

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | | |
|---|--------|---------|----------|---|--------|--------------------|-------|
| SECTION A | | | | GENERAL | | | |
| 1. NAME | (Last) | (First) | (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. GRADE | 5. SD |
| WIGGINS | LEE | H. | | 12-1-25 | M. | GS-13 | 9 |
| 6. OFFICIAL POSITION TITLE | | | | 7. OFF/DIV/BR OF ASSIGNMENT | | 8. CURRENT STATION | |
| Ops Officer Ch | | | | DDP/SEN/CI | | HQS | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify): | | | | <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): | | | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) | | | |
| 31 JANUARY 1965 | | | | 1 January 1964 - 31 December 1964 | | | |
| SECTION B | | | | | | | |
| PERFORMANCE EVALUATION | | | | | | | |
| <p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p> | | | | | | | |
| SPECIFIC DUTIES | | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised). | | | | | | | |
| SPECIFIC DUTY NO. 1 | | | | | | RATING LETTER | |
| Guiding and directing personnel engaged in writing studies, book dispatches, etc., concerning Soviet intelligence operations and organization. DC 31 | | | | | | P | |
| SPECIFIC DUTY NO. 2 | | | | | | RATING LETTER | |
| Planning and originating studies concerning Soviet intelligence activities and Soviet intelligence organization which will stimulate and assist field operations against the Soviets. DC 45 | | | | | | A | |
| SPECIFIC DUTY NO. 3 | | | | | | RATING LETTER | |
| Editing into finished version for publication studies concerning Soviet intelligence services and Soviet intelligence methods. | | | | | | S | |
| SPECIFIC DUTY NO. 4 | | | | | | RATING LETTER | |
| Lecturing to classes in OTR courses on Soviet intelligence organization; briefing members of liaison services who are brought to Headquarters for training. DA 20 | | | | | | P | |
| SPECIFIC DUTY NO. 5 | | | | | | RATING LETTER | |
| Supervising research work done following the assassination of President Kennedy in support of the Warren Commission investigation of the assassination. DD 13 | | | | | | S | |
| SPECIFIC DUTY NO. 6 | | | | | | RATING LETTER | |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | | RATING LETTER | |
| 10 FEB 1965 | | | | | | P | |

SECRET

(When Filled In) OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

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

Mr. Wigren is conscientious and serious about his responsibilities as research supervisor in SR/CI, and he did a fine job in assembling and presenting SR's contribution to the work of the Warren Commission. During the reporting period, pressure of special events has made it impossible for me to give Mr. Wigren the close attention and guidance needed, so I must share the responsibility for what I regard as the shortcomings of his unit: unnecessary delays, lack of initiative and imagination, an inadequate sense of relative priorities and an inability to bring the spark of life and meaning into oral and written presentations about the Soviet services. As I have noted before, Mr. Wigren has been affected more than most by the reorientation of SR/CI; it must be stressed that he is being judged according to criteria different from those which earlier prevailed for his position; without direct experience or special interest in operations, he can hardly be expected to bring to an operationally-oriented research program a full range of experience and understanding. Notwithstanding, he has performed well and is a distinct asset. At the present time Mr. Wigren and his staff are engaged in the important and demanding task of preparing the NIS chapter on Soviet intelligence, and his performance to date has been marked by interest and competence and aided by his unusual knowledge of the Soviet intelligence services.

Mr. Wigren is cost conscious.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

25 January 1965

SIGNATURE OF EMPLOYEE

L. E. Wigren

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

26

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

DATE

19 Jan 1965

OFFICIAL TITLE OF SUPERVISOR

C/SR/CI

TYPED OR PRINTED NAME AND SIGNATURE

Tennent H. Bagley

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur.

DATE

5 Feb. 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

DC/SR

TYPED OR PRINTED NAME AND SIGNATURE

Sidney A. Rosen

SECRET