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17 JAN 1973

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

SUBJECT

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

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

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

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

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

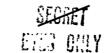
5. The officer's adaptability, high intelligence and mastery over her trade was of inestimable value to Mexico City Station, and over a five year period from 1967 to 1972, she functioned as the Station's internal troubleshooter. Her duties included the maintenance of

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

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

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

Theodore G. Shackley Chief Western HemisphereDivision



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MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel

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SUBJECT ·

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

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

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

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

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

Villiam V. Broe

Filliam V. Broe Chief Western Homisphere Division

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MEMORANDUM FOR: Secretary, CBCS Panel (Section A)

SUBJECT:

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Recommendation for Promotion to Grade G8-13 Charlotte Z. Bustos-Videla

1. The promotion of Charlotte Z. Bustos-Videls from G8-12 to G8-13 is hereby recommended.

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

3. Dibject is 36 years old and has been in grade as a 63-12 for the past five and one-half years.

R. W Unher

Descond FitzGerald Chief, Western Nemisphere Division

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HEMORANDUM FOR:	} .	Charlotte Bustos-Videla
THROUGH :		Chief, WH Division
SUBJECT :		Quality Step Increase

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

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

> Thomas H. Karamossines Deputy Director for Plans

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MEMORANDUM FOR: Head, Clandestine Service Career Service

SUBJECT

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

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

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

Robert 5. Wattles Director of Personnel

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APPROVAL RECOMMENDED:

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1 SEP 1966

MEMORANDUM FOR: CSPS/A

SUBJECT : Recommendation for Promotion of

14-00000

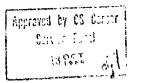
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Charlotte Bustos-Videla

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

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

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



William V. Broe Chief, Western Hemisphere Division

SECRET (When Filled In)

11 August 1966

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MEMORANDUM FOR: Charlott Z. Bustos-Vilela

: Head of GJ Career Service

THROUGH SUBJECT

14-0000

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

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

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and 1 have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not clugible at this time for designation in no may affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System it you should meet the requirements for designation in the future.

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

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

Tr D. Fehols Director of Personnel



1 MAR 1966

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

SUBJECT

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14-00000

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

1. The promotion request from GS-12 to GS-13 on Mrs. Busios-Videla is hereby submitted.

2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently, of the experience on Mexican affairs acquired through continuity in her present assignment.

3. The comments made in connection with the four previous promotion recommendations continue to be entirely applicable.

4. Subject is 37 years old and has been in grade as a G3-12 for the past six years.

cein iam V. Broe Chief,

Wostern Hemisphere Division

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9 CEP 1965

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

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SUBJECT

14-00000

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

1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby resubmitted.

2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently of the exportise on Mexican affairs acquired through continuity in her present assignment.

3. The comments made in connection with the three previous promotion recommendations continue to be entirely applicable.

4. Subject is 36 years old and has been in grade as a GS-12 for the past six years.

By Carol D. Blul

William V. Broe Chief, Western Hemisphere Division

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4 SEP 1964

MEMORANDUM FOR: Secretary, CSCS (Panel A)

SUBJECT

14-00000

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

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

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

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

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

> Rain Leilard Desmond FitzGerald Chief Western Hemisphero Division

CONFIDENTIAL

14 APR 1964

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

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

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

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

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

Emmett D. Echols

Director of Personnel

promited in concomment.

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ATTLE THE

CC - EPTD, EML

SECRET

14-00000

20 March 1964

MEMLELADUM FOR	:	DDP/OP
TEROUGH	:	Chief, Clandestine Services Personnel Office
	:	Charlotte 2. Bustos-Videls Exquest for Quality Stop Increase

1. It is recommended that a Quality Step Excrease for Mrs. Charlotte 2. Bustos-Videla be endorsed by you for the reasons presented in the attached memorandum prepared by the Chief, Western Hemisphere Division.

2. A review of Mrs. Bustos-Videla's Official Personnel File states and property the states of coldel Nice. Mithout exception, the personance of this officer decay from the second of a provmplopment has been identified by various and all experivious as "Experior" and "Outstanding." Alkewise, actual a other records maintained by the Office of Personnel contradicts or modifies the tapressive record made by Mrs. Bustos-Videla.

3. Testimony to the high regard which clinitials of WH Division wire this officer's work is furnished by noting that this. Bustos-Videla is the first female officer to be proposed for a QUI by MH and one of a total of but three officers nominated by that Division for the award times the QCI provision of the Federal Salary Scient Act of 1962 became effective in CIA approximately fifteen months ago.

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8 March 1964

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

14-00000

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

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

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

4. Consideration was given to the granting of a Merit Award but the quality step increase seems more appropriate in this case. Subject has been passed over for promotion in the past, and due to limitations as to area of assignment, it is unlikely that a promotion to grade GS-13 can be obtained. The salary increase is therefore thought to be the most fitting reward for her outstanding service.

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COMCUR: EDP/OP

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15 March 1963

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

SUBJECT:

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Con and the

Recommendation for Promotion to Grade GB-13 Mrs. Charlotte Bustos-Videla

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

2. Since December 1957 Mrs. Bustos has been assigned to the Maximum Dask and at present is Acting Chief. She is the soul and motor of that desk, managing many of its operations and supervising its staff, many of when she has trained. She is past mistrees of administrative prevedutes and the ones with which she obtains cherraneous, multial a these such secures necessary approvals while headling the most complicated operational aspects of projects is ghomement. Her work output is enormous and yet everything is done simply and molestly with a minimum of axeas motion. She is an outstanding employee and should be deserving of recognition.

3. It is recommended that has Bustes be promoted to grade 08-13.

J. C. XIGO Chief, Mestern Hemisphere Division

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25 May 1961

MEMORALTUM FOR: WH/Personnel

SURJECT: Change of Name

It is requested that all records in the Agency,

including the section which issues payroll check, by changed to-reflect my married name: Charlotte Z. Bustos-Videla. This change is effective immediately.

Charles Baston Keller the right 2. Mat 5-Videla 18/3/Vexico

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16 July 1959

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

SUBJECT:

1977 - 1977 1977 - 1977 Recommendation for Promotion - Miss Charlotte L. Zehrung ${}_{{\rm P}^{\rm II}}$

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

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

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

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Weatern Hemisphere Division

17 March 1973

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

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1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.

S-E-C-B-E

2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RI as that of an officially appointed Records Officer.

3. A sories of meetings will be held in Room 1400, f Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednecday, 2 April 1958, 1300 - 1645 hours ; if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date. Please review the attached materials prior to this meeting.

S.E.C.P.E.T

DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

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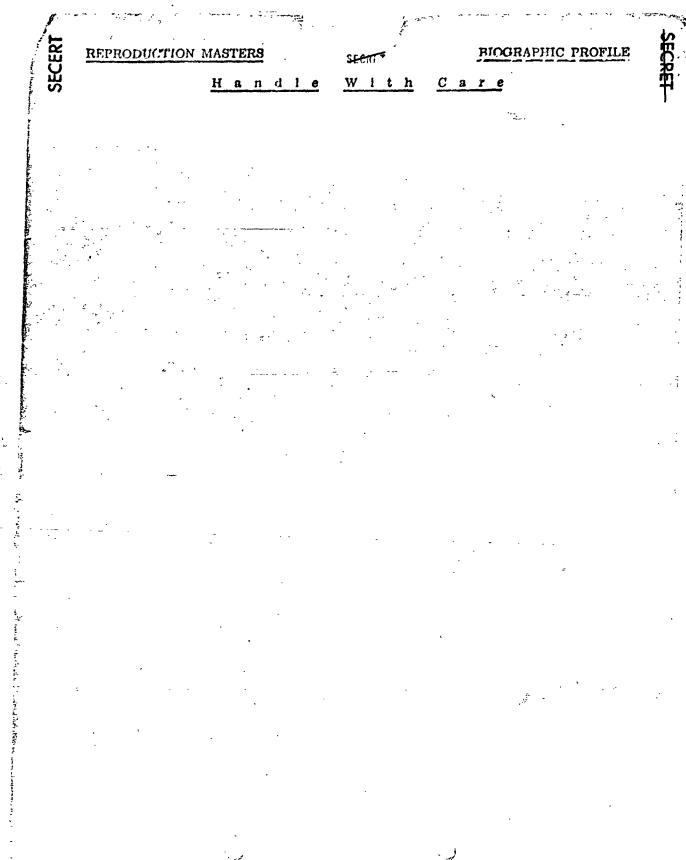
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Charlotte BUSTONS-VIDELA

LEFT HAND SIDE

(numbered top to bottom)

1. Admin and finance documents - March 1974 - Jan 1978

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2. Admin and finance documents - May 1951 - April 1956

3. Bio profile (sanitized form in file)

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Charlotte BUSTOS-VIDELA

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RIGHT HAND SIDE FILE

(numbered top to bottom)

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

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9. "PHS-SEC" - document related to cover legend

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	ATTN: Edmond A. Sullivan
	Form 1322 dated 5 May 72 COVER DISCONTINUED
	BUSTOS-VIDELA, Charlotte Z
	KEEP ON TOP OF FILE WHILE GOVER IN EFFECT
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	X SUBMIT FORM 1323 FOR TRANSFERRING COVER
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11. SECRET DATE NOTIFICATION OF ESTABLISHMENT OF HILITARY COVER BACKSTOP 7 August 1962 CHIEF, RECORDS AND SERVICES DIVISION (NEE: ZEHRUNG) X TO: (Check CHIEF, OPERATING COMPONENT , WH BUSTOSVIDELA, Charlotte Z. ATTN: FILE NO. 3190 WH/SS Mr. Mullane ID CARD NO. REF: Verbal Request for Cover, Form 1322 Dated 31 Jul 62 MILITARY COVER BACKSTOP ESTABLISHED 2 ŧ BLOCK RECOPDS: Х (OPHENO 20-800-11) a. TEMPOPAPILY FOR ____ DAYS, FFFECTIVE_ XoX CONTINUING, EFFECTIVE 7 August 1962 SUDMIT FORM 642 TO CHANGE LIMITATION CATEGORY TO 3. (HB 20.800.2) ASCENTAIN THAT APAY M-2 BEING ISSUED. (## 20.661.1) JORMEL FOLM LY TOTATE AND CHARACTER AND AND COVER. (R 140-150) SUBMIT FORM 1323 FOR THANSFERRING COVER RESPONSIBILITY. (# 340-250) REMARKS : 3 1. ar i g CCPY TO CPOIDP 43688 Just 1 J. PAR 03 6157819271AN I AMPE STAT 155 y.g. 1551 Session serious fairions 119-22-44) CECRET

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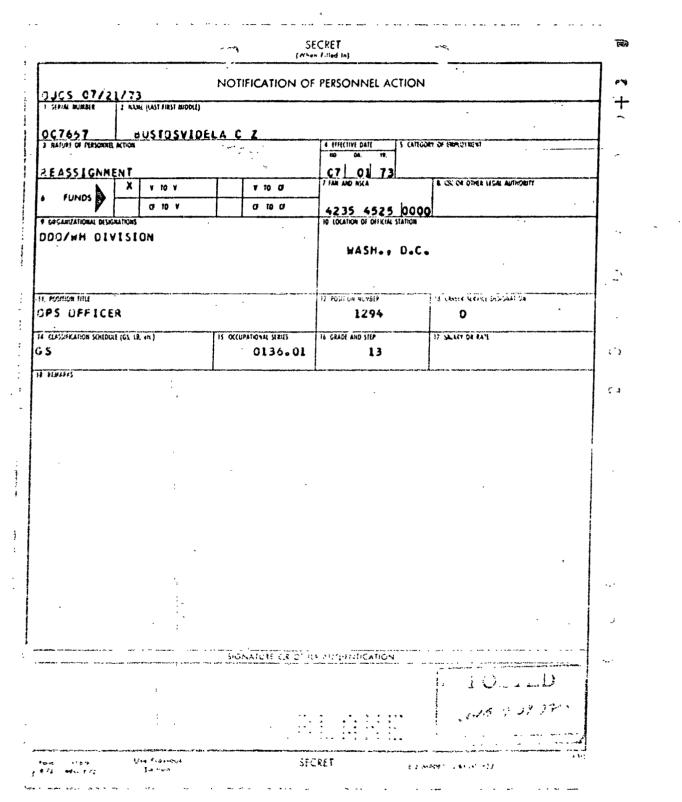
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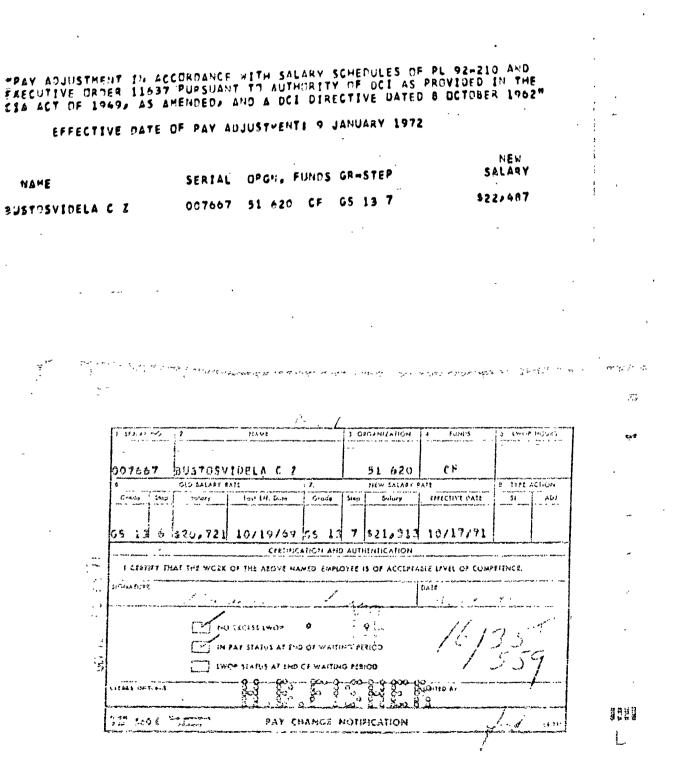
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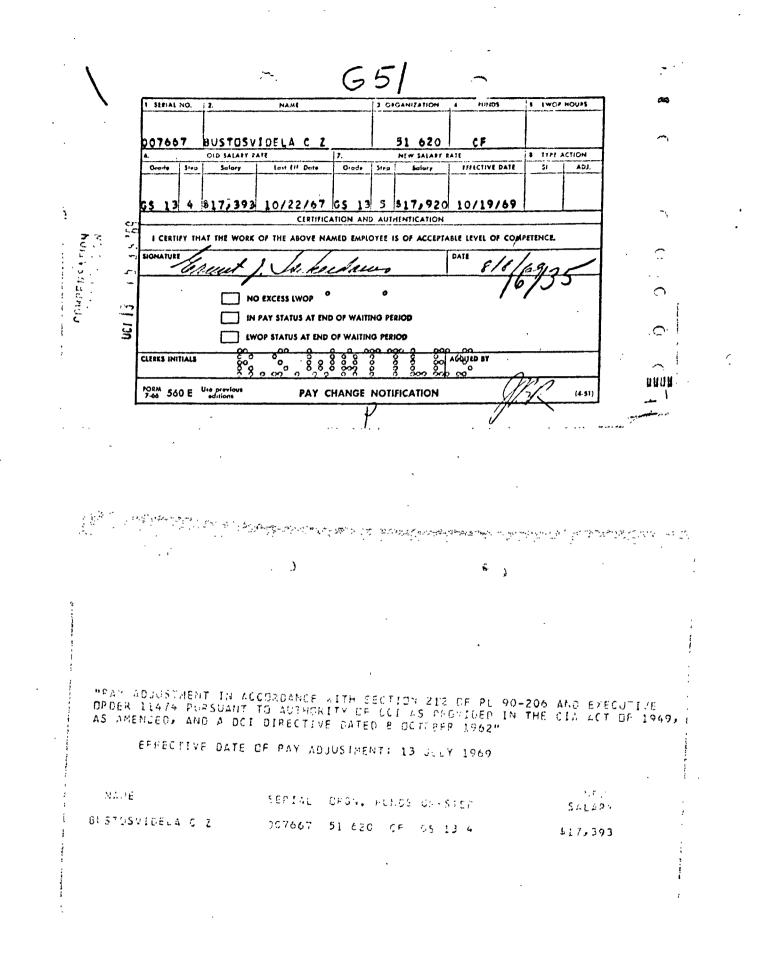
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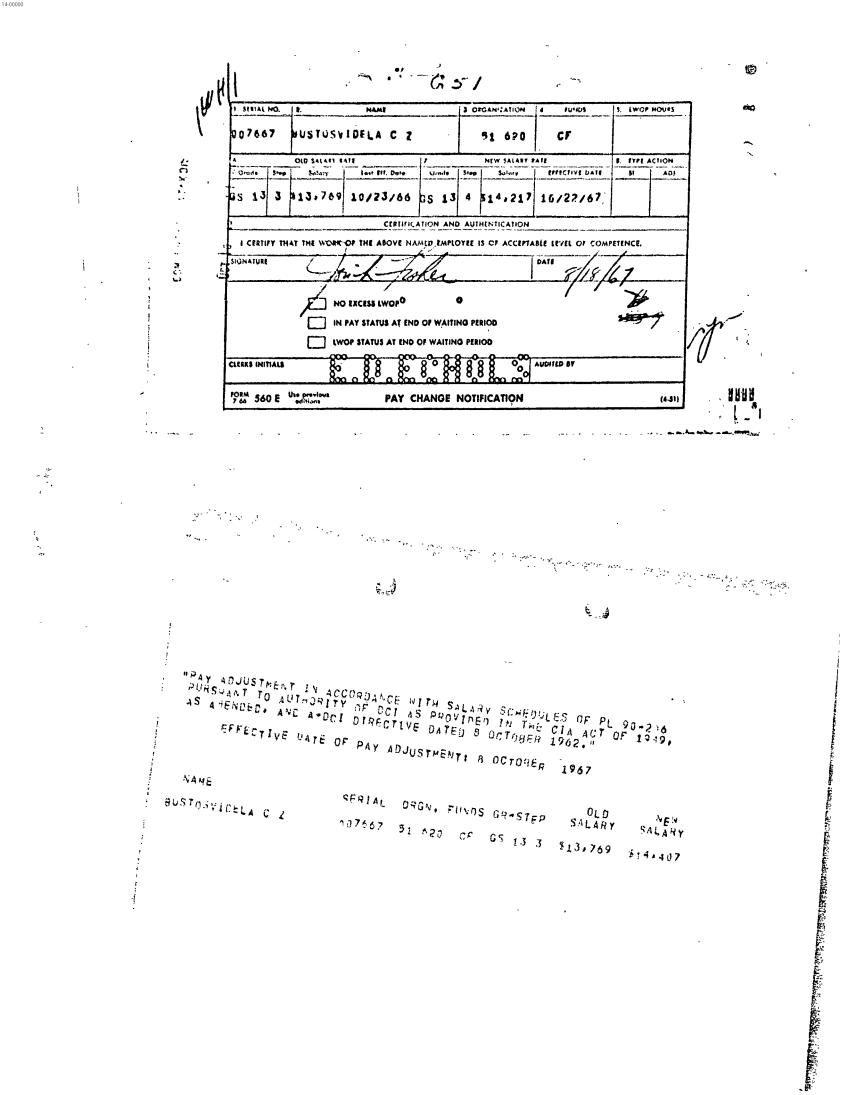
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• **E** (Å ٩ ۵ A i PPAY ADJUSTMENT IN ACCOPDANCE WITH SALARY SCHEDULES OF PL 99-301 Pursuant TC authopity of DCI as provided in the CIA ACT of 1949, AS APENDED, AND A-DOI POLICY DIRECTIVE DATED 8 OCTOBER 1962." į С C EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965 ł \mathcal{O} OLD NÉW 0 ORGN. FUNDS GRASTEP SALARY NAME SERIAL SALARY \mathcal{I} \$12,459 GS 12 0 \$12,029 \bigcirc BUSTOS-VICELA C Z 907667 51 300 1 0 ł 0 *هر ب* 12.00 and the second second second Ĵ ¥. ~ģ PRAY ADJUSTMENT IN ACCORDANCE WITH SALAMY SCHEPULES OF PL 89+504 Pubelas TO AUTHORITY OF DOI AS PROVIDED IN THE CIA ACT OF 1949, AS AMERDED, AND A-DOI DIRECTIVE DATED & COIDBER 1902." FFFECTIVE JATE OF PAY ADJUSTMENTS 3 JULY 1966 24.44 SERIAL DHON, FUNDS WH-STEP ULD NEW ALST S-VIDELA C Z SALARY SALARY 097567 51 500 v

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387667 ; HUSYSAOVI 6 ... 6 2 CONTRACTOR 10 ADI OLD BALARY 14 Hington Care Grade 0-=0+ <u>.</u>, GS 12 5 \$11,670 10/13/63 G5 12 6 \$12,075 10/10/05 2 IN PAY STATUS AT END OF WAITING PERIOD LNCP STATUS AT END OF HALTING PERIOD 1 AUDITED BY 5 . CLEAKS INITIALS D.J. I CENTIFY THAT THE FORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF CONPETENCE. ຣາ 11 23A SIGNATURES PAY CHANGE NOTIFICATION (4-51) Ednar Form 560 1 1. SECRET NJM. AUG 65 When Filled in) NOTIFICATION OF PERSONNEL ACTION OCF 1. SERIAL HUMBER 2. HAME (LAST-FIRST-MIDDLE) 007667 BUSTOSVIDELA C Z 3. NATURE OF PERSONNEL ACTION 4 EFFECTIVE DATE S. CATEGORY OF EMPLOYMENT DA. 18 08-01-165 REASSIGNMENT REGULAR 7 COST CENTER NO. CHARGEARLE S CSC OR OTHER LEGAL AUTHORITY ¥ 10 ¥ ¥ 14 18 PUNDS 4. CF 10 . W (1 10 0 6235 0620 0000 50 USC 403 J . ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 1. FI SECTION WASH ... D. С 11. POSIFION TITLE 13. SERVICE DESIGNATION OPS OFFICER D 1501 17 SALARY OR RATE 14 GRADE AND STEP 14. CLASSIFICATION SCHEDULE (55, 18, ate) IS OCCUPATIONAL SER 25 GS 0136.01 12 5 11670 14. BEHARTS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 12. STATION 23 PATESALE 24 Magter. 25 DATE OF STRIM 24 DATE OF GEEDE 19. ACTION 19 Employ | 21. OFFICE CODINS 17 DAIE OF LEI CODE (ede CODE (581 (10 BUBBAIC ALPHADET ... 20 -14 51300 WH 37 10 75013 01 12 29 1 RETISEMENT BATA DI, SEPARATINA DE CORRECTION CANCELLATION DATA 28 HIF EAPINES IP. SPECIAL PEFENLRCE H 33 SECRETTY 14 SEX 1 CSC 1 FICA 2 1076 110 10 1116 10 EOD DATA 15 YET PREFERENCE 34 SERV. COMP DATE 17 LONG COMP DATE 32 CARSED SATEGORY FEGLE / BEALTH INSURANCE 15 154141 SECONTY NO 1 19. 94 0 89 23 (++ +2.5. ; CLCE 0 #ArrE1 1 - 165 **R**-3 -86417h 155 (30 1096 1.70 1.014 PREVIOUS GOVERNDENT SERVICE DATA 47 18448 (41 - 11 FEGERAL TAL BATA 44 STATA TAS BATA 41. -----1081 ----1034 ------: 723 2 53 1 . 156 8 . 83 ------------SIGNATURE GS OTHER AUTHORICATION Use Pressos SECRET 10.44 1150 Edmon

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962. . - The log marked and a second seco

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

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

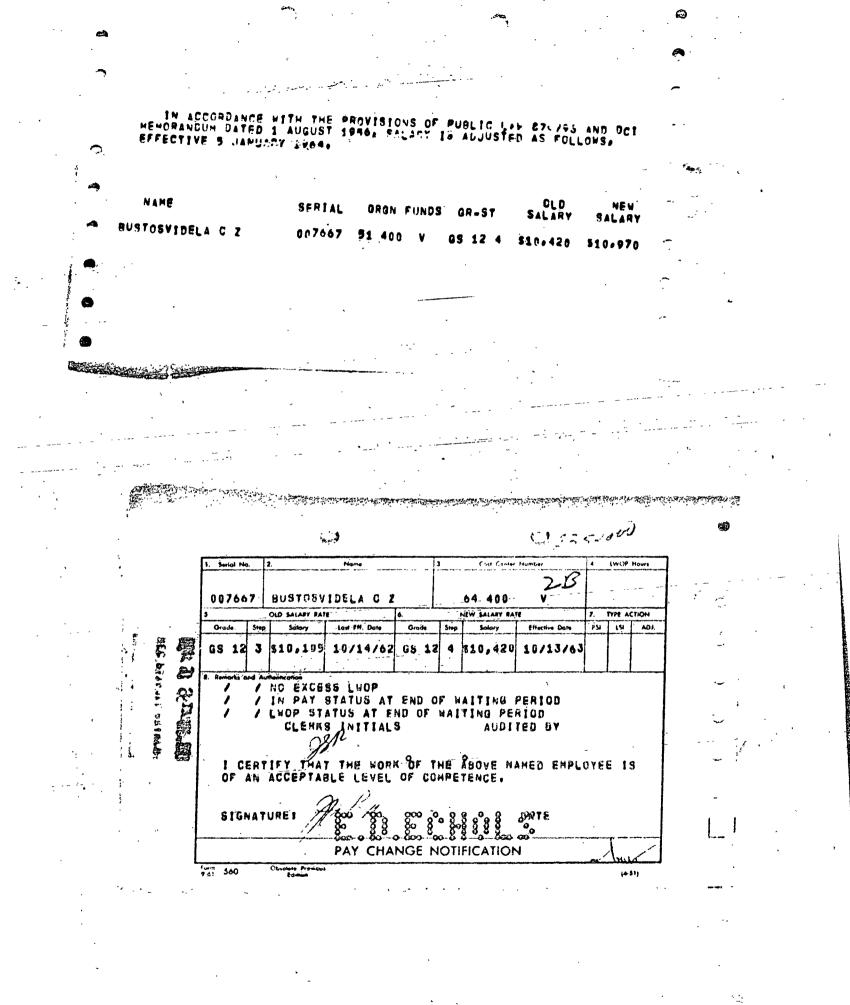
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GS- 1	\$3,385	\$3,500	\$3,615	5 \$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055					4,680	4,805
GS- 3	4,005			5 4,410	4,545	4,680	4,815	4,950	5,025	5,220
GS- 4	4,480	4,630	4,780		5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825		6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,925	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	3,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170							10,060	
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
				11,315						
GS-13,	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,85 5
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
				20,900		22,210	22,865	23,520	24,175	
GS-17	21,445	22,195	22,945	23,695	24,445		· · · · · · ·			
GS-18	24,500									· • • • •

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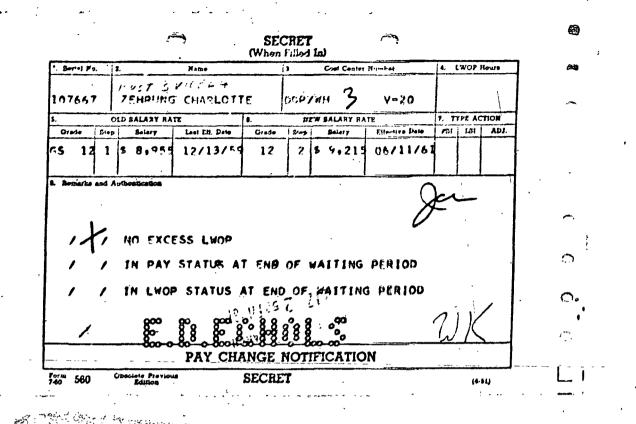
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IN ACCORDANCE WITH THE PROVISIONS-OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED 45 FOLLOWS EFFECTIVE 10 JULY 1960.

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	WORD "YES" IN THE BOX TO THE RIGHT, IF	NO CHANGES ARE REQUIRED, PLACE	THE WORD "NO" IN THE BOX AT RI		
			ON Niate and positive remedial action. The natu Non, to reassignment or to separation. Descr		
	or proposed in Section D. M—MarginalPerformance is deficient in a	tome aspects. The reasons for assigning H	non, to rootsignment or to separation. Cescr is rating should be stated in Soction D and		
	taken ar recommended shou P—Proficient Performance is satisfactory.	ld he described:			
	5— <u>Strong</u> <u>O-Outstanding</u> work às to warrant spoclat	I in relation to requirements of the work a	nd in comparison to the performance of othe	ers daing similar .	
;		SPECIFIC DUTIES	* * #/#=================================		
•	List up to six of the most important specific duties per performs EACH specific duty. Consider ONLY effectiv their ability to supervise (indicate number of employ	ensus in performance of that duty. All emp	ng letter which best describes the manner in whi Naywes with supervisory respansibilities MUST	ich employee be roted on	
•	OPECIFIC DUTY NO. 1				
	Functions as Chief of the one case officer, one L		ction, supervising	S	
	Analyzes all traffic per			HATING LETTER	
	Operations, performs :	ill operational support,	project actions, corres-		
	pondence, coordination	, memoranda and fite m	aintenance. <u>Ar-</u>	RATING	
	Prepares studies, file :	analyses and special rep	ports such as budget	LETTER	
	and program call and co	orrespondence with the	White House,	0	
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	SPECIFIC DUTY NO. 8			RATING LETTER	
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	OVERALL	PERFORMANCE IN CURREN	IT POSITION		
	Take into account over, thing about the employee whic productivity, conduct on jub, cooperativeness, pertinent	personal traits or nobits, and putricular la	mitations or token's Based on your knowledge	RATING LETTER	
	of employee's aveiall performance during the rating p rately reflects his level of performance.			S	
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SECTION D

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their selationship to averall performance. State suggestions made for improvement of work performance. Dive recommendations for training. Comment on foreign language competence, if required for turrent position. Amplity or explain ratings given in Bettion C be provide bet betti for desprining future personnel action. <u>Monneer of performance of</u> managerial as supervisory duties and cast consciousness in the vice of personnel, space, aquipment and funds, must be commented an. A applicable. H extra-space is needed to complete Section 0. A applicable proper.

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

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

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

(continued) SECTION E CERTIFICATION AND COMMENTS BY EMPLOYEE 1. I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT BIGMATURE COLUMNOVER BY SUPERVISOR UNDER MPLOYFE HAS DEEN HAS NOT DEEN BHOWN TO EMPLOYEE, GIVE EXPLANATION Y BUPENVIRION 8 DATE OFFICIAL TITLE OF SUPERVISOR YPED OR PRINTED NAME AND ADDATUPE Regmond Vife Raymond J. Swider 21 May 1973 DC/WH/1 BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL The rater has written an accurate and thorough evaluation of Mrs. Bustos. I concur without reservation in the ratings provided subject. She is an exceptional officer. Her ability to perform a variety of assignments in Headquarters and the Field has measured up to an outstanding record. Her work with subordinates clearly indicate she is a good supervisor. Mrs. Bustos performs all facets of her work in an exemplary manner and in my judgement rates in the upper percentile in the A Category. OFFICIAL TITLE OF REVIEWING OFFICIAL YPED DA PAL 64 Thomas C. Murray 21 May 1973 C/WH/I CLASSIEN ATION

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

Narrative Comments (continued):

(Charlotte Z. Bustos-Videla)

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

2.

In terms of true cost and security-consciousness, she must also be considered very strong because she has a positive and aggressive attitude towards these subjects. It is with deep regret that the Branch parts with this employee who now moves up to the Division front office staff. Covert Action Operations Seminar 110. 2-73

35 hours, full time

14-00000

Participant : Bustos-Videla, CharlotteOfficeYear of Birth: 1929Service Designation:Grade: GS-13No. of Students :EOD Date: 08/51

COURSE OBJECTIVES, CONTENT AND METHODS

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

-0-N-F-I-D-E-N-T-I-A-L

The Seminar includes a discussion of the "political animal" and on analytical lock at the political personality.

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

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Chief Instructor

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TRAINING REPORT

Midcareer Course No. 34

14-00000

Student	:	Bustos-Videla, Charlotte	Date	: 11/5-12/22/72	
Year of Birth	:	1929	Office	: WH/1	
Grade	:	13	Service Designation: D		
1		۹	No. of Students	: 30	

COURSE OBJECTIVES -- CONTENT AND METHODS

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

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

- 1. Effective managerial behavior as derived through study of the Managerial Grid.
- 2. The functions, relationships and problems of various Agency components and of members of the intelligence Community.

3. Selected elements of national power and current developments in key international affairs.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:



Date

Midcarcer Course Chairman

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

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SECTION C NARRATIVE COMMENTS

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

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

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[SMPLOYEE SERIAL	NUMBER	1	
	FITNESS REPORT		00766 7			
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BUSTC	os-Videla, Charlotte Z.	7. OFF/DIV/OR OF ASSIGNMENT		•	1.	
Opera	tions Officer	DDP/WH/1	Mexico Cit	У		
	E OF APPOINTMENT	10. CHECK IN TYPE OF REPOR				
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11. DATE REPORT	DUE 1N 0.P.	January 1971 -		1		
SECTION B	PERFORMAN	CE EVALUATION		·		
U-Unsatisfactory	Performance is unacceptable. A rating in this cutogo could range from counseling, to further training, to p or proposed in Section C.	ry requires immediate and positive rem			- -	
M-Marginal	Performance is deficient in some aspects. The reasons	for origning this roting should be stati	in Section C and reme	dial actions		
P-Proficient	taken ar recommended should be described. Performance is satisfactory. Desired results are boing p	produced in the manner expected.		1		
S-Strong	Parformaines is characterized by exceptional profesen			-	· ·	
O-Outstanding	Performance is so exceptional in relation to requirement work as to warrant special recognition.	its of the work and in comparison to the	performance of others do	ing similar	~	
		IC DUTIES				
mannar in which an	e most important specific duties p erforme d dur playee performs EACH specific duty. Conside spensibilities MUST be rated on their ability t	or ONLY affectiveness in performa	ince of that duty. All	'omployees		
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	8. OPPICIAL POSITION TITLE	12 Jan.29 F . orr/autor or Assignment DDP/Wi/Br 1	IENT & CURRENT STATION	
,	Operations Officer			_
	9. CHECK (X) TYPE OF APPOINTMENT X CANSEN RESERVE TEMPORARY	10. CHECK (X) TYPE OF RE	PORT '	108
1	CAREER-PROVISIONAL (See instructions - Section C)	XX ANNUAL	REASSIGNMENT EMPLOY	
1	SPECIAL (Specify):	SPECIAL (Specify):		_
, ,	11. DATE REPORT DUE IN O.P.	14. REPORTING PERIOD (PA		
	SECTION B PERFORMANC	CE EVALUATION		
1	U-Unsatisfactory Performance is unacceptable. A rating in this categor could range from acumaling, to further training, to pl	ry requires immediate and positive locing on probation to requirement	remedial action. The nature of the action	
•	or proposed in Section C	1	·	
1	M-Marginal - Performance is deficient in some ospects. The reasons I taken or recommended should be described.	tor assigning this rating should be	stated in Section C and remedial action	· 1
	P-Proficient Performance is satisfactory. Desired results are being p			
	S-Strong Performance is characterised by exceptional proficient O-Outstanding Performance is so exceptional in relation to requiremen	cy.		1
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NARRATIVE COMMENTS

SECTION C

14-00000

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Revenued by OP SPD/PPB

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

SECRET / FMDAT

MEMORANDUM FOR THE RECORD

14-00000

CHARLETTE BUSTOS VIDELA

Reviewed by OP. SPD/PPB

SUBJECT: Overall Outstanding Rating on Method of Recognition

1. This memo is being written in accordance with paragraph three of Book Dispatch 5273 of 12 April 1966.

2. **Constant** was last granted a Quality Step Increase about a year ago in recognition of her very fine performance. It is a little early to repeat that kind of recognition even though it is a most logical and meaningful means to show recognition of her outstanding work.

3. Consideration should be given to an appropriate occasion in the fairly near future to grant another QSI to compared.

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SECTION C	NARRATIVE COMMEN	TS
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In July 1969 Sat Station front off: special: responsible remained under effect sulting from the a transition period the management and performance in the outstanding. Her guidance not only of the Station but with many of the p tinctive records s . During the ensui implemented a numb and less costly re statially, input cedures and require supervisory respon To sum up, Subjection in a singular	bject was transferred fro ice to serve as an execut ility for ensuring that t fective control during th assignment here of severa necessitated or gave ris i administrative areas of is assignment under these sound judgement, imagina contributed to maintaini t also made possible an e problems which an inflate system created for the ne ing six month period, Sub ber of changes which have been system. Paper hol- has been reduced and now ements. Personnel savin sibilities more clearly et has made and continues ly unsensational area of	the station. Subject's circumstances was clearly tion and responsiveness to ng the stability and momentum arly effort to come to grips d Registry and a highly dis- w Station management tean. Ject has recommended and produced a more effective dings have been reduced sub- conforms to basic CS pro- gs have been effected and
15 Sought and appr	ectated not Unity by the	(CONTINUED)
SECTION D	CERTIFICATION AND COMM	ENTS
1.	BY EMPLOYEE	
DATE ICE	INTIFY THAT I HAVE STEN SECTIONS A, B AN ISIGNATURE OF EMPLOYEE	ID COF THIS RUPORT
15 January 1970	/s/ Charlotte Bustos-Vide	ala
2.	BY-SUPERVISOR -	
MONTHS EMPLOYEE HAS DEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO I	EMPLOYEE, GIVE EXPLANATION
E SABER MI SOF ERVISION		
6 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 January 1970	- DCOS	/s/ Paul V. Harwood
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL		to overstate the contri-
period, and I con Officer. I might conscientious and	add that Subject is one productive employees with	and comments of the Rating of the more versatile, th whom I have worked in
	, and that in addition to utlined above, continued	
		Cuban and other operational
sections of the S		and imagination shown by
Subject in the ve	ry complicated administra	tive management assign-
ment have been par	rticularly commendable ar	nd her complete familiarity
with the country,	the language, and the ba	CKGPOINT of the Station
15 January 1970	COS	/s/ James B. Noland

SECRET

SECRET/RYBAT

- 2 -

SECTION C

14-00000

NARRATIVE COMMENTS

CONTINUED

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

SECRET/RYBAT

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(then F	illed t-)		
FI? SS REPORT	1 1	EMPLOYEE SI RIAL NUMBE	•.
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BUSTOSVIDELA, Charlotte Z.	12 Jan 29 F	13 D	
Ops Officer	DDP/WH/FF/1	Mexico City	
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SPECIAL (Specify):	SPECIAL (Specify):		
October 1969	12. REPORTING PERIOD (From- To March to Au-ust		· · ·
SECTION B PERFORMANCE			
W - <u>Week</u> Performance ranges from wholly inadequate to sl positive remedial action. The nature of the action	on could range from counseling, to) further training, to placin	uiros Igon
probation, to reassignment or to separation. De A - <u>Adequato</u> Performance meets all requirements. It is entire			or
excellence. P - <u>Proficient</u> Performance is more than satisfactory. Desired			
S - <u>Strong</u> Performance is characterized by exceptional prof			
0 - <u>Outstanding</u> Performance is so exceptional in relation to requestion others doing similar work as to warrant special re-	irements of the work and in compo acognition.	arison to the performance of	of y
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with supervisory responsibilities MUST be roted on their ability to s	Supervise (indicate number of emp	loyees supervised).	
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SECTION C	NARRATIVE COMM	
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her potential. Su	ner past performance, her abject who was recommende promoted as soon as possi	record at the Station and d for promotion to the GS-14 ble.
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CTION D	CERTIFICATION AND CO	MAMENTS
	BT EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A. B	AND C OF THIS REPORT
TC	SIGNATURE OF EMPLOYER	
1 August 1969	Charlotte Z. Bustosvide	la (signed)
NTHS EMPLOYEE HAS BEEN IDER MY SUPERVISION	BY SUPERVISOR	TO EMPLOYEE, GIVE EXPLANATION
TE	OFFICIAL TITLE OF SUPERVISOR	TYPED ON PRINTED NAME AND SIGNATURE
1 August 1969	Ops. Officer	(signed)
x mugune 1000	BY REVIEWING OFFICI	and the second
AMENTS OF REVIEWING OFFIC	142	······································
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I. DATE REPORT DUE	N O.P.	_			D (From• 1				
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TRAINING REPORT

S-E-C-R-E-T

Soviet Bloc 80 hours, 1		erations Course No, 3 time	5 - 16 June 1967		
		BUSTOS-VIDELA, Charlotte	Office	:	DDP/WH
Year of Bir	th:	1929	Service Designatio	n:	D
Grade	:	GS-13	No, of Students	:	34
EOD Date	;	August 1951			

COURSE OBJECTIVES

14-00000

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:		
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SECTION C	NARRATIVE COMMEN	NTS Presenter
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SECTION D		
I.	CERTIFICATION AND COM	MENTS
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DATE	SIGHATUNE OF EMPLOYEE	
16 Jan, 1968	/s/ Charlotte Bust	os-Videla
2.	BY SUPERVISOR	
MONTHS EMPLOYED HAS BEEN UNDER MY BUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYER, DIVE EXILANATION
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<u>16 Jan. 1968</u>	Ops Officer	
3. COMMENTS OF REVIEWING OFFICIA	BY REVIEWING OFFICIAL	
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31 Jan 67 SECTION B PERFORMANCE	1/66 - 12/66		· · · · · · · · · · · · · · · · ·	-
W - Week Performance ranges from wholly inadequate to al positive remedial action. The nature of the actio	ightly less than satisfactory. A	rating in this	category requires	
probation, to radissignment or to separation. De	scribe action taken or proposed	in Section C.		
A - <u>Adaguata</u> Performance means all requirements. It is entire excellence,				
P - <u>Proliciant</u> Performance is more than satisfactory. Desired is S - <u>Strong</u> Performance is characterized by exceptional prof	-	voliciont man	nor.	
O - <u>Outstanding</u> Performance is so exceptional in relation to requ others doing similar work as to warrant special re		parlson to the	performance of	
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OFFICE, OF SERSOLNEL SECRET SECTION C NARRATIVE COMMENTS FEB 15 Indicate significant strengths or weaknesses demonstrated in current position kseping in proper portpolicy might information by a strength overall performance. State suggestions made for improvement of work parformance. Give recommendations for training. Com All blair relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to prode hest basis for determining future personnel action. <u>Manner of performance of monagorial or supplyingy dujos must be described, if</u> applicable. Subject has continued to perform during the period under review in the same highly competent manner which all who know her have come to expect of her. She continues to put forth her best efforts at all times. She is particularly to be commended for the manner in which she cheerfully accepts onerous tasks. usually with very short doadlines, and invariably comes up with a thoroughly prepared answer within the time allotted. She is efficient, she is fully knowledgeable and capable in her job, she has a friendly, warm, and pleasant personality, and is always ready to respond to her fellow workers with a helping hand. She has no supervisory responsibility per se, but is frequently called upon for guidance to new secretaries and case officers alike and is of real help in such cases. Subject is one of the strongest Headquarters case officers known to rater, and her overall performance certainly borders very closely on being evaluated Outstanding. SECTION D CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT DATE SIGNATURE OF EMPLOYEE A1.15 1111 BY SUPERVISOR MONTHS EMPLOYEE HAS DEEN UNDER MY SUPERVISION IP THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION 18 DATE GEPICIAL TITLE OF SUPERVISOR TYPED OR PHINTED NAME AND Fisher J.H.Ý 30 January 1967 DC/WH/1 BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL Concur. An outstanding officer recognized as such and appreciated by all. DATE OFFICIAL TITLE OF REVIENING OFFICIAL THED OR PHINE 57 HAL 31 January 1967 C/WH/1 ₩.J. Kaufman SECRET .

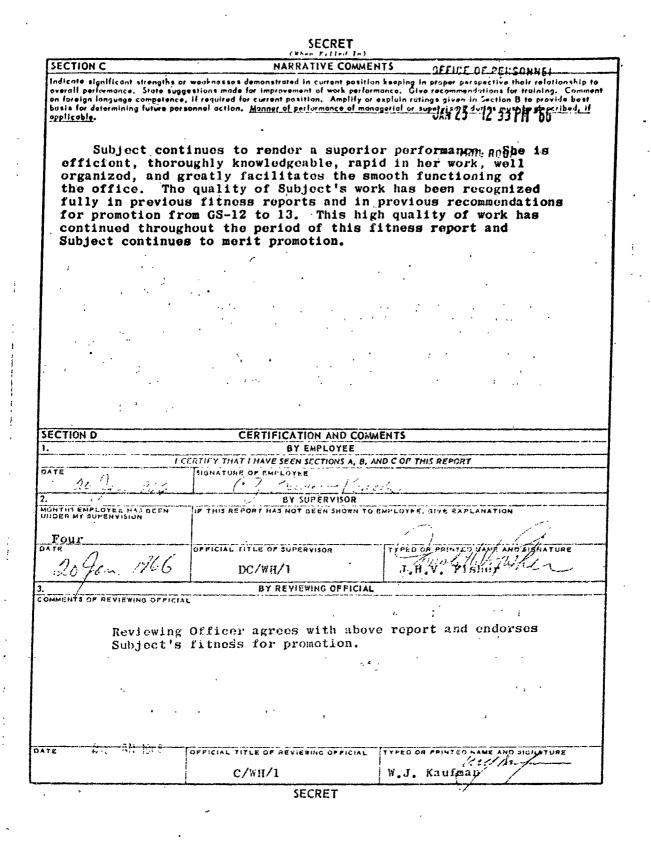
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FITNESS REPORT		•	EMPLOYEE SENIAL	NUMBER
RECTION A			007667	
SECTION A GE	NERAL		4. GRADE 8. 3D	
BUSTOSVIDELA. C. Z.	12 Jan 29	F	GS-12 D	
6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF AS			N
Ops Officer	DDP/WH/1		Headduartei	
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK INI TYPE O	FREPORT	incunquat ren	<u> </u>
X CAREER REBERVE TEMPORARY	INITIAL		REASSIGNMEN	TSUPERVIS
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SPECIAL (Specify):	BPECIAL (Specif	y);		
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIO	U (From- to	-)	
· ·	1 January -	31 De	cember 1965	i
SECTION B PERFORMANCE	E EVALUATION			
<ul> <li>W - Weak Performance ranges from whally inadequate to spositive remediat action. The nature of the action probation; to reassignment or to separation. De Performance meets all requirements, it is entire excellence.</li> </ul>	on could range from co escribe action taken or	proposed l	n Section C.	ptecing or
P - <u>Proficient</u> Performance is more than satisfactory. Desired	results are being produ	iced in a o	oficient manner.	
S - Strong Performance is characterized by axceptional pro		· · · · · · · · ·		
O - <u>Outstanding</u> Performance is so exceptional in relation to req others doing similar work as to warrant special	ulroments of the work-a	nd in comp	arlson to the parfor	manca of
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Branch records officer.				RATING LETIER S
ECIFIC DUTY NO. 4	<b></b>			RATING
		î	5 D L +	
OVERALL PERFORMANCE	IN CURRENT POSI	TION		
ske into account averything about the employee which influences h mance of specific duties, productivity, conduct on job, coopere trikular limitations or talents. Based on your knowledge of empl ace the letter in the rating bax carresponding to the statement while 2.5 JAN 1955	ils effectiveress in his stiveness, partiment pe levents everall perform	rsonal trai anco durin	ts or habits, and a the rating period,	BATING LETTEN O
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Ops Officer		P/36/1	-	h.s.		
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SECTION B PERFORMAN						
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PECIFIC DUTY NO. 4	* * ********	······	· · · · · · · · · · · · · · · · · · ·		RA	TING
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OYERALL PERFORMANC	E IN CI	JRRENT POS	ITION			
		en en el	المتريمة ال			TER
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SECTION C	NARRATIVE COM	
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and applied he complex planni support to Mex	er talents to, the soluting and managerial problem fico Station activities.	o demonstrated a flair for, on of relatively major and ms in the area of operational
for hard, effe officers, dili	ctive work; talent for the	dantly acknowledged capacity raining on the job younger ity, this rater would like to reresent tactfullness and
discretion. N	o weaknesses affecting he	er present assignment have been ic in planning for expenditure
••••••••	cer is separately being a	recommended for promotion to
Q <b>Q - 1 9 .</b>		
por romanity of a		on for outstanding performance.
ECTION D	CERTIFICATION AND CO	MENTS
	CERTIFICATION AND CO BY EMPLOYEE	MAENTS
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				EMPLOYEE SERIA	LNUMBER
FITNESS REPORT				007667	
SECTION A GE	NERA		8. SEX	4. GRADE 5. 10	
BUSTOS-VIDELA, Charlotte Z.	12	Jan 1929	F	US-12 D	
Operations Officer		DDP WH 3	SUGNMENT	Headquar	
P. CHECK (X) TYPE OF APPOINTMENT		HECK (X) TYPE	OF REPORT		
X CAREER RESERVE TEMPORARY	1	INITIAL		READSIGNME	T BUPERVIS
CAREER-PROVISIONAL (See Instructions - Section C)	X	ANNUAL		REASSIGNME	NT EMPLOYE
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11. DATE REPORT DUE IN O.P.		PORTING PERI		•	
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SECTION B PERFORMANC					
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A - <u>Adequate</u> Performance meets all requirements. It is entir excellence.	•				lency nor
P - <u>Proficiant</u> Porformance is more than satisfactory. Desired		• •	duced in a p	voliciant manner,	
S • <u>Strong</u> Performance 1s characterized by exceptional pr		•			
O - <u>Outstanding</u> Parformance is so exceptional in relation to re- others doing similar work as to warrant special			and in com	parison to the perfo	rmanc <b>e of</b>
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ianner in which employee performs EACH specific duty. Consider ith supervisory responsibilities MUST be rated on their ability to	r ONL Y	effectiveness	in performa	ice of that duty. A	Il amplayee
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PECIFIC DUTY NO. 3					_
Handle clearance actions, contracts, and ad	minis	itrativo ma	atters fo	or agents	RATING LATTER
falling under these projects, and for the e					0
Intell Analyst.					ļ
PECIFIC DUTY NO. 8					RATINA
Prepare miscellansous memoranda, budgets, a					LETTER
Staffs and Division officers from the Mexic	an de	sk on Mexil	.can mati	ters in	3
peneral.			• 		
ECIPIC DUTY NO. 4 Superviso the clerical and administrative De		nal on the	doole fo	monautra hi	LETTER
supervise the cierical and administrative point in general see to the smooth functioning					. 0
and th Reverses see to the smooth indictionin	8 UL .	ANG NG92 4	no otre i	TON OF Debar.	•
ECIPIC DUTY NO. 3					RATING
Records Officer for WH/3/M					LETTER
			,		0
ECIPIC DUTY NO. 8				· · · · · · · · · · · · · · · · · · ·	RATING LETTEN
Assume the responsibilities of C/WH/3/M when Assume dispatches and cables, coordinating, and Case Officers.					
OVERALL PERFORMANCE	IN CI	IRRENT PAG	ITICIN		
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ks into aremunt averything about the employee which influences t mances of specific duties, preductivity, conduct on jub, cooper ricular limitations or talants. Based on your knowledge of emp res the latter in the rating backcorresponding to the statement whi	ativene loyee's	as, partinent p overall perform	iorsanal ita manco durir	its or habits, and ig the rating period	LETYER U
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SECTION C	NARRATIVE COM			
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excellence. As 1 work relating to training personne are handled in ad Support projects, her value to this determine proper of has a profound und	irformance during the rating indicated in Section B her su intel support, administratic 1, etc. is uniformly outstan dition to her duties as the which she performs with unu Section. She has an except courses of action and to ini derstanding of the area oper a and constructive.	pervision and direction on, preparation of speci- nding. The fact that the desk officer for the FI isual competence, serves tional ability independentiate action to carry t	n of the Section's Lal reports, bese functions I and Ops to illustrate intly to them out. She	
any (8-13 dask off GS-14 level. More	on of the rater Subject's periods ficer within his experience ever, she carries out her d	and she performa occasio	onally at the	
In those as of operational budgetary matte	e cooperation with her fello spects of her duties whi projects, she has given ers and has frequently s he operations might he c	w employees at all level ich involve cost e.g close attention to suggested ways in wh	ls. . the review	
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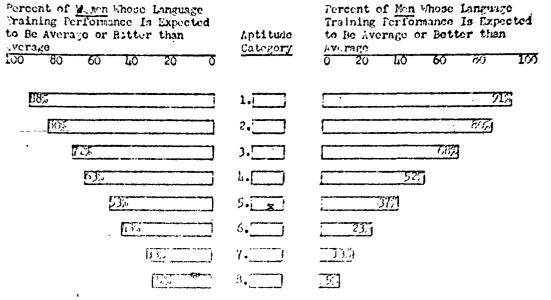
# REPORT ON PORTAGE ON PROF ANTI JUNE AND EXECRIPTE

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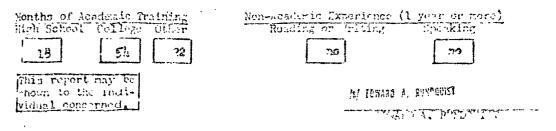
The category checked below is an interpretation of the scores made by the urson named above on a battery of foreign land use optitude tests. The relationthips between test performance and subsequent training performance of training in gency language training courses are indicated by the graphs next to the applitude integories. The graphs to the left are for works and the graphs to the right are for men. From these graphs you can read for each aptitude category the probbility that a person in that category will perform in an Agency foreign language braining course at an average or bett.r-tang-svorage level. For example, 22 per tent of the women who obtain an aptitude rating of "8" can be expected to be verage or better in course performance, while 5 par cont of the man with ratings of "8" can be expected to be avanue or bother in course performance. A can needs in Aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "B". At the other end of the scale, D per cant of either men or women who obtain aptilude ratings of "2" can be expected to do average or better-thun-average work in training. The differences in relationship are due to differences between men and women in both training parformance and test scores. In the average somen are somewhat higher on both.



Since many-things other than aptitudes onter into the determination of training course performance, in any class of students there will usually be sens whose performance will be better than would be expected from their test scores, just as there will below a some whose performance is poorer than expected. STATINI OF LOFIN TION, INTERCENTRIENCES IN A POWELME LOEDWADE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studies or learned and the amount of achieve and non-academic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a forbill language. Whether such experience was in the same language is the one to be studied or in a concrete test is, of course, an additional pelevant factor.

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### TRAINING REPORT

RECORDS OFFICE	RS COURSE	30 April - 4 May 196	2	
Student :	Charlotte 2.	Bustos-Vide LOffice	:	₩H/3
Year of Birth:	1929 ·	Service Designation	1;	D
Grade :	<b>CS-12</b>	Number of Students	:	34

EOD Date : Aug 1951

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COURSE OBJECTIVES - CONTENT AND MRTHODS

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

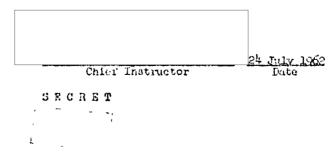
- 1. To give an appreciation for the Agency's CS mission.
- 2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
- 3. To emphasize the importance of records and proper records management in the successful performance of the stated mission.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

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

#### ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:



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SECTION C	(Then Filled In) NARRATIVE COMME			
Indicate significant strengths or averall performance. State sugg on foreign language competence,	weaknesses demonstrated in current positio estions made for improvement of work perfor , if required for current position. Amplify or	n kapping in proper perspective their relationship to manca. Give recommendations for training. Commen explain ratings given in Section B to provide best agerial or supervisory duties must be described, if		
applicable.				
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	SECRET OFFICE OF PERSONNEL
-	(When Filled In) SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE
	Stress strengths and waaknosses demonstrated in current pesition. Indicate surgestions made to produce for hardetedlish of his work. Give recommondations for his maining. Describe, if appropriate, his potential for developeratided for assetting duritor re- sponsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.
	HAIL ROOM
	This is a truly outstanding employee with capabilities far beyond those required for her present position. She has an unusually keen mind, makes
	decisions that are correct without hesitation and carries out all actions promptly and efficiently. She is the supervisor of the office staff, who
	respect and admire her ability. In addition to her skill, she is possessed of a most pleasing disposition which ingratizes her with the other members
	of the staff. The years of experience she has had at the various jobs to be done at a country desk make her invaluable as a trainer and supervisor for
	new personnel. Her knowledge of Spanish has also been especially helpful at the Mexican Desk. This supervisor would be most pleased to have her serve
	with him on any future assignment.
	SECTION F CERTIFICATION AND COMMENTS  I. BY EMPLOYEE
	I certify that I have seen Sections A, B, C, D and E of this Report.
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1	rk. Give recommenda	itions for his training. Describe, if appropriate, h	is potential for development and for assumin
	urs personnel actions.	or exploin, if appropriate, ratings given in SECT	
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I	outstanding al	bility in getting her job assign	ents accomlished effectively
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SECTION D. SUITABILITY FOR	CURREN	T JOB IN ORGANIZATION	
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SECRET `* ***** 1 100 (then filled Int 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 memage-ment 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 PNK AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 00 days has elapsed. If this is the INITAL REDNET on the employee, however, at NAST be completed and forwarded to the CP no later than 30 days after the due date indicated in item 8 of Section "S" below. GENERAL SECTION E. 3. BER I. NAME (Lest) (First) (Widdle) 2. DATE OF BIRTH 4. SERVICE DESIGNATION ZEHRUNG, Charlotte 12 Jan 1929 DI OFFICE/DIVISION/BRANCH OF ADSIGNMENT . OFFICIAL POSITION TITLE DDP/WH/II/DC/argentina 7. GRADE 0. DATE REPORT DUE IN OF MEXICO Reports Officer 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) GS-11 4 Nov 1957 28 August 1956 - 27 August 1957 AFECIAL (Specily) 10. TYPE OF REPORT (Check one) INITAL X ANNUAL SECTION F. CERTIFICATION FOR THE RATER I CERTIFY THAT THIS REPORT REPRESENTS WY BEST JUDGEWENT OF THE INDEVIDUAL BEING HATED A. THIS DATE D. TYPED OR PRINTED BY AND STONATURE OF SUPERVISOR C. BUTENVISOR'S OFFICIAL TITLE 20 January 1958 John B. Brady J. C. C. BUTENVISOR C. BUTENVISOR C. BUTENVISOR CONTICIAL TITLE 2. FOR the REVIEWING OFFICIAL: I HAVE REVIEWING THIS REPORT AND NOTED AND FIFTHENCE OF OFFICIAL TITLE OF REVIEWING OFFICIAL A. THIS DATE D. TYPED OR PRODO CHI AND STONATOR OF REVIEWING OFFICIAL TITLE OF REVIEWING OFFICIAL 21 January 1958 DEFICIAL R. N. Dahlgron SECTION G. ESTIMATE OF POTENTIAL 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work. · ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED ANTAUE AUDAN, THE LEVEL AT BILLET DATESTACTORT FERTURANCE CAN AFT EXPECTED
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 ANTACEST 6 RATING NUMOIR CEVEL RESPONSEBILLES. P. SUPERVISORY POTENTIAL DIRFCTIONS: Answer this question: list this person the shilly to be a supervisor? [] Yes [] No If your answer is VFS, indicate below your opinion or guess of the level of supervisory shilly this person will reach WTES 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 bend on opinion of his potential, note the rating in the "percential" column. "ACTUAL" COLUMN, If Divided on Optimion of interpresented in this Struction 0 - Have no Optimion on HIS Supervisor Polywhich in this Struction 1 - Ditter: Individual bould of a WEAN Supervisor in this structed of Struction 2 - Belleve Individual bould be an Average Supervisor in this structed of Struction 3 - Belleve individual bould be an Average Supervisor in this struction 1 - Dittere individual bould be a Struct one Supervisor in this struction 1 - Dittere individual bould be a Struct one Supervisor in this struction 1 - Dittere individual bould be a Struct one Structure structure 1 - Dittere individual bould be a Struct one Structure structure 1 - Dittere individual bould be a Structure structure structure 1 - Dittere individual bould be a Structure structure structure 1 - Dittere individual bould be a Structure structure structure 1 - Dittere individual bould be a Structure structure structure 1 - Dittere individual bould be a Structure structure structure 1 - Dittere individual bould be a Structure structure structure 1 - Dittere individual bould be a Structure struct DESCRIPTIVE RATING NUMBER ACTUAL POTENTIAL a Gadur Durn, the basic job (times drivers, stenugraphers technicians or professional spe-cialists of various kinds) ental custor for in indediate subordinates is fatourat (Piest line \$UP9141407) o contest the assis ise (Second line supervisions) A SACUP, BUD MAY ON DAY NOT SE SUPERVISORS, BRICH 15 and poster (Exocutive lovel) olara (Spacidy) rane No. 45 (Part II) of ranks an ind an mark SECRET Potential : 41

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#### NOTE TO PCS RETURNEES

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

#### MEMORANDUM OF UNDERSTANDING

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

RANE USTOS-VIDELA PARACTTE

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

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#### MENORANDUH OF UNDERSTANDING

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

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BUSTOS 74dels, Charlotte

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

#### IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

#### TO COMPLETE THIS FORM-

FOLLOW THESE GENERAL INSTRUCTIONS:

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(A)

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(C)

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

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Mark here – if you WANT BOTH

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Mark here -

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if you WANT NEITHER regular nor optional

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

 NAME (lest)
 (first)
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 DATE OF BIRTH (month, day, year)
 SOCIAL SECURITY NUMBER

 Bus tos=Videla
 Charlotte
 Louise
 January 12, 1929

 EMPLOYING DEPARTMENT OR AGENCY
 COTICET
 LOCATION (City, State, ZIP Code)

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

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

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

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10.000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I appy for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

#### WAIVER OF LIFE INSURANCE COVERAGE

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

A	SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN	FOR EMPLOYING OFFICE USE ONLY
H	THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.	(official receiving date stamp)
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	9. CITIZENSNIP (Counter)	. PREBUENCY OF CONTACT			TT. DATE OF LA	<b>4</b>		
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ſ	1. FULL NAME (LADI-FIRDE-WIDD	/•)		J. RELAT	10N SH 1P C		3. AGE -	
	4. ADDRESS OR COUNTRY IN MICH	H NELATIVE RESIDES		1	•			-1
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Γ	1. FULL NAME (Last. First. Widd)	(e) ·		2- RELAT	IONSHIP		3. AGE	
	4. ADDRESS OR COUNTRY IN WHICH	NELATIVE RESIDES		L				-
	B CITIZENSHIP (Country)	16. PREQUENCY OF CONTACT			T. DATE OF LA	T CONT	AC 1	
		B. PREDUREF OF CONTACT		\$				
Г	1. FULL HAME (LADI-FILDI-Middl	•)		2. BELATI	OVSNIP		3. AGE	7
	4- ADDRESS OR COUNTRY IN MHICH	PELATIVE RESIDES		l				1.
l'	5. CITIZENSHIP (Country)	C. FREQUENCY OF CONTACT			7. DATE OF LAS	T CONTA	61	4
٥	SPECIAL REMARKS, IF ANY, CONCE	ANING THEST RELATIVES						
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0 3	ECTION V	FIN AN CI AL	STATUS					
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	IF YOU HAVE ANSWERED "FED" TO GUE	LATION 3 ABOVE, GIVE CONFI	ETE BETAILS.					
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	ATTHOUS REFERENCE TO FOUR- SALARY.	STATE OTHER SOURCES OF	ILCUARINE INCOME	467 INDIC	ATED BY PHEED	ING ITER	45.	
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<b>.</b>		SECTION V CONTIN	OFD TO PAGE 3					l

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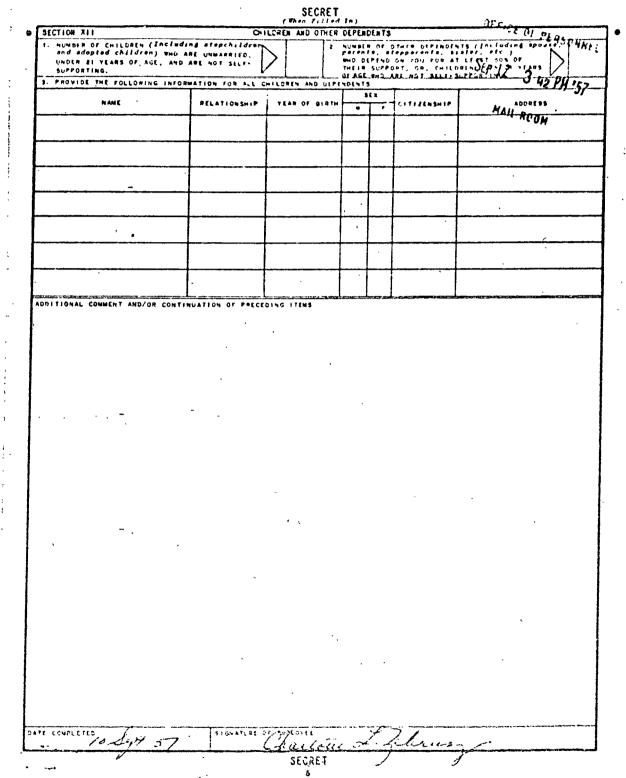
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HAVE YOU EVER DIEN IN, ON PESSTIONE		PICYP		TES	XNO				
, IF YOU HÂYL ANSBERED "TES" TO 20151	ICN 7 ABUVE.	GIVE PA	NTICULA#	, înclu	LING COURT AN	D DATE(\$)			
ECTION VI		CITIZ	IN SHIP						
COUNTRY OF CURRENT CITIZERSHIP	1				CR ERS ONES				
US				]		• (Specif	<del>۶)</del>		
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CTION VII	HECK EAD HISA	EDUCA							
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7.	LIGT ANY SIGNIFICANT PUDLISHED WATERI HUICATS TITLE, PUBLICATION DATE, AND JOCES, NOVELS, SHORE SERVICE, SEC.)	ALS CO BRICH YOU ART THE AUTHOR (Do not submit copies unless requested Type of sairing (Non-fiction, scientific articles, general interest si
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	INDICATE ANY DEVICES MICH YOU HAVE I	NVENTER AND STATE WHETHER OR NOT THEY ARE PATENTED
		•
9.	LIST ANY PUBLIC SPEAKING AND PUBLIC R	ELATIONS ESPERIENCE
10	LIST ANY PROFESSIONAL, ACADEMIC OR HO MEMBER. LIST ACADEMIC HONORS YOU MAN	INCRARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY Ve received.
	SECTION VI OBCANIZATION UNDER CHIERAL	INCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIR
		2. GRADE 3 OFFICE/DIVISION/DRANCH OF ASSIGNMENT
	27 Aug 51 - 27 Apr 52	5 DDP/WH/II (Hqs)
ļ	4. NO. OF EMPLOYEES UNDER YOUR DERECT	S. OFFICIAL POSTSION TITLE
,	4. DESCRIPTION OF DUTIES	Secretary (Steno)
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	1. INCLUSIVE DATES (From. and To.)	2. GRADE 3. OFFICE/DIVISION/ORANCH OF ASSIGNMENT
	27 Apr 52 - 27 Sept 53	
ſ	4. NO. OF INPLOYEES UNDER YOUR DIRECT	
2 -	SUPERVISION -	Intell Officer (Rpts)
ļ	4. DESCRIPTION OF DUTIES All duties of Reports Of	Minan
l		
_	I INCLUSING ANTIE ( Store ADA Tore)	2. GRADI J. OFFICI/DIVISION/BRANCH OF ASSIGNMENT
1		9 DDP/AH/II (Hqs)
5	S. NO. OF ENPLOYELS UNDER YOUR DIPLET	
1	SUPERVISION ONe to two	Reports Officer
1	S. LESCRIPTION OF DUTIES	
ļ	Duties of Chief reports	officer of
	prares pr outer reports	UTTCA BU
_	" Inclusive Dates (From and Tor)	2. CANSE 3. UFFICE/DIVISION/BRANCH OF ASSIGNMENT
ľ	10 Apr 55 - June 1957	11 DDP/WH/II (Hos)
4	- NO. OF EMPLOYITS UNDER YOUR DIRECT	S. STRICIAL POSITION FITLE
1	2. SUPERVISION COR - TWO	Chief Reports Officer
1	I DESCRIPTION OF OUTIES,	
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1	. INCLUSIVE DATES ( From- and Tor)	2. GRADE J. SIFICE/DIVISION/BRANCH OF ASSIGNMENT
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3. NAME 17-241		4. CONPONE		B. GRADE	6. DATE OF PINTH	1001		
7. LANGUAGE			8 COC4 (28.27)	9 DATE OF T	1197	ξ.	ID. ANNIVERSARY	
11. TEST PURPOSE 1	2.	WRITING (35)	TEST SCOR	19			13 FLIGIBILITY	(39) NOT AWAPDAOLE
14. I CERTIFY THI	S EMPLOY	EE FOR AW	NRD	15.		TYPE OF A	WARD	
DIGNATURE			DATE	A . M	# • f • i	HC	R-W-8	0.4
		·			t.		F	
16. AMOUNT OF	AWARD		\$ 100,00	17. LCEATIF		ARE AVAILARLI		
18. FEDERAL TAX	18. FEDERAL TAX DEDUCTION \$							
19. STATE/DC TAX DEDUCTION \$			\$	20. CHARGE	ALLOTHENT P	10.	DATE	
21. NET AMOUNT	OF AWA	RD	\$	22. EMPLOYE	E PAYROLL N	a		
23. FORWARD CHECK TO		<b>-----------------------------------------------------------------------------------</b> - <b>---------------------------------------</b> - <b>-------------------------------------</b> - <b>-</b> - <b>----</b> - <b>-</b> - <b>---</b> - <b>-</b> - <b>---</b> - <b>---</b> - <b>-</b> - <b>-</b>		24. ALLOTRI	NT OF ASSIG	NMENT		
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3. NAME 17-24)	NGUAGE PROFICIEI	NCY AND AWA	ARDS DATA	1040		
		4. CONPONENT	S. GNADE	G. DATE OF BIRTH		
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7. LANGUAGE	8. LODE (25-27)	D. CATE OF TEST		10. ANNIVERSARY		
Strandeh	7.13	001 277 10	1.3	Sep. 2.	2291	
11 TEUT PURPOSE 12	TFST GCOI	153		13. ELIGIOILITY	(30)	
AWARD READING (34) WRI	TING (35) PHONUNCIATION (3	G) SPEAKING (37) UN	IDERSTANDING ( 98	AWARDABLE		
14. I CERTIFY THIS EMPLOYEE F	OR AWARD	115.	TYPE OF A	فسلاك اليروسية بالكرمة ومستقدم	l	
HONATURE	DATE		1.n   c		p.y	
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16. AMOUNT OF AWARD	\$107,00	17. I CERTITY THAT FU DELIGATION REF. NO.	INDS ARE AVAILAPLE		-	
18. FEDERAL TAX DEDUCTION	\$					
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1. NET AMOUNT OF AWARD	- \$	22. EMPLOYEE PATHOL	LHO			
3. FORWARD CHECK TO		24. ALOTAENT OF AD	ORMANT			
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Γ			PART I-GE	NERAL		······		
1	NAME (Loot-Piros-Mid	ldløj	{7-24}			2. GATE OF DIRTH	1 0 4 4	25-30) 
	ZEHRUNO, Char	rlotte Louise				January	12	1929
3.	LANGUAGE	(21-93)	4. TODAY'S DATE	f 34	· 303	5.	****	
	Spanish	720	April	2	1957			LANGUAGE
		·····	PART I I-LANGU	NGE ELEMEI	175	· <u>}</u>		
SEC	TION A.	· · · · · · · · · · · · · · · · · · ·	Reading	(40)				
1	I CAN READ TEXTS O Only Rarely,	DF ANY DIFFICULTE.	OF A GENERAL NATU	RE OR IN	FIFLFID F AM	*##\$1.F## #\$TH, 115	ING THE	DICTIONARY
6	DICTIONARY OCCASIO	DF MOST GRADES OF 1 NALLY,	DIFFICULTY, OF A G	NERAL NA	11.48 OP \$4	ITTS I AN FANTER	AN WITH.	UNING THE
3.	I CAN READ TEXTS O PHEQUENTLY,	F AVERAGE DIFFICUL	14 (пераророта, е	leronce a	nterinla, d		CTIONAR	۲
4.	I CAN READ SIMPLE	TEXTS, BUCH AS STO	EET SIGNS, NOWSPAP	CR HKADLI	465. ETC.,	USING THE DICTIONA	RY FREG	UENTLY.
5.	I HAVE NO READING	AUILITY IN THE LAN	guage.			• .		
ECT	10A 8.		Writing	(41)			•	
1.	1 CAN WRITE PERSON WRITE PACTUAL MARE Mative Style, USIN	ATTYE AND EXPOSED	ar Artsbirt Atta					
2.	1 CAN WRITE PLHSON Pantly, I can wri E49045, byt in a s	TE FACTUAL HANGATI	JE AND EXPOSITORY	MATERIAL	WITH REASON	ABLE CLAPITY, BETH		
6	1 CAN WRITE PERSONA BUT WITH OCCASIONAL Gegasionally.							
4.	I CAN ARITE PERSONA BUS BITH MANY CHANN							
5.	I CANNOT BHITE IN I	HE LANGUAGE						
CT	ON C.		Pronuscisti	on (42)				
••	MY PROMUNCIATION IS	NATIVE.						
2.	WITLE MATIVES CAN D	CTECT AN ACCENT 19	MA ABCMONCINI, OH	[HEY H+VE	NO DIFFIC.	ETT UNDERSTANDING	ME.	
3)	WY PRONUNCIATION 15	OBVIOUSLY FORLIGN	. MUT SHLY BARELY	CAUSES DI	FFICULTY FO	P HATINES TO UNDER	5 TANO.	<u>.</u>
4.	MY PROVINCIATION IS	OCCASIONALLY DIIF	COLT FOR MATINES	to undras	tanu.			
<u>ç</u> ,	E HAVE DO SHILL IN I	PRONUNCEACION.						
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		CONTINUATION OF FART 11-	LANGUAGE ELENENTS		· [
SECTION D.		Sreaking (	(43)		]
1. I SPEAR FLUEN IN ALL FIELDS	TLV AND ACCURATEL NETH BHECH & AM	Y IN ALL PRACTICAL AND SO FAMILIAR.	CIAL SITUATIONS: \$ CO	NVERSE FREELY AND IDIONATICALLY	
2. BPEAK FLUENT 2. WETH BHICH 1 A	ILV AND ACCURATEL	Y IN NEARLY ALL PRACTICAL Employ some popular sayii	AND BOCIAL SITUATION NGS. Literany quotatio	S, I CAN CONVERSE IN MOST FIELDS DNB, and common Provends.	
3. I GET ALONG QUE	TE WELL EN SETUAT	ONS OF DAILY LIFE AND TRA	VEL AND CAN CONDUCT RO	WTINE BUSINESS IN PARTICULAR FIELDS	<b>·</b> ] :
4. I MANAGE TO GE	T ALONG IN THE MO	ST COMMON SITUATIONS OF I	DAILY LIFE AND TRAVEL.	,	] {
S. I HAVE NO ADIL	ITY TO USE THE LA	NGUAGE IN ANY OF THE ABOY	VE RESPECTS.		]
SECTION E.		Understanding	: (44)		] ;
I. UNDERSTAND R NEARLY EVERYTH	ION+TECHNICAL CON IING I MEAR ON TH	VERSATION ON ALL SUDJECTS L RADIO AND AT THE MOVIES	. BOTH FACE-TO-PACE AF . Plays. And Lectures.	ND ON THE TELEPHONE: I UNDERSTAND	
				FACE AND ON THE TELEPHONES I TURES, INCLUDING MOST JORES AND	] .
I UNDERSTAND N PHONE: I UNDER	EARLY ALL CONVERSION OF WHI	ATION ON TOPICS OF DAILY T I HEAN ON THE RADIO, AN	LIFE AND TRAVEL, DOTH ND AT THE MOVIES, PLAY	FACE TO FACE AND ON THE TELES 5, AND LECTURES.	
4. E UNDERSTAND TI E HEAR ON THE	NE SIMPLEST CONVE RADIO AND AT THE	RSATION, BOTH FACE-TO-FAC Movies, Plays, and Lectur	E AND ON THE TELEPHON EES.	EF I UNDERSTAND SOME OF WHAT	:
5. I AM NOT ADLE	TO UNDERSTAND THE	SPOREN LANGUAGE.			
BEFORE CO	NTINUING - CHECK	PART II TO ENSURE THAT YO	OU HAVE CIRCLED ONE HU	MBER PER SECTION.	
ورود و با المراجع الم	PART II	I-EXPERIENCE AS TRANSLATO	DR OR INTERPRETER (45)		
1. I HAVE HAD EXPE	RIENCE AS A TRANS	LATOR.	- -		
2. I HAVE HAD EXPE	RIENCE AS AN INTE	APREILR.			
3. BOTH OF THE ABO	VE STATEMENTS APP	L¥.		• .	
( NONE OF THE ADU	VE STATENENIS APP	LY.			
	-	PART IV-CERTIFICA	IT LON		
REGULATION NO. 25-1 DECOME ELIGIDLE FOR	IS, PAR, IC(4), AN AWARD, AND TH	PUILATION FOR & MAINTENAL I UNDERSEAND THAT I MHEE	NEE ABARD PROVIDED   A Pass An-Objective Erm Ate of Testing, Annual	OF MY XNOWLEDGE AND BELIEF. Im Eligible Under The Terms of Guade Phodiciency fest beidre i . Maintenance amardd Rill be	
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# SECRET Security Information

	•	ZEHRU	的, Charlot	te L
	Name:	Last,	First	Middle
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		FCT		
All C. I. A. Personnel		5-8-5		-

FROM: Personnel Director

TO:

### SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

ee'E. Melcon disonnel Director

SECRET Security Information

FORM NO. 37-132 NAT 1952 37-132

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•		SI	ECRET					
	Se	curity	Informat	ion				
PERSON	NNEL C	UALIF	ICATION	1 QU	estionn	AIRE		
1. Serial No. 2. NAME:	(last)		(tirst)		(middle)	3	. Oltice	2
(no entry) ZEHRUNG	, .	Charle	otte 3	ulso			FI	
4. Date of Birth 5. Sex:		le (1)	Marti	al St	atus g	16.CI	A Entry	Date:
12 Jan, 1029		nale (2			dents	_1	upust 19	
7. Citizenship: 8. Acqui	red By		Birth (2 Other(3p		Marriage	(3)	Natural	ization
Other Year	U.S. d				if not by	y birth_		
SEC. I. EDUCATION			<del></del>					·
1. Extent: (circle one) 1. Less than high scho	ool 4	Two	vears co	lcye	, or less	8. Ma	sters d	egree
2. High school gradua	te 5.	Over	two year	s, n	o degree		ctor's de	
3. Trade, Business of Commercial school	-		elor degr -graduate		tv			
graduate			nimum 8					
2. College or University S Name and location of	Study:		ates att'o	II V.	a Compl	Degree	Paad	Sem
College or University M	ajor M				y Night	Title	Date	Hrs
Syracuse University Ex	con. Si	oan. 9,	/46 1/5			Β. Λ.	1/50	115
San Carlos University Sp	oan.	7,	148 3/4	7				5
				╂				+
3. Trade, Commercial, an	Nd Spec		1.5.1	<u> </u>		l		L
			ce Dates			-		-
School	From	To	Tot. m	0'5	Study c	or Speci	alizatio	n
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Gollege								
4. Military or Intelligence	Traini <i>i</i>	ng (full	time du	 у ая	a student	t in spec	cialized	
schools such as intellig	gence,	commu	nication	ord	nance di's	sposal,	comma	nd &
staff, etc.) School	From		Dates	15	, Study or	Special	ization	
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Security Information .

# SEC. II. WORK EXPERIENCE.

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

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From 4/2 To Tot. mos.	Description of Duties: I have the responsibility
	of disseminating and muting all reports received
Grade 7 Salary 31207.00	from o o Station, take appropriate action on
	reports recolved from other spencion by forwardin
OfficePI/AH/Benz11	this information to the field or soonling reques
Position	data. I inform the field of additional info it
Title: Intalligance Officer	lleadquarters on follyiduals a d organizati ns as
Duty	requested or as desired recessary. I also maintain
Title: Reports Officer	Duty Station, is overseas: two CE notabooks.
From 12/1 To//2 Tot. mos. 3	Description of Duties:
	Same as above with a Sol- tation. I had less
Grade 5 Salary 33410.00	individual responsibility.
Office FI/dH/Brazil	
June	
Position	
Title: Intalligance Officer	
Duty	
<u>Title; koporta Orgiaar -</u>	Duty Station, if overseas;
rom 11/11 To Tot. mos. 1	Description of Duties:
	As a casual I typed dispatches, remoranda,
Irade 5 Salary 33429.09	and disseminations for branch II. I took
	a limited amount of shorthard.
office <u>p1/m/n</u>	
'osition	
Title: Secretary (Chasorraphy)	
uty	
Title:	Duty Station, if overseas:
rom 0/12 To Tot. mos. 1	Description of Duties:
	I associated disseminated reports.
rade 5. Salary 33419.00	
flice <u>PC</u>	
osition (Change and Change and Ch	
Title: Secretary (Sterography)	
uty	
Title:	Duty Station, if overseas:

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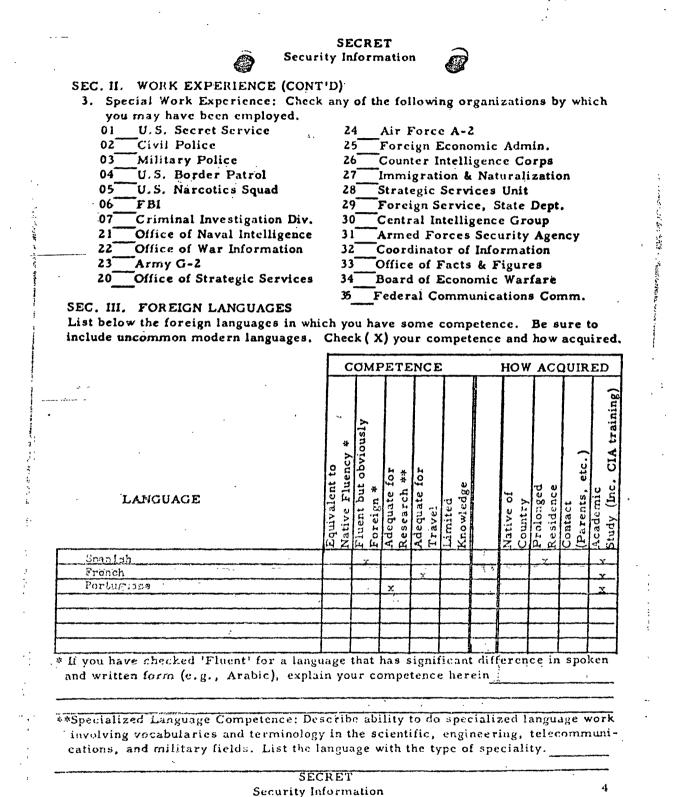
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SECRE I Security Information II. WORK EXPERIENCE (CONT¹D.) Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.) 2.

From 1/51 To 2/51 Tot. mo's /	Exact Title of your position
Classification Grade (if in Federa	
Service) 3 Salary 32650.00	Description of Duties:
Number and Class of Employees	I did statistical drafting, cartography,
Supervised: none	Earking of Gentlins 1 (1) ( whiter,
Employer De artment of Interior	traing and other ground ration with a
Kind of Business or organization.	
(i.e., paper products mfr, public	
utility)	Duty Station if overseas:
From 1/10 To 3/51 Tot. mo's 11	Exact Title of your position
Classification Grade(if in Federal	
Service) Salary 1.10 /hr.	Description of Duties: As an analatant to the
Number and Class of Employees	executives I was responsible for pirchains stock
Supervised: 2 - 6 glarks	for the plit shopes and instructive clarks and
Employer; in sug thinks of the thory	preenhouse employees, I had f II responsibility
Kind of Business or organization	of the books a d cash. I recereports on the business and acted as sales clark for the shope
(i.e., paper products mfr, public utility) - Musers and Cifft Phoppe	Duty Station if overseas: a 4 5 9 lardscaptag buds
From 2/50 Tor/50 Tot.mo's 4	Exact Title of your position
Classification Grade (if in Federal	Assistant Bookkapper
Service) Salary 3200 / mo.	Description of Duties:
Number and Class of Employees	I made monthly financial reports, had the
Supervised:	responsibility of the books, did typing and
Employer Mational Found Courcib	other general office work.
Kind of Business or organization	
(i.e., paper products mfr, public	
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# SECRET

#### Security Information

#### SEC. IV. AREA KNOWLEDGE .

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

Country or Region	Dates of Residence, Study	Manner in Wh Was Aquired		
	Etc.	Residence	Travel	Study
South America	1 sem econ and most.			
Guntemala	7/13 to 8/18	x		
Mexico	7/46		x	

2. Specialized Knowledge of Area

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

Country	Type of Knowledge	How and When Gained
		•

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

5kill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	,		ignme. Oftene	
Typing	1. drafts	2.	60	1.	Yes	2. %	No
Shorthand	1. nono-	2.	70	1.	Yes	2.7	2:0
Shorthand 3	System: 1. X	Manual 2.	Machine 3. Speedy	writing.			

#### SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

<ol> <li>Licenses: List any licenses or certification such as teachers, pilot, marine, etc</li></ol>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. painting, skling

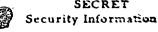
## SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

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





5





#### SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, stc.) of any published materials of which you were author or co-author. ۰.-

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#### SEC. IX, INVENTIONS

14-00000

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

Device		F	atented	
	$\left( \mathbf{n}\right) $	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	-(2)	No

#### SEC. X. CIA TESTS

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

Type of Test	Date Taken
typing, shorthand, monoral intolligence exam	8/1951
exam for reports officer	2/12 2

#### SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

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#### SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

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

# SEC. XIII. WORK ASSIGNMENT

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

I feel I an heat qualified for a reports or created position.

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SECRET Security Information

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A set you how on have you by a dit in a member of any organization bounds when an organization bound with the group of constraintics of persons which or appendix to the constitutional form of additional and the person of the constitution and the constrainties and the constitution and the constrainties and the persons which are constrainting and the constrainties and the	H AD MENT, ATION DVING ISONS SEEM. NCON	×	A. If you are cleiming preference as a PRACETIME VETERAN been awarded a comparen beige or errorie ribbon, or as a DiSAILE ZMAN, or as the WIPE GP A DISAILED VETERAN, or or as the WIP A WAR OR CAMPAIGN VETERAN, attach Veteran Preference ESC Porm 18, together with provid specified therein. B. If you are a WAR TIME VETERAN not claiming disability pr you should NOT submit your direcharge with this application. Prefer be transitively credited to you and if appointed, you will be required to the appointing officer prize to entry on duty, official exclence of too firm active service in the anned faces of the United States in this	who has D VET DOW OP Claim, oference ince will o submit
If your answer to guestion 27, 24, or 29 shows (s "yes," s Tism 79 the names of all such wiganisations, associatio ursuments, groups, or combination of persons and date ambership. Give complicate details of your active grein and make any explanation you desire tedatd us unenharship or acclisities therein	ons.		27 IA) WHE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE	X
BURCE YOUR ICTH BIRTHDAY, MALE YOU EYER BEEN ARRESTED, INDUC E DUMBEUR DI PETO COURT AS A-CAFFRUANT IN A CRIMINAL PROCED E COMMEUTED, FRILD OR IMPRIVAND OR MACED ON PROBATION OR I IN FAMBLEN BORINE TO CAROSAL BAUL ON COLLATCRAFTOR THE YM IN FAMBLEN BORING FOR FOULASUM OR OHDIMANCE FESCUUDINA MARE VILLAME PROLED FOULASUM OR OHDIMANCE FESCUUDINA MARE VILLAMERTATOR YM MINGEA FILS OF PORTAETINE OF PAS OR LESS	170 14.0 164.0 161.4.	x	IN YOUR (USCHARGE OR SIPPRATION PAPENS TO SHOW THE TYPE OF YOUR (CYANAROL OR SIPARATION) (CYANAROL OR SIPARATION) (CYANS SINVICE PREPORTO ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWARTS : (DATE OF ENTRY OR ENTRIES INTO SERVICE   DATE OF SEPARATION OR BEPAR	RWGHT
Which : Which is a second seco	19 11:0	30-16-17-17-17-17-17-17-17-17-17-17-17-17-17-	BRINCH OF STRUCE (Army, Navy, Marine Carps, Coest Guard, etc.) It HIAL 40 (if none, dive d rating at time of separa	ion).
SIAL (C. C.P. F., F. C. AFTER OF FORT of STRUCK PRESS (* OR UNATURELING REALS FOR ANY POSITION 1 your asser is "Yes," give in item 39 the name a trees of employer, deta, and reason in anot case		x		X
WAY TOUT FOR BELF RAMPED BY THE USS CHAIL WARTE COMPLEX WATERING FAMILIATION OF ACTERING CHAILS LANCE ANWHATHEN I your Anterest is "Yes" give dates of and research In debarmant in Item 19	f X . 2	jz	If any, and you have not listed your disability in answer to listen 33, asplain in listen 32 below (c) ARE YOU A VETERINA WORKE AND HAD NOT REMARRIED,	
WAVE FOULARIE PRIVILIČAL HABOLCAF CISTASL, OR OTHER DISABILI ICH CHONTO BE CONSISTERIS IN ESSLAVING YOU TO HOVEL. 17 Sovie Analeme in "Yes". Aleve Consister to Icens 19 el cinn futeration can be diven to your physical Atnese ( a Job.	40	X	the space of the superior of a version who was a second connected ( we will reveal instantion of the superior state instantion) THIS SPACE FOR USE OF APPOIntTING OFFICER ONLY The information contained in the newer to Question 37 above the bac	n veil.
rd vou procieg an annure pool energiante graffa on engra Guy Mia goernevert under an inferenteer act on ant pres Untre composition for mutatic of avait schart r. I your answer is "Vas," gen complete details in Itom J3	109 •** 1		hed by comparison with the discharge certificate un	19
FACE FOR VERSIED FROM AND TO UTION A OUTVILORS (INDUSING IN NO	· <u>··</u>	indere to :	(v kij	
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		••••••••••••••••••••••••••••••••••••••	······	
If more grain is required, use paper the same use as this jugs is springers	° ₩r		for your name, address, date of brith, and examinate a little. Allack to	inas-te
Before signing this apphration check back over it		وبمعتدوه	m pre true, complete, and correct to the best of my knowl	edge
· · · · · · · · · · · · · · · · · · ·	ATUS	OF APPL		

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12 2 ADTANUESCOSLITTAN (AFT) - 2010 (C 64,31 - 30-30003 ) - - -

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At of 5 July, 1951, Subject's Washington address is 3817 Davis place N.W. Phone - Orduny 1618

# PERSONAL HISTORY STATEMENT

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#### Instructions: 1. Answer all questions completely. If question is not applicable write "NA.". Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for <u>extra details</u> on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? ... yes SEC. 1. PERSONAL BACKGROUND Telephone: Miss A. FULL NAXE 25% Cherlotte Louise Zehrung (Um So Jamis) Arr (Miss) Office ... RE. 1820. UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES: _____ Started to use 1t at school HOW LOSG? _____ 5 YPS IF A LEGAL CHANCE, GIVE PARTICULARS (II) what nuthority) AT _____(State) (Country) HELD BETWEEN WHAT DATES! _____ TO _____ ANY OTHER NATIONALITY? GIVE PAETICULARS HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP: DQ., GIVE PARTICULARS: (1)部部 38-1

, num 10 '		
7	(2)	
	E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY?	
	PORT OF ENTRY?	·**.
	LAST U. S. VISA	
SEC.	2. PHYSICAL DESCRIPTION	
•	AGE SEX HEIGHT 51 8" WEIGHT	
~	EYES HAIR brown complexion med. scars none	\$
•	slender Build	
SEC.	3. MARITAL STATUS	د
	A. SINGLE MARRIED DIVORCED WIDOWED	
	STATE DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ASSULMENTS	
-	B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNUL- MENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL, PREVIOUS MARRIAGES.)	
	NAME OF SPOUSE	
	PLACE AND DATE OF MARRIAGE	
	HIS (OR HER) ADDRESS BEFORE MARRIAGE (St. and Humber) (City) (State) - (Country)	
	LIVING OR DECLASED	
• ·	PRESENT, OR LAST, ADDRESS	
	DATE OF BIRTH PLACE OF BIRTH (City) (State) (Country)	
	IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY	
• ,	CITIZENSHIP WHEN ACQUIRED? WHERE? (City) (State) (Country)	
¢ 1	OCCUPATIONLAST EMPLOYER	
	EMPLOYER'S OR BUSINESS ADDRESS (Si, And Number) (City) (Diate) (Country)	
	MILITARY SERVICE FROM	
	COUNTRY DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN	
	- (13 - 4):5(5)-1	

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EC. 4	1. CHILDREN OR DEPENDENTS (Include pa	rtial dependents)	: none	
	1. NAME	RELATIONSHIP	·····	AGE
•	CITIZENSHIP ADDRESS	(St. and Number)	(City) (State)	(Country)
	2. NAME	_ RELATIONSHIP	ad a a state & Analy & A a a a a b b to the a	. AGE
	CITIZENSHIP ADDRESS	(St and Number)	(City) (State)	(Country)
	8. NAME			
	CITIZENSHIP ADDRESS .	(St. and Number)	(City) (State)	(Country)
с. 5	. FATHER (Give the same information for ste	ofather and/or g	uardían on a sei	parate sheet)
		ord		
	(V)(j2)	(Middle)	(Last)	
	LIVING OR DECEASED DATE OF			
	PRESENT, OR LAST, ADDRESS San Ree G	ardens, Dayt	ion 9, Ohio	USA (Country)
	DATE OF BIRTH 1/23/1892 PLACE OF BIR	TH Rosevil	.le, Ohio (State)	
	IF BORN OUTSIDE U.S. INFICATE DATE AND	PLACE OF ENTR	Y	···· ···· · ···
•	CITIZENSHIP USA WHEN ACQUIRED		(City) (a	Late) (Country) OVOR 20 3
	EMPLOYER'S OR OWN BUSINESS ADDRESS	an Rae Garde	ns, Dayton Chy) (State)	9, Ohio U
	MILITARY SERVICE FROM	(Date)	OF SERVICE	
	COUNTRY	OF OTHER GOVT.	SERVICE, U. S. (	OR FOREIGN
. 6.	MOTHER (Give the same information for stepin	other on a separal	te sheet)	
	FULL NAME Hazel Charlotte Jac	kson Zehr	ing (Lass)	
	LIVING OR DECEASED LIVING DATE OF D			
	PRESENT, OR LAST, ADDRESS -Song Fag. 23 DATE OF BIRTH 10/17/1896 PLACE OF BIRTH			
	CITIZENSHIP USA WHEN ACQUIRED?			
	CITIZENSHIP USA			

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Strink and the Line has a

	(4)
	OCCUPATION housewife LAST EMPLOYER Detroit Found of Education
	MILITARY SERVICE FROM
	COUNTRY
Sec.	7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):
	1. FULL NAME Nancy Zohrung AGE 21
	(Mint) (Middle) (Last) (Middle) (Last) (Verity Hall, Middletown Hospital, Middletown, Ohio, US
	PRESENT ADDRESS (St. and Number) (CityL (State) Zehrung (Country) (Citizenship) USA DOPOLICY JON
	PRESENT ADDRESS Verity Hall, Middletown Hospital, Middletown, Ohio, USA (Attand Number) (CityL (Biate) Zehrung (Country) (Citarnahiu) USA Dorothy Jon (Middle) (Last) AGE 17 (First) (Middle) (Last)
	PRESENT ADDRESS San Rue Gardens, Dayton 9, Ohio USA USA (St. and Number) (City) (State) (Country) (Citisenship)
	s. FULL NAME Mary Flizabeth Zehrung AGE 15
	(First) (Middle) (Last) PRESENT ADDRESS San Ree Gardens, Dayton 9, Ohio USA USA
	PRESENT ADDRESS San Rae Gardens, Dayton 9, Ohio USA USA (Bt. and Number) (City) (Bitate) (Country) (Citizenable)
	4. FULL NAME
	PRESENT ADDRESS
	5. FULL NAME (Fint) (Middle) (Laet)
	PRESENT ADDRESS
	(Si, and Number) (fily) (State) (Country) (State) > >
:C. 2	8. FATHER-IN-LAW
	FULL NAME (First) (Middle) (Last)
	LIVING OR DECEASED
	PRESENT, OR LAST, ADDRESS
	(St. end Sumber) (City) (State) (Courter)
	DATE OF BIRTH
	IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY
	CITIZENSHIP
	OCCUPATION

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# SEC. 9. MOTHER-IN-LAW

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- NOW THE ALLOW

	FULL NAME (Prot)	{Nicklie}	( <b>ia</b> ri)		
	LIVING OR DECEASED	•			
	PRESENT, OR LAST, ADDRESS	(SL and Number) (City	) (State) (Country)		
	DATE OF BIRTH PL	ACE OF BIRTH			
•	IF BORN OUTSIDE U. S. INDICATE	DATE AND PLACE OF EN	TRY		
	CITIZENSHIP WHEN	ACQUIRED?	WHERE?		
	OCCUPATION	LAST EMPLOYER			
SEC.	10. RELATIVES BY BLOOD, MARRI OR WHO ARE NOT CITIZENS OF	•			
	1. NAME Col. Paul Zohrung	RELATIONSIII	P cousin AGE 38		
	CITIZENSHIP USA	ADDRESS HI USA FE,	APO 633 SPost Listor		
	2 NAME distant relatives	ther's side dawn f	P		
	CITIZENSHIP	ADDRESS	(City) (State) (Country)		
	3. NAME				
- 2011-11-12-1974	CUTIZENSHIP	ADDRESS	(City) (State) (Country)		
Sec.	11. RELATIVES BY ELOOD OR MAN THE U. S. OR OF A FORFIGN GOV		ARY OR CIVIL SERVICE OF		
	1. NAME Col. Paul Zehrung	RELATIONSHI	, cousin AGE 38		
	CITIZENSHIP				
	2. NAME, Major Jack Machlin				
	CITIZENSHIP USA	DDRESS	(City) (State) (Country)		
	TYPE AND LOCATION OF SERVICE (	if known) Rentagon,	leasington, D. C.		
	3. NAME Mrs. Elsie Dicker	t RELATIONSHIP	Aunt AG55		
	CITIZENSHIP USA A				
•	TYPE AND LOCATION OF SERVICE (	IF KNOWN) Social Wo	rk - Dent. of Interior		
		(5) -located 1	n Lontana manan		

# SEC. 12. POSITION DATA

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A.KIND OF POSITION APPLIED FOR <u>Administrative position with Latin</u> America, Economist, Statistician, or temporarily as a <u>Stanographar</u>

(6)

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

FREQUENTLY ______ CONSTANTLY _____

D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C.

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

*********

#### SEC. 13. EDUCATION

ELEMENTARY SCHOOL West Carrolltoness	West Carro	llton, 0	USA (Countra)
DATES ATTENDED 1933 - 1944			
HIGH SCHOOL Oakwood High School DDRESS	Dayton	9, Ohio	USA
DATES ATTENDED 1944 - 1946	(City)	(State)	(Country)
COLLEGE Syracuse University Address	Syracuse,	New York	USA (Country)
MAJOR AND SPECIALTY ECONOMICS & Spe	nistears co	MPLETED	4
DATES ATTENDED _ 1946 - 1950	DEGREE .	. B <b>A</b>	· · · ·
COLLEGE Universidad de San Cappans	Guatemal	a City, G	ustemala C./
MAJOR AND SPECIALTY Spanish		• • • •	
DATES ATTENDEDSUMMER_ 1948	DEGREE	none <u>s</u> i	vən
CHIEF UNDERGRADUATE COLLEGE SUBJECTS	economics	1 - stati	stics
Spanish grommen my 14	torațuro		
CHIEF GRADUATE COLLEGE SUBJECTS	•		

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(Country)	(Bervice)	(Rank)	
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		• • • • • • • • • • • • • • • • • • • •	

(Dates of Service)

	(Last Station) (Type o	f Discharge)
	REMARKS:	•••••••
	SELECTIVE SERVICE BOARD NUMBER ADDRESS	
	IF DEFERRED GIVE REASON	
	INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS	
EC.	c. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. A FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all c ployment by a foreign government, regardless of dates.)	DURING
	FROM 4/51 TO	
	EMPLOYING FIRM OR AGENCY Egerd of Geographic Namos Interior Bldg.	-
	ADDRESS <u>C &amp; 18th Sts</u> , N. W. Washington, D. C. USA (St and Number) (City) (State) (Country)	******
	(St. and Number) (City) (State) (Country) KIND OF BUSINESS	ed Loorm
	Statical Tagettarall	
	TITLE OF JOB Statistical Draftsman SALARY & 2,050 PER V2.	·
	YOUR DUTIES drawing discritics, drafting, typing	
	·	*****
	REASONS FOR LEAVING botter position more in my interests	
	FROM 5/50 4/51 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)	
	EMPLOYING FIRM OR AGENCY San hee Gardens, Inc.	
	ADDRESS Box 240 Dayton 9, R. R. 11 Chio USA (St. and Number) (City) (State) (Country)	
	(St. and Number) (City, (State) (Utionity) RIND OF BUSINESSNUPS GP7NAME OF SUPERVISOR RUY & CKOChinf	.0
	TITLE OF JOB clerk SALARY # 1.10 hr.	
	YOUR DUTIES hookkeeping, t. pine, ele king, making finan reports, ordering wholesels, making floral arrangem	icial ionts
,		

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

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FROM
EMPLOYING FIRM OR AGENCY _ Rational _ Peanut_ Courcil
ADDRESS 1111 Depont Circle Euilding, Washington, D. C. USA
(BL and Humber) (City) (State) (Counter) KIND OF BUSINESS Trado Antioc. NAME OF SUPERVISOR UP. 511116: F. Seels
TITLE OF JOB ABSt. Bookkeepor BALARY 200 PER ED.
YOUR DUTIES bookkeeping, filing, general office work, financial reports
REASONS FOR LEAVING roturn_Lome_to_help_my_fether_in_his_business FROM 6/47 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE) EMPLOYING FIRM OR AGENCY Frigidaira, General Lotora
ADDRESS Plant # 2 Dayton 9; Ohio USA (BL and Number) (City) (State) (Concer) KIND OF BUSINESS Marilf, NAME OF SUPERVISOR Kr, Herbert Halderman
TITLE OF JOB
YOUR DUTIES office work in the chemical laboratories
work in the factory proper
REASONS FOR LEAVING
FROM 4-48 5-48 CLASSIFICATION GRADE
EMPLOYING FIRM OR AGENCY Grants 5/10 Store
ADDRESS
(8L and Hamber) (out) (dista) (constry) KIND OF BUSINESS 350749 NAME OF SUPERVISOR
TITLE OF JOB SALARY \$ FEE
Your Duries Waited on customers in the flower department
:
REASONS FOR LEAVING 4435 & pert-time temporary position for Easter

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SEC.	16.	HAVE	YOU	EVER	BEEN	DIS	CHARGED	OR ASKE	D TO	RESIGN	FROM	ANY	POSI-
		TIONT	HAV	E YO	U LEF	ΤА	POSITION	UNDER	CIRCI	UMSTAN	CES V	HICH	YOU
		DESIRE	e to	EXPL/	MN? (	GIVE	DETAILS	:					

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	17. GENERAL QUALIFICATIONS
	A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," " "FLUENT")
	LANGUAGE Spanish SPEAK fluont READ fluont WRITE fluon
	LANGUAGE Fronch SPEAK slight
	LANGUAGE
	B LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROF CIENCY IN EACH:
	Art-drawing, painting, crafts, studied at school - good
	Swimming, good; Reading; Knitting, good; Basketball, fai
	tennis, fair
	C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FUT YOU FOR A PARTICULAR POSITION? I have spent a summer in Gustemals, living with a Gustemala
	family, learning the life and ways of a Spanish family and
	I have quite a complete knowledge of the florist business f
	helping my father over a period of about 8 years.
	D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES;
	calculator

(19)	
ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF A TRADE OR PROFESSION, BUCH AS FILOT, ELECTRICIAN, RADIO OPERATOR, TEACHI LAWYER, CPA, ETC. 10	
IF YES, INDICATE KIND OF LICENSE AND STATE	••••
FIRST LIC. OR CERTIFICATE (YR) LATEST LIC. OR CERTIFICATE (YR)	
GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATIONS BUCH AS: (1) Your More Important publications (do not Eubmit Copies Unless Requeste. (2) Your Patents or Inventions (3) Public Speaking and Public Relations Experience. (4) Honors and Fellowships Received	
3-I did a lot of extempt and declamation work in public.	speakin
contests in high school. I am a member of the Nation	al Fore
League.	
4-I received a partial scholarship from Chapel at Syracu.	
University	
	ee .
HAVE YOU A PHYSICAL HANDICAP, DIBEASE, OR OTHER DISABILITY WHICH SHOULD R CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN:	
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN:	
EXAMPLE ANSWER IS "YES," EXPLAIN:	 
EXAMPLE ANSWER IS "YES," EXPLAIN:	 
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN: NO NO YOU RECEIVE AN ANNUIT / FROM THE UNITED STATES OR DISTRICT OF COLUMBIN WERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATIO.	   A
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN: NO NO YOU RECEIVE AN ANNUIT / FROM THE UNITED STATES OR DISTRICT OF COLUMBIN WERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATIO.	   A
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN: NO NO NO NO NO NO NO NO NO NO NO NO NO	   A
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN: NO NO NO NO NO NO NO NO NO NO NO NO NO	   A
ONSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN: NO NO NO NO NO NO NO NO NO NO NO NO NO	   A
20NSIDERED IN ASSIGNING YOU TO WORK? IF ANEWER IS "YES," EXPLAIN: NO NO NO NO NO NO NO NO NO NO NO NO NO	   A

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(19)

	MATELY-(Give residence and bu	Street and Number City State
	1. Lir. John Lewis	BUS ADD Oskwood High School, Dayton, Ohio RES ADD NA
	2 Mrs. Herbert Holderman	BUS ADD Frigidaire, Plant 2, Dayton 9, Ohio RES ADD 11 Winding Way, Dayton 9, Ohio
	Mr. Albert F. Kuhl, K.I	BUS ADD Harries Bldg. Dayton Ohio RES ADD NA
	Kr. George Pohlmeyer	BUS ADD NA RES ADD 96 Winding Way, Dayton, Ohio
	5. <u>Kiss Katherine Smith</u>	BUS ADR NA RES ADR 59 Wiltshire Dayton 9, Ohio
SEC.		O KNOW YOU SOCIALLY IN THE UNITED STATES— S, SUPERVISORS, OR EMPLOYERS—(Give residence
	1 Miss Theadosia Loran	Street and Number City State
	2. Mrs. Ed Bastin	BUS ADD San Rae Gardens Tayton 9, Ohio RES ADD Pease Ave., West Carrollton, Chio
	3	BUS ADDArlington Andx,Arlington,Va. RES ADD. 1401-16thSt., WWashington IC
	4. LP. Harvy Schwartz	BUS ADD. NALV, Of Synacuse, Synacuse, E.Y. RES ADD
Science of the	5. Lo. Latter Bohr	BUS APD. Winter's National banh, Dayton, O. RES. ADD. 259 Greenmont blyd. Dayton 9, 0.
SEC.	20. GIVE THREE NEIGHBORS AT Y (Give residence and business addresse	•
		Street and Number City State BUS ADD San Eao Gardens, Dayton 9, Ohio RES ADD Same R 1
School noighbor:	2. Miss Shella Dewey	BUS ADD. NA RES ADD. BOX 303 Sponcer, F. Y.
neignbor.	(3	BUS ADD
SEC. 2	1. FINANCIAL BACKGROUND	
	OF OTHER INCOME	NT ON YOUR SALARY?

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	(12) C. HAVE YOU EVER BEEN IN, OR PETITIONED FOP, BANKBUPTCY?DO GIVE PARTICULARS, INCLUDING COURT:
	D. GIVE THREE CREDIT REFERENCES-IN THE U.S. I. NAME <u>Meredian Hill Hotel Address 2601-16th St. HW Washington</u> -N 2. NAME <u>Krs. Blick</u> Address 1401-16th St. HW Washington (State) 3. NAME <u>Delta Gamma Sorority</u> Address 901 Walnut Ave., Syracuse NY. (Bt and Number) (City) (State)
SEC.	22. RESIDENCES FOR THE PAST 15 YEARS
	FROM 4-1-51 TO Present 1401-16th St. N.W. Washington, P.C. US
	FROM 5-50 TO 4-51 SAN Ree Gardens, Dayton 9, Ohio USA
	FROM 2-50 TO 5-50 2601-16th St. NV Washington, D.C. USA
	(Rt. and number) (City) (State) (Country) (Rt. and number) (City) (State) (Country) (Rt. and number) (City) (State) (Country) (State) I. Y. USA
	(BL and pumber) (City) (State) (Country) 9-46 9-48 two cottages of Syracuse Univ. Syracuse
	(82 and number) (City) (81 and number) (81 and num
	(BL and mumber) (City) (Rinte) (Country) FROM time before this San Rae Gardens, Dayton 9, Ohio USA (BL and mumber) (City) (Blate) (Country)
	FROM
SEC.	23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES
	A. FROM 7-46 TO Kexico City Vexico tourist
	FROM 7-48 TO 8-48 Gue temala City Gue temala student
	FROM (City or section) (Country) (Parpose)
	FROM
	PROM
5ec.	24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS LIST NAMES AND ADDRESSES OF AUC CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EM- PLOYEE GROUPS, GRCANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUAETERS OF BRANCH IN A FOREION COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:
	L Delta Gamma - Pho 901 Walnut Avo., Syracuse, N. Y. USA (Name and Chapter) (Stand Number) (City) (Anne) (Country)
	DATES OF MEMBERSHIP: 1947-50 active - 1950 to present inactive
	2. Spanish Club Syracuse Univ., Syracuse, N. Y. USA (Name and Chapter) (BL and Horder) (City) (blate) (Scanty)
	DATES OF MEMBERSHIP: $1947 - 8 - 9$
	3. Economics Club Synacuso Univ., Synacuse, N. Y. USA (Name and Chapter) (St. and Number) (City) (State) (Country) 1948 - 9 - 50
	DATES OF MEMBERSHIP: 1948 - 9 - 50 9 Westminster Presbyterian Clurch - Dayton 9, Chio USA
	7 Erownies - Grade School - West Currellion, Obio USA

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	F. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:
	Board of Geographic Names 4-1-51
	<i></i>
SEC. 26	3. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:
	NAME Semuel D. Zehrung RELATIONSHIP father
	ADDRESS San Rae Gardons, R. R. 11 Dayton 9, Ohio USA (Stand Number) (City) (State) (Country)
SEC. 27	. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.
	ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO,"
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(P14-1-0-20-20-72)	
	I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IM- MEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.
	- SIGNED AT Washing for D. C. DATE Blog 25. 1101
	- SIGNED AT Washing for De Com DATH Degy 25,1131 Betty h. Hallie Charlotter L. Marineg
USE THE BER OF T	FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUM- FHE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF ED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE E AS THESE AND SIGN EACH SUCH PAGE.
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SECURITY APPROVAL

Date: 16 Oct. 1951

/ Chief, Covert Fersonnel Division

Your Reference: 12419

Case Number: 56840

SM: Chief, Security Division

TO:

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14-00000

SUBJECT: ZEHRUNG, Charlotte Louise

- 1. This is to advise you of security action in the subject case as indicated below:
- Security approval is granted the subject person for access to classified information.
- Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

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3. Subject is to be polygraphed as part of the ZOD procedures.

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## CONFIDENTIAL

## INTEROFFICE MEMORANDUM

Data: 4 August 1951

10: Chief, Covert Personnel Division

FROM: Chief, Security Division

14-0000

SUBJECT: ZEHRUNG, Charlotte Louise

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

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

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

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

56840

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

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

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

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

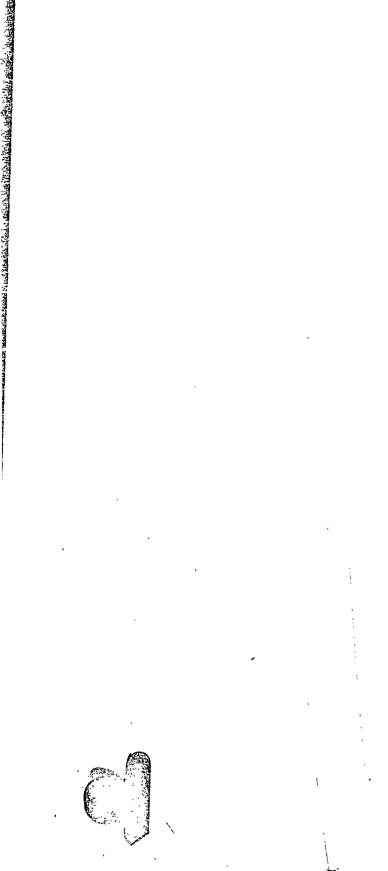
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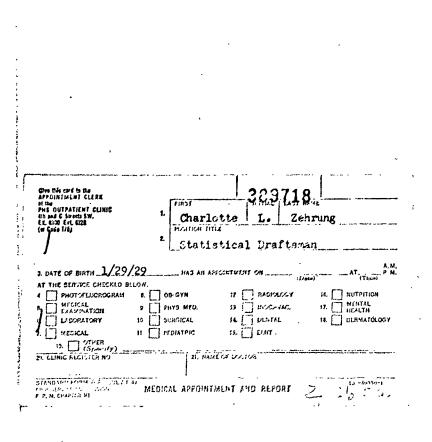
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APPOINTMENT AFFIDAVITS

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

Office of Scretory hissing ton D.C. (Place of employment) (Place of employment)

#### A. OATH OF OFFICE

STANDARD FORM 61 (NEVISLO APRIL & 1907) PROMULGATED BY CIVIL SENSICE COMMISSION CHAPTER AN FEDERAL PERSONNEL MANUAL

14-00000

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

#### **B.** AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

#### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

#### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

#### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. 52..., dated 32..., 19.50, filed with the above-named department or agency, which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

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	(Signature of hyperinter)
Subscribed and sworn before me thisQ	ender of A. D. 1951
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(city)	1943 (State)
ISEAL! I June 26,	Clark Direction of Juras Alus
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NOTE If the outh is taken before a Notary	Public the date of expiration of his commission should
bə shown,	10- 63140-1

# VECLARATION OF APPOINTEE

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

1401 16th St.	1. 1.7	K/a	shington D.C.		•.
W DATE OF BIRTH 1/12/29		BIRTH (city of town a	and State of country)		
(A) IN CASE OF EMERGENCY PLEASE NOTIFY	<b>_</b>		(C) STREET AND NUMBER, CITY AND STATE		(D) TELEPHONE NO.
Samuel D. Zehru	15	Forher	Sun Ree Gardens-	RRH	WA 583.
DOES THE UNITED STATES GOVERNMENT EMPLO THE PAST 24 MONTHS? YES			E OF YOURS (EITHER BY BLOOD OR MARRIAGE) W	TTH WHOM YOU LI	VE OR HAVE LIVED WI

NAME	Post offi (Qive alreel i			(1)	(3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- BHIP	RIED (Chec	SINGLE k one)
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INDICATE "YES" OR "NO" ANSWER BY F IN PROPER COLUMN	PLACING "X"	YES	но	TTEM NO.	10. SPACE FOR DETAILED ANSWERS TO WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO V			APPLY
B. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO	THE UNITED STATEST ,	×						******
<ul> <li>A HE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, FER MUNICIPALITY</li> <li>If your answer is "Yes", fire dotails in Item</li> </ul>			×					
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#### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own settafaction that the appointment with the cost Service Act, applicable Civil Service Kules and Regulation and acts of Congress pertaining to exponentional. This form should be checked for bolding of office permisin, suitability in con-nection with any fercied of recent disting of office permisin, suitability in con-fictioning. (1) Diagnostic of account of the suitability of office permising and party mastry for the following.

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tollowing. (1) literative of exponence -- The appointee's signature and banksing are to be compared with the application in doe other perimet, append, the physical appendence any be checked against the include consistent the appointer towards be questioned on his periodal history for agreement with be previous information.

previous subcurnts. (2)  $\Delta g_0 = 16$  definite age limits have been established for the powerse, i should be determined that appleant is not outside the size rinks for approximate. Units such determination is inside, the appointment of the datagement entries  $\Delta f = \frac{1}{2} \sum_{i=1}^{n} \frac{1}{2} \sum_{i=1}^$ 

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(1) Criticanchips—This appainting officer is responsible for observing the extraording productions of (1) the Criti-Service Rules and (1) appropriation on the Form 61 constrained and that if for both purposes and is a combined proof of criticanship action in the almost of critic targ conduct. In doubt b cases the spranning double do by company and arbitrarily constrained has been secured from the certifying object the Unit Service Sommanical.

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(4) Mainhove of Facult --Section 9 of the Civil Bervice Act previoles thet ubreaver there are already two or more members of a family serving inder-order-owned or permanent app minister in the competitive service, no other member of such formly is eligible for probational or permanent appartment in the competitive service. The appartments of permanent appartment in performers are more ablest to this requirement. The competitive formally provide these septembers of the probational or service and provident does not specify to trajective to the requirement. The competitive service these septembers of the probation of the 300 does not see may by referred to the sequences of the Civil Service Computation for decision.

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UNITED STATES " IMENT OF THE INTERIOR 1-205 INFROM OF PERSON JPERVISION AND AVAILAGEMENT WASHINGTON, D. C. Date of Action Rei Elss Charletto L. Sehrung ۶. San Nac Gerdens, R.R. 11 Permanent Dayton 9, Chio OTHE LIGAL AUTHORITY CS Certificate No. H-2580 dated 1/16/51. C.S. Reg. 2.115 INDEFINITS APPOINTMENT 0 Any optietion . (OLOGOCOUDIEDDOX Effective Dates Regular Level Residence ş From T٥ Ohio 12/29 .... Position Statistical Draftsman F W VETERAN'S PRETERENCE Grade and Salary GS-3. \$2650.00 per annum No X (JS-1533-3-504) LAST STATUS CHANGE OR APPOINTMENT Bureau Office of the Secretary from Branch Division of Goography Research Branch t. Headquarters Nashington, D. C. Effectiv Let Contains Departmental or Field Departmental €. 0. I. - Martha S. Reid Vice X_ Add. Identical_ This appointment is subject to a trial period of one year. No. Martha E, Reid . . GS-1533-3-504 Subject to investigation. Resilection_____ tlew___ Under this appointment you will be covered by the National Sharen in Meridian Social Security System. No. X EATE THIS ACTION INITIZITS 2/11/51 (SGD) JHOMAS H. TELLIER OFFICE OF PLASTICK'S ADMUNISTRATIVE AUDIONITY FOR ACTION Sec. 8, 1922 Reconnecting Oliver FEB 1.5 1951 Signed Brance Programs BS . K 3. Com Instel Approvidues like U.15905.001 Working Fund, Interior, Beard on Beographic Names, Sundry, 1951. Pressor of Personnel **JUSTINGATION** (Cartine we be as to executed resions for the section recover deal) Chanterion Miss Sohrung has been selected for appointment from Civil Terrineat Estated Service Cortificate H-2580. 'A3 du Law of Her Civil Service papers, medical cortificate, and Form 65 ******** for promopolations levelby chock are accased. He want 31,5/51 Bracgen : loweth 1. 2 6.24 Attechanze. 1.00-004CMB ALLOCATION ADROVAL 2 6.5-1533-3-504 DEPARTMENTAL ACTION COPY AND Same Sec. 10.

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B. HEART AND BLOOD VESSELS		(A) BLOOD PRESSURE:	SYSTOLIC	4	
Tomat		(C) IF ORGANIC HEART DE		FLALY CONFENSATED?	
(B) IS ORGANIC HEART DISEASE PRESENT?	NO .	TIS NO			
(D) PULSE PATE SITTING INMEDIATELY A	FTER EXERCISE (	UNLESS CONTRAINDICATED)	04		-
TWO MINUTES AFTER EXERCISE	CARDIAC	RESCRIVE	(6000, FAIA, 0	# POOR)	-
10. LUNGS:					-
RIGHT YA-7	IOW LONG MAS 7	LEFT			-
IF THERE IS HISTORY OF TUBERCULOSIS, IS ANY TYPE OF COL				IF "YES." GIVE FULL DETAIL	5
UNDER "REMARKS." IS MEDICAL SUPLAVISION NECESSARY?					•
(IF X.RAY IS MADE, GIVE REPORT UNDER "REMARKS") 11. HERNIA: YES X NO. IF "YES," NAME VARIETY: INGU	IINAL VENTRAL	FEMORAL POST-OPERATIVE		· · · · · · · · · · · · · · · · · · ·	•
IF PRESENT, IS IT SUPPORTED BY A WELL-FITTING TRUSSI			•		
IL VARICOSE VEINS U YES MO. IF "YEL" STATE LOCATI		· · · · · · · · · · · · · · · · · · ·		· ·	. :
	····· <del>·</del> ···				• ;
13. FEET: IS FLAT FOOT PRESENTT _ YES ANN. IF "YES." S	STATE DEGREE O	FIMPAIRMENT OF FUNCTION.	(ACARE, SLIGHT	, NODERATE, SEVERE)	-
14. DEFORMITIES, ATROPHIES, AND OTHER ABNORMALITIES, DISE		DED ABOVE			- ·
ho	ne		~		ı.
IS. SCARS OF SERIOUS INJURY OR DISEASE	<del> </del>				•
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(This section is comparable to i	Standard F	orm 90	promul	gated March 1948 by Bureau of the Budget	Circular	A-24)	
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(A) BRIEF OUTLINE OF WHAT WO	ARER DOES			D PHYSICAL DEMANDE OF THE P	SITION		
For the physician's use, set down in brief and si fore on this job, including savironmental details s to rest-room facilities, cafeteria, work-shift, etc. (j	imple terms w incluse stairs t Use Section	rbat the e to climb, 9 below.)	n <del>ployee</del> Listance	In Section 10 below excircle the number of those i the duties of the position for which this applicant is spaces may be used for special factors not listed.	factors which being considered	h are co lered. T	notiai : be bia:
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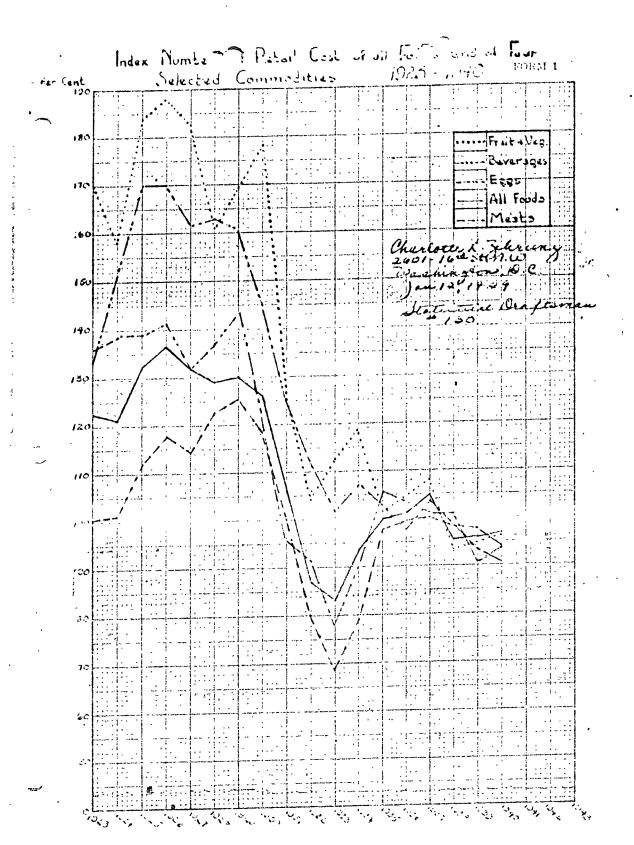
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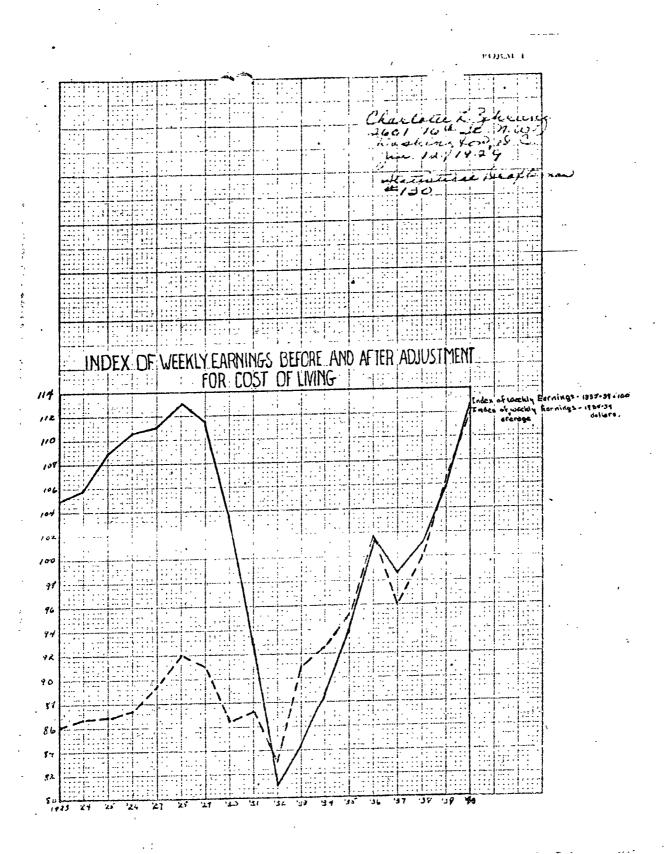
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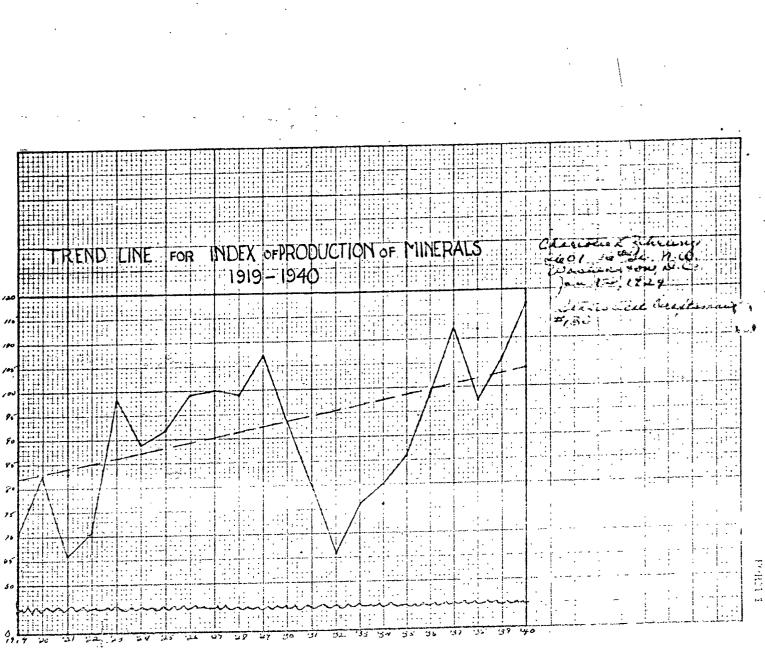
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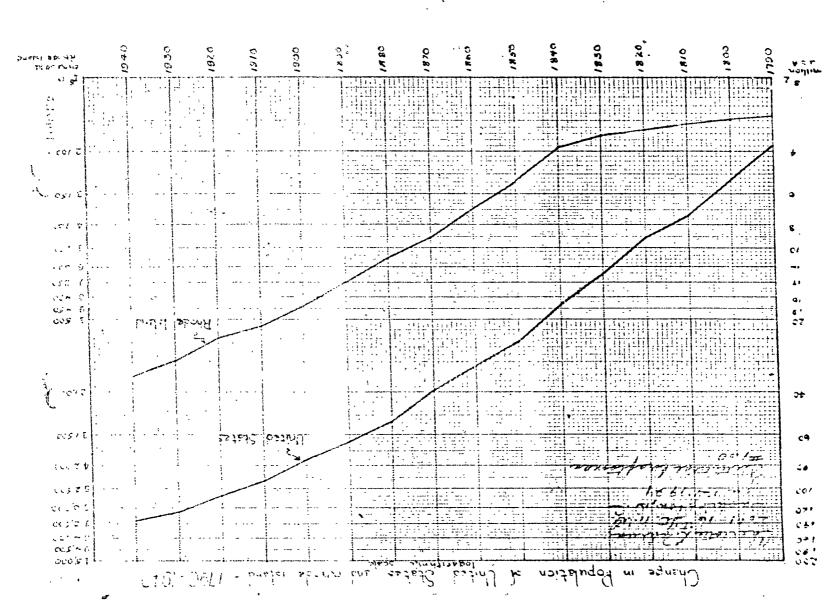


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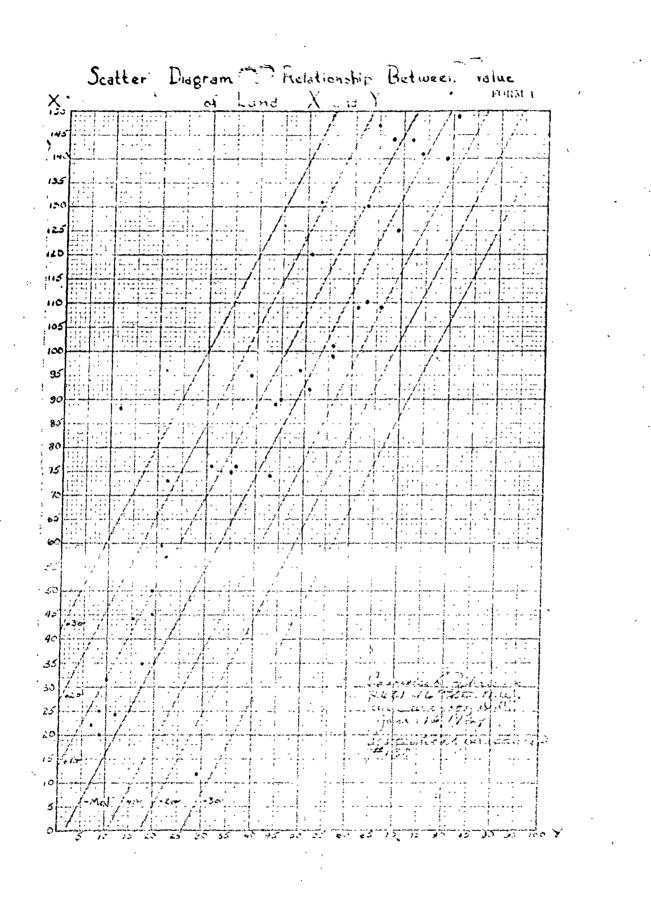
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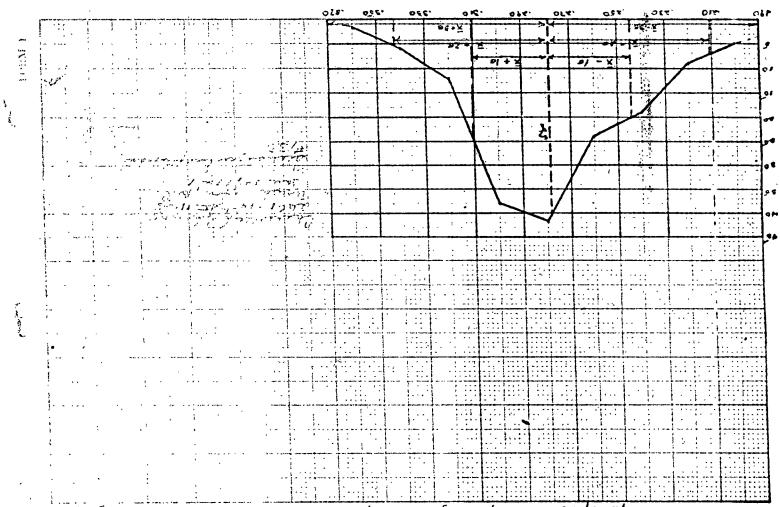


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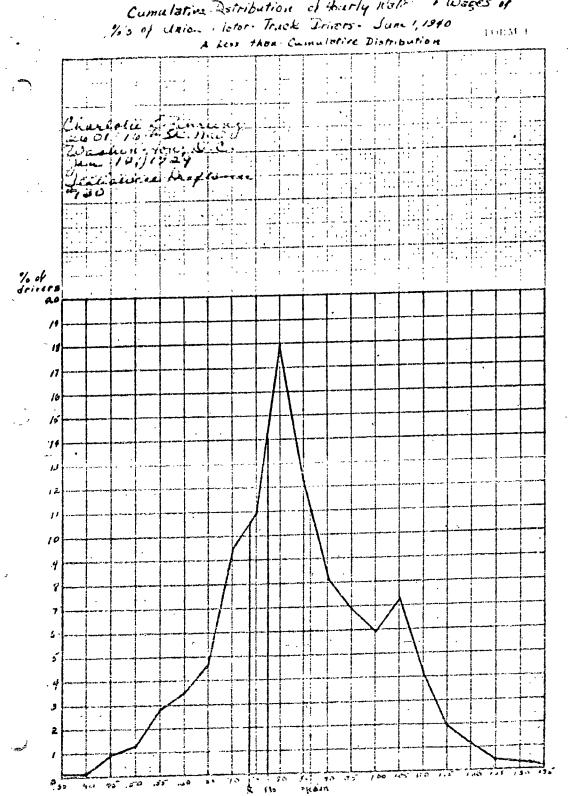






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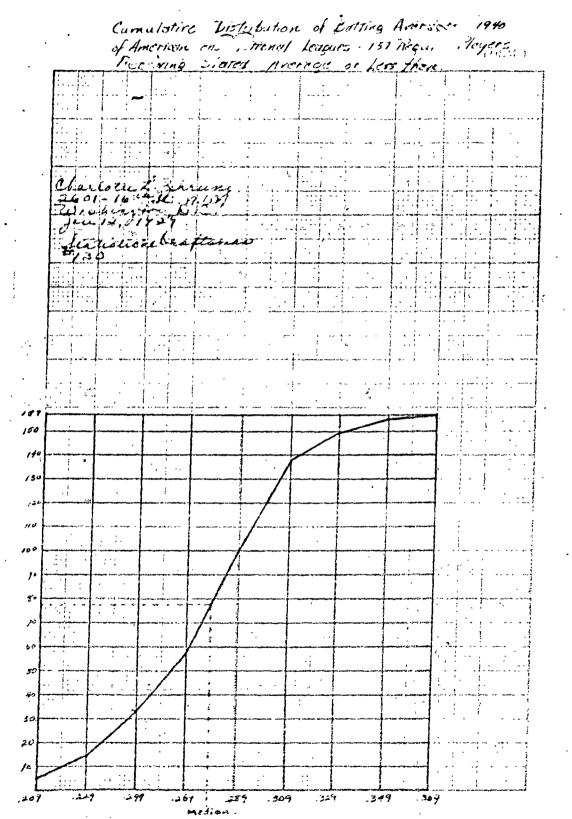
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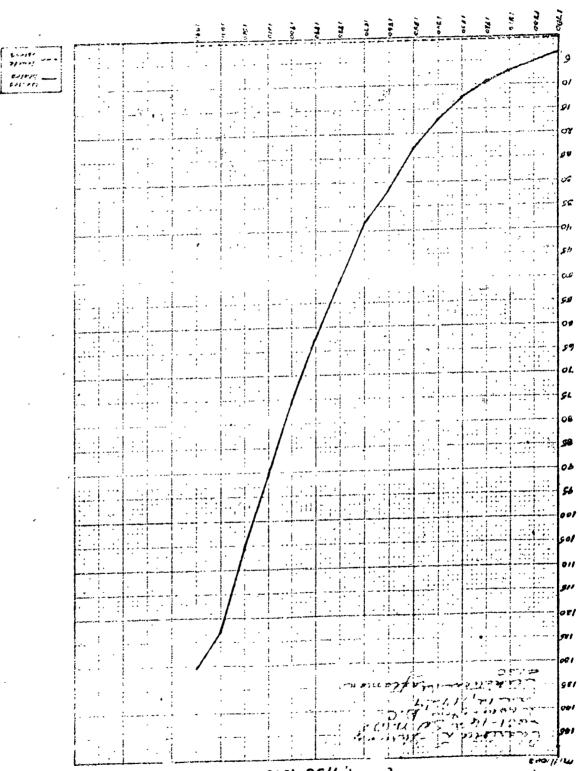
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Sout can't Mental and Arness for the position for which you are ap	plysna.	- Do	not repeat names of supervisives listed under Item 16 (EXPERIENCE),
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S WAY INCIDE WAY BE WARE OF YOUR PRESENT EMPLOYER REGARDING YOUR	•[		15 ARE YOU AN OFFICIAL OF THE OVER OF ANY STATE TO BUT OF COMPLY
CHARACTER QUALIFICATIONS FTC 1			OA MUNICIPALITY If your answer is "Yes," fire details in item 39
26 LAT YAL A CITIZEN OF ON DO YOU OWE ALLEGIANCE TO THE UNITED		.	36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE
27 ARE YOU WON OR HAVE YOU FYER BEEN, A MEMBER OF THE COMMUNIST PARTY II S & OR ANY COMMUNIST ORGANIZATIONS		-	OR HAVE LIVED WITHIN THE FAST /> MOMINS? If your answer is "Yes." show in Item 39 for EACH such relative (1) full name; (2) present addrese, (3) relationship; (4) Department or Agency by which employed, and (5) kind of approximment
28 ARE YOL WW OR HAVE YOU EVER BEEN, A MEMBER OF A PASCIST ORGAN- IZATION"		Ľ	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE
29 ARE VIX. NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY ORGANIZATION, ASSOCIATION, WINT WHAT GROUP UP COMBINATION OF PERSING WHICH AD- VOCATES 'NG VIETHING OF OUR CONSTITUTIONAL FORM OF GOLERNICHT, OR OF AS OSCIAUCATION ASSOCIATION MOVEMENT GROUP OR COMBINITION OF PERSING 'NG A ACTS OF FORCE OR VIOLEY OF ADVOCATING OR APPRIVING THIT ROWINGSING (VACTS OF FORCE OR VIOLEY OF ADVOCATING OR APPRIVING THIT ROWINGSING (VACTS OF FORCE OR VIOLEY OF THE RESING THIT ROWINGSING (VACTS OF FORCE OR VIOLEY OF THE DESING OF SEC HIGT OF ALTER THE CONSTITUTION OF THE UNITED STATES BY UNCON- STITUTION. VEXTS		~	A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campain badge or service tibben, or as a DISABLED VET- ERAN, or as the WIFE OF A DISAHLKD VETERAN, or as the WIDGW OF A WAR OR CAMPAIGN VETERAN, etc.b Veteran Preference Claim, CSC Form 14, together with proof specifical therein. B. If you are a WAR-TIME VETERAN not claiming disability preference you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing officer prior to entry on duty, official systems of separa- tion from scive service in the armed forces of the United System of Series of
If your answer to question 27, 28, or 29 above 18 "yes," state in Irem N the names of all such organizations, associations, more ments, groups, or combination of persons and dates of			37 (A) WIRE YOU EVER IN THE UNITED STATES MILITARY OR RAVAL SERVICE
membershup. Give complete defails of your activities therein and make any explanation you deere regarding your membership or activities therein			ID IS THE WORD "HONORABLE" OR THE WORD "SATISFACTCRY" USED
33 SINCE WAR NOT MERTINDAY HAVE YOU FYR BERN ARRESTED INDICITE OR SUMWAR 2 YYZ COMEN AA A TRI NOAMT IN A CHIMINAL PRACEEDING OR COMPLETE SINCE OR IMPRISONED OR PLACTO O'N PROBATION OR HAVE YOU LYZY SINC SCRIEDED TO DE POYNE BALL OR COLLATIRAL FOR THE LIVEL TOON OF ANY LAW FOLCE REGULATION OR ORDINANCE (LACEUDING MINOR TRIFFIC ONLY ANY FOLCE REGULATION OR ORDINANCE (LACEUDING MINOR TRIFFIC ONLY ANY FOLCE REGULATION OR ORDINANCE (LACEUDING MINOR TRIFFIC ONLY ANY FOLCE REGULATION OR ORDINANCE (LACEUDING MINOR TRIFFIC ONLY ANY FOLCE REGULATION OR ORDINANCE (LACEUDING MINOR TRIFFIC ONLY ANY FOLCE REGULATION OR ORDINANCE (LACEUDING MINOR TRIFFIC REGULATION ORDINANCE REGULATION ORDI			DISCHARGE OR SLEARATIONE (G. WAS SHIVECE FIRSTORIED ON AN ACTIVE FULL TIME BASIS WITH FOLL MILITARY PAY AND ALLOWANCESS (D) DATE OF ENTRY OR ENTRIES INTO SLAVICE DATE OF SEPARATION OR CLPARATIONS
INFORD 7: Anymer is "Yes," list all such cases under Item 39 If your anymer is "Yes," list all such cases under Item 39 below Give in each case (1) the date: (4) the nature of the offense cr solution, (3) the name and location of the court; (4) the pensity unpowed, if any, or other disposition of the		~	BRANCH OF SERVICE (Army, Navy, Marine Corps, Coast Ouard, eto) SERIAL NO (if none, five frade or rating at time of separation).
Case II Appointed, your Anderprints will be taken. If Mark YV, THER BEIN DISCHARGED OR FORCED TO RESIGN, FOR MISCOM- DUCT OR UNSITISTATION STRIFTS ROW MAY FORITON If your answer is "Yes," dive in Item 39 the name and address of employee, date, and reason in each case			33 IAN IF YOU SERVED IN THE UNITED STATES MILIFARY OR NAVAL SPACE DURING PRACTIME ONLY D.D YOU PARTICIPATE IN A CAMPAIGN CA EAPELD TIGH AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIDBONT
2 "HALE VIN THER BEAM BARRED BY THE U.S. CIVIL SERVICE CONVERSION FROM TANTIN EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS! If your anaws: is "Yee," give dates of and tessons for such deba.mont in Item 37		-	If so, and you have not listoid your disability in answer to Item J3, explain in Item J2 below (C) ARE YOU A VETERAN S WIDOW WID HAS NOT REMARKIEST.
31 WALF ACTION FOR THE PHADWARD THAT VET OR OTHER DISABILITY WALF ASA CALL CONSIDERED IN A FROMINE TOU TO MORAL If your answer as 2 bay "go complete defails in Term 39 bo that on serveration on bo given to your physical fitness for 159 and		7	ICE ARE WHITTING WITH OF A STEPHAN AND LAS A MERTER CONNECTOR DRAVED FOR THE WITH OF AN ADDING STATE AND
11 DO NO. RUCTIVE AN ADMULTY FROM THE UNITED STATES OR DISTRICT OF COLVERS ODER NEWS UNDER ANY RECENTED STATES OR DISTRICT OR OTHER ODER STRONG OR MILLARY OR NAVAL DRIVER If your assess is "Yos," Avec complete densitien Item 39	-	7	fied by comparison with the discharge certificate on
B SAACE FOR SELECTANIASHS TO OTHER ONESTIONS (Indicate item o	unibe		Ageney: Title: n hish anawora apply)
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Before syming this application check back over it to I CERTIFY that the statements made by me in this			that you have answered ALL questions correctly, on are true, complete, and correct to the best of my knowledge
Land heart, and are made in good faith Palse statement on this application	07 DF	400	Henry Chaula - Z. Johnman
Table Visit Francisco Control application SIGNATU: In principal by Law (U. 8. Code, Table 15, Section 80).			out on ne in INK (one given
L. I. CONDÉRINT FRU			A.

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