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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

1. 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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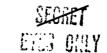
4. This employee has utilized her fluency in the Spanish language to maximum advantage in her work. Formal testing recently confirmed her high proficiency in that language. Coupled with a comprehensive training record and her invaluable experiences over a twenty year period, she has become particularly 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 watchlists, screening of travel documents, processing of raw technical take, target analysis, reports writing, operational support, handling of outside contract 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

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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

7 William V. Broe Chief Western Homisphere Division

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MEMORANDUM FOR: Secretary, CSCS Panel (Section A)

SUBJECT:

42.

14-00000

Recommendation for Promotion to Grade 08-13 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. Subject is 36 years old and has been in grade as a 63-12 for the past five and one-hulf years.

R. W Unher Desmond FitzGerald

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Chief, Western Nemisphere Division



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

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ŧ.,

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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1 2 DEC 1969

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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1217 | Istolog ver antreis Articisler 124 Maria Verias SUBJECT: Request for Quality Step Increase (HR 20-37) Mrs. Charlotte Bustos-Videla

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APPROVAL RECOMMENDED:

Chairman, Panel DDI

APPROVED:

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1 SEP 1966

MEMORANDUM FOR: CSPS/A

SUBJECT : Recommendation for Promotion of

14-00000

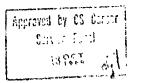
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Charlotte Bustos-Videla

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

MEMORANDUM FOR: Charlott Z. Bustos-Videla

: Head of G3 Career Service

THROUGH SUBJECT

14-00000

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 if 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.

z: D. Echols Director of Personnel

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1 MAR 1366

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.

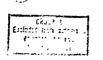
2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. 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.

iam V. Broe Chief,

Western 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

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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. Elilia William V. Broe

William V. Broe Chief, Western Hemisphere Division

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4 SEP 1964

MEMORANDUM FOR: Secretary, CSCS (Panel A)

SUBJECT

: 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 as 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 Divisioa

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

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SECRET

14-00000

20 March 1964

MEMIRANJUM FOR: DDP/OP THROUGH : Chief, Clandestine Services Personnel Office DUBLALI : 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 to spin really reprote the matter of official Fersonnel File the personne of this officer decay from the line of Aprey represent has been identified by various and all experisions as "Depender" and "Outstanding." Alkewise, nothing in 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 silvetals of WH Division wire this officer's work is furnished by noting that Mrs. Bustos-Videla is the first female officer to be proposed for a QUI by WH and one of a workl of but three officers nominated by that Division for the award times the QUI provision of the Federal Salary Seferm Act of 1964 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 Charlotte Bustos-Videla	Increase	for

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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CONCUR: Thel ()) TEP/01 .A

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APPROVED: U Director of Personnel

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15 March 1963

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

SUBJECT:

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Recommendation for Promotion to Grade GS-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 covoring South American as well as Mexican and Central American affairs. In each of hor assignments she has demonstrated exceptional competence and devotion to duty.

2. Since December 1957 Mrs. Eustos has been assigned to the Maxican 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 mistress of administrative preceduted and the wave with which she obtains electronees, metatals a times and accurac meressary approals while handling the most complicated operational aspects of projects is ghenceenal. Her work output is enormous and yet everything is done simply and molestly with a minimum of areas notion. She is an outstanding employee and should be deserving of recognition.

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

J. C. XEG 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 $\frac{1}{2}$

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 Herdguartura 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 destributed for work, Miss 2.

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

> HCL HC. KING Uchief 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 1900, 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 Wednesday, 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.

SECRET

7//J. C. . IIUII T. CUMMINGHAM DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

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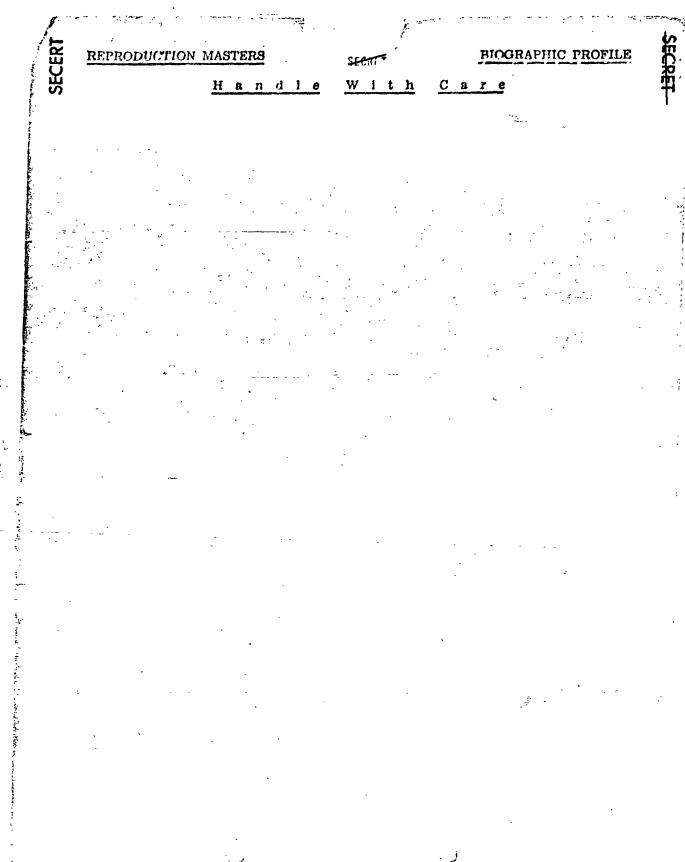
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Charlotte BUSTONS-VIDELA

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

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

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3. Bio profile (sanitized form in file)

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

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. 1 SECRET DATE NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP 7 August 1962 ESTABLISHED FOR CHIEF, RECORDS AND SERVICES DIVISION х (NEE: ZEHRUNG) T0: (Check CHIEF, OPERATING COMPONENT, WH BUSTOSVIDELA, Charlotte Z. ATTN: FILE NO. 3190 WH/SS Mr. Mullano REF: ID CARD NO. Verbal Request for Cover, Form 1322 Dated 31 Jul 62 MILITARY COVER BACKSTOP ESTABLISHED U.S.Arey Element, Joint Operations Group (8739) 2 ÷ BLOCK RECOPDS: х (OPHENO 20-800.11) a. TEMPOPAPILY FOR ____ DAYS, FFFECTIVE_ XoX CONTINUING, 27FORTIVE 7 August 1962 SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY TO 3. (HB 20.800.3) ASCENTAIN THAT APAY M-2 BEING ISSUED. (## 20.661.1) SUBMEDICAN LE COUPLE CHARGE AN ATTING AND COVER. (R 240 250) SUEMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (# 740-750) REMARKS : 3 er e fr . . . COPY TO CPO/OP 43688 1 030 1 7 PSD 05 DISTRINCTION I AMPE CERT 119-20-441 7. 42 1551 0+132173 -4071408 sairiess CECRET 155

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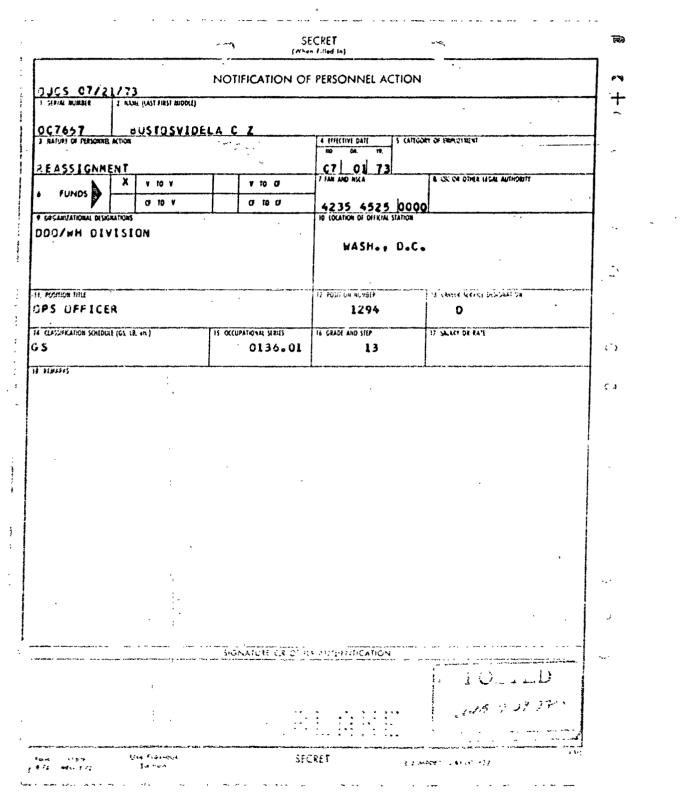
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Section.

"PAY ACJUSTMENT IN ALCORDANCE WITH 5 L+S+C+ 530" AND EXECUTIVE ORDER 11891 PGRSUANT TJ ALTHURITY OF ECT AS PROVIEED IN THE CIA ACT OF 1949; -AS AMENDED, AND OCT DIRECTIVE DATED C8 OUTOBER 1962+"

EFFECTIVE DATE OF PAY ADJUSTMENT: OF JANUARY 1973

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"PAY ADJUSTHENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSYANT TO AUTHORITY OF GCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENSED, AND A DCI DIRECTIVE DATED & OCTOBER 1962"

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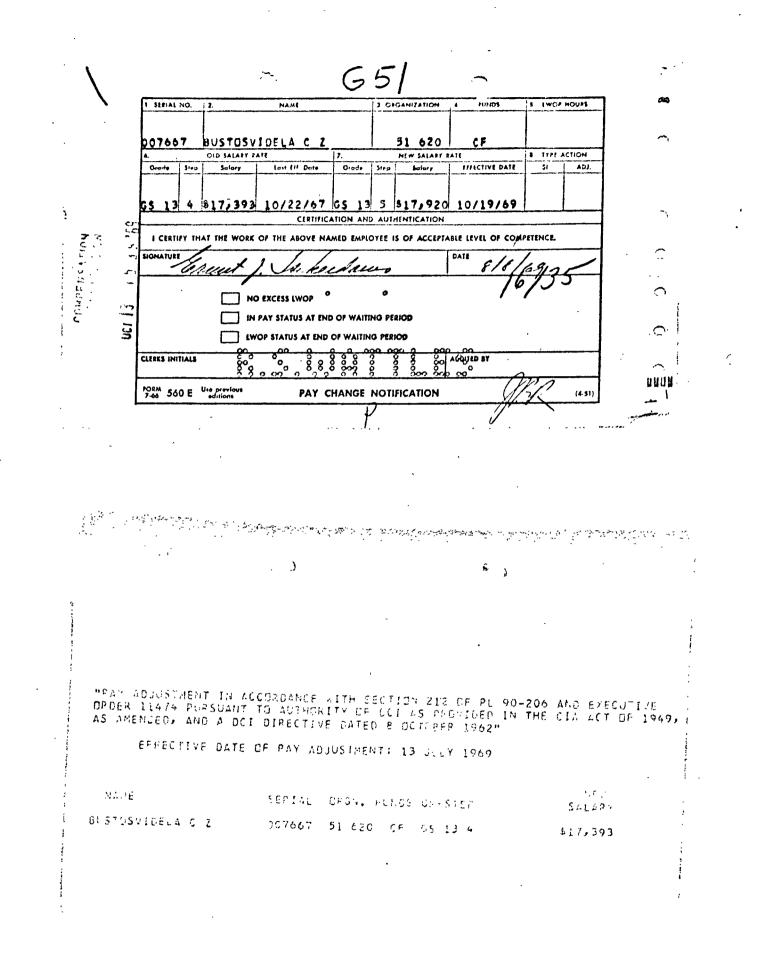
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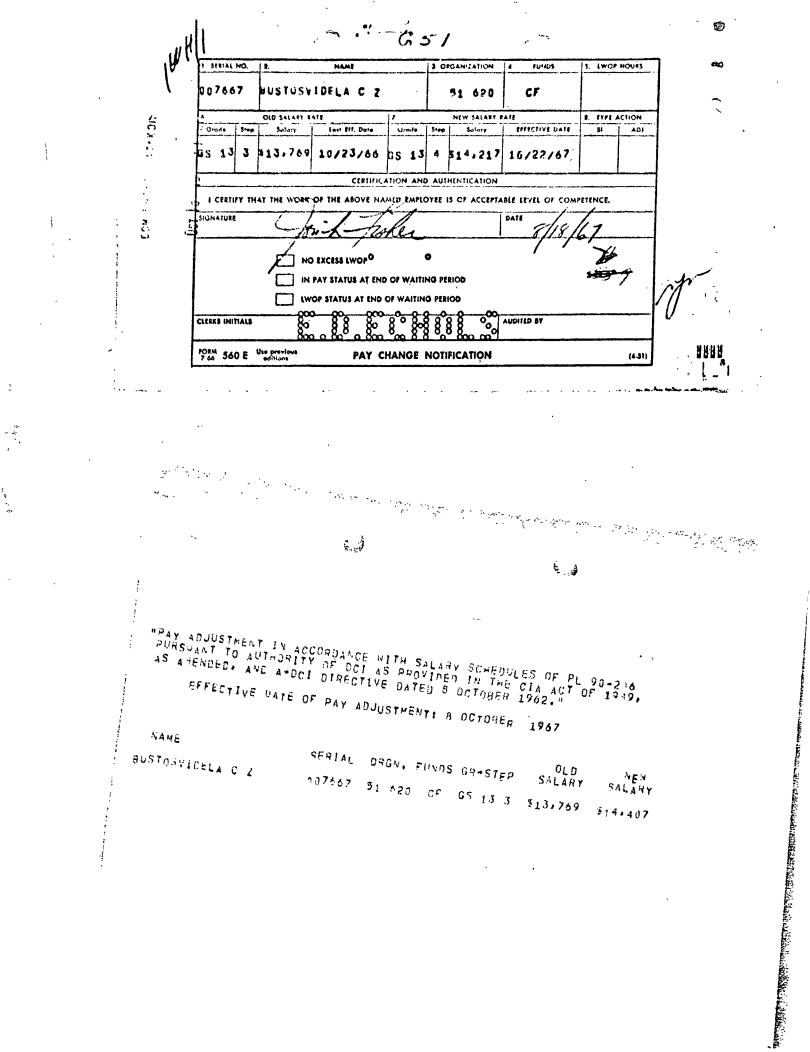
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387667 ; HUSTSAND 1 6 ... 6 2 TOPE AL IS.P 10 ADI OLD BALAP 14 ation Date ()-ude 0-=0+ GS 12 5 \$11,670 10/13/63 G5 12 6 \$12,075 10/10/05 2 ___ IN PAY STATUS AT END OF WAITING PERIOD LNCP STATUS AT FND OF HALTING PERIOD 1 CLEARS INITIALS DY AUDITED NY 5 . I CENTIFY THAT THE FORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF CONPETENCE. BATE 23Aug 65 SIGNATURES PAY CHANGE NOTIFICATION (4-51) Obsolete Pr Form 560 . . SECRET NJM. AUG 65 (When Filled in) NOTIFICATION OF PERSONNEL ACTION OCF 1. SERIAL HUMBER 2. HAME (LAST-FIEST-MIDDLE) 007667 BUSTOSVIDELA C Z 3. NATURE OF PERSONNEL ACTION 4 EFFECTIVE BATE | S. CATEGORY OF EMPLOYMENT DA. 18 08-01 65 REASSIGNMENT REGULAR 7 COST CENTER NO. CHARGEABLE S CSC OR OTHER LEGAL ANTHORITY ¥ 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. C. 13. SERVICE DESIGNATION 11. POSIFION FITLE OPS OFFICER 1201 D 14 GRADE AND STEP 17 SALARY OR RATE 14. CLASSIFICATION SCHEDULE (55, 18, ate) 11 OCCUPATIONAL SER 25 GS 0136.01 12 5 11670 14 DEMARTS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 12. STATION 23 PATESALE 24 Magnet. 25 DATE OF SIRTH 28 DATE OF GRADE 19. ACTION 29 Employ 21. OFFICE CODINS CODE Code BURNEAU 27 DATE OF LES CODE 1581 (00 bunseic ----10 14 37 51300 WH 10 75013 01112 29 1 NES IP. SPECIAL PEFENLACE REFISEMENT BATA DI, SEPARATINA 28 HIF EAPIRES H 12 CORRECTION/CANCELLATION DATA 33 HELLIN 14 SEX 1 CSC 1 FICA 8 9096 110 80 1156 2.4 10 EOD DATA 15 YET PRIFERINCE IS SERV. COMP DATE 17 10H6 COUP DATE 32 CARES 407EGORY 1 11 FEGLE / BEALTH INSURANCE 18 124181 SECONTY NO ------0.508 1.5 Pi⁴ 2.10 PT (++ +2+- ; CUGE 0 #AirE3 1 - 165 89 ĩa. **R** 3 -HEALTH 155 (30) 1096 π. PREVIOUS GOVERNMENT SERVICE DATA 42 184VE (31 ų FEGERAL TAR DATA STATE TAS BATA 41. 44 -----1021 ---a no **1+1645 6*41.18 -----COLE 100 /44 318*5++8 1034 1 723 2 53 1 - 126 8 - 136 -----SIGNATURE GS OTHER AUTHORICATION Um Prorsons SECRET 1048 1150 Edition

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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

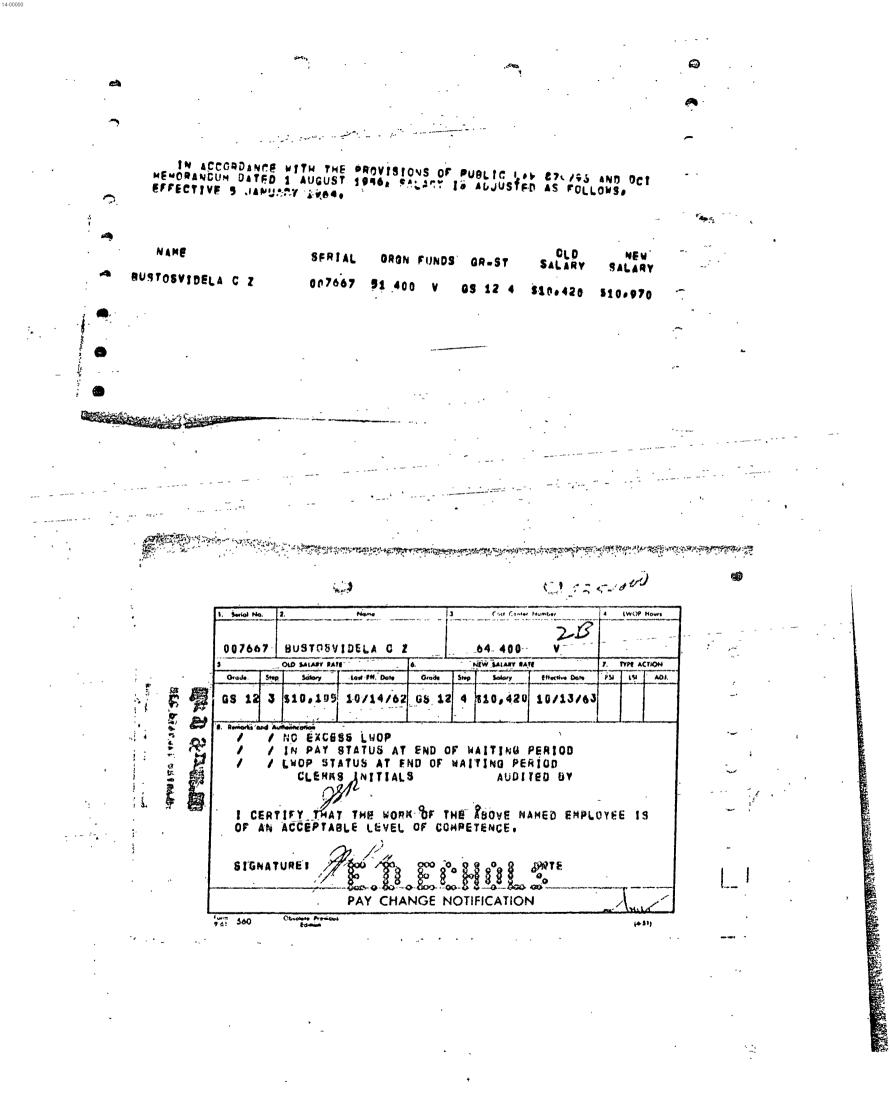
GRADE		-	Per .	Annum	Rate	s and	Steps			
GRADS	1 .	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	5 \$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055					4,680	4,805
GS- 3	4,005			5 4,410	4,545	4,680	4,815	4,950	5,025	5,220
GS- 4	4,480	4,630	4,780		5,080	5,230	5,380	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
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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
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GS-17	21,445	22,195	22,945	23,695	24,445		· · · · · · ·			
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 793 AND DOL WEWDRANDUN DATED 1 AUGUST 1954 , SALARY IS ADJUSTED AS ECLLOWS, EFFECTIVE 16 COTOBER 1942 NF₩ OLD OLD FUNDS GRAST SALARY NEW GR_ST SALARY ORGN SERIAL NAME 9790 12 2 9215 2 A4400 007667 BUSTOSVIDELA C Z and the second states and the --2000 00 Jun 1 Ho Cost Center Number 8 BUSTOSVIDELA C Z ۷ 007667 64 400 ت OLD SALARY RATE NEW SALARY BATE 7 TYPE ACTION 1 PS 131 AD1 Grade Satory 5100 Louis Et Date Step Grude Effective Dans 2 8 9.790 06/11/61 55-12 3 510.105 10/14/62 03-12 / NO EXCESS LOOP / IN PAY STATUS AT EN. OF WAITING PERIOD / LWOP STATUS AT END UF WAITING PERIOD CLERKS INITIALS AUDITED BY 1 1. I CENTIFY THAT THE WORK OF THE ABOVE NAMED ENPLOYED IS OF AN ACCEPTABLE LEVEL OF CONFETENCE. STONATUREL DATE: 26- X-62 he A. Hotsmannes & w PAY CHANGE NOTIFICATION Counters Previous Editors 3. 300 ,4 111 sarda. in seco

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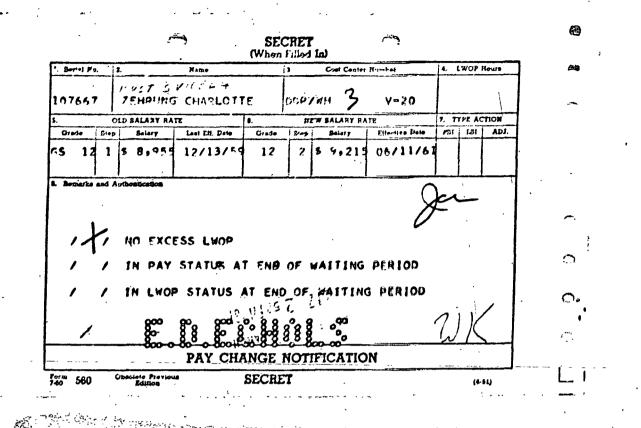
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•	18. REPORTING PERIOD (/rom-fo-J JAIXX 1 August 1972 - 1	IL DATE REPOR	<u></u>	. <u>.</u>	
	SECTION B	QUALIFICATIONS UPDAT	ξ		
	IF QUALIFICATIONS UPDATE FORM IS BEING WORD "YES" IN THE BOX TO THE RIGHT. IF				
;	SECTION C	PERFORMANCE_EVALUATIO			
	U— <u>Unsatisfactory</u> cauld range from counseling, or proposed in Section D.	A rating in this category requires immed to further training, to placing on probotic	iote and positive remedial action. The nature M, to reassignment or to separation. Describ	e of the action . We action taken .	
:	M- <u>Marginal</u> <u>Performance is deficient in sc taken ar recommended shoul</u>	d be described:	rating should be stated in Soction D and r	emèdiat octions	
	5-Strong Performance is characterized			· · · · · · · · · · · · · · · · · · ·	
	O-Outstanding work as to worrant spocial r	scognition. SPECIFIC DUTIES	I in comparison to the performance of other	doing similar	
:	List up to six of the most important specific duiles perfo	prmed during the rating period. Insert rating	terro, which best describes the manner in which	employee	
1	performe EACH specific duty. Consider ONLY effective their ability to supervise (indicate number of employe		yees with supervisory responsibilities MUST be		
	Functions as Chief of th	e WH/I/SA and Cuba Sec	tion, supervising	RATING LETTER	
	one case officer, one IA	and one secretary.	175 38	S	
	Analyzes all traffic peri	aining to Branch and Sta	tion SA and Cuban	HATING LETIER	
	Operations, performs a pondence, coordination,	ll operational support, p	roject actions, corres-	.0	
	BPECIFIC DUTY NO. 3	· · · ·	,	RATING LETTER	
	Prepares studies, file a and program call and co	nalyses and special repo rrespondence with the W	rts such as budget hité House,	0	
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	SPECIFIC DUTY NO. 5		· .	RATING LETTER	
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	OVERALL PERFORMANCE IN CURRENT POSITION				
	ake into account overything about the employee which influences his effectiveness in his everent position such as partormance of specific doties, inductivity, conduct on jub, cooperativeness, pertinent porsonal traits or abilits, and puricular lancatures of totents. Based on your knowledge f employee's aveiall performance during the rating period, place the forcer in the runny bax corresponding to the statement which most accu- ately reflects his leveling performance.				
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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, CharlotteOffice:Year of Birth: 1929Service Designation:Grade: GS-13No. of StudentsEOD 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:

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The Seminar includes a discussion of the "political animal" and on analytical look 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 incortant values to be gained from the Seminar is this exchange of experience.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

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Richard A. Fuller 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	
:	ھ	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:

22 1112 1972 Date

Midcarcer Course Chairman

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

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LECTION B	PERFORMANCI					
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M-Margued	Performance is deficient in some aspects. The reasons fo taken or recommended should be described.	n o in l u	ing this rating sh	ould be stated	s in Section C and roma	idial actions
P. A. Aliciant	Performance is satisfactory. Desired results are being pro		in the manner exp	ested	· - · ····	
5 Sauces	Performance is characterized by exceptional proficiency					
C-Outstanding	Performance is so exceptional in relation to requirements work as to warrant special recognition.	of the	work and in comp	norison to the	performance of others d	oing similar
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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.

SECRET

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

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	FITNESS REPORT		EMPLOYEE SERIAL NUMBER 007667	
		ENERAL		1
	BUSTOS-VIDELA, CHARLOTTE Z. (MIDNIC)	1. CATE OF BIATH J. SEX 12 Jan. 29 F	GS-13 D	
	Corright Position Title Operations Officer	DDP/WIL/Br 1	Mexico City	
,	. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (#) TYPE OF REPOR		
	X CAREER RESERVE TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
1	CAREEN-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):	XX ANNUAL SPECIAL (Specify):	REASSIGNMENT EMPLOYEE	
•	11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From-	-	
,		1 January - 31 D	ecember 1970	
		ICE EVALUATION		
ĩ	U-Unsatisfactory could range from counsaling, to further training, to p or proposed in Section C.			
1	M-Marginal - Performance is deficient in some ospects. The reasons taken or recommended should be described.	e for assigning this rating should be stat	ed in Section C and remedial actions	
1	P-Proficient Performanae.is satisfactory. Desired results are being ;			
	S-Strong Performance is characterized by exceptional proficien O-Outstanding Performance is so exceptional in relation to requirement	•	· · · · · · · · · · · · · · · · · · ·	
	O-Outstanding Performance is so exceptional in relation to requirement work as to warrant special recognition.	tan or the wore and in comparison to the	perrormance or orners doing similar	
	SPECIF	FIC DUTIES		
	List up to six of the most important specific duties performed dur manner in which employee performs LACH specific duty. Conside with supervisory responsibilities MUST be reted on their ability t	der ONLY affectivaness in perform	nnce of that duty. All amplayees	۰
	apecipic Duty No. 1 Prepares operational ta officials of interest and helps in planning re target personnel.			
		17249		
	Sources the year concerts from tached	ual operations and	pronte for	
	Screens the raw reports from techni- operationally useful information.	car operations and		
	Station During Provides operational and			
	station PBRUMEN activities. This in reviews, preparation of memos, cable the preparation of project reports.	os and dispatchos,	and holps in O	
	specific ourr No. 4 Supervises the handling			
	list and in general monitors travel for our station, Headquarters and of	of interest to and		,
•		, <u> </u>	a phonosu fi op RATINU	
	of finished intelligence reports fro center (only part of the reporting p	om a PBRUMEN refuge	o proparationistics 1	
· •	PRECIFIC DUTY NO. 6 Handles miscellaneous sp		the station CETTER	
	in addition to her PBRUMEN duties (e		ion of	
	station watchlists during a presideu	ntial visit, screen.	ing certain S	
	raw reports for whole station, prepa OVERALL PERFORMANC	ATALION OF OOA/DTO I CE IN CURRENT POSITION	project renewal).	
			AATING LETTER	
	Take Into occourt averything about the employee which influences formance of specific duties, productivity, conduct on job, coose particular limitations or rolents. Bussis an your knowledge of em- place the letter in the rating box corresponding to the statement wh	erotivaness, portinant parsonal tr eployee's overall performance dur	aits or hybrts, and ing the rating period,	
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	SECTION C	(Bhen Filled In) NARRATIVE COMME	NTS	٦
	on foreign language competen basis for determining future p in the vice of personnel, space Section C, attach a separate was clearly outs during a recent the overall patt leads and updatt Her final writed	te, if lequired for during the suiton. Amplify of ersonnel uction. <u>Magner of performance of magners</u> there of poper. and most of Apple 2 years 2111 the standing in collating info intensified "PBRUMEN" mon tern of the PBRUMEN" missio ing target studies on all	rmance. Give recommendations for training. Comment resplain ratings given in Section B to provide heat angerial or supervisor duries and cost consciousness and applicable. If extra space is needed to complete the station PBRUMEN section. Sho prmation from all sources th, dotermining as a rosult n hore, spotting operational PBRUMEN officials as a result. rmation obtained and the gaps	
· · · · · · · · · · · · · · · · · · ·	info, organizing resulting memo of other real pros good, tough, ope and suggestions used profitably. demonstrated in watchlist offort is more than ade messages in that	files and other material or dispatch. The same mig in the IA field. However rations-oriented mind and re new operational technic Subject has natural many her organizing TDY help in in connection with a pre- quate for reading reports language. In sum, Subject	fficient in researching for and writing up any kind of ht be said perhaps of some , in addition, Subject has a positively contributes ideas ques which the station has agerial abilities as recently a station-wide file and sidential visit. Her Spanish , and handling operational et is a tremendous station acce without noting a serious	:
	loss in station	officiency.	teo without noting a serious	
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	loss in station	CERTIFICATION AND COM	-continued	
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NARRATIVE COMMENTS

SECTION C

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Revewer by OP SPD/PPB

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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 poople,

MEMORANDUM FOR THE RECORD

14-00000

MERORANDOM FOR THE RECORD

CHARLOTTE BUSTOS VIDELA

Reviewed by OP. SPD/PPD

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.

DET / FYDAT

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

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	(When Filled In)	
SECTION C	NARRATIVE COMMENT	S
overall performance. State sugge on foreign language competence,	stions made for improvement of work performant if required for current position. Amplify or ex- mnel action. <u>Manner of performance of manag</u> <u>witzment and funds, must be commented on, if</u>	keeping in proper perspective their relationship to nee. Give recommendations for training. Comment plain ratings given in Section B to provide best erial or supervisory duties and cost consciousness applicable. If extra space is needed to complete
Station front off: special; responsib remained under eff 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 ensul implemented a numb and less costly re stautially, input cedures and require supervisory respon To sum up, Subjection in a singular	ility for ensuring that the fective control during the assignment here of several necessitated or gave rise a administrative areas of is assignment under these sound judgement, imaginat contributed to maintaining also made possible an ea- problems which an inflated system created for the new and six month period, Subj ber of changes which have cords system. Paper hold has been reduced and now ements. Personnel saving sibilities more clearly d ct has made and continues ly unsensational area of	tve assistant to the COS with the paper flow of the Station e period of transition re- l senior officers. This to a number of changes in the Station. Subject's circumstances was clearly ion and responsiveness to ig the stability and momentum rly effort to come to grips Registry and a highly dis- Station management tean. ect has recommended and produced a more effective ings have been reduced sub- conforms to basic CS pro- s have been effected and elineated. to make a major contribu- Station activity. Her advice
is sought and appr	eclated not only by the	COS and myself, but by other (CONTINUED)
SECTION D	CERTIFICATION AND COMME	
1	BY EMPLOYEE	
DATE	INTIFY THAT I HAVE OFN SECTIONS A, P. AND ISTONATURE OF EMPLOYEE	DCOF THE REPORT
15 January 1970	/s/ Charlotte Bustos-Videl	a
2.	- BY SUPERVISOR	-
MONTHS EMPLOYEE HAS DEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EA	PLOYEE, GIVE EXPLANATION
Contract the s		.
6 months	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 January 1970	· DCOS	/s/ Paul V. Harwood
3. COMMENTS OF REVIEWING OFFICIAL	BY REVIEWING OFFICIAL It would be difficult t	a avanata ta tha aantai
period, and I con Officer. I might conscientious and this organization management role o operational/analy sections of the S Subject in the ve	bject to this Station dur cur fully in the ratings a add that Subject is one productive employees with , and that in addition to utlined above, continued tical assistance to the Cu tation. The initiative an ry complicated administration	ing the past six month and comments of the Rating of the more versatile, h whom I have worked in the administrative/ to provide valuable aban and other operational nd imagination shown by tive management assign-
with the country	rticularly commendable and the language, and the bac 918 'daPing this period of	i her complete familiarity <u>ckground of the Station</u> <u>childigination</u>
15 January 1970	cos	/s/ James B. Noland

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- 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.

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(then Fi	ited t-)	
FI? SS REPORT	1 1	EMPLOYEE SI RIAL NUMBER
SECTION A GEN	JEDAL	007667
1. NAME (Last) (First) (Middle)		ORADE 3. SD
BUSTOSVIDELA, Charlotte Z.	12 Jan 29 F	13 D
Ops Officer	DDP/WH/FF/1	Mexico City
D. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (K) TYPE OF REPORT	Y Incassion
CAREAR-PROVISIONAL (See instructions - Section C)	ANNUAL	REASSIGNMENT SUPERVISO
SPECIAL (Specify):	SPECIAL (Specify):	
October 1969	12. REPORTING PERIOD (From- 10- 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 actio	in could range from counseling, to	further training, to placing on
probation, to reassignment or to separation. De A - <u>Adequato</u> Performance meets all requirements. It is entire		
excellence, P - <u>Proficient</u> Performance is more than satisfactory. Desired t		· -
S - <u>Strong</u> Performance is characterized by exceptional prof	- · · ·	
0 • <u>Outstanding</u> Parformance is so exceptional in relation to requestion others doing similar work as to warrant special re	irements of the work and in compa acognition.	rison to the performance of
SPECIFIC	DUTIES	
List up to six of the most Important specific duties performed during monner in which employee performs EACH specific duty. Consider i		
with supervisory responsibilities MUST be roted on their ability to s	supervise (indicate number of empl	oyees supervised).
specific bury No. 1 Until she was called to c		
office of the Station, did analysis o interest, collated information and pr	epared studies.) 240° 0
	2 ۵۰ - مادوانده درماندیوه موسود درمونی از مربوع در مربوع مادور مربوع از مربوع	
and processed intelligence and operat	of several tocholes ional information i	a close
ccorporation with two full time senior she handled completely.	outside transcribe	rs whom 0
SPECIFIC OUT NO. 3 Hanaled the Station : BRUM		
program, and reported travel informat		
othes customors.		
specific oury No.4 Provided operational support	ort (file checks, o	perstional Ration
reviews, liaison memoranda, etc.) for	various Statica ac	tivities. S
		NEW TO SATING
SPECIFIC DUTY NO. 1 Control hut of the inone		BORT LOS LETTER
and project reparting (outlines, rener	vals, etc.)	. 0
and project reporting (outlines, rene:	als, ecc.)	
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and project reporting (outlines, rene:	-	Adition Certer
and project reporting (outlines, rene: PECIFIC DUTY NO. * Han flod special projects 1 to her FERDELN auties.	for the Station in a	
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and project reporting (outlines, rene: SPECIFIC DUTY NO. 4 Han flod special projects 1 to her FEREN duties. SVERALL PERFORMANCE Take inte essant everything about the spelages which influences hi	for the Station in a	U Hating such as per-
and project reporting (outlines, rene: PRECIPIC DUTY NO. 9 Han flod special projects 1 to her FERUELN outles. SVERALL PERFORMANCE	Ion the Station in a IN CURRENT POSITION a effectiveness in his current pos Inveness, portinent personal trait	ition such as per- s or hall he and the rating periad.
and project reporting (outlines, rene: specific Dury NO. 4 Han flod special projects 1 to her FERUELN autles. SVERALL PERFORMANCE Take into account everything about the employee which influences hi formance of specific duties, productivity, conduct on job, copera perficular limitations of telenis. Based :: you: "now" of the employee	Ion the Station in a IN CURRENT POSITION a effectiveness in his current pos Inveness, portinent personal trait	ition such as per- s or hall he and the rating periad.

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SECTION C	NARRATIVE COMM	
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to deserve high pr attention to detai and complicated ca entrusted to her r speaks good Spanis	aise. Her enormous app 1, her ability to absor ses, her professionalis cally deserve the ratio	b and digest enormous files , m and devotion to the duties g of outstanding. Subject tiative, much experience
In view of he her potential. Sub	r past performance, her	record at the Station and i for promotion to the GS-14
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	CERTIFICATION AND CO	MMEN TS
ECTION D	CERTIFICATION AND CO	
I C		
I C	BT EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
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1 August 1969	BI CAPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A. B. SIGNATURE OF EMPLOYEE Charlotte Z. Bustosvidöl	a (signed)
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	L NUMBER
FITNESS'REPORT 00760	57
SECTION A GENERAL	
1. NAME (Lost: (Fred) (Middle) 1. DATE OF BIRTH 1. SFX 4. GRADE 5. SO Bustos-Videla, Charlotte 12 Jan 1929 F GS-13	~
Bustos-Videla, Charlotte 12 Jan 1929 F GS-13 6. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TITLE	D ·
Ops Officer DDP/WH/1 Moxico Ci	
OPS GRACOL OPS GRAPPOINTMENT IO. CHECK (X) TYPE OF REPORT	<u> </u>
XX CARFER RESERVE TEMPORARY INITIAL REABSIGNME	
CARECR-PROVISIONAL (See Instructione - Section C) XX ANNUAL REASSIGNME	
SPECIAL (Specific)	
1. DATE REPORTING PERIOD (Frum- 10-)	
January 1968 - March 1969	
ECTION B PERFORMANCE EVALUATION	
W - Wesh Performance ranges from wholly inadoquate to slightly less than satisfactory. A rating in this cata	
positive remodual action. The nature of the action could range from counseling, to further training, probation, to reussignment or to separation. Describe action taken or proposed in Section C. A • <u>Adequate</u> Performance moots all requirements. It is entirely satisfactory and is characterized neither by defi	a placing
excellence.	
P • <u>Prolicient</u> Performance is more than satisfactory. Desired results are being produced in a prolicient manner.	
S - <u>Strong</u> Performance is characterized by exceptional proficiency,	
O • <u>Quisianding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the perfo others doing similar work as to warrant special recognition.	rmance al
SPECIFIC DUTIES	······.
ith supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised) "ECIFIC DUTY NO. 1 Handles Station PBRUMEN watchlist and travol program and report travol information to WOFIRM stations and other custumers	HATI
tions and processes intelligence and operational information in close cooperation with two full time senior transcribers whom s chandles completely	
ECIFIC DUTY NO 3	RATIN
Does analysis on targets of Station Interest, collates	LETT
information and propares studios	0
· · ·	
ACIPIC OUTY NO. 4	LETTE
Contributes to the preparation of monthly summaries and project reporting (outlines, renewals, etc.)	0
CONTRACT NO. 3	RATIN
Provides operational support (file, checks, operational reviews,	1
liaison memoranda, etc. for various Station activities	S
CIFIC DUTY NO. 4	9ATIN
	LETTE
2	ł
	1
OVERALL PERFORMANCE IN CURRENT POSITION	• Parine , -
is into account oversiting each the employee which influences his effectiveness in his current position such as per- mance of specific detext. Reductivity, conduction jab, conservitiveness, pertinent personal traits or habits, and incular limitations or talents. Nakad on your knowlarge of employee's overall performance during the ruing period to the latter in the roting box corresponding to the stateward which must accurately reflects his level of performance.	PATIN LETTE
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SECTION C	NARRATIVE COMMEN	ITS + + - +
on foreign language competence.	estions made for improvement of work perform . If required for current position. Amplify or (n keeping in proper perspective their relationship to conce. Give recommendations for training. Comment explain ratings given in Section 8 to provide best ration ratings given in Section 8 to provide best ration by supervisory duties and cost consciousness it opplicable. I intropring is needed to complete
review continue contributions d research and exy means. She was the handling of trative matters personnel the ta technical source with her usual and great profes other tasks list sent by a separa is usually carri good knowledge of siderable analyt	ploitation of information , during this period, giv two full time senior tra . In view of the difficu ask of fully exploiting in the sis of great importance enormous capability for we asionalism. She continued to channel, altogether a ted by one person. She was of Spanish, a talent for a tic experience and great of the considered for promotic	f Outstanding. Her major the fields of operational obtained through technical en full responsibility for nscribers including adminis- lty of recruiting target nformation obtained from . Subject handled this task ork, displaying initiative d, in addition, to handle the er with sensative reporting much heavier workload than as helped in this by her administrative work, con-
SECTION D	CERTIFICATION AND COM	EN TE
	BY EMPLOYEE	
	EPTIFY THAT I HAVE SEEN SECTIONS A, B, AN	ID C OF THIS REPORT
Are D. Annal J. CO.	BIGHATUHE OF EMPLOTES	
<u>3 April 69</u>	<u>I Charlotte Bustos-Y</u> By supervisor	idela_/s/
ONTHS EMPLOYEE HAS BEEN HORR MY SUPERVISION	IP THIS NEPORT HAS NOT BEEN SHORN TO P	EMPLOYEE, GIVE EXPLANATION
19 months		
AIE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR FRINTED NAME AND DIGHATURE
3 April 69	Ops_Officer	Francis Sherry /s/
CHMENTS OF REVIEWING OFFICIAL	BY REVIEWING OFFICIAL	
of the rating off	officer fully agrees with	the ratings and comments tly performs her duties in
an outstanding ma qualities of inte of the most value	inner, bringing to her job 111gence, reliability, ar ble employees in the Stat	by performance of definition of the second s

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ant in the second

TRAINING REPORT

S-E-C-R-E-T

Soviet Bloc 80 hours, 1	time 5 - 16 Ju	une 1967
Student	BUSTOS-VIDELA, Charlotte Office	: DDP/WH
Year of Bir	1929 Service	Designation: D
Grade	GS-13 No, of St	tudente : 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:

Lungelle Date Russell A. Instructor, OTR

5-E-C-R-E-T

		CRET		
		·····	SMPLOYEE SERIAL	NUMBER
•	FITNESS REPORT		007667	
ECTION A	GF	NERAL	1 00.000	
I. NAME (Las		1. DATE OF BIRTH 3. SEX	4. GRADE 9. 80	
	os-Videla, Charlotte	12 Jan 1929 F	1	D
- OFFICIAL POSITION		T. OFFICIES OF ASSIGNMENT	Mexico Cit	
ODB U	fficer · ·	DDP/WH/1		y
X CANEEN	RESERVE TEMPORARY	INITIAL	REASSIGNMEN	
the second s	HAL (See instructions + Section C)	XXX ANNUAL	REASSIGNMEN	TEMPLOYEE
SPECIAL (Speally)		. SPECIAL (Specify):	·	
ATE REPORT DUE I	•	12. REPORTING PERIOD (From-		
29 February ECTION B		August 1967 throug E EVALUATION	h January 1	968
positi probot • Adequate Perfor	mance ranges from wholly inadequate to a veremedial action. The nature of the act ion, to reassignment or to separation. D mance meets all requirements. It is entir	ion could range from counseling, escribe action taken or proposed	to further training, to in Section C.	placing on
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	mance is more than satisfactory. Desired mance is characterized by exceptional pro		provincient mgnngf,	
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	SPECIF	C DUTIES		
th supervisory responsi	bilities MUST be roted an their ability to	ONLY affectiveness in performa supervise (indicate number of em	platter which best de nce of that duty. Al ployees supervised).	l employees
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SECTION C	NARRATIVE COMMEN	and the second
Indicate significant strangthe a averall performance. State sugg an foreign langunge competence basis for determining future per in the use of personnel. Space.	estions made to improvement of work putton , if required for current position. Amplify or es sonnol action. Mannet of performance of maps gauloment and funds, must be commented esti-	keeping in proper perspective their rotationship to ance. Give recommandations for training. Comment splain ratings given in Section B to provide best etitl or hippylifely fullies and cost consciousness i obdication. It extra space is needed to complete
cutstanding. She operational files particularly usefu number of Station on her own initiat curtailing the wat reporting of trave tion. Her thoroug has increased the Subject Scherwick tion, her initiat have greatly facil Station at a time directly involved she appears much b her and because sh circumstances to d	has, on her own initiative and procedures of the PBE il exhaustive analyses of targets not only per requi- tive. She has revamped the tchlist to more manageable of information to the many gh review of the take of se ir usefulness as well as en- trusefulness as well as entruse with the actual running on better suited for the supple of frankly would not have o so. Subject is carryin	est of this Station bit also est of this Station bit also e Section's travel program, size and expediting the customers for such informa- everal technical operations mphasized their weaknesses. This tainst for administra- nd good knowledge of Spanish he PBRUNEN Section of this nel change. She has not been f operations both because ort type work intrusted to the time under present
handled by more th	an one person.	-
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SECTION D	CERTIFICATION AND COMM	ENTS
	BY EMPLOYEE CERTIFY THAT I HAVE SEEN SECTIONS A, B, AN	D C OF THIS PRODAT
DATE	SIGHATUHE OF EMPLOYEE	a c or this report
16 Jan. 1968	/s/ Charlotte Busto	os-Vidola
2. MONTHS EMPLOYER HAT BEEN	BY SUPERVISOR	
UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN TO E	MPLOYER, DIVE & XI'LANATION
5 months		
5 months DATE	OPPICIAL TITLE OF SUPERVISOR	TTPED ON PRINTED NAME AND SIGNATURE
DATE 16 Jan. 1968	Ops Officer	FURNCIS Shorry
16 Jan. 1968	Ops Officer By REVIEWING OFFICIAL	
DATE <u>16 Jan. 1968</u> <u>3.</u> COMMENTS OF REVIEWING OFFICIA The Reviewing Officer performance, whater problem she preser	Ops Officer BY REVIEWING OFFICIAL L L L L L L L L L L L L L L L L L L	Francis Sherry evaluation of Subject by urns in a superior tation Chief the only best to assign her. She
16 Jan. 1968 J. COMMENTS OF REVIEWING OFFICIA The Reviewing Officer performance, whate problem she preser is a source of str herself irreplaces	Ops Officer BY REVIEWING OFFICIAL L Icer fully concurs in the r. Subject consistently to ever her task, and for a S its is to determine where rength to her Section, has able.	Francis Sherry evaluation of Subject by urns in a superior tation Chief the only best to assign her. She the knack of making
DATE <u>16 Jan. 1968</u> <u>3.</u> COMMENTS OF REVIEWING OFFICIA The Reviewing Officer performance, whater problem she preser is a source of str	Ops Officer BY REVIEWING OFFICIAL L Icer fully concurs in the r. Subject consistently to ever her task, and for a S its is to determine where rength to her Section, has able.	Francis Sherry evaluation of Subject by urns in a superior tation Chief the only best to assign her. She

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FITNES	S REPORT	•	007667	4
SECTION A	GEN	ERAL		
1. NAME (Last) (F(rst) Bustosvidela, C.2	(Middle)	Jan 1929 F	GS-13 D	
. OFFICIAL POSITION TITLE		7. OFFIDIVIOR OF ASSIGNMENT	. CURRENT STATION	
Ops Officer 9. Check (X) TYPE OF APPOINTMENT		IDET HET A	hqs	······
XX CANEER RESERVE T CAREEN-PROVISIONAL (See Melnuctions - 5	EMPORARY	INITIAL XX ANNUAL	REASSIGNMENT REASSIGNMENT	
SPECIAL (Specify):		SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 Jan 67		12. REPORTING PERIOD (From-) 1/66 - 12/66)	
SECTION B	PERFORMANCE			
positive remedial action. The	nature of the actio	ightly less than satisfactory. A n could range from counseling, t scribe action taken or proposed	a further training, to	
		y satisfactory and is characteri		incy nor
		esults are being produced in a j	volicient manner.	
S • <u>Strong</u> Performance is characterized O • <u>Overstanding</u> Performance is so exceptional	f in relation to requ	iroments of the work and in com	parison to the perform	ance of
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orente, de Berstande SECRET SECTION C NARRATIVE COMMENTS FEB 15 Indicate significant strengths or weaknesses demonstrated in current position kseping in proper particles we mair relationship to overall performance. State suggestions made for improvement of work parformance. Give recommendations for training. Comment averall performance. State suggestions made for improvement of work performance. Give recommandations for training. Comm on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action, <u>Manner of performance of managerial or supervisory duries must be described</u>, if 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 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 PRINTED NAME AND 5 Fisher J.H.V 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 REVIEWING OFFICIAL THED OR PHINE STAR 31 January 1967 C/WH/1W.J. Kaufman SECRET .

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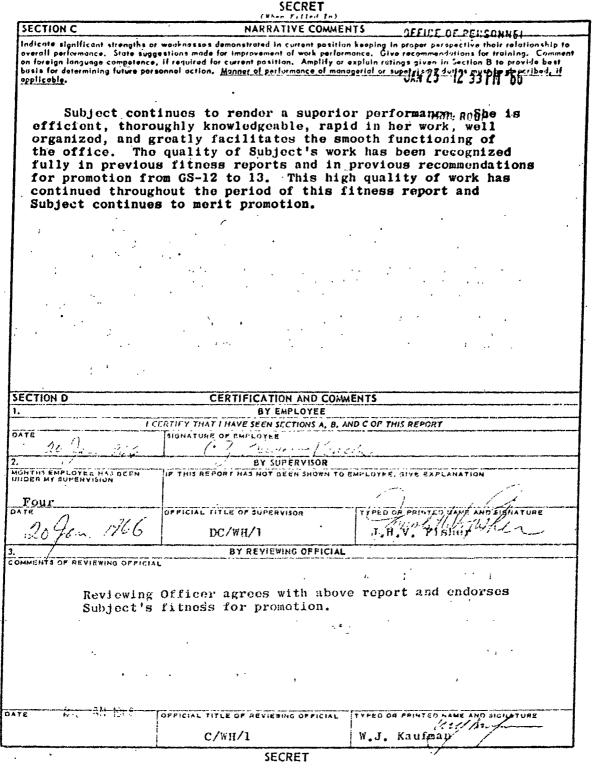
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9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK	(X) TYPE	OF REPOR	1 T		
X CAREER RESERVE TEMPORARY	1111					BUPERVIS
CAREER-PROVISIONAL (See Instructions - Section C)	X ANN			READ		CMPLOVE
SPECIAL (Specify): 11. DATE REPORT DUE IN O.P.	12. REPOR	CIAL (Spec		(m)		
The DATE REPORT DUE IN O.P.				ecember	1065	
SECTION B PERFORMANCE			- 51 0	ecember	1700	
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sværall portormanen, State su on forølgn language competène	ggestions mode for improvement of work p co, if required for current position. Ampli resonnel action, <u>Honner of performance of</u>	erformance, Give recommendation ly or explain ratings given in Sect	ns for training. Comment tion B to provide best	
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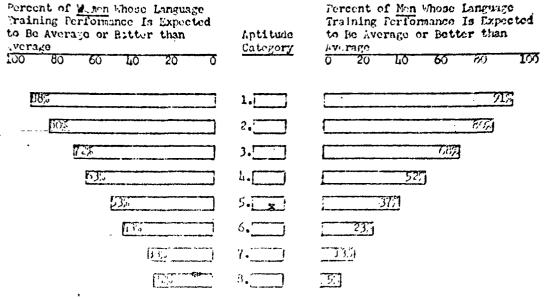
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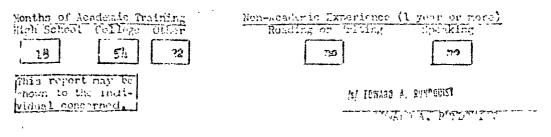
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The category checked below is an interpretation of the scores made by the surson maned above on a battery of foreign language eptitude tests. The relationthips between test performance and subsequent training performance of traineer in gency language training courses are indicated by the graphs next to the aptitude sategories. The graphs to the left are for words and the graphs to the right are for men. From these graphs you can read for each aptitude category the ordsability that a person in that category will perform in an Agency foreign language training course at an average or better-ton-overage level. For example, 22 per sent of the words who obtain an aptitude rating of "8" can be expected to be "verage or better in course performance, while 5 per cont of the men with ratings of "8" can be expected to be average or better in course performance. A can meeds an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8". At the other end of the scale, "0 per cent of either men or women who obtain aptitude taining. The differences in relationship are due to differences between men and women in both training performance and test scores, in the average work in training. The differences



Since many-things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be sens whose performance value be better than would be expected from their test scores, just as there will takely be some whose performance is poorer than expected. STATITI OF LOTIVITION, TALOR CALARIENCE ITH A FOREINE LANDAGE, and other factors appeald be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studies or isomed and the amount of academic 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 calterent case is, of course, an additional pelevant factor.

forcign languages have been stidled or learned by this individual.



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TRAINING REPORT

RECORDS OFFICE	RS COURSE	30 April - 4 May 1962	
Student :	Charlotte 2.	Bustos-VidelgOffice	* WH/3
Year of Birth:	1929 ·	Service Designation:	D
Grada :	08-12	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 attendunce only; no attempt was made to evaluate student achievement in the course.

FOR THE DIRECTOR OF TRAINING:

1 Mauri Augustus F. Schermerhorn

Chier Instructor

<u>24 July 1962</u> Date

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SECTION C	NARRATIVE COMME	ENTS	
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applicable.			
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		r any vexing problem which is	
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SECTION E	NARRATIVE DESCRIPTION OF MANN shoeses demonstrated in current position. India	ER OF JOB PERFORMANCE
] work. Give recommonda	tions for his training. Describe, if appropriate, i or explain, if appropriate, ratings given in SECT	his potential for development and for assumir
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with a minimum highly efficient Headquarters a facilitates the	a of time and support. She read: ent worker who thinks clearly and and Field procedures plus her ab he smooth functioning of the Next	ily accepts responding, is i logically. Her knowledge of ility to organize her work gre Ican Desk. She has demonstrat
Station hich operations. I capacity for y	rehension of the numerous and van has contributed to the overall h Because of her sound understandin work, Miss Zehrung has an excell	leadquarters support of the St. og of operations and her outst. ent potential for assuming gro
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SECTION F	CERTIFICATION AND C	OMMENTS
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2 BATINGS ON PEDIDAWANCE OF SPECIFIC DUTIES DIRECTIONS	"FIRE as
Fince the most important first. To not inc b, Rate performance on each specific duty cons c. For supervisors, ability to supervise will	nesdering ONLY effectiveness in performance of this specific duty. I always be rated as a specific give (do not rate as supervisors th
d. Compare in your mind, when possible, the	he individual being rated with othe Grippying the same duty a many he performing different duties. It so, the them on different duties.
f. Be specific. Examples of the kind of duties ORAL BRIEFING GIVING LECTURES CUNIAICTING SEMINARS WRITING TECHNICAL RNORTS CONDUCTING BATERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE 'HINDICTS INTERPODATIONS DEVFLOFS NEW PROGRAMS - PREVARS SUMMARIES ANALYLES INDUSTRIAL REFORTS TRANSLATES GENAAN WANAGES FILES DERRIEFING SOURCES OFERATES RADIO KEEFS INDORS COORDINATES WITH OTHER OFFICES DRIVES TRUCK WRITES REGULATIONS WAINTAINS AIR COMDITIONING PRIFARES COURESFONDENCE EVALUATES SIGNIFICANCE OF DA
g. For some jobs, duties may be broken down eve and phone operation, in the case of, a radio	ven further if supervisor considers it advisable, e.g., combined k o operator.
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RECTIONS Take into account here everything werting no the second characteristics of habits, spectore him with others doing similar work of about 11 - OFFINITE, UNDERTALL, HE SHOULD BE - OFFINITE, UNDERTALL, HE SHOULD BE - OF GUATFUL J. JTADIL, A JOID NOT - A BARLY ARCEPTANE (MELOVEL, JOILO NOT RATING 5 - A FINE FURTHALLING AS NOT PEAF ACTING 5 - A FINE FURTHALLING AS NOT PEAF	BE SEPARATED IT WARE ACCEPTED HIM IF I HAD KNOWE WARE LEKNON NON ON AVERAGE DET WITH NO REAKENSES SUFFICIENTLY OFFSTANDING TO NAME OPDE E KNOM IN THE ORGANIZATION OING STRENGTER OF THE REDEREMENTS OF THE ORGANIZATION
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SECRET `* 4 . 1.1 (then filled in: FITNESS REPORT (Part II) POTENTIAL INSTRUCTIONS FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report. FOR THE SUBERVISOR: This report is a privileged communication to your supervisor, and to appropriate career menage-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 POK AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 00 days has eleaved. If this is the INITAL REDART on the employee, however, at R&ST be completed and forwarded to the CP no later than 30 days after the due date indicated in item & of Section S² below. GENERAL SECTION E. 4. SERVICE DESIGNATION 1. NAME (Lest) (First) (Widdle) 2. DATE OF BIRTH 3. SCR ZEHRUNG, Charlotte 12 Jan 1929 DI OFFICE/DIVISION/BRANCH OF ASSIGNMENT A. OFFICIAL POSITION TITLE DDP/WH/II/DC/argentins GRADE 0. DATE REPORT DUE IN OP MEXICO Reports Officer 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 08-11 4 Nov 1957 28 August 1956 - 27 August 1957 APECIAL (Specify) 10. TYPE OF REPORT (Check one) INIT.IAL X ANNUAL SECTION F. CERTIFICATION I. FOR THE RATER I CERTIFY THAT THIS REPORT REPRESENTS MY BEST THE INDEVIDUAL BEING HATED JUDGENENT OF A. THIS DATE D. TYPED OR PRINTED BY AND SIGNATURE OF SUPERVISOR C. BUTENVISOR'S OFFICIAL TITLE 20 January 1958 John B. Brady J. C. MIL/III/Mexico 2. FOR the REVIEWING OFFICIAL: I HAVE REVIEWING THIS REPORT AND NOTED AND FIFTHERE, OF OPINION IN ATTACHED MEMO. A. THIS DATE D. TYPED OR PRODO CALL AND SIGNATION OF REVIEWING OFFICIAL 21 January 1958 OFFICIAL R. N. Dahlgron C. MIL/III 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. ALREÃOV ADOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN DE EVPLOTED
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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 Smployee 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 USTOSIVIDEZA 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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Succlete in original. The data recorded or rection with leave at government expense, surrent residence and dependency informat filed in the employee's official sersance	n this form is a overseas dute.	esential in deter	00C8 UP07	secaratio	on. and fo	or provid	00
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AME OF SPOUSE		OF FAMILY				NE NOLE	7700
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SME OF YOUR PATHER (Or male guardian)	ADDRESS				TELEPHO		2
Barausi D. Zehrung ni AME OF YOUR MOTHER (Or fomale guardien)	425 Dayton	Iowers Dr, D	ayton,	Ohio		<u> 22-2550</u>	
- ·					TELEPHO	NE NO. 4	
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n be believes you work lat.)				•		YES	×
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se persons named in item 3 above may give be no		• •					8E-
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B. 0	VOLUNI	ITARY ENTRIES				
cates the settlement of estate o or attorney in the event of your d	and financial matters. The info disability or death and will be dis	whith the absence of certain per formation requested in this section sclosed only when circumstances with which you have account	n may prove very usetut warrant.	to your family		
COUNTS ARE CARRIED.	JF ANT BANNING INFINITION	IS WITH WHICH YOU HAVE ACCOUNT	TRATIN LITE GOVERNMENT	MILH 178		
All financial i	information is on fil	.e with our lawyer				
Mr. John DAHLGR						,
DAHLGREN DARRAG 1000 Conn. Ave.	, N.W., Washington D.	J.C.				,
ARE YOU A MEMBER OF THE NO		NIONT TES NO	·			
HAVE YOU COMPLETED A LAST	· · · · · · · · · · · · · · · · · · ·	T VES NO. (21 "Yes" where	• Ie document located*)			
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HAVE YOU EXECUTED A POWER	· · · ·	NO. (II "Yee", who possess the	power of attomey?)			
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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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			BOT COMPL		HEADQUARTERS US		
		s-Videla		an. 70	James B.		26 Jan. 19.
DATE RECEIVED			DISPATO	H NUMBER;	DATE PECTIVED B	Y CAREER SERV	+CL +
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complate	a ver >	years ov	erseas	redur	ement•	•	
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(also attach	personal c	avor questionn	aire in a	ecorilance w	ith CSI-F 340-8)		
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20.	TURN TO NY CURRENT STATION FOR 200	tour.			, ,	
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circumst	ances, will continue to b ose her-would be like los	e so during the ne	xt several year			
strongly	endorse either a second	tour or an extensi	on.		-	
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AND THE S	LRATION OF THE EXPERIENCE AND PERFORMAN PAFFING REQUIREMENTS OF YOUR COMPONENT, I AND TRAINING,	INDICATE YOUR COMPONENT'S RE	COMMENDATION FOR HIS NE	а. Г		
WH D	ivision recommends that subject	rt return to Mexico Cit	v for a second to	ur.		
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files in the employee's official peri NAME OF EMPLOYEE (Load)	(First)	- (M	liddie)	SOCIAL SE	URITY	NUMBER	
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2.	THE MEMBERS				· . · · ·		
NAME OF SPOUSE	ADDRESS (No .S	treet , City , State , 21	p Code	,	TELEPH	ONE NO.	
CESAR BUSTOS-VIDELA		S UNIV., MEXICO					
HAMES OF CHILDREN	ADDRESS		****		SEX	DATE OF	DIRTH
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NAME OF YOUR FATHER ((r male guardian)	····	6 27 574 198 277 -		77			
	ADORPSS SPIT	9 T. DAVIDA	AD	12.3	reret: >>	ONK NO.	
SATAUEL D'2 4 HIGON 6- NAME OF YOUR MOTHER (OF Innuis guardion)	ADDRESS	, 0040			ELEPH	NC NO	
NALEL J. ZCHRUNG.	بلىتىر ق	1110-		1	-		
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IGME AUDINESS (No .Street, City, State, Zi	p Code)	and the state					
576 LARE TOKEST BRIVE, T SUSIDESS ADDRESS (No., Steret, Cliy, Store	The Cale Land C. CA	710 44140		216.8	11-0	<u>-8 7</u>	
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he persons named in item 3 above may also	he notified in case of a	mergency, IF SICH	NOTIE		NOTO	I NO	AF.
AUSE OF HEALTH OR OTHER REASONS,							
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cates the settlement	of estate and finar	emergencies has s acial matters. The	information request	nce of certain persona ad in this section may incurcumstances warra	il data often delays an y prove very useful to int.	nd compli- your family
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Columbia	Juliah de	avings + h the Eusbaus	tan assa I	V, 53C1.01.0	use, Cashin c a.t. n.w.	<i>U. C. ,</i>
ARE YOU A MEMBER				15 (X) 40 15 (1) 40		
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•	NOTICE TO PERSON TESTED
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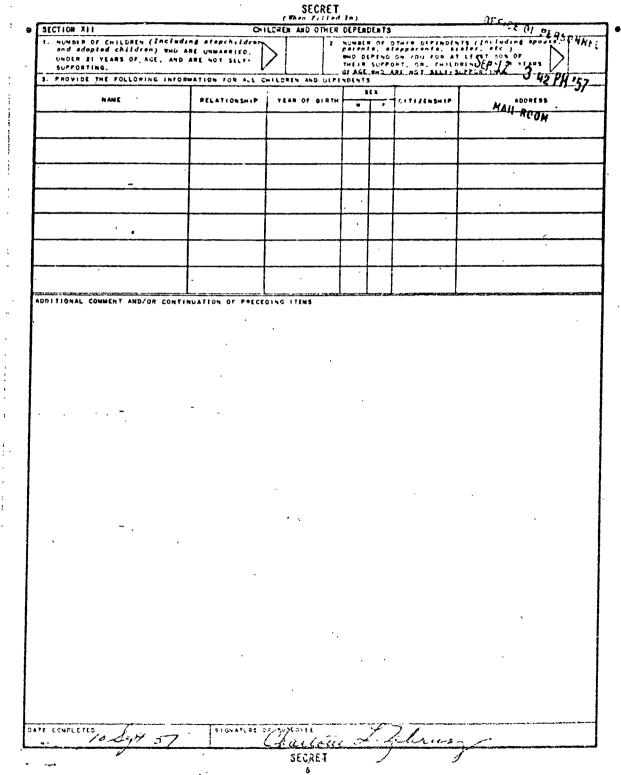
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	•	SECTION XI ORGANIZATION WORK EXPERIS	ENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIPE	
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;		4. DESCRIPTION OF DUTIES		
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	┣-┼	1. INCLUSIVE DATES (From- and To-)	2. GRADE 3. OFFICE/DIVISION/ORANCH OF ASSIGNMENT	
:		27 Apr 52 - 27 Sept 53		
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			PART II-LANGU		NTS			
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3.	I CAN READ TEXT PHEQUENTLY,	S OF AVERAGE DIFFICU	Liv (neespepeis, re	lerance /	nterinle,	efa. )	ICTIONAR	Y
4.	I CAN READ SIMP	LF TEXTS, BUCH AS ST	REET SIGNS, NEWSPAP	CR HKADL	INES. ETC.,	USING THE DICTION	ARY FREG	UENTLY.
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9		DONAL LETTERS AND SIN DNAL MINOR GRAMMATICA						
4.		SONAL LETTERS AND BEN IANMATECAL EPPORS AND						
5.	I CANNOT RRITE I	N THE LANGUAGE						
CTIC	DN C.		Pronuncisti	on (42)			···	
•.	WY PROMUNCIATION	IS NATIVE.						
2.	NHILE NATIVES CA	N DETECT AN ACCENT 1	A MA ABCURNELVION	1467 H+VI	NO DIFFIC	LTC UNDERSTANDING	M£.	
<u>3</u> )	WY PRONUNCIATION	IS OBVIOUSLY FORLIG	N. W.T SHLY BARELS	CAUSES DI	FFICULTY F	DP NATIVES TO UNDE	RSTAND.	
4.	MA BEGRINGLATION	IS OCCASIONALLY DIT	FIGULT FOR MATINES	to undras	TANU.			
<u>ç</u> .	I HAVE NO SHILL	IN PRONUNCEASION.						
-		•	CONTINUE ON REV	ERSE SID	ť.		ور المراجع ا	
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	CONTINUATI	ON OF FART II-LANGUA	GE ELEMENTS		
SECTION D.		Spraking (43)			
1. I SPEAR FLUENTLY 4 IN ALL FIELDS WITH	ND ACCURATELY IN ALL PR MHICH I AM FAMILIAR.	ACTICAL AND SOCIAL S	ITUATIONSI I CONVERSE	FREELY AND IDIONATICALLY	
2. I SPEAK FLUENTLY AN B. WITH WHICH I AM FAN	ND ACCURATELY IN NEARLY Millian and I Employ some	ALL PRACTICAL AND B E Popular Savings, L	OCIAL SITUATIONS I CA ITERANY QUOTATIONS, AN	N CONVERSE IN MOST FIELDS D COMMON PROVENDS.	
3 I GET ALONG QUITE VE	ELL IN SITUATIONS OF DAIL	Y LEFE AND TRAVEL AN	D CAN CONDUCT ROUTINE B	USINESS IN PARTICULAR FIELD	-
4. I MANAGE TO GET ALC	ONG IN THE MOST COMMON S	SITUATIONS OF DAILY	LIFE AND TRAVEL.	·····	1
S. I HAVE NO ADILITY T	TO USE THE LANGUAGE IN A	NY OF THE ABOVE RESI	PECTS.		1
SECTION E.		Understanding (44)			]
	ECHNICAL CONVERSATION OF I MEAR ON THE RADIO AND			HE TELEPHONE: I UNDERSTAN	,
I UNDERSTAND NON-TI 2. Understand Most of Puns,	ECHNICAL CONVERSATION ON WHAT I MEAR ON THE RADI	N NEARLY ALL SUBJECT 10 and at the movies	8. BOTH FACE-TO-FACE A , Plays, and Lectures,	ND ON THE TELEPHONES I Including most jokes and	
I UNDERBTAND NEARLY PHONE: I UNDERSTAND	Y ALL CONVERSATION ON TO D MUCH OF WHAT I HEAR ON	PICS OF DAILY LIFE A	ND TRAVEL, DOTH FACE- Ine movies, plays, and	TO-FACE AND ON THE YELE- Lectures.	
4. I UNDERSTAND THE SI I HEAR ON THE RADIO	NPLEST CONVERSATION, BO AND AT THE MOVIES, PLA	TH FACE-TO-FACE AND YS, AND LECTURES.	ON THE TELEPHONES I UN	DERSTAND SONE OF WHAT	]
5. F AM NOT ABLE TO UN	DERBEAND THE SPONEN LAN	GUAGE.	- <u></u>	- -	1
BEFORE CONTINU	UING - CHECK PART II TO	ENSURE THAT YOU HAV	E CIRCLED ONE HUMBER P	ER SECTION.	1
	PART III-EXPERIENC	E AS TRANSLATOR OR	INTERPRETER (45)		]
I. I HAVE HAD EXPERIENC	CE AS A TRANCLATOR.		- -		
2. I HAVE HAD EXPERIENC	CL AS AN INTERPRETER.				
3. BOTH OF THE ABOVE ST	TATEMENTS APPLY.		• .		
I NONE OF THE ABOVE ST	ATENERIS APPLY.				
	Par.	T IV-CERTIFICATION	*.		
	MAR, ILIAI, I UNDERIA ARARD, AND THAT IARESPIC NIVERSARY DATE OF CONFLE SIGNATURE	FOR A MAINTENANCE AB 10 THAT I MUSE PASS 271VE OF THE DATE OF	ARD PROVIDED I AM ELIG	IULE UNDER THE TERMS OF	
463 (	0	(47)			

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# TEADLER: 19 Sept. 1952

# SECRET Security Information

				ZEHHU	NG, Charlot	te L.
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				FCT		
AIJ	C. I. A.	Personnel	CUL. DATE )	0-8-5	13	-

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.

ge E. Melcon *disonnel* Director

SECRET Security Information

FORM NO. 37-132 NAT 1952 37-132

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			-10A						
1. Serial No. 2. NAME: (no entry)			(tirs	•	•	niddle)		. Oltice	2
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4. Date of Birth 5. Sex: 12 Jan, 1929		ale (1) male (J		<mark>larti</mark> a Ir. De		tus ents		A Entry upust 19	
7. Citizenship: 8, Acqui	ired By						(3)	Naturali	zation
U.S. Other Year	· U.S.			r(spe acqui		if not by	y birth_		
SEC. I. EDUCATION						<u> </u>			
1. Extent: (circle one) 1. Less than high sch						or less		asters d	
<ol> <li>High school gradua</li> <li>Trade, Business or</li> </ol>		. Over ) Bach				degree	9. Do	ctor's de	egree
Commercial school		. Post	-grac	luate	study				
graduate 2. College or University S	Study:	(m	nımu	im 8 8	sem.	hrs.)			
Name and location of College or University M			ates			Compl Night	Degree Title	Recd Date	Sem Hrs
Conege or University M						, uugni			
Syracuse University E	con. S		/46	1/50			B. A.	1/50	115
San Carlos University Sp	pan.		/48	3/49		·			5
3. Trade, Commercial, an		ializeo tendan					-		-
School	From			ot. mo	'5	Study o	or Speci	alizatio	n
Miami Jacobs Nusiness	5/50	12/50		7	t	uning an	d short	hand	
College									
4. Military or Intelligence									
schools such as intellig staff, etc.)	gence, Att	comm endanc	unica e Dat	tions,	ordn: 	ance di'a ,	sposal,	commar	nd &
School	From	To	To	t. mo'	<u>s</u> s	tudy or	Special	ization	
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# 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 4/52 To Tot. mos.	Description of Duties: I have the responsibility
	of disseminating and muting all reports received
Grade 7 Salary 31205.00	from o e Station, take appropriate action on
	reports received from other spencias by forwardin
OfficePI/JH/Benzil	this information to the field or wood ing reques
Position	data. I inform the field of additional info it
Title: Intalligance Officer	Headquarters on follyiduals a d organizati ns as
Duty	requested or as desired recessaory. 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 Sal- tation. I had less
Grade 5 Salary 33410.00	individual responsibility.
PI/JH/Brazil	
June 1	
Position	
Title: Intalliganca Officer	
Duty	
Title: Reports Officer -	Duty Station, if overseas;
From 11/51 To Tot. mos. 1	Description of Duties:
	As a casual I typed dispatches, memoranda,
Grade 5 Salary 33429.09	and disseminations for branch II. I took
······································	a limited amount of shorthand.
officePI/ FI/II	
Position	
Title: Secretary (Checography)	
Juty	
Title:	Duty Station, if overseas:
rom 1/12 To Tot. mos. 1	Description of Duties:
	I assabled disseminated reports.
rade 5. Salary 33429.00	
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osition	
Title: Secribary (Sheromraphy)	
uty	
Title:	Duty Station, if overseas:

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Security Information WORK EXPERIENCE (CONT'D.)

SEC. II.

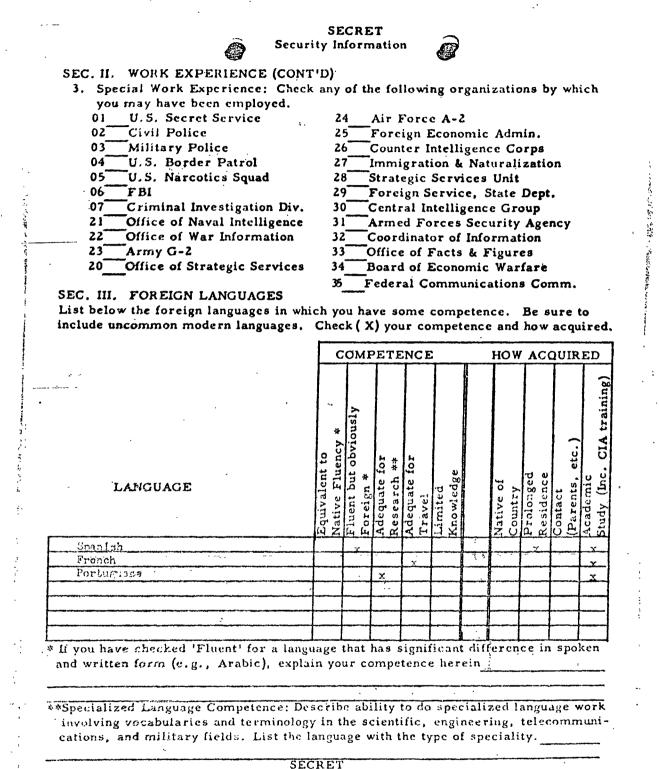
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II. WORK EXPERIENCE (CONT'D.) Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work 2. experience. List last position first.)

From 1/21 To 2/21 Tot. mo's /	Exact Title of your position
Classification Grade (if in Federal	
Service) 3 Salary 32650,00	Description of Duties:
Number and Class of Employees	I did statistical drafting, cartography,
Supervised: none	Earking of Georgensen to the Charler,
Employer De artment of Interior	Environment offer referent with a settion.
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 7.10 /hr.	Description of Duties: An an analatant to the
Number and Class of Employees	executives I was responsible for purchasing stock
Supervised: 2 - 6 glorko	for the plit shopes and instruction clarks and
Employer in the thirds of the them,	preenhouse employeeu. I had f 31 responsibility
Kind of Business or organization	of the books a d cash. I rade reports on the
(i.e., paper products mfr, public	business and acted us sales cherk for the shope
utility) - three red (12t Phoppe	Duty Station if overseas: and the landscaping buos
From 2/50 Tor/50 Tot. mo's 1	Exact Title of your position
Classification Grade(if in Federal	Ausistant Bookkeeper
Service) Salary 3200 / mo.	Description of Duties:
Number and Class of Employees	I made roothly financial reports, had the
Supervised:	responsibility of the books, did tuping and other general office work.
Employer <u>Retional Popul Courcib</u> Kind of Business or organization	dense primrat dirico work.
(i.e., paper products mfr, public	
	Duty Station if overseas:
utility) trade association From 6/17 To 8/19 Tot. mo's 3	Exact Title of your position
Classification Grade (if in Federal	Exact Three of your position
Service) Salary	Description of Duties: 1 workst ore month
Number and Class of Employees	In the office of the Chemical shorehory and
Supervised:	the months in the factory.
Kind of Business or organization	QTA
(i.e., paper products mfr, public	
	Duty Station if overseas:
From To Tot. mo's	Exact Title of your position
Classification Grade (if in Federal	Exact This of your position
	Description of Duties:
Number and Class of Employees	bescription of bulles.
Supervised:	
Employer	
Kind of Business or organization	
(i.e., paper products mfr, public	
	Duty Station if overseas:
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# Security Information

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#### 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 Country or Region Residence, Study		Manner in Which Knowledge Was Aquired (check (X) one)			
	Etc.	Residence	Travel	Study		
South America	1 sem econ and more.			7		
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
		· · · · · · · · · · · · · · · · · · ·
	<u>.</u>	l

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

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

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

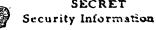
<ol> <li>Licenses: List any licenses or certi- fication such as teachers, pilot, marine, etc.</li> </ol>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. painting, skling
· · · · · · · · · · · · · · · · · · ·	

## SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

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









#### 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. 1...

## SEC. IX. INVENTIONS

14-00000

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

.

Device		F	Patented	
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

## SEC. X. CIA TESTS

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

Type of Test	Date Taken
typing, shorthand, monoral intolligence exam	8/1951
exam for reports officer	2/17 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 best qualified for a reports or research position.

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C. XIV. MILITARY STA	TUS	· ۲.,	
, Present Draft Status			
<ul> <li>Have you registered u</li> <li>If yes, indicate your</li> </ul>	inder the Selective Serv present draft classifica	tion Yes	No.
n yes, marcate your	present dratt ensorried		
Present Reserve or M			
Do you now have Rese If yes, complete the f	erve or National Guard	Status Yes No.	
1. National Guard	-		
2. Air National Gu		· · · · ·	
3. Active Reserve 4. Inactive Reserve	Status (member of orga	nized unit)	
MACHIVE RESULVO	-		
Service	Grade	Location	<del></del>
Rogerna Mais wish whe	ich currently aftiliated		
-	an currently annuated		<u> </u>
Service Mobilization	Assignment, if any		
Location of Service R	noorde if known	•	
C. XV. CIA TRAINING	• • • •		
List the training cour Course or Subject	ses or subjects you hav	(from) Dates (to)	
		8-11 Jun 1972	9-12 av
- Orienbation course			
<u>Orientation course</u>			
<u>OricePatton course</u>	** ***********************************		
<u>Griestation course</u>			
. XVI. REMARKS			
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Before signing this application check back over it I CERTIFY that the statements made by me in				that you have answered ALL questions correctly, in pre-true, complete, and correct to the best of my knowled	140

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At of 5 July, 1951, Subjects Washington address is 3817 Davis place N.W. phone - Ordunay 1618

# PERSONAL HISTORY STATEMENT

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

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

yes HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? .. (Yes or No! SEC. 1. PERSONAL BACKGROUND Telephone: Office ... RE. 1820. Mizz Ext. 4691 NAMES? _____ Started to use 1t at school HOW LOSG? _____ 5 YPS IF A LEGAL CHANCE, GIVE PARTICULARS (By what nuthority) AT _____(State) (Country) HELD BETWEEN WHAT DATES! _____ TO _____ ANY OTHER NATIONALITY! _____(Country) GIVE PAETICULARS HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP: DQ., GIVE PARTICULARS: (1)

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	(2)	
	E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY?	
	PORT OF ENTRY?	·· ·.
	LAST U. S. VISA	
SEC. 2	2 PHYSICAL DESCRIPTION 22 F 51.8" 105	
•	AGE HEIGHT WEIGHT	1
-	EYES HAIR brown complexion med. scars none	
•	slondor Build	
	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 MAPPLACES	
	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	
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	CITIZENSHIP ADDRESS			(State)	(Country)	
	2. NAME			1888 WE WARD CO	AGE	****
	CITIZENSHIP ADDRESS .	(St. and Number)	(City)	(State)	(Country)	
	8. NAME				AGE	4
•	CITIZENSHIP ADDRESS .	(St. and Number)	(City)	(State)	(Country)	
ж. 5.	FATHER (Give the same information for ste	******************************	uardian c	on a seu	arato shee	t)
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	(Figt)	(Middle)		(Last)		***
	LIVING OR DECEASED DATE OF	DECEASE	C	AUSE		•••
	PRESENT, OR LAST, ADDRESS San Ree G	ardens, Dayt	ion 9,	Ohio	USA	
	DATE OF BIRTH 1/23/1892 PLACE OF BIR	TH Rosevi	lle, Oh	io		
		(City)	(510	te)	(Country)	
	IF BORN OUTSIDE U.S. INFICATE DATE AND					
`.		PLACE OF ENTR	Y	(City) (St	ate) (Countr	
•	DE BORN OUTSIDE U.S. INFICATE DATE AND USA CITIZENSHIP	PLACE OF ENTR birth w MPLOYER OW	Y HERD? emplo	(City) (Si YOP -	ate) (Countr OVOR ?(	<b>)</b> у
	DE BORN OUTSIDE U.S. INFICATE DATE AND USA UIEN ACQUIRED OCCUPATION LANGICAPE Architect	PLACE OF ENTR birth w MPLOYER OW an Rae Garde (80 set Number)	Y HERD? omplo ns, Da ciu)	(City) (St yOP - yton ( (State)	ate) (Countr OVOR ?( ), Ohio (Country)	) y U
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• • • • • •	IF BORN OUTSIDE U.S. INFICATE DATE AND USA UHEN ACQUIRED OCCUPATION Land 30876 Architeqtast I EMPLOYER'S OR OWN BUSINESS ADDRESS S MILITARY SERVICE FROM (Det)	PLACE OF ENTR birth w MPLOYER OW MPLOYER OW AN Rae Garde (80 and Number) (Bate)	Y HERE? Hemplo ns, Da Cio, OF SERVI	(864) (864) (864) (864)	ate) (Countr OVOR ?( ), Ohio (Counter)	) y U
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	IF BORN OUTSIDE U.S. INFICATE DATE AND USA WHEN ACQUIRED OCCUPATION Land 30806 Architeqtast i EMPLOYER'S OR OWN BUSINESS ADDRESS S MILITARY SERVICE FROM (Details of COUNTRY DETAILS of MOTHER (Give the same information for steps	PLACE OF ENTR birth w MPLOYER OW MAN Rae Garde (80 ant Number) (81 ant Number) (82 ant Number) (84 ant Number)	Y HERD? omplo ns, Da Cuy OF SERVI SERVICE te sheet) HINS	(Sup) (Su yor - yton ( (State) CE, U. S. C	ate) (Countr OVOR ?( ), Ohio (Counter)	) y U
2. <b>6</b> . 2	IF BORN OUTSIDE U.S. INFICATE DATE AND USA WHEN ACQUIRED OCCUPATION LAND JCSPO Architectast I EMPLOYER'S OR OWN BUSINESS ADDRESS S: MILITARY SERVICE FROM (Date) TO (Date) COUNTRY DETAILS O	PLACE OF ENTR birth w MPLOYER OW MPLOYER OW MAN Rae Garde (Stant Number) (Bath) OF OTHER GOVT. Nother on a separa (Modile)	Y HERD? omplo ns, Da Co OF SERVI SERVICE te sheet) ung	(5117) (Si yer - yton ( (8646) CE	ate) (Countr OVOR ?( ), Ohio (Counter)	) y U
2. <b>6</b> . 2	IF BORN OUTSIDE U.S. INFIGATE DATE AND USA WHEN ACQUIRED OCCUPATION Land 3CBPO Architeqtast i EMPLOYER'S OR OWN BUSINESS ADDRESS S: MILITARY SERVICE FROM (Dete) COUNTRY DETAILS O MOTHER (Give the same information for steps FULL NAME Hažol Charlotte Jac (Free)	PLACE OF ENTR birth w MPLOYER OW MAN Rae Garde (SUSSET NUMBER) (Date) OF OTHER GOVT. Nother on a separa (Mode) DECEASE	Y HERD? omplo ns, Da Co OF SERVI SERVICE to sheet) ung CA	(517) (Si yer - yton ( (8646) CE (8646) CE (8646) USE	Ate) (Countr OVOR P( ), Ohio (Country) DR FOREIG	) y U U N N
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	EMPLOYER'S OR OWN BUSI					
	MILITARY SERVICE FROM .		BRANCH OF			
	COUNTRY	DETAILS OF O	THER GO <b>VT. SE</b>	RVICE, U. S. OI	R FOREIGN	
SEC. 7	1. FULL NAME <u>Nancy</u>		•			
	PRESENT ADDRESS	Zehr (MHd ty Hall, Middleto	wn Hospital	(Last) l'iddletov	n, Ohio,	USA
	(St. and DO) 2. FULL NAME	(Middle	(State) Zehrun	B (	17	
	PRESENT ADDRESS San	Rae Gardens, Day	yton 9, Ohi	O USA	USA (	
	8. FULL NAME Mary	Flizabeth	Zehru	ng AGI	: 18	• •
	(First) PRESENT ADDRESS	(Middle in Rao Gardens, J Number) (City)	Dayton 9, 0	(Last) hio USA	USA	•
		(Middle				
	PRESENT ADDRESS	Number) (City)	(State) (C	ountry) (f	Atizenship)	
		(Middle				
	PRESENT ADDRESS					
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к. 8.	FATHER-IN-LAW	•				
	FULL NAME (First)	1 Middler	)	(Linat)		
	LIVING OR DECEASED	DATE OF DECEA	SE	CAUSE	********	
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	IF BORN OUTSIDE U. S. INDIC	ATE DATE AND PLACE	OF ENTRY		•• • • • • • • • • • • • • • • • • • • •	
		·				
	CITIZENSHIP WI	HEN ACQUIRED?		(City) (State)	(logatry)	
-	OCCUPATION					



SEC. 9. MOTHER-IN-LAW

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- NUMBER - LINE

	FULL NAME	ł Nicklie		(last)
	LIVING OR DECEASED	DATE OF DECKA	SE	CAUSE
	PRESENT, OR LAST, ADDRESS	(St. and Number)	(City) (S	late) (Ocuntry)
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	IF BORN OUTSIDE U. S. INDIC.	ATE DATE AND PLACE	OF ENTRY	
	CITIZENSHIP WI	IEN ACQUIRED?	WHERE?	(Maria) (Marian) (Provident)
	•	LAST EMPLOY		
SEC.	10. RELATIVES BY BLOOD, MA OR WHO ARE NOT CITIZENS			ER LIVE ABROAD
	1. NAME Col. Paul Zehrung		IONSHIP COUST	nAGE38
	CITIZENSHIP USA	ADDRESS HI US	A PE, APO 63	3 %Post Master
	2. NAME distant relative	o in Swedenkelar	IONSHIP	N.Y. N.Y.
	CITIZEŃSHIP	ADDRESS	lumber) (City)	(State) (Country)
_	3. NAME		IONSIIIP	AGE
भ क्रान्ट्राव्युक	CITIZENSHIP	ADDRESS	uniber) (City)	(State) (Country)
Sec.	11. RELATIVES BY FLOOD OR D THE U. S. OR OF A FORFIGN O		MILITARY OR C	WIL SERVICE OF
	1. NAME Col. Paul Zehr	ung RELATI	ONSHIP COUSIT	AGE _38
	CITIZENSHIP USA			
	2. NAME Major Jack Hackl			
	CITIZENSHIP USA			
	TYPE AND LOCATION OF SERVI	ce (if known) Renta	igon, leashing	ton,DC
	3. NAME Mrs. Elsis Dich	cont RELATION	onship Aunt	AGE ⁵⁵
	CITIZENSHIP USA			
,	TYPE AND LOCATION OF SERVIC	CE (IF KNOWN) Soci	al work - De	pt. of Interior
		(5) -1009	ted in Monta	18 10 40450 1

## 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>

(8)

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 Carroll & BRESS	leut Carro	Sinte)	USA (Country)
DATES ATTENDED 1933 - 1944			
HIGH SCHOOL Oakwood High School Duress	Dayton	9, Ohio	USA
DATES ATTENDED	GRADUAT		(Country)
COLLEGE Syracuse University ADDRESS	Syracuse,	New York (State)	USA (Country)
MAJOR AND SPECIALTY ECONOMICS & Spa	nispears co	MPLETED	4
DATES ATTENDED _ 1946 - 1950	DEGREE .	. B <b>A</b>	· · · · ·
COLLEGE Universidad de San Cabbaess.	Guatemal	a City, G	uatemala C./
MAJOR AND SPECIALTY Spanish			
DATES ATTENDED SUMMER 1948	DEGREE .	none <u>s</u> i	vən
CHIEF UNDERGRADUATE COLLEGE SUBJECTS	economic	s - stati	stics
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CHIEF GRADUATE COLLEGE SUBJECTS	•		

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	(Country)	(Bervice)	(Rank)	(Dates of Service
	(Last Station) REMARKS:	(Berial Number)		(Type of Discharge)
	SELECTIVE SERVICE BOARD NU			
	IF DEFERRED GIVE REASON	######################################	*********************	
	INDICATE MEMBERSHIP IN MIL	ITARY RESERVE ORGAN	IZATIONS	
	. CHRONOLOGICAL HISTORY ( FOR ALL PERIODS. INCLUD OF UNEMPLOYMENT. GIVE PERIODS OF UNEMPLOYME ployment by a foreign government FROM 4/51 TO	E CASUAL EMPLOYM ADDRESSES AND S NT. LIST LAST POSI I, regardless of dates.)	ENT. INCLUD TATE WHAT Y TION FIRST. (	E ALSO PERIODS OU DID DURING List all civilian em-
	EMPLOYING FIRM OR AGENCY Interior B	•		
	Interior B Abbress <u>C &amp; 18th S</u> (St and Number)	ta:, N. W. Washi	ngton, D. C.	USA
•	KIND OF BUSINESS	(CH7) (SIA	RVISOR LITE.	Mildred Loorn
	TITLE OF JOB Statistica			
• ,	YOUR DUTIES drawing			
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	REASONS FOR LEAVING DOLL	er position more	in my inter	aat <b>a</b>
k	FROM 5/50 TO 4/			
	EMPLOYING FIRM OR AGENCY _		Tue	
	ADDRESS Box 240 Day (St. and Number)		0510 USA	
	(St. and Number) KIND OF BUSINESS	(City) (State	Ray Ac	ntry) Kochri <b>10</b>
	TITLE OF JOB clerk			
	YOUR DUTIES bookkeepin roports, ordering	r <u>e, zupine, cle</u> j wholesalo, maki:	dng, making g floral ar	rinancial
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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. Bookkacpor 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 \$ FE2
Your Duries Waltod 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 DISCHARGED OR ASKED TO RESIGN FROM ANY POSI-TION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

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17.	GENERAL QUALIFICATIONS
	A.FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," O "FLUENT")
	LANGUAGE Spanish SPEAK fluont READ fluent WRITE fluent
	LANGUAGE Fronch SPEAK slight READ fair write foir
	LANGUAGE
J	B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU; INDICATE DEGREE OF PR <b>OFI</b> CIENCY IN EACH;
	Art-drawing, painting, crafts, studied at school - good
	Swimming, good; Reading; Knitting, good; Basketball, fain
	tennis, fair
	T have opent a summer in Gustemals, living with a Gustemalar
	family, learning the life and ways of a Spanish family and c
	I have gulte a complete knowledge of the florist business fr
	helping my father over a period of about S 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
	APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING00, SHORTHAND. 70

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(10) .	
E ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, BUCH AS FILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC. 10	
IF YES, INDICATE KIND OF LICENSE AND STATE	
FIRST LIC. OR CERTIFICATE (YR) LATEST LIC. OR CERTIFICATE (YR)	
SIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION BUCH AS:	
<ul> <li>(1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT EUBMIT COPIES UNLESS REQUESTED)</li> <li>(2) YOUR PATENTS OR INVENTIONS</li> <li>(3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE.</li> <li>(4) HONORS AND FELLOWSHIPS BECEIVED</li> </ul>	
3-I did a lot of extempt and declamation work in public sp	eaking
contests in high school. I am a member of the National	Forensie
League.	
4-I received a partial scholarghin from Chapel at Syracuse	
University	
HAVE YOU A PHYSICAL HANDICAP, DIBEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	
CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	-
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CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	-
CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	
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CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	· · · · · ·
CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN: 	-
CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN: NO NO NO NO NO NO NO NO NO NO	-
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CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN: NO NO NO NO NO NO NO NO NO NO	

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	MATELY—(Give residence and business addresses where possible.)
	1 Lir. John Lewis Bus Ann Oskwood High School, Dayton, Ohio RES. ADD NA
	2 Mr. Harbert Holdernan BUS ADD Frigidaire, Plant 2, Dayton 9, Ohio RES ADD 11 Winding Way, Dayton 9, Ohio
	<u>a Mr. Albert F. Kuhl, M. Daus Abn Harries Bldg. Dayton Ohio</u> RES ADN NA
	<u>Kr. George Pohlmeyer</u> BUS ADD NA RES ADD 96 Winding Way, Dayton, Ohio
	5. Liss Katherine Smith BUS ADD NA RES ADD 59 Wiltshire Dayton 9, Ohio
	19. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES- NOT REFERENCES, RELATIVES, SUPERVISORS, OR EMPLOYERS-(Give residence and business addresses where possible.)
	<u>Street and Number</u> <u>1. 1155 T.03dos18 Lorgn</u> BUS ADD. <u>IA</u> <u>RES. ADD. R. R. 2. Cazanoy1a</u> N. Y.
	2. Mrs. Ed Eastin BUS ADD San Rae Gardens Dayton 9, Ohio RES ADD Pease Ave., West Carrollton, Ohio
	3Kiss_Betty_HollisBUS. ADDArlington_Anex, Arlington, Va. RES. ADD. 1401-16th.St., N. W. Washington N
	4. 117, Harvy Schwartz BUS ADD. Valv. of Synacuse, Synacuse, E.Y. RES. ADD. NA.
	5. LP. Reiter Bohm BUS APD. Winter's National bank, Dayton, C. RES. ADD. 259 Greenmont blvd. Dayton 9, C.
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	(14)
	F. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION O YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE O THE INVESTIGATION:
	Board of Geographic Names 4-1-51
	Hereiten an an and an
SEC. 20	8. 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
	(SL and Number) (City) (State) (Country) Endersonals Theorem (State) (Country)
SEC. 27	7. 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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SEC. 28.	I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE
	BEST OF MY KNOWLEDGE AND BELIEF, AND LAGREE 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 DATE May 25 1921
	Betty L. Hallie Charlotte Prehrweg
	FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUM-
SETHE	THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF
ER OF 1 HE ADD	DED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE E AS THESE AND SIGN EACH SUCH PAGE.
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t œ 0 . . Soo. 11 - Mr. Jin Johrung, Sr. Unclo. 61 . USA 1210 Wilson Dr., Dayton, Ohio USA Nechanical Engineer - Wright Air Field, Dayton, Ohio ١

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## CONFIDENTIAL

SECURITY APPROVAL

Date: 16 Oct. 1951

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Your Reference: 12419

/ Chief, Covert Fersonnel Division

Case Number: 56840

M: Chief, Security Division

SUBJECT: ZEHRUNG, Charlotte Louise

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

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

3. Subject is to be polygraphed as part of the 30D procedures.

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## CONFIDENTIAL

## INTEROFFICE MEMORANDUM

Data: 4 August 1951

10: Chief, Covert Personnel Division

FROM: Chief, Security Division

SUBJECT: ZEHRUNG, Charlotte Louise 56840

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 fermit 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 insued 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.

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 in 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 accurity clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

C.V. BROADLEY

CONFIDENTIAL

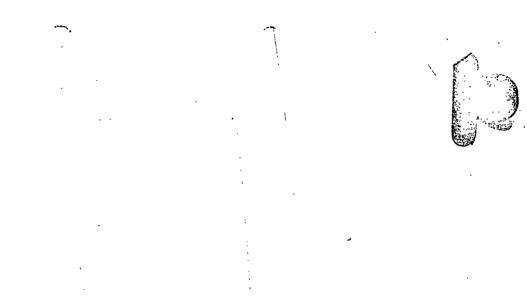
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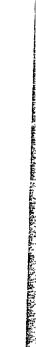


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APPOINTMENT AFFIDAVITS

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

Hick of Scretory Washington D.C. Geographyrey ve division) (Place of employment)

### A. OATH OF OFFICE

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

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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.)

n.

	(Signature of Goppantee)
Subscribed and sworn before me this	duy of April A. D. 1951
a Walnieston	U.C.
(City)	1943 (State)
(SEAL) VULLE	Echel S Covell
get of le. 20	Clerk, Division of Leverspluy
	y Public the date of expiration of his commission should
Do Show II,	(0- 6.1.140· )

## 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.

1. PRISENT ADDRESS (atreet and number, city	and Sinte)		
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L (A) DATE OF BIRTH	B) PLACE OF BIRTH (city of town a	nd State of country)	
1/12/29	Dayton, C	U.SA	
E (A) IN CASE OF EMERGENCY PLEASE NOTIFY	(E) PILATIONONIP	(C) STREET AND HUMBER, CITY AND STATE	(D) TELEPHONE NO.
Samuel D. Zehrur	is Forher	Sun Ree Gardens.	RRII WA 5831
	1	L'CYTON. N.	

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY PLODD OR NARRIAGE) WITH WHON YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? . YES ..... nha halma - ti addii . ...

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#### INSTRUCTIONS TO APPOINTING OFFICER

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INSTRUCTIONS TO The approving officer before whom the foregoing certificate is made shall determine to his own antialiction that this appendiment we will be in considering with the Civil Service Act, applicable Civil Service Noise and act of Congress perturbing to appoint the Act of the Act of the Act of the Act of the Act in the form should be checked for holding of office permisin, suitability in con-nection with any ference of event disbarge of arrest, and party marry for the following.

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- 1	UNITED STATES C SERVICE COMMISSION	~~~~	CASE SEELA NO. S (11. 110.	
1	DIRECTOR S. CIVIL SERVICE REGION		4-51-51/38 81118 2. DATE OF THE REPORT	
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	ZUMMANG, Charlette Louise (Aka, Sherri)		1/12/29	
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		2. Forme n	at submitted because proposed personnel	action dropped from consid	lesetion.		
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	REMARKS		rms 57 and 87 attached; (+);	· · · · · · · · · · · · · · · · · · ·	<u> </u>		- ·
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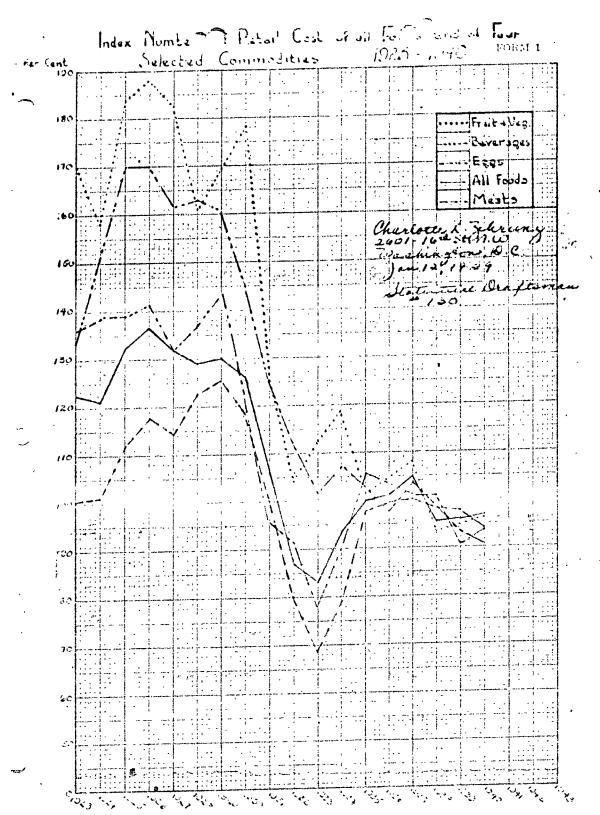
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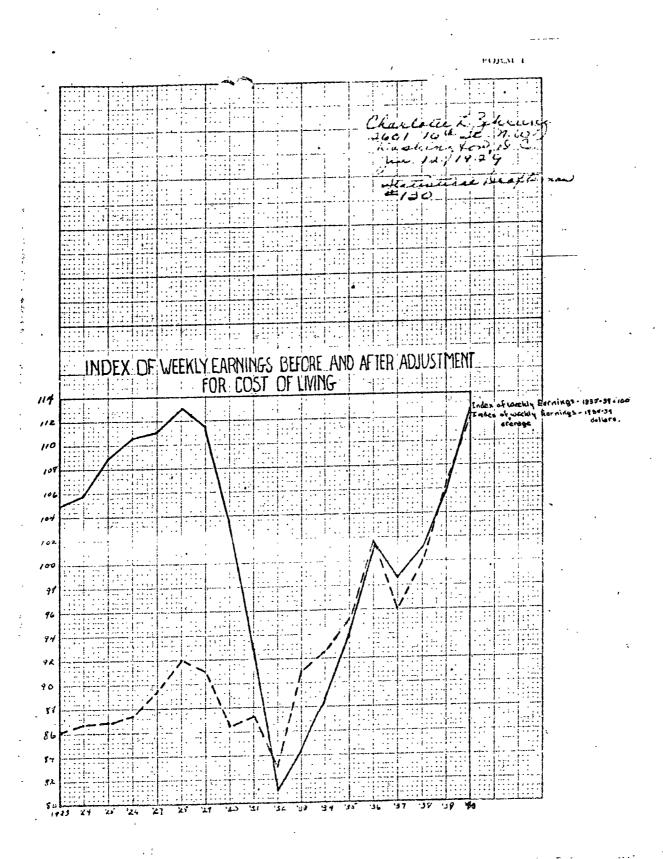
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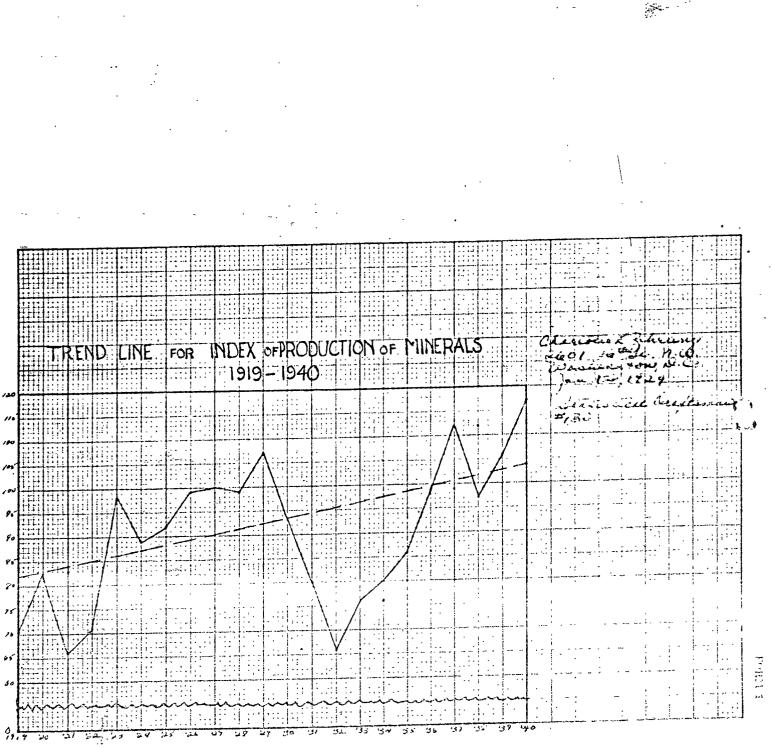
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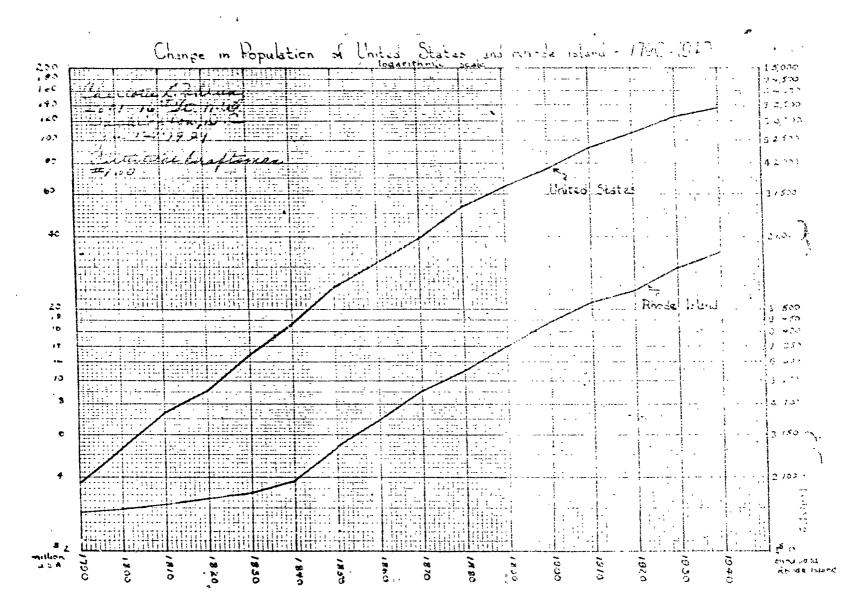
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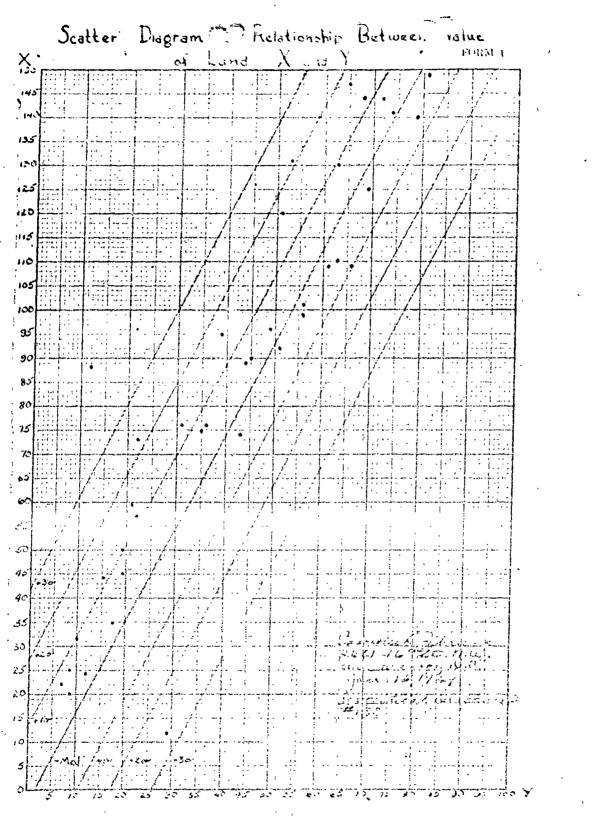


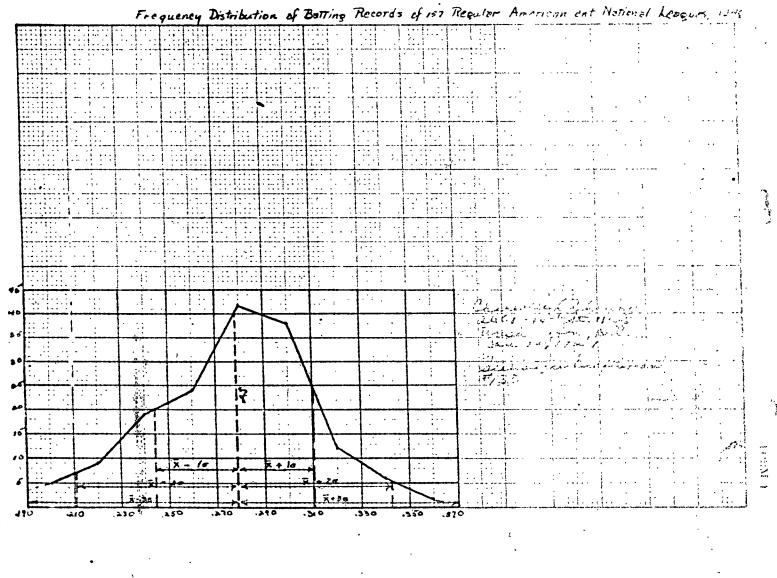
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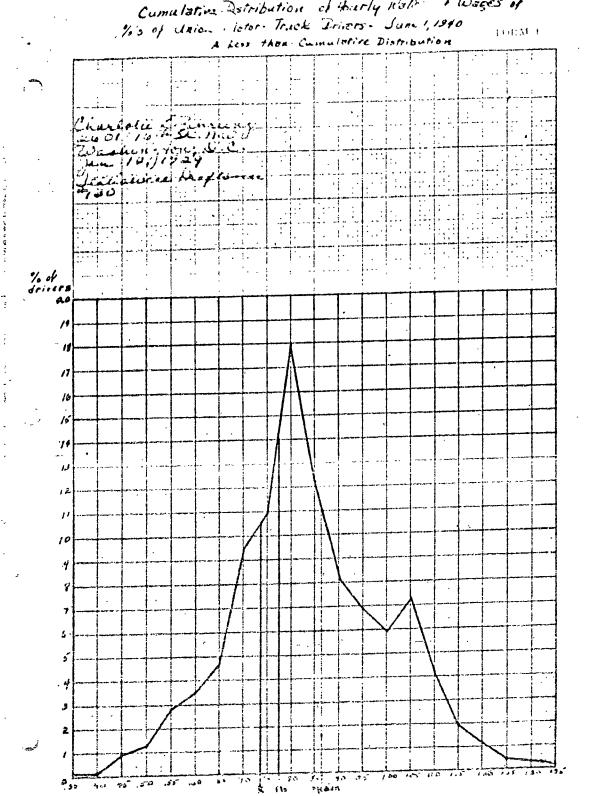
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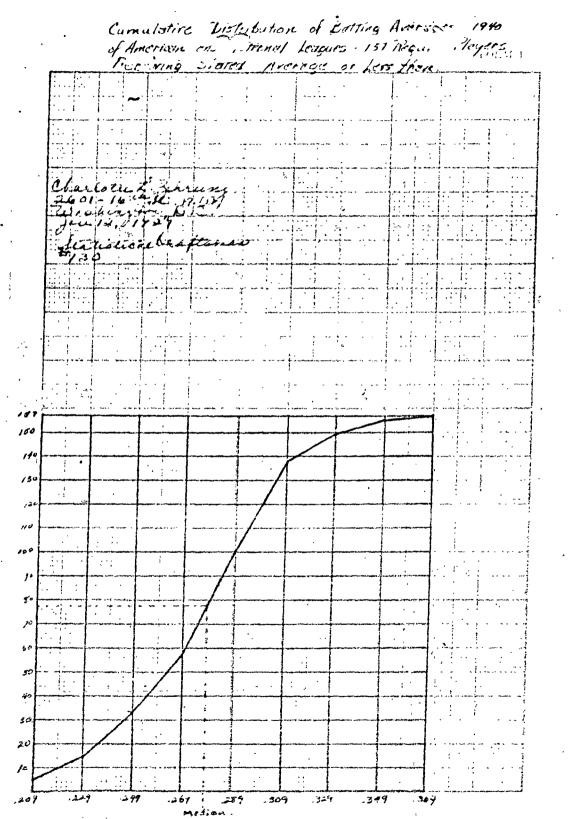


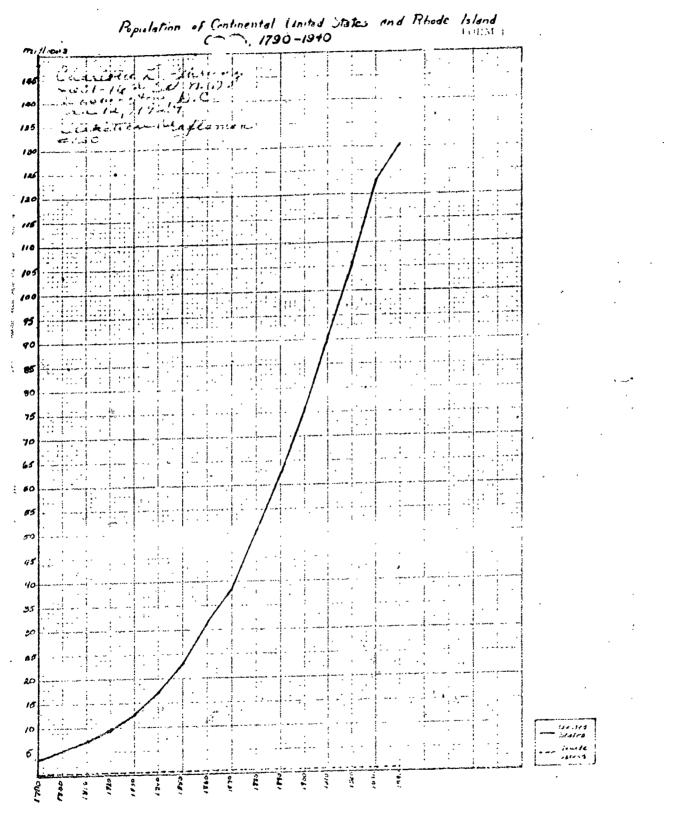


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CHARACTER QUALIFICATIONS FTF 1	:		OA MUNICIPALITY If your answer is "Yes," give details in Item 39
26 ARE YOL & CITIZEN OF ON DO YOU OWE ALLEGIANCE TO THE UNITED		.	36 DOES THE UNITED STATTS GOVERNMENT EMPLOY IN A CIVILAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE
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28 ARE YOL WW OR HAVE YOU EVER BEEN, A MEMBER OF A PASCIST ORGAN-	ľ	1	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE
29 ART YN, NYW OR HAVE YOU EYER BITH A MEMBER OF ANY URGANIZATION, ASSOCIATIN, WYTEMENT GROUP UR COMBINATION OF FESSINS WHICH AD- VOCATES YN SYERIFAUR OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF BASINE SYERIFAU ASSOCIATION MOVYMENT GROUP OR COMBINATION OF FERSINE SYERIFAU ASSOCIATION MOVYMENT GROUP OR COMBINATION OF MERSINE SYERIFAU ASSOCIATION MOVYMENT GROUP OR COMBINATION OF MERSINE SYERIFAU ASSOCIATION MOVYMENT GROUP OR COMBINATION THIS RESTLY NEED THE CONSTITUTION OF THE WINTED SATES OF SEEG- INGT ON ALTER THE FORM OF GOVERNMENT OF THE WINTED STATES BY UNCON- STITUTION, VEXYS		~	A. If you are claiming preference as a PEACETIME VETERAN who has been arranded a company healing we service therm, or as as DISABLED VET. ERAN, or as the WIPE OF A DISABLED VETERAN, or as the WIDE/W OF A WAR OR CAMPACION VETERAN, exists Veteran Preference Claim, CSC Form 14, together with proof specified therein. B. If you are a WAR-TIME VETERAN into the service 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 ervicence of separa- tion from setive service in the armed forces of the United Series of Separa- tion from setive service in the armed forces of the United Series of Separa-
If your answer to question 27, 28, or 39 above is "yes," state in Item N the native of all such organisations, associations,			37 (A) WIRE YOU EVER IN THE UNITED STATES MILITARY OR RAVAL SERVICE
morements, groupe, or combination of persons and dates of members is a Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein			DURING TIME OF WART
33 SINCE Y.C.R. NTH BIRTHDAY HAVE YOU FYR BLEN ARRESTED INDICTED OR SUMMOND 1 NT 1 Court at a treindant in a chiminal proceeding or court. The treindant in a chiminal proceeding or neutron to related of the dation of neutron 1 and 1			INCOMPT OR SUPARTICUT DOWN A ACTIVE FULL TIME BAST WITH FOLL
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If your answer is "Yes," list all such cases under Item 39 below Give in each case (1) the date: (2) the nature of the offense or worktown, (2) the name and location of the court: (4) the penaty isopowed, if any, or other disposition of the case. It appointed, your Angerprints will be taken.		~	BRANCH OF SLRVICE (Army, Navy, Marino Corps, Coast Ouard, etc) SLRIAL NO (if none, five grade or rating at time of separation). 111 100
It wave you free been discharufd or forced to resign, for miscon- duct or unsatisfactory survice from any position		-	33 IA) IF YOU SCANEO IN THE UNITED STATCS MILITARY OR NAVAL SPACE DURING FRACTINE ORLY D.D. YOU PARTICIPATE IN A CAMPAISM CALE PARTICE TIGM AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIDBONT
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31 HAVE NO ON PHYTICAL HANDICAP INLENSE OR OTHER DISABILITY			(E) ARE YOU THE WISE OF A USERNAL AND LAV A SERVICE CONNECTION (C) AND DIRECTLY WILLING ALL LEGINIMED (C) AND CS ADDITION OF ALL CONTRACTORS)
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Table 75, Section 80).			<u>A</u>