

BUCKE WILLIAM P

REDACTED

STANDARD FORM 56 Revised November 1959 U.S. CIVIL SERVICE COMMISSION CHAPTER I - F.P.M. 56-103		AGENCY CERTIFICATION OF INSURANCE STATUS Federal Employees' Group Life Insurance Act of 1954	
1. FULL NAME OF EMPLOYEE (Last) (First) (Middle) <div style="text-align: center; font-weight: bold;">Burke William P., Jr.</div>		2. DATE OF BIRTH (MONTH, DAY, YEAR) <div style="text-align: center; font-weight: bold;">October 22, 1900</div>	
3. CHECK THE REASON FOR TERMINATING INSURANCE <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> (a) <input type="checkbox"/> SEPARATED (b) <input checked="" type="checkbox"/> RETIRED </div> <div style="width: 30%;"> (c) <input type="checkbox"/> DIED <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;"> WAS EMPLOYEE AT TIME OF DEATH AN APPLICANT FOR CIVIL SERVICE RETIREMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> </div> <div style="width: 30%;"> (d) <input type="checkbox"/> 12 MONTHS NON-PAY STATUS (e) <input type="checkbox"/> OTHER (Specify) </div> </div>			
4. CHECK APPROPRIATE BOX CONCERNING S. F. 54, DESIGNATION OF BENEFICIARY <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> (a) <input type="checkbox"/> CURRENT S. F. 54 ATTACHED </div> <div style="width: 30%;"> (b) <input checked="" type="checkbox"/> A CURRENT S. F. 54 IS NOT ON FILE WITH THIS AGENCY </div> <div style="width: 30%;"> (c) <input type="checkbox"/> A CURRENT S. F. 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT) </div> </div>			
NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN FREE LIFE INSURANCE, ATTACH CURRENT S. F. 54, IF ANY, TO ORIGINAL S. F. 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF S. F. 56. IF NO CURRENT S. F. 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT S. F. 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT S. F. 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.			
5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR) <div style="text-align: center; font-weight: bold;">October 27, 1962</div>		6. ANNUAL COMPENSATION RATE (CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE) ON DATE IN ITEM 5. <div style="text-align: center; font-weight: bold;">\$7,925.00 PER ANNUM</div>	
7. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)		8. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS OFFICIAL RECORDS, AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5. (SIGN ORIGINAL ONLY)	
<div style="text-align: center;"> (Personal signature of authorized agency official) </div>		<div style="text-align: center;"> 17 DEC 1962 (Date) </div>	
<div style="text-align: center;"> B. DeFelice (Type name of authorized agency official) </div>		<div style="text-align: center;"> Insurance Officer - Alternate (Title) </div>	
<div style="text-align: center;"> Central Intelligence Agency (Name of agency) </div>		<div style="text-align: center;"> 2430 E St., N.W., Washington 25, D.C. (Mailing address of agency) </div>	

SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

31 OCT 62

SECRET
(When Filled In)

DEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 001775		2. NAME (LAST-FIRST-MIDDLE) BURKE WILLIAM P JR	
3. NATURE OF PERSONNEL ACTION RETIREMENT (OPTIONAL)		4. EFFECTIVE DATE MO DA YR 10 27 62	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X V TO V CF TO V	V TO CF CF TO CF	7. COST CENTER NO. CHARGEABLE 3242 3221 4000	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS DDI OC CONTACT DIVISION U.S. FIELD NEW ORLEANS OFFICE		10. LOCATION OF OFFICIAL STATION NEW ORLEANS, LA.	
11. POSITION TITLE IO CONTACT		12. POSITION NUMBER 0195	13. CAREER SERVICE DESIGNATION OC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0132.21	16. GRADE AND STEP 15 8	17. SALARY OR RATE 17925
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. MGRS CODE	25. DATE OF BIRTH MO DA YR 10 22 60
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 - CSC 2 - PICA 3 - NONE	31. SEPARATION DATA CODE 03H0000
32. CORRECTION/CANCELLATION DATA TYPE MO DA YR		33. SECURITY REQ NO.	
34. SEX		35. VET. PREFERENCE ODE 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 CAR DESV PROV TEMP
39. FEGLI / HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA 1 - NO PREVIOUS 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 EXEMP STATE CODE 1 - YES 2 - NO		45. SIGNATURE OR OTHER AUTHENTICATION	
1150		Use Previous Edition	
1150		SECRET	
1150		Bar 10/21/62	
1150		GROUP 1 Excluded from automatic downgrading and declassification	
1150		(When Filled In)	

POSTED

11-2-62 Lws

PSC: 31 OCT 20

NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)			
001775		BURKE WILLIAM P JR			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
RETIREMENT (OPTIONAL)			NO OR YES		REGULAR
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		<input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF		3243 222 4000	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
10 CONTACT			0155		CC
14. CLASSIFICATION SCHEDULE (GS, LO, etc)		15. OCCUPATIONAL SERIES		17. SALARY OR RATE	
GS		0132.21		15 8 17925	
16. REMARKS					
SIGNATURE OR OTHER AUTHENTICATION					

Executive Registry

62-7684

22 OCT 1962

Mr. William P. Burke
6300 Saint Charles Avenue
New Orleans 18, Louisiana

Dear Mr. Burke:

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

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

May I express to you my appreciation and extend warmest wishes in the years ahead.

Sincerely,

(Signed) JOHN A. McCONE

John A. McCone
Director

Distribution:

3 - Addressee
1 - DCI
1 - DDCI
1 - ER
1 - DC/EAB/DO

1 - Di/Pers
1 - C/BSD
1 - OPS
1 - BCB Retirement
1 - BCB Reader

Originator:

/s/ Harry W. Little, Jr.

Director of Personnel

22 OCT 1962

SIGNED

Concur:

DC/EAB/DO

19 OCT 1962

OP/BSD/RSage:smt (18 October 1962)

100

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LA 37 - 79- AND
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS.
 EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GRST SALARY	NEW GRST SALARY
BURKE WILLIAM P JR	001775	R2500	V	13 0 \$15810	15 8 \$17925

CIA INTERNAL USE ONLY

FILE

REPORT OF HONOR AND MERIT AWARDS BOARD			DATE 2 October 1962
The Honor and Merit Awards Board having considered a recommendation that:			
NAME: (Last)	(First)	(Middle)	POSITION TITLE
BURKE,	William	Patrick, Jr.	Chief, New Orleans Field Office
PRESENT GRADE	OFFICE ASSIGNED TO		STATION
GS-15	DDI/OO		New Orleans
BE AWARDED:			
Intelligence Medal of Merit			
<input type="checkbox"/> FOR HEROIC ACTION, ON:			
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD			
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION			
<input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:			
CITATION			
<p>Mr. William P. Burke, Jr., is hereby awarded the Intelligence Medal of Merit for his outstanding service to the Central Intelligence Agency. As Chief of the New Orleans Field Office since its inception in 1947, Mr. Burke labored unceasingly in developing programs which have produced important information on a continuing basis. In his role as Agency representative, he has been successful in establishing relationships which have furthered the mission of the Agency and enhanced its reputation in the area. In his role as office chief, he has provided leadership of the highest order to his associates, and leaves behind him a legacy of achievement in keeping with the best traditions of service to the United States.</p>			
(Recommendation approved by DD/I on 14 September 1962)			
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD			
APPROVED		SIGNATURE	
(Signed) Marshall S. Carter		/s/ Harry W. Little, Jr.	
TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD		TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD	
HARRY V. LITTLE, JR.		HARRY V. LITTLE, JR.	
SIGNATURE		SIGNATURE	
/s/ Robert M. Gaynor		/s/ Robert M. Gaynor	
TYPED NAME OF RECORDER		TYPED NAME OF RECORDER	
ROBERT M. GAYNOR		ROBERT M. GAYNOR	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 14 September 1962	
1. SERIAL NUMBER 1775 ✓		2. NAME (Last-First-Middle) BURKE, William P., Jr.					
3. NATURE OF PERSONNEL ACTION Voluntary Retirement <i>(Retinal)</i>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 15 62		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS X <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 <input type="checkbox"/>		7. COST CENTER NO. CHARGE ABLE 3242-2221-4000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDI/00 Contact Division U.S. Field New Orleans Office				10. LOCATION OF OFFICIAL STATION New Orleans, La.			
11. POSITION TITLE <i>IC Contact</i> Intelligence Officer, Chief				12. POSITION NUMBER K 0195		13. CAREER SERVICE DESIGNATION OC	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS		15. OCCUPATIONAL SERIES 0132.21		16. GRADE AND STEP 15-8		17. SALARY OR RATE 115,810 <i>17,225</i>	
18. REMARKS as Payroll; Security Subject is re-employable.							
19. SIGNATURE OF REQUESTING OFFICIAL E. M. ASHCRAFT Chief, Contact Division, 00				DATE SIGNED 30 Oct 62		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. LAROCQUE, JR. Acting Assistant Director, 00	
DATE SIGNED 30 Oct 1962							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. ACTION CODE US 18		21. OFFICE CODE NUMERIC ALPHABETIC		22. STATE CODE		23. INTEREST CODE	
24. DATE OF BIRTH MO. DA. YR. 2 12 32 100		25. DATE OF GRAD MO. DA. YR.		26. DATE OF LEI MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. DATE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE		31. SEPARATION DATA CODE TYPE MO. DA. YR. EOD DATA	
32. SECURITY REQ. NO.		33. SEX		34. SOCIAL SECURITY NO.			
35. VET. PREFERENCE CODE 1 - NONE 2 - 5 yrs 3 - 10 yrs		36. SERV. COMP. DATE MO. DA. YR.		37. LONG COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAR/RESV PROV/TEMP	
39. FEDERAL TAX DATA CODE 1 - YES 2 - NO		40. STATE TAX DATA CODE 1 - YES 2 - NO		41. HEALTH INS. CODE CODE 1 - YES 2 - NO		42. SOCIAL SECURITY NO.	
43. POSITION CONTROL CERTIFICATION 11-1-62				44. U.P. APPROVAL H. F. HEGGEN BY		DATE APPROVED 31 Oct 62	

FORM 1152 OBSOLETE PREVIOUS EDITIONS
4-62 AND FORM 1152A.

SECRET

EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:

(Date)

A. I am resigning because I am leaving the position.

B. I am resigning because I am being transferred to another position.

Oct 31 2 03 PM '62

MY LAST WORKING DAY WILL BE

DATE SIGNED

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

1000 1st Street, N.W.,
Washington, D.C. 20001

INSTRUCTIONS

Items 1 thru 7
and
Items 9 thru 18a

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

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

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

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

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

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-200-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

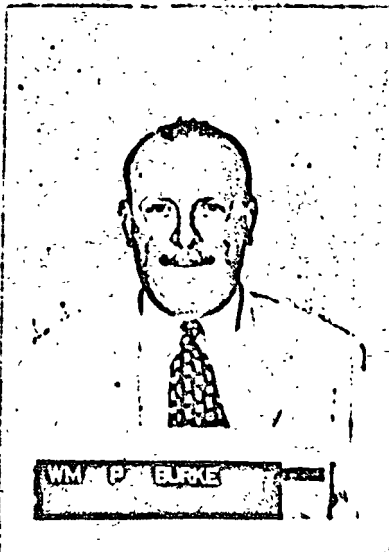
SECRET

SECRET

(When Filled In)

1. PARTIAL SERIAL NO. 01775		BIOGRAPHIC PROFILE (PART I) SCD: 15 Jul 1944			
2. NAME (Last-First-Middle) Bull, William Patrick, Jr.		3. SEX M	4. DATE OF BIRTH Oct 1900	5. LONGEVITY COMP. DATE 18 Sep 1947	
6. MARITAL STATUS Married	7. DEPENDENT (Include all dependents) 1	8. YEAR(S) OF BIRTH 1907		9. US NATURALIZATION DATE(S) NA SPOUSE NA	
10. CAREER STATUS Staff	MEMBERSHIP Reject-1	OTHER STATUS Reject-1	11. LAST MED. RPT. Oct 1957	QUAL. FOR US Field	EVAL. FOR Annual
12. CURRENT RESERVE STATUS X	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3
13. ASSESSMENT DATE 9 Jul 1947		14. PROFESSIONAL TEST DATE None		15. LANGUAGE APTITUDE TEST DATE None	
16. NON-CIA EMPLOYMENT 1925-42 Self-Employed, New Orleans, La - Lawyer 1942-45 Military Service, US Marine Corps, Major - Division Legal Officer 1945-47 Administered Financial Matters Concerning Family Estate					
17. NON-CIA EDUCATION 1915-19 Loyola Univ, New Orleans, La - AB Arts & Sciences 1920-23 Harvard Law School - LLB 1923-24 Trinity College, Cambridge, England - English Literature Research 1924-25 Tulane Univ., New Orleans, La - LLB					
18. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested) None					
19. AGENCY SPONSORED TRAINING 1954 CIA Orientation 1959 Mgmt for Contact Div					
20. CIA EMPLOYMENT HISTORY SINCE 10 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Sep 1947	I.O.	0132.21	P-7	OO/Contact/Contr/Actg R Mgr	LAC New Orleans
Sep 1948	"	0132.21	P-8	CO/Contact Br/Reg Mgr N. O.	"
Mar 1952	"	0132.21	15	OO/ContactDiv/Ch, N.O. Off	"
Jul 1960	LWOP				"
Sep 1960	I.O.-Contact	0132.21	15	OO/ContactDiv/Ch, New Orleans	Off
21. DATE REVIEWED 25 Sep 1962 OP/POD/QAB/hms		22. PROFILE REVIEWED BY 25 Sep 1962 OP/POD/QAB/hms		23. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE 2 Dec 1957	

SECRET
(When Filled In)

PERB. SERIAL NO. 01775	BIOGRAPHIC PROFILE (PART 2)
NAME (Last-First-Middle) BURKE, William Patrick, Jr.	DATE OF BIRTH Oct 1900
<div>23.</div> <div></div>	
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE	
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL	
26. ADDITIONAL INFORMATION <p>Letter of Appreciation 1948 from AD/Operations prior to leaving Agency for having created an effective field office in less than a year, excellent relations with clients and local Armed Forces Representatives and high morale of office.</p> <p>Commendation 1954 from DD/P for thorough and expeditious contribution made by DDI Personnel to urgent need for intelligence about Guatemala.</p>	
27. DATE REVIEWED 25 Sep 1962	28. PROFILE REVIEWED BY OP/POD/CAB/hms
FORM NO. 1200 (PART 2) REPLACES FORM 1000 (PART 2) WHICH IS OBSOLETE.	
1 FEB 67	
SECRET	
PROFILE	
(4)	

14-00000

MAY 1962
mjl
P

SECRET

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
GEORGE G. CAREY
Assistant Director for Operations

SECRET

SECRET

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

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E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
GEORGE G. CAREY
Assistant Director for Operations

SECRET

21 June 61

Memo for File - William P. Burke

Subject: Longevity Step Increase

In reviewing this file under the Security reinvestigation program, it was noted that the 3rd LSI (as GS-15) was proposed to be made effective on 18 Sept 60, but that the effective date had been changed by Payroll to show 16 Oct 60. Reason for the change is presumed to be due to LWOP. Form 560 shows 225 hours of LWOP during the waiting period. If those figures are correct, then there was no "excess" LWOP, since the law provides that a maximum of 240 hours of LWOP is creditable toward completion of the waiting period in the case of LSI's.

I called this case to the attention of Joe Tracy, C/Payroll, who will review LWOP records and, if required, issue a memorandum to correct the effective date of the last LSI.


Gene C. Stevens

14-00000

SECRET

2 JUL 1961
not
for

30 JUN 1961

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. Mr. Burke is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives, particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. Mr. Burke represents the Agency well in his area and readily maintains respect in the community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
George G. Carey
Assistant Director for Operations

3 JUL 1961

1000 0000

1000 0000

1000 0000

SECRET

14-00000

SECRET

100
not
for

3 JUL 1961

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. Mr. Burke is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. Mr. Burke represents the Agency well in his area and readily maintains respect in the community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
George G. Carey
Assistant Director for Operations

3 JUL 1961

SECRET

1960

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
101775		BURKE WILLIAM P JR				DDI/CONT 7		V-40			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 15	9	\$15,550	09	21	58	GS 15	7	\$15,810	18	18	58
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.S.I. <input checked="" type="checkbox"/> L.B.I. <input type="checkbox"/> PAY ADJUSTMENT						Employee has served an aggregate of 10 years in present, equivalent, or higher grade and at the top of present grade since 9-19-48. This is the third longevity step increase.					
14. AUTHENTICATION											
<p align="center">03. MAR 2 2008 7:00 AM HONOLULU BRANCH</p> <p align="center">RECEIVED</p> <p align="right">Fe WM</p>											
PAY CHANGE NOTIFICATION											

FORM 5-59

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

SECRET

OFFICIAL PERSONNEL FOLDER (4)

V to V		V to V		SECRET (When Filled In)		REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
UV to V		UV to UV										Mo	Da	Yr	
9		14										9	14	60	
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prob.		5. Sex		6. CS LOD		
101775		BARKER WILLIAM P JR				Mo Da Yr 10 22 00			None 0 5 Pt 1 10 Pt 2		Code M 1		Mo Da Yr 0 13 47		
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Appt. Affidiv			11. FEGLI		12. LCO		13. Ret. Sec. Code LCO		
Mo Da Yr 01 15 44		Yes 1 No 2		Code 1		50 USCA 403			Mo Da Yr 0 13 47			Yes 1 No 2		Code 2	

CURRENT ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDI CO CONTACT DIVISION NEW ORLEANS OFFICE				2531		NEW ORLEANS, LA.				75033	
16. Dept. Field		17. Position Title				18. Position No.		19. Serr.		20. Occup. Series	
Dept. Code USSta. Code Frqn.		INTEL OFF (CON) (CH)				0105		65		0132.21	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15 9		\$15550		00		Mo Da Yr 09 19 48		XX XX XX		1242 2221	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		30. Separation Data	
RETURN TO DUTY FROM LWOP		510		Mo Da Yr 9 1 60		Regular			

PROPOSED ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
				2531						75033	
33. Dept. Field		34. Position Title				35. Position No.		36. Serr.		37. Occup. Series	
Dept. Code USSta. Code Frqn.											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				Mo Da Yr 09 19 48		09 15 60			

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Person Approved By (Signature And Title)		Date Approved	
F. M. ASHCRAFT, Chief, Contact Division, CO For Additional Information Call (Name & Telephone Ext.)		GEORGE G. CAREY Assistant Director for Operations		15 SEP 1960	
Ann L. Budresky					

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Pos. Control		18		9-16-60		E					
C. Classification						F. Approved By		DU Mulcahy MRS		9/16/60	
Remarks											

CK for M. Budresky

Continued On Reverse Side

FORM NO 1152 USE PREVIOUS EDITION 4-16-60

SECRET

(4)

SECRET
(When Filled In)

BLT: 7 SEPT 1960												NOTIFICATION OF PERSONNEL ACTION											
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS-ECOD										
101775		BURKE WILLIAM P JR				Mo. Da. Yr. 10 22 00			Non-0 5 Pt-1 10 Pt-2		M 1		Mo Da Yr 09 15 47										
7. SCB		8. CSC Recnt. - CSC Or Other Legal Authority				10. Apmt Affidav.			11. FEQU		12. LCD		13. Int. Serv. Ltr.										
Mo. Da. Yr. 07 15 44		Yes-1 Code No-2 1 50 USCA 403 J				Mo. Da. Yr. Mo. Da. Yr.			Yes-1 Code No-2		Mo. Da. Yr. 09 18 47		Yes-1 Code No-2										

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE				2531		NEW ORLEANS, LA.				75033	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 2 USIld - 4 Frqn - 6		Code 4 INTEL OFF (CON) (CH)		0195		GS		0132.21			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15 9		\$ 15550		OC		Mo. Da. Yr. 09 19 48		XX XX XX		1242 2221	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
RETURN TO DUTY FROM LEAVE WITHOUT PAY		50		Mo. Da. Yr. 09 07 60		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE				2531		NEW ORLEANS, LA.				75033	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 2 USIld - 4 Frqn - 6		Code 4 INTELL OFF (CON) (CH)		0195		GS		0132.21			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
15 9		\$ 15550		OC		Mo. Da. Yr. 09 19 48		09 18 60		1242 2221	

44. Remarks

POSTED

9-22-60-18

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. Vet. Pref.		5. Sex		6. CS - EOD	
1775		BURKE, William P., Jr.				10 22 00		None-0 5 Pt-1 10 Pt-2		M		Mo Da Yr	
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority		10. Asm. Affidav.		11. FEGLI		12. LCD		13. Yes - 1 No - 2	
Mo Da Yr		Yes - 1 No - 2		Code		Mo Da Yr		Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

CURRENT ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code		
DDI/00 Contact Division New Orleans Office						New Orleans, La.						
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series				
Dept. - Usld. - Frgn -		Intelligence Officer (Contact) (CH)		195		GS		0132.21				
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number		
15-9		\$14,450		00		09 19 65		Mo Da Yr		242-2221		

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
LEAVE WITHOUT PAY*				Mo Da Yr		Regular		76			
				7 19 60							

PROPOSED ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
										75033	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - Usld. - Frgn -											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
						Mo Da Yr		Mo Da Yr			

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved	
M. Aschcraft, Chief, Contact Division		GEORGE G. CAREY		1 JUN 60	
S. For Additional Information Call (Name & Telephone Ext.)		Assistant Director for Operations			
Ann L. Budresky		2271			

CLEARANCES

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

Remarks *Personal reasons. It is requested that Mr. Burke be granted 25 days of leave without pay commencing 18 July and ending 10 August 1960.

To 10/16/60
10 Sept 60
Continued on reverse side

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
PAS: 26 AUGUST 1960														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Ser.		6. CS - EOD	
101775		BURKE WILLIAM P JR				Mo. Da. Yr.			Non-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.	
07 15 44						10 22 00			1		M 1		09 18 47	
7. SCD		8. CSC Reint.		9. CSC Or Other Legal Authority		10. Appt. Allidat.			11. FEGR		12. ECD		13. Grant. Fee	
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.			Yes-1 No-2		Code		Mo. Da. Yr.	
				1 50 USCA 403 J							09 18 47		No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE						NEW ORLEANS, LA.					
16. Dept. - Field		Code		17. Position Title				18. Position No.		19. Ser.	
Dept - 2 USMld - 4 Frgh - 6		4		INTEL OFF (CON) (CH)				0195		GS	
										0132.21	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15 9		\$ 15550		OC		Mo. Da. Yr.		Mo. Da. Yr.		0242 2221	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
LEAVE WITHOUT PAY (THRU COB 10 SEPT 1960)		61		Mo. Da. Yr. BOB 07 29 60		REGULAR		70			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE				2531		NEW ORLEANS, LA.				75033	
33. Dept. - Field		Code		34. Position Title				35. Position No.		36. Ser.	
Dept - 2 USMld - 4 Frgh - 6		4		INTEL OFF (CON) (CH)				0195		GS	
										0132.21	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
15 9		\$ 15550		OC		Mo. Da. Yr. 09 19 48		Mo. Da. Yr. XX XX XX		1242 2221	
44. Remarks											
<div style="border: 1px solid black; padding: 10px; display: inline-block; transform: rotate(-10deg);"> POSTED P-30-60 WR 10/1/60 </div> <div style="text-align: right; margin-top: 20px;">ST</div>											

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
OC	BURKE WILLIAM P JR	101775	25 31	GS-15 9	\$14,450	\$15,550

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET

18 MAY 1960

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

1. William P. Burke, Chief of the New Orleans Field Office, continues to manage his office most efficiently and to demonstrate thorough knowledge of his area. His inherent conservatism and somewhat legalistic approach tend to make it difficult for him to accept change and methods peculiar to clandestine support without most careful consideration of all the factors involved.
2. Mr. Burke represents the Agency well in his area. His conservatism is to a degree an asset in New Orleans; it could conceivably be a handicap elsewhere.

E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey 20 MAY 1960
George G. Carey
Assistant Director for Operations

CONFIDENTIAL

DATE 24 Feb. 1960PROT. 0-60

TO : Chief, OO/CD

Director of Security

Director of Personnel

FROM : Chief, Communications Security Staff

SUBJECT: Revocation of Cryptographic Clearance - William P. Burke

1. The cryptographic clearance held by Subject has been revoked under the provisions of CIA Regulation 90-500. Revocation is effective 9 Feb 60.

2. Subject is not authorized to have continued custody of, access to, or otherwise gain further knowledge of staff cryptographic material or information. Subject has been informed of this revocation, has been debriefed concerning cryptographic and related communications security matters, and has signed a Debriefing Statement acknowledging continuing responsibility for the protection of all cryptographic information obtained during the tenure of his cryptographic clearance.

FOR THE CHIEF, COMMUNICATIONS:

William P. Burke
Chief, Protective Branch

Distribution:

- 1 - OO/CD
- 1 - Security Office (Debriefing Statement Attached)
- 1 - Personnel Office (Wing 1-H Curie Hall)
- 1 - OC-S/PROT File

CONFIDENTIAL

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 101775		
SECTION A GENERAL						
1. NAME (Last) BURKE, (First) William (Middle) P.		2. DATE OF BIRTH 10/22/1900		3. SEX M	4. GRADE GS-15	
5. SERVICE DESIGNATION OC		6. OFFICIAL POSITION/TITLE Intelligence Officer (Contact)		7. OFF/DIV/BR OF ASSIGNMENT OO/CD/New Orleans		
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input checked="" type="checkbox"/> DECLINED <input checked="" type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P. 31 May 1959		11. REPORTING PERIOD From Sept 58 - To Mar 59		12. 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 Management of a domestic field office.		RATING NO. 6		SPECIFIC DUTY NO. 4 Obtaining cooperation of non-governmental sources in his area.		
SPECIFIC DUTY NO. 2 Analysis of assigned area for intelligence potential.		RATING NO. 6		SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area.		
SPECIFIC DUTY NO. 3 Planning and carrying out effective intelligence collection.		RATING NO. 6		SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area.		
RATING NO. 6		RATING NO. 4		RATING NO. 3		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <div style="border: 1px solid black; padding: 5px; width: 30px; 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
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 for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential 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.

Apr 29 12 12 PM '59
Subject possesses complete integrity and thorough knowledge of his area. He is able to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which makes him somewhat less than receptive to new ideas and methods particularly when understanding support of the clandestine services is required. His conservatism is, to an extent, an asset in his area; it could be undesirable in some other assignments.

SECTION F

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
100	Subject is located in New Orleans.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 April 59	Chief, CD/00	E. M. Ashcraft <i>E. M. Ashcraft</i>
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 APR 1959	AD/O	<i>George G. Carey</i> George G. Carey

SECRET

SECRET
(WHEN FILLED IN)

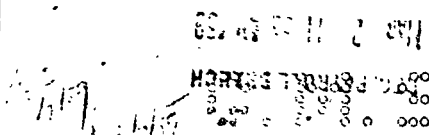
1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT				
101775		BURKE, WILLIAM P.			DDI/CONT		7	V-40					
6. OLD SALARY RATE						7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
			MO.	DA.	YR.				MO.	DA.	YR.		
GS	15	5	13,970	09	16	51	GS	15	X & Y	14,210 14,450	09	21	58
REMARKS EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 Sep 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.													
CERTIFICATION													
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.													
TYPED, OR PRINTED, NAME OF SUPERVISOR				DATE		SIGNATURE OF SUPERVISOR							
E. M. ASHCRAFT				24 Feb. '59		<i>E. M. Ashcraft</i>							
PERIODIC STEP INCREASE - CERTIFICATION													

FORM NO 560
1 MAR 56

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN		4. FUNDS		5. ALLOTMENT	
101775		BORKE, WILLIAM P.				DDI/CONT		Y-60			
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	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						9. NUMBER OF HOURS LWOP					
						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 SEP 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.					
14. AUTHENTICATION											
											
PERIODIC STEP INCREASE - AUTHENTICATION											

1958

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20.170. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BURNS, William P.		10/22/00	M	OC
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
OO/Contact New Orleans		Intelligence Officer (Contact) (CM)		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-15	9 September 1958	8/5/58 - 9/3/58		
10. TYPE OF REPORT (Check one)	SPECIAL (Specify)			
<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR			
<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

SECTION B.

CERTIFICATION

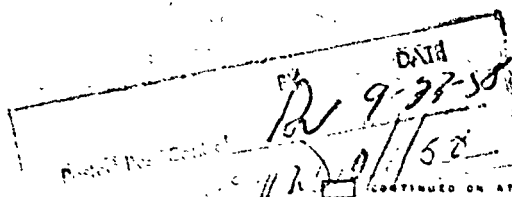
1. FOR THE RATER: THIS REPORT ☐ WAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: Subject not available in Washington area.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE	C. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
12 Aug 58 27 August 1958	<i>Michael E. M. ASHCRAFT</i>	Chief, CD/00

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



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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
18/10/58	<i>George G. Carey</i>	AD/O

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

Need to
let doc
Batch

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC DUTIES performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
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TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p> <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																											
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER																								
Management of domestic field office	6	Obtaining the effective support of non-governmental sources and contacts in his area	6																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
Analysis of assigned area for intelligence potential	6	Liaison with Federal and local agencies and officials in his area	4																								
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
The planning and carrying out of effective intelligence collection	6	Support of other elements of CIA in his area	3																								
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																											
<p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Subject possesses complete integrity and thorough knowledge of his area. He has the ability to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which renders him somewhat less than receptive to new ideas and methods, particularly where understanding support of the clandestine services is required. This conservatism is to a degree an asset in the area and the duties to which he is assigned but could be undesirable in some other assignments.</p>																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																											
<p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																											
<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>																											

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle) BURKE, William P.		2. DATE OF BIRTH 10/22/00	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OO/Contact/New Orleans		6. OFFICIAL POSITION TITLE Intelligence Officer (Contact) (CH)		
7. GRADE GS-15	8. DATE REPORT DUE IN OF 9 Sept. 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/2/57 - 9/8/58		
10. TYPE OF REPORT (Check one)	INITIAL <input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/>		SPECIAL (Specify)

SECTION E.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 17 Nov 58 27 August 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR E. M. ASHCRAFT	C. SUPERVISOR'S OFFICIAL TITLE Chief, CD/CO
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 18 Nov 58	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL GEORGE G. CAREY	C. OFFICIAL TITLE OF REVIEWING OFFICIAL AD/O

SECTION G.

ESTIMATE OF POTENTIAL

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

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1	BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2	BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3	BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

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

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
92

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Subject will leave New Orleans only for an overseas post. He will not do so for duty in Washington. In view of the fact that his intelligence assignment is entirely in the field of domestic collection, it is difficult to conceive of such an overseas assignment. He is eminently qualified to continue in his present assignment.

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No training or experience planned or required except periodic meetings of Contact Division Field Chiefs.

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

See Section G.4. above.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

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

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

SECRET

SECRET

(When Filled In)

101-775		LANGUAGE DATA RECORD	
PART I-GENERAL			
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (25-30)	
BURKE, William P.		October	22 1900
3. LANGUAGE (31-32)	4. TODAY'S DATE (33-39)		5.
	April	9 1957	<input checked="" 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, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.			
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.			
5. I CANNOT WRITE IN THE LANGUAGE.			
SECTION C. Pronunciation (42)			
1. MY PRONUNCIATION IS NATIVE.			
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.			
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.			
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.			
5. I HAVE NO SKILL IN PRONUNCIATION.			
CONTINUE ON REVERSE SIDE			

CONTINUATION OF PART II-LANGUAGE ELEMENTS	
SECTION D. Speaking (43)	
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.
SECTION E. Understanding (14)	
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5.	I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)	
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3.	BOTH OF THE ABOVE STATEMENTS APPLY.
4.	NONE OF THE ABOVE STATEMENTS APPLY.
PART IV-CERTIFICATION	
I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.	
DATE SIGNED 9 Apr 57	SIGNATURE William P. Burke
(46)	(47)

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
BURKE WILLIAM P JR	101775	GS-15-5	\$12,690	\$13,970

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET

(When Filled In)

(1958)

PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT

THIS DATE

SEP 58

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 item requires more complete coverage than you have previously reported.

SECTION I

GENERAL

1. FULL NAME (Last-First-Middle)

BURKE William Patrick Jr.

2. CURRENT ADDRESS (No., Street, City, Zone, State)

6300 St. Charles Ave.,
New Orleans 18, La.

3. PERMANENT ADDRESS (No., Street, City, Zone, State)

6300 St. Charles Ave.,
New Orleans 18, La.

4. HOME TELEPHONE NUMBER

Twinbrook 7-2486

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE

Louisiana

SECTION II

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.

2. RELATIONSHIP

Wife

3. HOME ADDRESS (No., Street, City, Zone, State, Country)

6300 St. Charles Ave., New Orleans 18, La.

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE

None

5. HOME TELEPHONE NUMBER

Twinbrook 7-2486

6. BUSINESS TELEPHONE NUMBER

None

7. BUSINESS TELEPHONE EXTENSION

None

8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.

None

SECTION III

MARITAL STATUS

1. CHECK (X) ONE:

SINGLE

MARRIED

WIDOWED

SEPARATED

DIVORCED

ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

Never separated, divorced nor marriage annulled

NAME OF EMPLOYEE: BURKE WILLIAM P JR 01775

EMPLOYEE SERIAL NO.

COMPLETED BY EMPLOYEE

X YES NO

TELEPHONE EXT.

2271

SECRET

(WHEN FILLED IN)

DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE

INSTRUCTIONS

THIS FORM MUST BE RETURNED

WHETHER YOU HAVE HAD OVER-

SEAS SERVICE OR NOT.

PLEASE READ CAREFULLY IN-

STRUCTIONS ON ACCOMPANYING

CARD, THEN FILL OUT THIS FORM

AS ACCURATELY AS POSSIBLE.

DO NOT WRITE IN COLUMN

WHERE SERVICE WAS PERFORMED

PCB-1 TDY-2

(ENTER NO.)

DATES

FROM TO

MO. YR. MO. YR.

1 05 45 10 45

SERVICE AS

CIVILIAN 1

MILITARY 2

(ENTER NO.)

1 2

RESPONSIBLE

U.S. GOVT.

DEPT. OR AGENCY

US Marine Corps

DO NOT WRITE IN COLUMN

(ENTER NO.)

4-41

540

IF ADDITIONAL SPACE IS NEEDED, CHECK HERE

AND ASK YOUR ADMINISTRATIVE OFFICER FOR SUPPLEMENTAL CARDS

SECRET

Housewife

Not employed, last two employers

Not employed, Once employed by Town & Country, N.O. La.

20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)

not employed

SECTION III CONTINUED TO PAGE 2

FORM 444b USE PREVIOUS EDITIONS.

SECRET

1

1958 doc

Per'l
HISTORY
STATEMENT
w/Atto
(1954)

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From- and To-) BY MONTH AND YEAR
Sep 1942 - Dec 194522. BRANCH OF SERVICE
U S Marine Corps23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
U. S.

24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN

CIA, New Orleans Field Office, Sept 1947 to date.

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

1. FULL NAME (Last-First-Middle) None 2. RELATIONSHIP 3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country) 6. FREQUENCY OF CONTACT 7. DATE OF LAST CONTACT

1. FULL NAME (Last-First-Middle) 2. RELATIONSHIP 3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country) 6. FREQUENCY OF CONTACT 7. DATE OF LAST CONTACT

1. FULL NAME (Last-First-Middle) 2. RELATIONSHIP 3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country) 6. FREQUENCY OF CONTACT 7. DATE OF LAST CONTACT

1. FULL NAME (Last-First-Middle) 2. RELATIONSHIP 3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country) 6. FREQUENCY OF CONTACT 7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? YES NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? YES NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.

Dividends on stocks, capital gains, interest, rents and an annuity.

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2							
V. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS:							
NAME OF INSTITUTION				ADDRESS (City, State, Country)			
Whitney National Bank				New Orleans, La.			
Hibernia National Bank							
National American Bank							
National Bank of Commerce							
2. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?				YES		<input checked="" type="checkbox"/> NO	
3. IF YOU HAVE ANSWERED "YES" TO QUESTION 2 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)							
SECTION VI: CITIZENSHIP							
1. COUNTRY OF CURRENT CITIZENSHIP		2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:					
U. S.		<input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> OTHER (Specify):					
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP?		4. GIVE PARTICULARS					
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (List 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 TWO 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 checked="" type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE			
<input type="checkbox"/> TWO YEARS COLLEGE OR LEAS				<input type="checkbox"/> MASTER'S DEGREE		<input type="checkbox"/> DOCTOR'S DEGREE	
2. COLLEGE OR UNIVERSITY STUDY							
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATE'S ATTENDED		DEGREE REC'D	DATE REC'D	SEM/QTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
Loyola University of the South	Phil	Eng	1916	1919	AB	1919	?
Harvard Law School	Law		1920	1923	LLB	1923	?
Cambridge Univ., England	Eng	--	1923	1924	none	--	?
Tulane University Law School	Law		1924	1925	LLB	1925	?
3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS							
NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS			
		FROM	TO				
none							
4. MILITARY TRAINING (Full time only in specialized schools such as Ordnance, Intelligence, Communications, etc.)							
NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS			
		FROM	TO				
Headquarters US Marine Corps	Military Law	Oct 1944	Feb 1945	about 12			
5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE							

SECRET

SECRET

(When Filled In)

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Cambridge, Eng.	General only	1923-4	X		X	

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

I attended Trinity College, Cambridge, for about nine months.

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		
			HDQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
None					

SECTION IX TYPING AND STENOGRAPHIC SKILLS					
1. TYPEWRITING (# P.M.)	2. SHORTHAND (# P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM			
20	none	GREGG	SPEEDWRITING	STENOGRAPH	OTHER (Specify)
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)					
none					

SECTION X SPECIAL QUALIFICATIONS	
1. LIST ALL SPECIAL QUALIFICATIONS, INCLUDING EQUIPMENT, WHICH YOU HAVE ACQUIRED BY YOUR PROFICIENCY IN EACH	
Golf, Fishing, Hunting, Lawn Tennis, Bridge, Piano, Pottery, etc.	
2. INDICATE ANY SPECIAL QUALIFICATIONS RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK	
none	
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.	
none	
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.	
Member of the Bar of Louisiana. Also licensed to practise before Federal Courts	
5. FIRST LICENSED CERTIFICATE (Year of issue)	6. LATEST LICENSED CERTIFICATE (Year of issue)
1926	1958

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(When Filled In)

SECTION X CONTINUED FROM PAGE 8

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

None

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

None

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

None except public speaking incident to legal practice.

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

None.

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

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
Sep 1947 to Date	GS 15	Office of Operations/Contact Division/H.O.
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
10 (inc. 3 WAEs)	Chief, New Orleans Field Office.	
6. DESCRIPTION OF DUTIES		
Supervision and direction of professional and clerical employees. Carrying out policy and operational directives issued by headquarters. Maintaining liaison with other governmental agencies. Collecting and reporting positive foreign intelligence information. Appropriate duties incidental to the above.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION XII

CHILDREN AND OTHER DEPENDENTS

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

2.

X

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
			M	F		
	wife	1908		X	US	6300 St. Charles Ave New Orleans 18, La.
	daughter	1937		X	US	" " " "

ADDITIONAL COMMENTS AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED

SIGNATURE OF EMPLOYEE

SECRET

7P.P.
 doc 1947
 doc
 doc late,
 26 May 1947

Standard Form 57 - June 1946
 U.S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

Form approved
 Budget Bureau No. 50-2046

NOTE
 Extra
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 out

INSTRUCTIONS - Answer every question completely. Type or write legibly. If you are applying for a position in the Civil Service Commission, send the announcement carefully and follow its instructions. Mail this application to the office of the announcement. Be sure to mail to the same office and follow forms required by the announcement. Notify the office with which you file this application of any change in

1. Name of examination, or kind of position applied for:

2. Optional subject (if mentioned in examination announcement):

3. Place of employment applied for:

4. ☒ (First name) (Middle) (Last) (Last)

☒ William Patrick Burke, Jr.

5. Street and number or R. D. number:

6300 St. Charles Ave.

City or post office (including postal zone), and State:

New Orleans, La.

6. Legal or voting residence (State):

Louisiana

UP 1447

UP 1447

7. Place of birth (city and State if born outside U. S., name city and country):

New Orleans, La.

8. Date of birth (month, day, year):

22 Oct. 1900

9. Age last birthday:

46

10. ☒ Male

☐ Female

11. ☒ Married

☐ Single

12. Height without shoes:

6'1 1/2"

Weight:

202

13. Have you ever been employed by the Federal Government? ☒ Yes ☐ No

If now employed by the Federal Government, give present grade and date of last change in grade:

Major USMCR (inactive duty) 15 Aug. 1945

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

<input type="checkbox"/> Appar.	<input type="checkbox"/> Material	<input type="checkbox"/> Submittal	<input type="checkbox"/> Review required
<input type="checkbox"/> Non-appar.	<input type="checkbox"/> Returned		
Notations		App. Review	
Approvals:			
OPTION	GRADE	EARNED RATING	EXPERIENCE
			5 points (min)
			10 points
			15 or more
			20 or more
			25 or more
			30 or more
			35 or more
			40 or more
			45 or more
			50 or more
			55 or more
			60 or more
			65 or more
			70 or more
			75 or more
			80 or more
			85 or more
			90 or more
			95 or more
			100 or more
INITIALS AND DATE			

Indicate "Yes" or "No" answer by placing X in proper column	YES	NO
13. (a) Would you accept short-term appointment if offered, for—		
1 to 3 months?		<input checked="" type="checkbox"/>
3 to 6 months?		<input checked="" type="checkbox"/>
6 to 12 months?		<input checked="" type="checkbox"/>
(b) Would you accept appointment if offered—		
in Washington, D. C.?		<input checked="" type="checkbox"/>
anywhere in the United States?		<input checked="" type="checkbox"/>
outside the United States?		<input checked="" type="checkbox"/>
14. (c) If you will accept appointment in certain locations ONLY, give acceptable locations:	New Orleans, La.	
(d) What is the lowest entrance salary you will accept: \$ 8000.00 per year.	You will not be considered for positions paying less.	
(e) If you are willing to travel, specify:	<input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly	

16. EXPERIENCE—You are requested to furnish all information asked for below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe EVERY position you have held. Use a separate block for EACH position. You may also include any pertinent job title, grade, salary or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, accounting for all periods of unemployment. Explain clearly the principal tasks which you performed in each position. Consider your experience in the Armed Services in question 17. Military Experience.

(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Twenty-two of your work" for each position, the name used.

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

PRESENT POSITION		
Date of employment (Month, year)	Exact title of your present position:	Salary or earnings.
From: To present time	See appendix "A".	Starting \$ per
Place of employment (city and State):		Present \$ per
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:	Description of your work:	
Kind of business or organization (e. g., wholesale, retail, insurance, agency, etc. of books, etc.):		
Number and kind of employees supervised by you:		
Name and title of immediate supervisor:		
Reason for desiring to change employment:		

(CONTINUED ON NEXT PAGE)

16-57900-3

17. MILITARY EXPERIENCE--In order to make a record of your military experience, including training, service, and hospitalization, you have to fill in the following information. If you have been in the service, write in item (a) "No additional training schools" and attach to item (c) all the training and experience that have been in your service, showing dates of such assignment.

(a) First Special Service School attended:

See appendix "B"

Location:

Dates attended (month, year):

From: To:

Rating received at end of this training:

(c) Duty assignment after this training (give all important changes in duty assignment whether or not you attended a Service School):

Dates of duty assignment (month, year):

From: To:

(e) Second Special Service School attended:

Location:

Dates attended (month, year):

From: To:

Rating received at end of this training:

(g) Duty assignment after this training:

Dates of duty assignment (month, year):

From: To:

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION--Circle highest grade completed.

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

Mark (a) the appropriate box to indicate satisfactory completion of:

☐ Elementary School ☐ Junior High School ☒ Senior High School

(a) Name and Location of College or University

Major

Dates attended (month, year):

From: To:

Rating received at end of this training:

(c) Duty assignment after this training:

Dates of duty assignment (month, year):

From: To:

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.		List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.	
Jesuits High School, New Orleans, La.		English, History.	
Loyola University, N.O. La		A & S	
Harvard Law School, Cambridge		Law	
Tulane University, N.O. La		Law	
(d) List Your Chief Undergraduate College Subjects		List Your Chief Graduate College Subjects	
Philosophy, Eng. Science		Law and English Litt.	
		Spent year (1923-1924) at Trinity Coll.	
		Cambridge Univ. England in Eng. Litt.	
		research.	

(e) Other training (such as vocational, business, or other courses given through the Armed Forces list) (give name and location of school, or in service training in a Federal agency):

Judge Advocate General of Navy;

USMC Institute

Dates attended (month, year):

From: To:

Rating received at end of this training:

(g) Duty assignment after this training:

Dates of duty assignment (month, year):

From: To:

19. In what language do you speak?

READING | SPEAKING | UNDERSTANDING

French

(a) How was your knowledge of foreign languages acquired?

School and private lessons

(b) If you have traveled or resided in any foreign country, indicate (1) name of country, (2) date and length of time spent there and (3) reason for going (e.g., business, education, etc.):

England, France, Germany, Italy, Canada, etc. Study and recreation.

(c) List any special skill you possess and machines and tools that you can use such as operation of short wave radio, machine, computer, key-punch, turret lathe, scientific or professional device.

Practising lawyer in New Orleans for about fifteen years; member New Orleans and Louisiana State Bar Associations.

Signature of applicant: [Signature]
 Give your name in the space provided: Mr. and Mrs. [Name]
 Give your address in the space provided: [Address]

WILLIAM P. BURKE

APPENDIX "A"

HISTORY OF EMPLOYMENT.

(Sec. 21 in Form 1235; Sec. 16 in USGPO Std. Form 57)

The following is a complete account of my business and professional activities since my return to New Orleans, from England, in the fall of 1924.

I had obtained a law degree from Harvard in 1923, but, as the law of Louisiana differs in many important respects from the Common Law, I entered Tulane University Law School, in October 1924, to study Louisiana Civil Code subjects. In the afternoons I worked as a researcher for the law firm of Spencer, Stille, Phelps and Dunbar, (now Phelps, Dunbar, Marks and Glavito) 1010 United Fruit Co. Bldg., New Orleans, La.

In July 1925 I received the degree of LL.M. from Tulane, passed the Louisiana Bar examinations, and entered practice as an associate of the firm named above. My salary was, as I recall it, \$100.00 per month, plus 75% of the fees on the business which I originated. Such fees were negligible. My work consisted in research on matters assigned by members of the firm, and the handling of minor matters of litigation.

Among the clients of the Spencer firm was the New Orleans Bank & Trust Co., a small bank which had been organized a few years previously. In 1928 the bank decided to open a Trust Department, and offered me the job of organizing and running it, at a salary of \$4000.00 per year. I accepted, organized the department and operated it successfully until 1931. My work consisted in collecting wills, trusts and testamentary accounts, investing the funds of beneficiaries, administering estates and handling receiverships.

In 1931 the discount department of the New Orleans Bank & Trust Co. got into difficulties, and, for the protection of the depositors, the entire bank was taken over by the Interstate Trust & Banking Co., of New Orleans. No loss was suffered by any of the customers of the Trust Department. I became Assistant Trust Officer of the Interstate Bank, and could have remained there indefinitely, but I disliked the environment and the policies of the management, and I could see very little prospect for advancement, so I resigned when the trust department was transferred.

In the fall of 1931 I organized a corporation which was to erect a moving-picture on Canal St., similar to the one on the Times Building in New York. Several years were to be derived from the sale of recordings which were to be interpreted among news dispatches. It proved impossible, however, to sell sufficient contracts to make the operation profitable, and I liquidated the corporation in the early part of 1932.

Two of my classmates at Tulane, Bernhard J. Deutsch and R. Luritt Herrigan had been practicing law together since graduation, and were becoming quite successful. They asked me to join them, and, in the summer of 1932, I became a member of the firm of Deutsch, Herrigan & Burke. For the next five years we engaged in the general civil practice of law in all City, State and Federal Courts. From 1934, we represented the Hillmoley Manufacturing Co., the Item Co., Ltd., publisher of one of the local daily papers, the Standard Tropic, Co., and a number of insurance companies, and local corporations and individuals.

My work covered the whole field of civil corporate and individual practice: the preparation of pleadings, interviewing witnesses, conducting litigation, writing briefs, arguing cases in the instant and appellate courts, examining titles, administering estates, handling taxation matters, etc. My income averaged approximately \$7000.00 per annum.

I resigned from the firm in 1937 and continued practice, as an individual, with offices in the Canal Park Building, until I entered military service in 1941. My income during that period varied between five and eight thousand dollars.

I was on active duty in the U.S. Marine Corps from September 1st to December 1945. While I was overseas my mother died, leaving a considerable estate. I was named executor in her will, and, after my return, I spent several months in administering

WILLIAM P. BURKE

APPENDIX "A"

the estate, transferring the securities and working out some rather complicated tax-ten matters.

I had decided, while in service, that I did not want to return to active law-practice. The clients I had had before the war were being adequately served by other attorneys, and it would have meant starting all over again from scratch. I did not want to do that, so I began looking for a business in which I could invest capital and my services. Naturally, I have found quite a few, but none, as yet, which meets my requirements.

I am a member of the Board of Directors of the following corporations:
The National Service & Appraisal Co., of Chicago, Ill., which is in the credit reporting business; the Cahill Realty Co., of St. Louis, Mo., a family real estate company; The Equitable Real Estate Co., Ltd., of New Orleans; and Birmelo Services, Inc., a company which some of my associates and I organized recently to operate "laundromats" in this territory.

I have been active in Civic matters, acting as team captain in drives of the Community Chest, and have taken part in drives by the Red Cross, the Anti-Tuberculosis Society, the Cancer Society, etc. I am a member of the Board of the Children's Bureau, a Chest agency, and a member of its finance committee.

WILLIAM P. BURKE

MILITARY SERVICE.

APPENDIX "B"

(Sec. 16 in Form 2105; Sec. 17 in USSSG Std. Form 57)

In the spring of 1942 the war came pretty close to New Orleans. There were submarines in the Gulf, tankers were being torpedoed as they left the river, and the hospitals were filled with horribly burned seamen. I was anxious to do what I could, but I felt that at my age there was little hope of taking an active part. I became an Air Raid warden, and helped sell some War Bonds, and I thought that was about all I would be able to do.

Then the Marine Corps came out with an announcement that commissions were open in Aviation Intelligence to men up to 45 years of age. I saw the Recruiting Officer, and he recommended me for such a commission. Nothing happened for some time, so when I was next in Washington on business I went to Marine Corps Headquarters and looked up up Colonel Hafford, whom I had known in New Orleans.

He ascertained that Aviation Intelligence was filled up, but stated that he would be glad to have me in the Recruiting Division, and that I might transfer to Aviation Intelligence later on. I was delighted to get into the Marine Corps, and accepted a commission as Captain on 8 September 1942.

After an indoctrination course at Quantico, Va., I was ordered to San Antonio, Tex., as assistant recruiting officer. I remained there for three months, devoting most of my time to the Student Officer Procurement program in the various Texas colleges.

In December, 1942, the Marine Corps, which had, prior to that time, been an exclusively volunteer organization, was placed under the Selective Service System, and Marine Corps Headquarters decided to follow the lead of the Navy and appoint a Marine officer as liaison to each state Selective Service Headquarters. I was one of those appointed, and was ordered to Raleigh, N.C., on 12 January 1943.

The post at Raleigh was one of some importance because of the large Marine Corps bases at New River, Cherry Point and Edenton, at which over one hundred thousand Marines were in training, and at which construction and maintenance programs involving several hundred millions of dollars were in operation. It was my duty to supervise the induction of all North Carolina selectees who were assigned to the Marine Corps through the Selective Service System, and to represent the various Marine Corps installations in their dealings and disputes with local draft boards concerning the deferment of about five thousand civilian employees.

In addition, I took an active part in the administration of the Selective Service Headquarters in Raleigh and throughout the state, interviewing registrants, their employers and dependents, advising local and appeal boards, setting up replacement schedules for various industries and passing on the merits of about eleven thousand appeals.

The work was interesting and productive, and living in Raleigh was certainly "good duty", but I had never lost my desire for overseas duty and made two attempts to transfer to Aviation, both of which were unsuccessful. Then, in September 1944 I heard that Marine Divisions overseas were badly in need of Legal Officers, and I immediately applied for transfer. I was ordered to Headquarters for indoctrination, and, after a tour of duty in the office of the Judge Advocate General of the Navy, I was sent to Camp Lejeune in February 1945 for further training. In April 1945 I sailed from San Francisco, and in May I joined the Fourth Marine Division, Fleet Marine Force, Pacific, at Maui, as Division Legal Officer. I continued in that post until the war ended and I procured a transfer to the inactive list.

A Marine Division consists of approximately 18,000 men. The Division Legal Officer is directly responsible to the Commanding General for the administration of military justice throughout the command, and supervises the work and findings of all General, Summary and Deck Courts, as well as those of all Boards of Investigation and Courts of Inquiry. He advises the Commanding General on the action to be taken as Convening Authority or Immediate Superior in Command. In addition he advises the Commanding General and Chief of Staff on all legal matters arising out of contact with natives, with civilian and military authorities and with the owners of training areas.

WILLIAM P. BURKE

APPENDIX "B"

used by the troops. Moreover, he acts as Legal Assistance Officer to the Division, which involved, during my term of office, the giving of legal advice and service to about eight hundred individuals.

I returned to the United States on 25 October 1945, and completed my terminal leave on 10 December 1945.

During my term of service my superiors rendered reports on my fitness each ninety days. All of these reports were favorable, and many of them contained commendations. I was promoted to Major in August 1945, to rank from May 1943, and I hold a permanent commission as Major in the Reserve. My file number is 013458.

Dec. 1945 to Jan. 1947

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) BURKE, William P., Jr.	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office		6. OFFICIAL POSITION TITLE IO (Contact) (Ch)	
7. GRADE GS-15	8. DATE REPORT DUE IN CP 9 September 1957	9. PERIOD COVERED BY THIS REPORT (inclusive dates) 9/9/56 - 9/8/57	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	SPECIAL (Specify) <input type="checkbox"/>

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☐ HAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:
Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE **31 Oct 57** C. TYPED NAME AND SIGNATURE OF SUPERVISOR **E. M. Ashcraft** D. SUPERVISOR'S OFFICIAL TITLE **Chief, Contact Division**

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

Posted Pos. Control

Reviewed by POC

DATE
11-1-57

Rect 11/1/57

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE **31 Oct 1957** B. TYPED NAME AND SIGNATURE OF REVIEWING OFFICIAL **George G. Carey** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **Assistant Director for**

SECTION C. JOB PERFORMANCE EVALUATION **Operations**

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

5

INSERT
RATING
NUMBER

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

COMMENTS:

SECRET

Performance

(4)

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY competence in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>DESCRIPTIVE RATING NUMBER</p>	<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p>	<p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																									
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER																								
Management of domestic field office	6	Obtaining the effective support of non-governmental sources and contacts in his area	6																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
Analysis of assigned area for intelligence potential	6	Liaison with Federal and local agencies and officials in his area	4																								
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
The planning and carrying out of effective intelligence collection	6	Support of other elements of CIA in his area	3																								
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Complete integrity; knowledge of area, familiarity with source potentials and attitudes, ability to obtain close cooperation of non-governmental sources at high level; loyalty to staff. Somewhat inclined to take legalistic approach to relationships with other elements of CIA and other IAC local representatives, with consequent loss of flexibility.</p>																											
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <table border="0"> <tr> <td rowspan="7"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">6</div> RATING NUMBER </td> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table> <p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>				<div style="border: 1px solid black; padding: 5px; display: inline-block;">6</div> RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW	3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																
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	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																										

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) BURKE (First) William (Middle) P., Jr.	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office		6. OFFICIAL POSITION TITLE IO (Contact)	
7. GRADE GS-15	8. DATE REPORT DUE IN OP 9 September 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/56 - 9/8/57	
10. TYPE OF REPORT (Check one)	SPECIAL (Specify)		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 31 Oct 57	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>E. M. Ashcraft</i>	C. SUPERVISOR'S OFFICIAL TITLE Chief, Contact Division
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 31 Oct 57	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>George G. Carey</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Assistant Director for

SECTION G.

ESTIMATE OF POTENTIAL

Operations

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

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

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

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

SECRET

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
80

4. COMMENTS CONCERNING POTENTIAL
He is willing to leave the New Orleans area for an overseas tour, but not for duty in Washington. Since his background has been entirely in the general collection field, and since he has no substantive training, it is difficult to conceive of such an overseas position. He is eminently suited to continue in his present assignment.

SECTION M. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
See Section G(4) above.

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A.

GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
Dubois	William	P., Jr.	22 Oct 1900	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
Operations/Contact/New Orleans Office			IO (Contact)		
7. GRADE	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-15	9 September 1956		9/9/55 - 9/8/56		
10. TYPE OF REPORT (Check one)		INITIAL		REASSIGNMENT-SUPERVISOR	
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/>		<input type="checkbox"/> SPECIAL (Specify)	

SECTION B.

CERTIFICATION

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

Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
7 Nov 56	<i>E. M. Ashcraft</i> E. M. ASHCRAFT	Chief, Contact Division

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

BY <i>gwr</i> DATE	11-13-56
Posted For Center	
Reviewed by, <i>gwr</i>	11/15

☐ CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
8	<i>George G. Carey</i> GEORGE G. CAREY	Assistant Director for Operations

SECTION C.

JOB PERFORMANCE EVALUATION

Operations

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 (her) with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

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

COMMENTS:

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES			
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with other 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: <div style="display: flex; justify-content: space-between;"> <div> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING </div> <div> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE </div> <div> CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS INDEX DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA </div> </div> g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.			
DESCRIPTIVE RATING NUMBER			
1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2. BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3. PERFORMS THIS DUTY ACCEPTABLY 4. PERFORMS THIS DUTY IN A COMPETENT MANNER 5. PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB 6. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7. EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY			
SPECIFIC DUTY NO. 1		RATING NUMBER	RATING NUMBER
Management of domestic field office.		6	6
SPECIFIC DUTY NO. 2		RATING NUMBER	RATING NUMBER
Analysis of assigned area for intelligence potential.		6	4
SPECIFIC DUTY NO. 3		RATING NUMBER	RATING NUMBER
The planning and carrying out of effective intelligence collection.		6	3
SPECIFIC DUTY NO. 4		RATING NUMBER	RATING NUMBER
Obtaining the effective support of non-governmental sources and contacts in his area.		6	6
SPECIFIC DUTY NO. 5		RATING NUMBER	RATING NUMBER
Liaison with Federal and local agencies and officials in his area.		6	4
SPECIFIC DUTY NO. 6		RATING NUMBER	RATING NUMBER
Support of other elements of CIA in his area.		6	3
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE			
DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. The ability to obtain high degree of cooperation from important industrial and educational sources in his area; ability to plan and direct the operations of his office with efficiency and exceptionally high standards; complete integrity. This integrity, coupled with a somewhat legalistic approach to many problems, tends to make him somewhat inflexible in his approach to the sometimes unusual requirements of intelligence, particularly when they concern clandestine matters.			
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...BETTER AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4. OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION			
6 RATING NUMBER			
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:			

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle) BURKE William P., Jr.	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DEVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office	6. OFFICIAL POSITION TITLE IO (Contact)		
7. GRADE GS-15	8. DATE REPORT DUE IN OF 9 September 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/55 - 9/8/56	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL	INITIAL <input type="checkbox"/>	REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	SPECIAL (Specify) <input type="checkbox"/>

SECTION F.

CERTIFICATION

1. FOR THE SUPERVISOR: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 7 Nov 56	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>E. M. ASHCRAFT</i>	C. SUPERVISOR'S OFFICIAL TITLE Chief, Contact Division
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 8 Nov 1956	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING <i>George G. Carey</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Assistant Director for Operations

SECTION G.

ESTIMATE OF POTENTIAL

Operations

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.

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

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: "Has this person the ability to be a supervisor?" ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

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

SECRET

(When Filled In)

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION 70		OFFICE OF PERSONNEL			
2. COMMENTS CONCERNING POTENTIAL He has indicated his unwillingness to leave the New Orleans area, he is eminently fitted to continue in his present job and, with the possible exception of logistics, it is difficult to conceive of another area in CIA to which he would readily adapt.					
SECTION II.		MAIL ROOM			
FUTURE PLANS					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS See Section C (4) above.					
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.					
<p>X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>CATEGORY NUMBER</p> <p>1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE ADJUSTMENTS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. BORES WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPERVISION	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	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	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOTTABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FITNESS REPORT

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

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

INSTRUCTIONS

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

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous 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.

DATE

Posted Pos. Control

OCT 18 1955

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS REVIEWED BY THE PERSONNEL OFFICER

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) BURKE,	(First) William	(Middle) P., Jr.	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. CAREER DESIGNATION OC
5. DATE OF ENTRANCE ON DUTY 9 September 1947	6. OFFICE ASSIGNED TO Operations	7. DIVISION Contact	8. BRANCH New Orleans Office		
9. NATURE OF ASSIGNMENT <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION: New Orleans, Louisiana			11. GRADE GS-15	
12. DATE THAT THIS REPORT IS DUE 9 September 1955	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/54 - 9/8/55				

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Chief, New Orleans Office GS-15-21-15	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 19 September 1948
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	

The active management of a major domestic field office. This includes: (1) the supervision and direction of the professional and clerical personnel of that office; (2) within the broad directives of the Contact Division, the assessment of the intelligence capability of his assigned area, the conduct of methodical exploitation of the intelligence sources within his area, and the maintenance of close and effective relationship with Contact Division Headquarters for the purpose of directing local exploitation along the lines of current requirements and priorities; (3) the effective support of all elements of the Agency, required within his area; and (4) the maintenance of all Federal, State and local liaisons necessary to the accomplishment of his mission.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

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

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

THIS DATE 6 October 55	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor) E. M. ASHCRAFT
----------------------------------	--

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)

THIS DATE 6 Oct 55	NAME AND SIGNATURE OF REVIEWING OFFICIAL (Official next higher in line of authority) GEORGE G. CAREY
------------------------------	--

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL
OCT 14 2 05 PM '55
MAIL ROOM

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

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

STATEMENTS	NOT OBSERVED	CATEGORIES				
		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 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 SUPPORT.					X	

SECRET

SECRET

SECRET

(When Filled In)

OFFICE

PERSONNEL

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

Integrity and general competence.

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None, beyond periodic visits to Division headquarters.

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):

See B. above.

OCT 14 2 05 PM '55

MAIL ROOM

SECTION VI

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

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

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

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

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

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

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

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

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

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

None applicable. He is capable of greater responsibilities in certain areas.

SECRET

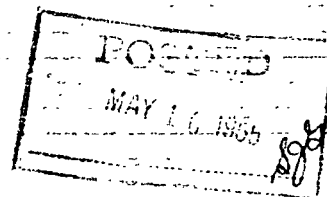
SECRET

ISSUED IN LIEU OF FORM 50

NATURE OF ACTION CHANGE IN OCCUPATIONAL CODE AND/OR TITLE.

EFFECTIVE DATE 31 MARCH 1955

POSITION TITLE	NEW CODE	NAME	POSITION	NUMBER
IO-CONTACT-CH	GS-0132.21	BURKE WILLIAM P JR	K 195	101775

APPROVED HARRISON G. REYNOLDS
DIRECTOR OF PERSONNEL

SECRET

WILLIAM P. BURKE
Post Office Box 1016
New Orleans, La.

6 December 1954

Mr. C. F. Camp
Chief, Personnel Procurement
Central Intelligence Agency
Washington 25, D. C.

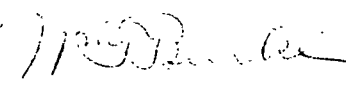
Dear Mr. Camp:

I am today in receipt of your letter of
1 December 1954 concerning Mr. Clapp's visit
and Mr. McBride.

I was not in New Orleans at the time when
Mr. Clapp was here and accordingly did not
have the pleasure of seeing him.

I am sorry that Mr. Clapp did not succeed
in making contact with Mr. McBride. If I
happen to learn of a more recent address of
Mr. McBride, I shall pass the information on
to you.

Very truly yours,


William P. Burke

WPB/gn

SECRET

DD/P - 1-1931-b

SEP 16 1954

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Commendation of DD/I Personnel

1. For the past several months my office has had an urgent and a continuing need for intelligence about Guatemala -- for intelligence in such variety that at one time or another almost every DD/I component contributed.
2. Each of them -- offices as well as individuals within the DD/I area -- responded with a highly impressive alacrity and completeness. Their contributions were thorough in their coverage and fast in their preparation.
3. It is difficult to cite the work of particular individuals and components of DD/I, because much inconspicuous but essential labor must never have come to my attention. Risking the chance that such work might unfairly go unrecognized, I nevertheless believe that the work of the following individuals and units deserves special recognition:

John M. Armstrong, Milton E. Brown, Archie C. Bush and David L. Campa, OGI.

Miss Dorothy A. Braxian, William P. Burke, Hunter C. Leake and Lloyd A. Ray, New Orleans field office, OO/C.

William Buchanan, [redacted], OO/C.

Miss Betty Didcock and David F. Halsey, Geography Division, ORR.

Norman E. Greenawalt, Charles D. Stockton, Milton S. Venezky and Robert J. Voskuil, Cartography Division, ORR.

Zygmund Lenchert, Richard V. Shamp and John E. Wilson, Photo Intelligence Division, ORR.

Harry A. McGree and David R. McLean, OO/C.

Lawrence Snitzler, New York field office, OO/C.

SECRET

SECRET

- 2 -

Office of Research and Reports which put its major resources at our disposal. ORR's geographic research area freely gave us the time of trained cartographers and interpreters. Without their skills, and the endless hours they applied those skills for us, our operations would have been most difficult. ORR's economic research area contributed less only because we asked for less; economic intelligence was not as vital as geographic intelligence to this operation. In addition, the major economic contribution was recognized and commended in my 7 June 1954 memorandum to you.

Foreign Broadcast Information Division which monitored Guatemalan and related broadcasts with more than its usual care, and, among other special activities, arranged a direct wire service so that our field headquarters unit received the monitored broadcasts immediately. The entire division turned to its task with such unity that singling out for commendation the work of any of its people is impossible.

Foreign Documents Division which gave us translations quickly and in the priority needed. Its service was the more remarkable for its lack of a Western Hemisphere unit. Initiative, flexibility, and willingness were substituted for this organizational lack.

Central Station which provided a wide variety of services we requested, and on its own initiative proposed other useful services. Its re-stored collection of Central American intelligence information by its network of domestic field stations, it carefully watched the southern ports of entry into the United States on a 24-hour day basis, it provided us with commercial news clipping services and the texts of news broadcasts, and it located, surveilled and in many cases interviewed Guatemalans within the United States in whom we were interested.

CIA Library, especially its Book Branch. All components, however contributed. Its clipping service was reliable, alert, and keen to render maximum service. The Information Section promptly handled numerous spot requests and gave resourceful assistance well beyond the confines of its routine duties. The Book Branch surveyed periodical and scholarly literature meticulously, and thus uncovered much information useful to a psychological campaign.

Graphics Register whose Photo Branch and Film Branch both gave services much beyond the normal course of duty, and showed ingenuity in locating and preparing special materials.

Richard M. Wisner
FRANK G. WISNER
Deputy Director (Plans)

SECRET

SECRET


SEP 28 1954

SECURITY INFORMATION

BY g DATE

PERSONNEL EVALUATION REPORT

Cont'd

Items 1 through 6 will be completed by Administrative or Personnel Offices			
1. NAME (Last)	2. GRADE	3. POSITION TITLE	
BURKE, William P., Jr.	GS-15	Intelligence Officer (Chief)	
4. OFFICE	5. STAFF OR DIVISION	6. BRANCH	7. DEPT. L. IF FIELD, SPECIFY STATION
DDI/00	Contact	New Orleans	<input checked="" type="checkbox"/> FIELD
8. PERIOD COVERED BY REPORT		9. TYPE OF REPORT	
From	To	<input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor	
9/9/53	9/8/54		
Items 7 through 10 will be completed by the person evaluated			
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. General and detailed supervision, direction and support of the activities of personnel attached to the New Orleans Office, with a view to insuring the highest standard of professional and clerical performance and the most complete coverage of the area within this office's jurisdiction. Interpretation and implementation of policies originated by higher echelons. Maintenance of liaison with field installations of other IAC agencies for the purpose of effecting coordination of domestic intelligence collection. Collection and reporting of positive foreign intelligence information from domestic nongovernmental sources. Provision of support to other components of CIA.			
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.			
Name of Course	Location	Length of Course	Date Completed
None			
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?			
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). In the type of work in which I am presently engaged.			
10.			
31 August 1954			
DATE		SIGNATURE	
Items 11 through 12 will be completed by Supervisor			
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.			
He performs these duties conscientiously and efficiently.			

SECRET
SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
By the maintenance of his office and official relationships in an area of peculiar traditional independence and integrity, on a firm and high level.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR FURTHER IMPROVEMENT?
To continuing his present efforts to reach a broader understanding of the whole intelligence problem, both within CIA and in the IAC complex. To a more tolerant approach to support problems.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
He is capable of greater responsibilities now.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
No.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
None, other than periodic visits to OO/C headquarters.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
<div style="display: flex; justify-content: space-between;"> <div> <p>24 Sept. 54</p> <p>DATE</p> </div> <div> <p><i>E. W. Ashcraft</i></p> <p>SIGNATURE OF SUPERVISOR</p> </div> </div>
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)
<div style="display: flex; justify-content: space-between;"> <div> <p>27 Sept 54</p> <p>DATE</p> </div> <div> <p><i>George C. Casey</i></p> <p>SIGNATURE OF REVIEWING OFFICIAL</p> </div> </div>
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

CONFIDENTIAL
SECURITY INFORMATION

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM											
STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE SUTAS, William P. Jr.						OFFICE DO		DIVISION Contact			
						BRANCH		SECTION New Orleans Off.			
I. FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)											
AGENCY	LOCATION	FROM			TO			TOTAL SERVICE			
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.	
Central Intelligence Agency	New Orleans, La.	✓		1947	5	1	52	21	3	4	
Total Civilian Service											
II. MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)											
BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE				
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.		
U S Marine Corps (Reserve)	8	9	1942	31	10	1945	26	1	1		
Total Military Service								26	1	1	
III. CERTIFICATION											
<p>I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>11 Dec 1951.</u> DATE </div> <div style="text-align: center;"> SIGNATURE OF EMPLOYEE </div> </div>											
IV. REMARKS: (CONCERNING ABOVE SERVICE)						V. FOR PERSONNEL OFFICE USE ONLY					
						TOTAL CREDITABLE SERVICE					
						DAYS		MONTHS		YEARS	
						23		5		7	
MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE											

1. Agency and organizational designation CENTRAL INTELLIGENCE AGENCY		2. Fiscal period 1951		3. Block No. 4238	4. Slip No.
5. Employee's name Mr. William P. Burke Jr		6. Grade and salary G-15 \$10,750.00			
PAY ROLL CHANGE DATA					
	BASE PAY	OVERTIME	GROSS PAY	TAX	NET
7. Previous normal					
8. New normal					
9. Pay this period					
10. Remarks: PURSUANT TO DCI DIRECTIVE EFFECTIVE 24 OCT 1951 SALARY ADJUSTED TO \$ <u>11,800.00</u>				11. Appropriation(s)	12. Prepared by
					13. Audited by
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase					
14. Effective date 9/16/51	15. Date last equivalent increase 8/17/50	16. Old salary rate \$10,750.00	17. New salary rate \$11,000.00	18. (a) If employee is good or better than good and service and conduct requirements certified: (b) <i>[Signature]</i> Signature of Officer Authorizing	
20. LWOP date (fill in appropriate spaces covering LWOP during following period):				19. Suspension date 10/12/51	
<input checked="" type="checkbox"/> No excess LWOP Total excess LWOP: None				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	
STANDARD FORM NO. 1126-1 Form prescribed by Comp. Gen., U. S. Feb. 1, 1950, General Regulations No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY <i>101151</i>	

~~CONFIDENTIAL~~
Security Information

NOTICE OF CHANGE IN POSITION SLOTTING AND
OR CHANGE IN POSITION DESIGNATION

NO CHANGE IN GRADE IS INVOLVED

DATE OF T O APPROVAL 6 FEB 1952
EFF DATE OF POSITION SLOTTING 24 MARCH 52
OO CONTACT DIVISION

NAME & TITLE	PERSONS GRADE SERIES	POSITION NUMBER
DURKE WILLIAM P IO CHIEF	GS 132 15	K195
RAY LLOYD ANTHONY INTEL OFFICER	GS 132 14	K196
LEAKE HUNTER C II INTEL OFFICER	GS 132 14	K19601
BRANDAO DOROTHY A ADM ASSISTANT	GS 301 7	K197
LATNO JOAN MGT INTEL OFFICER	GS 132 7	K198
NAGEL GERTRUDE G SECRETARY STENO	GS 310 5	K199
DUFFY GLADYS E SECRETARY STENO	GS 310 5	K19901
ANDERSON MAY HELEN CLERK STENOGRAPHER	GS 312 4	K200

HOUSTON OFFICE

RISCHE ERNEST A IO CHIEF	GS 132 15	K201
HAYNES BEN P INTEL OFFICER	GS 132 14	K202
IVES GEORGE O INTEL OFFICER	GS 132 13	K203

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Public Law 513, approved May 13, 1950, 81st Congress (2nd Session), is quoted verbatim herewith:

"AN ACT

"To enhance further the security of the United States by preventing disclosures of information concerning the cryptographic systems and the communications intelligence activities of the United States.

"BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED. That whoever shall knowingly and willfully communicate, furnish, transmit, or otherwise make available to an unauthorized person, or publish, or use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States any classified information (1) concerning the nature, preparation, or use of any code, cipher, or cryptographic system of the United States or any foreign government, or (2) concerning the design, construction, use maintenance, or repair of any device, apparatus, or appliance used or prepared or planned for use by the United States or any foreign government for cryptographic or communication intelligence purposes; or (3) concerning the communication intelligence activities of the United States or any foreign government, or (4) obtained by the processes of communication intelligence from the communications of any foreign government knowing the same to have been obtained by such processes, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.

"Sec. 2. (a) The term 'classified information' as used herein shall be construed to mean information which, at the time of a violation under this Act, is, for reasons of national security, specifically designated by a United States Government Agency for limited or restricted dissemination or distribution

"(b) The terms 'code', 'cipher', and 'cryptographic system' as used herein shall be construed to include in their meanings, in additions to their usual meanings, any method of secret writing and any mechanical or electrical device or method used for the purpose of disguising or concealing the contents, significance, or meanings of communications.

"(c) The term 'foreign government' as used herein shall be construed to include in its meaning any person or persons acting or purporting to act for or on behalf of any faction, party, department, agency, bureau, or military force of or within a foreign country, or for or on behalf of any government or any person or persons purporting to act as a government within a foreign country, whether or not such government is recognized by the United States.

"(d) The term 'communication intelligence' as used herein shall be construed to mean all procedures and methods used in the interception of communications and the obtaining of information from such communications by other than the intended recipients.

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"(e) The term 'unauthorized person' as used herein shall be construed to mean any person who, or agency which, is not authorized to receive information of the categories set forth in section 1 of this Act, by the President, or by the head of a department or agency of the United States Government which is expressly designated by the President to engage in communication intelligence activities for the United States.

"Sec. 3. Nothing in this Act shall prohibit the furnishing, upon lawful demand, of information to any regulary constituted committee of the Senate or House of Representatives of the United States of America, or joint committee thereof."

I, William P. BURKE, do hereby certify that
I have read, and thoroughly understand, Public Law 513, quoted above.

Signed: Wm P Burke
Date : 6 Nov. 1950

Witness : Juan M. Latorre
Position: Communicator, N.I.
Date : 6 November 1950

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CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

MM (sk) 130

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr. 01975		10/22/1900		4/11/50
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Periodic Step Increase *		3/19/50	CIA Admin. Inst. 20-8 Dated 12/9/49	
FROM:		TO:		
Regional Manager GS-15 (Intelligence Officer)		8. POSITION TITLE	Regional Manager GS-15 (Intelligence Officer)	
GS-15 \$10500.00 per annum		9. SERVICE, SERIES, GRADE, SALARY	GS-15 \$10750.00 per annum	
Operations Contact New Orleans Office		10. ORGANIZATIONAL DESIGNATIONS	Operations Contact New Orleans Office	
New Orleans, Louisiana		11. HEADQUARTERS	New Orleans, Louisiana	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> 1 A <input type="checkbox"/> REAL <input checked="" type="checkbox"/> Bu. #V-192		
15. SLX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES--NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
M	W	FROM: 2103900 TO: 329-303	Yes	
		20. LEGAL RESIDENCE	STATE: Louisiana	
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
<p>*Last equivalent salary increase 9/19/48</p> <p>Efficiency Rating: Excellent Approved 3/20/49</p> <p>Conduct Report: Satisfactory Dated 3/6/50</p> <p>Andrew E. Van Esso. ANDREW E. VAN ESSO Chief, Administrative Staff</p> <p>ENTRANCE EFFICIENCY RATING:</p> <p>22. SIGNATURE OR OTHER AUTHENTICATION</p> <p>2770 4/11/50</p>				

Standard Form No. 3
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved
Budget Bureau No. 50-R0126

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 3/19/50 based on performance during period from 3/22/49 to 3/19/50

William E. Burke, Jr. Intelligence Officer GS-15
(Name of employee) (Title of position, service, and grade)

CC, Contract

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position: a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
✓ if adequate - if weak + if outstanding		

- | | |
|--|---|
| <p>____ (1) Maintenance of equipment, tools, instruments.</p> <p>____ (2) Mechanical skill.</p> <p>____ (3) Skill in the application of techniques and procedures.</p> <p>____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>✓ (5) Attention to broad phases of assignments.</p> <p>____ (6) Attention to pertinent detail.</p> <p>____ (7) Accuracy of operations.</p> <p>____ (8) Accuracy of final results.</p> <p>✓ (9) Accuracy of judgments or decisions.</p> <p>✓ <u>+</u> (10) Effectiveness in presenting ideas or facts.</p> <p>____ (11) Industry.</p> <p>____ (12) Rate of progress on or completion of assignments.</p> <p>✓ (13) Amount of acceptable work produced. (Is mark based on production records? <u>yes</u> or no)</p> <p>✓ <u>+</u> (14) Ability to organize his work.</p> <p>✓ <u>+</u> (15) Effectiveness in meeting and dealing with others.</p> <p>____ (16) Cooperativeness.</p> <p>____ (17) Initiative.</p> <p>____ (18) Resourcefulness.</p> <p>✓ <u>+</u> (19) Dependability.</p> <p>____ (20) Physical fitness for the work.</p> | <p><u>+</u> (21) Effectiveness in planning broad programs.</p> <p>____ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>____ (23) Effectiveness in devising procedures.</p> <p>✓ <u>+</u> (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>____ (27) Effectiveness in promoting high working morale.</p> <p>____ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>____ (30) Ability to make decisions.</p> <p>____ (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|---|

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) _____
- ____ (B) _____
- ____ (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	Rating official.. <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	Reviewing official.. <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by Hyman Rubenstein Chief, Contracting 16 March 1950
(Signature of rating official) (Title) (Date)

Reviewed by Frank J. Tamm AD/CO 20 Mar 1950
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 3/20/50 Report to employee E
(Date) (Adjective rating)

PERIODIC PAY INCREASE REPORT			
TO Mrs. Birrin		THIS DATE 3/2/1950	
In order to determine whether the employee named below is eligible for a periodic pay increase it is necessary that his (or her) immediate supervisor execute the following "Conduct Report" and obtain the signature of the highest supervisor having knowledge of the employee's conduct:			
CONDUCT REPORT			
NAME OF EMPLOYEE William P. Burke		POSITION, TITLE AND GRADE Intell. Off. GS-15	
<input checked="" type="checkbox"/> This employee's conduct has been satisfactory. <input type="checkbox"/> This employee's conduct has been unsatisfactory for the following reasons: <i>Last equivalent salary increase 7/19/48</i> <i>Eff. Rating - E- 3/20/49</i> <i>Eff. Date 3/19/50</i> <i>2105708</i> <i>529-388</i> <i>W. J. McCallen</i>			
SIGNATURE OF IMMEDIATE SUPERVISOR <i>Lyman K. Kipatish</i>		DATE 6 March 1950	SIGNATURE OF REVIEWING OFFICIAL <i>David D. Quinn</i>
		DATE	

FORM NO.
OCT 1949 97-103

RETURN TO: PERSONNEL DIVISION
ATT: TRANSACTIONS AND RECORDS BRANCH


1949

STANDARD FORM NO. 18 (PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1948

FORM APPROVED
BUDGET BUREAU NO. 50-R-554

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION 104 (20) 130

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr.		10/22/1900		10-28-49
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Conversion-Class. Act of 1949		10-30-49	Letter-DCI-10-28-49	
FROM		TO		
Regional Manager P-8 (Intelligence Officer) P-8 \$10,305.00 per annum Operations Contact New Orleans Office New Orleans, Louisiana		Regional Manager GS-15 (Intelligence Officer) GS-15 \$10,500.00 per annum Operations Contact New Orleans Office New Orleans, Louisiana		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL 12. FIELD OR DEPT'L		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. REMARKS				
 Acting Chief, Personnel Division				
14. SIGNATURE OR OTHER AUTHENTICATION				
15. VETERAN'S PREFERENCE		16. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> DISAB <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/>		REG <input type="checkbox"/> VICE <input type="checkbox"/> S. S. <input type="checkbox"/> REAL <input type="checkbox"/> Bu. 67-182 777 11/10/49		
17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)
M	W	FROM: 2105900 TO: 529-308	Yes	
			22. LEGAL RESIDENCE	
			Louisiana	

U. S. GOVERNMENT PRINTING OFFICE, 1948 O-30048

4. PERSONNEL FOLDER COPY

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved
Budget Bureau No. 50-R0121

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL (X)
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 3/19/49 based on performance during period from 9/19/48 to 3/19/49

William P. Burke, Jr. Intelligence Officer, P-8
(Name of employee) (Title of position, service, and grade)

OO, Contact
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE:
✓ if adequate		Administrative, supervisory, or planning <input type="checkbox"/>
- if weak		All others <input type="checkbox"/>
+ if outstanding		

- | | |
|--|---|
| (1) Maintenance of equipment, tools, instruments. | (21) Effectiveness in planning broad programs. |
| (2) Mechanical skill. | (22) Effectiveness in adapting the work program to broader or related programs. |
| (3) Skill in the application of techniques and procedures. | (23) Effectiveness in devising procedures. |
| (4) Presentability of work (appropriateness of arrangement and appearance of work). | ± (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| (5) Attention to broad phases of assignments. | ± (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| (6) Attention to pertinent detail. | (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| ± (7) Accuracy of operations. | ± (27) Effectiveness in promoting high working morale. |
| ± (8) Accuracy of final results. | (28) Effectiveness in determining space, personnel, and equipment needs. |
| ± (9) Accuracy of judgments or decisions. | (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| (10) Effectiveness in presenting ideas or facts. | ± (30) Ability to make decisions. |
| (11) Industry. | ± (31) Effectiveness in delegating clearly defined authority to act. |
| (12) Rate of progress on or completion of assignments. | |
| (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no)) | |
| (14) Ability to organize his work. | |
| ± (15) Effectiveness in meeting and dealing with others. | |
| ± (16) Cooperativeness. | |
| ± (17) Initiative. | |
| ± (18) Resourcefulness. | |
| ± (19) Dependability. | |
| (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

..... (A)

..... (B)

..... (C)

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Adjective Rating Excellent	Rating official <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	Reviewing official <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by Sydney Kirkpatrick Chief, Contact Br. 23 March 1949
(Signature of rating official) (Title) (Date)

Reviewed by Wm. H. Harting Asst. Dir. 24 March 1949
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 3-28-49 Report to employee E
(Date) (Adjective rating)

PHYSICAL QUALIFICATION RECORD

NAME BURKE, WILLIAM P.	NATURE OF ACTION E.O.D.
TITLE OF POSITION Regional Manager	GRADE P-8
DEPARTMENT OR FIELD Field	

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position. 11 September 1947

RECOMMENDATIONS:

23 December 1948

DATE

John R. T. [Signature]

SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

RESTRICTED
PERSONNEL ACTION REQUEST

NAME: William P. Burke, Jr.		CLASSIFICATION INITIAL <i>W.P.B.</i> DATE <i>9-21-48</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">VICE</td> <td style="width: 50%;"></td> </tr> <tr> <td>IA</td> <td><i>Rev. # F-192</i></td> </tr> <tr> <td>VV</td> <td><i>12-4-47</i></td> </tr> <tr> <td>NEW</td> <td><input checked="" type="checkbox"/></td> </tr> </table>		VICE		IA	<i>Rev. # F-192</i>	VV	<i>12-4-47</i>	NEW	<input checked="" type="checkbox"/>
VICE											
IA	<i>Rev. # F-192</i>										
VV	<i>12-4-47</i>										
NEW	<input checked="" type="checkbox"/>										
NATURE OF ACTION: <i>Transfer & Promotion</i>		QUALIFICATION & REVIEW INITIAL <i>W.P.B.</i> DATE <i>9-21-48</i>									
EFFECTIVE DATE <i>19 September 1948</i> Immediately		212590 529-308 <i>Scha-45 Log 9-23-48</i>									
FOR REPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		APPROVED: 15 1948 <div style="text-align: center;"> <i>Walter C. ...</i> SIGNATURE (EXECUTIVE DIRECTOR) </div> <div style="text-align: center;"> <i>J. T. ...</i> SIGNATURE (EXECUTIVE FOR ASST) </div> <div style="text-align: center;"> <i>W. Kelly</i> SIGNATURE (CHIEF, PERSONNEL BRANCH) </div>									
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:											
FROM TO											
TITLE	Asst. Regional Manager (Intelligence Officer) <i>P-7</i>	Regional Manager (Intelligence Officer) <i>P-8</i>									
GRADE AND SALARY	<i>8509.50</i> P-7, \$8179.50 p.a.	P-8, \$10,305.00 p.a.									
OFFICE	Operations	Operations									
BRANCH	Contact	Contact <i>BN</i>									
DIVISION	Control	New Orleans Office									
SECTION	Southern I.A.O.	—									
OFFICIAL STATION	New Orleans, Louisiana	New Orleans, Louisiana									
DEPT. or FIELD	Field	Field <i>130</i>									
REMARKS:											
RECOMMENDED: <i>George G. Carey</i> GEORGE G. CAREY		DATE <i>15 Sept, 1948.</i>									

CENTRAL INTELLIGENCE AGENCY
NOTIFICATION OF PERSONNEL ACTION

[illegible]

4. PERSONNEL FOLDER COPY

CONFIDENTIAL

Executive Registry

6-1035

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management

DATE: SEP 15 1947

FROM : Assistant Director for Operations

SUBJECT: Recommendation for Promotion of Mr. William Patrick Burke, Jr.

1. It is requested that the attached recommendation for promotion of Mr. William P. Burke, Jr. from P-7 to P-8 be approved even though Mr. Burke has not served the required time in-grade as established in Paragraph 4c of Administrative Instruction No. 20-1. This recommendation is based upon the fact he has served in his present capacity as Acting Chief, New Orleans Office, OO/C, for approximately one year and his performance of duty has been outstanding.

2. Mr. Burke entered on duty as Acting Chief, New Orleans Office, OO/C, on 9 September 1947 in which capacity he is still serving. The position of Chief, New Orleans Office, has been allocated as a P-8.

3. Subsequent to assuming his duties as Acting Chief of the New Orleans Office, Mr. Burke displayed great initiative and unusual ability in planning his organization and without any loss of time, placed it on a highly productive basis. Mr. Burke has not overlooked any possible sources of intelligence within his area, and is submitting extremely valuable reports, particularly those that pertain to Latin America. In addition, Mr. Burke's office has produced comprehensive reports on the intelligence potentialities of Houston, Texas and [redacted], convincing this office that field offices in both localities will be justified.

4. Mr. Burke's accomplishments as Acting Chief, New Orleans Office have been outstanding. Due to his unusual leadership the morale of his office personnel has been maintained at a high level, despite heavy working conditions.

5. Mr. Burke received an A.B. degree from Loyola University, New Orleans, in 1919 and LL.B. degrees from Harvard Law School and Tulane University in 1923 and 1925 respectively. In addition, he spent one year of study at Cambridge University, England. Upon graduation from law school, he became affiliated with various prominent law firms in New Orleans, and in 1937 established his own firm which he operated on a successful level until his entry into the military service during World War II.

6. Mr. Burke has an outstanding military record, having served approximately three years in the U. S. Marine Corps during World War II, and being honorably released from duty with the rank

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of Major. During his tour of duty with the U. S. Marine Corps, he served in the capacity of liaison officer with Selective Service and later, as legal officer with the Fourth Marine Division in the Pacific.

7. By reason of his civilian and military experience and wide acquaintanceship in New Orleans, Mr. Burke is exceptionally well qualified for his present assignment and is performing his duties in an outstanding manner. In view of his superior accomplishments and contributions to the successful operation of the Contact Branch, it is strongly recommended that Mr. Burke's promotion to the grade of P-8 be approved.

George G. Carey

GEORGE G. CAREY

CONFIDENTIAL

19 May 1948

Mr. William P. Burke
P. O. Box 1016
New Orleans, C, Louisiana

Dear Bill:

Prior to leaving CIA, I want to record my sincere appreciation of the fine job done by you in New Orleans.

Your achievement is all the more noteworthy when it is remembered that you started in your city singlehanded and with little guidance or precedence. Within the space of less than a year, you have created an effective field office which is now making a significant contribution to national intelligence.

Inspection reveal that your relations with the local Armed Forces representatives as well as with your clients are excellent. Noted also is the high morale in your office.

Please accept my congratulations for this splendid record and accept my gratitude for your loyal support.

With best wishes for your continued success,

Very sincerely,

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

ELS:rn

cc: Personnel Files ✓
Chief, OO/C

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 3/31/48 based on performance during period from 9/9/47 to 3/31/48

William P. Burke Intelligence Officer, P-7
(Name of employee) (Title of position, service, and grade)

Operations, Contact
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
<input checked="" type="checkbox"/> if adequate <input type="checkbox"/> if weak <input checked="" type="checkbox"/> if outstanding		

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- + (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- + (9) Accuracy of judgments or decisions.
- + (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- (14) Ability to organize his work.
- + (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- + (18) Resourcefulness.
- + (19) Dependability.
- (20) Physical fitness for the work.

- + (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- + (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- + (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- + (26) Effectiveness in instructing, training, and developing subordinates in the work.
- + (27) Effectiveness in promoting high working morale.
- + (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- + (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A)
- (B)
- (C)

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official <u>E</u>
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	Reviewing official <u>E</u>
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	
Rated by <u>Leo B. Williams</u> Chief <u>710</u> (Signature of rating official) (Title) (Date)		
Reviewed by <u>Leman Kripitich</u> <u>James R. Lintell</u> <u>14 April 48</u> (Signature of reviewing official) (Title) (Date)		
Rating approved by efficiency rating committee <u>5/3</u> Report to employee <u>E</u> (Date) (Adjective rating)		

CONFIDENTIAL

10856

Assistant Director for Operations

9 October 1947

Executive Director

Identification for Contact Specialists

1. Attached are:

a. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 104, copy 1 - 3, to be issued to Mr. William P. Burke, Jr., Chief of the New Orleans office of your Contact Branch, and copies 4 and 5 for record purposes.

b. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 105, copy 1 - 3, to be issued to Mr. Jay B. L. Reeves, Chief of the Pittsburgh office of your Contact Branch, and copies 4 and 5 for record purposes.

c. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 106, copy 1 - 3, to be issued to Mr. Harrison G. Reynolds, Chief of the Boston office of your Contact Branch, and copies 4 and 5 for record purposes.

d. Sample of letter of introduction to be used in connection with above letters, to be written and signed in each case by the field office chief concerned.

2. The Assistant Director for Operations may request additional similar letters when new field offices of the Contact Branch are established and when field office chiefs are changed.

3. Instructions relative to accounting for the registered letters signed by the Director will be issued to you direct from the Central Records Division of the Services Branch, AAM.

4. The Chief, Personnel Branch, AAM, will place a notation with the personnel records of each field office chief to whom these letters are issued, and will be responsible that these individuals are not reassigned or separated until these registered letters have been accounted for and withdrawn for destruction.

5. The Assistant Director for Operations and the Executive for Inspection and Security will cause such inspections to be made of the use of these means of identification as will insure maintenance of adequate security in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. I. SHANNON

Acting Executive Director

4 Enclosures

- 1. Ltr from DCI re William P. Burke (copies 1-5) *Exec for AAM*
- 2. Ltr from DCI re J. L. Reeves (copies 1-5)
- 3. Ltr from DCI re H. G. Reynolds (copies 1-5) *cc: Chief, Pers Br.*
- 4. Sample ltr of introduction to be used by chiefs of field offices *cc: Chief, Svcs Br (for C.R.)
cc: Exec for I&S*

File
in 3/10/47

12 September 1947

MEMORANDUM TO: Chief, Personnel Branch
Executive for A & M

SUBJECT: Detail of William P. Burke, Jr.

REFERENCE: 37-3, "Personnel Action Request," dated
10 July 1947

It is hereby requested that your records be marked to show that Mr. Burke has been designated Acting Manager of the New Orleans Interagency Office. It is not intended to recruit anyone against the P-8 Manager position.

Hayden Channing

HAYDEN CHANNING
Executive Officer
Contact Branch

AFFIDAVIT
STRIKING AGAINST THE FEDERAL GOVERNMENT

CENTRAL INTELLIGENCE GROUP
 (DEPT. OR ESTAB.)

 (BUREAU OR OFFICE)

WASHINGTON, D. C.
 (PLACE OF EMPLOYMENT)

I, WILLIAM P. BURKE, JR., DO HEREBY SWEAR (OR AFFIRM)
 THAT 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 GOVERN-
 MENT 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.

W. P. Burke, Jr.
 (SIGNATURE OF EMPLOYEE OR APPLICANT)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 11th ~~24th~~ 9th DAY OF
September, 19 47 at Washington, STATE OF D. C.

Elizabeth Morrison
 Appointment Clerk

Chapter 145, Title II, Sec. 206
 Act of June 26, 1943

**OATH OF OFFICE, AFFIDAVIT,
AND
DECLARATION OF APPOINTEE**

CENTRAL INTELLIGENCE GROUP

(Department or Establishment)

WASHINGTON, D. C.

(Bureau or Division)

(Place of Employment)

A.

**OATH OF
OFFICE**

I, WILLIAM P. BURKE, JR.

Do solemnly swear (or affirm) that 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; and 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

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

C.

**DECLARATION
OF APPOINTEE**

Do further certify that (1) 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; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., as quoted on the attached Information for Appointee, and [strike out either (3) or (4)]

(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;

(4) the answers contained in my Application for Federal Employment, Form No., dated, 19...., filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):

Subscribed and sworn before me this 11th day of September A. D. 19 47

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

[SEAL] Chapter 145, Title II, Sec. 206
Act of June 26, 1943

Elizabeth Morrison
(Signature of Officer)
Appointment Clerk
(Title)

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

19 September 1947
(Date of Entrance on Duty)

Asst. Regional Manager, R-7, \$8172.50
(Position to which appointed)

22 Oct 1947
(Date of Birth)

DECLARATION OF APPOINTEE

This form, if required, is to be completed before entrance on duty. Every question must be answered. A false statement in this declaration will be grounds for cancellation of appointment or dismissal after appointment. A false statement in a criminal case will be prosecuted accordingly.

1. Present Address 6300 St. Charles Avenue, New Orleans, La.
(Street and Number) (City and State)

2. Who should be notified in case of emergency? Mrs. Wm. P. Burke wife
(Name) (Relationship)
6300 St. Charles Ave. New Orleans, La.
(Street and Number) (City and State)

3. Does the U. S. Government employ in a civilian capacity any relative of yours (father, mother, brother, sister, or spouse) with whom you live or have lived within the past 6 months? Yes or No? No If so, for each such relative fill in the blanks below. If additional space is necessary, complete under item 12.

Name	Post office address (Give street number, if any)	(1) Position and (2) Temporary or not, and (3) Department or office in which assigned	Relationship	Married or single	Age
1.					
2.					
3.					
1.					
2.					
3.					
1.					
2.					
3.					

4. Place of birth New Orleans, La.
(Town) (State or Country)

Indicate "Yes" or "No" answer by placing X in proper column	Yes	No	12. Space for detailed answers to other questions.
5. Are you a citizen of the United States?	X		ITEM NO. Write in left column numbers of items to which detailed answers apply
6. If foreign born, have you furnished proof of naturalization or citizenship to (1) the U. S. Civil Service Commission?		X	8. U. S. Marine Corps Reserve
(2) this agency in connection with this appointment?		X	Inactive duty status
7. Since you filed application resulting in this appointment, has there been any change in the status of your current stay or of the persons through whom you gained your citizenship?		X	
8. (a) Do you hold any position or office under the United States or any State, Territory, County, or Municipality?	X		
If so, state the place, position, and salary under item 12.			
(b) Are you willing to resign such position or office if it becomes necessary to do so in order to hold the Federal position?	X		
9. Do you receive any pension or other benefit for military or naval service or an annuity from the U. S. or D. C. Government under any Retirement Act?		X	
If so, give details under item 12, stating whether you were retired for age, length of service, or disability; amount of retirement pay and under what retirement act, and rank, if retired from military or naval service.			
10. Since you filed application resulting in this appointment, have you been discharged for misconduct or unsatisfactory service, or forced to resign from any position?		X	
If so, give under item 12 where employed, name and address of employer and the reasons for discharge in each case.			
11. Since you filed application resulting in this appointment, have you been arrested, or summoned into any civil or military court as a defendant or indicted for or convicted of any offense (felony or misdemeanor)?		X	
If so, for each case give under item 12 (1) the date, (2) the name and location of the court, (3) the nature of the offense or violation, and (4) the penalty, if any, imposed, or other disposition.			

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in accordance with the Civil Service Act, applicable civil service rules, the War Service Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, purchase of office, suitability in connection with any record of recent discharge or arrest, promise to observe provisions regarding political activity, and particularly for the following:

(1) Identity of appointee with the applicant whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. The 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 discrepancy exists between the date of birth and that on application, and if definite grounds have been established for the position, it should be determined that applicant is not outside the age limit for appointment.

(3) Citizenship.—The responsibility for observing provisions of appropriation acts prohibiting or restricting the employment of persons lies with the appointing

officer. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship if the list of eligibles or the letter of authority from the Commission makes the appointment subject to proof of citizenship, or if the application shows foreign birth but does not indicate on its face that citizenship has been proved. If the answer to question 4 of this form shows foreign birth and the application shows birth in the United States, the case should be referred to the Civil Service Commission.

(4) Members of Family.—Section 9 of the Civil Service Act provides that whenever there are a husband or more members of the family in the classified service, no other member of such family is eligible for appointment in that service. Minors do not establish a dependent family merely by living at an address a few feet from that of the parent. Cases involving more than two members of family, including dependent children, should be referred to the Civil Service Commission or its duly authorized representatives for decision. Under War Service Regulations, the members of family provision does not apply to temporary appointments for one year or less.

CENTRAL INTELLIGENCE GROUP

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NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., FIRST, MIDDLE INITIAL, LAST) Mr. William F. Burke, Jr.		2. DATE OF BIRTH 10/22/1900		3. JOURNAL OR ACTION NO.		4. DATE 9 September 1947			
This is to notify you of the following action affecting your employment:									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Exercised Appointment				6. EFFECTIVE DATE 9/9/1947		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-20			
FROM				TO					
8. POSITION TITLE Assistant Regional Manager (Intelligence Officer)				P-7					
9. SERVICE GRADE, SALARY P-7 \$3179.50 per annum									
10. ORGANIZATIONAL DESIGNATIONS Operations Contact Control Southern I.A.O.									
11. HEADQUARTERS New Orleans, Louisiana									
<input type="checkbox"/> FIELD		<input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD		<input type="checkbox"/> DEPARTMENTAL			
12. FIELD OR DEPT.									
13. REMARKS No-Strike Affidavit has been properly executed. This appointment is made subject to the satisfactory completion of a trial period of one year.									
<p><i>Pay Adm.</i> <i>7/11/48</i></p> <p><i>[Signature]</i> WILLIAM J. KELLY Acting Chief, Personnel Branch</p> <p>14. SIGNATURE OR OTHER AUTHENTICATION</p>									
15. VETERAN'S PREFERENCE NONE <input type="checkbox"/> 5 PT <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> X <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/> X				16. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> X				En. #7-21-04 200. 3/2/47 m.c.	
17. SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F		18. RACE <input type="checkbox"/> W <input checked="" type="checkbox"/> N		19. APPROPRIATION FROM: 2185900.001 328-143 TO:		20. SUBJECT TO C. 5 RETIREMENT ACT (YES-NO) Yes			
21. DATE OF OATH (ACCESSIONS ONLY) 11 September 47		22. LEGAL RESIDENCE Louisiana							

4. PERSONNEL FOLDER COPY

~~CONFIDENTIAL~~
SECURITY OFFICE

CONFIDENTIAL

Investigation Report

Subject: BARKER, William L., Jr.

Date: 28 August 1947

To: Chief, Personnel Branch

Number: 32450

1. Investigation directed by: EUG
2. Sources of information:
3. Remarks

4. Recommendation:

SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT
TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME
FUTURE DATE. INTERVIEW WAIVED
UNLESS THE APPLICANT ENTERS UPON DUTY WITHIN
60 DAYS FROM ABOVE DATE. THIS APPROVAL BECOMES
INVALID.

By

Emmal P. Geiss
Security Officer
EMMAL P. GEISS

jlm

CONFIDENTIAL

~~CONFIDENTIAL~~

PERSONNEL ACTION REQUEST			
NAME:	BUDGET	INITIAL	DATE
William P. Burke, Jr.	2185-560	2185-560	4-8-47
NATURE OF ACTION:	5-28-47	528-143	9-2-47
Accepted New Appointment	CLASSIFICATION	INITIAL	DATE
EFFECTIVE DATE:	VICE	DATE	
9 September 1947	IA	an # P-21.14	8-6-47
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	VV	3/2/47	
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	NEW		
	EMPLOYMENT	INITIAL	DATE
		DATE	7/28/47
	Schedule 9-20	INITIAL	DATE
	CHIEF PERSONNEL DIV	DATE	8/5/47
FROM	TO		
TITLE	asst		
GRADE AND SALARY	acting Regional Manager		
OFFICE	(Intelligence Officer)		
BRANCH	P-7 @ \$179.50		
DIVISION	Operations		
SECTION	Contact		
OFFICIAL STATION	Control		
DEPT. OR FIELD	U.S.A.O. Southern A.O.		
	New Orleans, La.		
	Washington, D.C.		
	Field		
REMARKS: * According to travel regulations. Sec reg. 7/21			
Forms 38-1, 57, copy of Priority Request letters attached.			
No Control Approved for appointment in grade P-7 at entrance salary of \$8179.50 subject to security clearance.			
FOR THE DCI:			
advised branch 8-29			
branch O.K. 8-29			
Walter C. Ford			
Captain, USN			
Executive Director, 87			
RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER			
DATE			
7.10.47			

WILLIAM P. BURKE

6300 St. Charles Avenue, New Orleans 18, La.

6 July

47

11 July

47

CONTACT: Invited to Washington for interview & introductory course

5 1/4 days

\$6.00

31.50

Fr: New Orleans, La. to D.C. & return

92.35

Taxi from station to hotel & return

.40

\$124.25

10 JULY 1947

11

10

8

2

8

(A)

8

2 1/2

WILLIAM P. BURKE, CHIEF

ADMINISTRATION SERVICES

WILLIAM P. BURKE, CHIEF

ADMINISTRATION SERVICES

WILLIAM P. BURKE, CHIEF

ADMINISTRATION SERVICES

WILLIAM P. BURKE, CHIEF

ADMINISTRATION SERVICES

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DONALD V. MULCAHY, CHIEF

PERSONNEL PROCUREMENT SECTION

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CONFIDENTIAL

9 July 1947

MEMORANDUM: Executive for Inspections and Security

SUBJECT: William Patrick Burke, Jr.

In compliance with CIO Directive 15 and with authority from the Projects Review Committee, this branch will open an Inter Agency Office in New Orleans, Louisiana as soon as the necessary personnel may be processed for employment. This Southeastern area of the United States represents a fertile field for the operations of the Contact Branch and it is deemed advisable to open a New Orleans office at the earliest possible date.

Mr. William Patrick Burke, a native of New Orleans, a graduate of Harvard and Tulane University Law Schools and a former Major in the U. S. Marine Corps is under consideration for employment as the Acting Regional Manager for this office. In order that his employment may be effected in the shortest possible time, it is respectfully requested that a priority security investigation be granted on this individual. It is realized that the total number of allowable priority investigations is very limited, but in the instant case, the circumstances are such that the compliance with this request will measurably aid in the accomplishment of the mission of this branch.

John F. Blake
Assistant Executive Officer
Contact Branch

CONFIDENTIAL

SECRET

ASSIGNMENT DESCRIPTION FORM

(This form fully completed (see note at bottom of sheet) in duplicate must accompany request for admission of candidate to Assessment or Training Classes)

Request for:

(a) Assessment XXXX
(b) Training _____

Candidate's name in full: WILLIAM PATRICK BURKE, Jr.

Cover name if necessary: _____

Date: July 7, 1947Age 46 Sex M Marital Status: Married Branch: Contact Desk: FieldSpecific station to which candidate is going: New Orleans, La.

For consultation call: _____

George B. McManus23112210 E. St.103

Branch Officer Sponsoring Candidate

Phone Extension

Bldg

Room No.

Has Security Check been completed? _____

Type of Cover: _____

(Military; Govt. Official; Professional; Business; etc.)

Title of projected assignment: (a) Contact Specialist (b) Acting Regional ManagerCivil Service classification and salary level of projected position: P-7 @ \$179.50What will be the specific duties of the candidate? (A detailed and concrete description is essential; a general job title is not satisfactory.): Willorganize and run the New Orleans Inter-agency office in the initial stagesHas to establish and maintain contact with the top executives of Americanbusiness, industrial and educational institutions. Must be able to sellCIO to them, gain their confidence and establish a discreet channel throughwhich all foreign intelligence available to those organizations can flow to his office.What are the promotional opportunities in the projected position? Good

What will be the administrative or supervisory responsibilities of the candidate?

(If none, write "none".) May eventually have to direct the activities of one P-6 and one GS-7.

Will the candidate work alone or with other people? With others.

If the latter, how many and what will be the candidate's actual working relationship to them, e.g., closely cooperative or relatively independent? The two mentioned above. Close cooperation.

Will the candidate be working directly under a supervising officer? NoIf not, how will his work be directed and reviewed? By Washington

What will be the living and working conditions under which the candidate is expected to operate? _____

* For reasons of security, details such as student's true name or specific mission may be omitted in the case of undercover personnel, if so desired by the Desk.

SECRET

What special qualifications do you wish the candidate tested for? Sense of security
as he must live a normal life in his own home town while conducting a
discreet operation. Ability to discriminate between valuable intelligence
information and worthless. Ability to arrange facts cogently on paper.
Tact and discretion.

What period and type of training is considered necessary for the candidate before
placement in the field? About three weeks in Head Office and then Inter-Agency
Offices.

What special skills or knowledge related to the job does the candidate possess?

Loyola University, New Orleans, AB, 1919, Harvard Law School, LLB, 1923,

Legal banking, business and Marine Corps experience.

Indicate knowledge of foreign languages:
("Slight", "Fair", "Good")

	<u>Read</u>	<u>Speak</u>	<u>Write</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

The following information is required only in the case of candidates scheduled for
training:

Previous background in intelligence work; _____

Foreign residence and foreign education _____

Occupational history: (job descriptions and dates only) _____

Signed: For George B. McManus

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Branch Officer Sponsoring Candidate

SECRET

(over)

CONFIDENTIAL

16 June 1947

MEMORANDUM TO: Deputy Director, CIC

THROUGH: Chief, Personnel Division

Subject: Assessment of William Patrick Burke, Jr.

Reference: Procedures Governing Payment of Per Diem and Travel, Approved Under Project OO-5.

In accordance with the above referenced procedures, it is hereby requested that approval be granted for payment of per diem and travel for the purpose of bringing Mr. Burke to Washington for assessment.

Mr. Burke was recently interviewed in New Orleans by Chief, Control Division, and Chief, Field Division, of the Contact Branch of this Office and is recommended as being well qualified for the Regional Managership of the New Orleans Interagency Office. It is considered that, in view of the importance of the proposed position to the accomplishment of the Contact Branch mission, no final decision as to his employment should be made without the benefit of assessment.

This office is anxious to activate the New Orleans Interagency Office as soon as possible and requests your approval in order that an early date for Mr. Burke's visit to Washington may be made.

E. L. Sibert

E. L. SIBERT

Brigadier General, U. S. A.
Assistant Director for Operations

24 June
Approved
Staff
Adj. En. Dir.

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