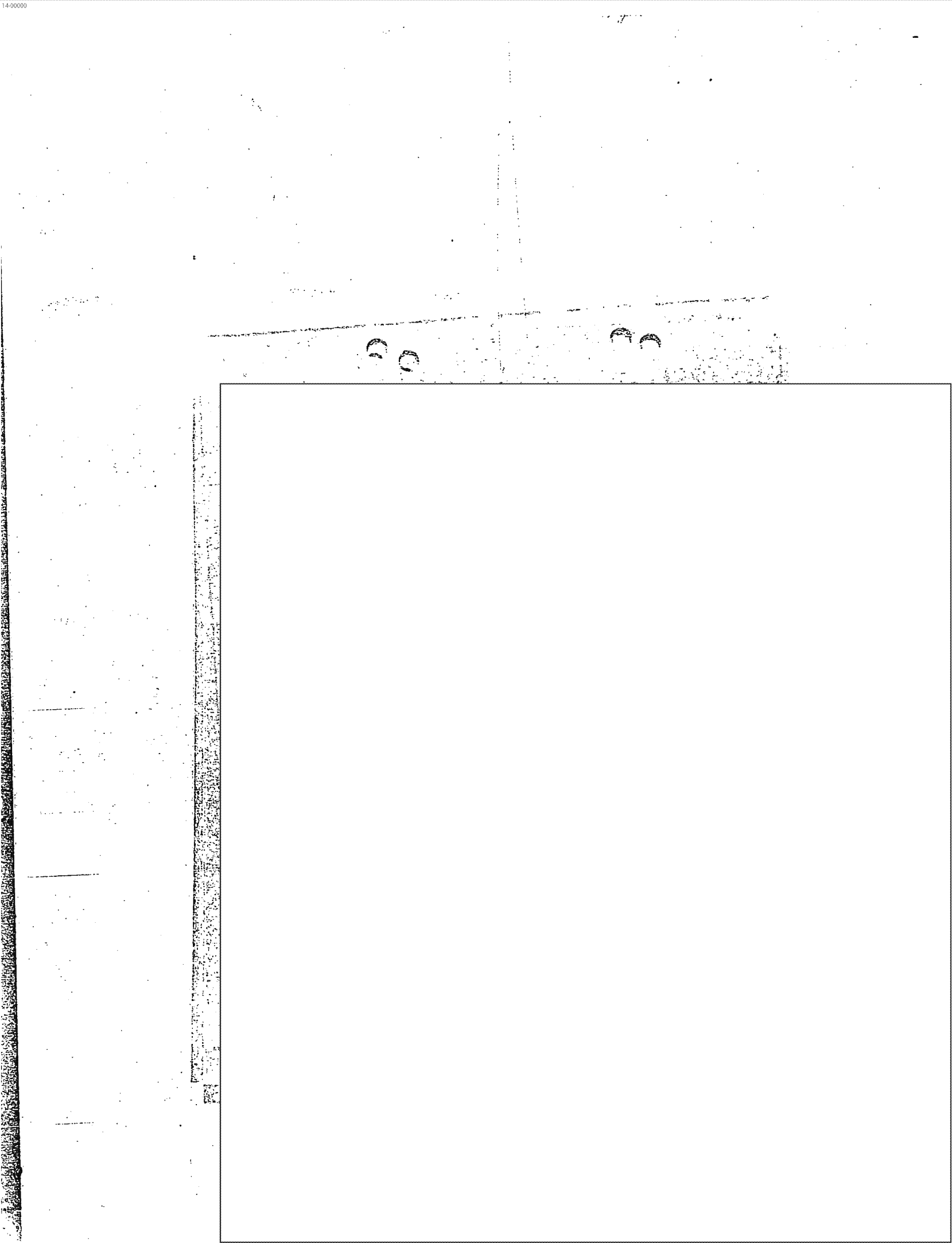












SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE						REQUEST NO. (11-21) 42076
NAME <input type="text"/> (11a-28)						REQUEST DATE (10-11) 5 Aug 66
POSITION TITLE IO- Program Eval.						YEAR OF BIRTH (12-30) <input type="text"/>
LOCATION (CITY, STATE, COUNTRY) Washington, D.C.			POSITION NUMBER (51-26) <input type="text"/>	OCCUP. CODE (87-42) <input type="text"/>	GRADE (42-44) GS-16	
ASSIGNMENT (OFFICE, DIVISION, BRANCH) DCI/PPB/Planning & Prog. Div/Prog. Anal. Br.			ORGAN. CODE (65-42) <input type="text"/>		ORGN. CODE (65-42) Anal. Br.	
TYPE OF APPLICANT		REGULAR	CONSULTANT	CONVERSION ACTION	IF OTHER, SPECIFY	
		<input type="checkbox"/>	<input type="checkbox"/>	SA-03		
NAME OF <input type="text"/>		PROVISIONAL FOR UNICATE NAME OF POOL OR GROUP		TYPE OF ASSIGNMENT AND FUNDS		
				MOB	USP	FF
				V	UV	
CLEARANCE REQUIRED	Full Clearance					SECRET
						FULL
ATTACHMENTS		PERSONAL HISTORY STATEMENT	APPENDIX I	REQUEST FOR WAIVER		
		PHOTOGRAPH(S)	APPENDIX II	REPORT OF INTERVIEW		
VETERANS STATUS		MALE - VETERAN	FEMALE - VETERAN		RECRUIT. CODE (52-54) <input type="text"/>	
		MALE - NON-VETERAN	FEMALE - NON-VETERAN		VET. PREP. & SER (55) <input type="text"/>	
<p>Security #: 6016</p> <p>Clearance memo to SA Branch/CFD Attn: <input type="text"/> 5 B 69</p>						
SPACE BELOW FOR OS USE ONLY						

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 30 July 1966

YOUR
REFERENCE: 42076

CASE NO. : 60164

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

CONFIDENTIAL
(When Filled In)

STAFF AGENT CLEARANCE

DATE : 9 November 1964

YOUR REFERENCE: 15100

CASE NO. : 60154

TO : Chief, Contract Personnel Division

ATTN. : Staff Agents Branch

SUBJECT :

1. This is to advise that a security clearance is granted for the employment of the Subject as a Staff Agent GS-16, by DDE/DCD in the capacity of Operations Officer [redacted]

2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office.

3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.

4. As a part of entrance on duty processing:

A personal interview in the Office of Security must be arranged by your office.

A personal interview is not necessary.

CHIEF, CONTRACT PERSONNEL DIVISION, DC

1700

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-8) 15100
				REQUEST DATE (10-11) 5 Nov 1964
NAME (LAST, FIRST, MIDDLE)		(11 - 88)		
POSITION TITLE Ops Officer		EDITION NUMBER (01 - 04)	OCCUP. CODE (07 - 42)	GRADE (43-64) GS-16
LOCATION (CITY, STATE, COUNTRY)		ASSIGNMENT OFFICE, DIVISION, BRANCH DDP/DOD		ORNL CODE (45-48)
TYPE OF APPLICANT <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY		CONTRACTOR SECTION SEOSA		TYPE OF APPL. (49)
TYPE OF ASSIGNMENT AND FUNDS CPD		NOB <input type="checkbox"/> CSP <input type="checkbox"/> PP <input type="checkbox"/> V <input type="checkbox"/> UV <input type="checkbox"/>		NOGTR. & FUND (50)
CLEARANCE REQUIRED	PROVIDOR: INDICATE NAME OF POOL OR GROUP COVERT SECURITY CLEARANCE			CLEARANCE (51) SECRET FULL
ATTACHMENTS	PERSONAL HISTORY STATEMENT	APPENDIX I	REQUEST FOR WAIVER	REURNT. CODE (52-54)
	PHOTOGRAPHS	APPENDIX B	REPORT OF INTERVIEW	
VETERANS STATUS	MALE - VETERAN	FEMALE - VETERAN		VET PRSP. & SER (55)
	MALE - NON-VETERAN	FEMALE - NON-VETERAN		
<p>Security #: 60164</p> <p>Case Officer: [redacted] Code 11 x68060</p> <p>Clearance memo to SA Branch/CPD [redacted] 5 E 69</p>				
SPACE BELOW FOR OS USE ONLY				

CONFIDENTIAL

DATE 20 May 1959

PROT. 9-258

TO : FE

Director of Security

Director of Personnel

FROM : Chief, Communications Security Staff

SUBJECT: Notification of Cryptographic Clearance -

1. Subject employee has been granted a cryptographic clearance under the provisions of CIA Regulation 90-500. Clearance is effective 25 May 1959.

2. Subject has been informed of the granting of clearance, has been briefed concerning cryptographic and related communications security matters, and has signed a Briefing Statement acknowledging responsibility for the protection of cryptographic information.

3. When Subject employee no longer requires the clearance in order to perform his assigned duties, it is requested that the Communications Security Staff (2411 "I" Bldg., Ext. 3021) be notified by FE, that the clearance may be revoked.

FOR THE CHIEF, COMMUNICATIONS:

Distribution:

- 1 - FE
- 1 - Security Office (Briefing Statement attached)
- 1 - Personnel Office
- 1 - OC-S/PROT File

CONFIDENTIAL

*67
Sec Sec (11/1/52)*

SECRET
CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

div.

Date: 28 July 1952

TO: Chief, Covert Personnel Division

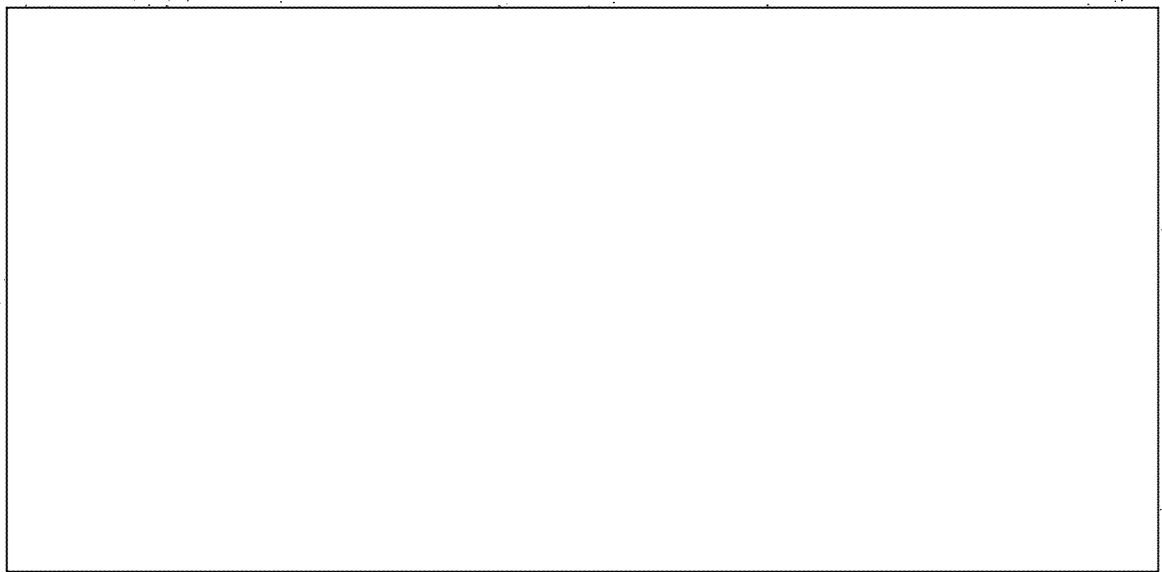
Your Reference: L-5937-A

FROM: ^{Acting} Chief, Security Division

Case Number: 60164

SUBJECT:

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.



SECRET
CONFIDENTIAL

SECRET
SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Covert Personnel Division

DATE: 8 May 1952

FROM : Chief, Personnel Security Branch

SUBJECT: 60164

Reference is made to a memorandum dated 1 May 1952 from Lloyd George, Chief, PE, which is as follows.

"1. Full security clearance was issued 11 March 1952 for Subject's employment in the field as an I.O. (CL) assigned

"3. It is therefore requested that Subject's security clearance be extended for a period of sixty days."

This is to advise that the security clearance granted 11 March 1952 is extended to 30 June 1952.

SECRET

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~~CONFIDENTIAL~~
SECURITY APPROVAL

mc

Date: 11 March 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937

FROM: Chief, Security Division

Case Number: 60164

SUBJECT:

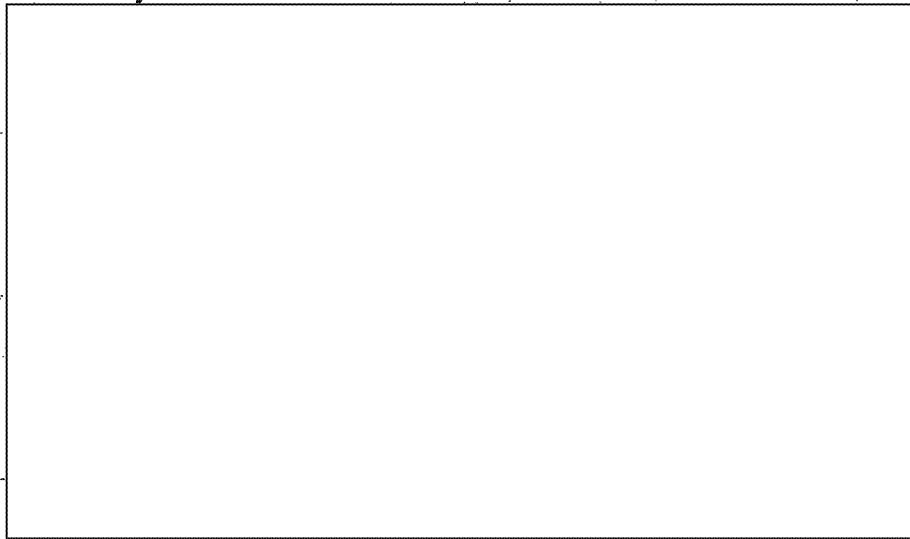
1. This is to advise you of security action in the subject case as indicated below:

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.



~~CONFIDENTIAL~~

f

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

DATE 1 OCT 1974 *mk*