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SECRET

FILE TITLE/NUMBER/VOLUME: Smith, Joseph B.

INCLUSIVE DATES: 28 May 1954 - 18 May 1978

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SMITH, JOSEPH B. RECORDED

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78-14-10

DD/AF
72-2082

18 MAY 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Mr. Joseph Burkholder Smith

1. (U) Action Requested: None; this memorandum is in response to your request of 15 May 1978 to provide you with a very brief rundown on Mr. Joseph Burkholder Smith.

2. (C) Mr. Smith was born in 1921, holds B.A. and M.A. degrees in History and has studied at the Ph.D. level in this field. He served as a Corporal in the U.S. Army (1943-46) and from 1946-51 he was an Assistant Professor of History at Dickinson College. He entered on duty with the Agency in September 1951 as a GS-09 and reached the GS-14 level before his retirement in June 1973. At the time of his retirement, he was assigned to the DIX/Western Hemisphere Division. He received the Career Intelligence Medal. Overseas assignments included Singapore 1954-56; Manila 1958-60; Buenos Aires 1962-66; and his last assignment, Mexico City 1969-73.

3. (S) Apparently after retirement, he wrote a book, Portrait of a Cold Warrior, which he did not submit for security review or for DCI approval. This book was already printed in advance uncorrected proofs when the Agency first learned of its publication. It contained classified information; however, the Office of General Counsel advised us that it was the final decision of this Agency and the Department of Justice that we would not pursue civil action against Mr. Smith. In this sort of action you must prove damages. The Operations Directorate was reluctant for security and sensitivity reasons to point up those areas wherein we had been damaged.

4. (U) In the event you wish to read further on this subject, we have attached papers furnished us by Mr. John Greaney of the Office of General Counsel.

F. W. M. Janney

Attachment

SECRET

78-1610

78-1468

15 MAY 1978

MEMORANDUM FOR: Director of Personnel  
 FROM: Director of Central Intelligence  
 SUBJECT: Joseph Burkholder Smith

Could you give me a very brief rundown on who Joseph Burkholder Smith is, the one who just had an article in The Washington Post on Sunday. He apparently retired in 1973.

*Stansfield Turner*  
 STANSFIELD TURNER

ARTICLE APPEARED  
ON PAGE D-4

THE WASHINGTON POST  
14 May 1978

# How CIA Agents Suffer From Secrecy



CONTINUED

By Joseph Burkholder Smith

**T**WENTY-FIFTH college reunions are great occasions for letting the world know how well you've done, and mine was no exception. All my old classmates, it seemed, had become assistant secretaries of state or vice presidents of General Motors or had acquired some equally impressive title. So it was a little embarrassing when they'd ask me what I was up to.

Not that I hadn't done well myself — I was at the time fairly high up in the Central Intelligence Agency. But I wasn't allowed to say that, so when they asked, I had to mumble something vague about being a civilian employee at Patrick Air Force base, an excuse that I could tell, conjured up images of general failure (too much drinking, perhaps) in the people who heard it.

Not being able to impress my old classmates was a small wound, but it symbolizes an important problem for CIA agents. We live in a society where lots of people plan their lives so as to accumulate the greatest possible number of credentials of the sort that will wow their peers at reunions and similar moments. These credentials give many Americans a sense of identity and of security. CIA people are by no means immune to the desire to impress people with credentials, but their jobs are directly at odds with that urge. In that way and several others, we in the CIA have been deprived of the normal ego supports of the American life of our time, and how we dealt with that didn't deal with their absence from our lives has had something to do with how our agency has (and hasn't) done its job.

It wasn't just our status among our peers that suffered as a result of our work. Normal family life was a victim too. The CIA's Clandestine Services division has for years had the highest divorce rate of any organization in the government. Part of the reason is that recruits of my generation of clandestine operators were instructed never to tell their wives what they were really doing. "Just say it's a question of national security," they told us when we had to take one of our frequent absences from home.

Of course, many men also discovered quickly what an improvement that line was over the old "working late at the office" routine and took advantage of it. Still, most of the marital problems came not from philandering but from the unspectacular, bitter toll that living under cover takes on people. Officers with good marriages might tell their wives in general terms what kind of work keeps them out at night, but they have to insist that the wives give no hint. The first thing a CIA wife learns is never to ask another woman what her husband does, for fear she will be asked the same question.

CIA wives also have to join their husbands in keeping their children in the dark. When schools have programs in which the kids' fathers tell their classes about their fascinating work, she has to help invent reasons why her child can't volunteer his father's participation. When the son wants to visit his father's office, the way his friends do, she must try to ease his terrible feeling of rejection when his father tells

him no. This kind of travail makes many women wonder if it's worth the effort.

### Talking to Yourself

**I**F A CIA AGENT is stationed in Washington, he has to get used to being asked at every party, by every stranger he meets, "What do you do?" Personal qualities like kindness, good temper, or intelligence — even good looks and money — mean nothing in the nation's capital compared with where one stands in the pecking order. A CIA couple who maintain their cover are quickly "selected out" of any party they go to and end up in a corner talking to themselves.

CIA wives, particularly, feel this instant social failure deeply and resent it. Until the women's movement, most women were raised to channel their ambitions toward the areas of party-giving and cooking. When married to a CIA agent, they felt they were denied these things because of their husbands' work, and their marriages got into trouble.

When CIA families go abroad they find their lives even more disrupted by status anxieties. The American official community, centered at the embassy, spends more time and effort than the Soviet KGB trying to discover who are the CIA families. If a CIA officer is assigned to the embassy under the guise of being in the Foreign Service, the U.S. Information Service, or the Agency for International Development, the real employees of those organizations ferret the CIA agents out and then take pains to treat them as second-class citizens. The government employees who are "legitimate" embassy personnel don't speak to them at all. If they arrive at the embassy under deep cover, with no false identity, then not even the other CIA personnel speak to them.

The game of uncovering the CIA people is made simple for the "legitimate" embassy personnel by a number of means. The State Department won't let CIA agents call themselves, as a cover, Foreign Service Officers; they have to say they're "Foreign Service Reserve" or "Foreign Service Staff" officers. Real FSSAs, as they're called, are fairly low-level and real FSSAs are never in political jobs, so the CIA's people — listed as FSS or FSA "political officers" — are obvious to one and all.

In the same status-preserving spirit, the State Department used to publish an annual Biographical Register, a who's who of the Foreign Service that included information on degrees, jobs, and murky pasts. It wasn't until 1973 and the murders of several CIA agents that State made the Biographical Register a classified document.

### Envy, Jealousy, and Distrust

**T**HERE ARE several ways to deal with the problem of credentials. One is to rise above the woes of status anxiety. Another is to learn to laugh them off, even if they are painful. Unfortunately, however, a more common way of handling the trade-off between your cover and your status is to give up some of the first to get more of the second. In foreign capitals CIA agents often have been so anxious for the natives and the diplomatic community to consider them

CONTINUED

Important that they've made their secret jobs obvious — which has not only brought them envy, jealousy, and distrust, but has made it very hard for them to do their job of intelligence-gathering properly.

"Do you know that CIA people are paid double salaries to serve abroad?" the new political officer in Singapore said to me when I showed him and his family around the Singapore Swimming Club on the Sunday after he arrived. "They get paid twice as much as you or I do. They get paid for their cover jobs and then paid again for their hanky-panky work. That's why they live better than we do."

I felt flattered that I was holding my cover well enough to be told his secret, and I only wished what he was saying were true.

But it was an impression that was understandable, if erroneous. CIA officers did serve in covers that were lower in rank than their real jobs, and both on the job and off, they didn't live lives consistent with the rank they were pretending to have. For reasons of their jobs, agents cultivate contacts in the local government and other diplomatic missions in circles far higher than people of their cover rank ever have a chance to meet. And they insist on renting the kind of houses to which their CIA rank entitles them, as well as demanding and receiving a lot of special perquisites.

My new friend was wrong about the double salaries, but all the CIA officers he had seen abroad would certainly have given him the impression that he had about that rate of compensation.

In particular, most CIA station chiefs are not content to live in quarters much less grand than the ambassador's official residence. In many countries, this makes sense — the CIA has liaison responsibilities that are officially recognized by the ambassador and the State Department. But this is not appreciated by the lower-level employees of the embassy, if it's told to them at all. Resentment of the chief of station's life style bubbles up.

In the past, many chiefs of state made no attempt to hide their preference for dealing with the CIA station chief rather than the ambassador — sometimes because they owed a great debt to the CIA, which may have stolen the election for them or financed the coup that put them in power. In any case, CIA station chiefs have always felt they could not entertain these men in hotels. It would be detrimental to the prestige and interests of the United States, they argue, if they did not have the rank and accoutrements of the foreigners with whom they deal. One station chief I knew in the 1960s got two grade promotions by this gambit. It has served many a CIA official well in regard to his housing.

Frank Saeys, in his book "Distant Interval," gives a vivid account of the perquisites agency personnel enjoyed in Vietnam. They had their own hotel, club, swimming pool, and cars. In the 1960s in Asia it was customary for CIA officers to have chauffeurs, too, on the rationale that you needed somebody around to guard CIA cars against looting. Since the cars were government property, the gas and oil

and maintenance costs, as well as the chauffeur, were paid for out of the station's housekeeping funds. People who were listed as lowly attaches were often seen driving around in big, unmarked, chauffeured cars, which drove the Foreign Service Officers into frenzies of envy.

### "We'll Entertain Ourselves"

**E**VEN WORSE, perhaps, than using perquisites to fend off the pangs of status anxiety is CIA people's tendency to huddle together. If the rest of the world thought we were nondescript Army officers and the like, well, we knew who was and wasn't who and could play the game with each other. The other embassy personnel won't invite us to their parties! We're too low on the diplomatic list to get invited to the important functions given by other embassies and by officials of the local government? We'll entertain ourselves. Conscientious CIA officers try hard to curb this practice, which after all is a breach of nearly every tenet of good security, but they fail more often than they succeed.

In the days when our national purpose was more clearly defined, when we would, in the words of John F. Kennedy, pay any price and bear any burden in defense of the free world, it didn't matter so much if the cover of CIA personnel was a little thin. In some countries, the prestige of the agency was even higher than it was at home, enormously higher than it has been at home for the last three years. In the Philippines in the late 1950s, the CIA was so well regarded that members of the Army Counter Intelligence Corps used to try to recruit Filipinos by passing themselves off as CIA agents. Today, the open life style of a station chief can lead to his death, as it did for Richard Welch in Athens.

Welch was killed by the gun of an anti-American assassin, but the gun was put into the assassin's hand by all the defenses against the dilemma of covert life that I've described. Welch lived in a house inherited from past station chiefs, everyone in the embassy knew his true position, and his biography appeared in the Biographic Register, which could be found in any library.

After Welch died the register was mechanically classified, but that doesn't mean an end to the problem. CIA personnel will always feel a strain from having to pretend to be much less successful than they really are — even if they love their work and believe in it deeply, they'll still feel pangs. That's human nature, and while we ought to curb the obnoxiousness of CIA agents' identities, to some extent we've just got to deal with it.

One way to do that is to treat CIA agents sympathetically. These are obviously people who have sacrificed something to work for the agency, and who depend to an inordinate extent on having stable relationships with their co-workers, since they can't have stable relationships with anyone else. The main thing in an agent's life — practically the only thing, for many — is how he's treated at Langley, where he stands there.

CONTINUED



CIA Director Adm. Stansfield Turner.

So when Adm. Stansfield Turner quickly fired 820 Clandestine Services officers last year, my initial approval (some of those fired, I thought, must have been the people who made me decide to leave the CIA in 1973) gave way to misgivings. It's true that the greatest physical hazard many spooks have ever faced is the danger of choking on the pit of the olive in their martinis. But the greatest hazard we all face in life is not physical danger, it's having something eat away at our soul. No one has to be a clandestine operator, of course, but once he is, he is deprived of the normal means of sustaining his self-image that prevails in our society.

I don't mean Turner should have kept on incompetents. But I'm sure that after those 820 firings everybody else at Langley felt bitter and frightened. These are not, after all, people who have anything else to fall back on, and they need a lot of support from their organization. Turner has to use these people, and if he wants to use them effectively he ought to find a way of letting some go while making the rest feel secure.

The author, whose article is reprinted from The Washington Monthly, is a former high CIA official.



SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
1. SERIAL NUMBER 007894				2. NAME (Last-First-Middle) SMITH, JOSEPH BURKHALTER			
3. NATURE OF PERSONNEL ACTION CONVERSION FROM RETIREMENT (VOLUNTARY) UNDER CIARDS AND CANCELLATION OF N.S.C.A.				4. EFFECTIVE DATE RECORDED MONTH DAY YEAR 06 30 73		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		7. PAN AND NSCA 3135 0990 0000		8. LEGAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643 Section 233			
9. GEOGRAPHICAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION				10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0340		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, F, P, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 8		17. SALARY OR RATE \$28478	
18. REMARKS LAST WORKING DAY 29 JUNE 1973.							
19. SECURITY AND FINANCE 1 - Security 1 - Finance							
15A. SIGNATURE OF REQUESTING OFFICIAL H.L. BERTHOLD, C/WH/PERS.				DATE SIGNED 8 JUN 73		15B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
DATE SIGNED 6/13/73							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE MS 10		20. OFFICE CODING NUMERIC ALPHABETIC		21. STATION CODE		22. INTEGRER CODE	
23. MODIFIER CODE 3		24. SAE OR BIRTH MO DA YR 06 16 21		25. DATE OF GRADE MO DA YR		26. DATE OF LEP MO DA YR	
27. RETIREMENT DATA COU		28. SEPARATION DATA TYPE		29. CORRECTION/REGISTRATION DATA MO DA YR		30. SECURITY REQ. NO.	
31. VET PREFERENCE CODE		32. SERV. COMP. DATE MO DA YR		33. LONG COMP. DATE MO DA YR		34. CABLE CATEGORY	
35. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		36. LEAVE CAT. CODE		37. FEDERAL TAX DATA FORM EXECUTED CODE		38. STATE TAX DATA FORM EXECUTED CODE	
39. POSITION CONTROL CERTIFICATION 11/17/73		40. OP APPROVAL 08 JUN 1973 Thomas Bourget				41. DATE APPROVED 6/13/73	

FORM 6-72 1152

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-G232

1A-3  
AP02

141

No. Active Registry  
73-5753

4 September 1973

Mr. Joseph B. Smith  
1213 North 2nd Street  
Harrisburg, Pennsylvania 17105

Dear Mr. Smith:

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

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

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

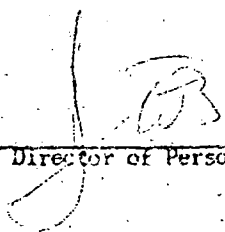
/s/ W. E. Colby

W. E. Colby  
Director

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Originator:   
Director of Personnel

SECRET

COVER CONTROL OF RETIREMENT PROCESSING										FILE
TO: Retirement Operations Branch Office of Personnel										DATE 2 May 1971
RETIREE Joseph P. Smith					CATEGORY OF EMPLOYMENT					
On the basis of a review of the records of the Central Cover Staff, the following action is to be taken on processing retirement documentation for the person named above.										
TYPE RETIREMENT		CIVIL SERVICE			CIARDS		DATE			
					Y		JUN 1 1971			
COVER	OVERT ROUTINE	COVERT (OFFICIAL COVER) LOCK-UP			COVERT (NOC) SPECIAL		RETENTION OF AWARDS		YES	NO
		X							X	
CORRESPONDENCE			OVERT			COVERT		THRU CCS		
FINANCES										
ANNUITY PAYMENTS SHOULD BE				U.S. GOV'T. CHECK		OTHER (Payment instructions follow)				
TAX DOCUMENTATION SHOULD BE				CIA		CSC		OTHER (MEMO FOLLOWS)		
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION				YES		NO		INTERNAL TRANSFER		
INSURANCE										
FGLI		OVERT		COVERT		MAINTAIN RECORDS INTERNALLY ONLY				
		X								
TYPE OF HOSPITALIZATION CARD: <i>None - L.I.V. (See Instructions)</i>										
AUTHORIZATION TO CONVERT INSURANCE				YES		CONVERSION MUST BE APPROVED BY CCS				
				X						
RESERVE										
MEMBER OF CIVILIAN RESERVE				YES		NO		OVERT		COVERT
				X						
REMARKS										
CHIEF, COVER SUPPORT BRANCH, CENTRAL COVER STAFF										
THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY										
OTHER INSTRUCTIONS AS FOLLOWS: NO SECURITY OBJECTIONS TO ABOVE.										
CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY										

3429

SECRET

E-2 IMPDET CL. BY: 007522

7 - OFF. PERS. FILE ROOM

SECRET

SUMMARY OF AGENCY EMPLOYMENT

JOSEPH B. SMITH

September 1951 to January 1954 - Began employment with the Department of the Army as a Civil Service employee in grade GS-11, assigned to the Pentagon in Washington, D.C. as a research analyst of economics and political affairs concerning Korea. Because of my wartime experience and some post war graduate work on Korea, I was contacted by the Army for this position during the Korean War.

January 1954 to August 1956 - In 1954 I applied for employment with the United States Information Service as an Information Officer with the Grade of Foreign Service Staff 5. I served on the U.S.I.S. Mission in the Far East area. My duties included design execution and supervision of the U.S.I.S. media operations in the Far East. Also I was special liaison representative with the British Information Officer for the British High Commissioner for that area.

14-000

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

August 1956 to May 1969 - In 1956 I applied for employment with the Department of the Air Force. Assigned with the U.S.A.F. Services and Support Group, Provisional at Bolling Air Force Base in Washington, D.C. as a Foreign Affairs Officer as a GS-14. I served two overseas tours with the Air Force in the Far East and the Western Hemisphere. My duties included liaison with personnel of the services of the respective areas in pursuit of U.S.A.F. objectives.

May 1969 to August 1973 - In May 1969 I made application to the Department of State as a Political Officer/Foreign Service Reserve Officer 4 and consequently was assigned to the Western Hemisphere for two tours. My duties included liaison in political affairs with several Latin American Countries and Political studies of South American affairs.

4-00000

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

CONCUR:

CCS

DATE

Chris Hubbard  
CI Staff

April 25, 1973  
DATE

APPROVED:

J. L. Benn  
Office of Security

4/27/73  
DATE

OPF

16 April 1973

MEMORANDUM FOR: Chief, WII Division  
THROUGH : Deputy Director for Operations  
SUBJECT : Career Intelligence Medal for  
Mr. Joseph B. Smith

1. The Honor and Merit Awards Board is pleased to notify you that the Career Intelligence Medal has been approved in recognition of Mr. Smith's contributions to this Agency. You are requested to inform him of the award and of the security provisions governing it as set forth in the attached memorandum from the Office of Security.

2. When Mr. Smith returns to Washington, please notify the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building, so that presentation arrangements may be made.

/s/ R. L. Austin, Jr.


R. L. Austin, Jr.  
Recorder  
Honor and Merit Awards Board

Att

Distribution:

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

DD/MS 73-1320  
OK

REPORT OF HONOR AND MERIT AWARDS BOARD					DATE
The Honor and Merit Awards Board having considered a recommendation that:					27 March 1973
AL OR ID NO. 007894	NAME (Last-First-Middle) SMITH, Joseph B.	BIRTH YEAR 1921	SEX M	TYPE EMPLOYEE Staff	
OFFICE OF ASSIGNMENT DDO/WII		SO D	SCHEDULE GS	GRADE 14	STATION
RE AWARDED <b>Career Intelligence Medal</b>					
<input type="checkbox"/> FOR HEROIC ACTION ON					
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD <b>September 1951 - Present</b>					
<input checked="" type="checkbox"/> RECOMMENDS APPROVAL <span style="margin-left: 150px;"><input type="checkbox"/> DOES NOT RECOMMEND APPROVAL</span>					
<input type="checkbox"/> RECOMMENDS AWARD OF					
UNCLASSIFIED CITATION					
<p>Mr. Joseph B. Smith is hereby awarded the Career Intelligence Medal in recognition of exceptional achievement throughout his Agency career. During more than 21 years of service, Mr. Smith, a dedicated intelligence officer, served in a variety of important positions at Headquarters and abroad--consistently demonstrating skill, imagination and enthusiasm. Mr. Smith is a recognized authority in his field. His overall performance and the high quality of his work have contributed significantly to the mission of the Central Intelligence Agency, reflecting credit on him and the Federal service.</p>					
REMARKS					
(Recommendation approved by ADD/O on 3 March 1973)					
APPROVED			SIGNATURE		
 <b>Vernon A. Walters</b> <small>DIRECTOR OF CENTRAL INTELLIGENCE</small>			<b>/s/ Harry B. Fisher</b>		
<b>13 APR 1973</b> <small>DATE</small>			<small>TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD</small> <b>Harry B. Fisher</b>		
			<small>SIGNATURE</small> <b>Signed Original</b>		
			<small>TYPED NAME OF RECORDER</small> <b>R. L. Austin, Jr.</b>		



SECRET  
(When Filled In)

OPF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HR 20-37)									
PERSONAL DATA									
1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. SD.					
007894	Smith, Joseph B.	Ops Officer	GS-14	D					
6. OFFICE OF ASSIGNMENT	7. OFFICE EST. (If App)	8. STATION							
DDP/WH		Mexico City							
9. HOME ADDRESS (No., St., City, State, ZIP Code)		10. HOME PHONE	11. CITIZENSHIP AND HOW ACQUIRED						
			U.S. Birth						
12. RECOMMENDED AWARD		13. IF RETIRING, DATE OF RETIREMENT	14. POSTHUMOUS						
Career Intelligence Medal		15 August 1973	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
15. NAME OF NEXT OF KIN	16. RELATIONSHIP	17. HOME ADDRESS (No., St., City, State, ZIP Code)		18. HOME PHONE					
Jeanne H. Smith	Wife								
SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD									
19. WERE YOU AN EYEWITNESS TO THE ACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO									
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:									
20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT						
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:									
24. FULL NAME	25. AWARD RECOMMENDED								
CONDITIONS UNDER WHICH ACT WAS PERFORMED:									
26. LOCATION		27. INCLUSIVE DATES	28. TIME OF DAY						
29. REVEALING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED									
30. DATES FOR WHICH AWARD RECOMMENDED		31. ASSIGNMENT COMPLETED	32. NOW IN SAME OR RELATED ASSIGNMENT						
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE									
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO									
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE									
Recommendation covers entire career.									
35. COMPONENT OR STATION (Designation and Location)									
Various.									
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION									
Mexico City Station.									
37. INCLUSIVE DATES FOR WHICH RECOMMENDED		38. ASSIGNMENT COMPLETED	39. NOW IN SAME OR RELATED ASSIGNMENT						
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE									
40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT						
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE									
44. FULL NAME	45. TYPE OF AWARD								

SECRET

(When Filled In)

EPF

**SECTION D NARRATIVE DESCRIPTION**

**Award for Heroic Action or Acceptance of Hazard:** Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. State results of the act. Enclose unclassified citation.

**Award for Achievement, Service, or Performance:** State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.

Mr. Joseph B. Smith has made an outstanding contribution to CIA operations for the past 21 years. He has consistently received strong/outstanding efficiency reports in a wide variety of assignments, including two in the Far East (Singapore/Malaya and Manila) and two in Latin America (Buenos Aires and Mexico City). At Headquarters he served as Chief of the Malaya/Australia Branch in FE Division, on the CA Staff, in WH Division on the Venezuelan Desk and the Division CA Staff, and in OTR on a rotational tour.

Mr. Smith is a recognized authority on Covert Action. While with OTR he was commended for his efforts in completely revamping the CA curriculum. In close coordination with the CA Staff he organized two totally new CA seminars, both of which evoked a very positive response. He also received praise for organizing and conducting a training course for military officers destined for Saigon where they were to conduct psychological warfare operations. In Argentina he

\_\_\_\_\_ was rated as outstanding. He developed a long-time agent in one of the services to a point where the product was considerably improved. Political contacts at all levels developed by Mr. Smith in Mexico City have been instrumental in developing disseminable intelligence. In all his assignments his rating officers have consistently praised his imagination, flexibility, enthusiasm, perception and professionalism.

Mr. Smith's career has been one of exceptional achievement and he has made an outstanding contribution to the Agency's Covert Action program and to Agency training. His record of commendations and sustained superior performance of duty of value to the Agency throughout his career make it fitting that he be awarded the Career Intelligence Medal upon ~~15/1/73~~ ATTACHED SHEET

40. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE, ATTACH AFFIDAVITS OF EYEWITNESS OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.

1. PROPOSED CITATION

2.

3.

47. RECOMMENDATION INITIATED BY  Theodore G. Shackley	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION  <i>Theodore G. Shackley</i> Chief, WH Division	49. DATE  17/4/73
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**SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION**

50. HEAD OF <u>D</u> CAREER SERVICE (Career service of number)	TITLE AND SIGNATURE  See Item 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE  See Item 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE <i>John M. ...</i> Deputy Director for Plans	DATE <i>3/1/73</i>

SECRET

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(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								21 MAY 1969	
007894		SMITH, JOSEPH B.									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
					MONTH DAY YEAR 05 21 69			REGULAR			
6. FUNDS			V TO V		V TO C		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
▶					X		9135 0990				
9. ORGANIZATIONAL DEMONSTRATION					10. LOCATION OF OFFICIAL STATION						
DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO						
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION				
OPS., OFF. C.G. (14)					0340		D				
14. CLASSIFICATION SCHEDULE (GS, LP, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0136.01		04 7 14 6		17,289 \$ 19,771				
18. REMARKS											
All SICK AND <del>1000</del> HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE											
MARITAL STATUS: MARRIED											
DATE SIGNED					19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. STATION CODE	23. INTEGRITY CODE	24. EMPLOY CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LSI
55	10	51630	6114	45075	5	3	06/16/61				
28. RES. PREFERENCE		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. EMPLOYMENT CANCELLATION DATA		33. SECURITY REG NO	
										EOD DATA	
34. VET. PREFERENCE		35. SERV. COMP. DATE		36. LEAVE CAT. CODE		37. CAREER CATEGORY		38. HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA			
44. POSITION CONTROL CERTIFICATION					45. DATE OF APPROVAL			46. DATE APPROVED			
					05 22 69			05 22 69			

FORM 1-67 1152 USE PREVIOUS EDITIONS

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GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

**SECRET**  
(U has filled in)

<b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED <b>24 APRIL 69</b>	
1. SERIAL NUMBER <b>007894</b>		2. NAME (Last-First-Middle) <b>SMITH, JOSEPH B.</b>					
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS</b>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>20 18 69</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS V TO V CP TO V		X V TO CP CP TO CP		7. FINANCIAL ANALYSIS NO. CHARGEABLE <b>9135 0990</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH</b> <del>Foreign Field Branch 1</del> <b>MEXICO CITY, MEXICO Station</b>				10. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>			
11. POSITION TITLE <b>OPS OFFICER</b> (141)				12. POSITION NUMBER <b>0340</b>		13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>14 6</b>		17. SALARY OR RATE <b>5 19771</b>	
19. REMARKS <b>FROM: DDP/WH/CA STAFF/POS. #0645</b> <b>VICE ALBERT F. REYNOLDS</b>  <b>HOME BASE WH</b>							
18A. SIGNATURE OF REQUESTING OFFICER <i>Henry L. Berthold</i> Henry L. Berthold C/WH/Personnel				DATE SIGNED <b>4-24-69</b>		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>A. B. ...</i>	
DATE SIGNED <b>4-24-69</b>						DATE SIGNED <b>4-24-69</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE <b>DD 10</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>57620 W11</b>	22. STATION CODE <b>45025</b>	23. INTEREST CODE	24. POSITION CODE <b>3 0016 21</b>	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF IIR MO. DA. YR.	28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE -CC -DC -FICA -RCH	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CANCELLATION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REF. NO.	34. SER
35. NET PREFERENCE CODE 1-10	36. SERV COMP DATE MO. DA. YR.	37. LONG. COMP DATE MO. DA. YR.	38. CAREER CATEGORY CAP. SER. PERS. FILE	39. FEGLI/HEALTH INSURANCE CODE CODE 1-15	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-30		42. LEAVE CAT CODE	43. FEDERAL TAX DATA CODE MO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED 1-15 7-10			
45. POSITION CONTROL INFORMATION				46. CP APPROVAL <i>James B. Russell</i>		DATE APPROVED <b>04/28/69</b>	

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GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

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HR-1138

17 June 1968

**MEMORANDUM FOR:** Chairman, Clandestine Services Career Service Board (Panel A)

**SUBJECT** : Joseph B. Smith - Recommendation for Promotion from GS-14 to GS-15

1. Mr. Smith joined the Headquarters Training Branch of the OTR Operations School in October 1966 specifically to assume responsibility for Covert Action training. He spent the first few months in a thorough study and review of all CA courses previously given in OTR. This was a long and complicated job, compounded in part by the public compromise of a wide range of Agency CA activities. In closest coordination with the CA Staff, Mr. Smith devised a totally new and different CA curriculum, consisting of two short seminars for middle and senior grade officers -- one called a Covert Action Operations Seminar and one a Politics Workshop. These seminars, emphasizing the integrated nature of CS operations, have evoked a very positive response, confirming the soundness of Mr. Smith's creative efforts in revamping CA training in this fashion.

2. As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to foreign liaison representatives in such fields as [redacted] organizations, and methods of countering Communist propaganda.

3. In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction for (primarily young

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and inexperienced) CS clericals headed for overseas assignments where they may be called upon to assist case officers in operational support tasks. Although, strictly speaking, this teaching and coordination task was outside Mr. Smith's normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. Mr. Smith has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long field experience for pertinent and meaningful contributions to the course.

4. During Mr. Smith's tour with OTR, he was requested to participate as a member of a Survey Team in a review of the effectiveness of the Propaganda Group of the CA Staff. In a 30 June 1967 memorandum of appreciation to the Director of Training, Chief, CA Staff commented as follows on Mr. Smith's work:

"Throughout Mr. Smith participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the overall Team effort invaluable. The Team report, which I am still in the process of discussing within the Staff, will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture of the covert propaganda mission of the Clandestine Services; thus, I heartily commend Mr. Smith for his effective participation with the Survey Team in this effort."

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5. In his last two fitness reports Mr. Smith has received a "Strong" rating and the Chief of the Operations School as reviewing official has added his opinion that Mr. Smith has done his job with distinction and with credit to himself and his career service, citing the assignment to OTR as a first-rate example of quality in rotational tours. While Mr. Smith passed on his expertise through the training process, he also enhanced his own versatility through involvement in the various training activities cited above.

6. In recognition of the foregoing, it is felt that Mr. Smith is qualified to carry out the duties of the GS-15 grade for which he is recommended. Mr. Smith has been in grade 5 1/2 years.

*C.M. Broutsas*

C.M. Broutsas

Chief, Headquarters Training/OTR

CONCUR:

*Charles B. Wheeler*

Charles B. Wheeler

Chief, Operations School/OTR

Smith has worked under my supervision on two occasions, once in the Philippines and most recently in the Office of Training. Both jobs were in the CA field where Smith is, I believe, one of the Agency's most experienced officers. My own view is that Smith made an outstanding contribution to Agency training, particularly in CA, during his recent tour with OTR.

*John Richardson*  
John Richardson  
Director of Training

21 JUN 1958

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MEMORANDUM FOR: Director of Training

SUBJECT: Statement of Appreciation - Mr. Joseph B. Smith.

1. We wish to take this means and opportunity to express formally and for the record the appreciation of the Covert Action Staff for the work of Mr. Joseph B. Smith as Chief Instructor for Covert Action of the Headquarters Operations School in the Office of Training during the past two years.

2. As you know, Mr. Smith worked closely with the Covert Action Staff in totally revamping the Headquarters covert action training program. It was through his efforts that the new intensive Covert Action Operations Seminar was introduced as a technique of instruction to replace the outdated Covert Action Operations (Familiarization) Course. He carried his basic concept one good step further in introducing the Political Action Workshop as an advanced forum for studying and applying covert action operational and planning techniques. Mr. Smith's work has also laid the groundwork for more specialized follow-up in covert action training.

3. The enthusiastic reception and endorsement of these two courses, the quality attendance by Division officers, and the participation by senior Division officers as speakers, attest to the need for new courses and the success of these endeavors.

4. Those of us who had the opportunity to work closely with "Little Joe" learned to appreciate his vitality, flexibility and personal commitment to the success of these training innovations. The contribution they have already made, and will continue to make, to the Agency's training program are testimony to the role that he played in devising and implementing them.

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5. I suggest that you forward this letter to Chief, WH so that it may be made a part of Mr. Smith's permanent personnel record.

*Fred W. Valtin*  
FRED W. VALTIN  
Acting Chief  
Covert Action Staff

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(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
1. SERIAL NUMBER G07894		2. NAME (Last-First-Middle) SMITH, JOSEPH B.		21 June 1968			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED Month 06 Day 30 Year 68		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X V TO V CP TO V				7. FINANCIAL ANALYSIS NO. CHARGES 895-0820		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH CA STAFF				10. LOCATION OF OFFICIAL STATION WASHINGTON D.C.			
11. POSITION TITLE OPS OFFICER (N)				12. POSITION NUMBER 0645		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 6		17. SALARY OR RATE 14771 <del>13889</del>	
18. REMARKS FROM: DDS/OTR/Operations School/1314, VICE JOHN W. ISAMINGER  OTR/PERS JR. DEHERTX (phone)  1 - Finance 1 - Security  Security Approval Granted by Pers. 80/OSG/26/68 66-715/68							
19A. SIGNATURE OF REQUESTING OFFICIAL HENRY L. BERTHOLD C/WH/PERS				DATE SIGNED 12/68		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]	
DATE SIGNED July 68				DATE SIGNED July 68			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. OFFICE CODING NUMERIC ALPHABETIC		22. STAFF CODE		23. INTEGRATE CODE		24. MONTHS	
37 10 513D WH 2643						25. DATE OF BIRTH MO. DA. YR.	
26. WH EMPLOY		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE	
						30. INSPECTION CERTIFICATION DATA MO. DA. YR.	
31. PAY PREFERENCE		32. SERV. EMP. DATE		33. LOSS EMP. DATE		34. FEEDBACK INSURANCE	
CODE 0-80 1-10 2-15		MO. DA. YR.		MO. DA. YR.		HEALTH INS. CODE	
35. PHYSICAL CIVILIAN GOVERNMENT SERVICE		36. LEAVE BAL.		37. FEDERAL EMP. DATE		38. SOCIAL SECURITY NO.	
CODE 0-95 FEDERAL SERVICE 1-20 STATE SERVICE 3-30 STATE SERVICE MORE THAN 3 YEARS 4-30 STATE SERVICE MORE THAN 3 YEARS		CODE		MO. DA. YR.		CODE	
39. POSITION CONTROL CERTIFICATION [Signature]				40. OFF. APPROVAL [Signature]		DATE APPROVED 7/68	

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MEMORANDUM FOR: Joseph B. Smith  
 VIA : Director of Training  
 SUBJECT : Next Assignment

1. We wish to advise you that the Clandestine Services Career Service approves your next assignment to WII Division upon completion of your current tour with the Office of Training.
2. The Clandestine Services appreciates your excellent performance in your current assignment and wishes you continuing success.

*Vernon L. Gresham*  
 Vernon L. Gresham  
 DDP/DP

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

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16 AUG 1967

**MEMORANDUM FOR : Director of Training  
Room 810  
1000 Glebo. Road**

**SUBJECT : Training of Military Officers  
in Covert Psychological Warfare  
Techniques**

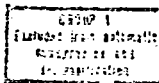
1. In response to my request of 2 May 1967 your Office did an extremely fine job in organizing and conducting the training course for the military officers who will be going to Saigon to work with Agency personnel in psychological warfare. Special note should be taken of the efforts of Mr. Joseph Smith, of your Office, who organized the course and provided not only the impetus for the program but also the catalysis for a very enthusiastic response from the students.

2. The group of trainees have been requested to provide a critique of the course after they have settled into their jobs in Saigon in order to determine how well the course material fitted their assignments. We will forward copies of these critiques as they become available.

3. Again let me express my appreciation for your very effective support.

*Douglas S. Blaufarb*  
Douglas S. Blaufarb  
Chief, Vietnam Operations

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(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED 22 September 1966	
1. SERIAL NUMBER <i>XRF</i> 607894		2. NAME (Last-First-Middle) SMITH, Joseph B.			
3. NATURE OF PERSONNEL ACTION Excepted Appointment <i>CAUW</i>			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 09 66		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input checked="" type="checkbox"/> CF TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE 7375-3000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDE/OTR Operations School Headquarters Training Branch Operations Faculty			10. LOCATION OF OFFICIAL STATION Washington, D.C.		
11. POSITION TITLE Instr Operations <i>(11)</i>			12. POSITION NUMBER 1314	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, YN...) GS		15. OCCUPATIONAL SERIES 1712.32	16. GRADE AND STEP 14 5	17. SALARY OR RATE \$17,198	
19. REMARKS <i>C-09-54</i>					
SIGNATURE OF HEADQUARTERS OFFICER <i>John Richardson</i>		DATE SIGNED 23 Sept 66	SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Richard C. Goan</i>		DATE SIGNED 14 Oct 66
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 1310	20. EMPLOY CODE	21. OFFICE DESIGNATION NUMERIC ALPHABETIC 0600 AIR		22. STATION CODE 75113	23. INITIATION CODE
24. MODIFIERS CODE	25. RATE OF BIRTH	26. DATE OF BIRTH	27. DATE OF LEI	28. DATE OF LEI	29. DATE OF LEI
30. BIRTH DATE	31. SPECIAL REFERENCE	32. REFERENCE DATA	33. SEPARATION DATA CODE	34. CORRECTION (AWARD/RETRACED DATA)	35. SECURITY DATA
36. YES PREFERENCE	37. SEER LEAF DATE	38. IONC LEAF DATE	39. CAREER CATEGORY	40. HEALTH INSURANCE	41. SOCIAL SECURITY NO.
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE	43. LEAVE CAT CODE	44. FEDERAL TAX DATA	45. STATE TAX DATA	46. HEALTH INS CODE	47. SOCIAL SECURITY NO.
48. POSITION CONTROL CERTIFICATION	49. O.P. APPROVAL	50. DATE APPROVED	51. DATE APPROVED	52. DATE APPROVED	53. DATE APPROVED

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GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

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(If Not Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>					DATE PREPARED <b>23 SEPTEMBER 1966</b>							
1. SERIAL NUMBER <b>007894</b>		2. NAME (Last-First-Middle) <i>Smith, Joseph</i>										
3. NATURE OF PERSONNEL ACTION <b>RESIGNATION</b>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>10 08 66</b>			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>					
6. FUNDS		V TO V CF TO V		V TO CF <b>XX</b>		CF TO CF		7. COST CENTER NO. CHARGE ABLE <b>7135-0633</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH FOREIGN FIELD BRANCH 4 BUENOS AIRES, ARGENTINA STATION</b>					10. LOCATION OF OFFICIAL STATION <b>BUENOS AIRES, ARGENTINA</b>							
11. POSITION TITLE <b>OPS OFFICER</b>					12. POSITION NUMBER <b>0084</b>			13. CAREER SERVICE DESIGNATION <b>D</b>				
14. CLASSIFICATION SCHEDULE (G.S. I.R. etc.) <b>GS</b>			15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>14 5</b>		17. SALARY OR RATE <b>17198</b>					
18. REMARKS  FROM: SAME  [ ] WILL RESIGN EFFECTIVE CLOSE OF BUSINESS 8 OCTOBER 1966.  1 - Security 1 - Finance  19A. SIGNATURE OF REQUESTING OFFICER <i>Robert D. Cashman</i> ROBERT D. Cashman C/WH/Personnel DATE SIGNED <i>26 Sept 66</i> 19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>John Collins</i> DATE SIGNED <i>17 Oct 66</i>												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE <b>45</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODE: NO. NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRITY CODE	24. HONORS CODE <b>B</b>	25. DATE OF BIRTH MO. DA. YR. <b>10/11/31</b>		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEO MO. DA. YR.	
28. -SEE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RESIGNMENT DATA 1-GR 2-FCR 3-MUST		31. SEPARATION DATA CODE <b>1/0001</b>	32. APPELLATION LABEL/CLAS DATA TYPE MO. DA. YR.		33. SECURITY RIG NO.		34. SER		
35. 21- PREFERENCE CODE 1-1001 2-1002 3-1003		36. SERV COMP DATE MO. DA. YR.		37. LONG COMP DATE MO. DA. YR.		38. CAREER CATEGORY CODE	39. HEALTH INSURANCE CODE 0-UNEMP 1-INS		40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO SERVICE IN SERVICE 2-SERIAL IN SERVICE (LESS THAN 3 YEARS) 3-SERIAL IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT CODE	43. FEDERAL TAX DATA CODE 1-115 2-00		44. STATE HEALTH INSURANCE CODE 1-115 2-00		45. SOCIAL SECURITY DATA CODE 1-115 2-00			
45. POSITION CONTROL IDENTIFICATION <b>10-17-66 H</b>					46. COP APPROVAL <i>Don't Lutzberg</i>			47. DATE APPROVED				

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SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 21 February 1966							
1. SERIAL NUMBER xyB 007894		2. NAME (Last-First-Middle) Smith Joseph S															
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 13 66			5. CATEGORY OF EMPLOYMENT REGULAR										
6. FUNDS		V TO V CF TO V		V TO CF X CF TO CF		7. COST CENTER NO. CHARGE-ABLE 6135-0633		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-843 Sect. 203									
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD UNASSIGNED						10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA											
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0000		13. CAREER SERVICE DESIGNATION D											
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 5		17. SALARY OR RATE \$ 16,712										
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.																	
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. REGION CODE		20. EMPLOY CODE		OFFICE CODING NUMERIC ALPHABETIC 61673 WH		27. STATION CODE 04041		23. INTEGRITY CODE		24. HOURS CODE 3		25. DATE OF BIRTH MO. DA. YR. 06 16 21		26. DATE OF SPACED MO. DA. YR. 12 23 62		27. DATE OF LEI MO. DA. YR. 12 19 65	
28. SITE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-ESC 2-TER 3-ROZE		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.		34. SEX		EOD DATA			
35. VET. PREFERENCE CODE 0-None 1-1 F 2-2 F		36. YEAR COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY SER. RES. PROJ. TEMP. CODE		39. FEGLI/HEALTH INSURANCE CODE CODE 2-WAIVER 1-TS		40. SOCIAL SECURITY NO.							
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PREVIOUS SERVICE 2-NO MORE THAN 3 YEARS 3-MORE THAN 3 YEARS				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE 1-TS 2-NO		44. STATE TAX DATA FORM EXECUTED CODE 1-TS 2-NO		45. NO. IN STATE CODE							
46. POSITION CONTROL CERTIFICATION 0301-06-13						47. OP APPROVAL See memo signed by D/Pers dated 25 Feb 1966				DATE APPROVED 28 Feb 66							

FORM 6-63 1152

USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED <b>25 APRIL 1963</b>	
1. SERIAL NUMBER <b>7844</b> <b>036455</b>		2. NAME (Last-First-Middle) <b>Smith, Joseph B.</b>			
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>05 12 63</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS V TO V CF TO V <input checked="" type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE <b>3135-5050-1000</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT</b>			10. LOCATION OF OFFICIAL STATION <b>BUENOS AIRES, ARGENTINA</b>		
11. POSITION TITLE <b>OPS OFFICER</b>			12. POSITION NUMBER <b>0651</b>	13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (OS, LB, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>14 3</b>	17. SALARY OR RATE <b>\$ 13695</b> ✓	

18. REMARKS  
  
**FROM: DDP/WH/2/BUENOS AIRES/BAF-848**

Received by  
 CS&D

19A. DATE OF BIRTH <b>01/15/21</b>		19B. OFFICIAL <b>ROBERT D. CASHMAN, C/WH/PERS</b>		DATE SIGNED <b>4/25/63</b>		19C. SIGNATURE OF CAREER SERVICE APPROVING OFFICER 		DATE SIGNED <b>29 Apr 63</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTION CODE <b>37</b>	21. EMPLOY CODE <b>10</b>	22. OFFICE CODING NUMERIC ALPHABETIC <b>6468 WH 61041</b>		23. STATE OR CODE <b>01041</b>	24. INTELLIGENCE CODE <b>3</b>	25. NUMBER OF BIRTH MO. DA. YR. <b>01 15 21</b>		26. DATE OF DEATH MO. DA. YR.		27. DATE OF DEATH MO. DA. YR.	
28. ATE EMPLOYER MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - ESC 3 - FICA 4 - NONE		31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA 1 - YES 2 - NO		<b>EOD DATA</b> →		33. SECURITY REQ. NO.	34. SEA
35. ATE. PREFERENCE 1 - NONE 2 - 5 yr. 3 - 10 yr.	36. SERV. COM. DATE MO. DA. YR.		37. LEV. COM. DATE MO. DA. YR.		38. CAREER CATEGORY CODE	39. FEEDBACK HEALTH INSURANCE 1 - YES 2 - NO		40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM ENCLOSED 1 - YES 2 - NO		44. STATE TAX DATA FORM ENCLOSED 1 - YES 2 - NO		45. STATE TAX CODE	46. STATE CODE	
45. POSITION CONTROL CERTIFICATION <b>W. Kearney 05/06/63</b>						46. D.P. APPROVAL 		47. DATE APPROVED <b>29 Apr 63</b>			



SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 18 DECEMBER 1962			
1. SERIAL NUMBER <del>03655</del> 007894		2. NAME (Last, First-Middle) Donnell, Joseph B.							
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 23 62		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 3135-5050-1000			
		CF TO V		X CF TO CF		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP-WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION				10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA					
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0848		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LT, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 3		17. SALARY OR RATE 13,695			
18. REMARKS FROM: SAME									
19. SIGNATURE OF REQUESTING OFFICIAL Y. C. BOWERS C/WH/PERSONNEL				DATE SIGNED 18 Dec 62		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER L. M. Collins			
						DATE SIGNED 18 Dec 62			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
20. ACTION CODE 22	21. EMPLOY CODE 10	22. OFFICE CODE 64650	23. RESIDENCY WH	24. STATION CODE 01041	25. INVESTIG CODE 3	26. DATE OF BIRTH 04/16/21	27. DATE OF GRADE 12/23/62	28. DATE OF LST 12/23/62	
29. DATE EXPIRES		30. SPECIAL REFERENCE		31. RETIREMENT DATA		32. DEPARTMENT DATA		33. DEPARTMENT DATA	
		180						EOD DATA	
34. VET. PREFERENCE		35. SEPT. CODE DATA		36. LEAD. COMP. DATA		37. CAREER CATEGORY		38. REG. / HEALTH INSURANCE	
						CAREER CODE		HEALTH INS. CODE	
39. PREVIOUS EMPLOYMENT SERVICE DATA				40. LEGAL CAT. CODE		41. FEDERAL TAX DATA		42. STATE TAX DATA	
						FORM 1042-1 CODE		FORM 1042-2 CODE	
43. POSITION CONTROL CERTIFICATION W. Keenan 12/20/62				44. O.P. APPROVAL Joseph B. Boyer				DATE APPROVED 17 Dec 62	

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 5 April 1962	
1. SERIAL NUMBER 036455		2. NAME (Last-First-Initial) Smith, Joseph B					
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT <i>Call</i>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 27 62		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CP TO V		V TO V X CP TO CP		7. COST CENTER NO. CHARGEABLE 2135-5050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION				10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA			
11. POSITION TITLE OPERATIONS OFFICER (D)			12. POSITION NUMBER *RAF-848		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LH, etc.) GS (32)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 555		17. SALARY OR RATE \$ 1,675	
18. REMARKS C-09/54 ✓ *Personal rank assignment in accordance with HR 20-21b.(2) for a maximum period of two years. The only qualified person available for assignment to a position which must be filled immediately.							
19A. SIGNATURE OF REQUESTING OFFICIAL [Signature]				19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]			
19C. DATE SIGNED [Date]				19D. DATE SIGNED [Date]			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL.							
20. ACTION CODE 13		21. OFFICE CODE 10		22. OFFICE ABBREVIATION 64659 WH		23. START DATE 04/27/62	
24. DATE EXPIRES 80		25. SPECIAL REFERENCE 1 - SSC 3 - FICA 7 - NONT		26. RETIREMENT DATA 1		27. SEPARATION DATA CODE 1	
28. NET PREFERENCE 1 - NONE 2 - 5 YR. 3 - 10 YR.		29. SERVS. CODE 100348		30. LONG. COMP. BASE 09/12/61		31. MIL. SERV. CREDITED 1 - YES 2 - NO	
32. PREVIOUS GOVERNMENT SERVICE DATA 1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MO.) 4 - BREAK IN SERVICE (MORE THAN 12 MO.)		33. MILITARY DATA 6		34. FEDERAL TAX DATA 0		35. STATE TAX DATA 0	
36. POSITION CONTROL CERTIFICATION P.D.				37. D.P. APPROVAL [Signature]		38. DATE APPROVED 26 APR 62	

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER <b>007894</b>		2. NAME (Last-First-Middle) <b>SMITH, Joseph B.</b>				<b>5 April 1962</b>	
3. NATURE OF PERSONNEL ACTION <b>RESIGNATION</b>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>05 31 62</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS <input checked="" type="checkbox"/> V. TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V		<input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHANGEABLE <b>2235-1000-1000</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP WH BRANCH 1 VENEZUELA SECTION</b>				10. LOCATION OF OFFICIAL STATION <b>WASHINGTON, D. C.</b>			
11. POSITION TITLE <b>OPERATIONS OFFICER (A)</b>				12. POSITION NUMBER <b>80505</b>		13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) <b>GS (A)</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>13 045</b>		17. SALARY OR <del>GRADE</del> <b>11575</b>	
18. REMARKS  <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">RECEIVED C/S A</div>							
19. SIGNATURE OF REQUESTER <i>Henry B. Bowers</i> <b>P. C. BOWERS / C/WH/Personnel</b>				20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>William C. Bowers</i> <b>William C. Bowers</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL.							
21. ACTION CODE <b>45</b>	22. EMPLOY CODE <b>10</b>	23. OFFICE CODING ALPHABETIC <b>10000931</b>		24. POSITION CODE	25. EMPLOY CODE <b>1</b>	26. DATE OF BIRTH MO. DA. YR. <b>00 16 31</b>	27. DATE OF LEI MO. DA. YR.
28. NO. EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - ACP	31. SEPARATION DATA CODE <b>10000931</b>	32. EMPLOY CODE <b>10000931</b>		33. SEC. NO. 9422 NO.
34. VET. PREFERENCE CODE 1 - NONE 2 - 5 YR. 3 - 10 YR.		35. SERV. COMP. DATE MO. DA. YR.	36. LEAVE COMP. DATE MO. DA. YR.	37. MIL SERV. CREDIT/PAID 1 - YES 2 - NO	38. MIL SERV. CREDIT/PAID CODE	39. MIL SERV. CREDIT/PAID 1 - YES 2 - NO	40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)				42. FEDERAL TAX DATA FORM EMPLOYED 1 - YES 2 - NO	43. STATE TAX DATA FORM EMPLOYED 1 - YES 2 - NO		
44. POSITION CONTROL CERTIFICATION <b>311801</b>				45. O.P. APPROVAL <i>William C. Bowers</i> <b>William C. Bowers</b>			
				46. DATE APPROVED <b>28 April 62</b>			

SECRET  
(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE \_\_\_\_\_ FOR THE FOLLOWING REASON:  
(Date)

MY LAST WORKING DAY WILL BE

DATE SIGNED

SIGNATURE OF EMPLOYEE

*Joseph B. Smith*

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

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

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

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

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

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

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 007894						2. NAME (Last-First-Middle) SMITH, Joseph B.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 15 61		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X V TO V CF TO V		7. POST CENTER NO. CHARGE-ADL 2235-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1 VENEZUELA SECTION				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.			
11. POSITION TITLE OPS OFFICER (D)			12. POSITION NUMBER 8-505		13A. PCR CONTROL NO.	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LT, etc.) GS (14)		15. OCCUPATIONAL SERIES G136.01	16. GRADE AND STEP 13 4		17. SALARY OR RATE 11415		
18. REMARKS  (From: DDP/WH/1/Venezuela Sec/459/D.C.) Staffing complement change.							
18A. SIGNATURE OF REQUESTOR <i>for P. C. BOWERS WH/Personnel Officer</i>				18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Walter Repetti</i>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. AGENCY CODE	20. POSITION CODE	21. OFFICE CODE	22. DIVISION CODE	23. WAGE RATE	24. PAY GRADE	25. DATE OF BIRTH	26. DATE OF ENTRY
37	10	1430	46			06/16/21	
27. AGENCY PAY PLAN	28. SPECIAL REFERENCE	29. SET POINT DATA	30. SEPARATION DATA	31. CORRECTION/ANNULMENT DATA	32. SECURITY INFO. NO.		33. SSN
					ROB DATA		
34. AGENCY PREFERENCE	35. SERV. COMP. DATA	36. SERV. COMP. DATA	37. PAY GRADE CREDITED	38. FEEDBACK / HEALTH INSURANCE	39. SOCIAL SECURITY NO.		
40. PREVIOUS GOVERNMENT SERVICE DATA		41. FEDERAL PAY DATA		42. STATE PAY DATA			
43. POSITION CONTROL CERTIFICATION <i>P. Kearney 09/15/61</i>				44. O.P. APPROVAL <i>Walter Repetti</i>			

Recorded by  
GKD  
9/12/61

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 007894 ✓						2. NAME (Last-First-Middle) SMITH, JOSEPH B.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH: 06 DAY: 17 YEAR: 66		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X V TO V CF TO V				7. COST CENTER NO. CHARGE-ADLE 2235 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1 VENEZUELA SECTION				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.			
11. POSITION TITLE OPS OFFICER (D)				12. POSITION NUMBER 10-459		12A. PCN CONTROL NO.	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS (13)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 4 ✓		17. SALARY OR RATE \$11415 ✓	
18. REMARKS (FROM: DDE [redacted] 3) 1 copy to Security. <i>Returnable to WH Sec 5 Dept 6</i> Security Approval Granted by Pers. SD/OS <i>[Signature]</i> CONCURRENCE: <i>[Signature]</i> for CHARLES J. FRANCIS CA/Support Group Notified by OSFD V.B.							
19A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i>				19B. SIGNATURE OF CAREER SERVICE APPROVAL OFFICER <i>[Signature]</i>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. ACTION CODE 37	21. EMPLOY CODE 10	22. OFFICE CODING 64300 WH 75013		23. STATE OR CODE	24. WEBSITE CODE	25. POSTAL CODE	26. DATE OF BIRTH 06/16/21
27. DATE OF SER.		28. DATE OF SER.		29. DATE OF SER.		30. DATE OF SER.	
31. VET. PREFERENCE		32. SER. COMP. DATE		33. SER. COMP. DATE		34. SER. COMP. DATE	
35. VET. PREFERENCE		36. SER. COMP. DATE		37. SER. COMP. DATE		38. SER. COMP. DATE	
39. VET. PREFERENCE		40. SER. COMP. DATE		41. SER. COMP. DATE		42. SER. COMP. DATE	
43. VET. PREFERENCE		44. SER. COMP. DATE		45. SER. COMP. DATE		46. SER. COMP. DATE	
47. POSITION CONTROL CERTIFICATION <i>W. Kearney 08/23/01</i>				48. O.P. APPROVAL <i>[Signature]</i>			

REQUEST FOR PERSONNEL ACTION																
												12 Sept. 1960				
1. Ser. No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD			
107894		SMITH JOSEPH B				Mo. Da. Yr. 06 16 21			None-0 5 Pt-1 10 Pt-2		1 M 1		Mo. Da. Yr. 09 17 51			
7. SCD			8. CSC Rate		9. CSC Or Other Legal Authority			10. Acmt. Allidav.			11. FEGLI		12. LCD		13. Mil. Serv. From. Ldg.	
Mo. Da. Yr. 10 03 48			Yes-1 No-2 1		50 USCA 403 J			Mo. Da. Yr. Mo. Da. Yr.			Yes-1 No-2 09 17 51		Yes-1 No-2 2			

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code		
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH				4230		WASH., D.C.				75013		
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series		
Dept. Code USfld. Frgn. 87		OPS OFFICER				0399		GS		0136.01		
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade			25. PSI Due		26. Appropriation Number	
13 4		\$ 11415 10610		D		Mo. Da. Yr. 10 09 55			Mo. Da. Yr. 10 01 61		0221 1000 1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		37		Mo. Da. Yr. 10 02 60		Regular		10			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code		
DDP CA Staff Propaganda Group Guidance Branch				4135 CA		Wash., D. C.				75013		
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series		
Dept. Code USfld. Frgn. 1		Ops Officer				356		GS		0136.01		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade			42. PSI Due		43. Appropriation Number	
13 4		\$ 11415		D		Mo. Da. Yr. 10 09 55			Mo. Da. Yr. 10 10 61		1221-1000-1000	

SOURCE OF REQUEST

A. Requested By (Name & Title)		C. Request Approved By (Signature And Title)	
Charles J. Francis, Chief, Support Group		<i>Charles J. Francis for</i>	
B. For Additional Information Call (Name & Telephone Ext.)		J. FOSTER COLLINS, Chief, CA Staff	
Betty R. Wayland x 3625			

CLEARANCES

Clearance		Signature		Date	
A. Career Record		<i>C. C. Weaver</i>		22 Sept 1960	
B. Per. Control		<i>CS</i>		27 Feb 60	
C. Classification		H. Approved By		Date	
Remarks		<i>CS</i>		11-3-60	
Action to correct slotting.					

V to V		V to UV		<b>SECRET</b> (When Filled In)	<b>COPY</b> <b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED					
UV to V		UV to UV			Mo. Da. Yr.			Mo. Da. Yr.						
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS/CGO		
107894		SMITH, Joseph B.			Mo. Da. Yr. 06 16 21			None-0 5 Pt-1 10 Pt-2		M A		Mo. Da. Yr. 09 17 51		
7. SCD		8. CSC Rate		9. CSC Or Other Legal Authority		10. Appt. Affirm.			11. FEGLI		12. LCD		13. No. of Child(ren)	
Mo. Da. Yr. 10 03 48		Yes-1 No-2 Code 1		50 USCA 403 J		Mo. Da. Yr. Yes-1 No-2 Code 1			Mo. Da. Yr. 09 17 51		Yes-1 No-2 Code 2			

**CURRENT ASSIGNMENT**

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP FE Branch 3 Philippines Station FP Section				5161		Manila R. P.				57557	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - USStd - Figs -		Code 5		Ops Off				0710		GS 0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 4		\$ 10610		DP		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 05 58		8 3780 55 006	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment & Transfer to Vouchered Funds		02		Mo. Da. Yr. 05 18 60		Regular		01			

**PROPOSED ASSIGNMENT**

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP Covert Action Staff Propaganda Group Media Branch				4230		Wash., D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - USStd - Figs -		Code 2		Ops Officer				0399		GS 0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 10610		E		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 01 61		0221 1000 1000	

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved	
Charles J. Francis, Chief, Support Group		J. FOSTER COLLINS, Chief, CA Staff			
B. For Additional Information See (Name & Telephone Ext.)					
Bobby A. Meyland x 3625					

**CLEARANCES**

Clearance		Signature		Date		Clearance		Signature		Date	
A. Origin Board						B. Placement					
C. Continuation						E. Approved By					

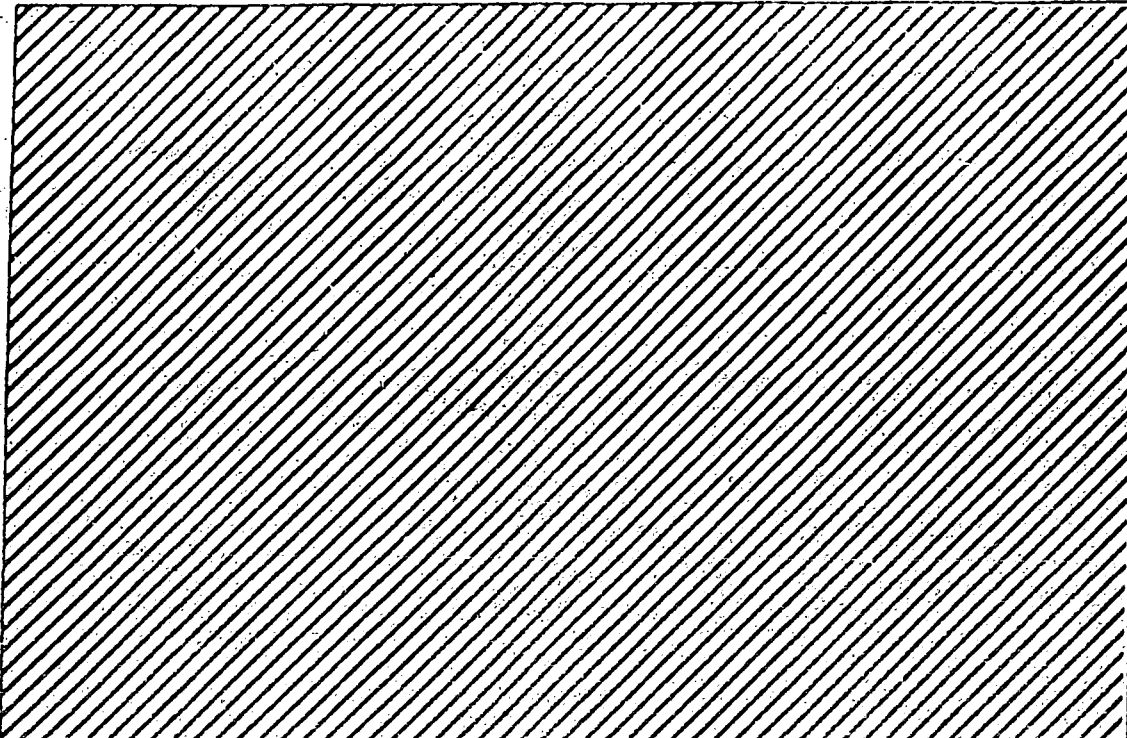
Two copies to Security

CONCUR: \_\_\_\_\_

Cont. hood  Security files



SECRET  
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Smith, Joseph B.	Wife - Joan	59-44D

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent\*) for an illness, injury, or death incurred on 16 September 1958

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF DCO REPRESENTATIVE
29 SEP 1958	B. De Felice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

### REQUEST FOR PERSONNEL ACTION

3 February 1958

1. Serial No.		9. Name (Last-First-Middle)			3. Date Of Birth			4. Vac. Pref. (Mo. Da. Yr.)		5. Sex		6. Civ. EDO (Mo. Da. Yr.)		
7. SCD (Mo. Da. Yr.)		8. CSC Rmt. (Yes-1 Code No-2)		9. CSC Or Other Legal Authority		10. Apmt. Allidat. (Mo. Da. Yr.)			11. FEGLI (Yes-1 Code No-2)		12. LCD (Mo. Da. Yr.)		13. (Yes-1 Code No-2)	

### PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
16. Dept. - Field (Dept. USfld. Frgh. Code)				17. Position Title		18. Position No.				19. Serv. 20. Occup. Series	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade (Mo. Da. Yr.)		25. PSI Due (Mo. Da. Yr.)		26. Appropriation Number	

### ACTION

27. Nature Of Action		Code		28. Eff. Date (Mo. Da. Yr.)		29. Type Of Employee		Code		30. Separation (Mo. Da. Yr.)	
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### PRESENT ASSIGNMENT

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

### SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
B. (Name And Title)		D. (Signature And Title)	

### CLEARANCES

A. Career Board		B. Placement	
C. Classification		F. Approved By	

Remarks 2 copies to Security.  
W44 DU attached

Done by [Signature]  
8 Feb 1958

SECRET

(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B. AGE: 16 JUN 1921 DATE: 3 FEB 1958

STATION: MANILA, R.P. AND DUTIES: OPS OFF (PP) DD/P UNIT: FE REASSIGNMENT PRIMARY CAREER DESIGNATION: DP

PRESENT GRADE: GS-13 PROPOSED GRADE: GS-13 CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE SEMINAR, F&S BRIEFING, BOC, CPO, OC, PRESENT T/O SLOT NUMBER AND GRADE: BF-3369 GS-14 PROPOSED T/O SLOT NUMBER AND GRADE: BFF-710 GS-14

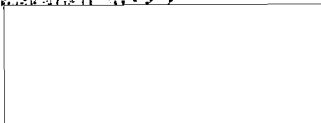
EDUCATION: 1943 HARVARD, AB IN HISTORY; 1943-44 YALE, 36 SEM HRS IN FE POLITICS; 1947-48 JOHNS HOPKINS, 6 SEM HRS GOVT; 1950 U OF PENN, MA IN LANGUAGE PROFICIENCY: JAPANESE-LIMITED; GERMAN-LIMITED HISTORY

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS): 1943-46 JAPANESE LANGUAGE SPECIALIST, US ARMY 1946-51 ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES: 17 SEP 51 EOD, 10, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D.C. 30 MAR 52 PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR, WASH., D.C. 26 APR 53 PROMOTED TO GS-12 20 DEC 53 REASSIGNED AS 10, GS-12, DDP/FE, MALAYA STATION 1 APR 54 ARRIVED SINGAPORE, PCS 9 OCT 55 PROMOTION, OPS OFF (PP), GS-13, DDP/FE, SINGAPORE 13 JUL 56 RETURNED TO HEADQUARTERS, PCS 2 DEC 56 REASSIGNED AS AREA OPS OFF (CH), MALAYA & AUSTRALIA SEC, WASH. 1 APR 57 REASSIGNED AS ACTING DEPUTY CHIEF, FE/5 17 NOV 57 REASSIGNMENT, AREA OPS OFF (D CH), GS-13, DDP/FE, WASH., D.C.

RECOMMENDED BY:



CFE/3

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Classify According To Grade

REQUEST FOR PERSONNEL ACTION 26 Oct. 1957													
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Fed. Post. Code		5. Sex		6. CS - EOD	
		SMITH, Joseph B.				06 16 22		10992		N			
7. SCD		8. CSC Retmt		9. CSC Or Other Legal Authority		10. Appt. Authority		11. FEGLI		12. LCD		13. Cert. No.	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE Branch 5 Malaya and Australia Section Office of the Chief						Washington, D.C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
		Area Ops Off (Ch)				303		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSL Code		26. Appropriation Number	
13 2		\$9205.00		DP						E-3700-20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment						Regular					

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE Branch 5 Office of the Chief				5121		Washington, D.C.				75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
		Area Ops Off (D Hr Ch)				303		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSL Code		43. Appropriation Number	
13 2		\$9205.00		DP		10/10/57		10/10/57		E-3700-20	

SOURCE OF REQUEST

A. Requested By (Name And Title)		B. Request Approved By (Signature And Title)	
R. M. Gage Personnel		[Signature]	
C. Home & Telephone Ext.		D. Service Period	
X 2957		5 NOV 1957	

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement		[Signature]			
B. Pos. Control						E. Approved By		[Signature]		6 NOV 57	

Remarks

[Handwritten Signature]

SECRET

(When Filled In)

DD/P. PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B. AGE: 16 JUNE 1921 DATE: 26 SEP 57

STATION WASHINGTON, D.C. PRIMARY CAREER  
AND DUTIES: AREA OPS OFF (D BR CH) DDP/FE UNIT: FE REASSIGNMENT DESIGNATION: DP

PRESENT GRADE: GS-13 PRESENT T/O SLOT: BF-303  
PROPOSED GRADE: GS-13 NUMBER AND GRADE: GS-13/14  
CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE  
SEMINAR, F&S BRIEFING, BOC, CFO, OC, PROPOSED T/O SLOT: BF-3369  
NUMBER AND GRADE: GS-14

EDUCATION: AB IN HISTORY, 1943, HARVARD; 36 SEM HRS IN FE POLITICS,  
1943-44, YALE; 6 SEM HRS GOV, 1947-48, JOHN HOPKINS; MA, HISTORY, U OF PENN  
LANGUAGE PROFICIENCY: JAPANESE - LIMITED; 1950

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):  
1943-46, JAPANESE LANGUAGE SPECIALIST, US ARMY  
1946-51, ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:  
17 SEP 51, EOD, 10, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D. C.  
30 MAR 52, PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR., WASHINGTON  
26 APR 53, PROMOTION TO GS-12  
20 DEC 53, REASSIGNED AS 10, GS-12, DDP/FE, MALAYA STATION  
1 APR 54, ARRIVED SINGAPORE, PCS  
9 OCT 55, PROMOTION, OPS OFF (PP), GS-13, DDP/FE, SINGAPORE  
13 JUL 56, RETURNED TO HEADQUARTERS, PCS  
1 DEC 56, REASSIGNED AS AREA OPS OFF (CH), MALAYA & AUSTRALIA, SEC. WASH.  
1 APR 57, REASSIGNED AS ACTING DEPUTY CHIEF, FE-5

RECOMMENDED BY:

CONCURRENCES:

*Joseph W. Smith*  
JOSEPH W. SMITH, CFE/5

RECOMMENDATION OF CAREER SERVICE BOARD:

MAIL ROOM

*William S. ...*

SECRET

This Notice Expires 3 October 1957

CLAUDELINE SERVICES  
NOTICE NO. 1-138

CSN NO. 1-138  
ORGANIZATION  
3 September 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the appointment, effective  
3 September 1957, of Mr. Joseph W. Smith as Chief, FE/5, vice  
Mr. Joseph B. Smith, Acting Chief. Mr. Joseph B. Smith has resumed  
his position of Deputy Chief, FE/5.

FRANK G. WISNER  
Deputy Director (Plans)

Released by:  
Richard Helms  
Chief of Operations

SECRET

**S-E-C-R-E-T**

This Notice Expires 9 September 1957

**CLANDESTINE SERVICES  
NOTICE NO. 1-131**

**CSN NO. 1-131**

**ORGANIZATION  
7 August 1957**

**PERSONNEL ANNOUNCEMENT**

**FE DIVISION**

Announcement is made of the designation, effective 5 August 1957,  
of Mr. Joseph B. Smith as Acting Chief, FE/5, vice Mr. Robert H. Linn,  
reassigned.

**FRANK G. WISNER  
Deputy Director (Plans)**

Released by:  
Richard Helms  
Chief of Operations

**S-E-C-R-E-T**

FE/PT

S-E-C-R-E-T

This notice expires 15 May 1957

APPENDIX TO  
FE NOTICE NO. 1-46

ORGANIZATION  
20 March 1957

**FAR EAST DIVISION NOTICE**

**SUBJECT: Personnel Assignment**

The designation of Mr. Joseph B. Smith as Acting Deputy Chief,

FE/5 is effective 1 April 1957.

*Alfred C. Ulmer, Jr.*  
ALFRED C. ULMER, JR.  
Chief, Far East Division

Distribution:  
FE Staffs and Branches  
SSA/DEG  
RI

S-E-C-R-E-T



S-E-C-R-E-T

This Notice expires 15 May 1957

FE NOTICE NO. 1-46

ORGANIZATION  
20 March 1957

PAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

Effective 15 April 1957, Mr. Joseph B. Smith is designated Acting  
Deputy Chief, FE/5, vice Mr. John E. MacCannell, reassigned.

*Alfred C. Mump, Jr.*  
ALFRED C. MUMP, JR.  
Chief, Far East Division

Distribution:  
FE Staffs and Branches  
SSA/ENG  
RI

S-E-C-R-E-T

STANDARD FORM 52  
 PREPARED BY THE  
 U. S. CIVIL SERVICE COMMISSION  
 IN PART 100 - FEDERAL PERSONNEL  
 MANUAL, CHAPTER 10

**REQUEST FOR PERSONNEL ACTION**

UNVOUCHERED  
 VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) <b>Mr. Joseph B. Smith</b>		2. DATE OF BIRTH <b>16 Jun 1921</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>14 Nov. 56</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>			6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED: <i>[Signature]</i>	

FROM— <b>Ops Officer (PP) BFF-923</b> <b>GS-0136.31-13 \$8990.00 P/A</b> <b>DDP/FE</b> <b>Branch 5</b> <b>Malaya</b> <b>Singapore Station</b> <b>Singapore</b>	9. POSITION TITLE AND NUMBER	TO— <b>Area Ops Officer (Ch) BF-303-13</b> <b>GS-0136.01-13 \$8990.00 P/A</b> <b>DDP/FE</b> <b>Branch 5</b> <b>Malaya &amp; Australia Section</b> <b>Office of the Chief</b> <b>Washington, D.C.</b>
10. SERVICE GRADE AND SALARY	11. ORGANIZATIONAL DESIGNATIONS	12. FIELD OR DEPARTMENTAL
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)  
*TRANSFER OF FUNDS UNVOUCHERED TO VOUCHERED*  
*W/ ATTACHED*  
*2 copies to Security?*

B. REQUESTED BY (Name and title) <b>Harry P. Gilbert, FE Personnel Officer</b>	D. REQUEST APPROVED BY: <i>[Signature]</i> <b>NOV 20 1956</b>
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>Dorothy Tweedie x1697</b>	Signature: <i>[Signature]</i> Title:

13. VETERAN PREFERENCE <table border="1"> <tr> <td>NONE</td> <td>5-PT</td> <td>10-POINT</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	NONE	5-PT	10-POINT		<input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION-ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	I. A.	REAL				
NONE	5-PT	10-POINT													
	<input checked="" type="checkbox"/>														
NEW	VICE	I. A.	REAL												

15. SEX <b>M</b>	16. APPROPRIATION FROM: <b>7-3745-55-012</b> TO: <b>7-3700-20</b>	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
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20. STANDARD FORM 50 REMARKS  
*W/ ATTACHED*  
*10-4*  
*11/20/56*  
*11/20/56*  
*11/20/56*

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A			
B. CEIL OR POS. CONTROL	<i>[Signature]</i>	<b>30109</b>	
C. CLASSIFICATION		<b>30135E</b>	
D. PLACEMENT OR EXPL	<i>[Signature]</i>	<b>11/20/56</b>	
E			
F. APPROVED BY	<i>[Signature]</i>		<b>11/20/56</b>

SECRET

DD/P PERSONNEL DATA SHEET

NAME: Joseph B. SMITH

AGE: 35

DATE: 14 Sept 56

STATION: Washington, D.C.

AND DUTIES: Area Ops. Off. (Ch.) DD/P UNIT: FE

PRIMARY CAREER

DESIGNATION: SD:DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

PRESENT T/O SLOT BFF-923

NUMBER AND GRADE GS-13

CIA TRAINING: Orient. 2-5 Oct 51; Basic Psych. Warfare Seminar - May 52; Advanced Basic Psych Warfare Seminar - November 52.

PROPOSED T/O SLOT: BF-303

NUMBER AND GRADE: GS-13/14

EDUCATION: 1940-43 - A.B. Harvard University - History, Govt., Economics

1943-44 - Yale, Far East Japanese, Certificate

January 1950 - U. of Pennsylvania, History - M.A.

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-1946 - U.S. Army, Cpl., MIS Japanese Language Specialist

1946-1951 - Asst. Professor of History, Eickenson College, Pennsylvania

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

17 Sept 1951 - Excepted appointment, GS-9, OPC/FE/Plans Br., Washington, D.C.

30 Mar 52 - Promotion and Reassig., Ops. Off., GS-11, OPC/FE/Plans & Ops Br., Psych Warfare Unit, Wash. D.C.

26 Apr 1953 - Promotion, Ops. Officer GS-12, DDP/FE/Political & Psych Warfare Sec. Wash. D.C.

20 Dec. 1953 - Reass., Intelligence Officer, GS-12, FE/Malaya Station Singapore Malaya - Arrived O/S 1 April 1954)

28 Feb. 1954 - Reass., Ops. Officer PP - GS-12, FE/Branch 5, Singapore, Malaya, - (9 October 1955 - Promotion to GS-13) to Present. Returned to Hqs. July 1956.

RECOMMEND BY:

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject Prom., GS-13, 9 October 1955

Rank In Grade - 61st of 95

Approved 11/20/1955

*A. McCallister*  
Career Services

SECRET

STANDARD FORM 52 PREVIOUS EDITIONS ARE OBSOLETE U. S. GOVERNMENT PRINTING OFFICE: 1954 O - 268484 GPO: 1954 O - 268484 GPO: 1954 O - 268484	UNVOUCHERED
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### REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs. - One given name, initial(s), and surname) <b>Mr. Joseph B. Smith</b>	2. DATE OF BIRTH <b>10 June 1921</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>30 Aug. 56</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Conversion</b>		6. EFFECTIVE DATE A. PROPOSED: <b>C.O.B. 25 Aug. 1956</b> B. APPROVED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM - <b>Ops Officer (PP) BFF-923 Info. Officer GS-0136. 3L-13 \$8990.00 P/A \$8015.00 P/A DDP/FE Branch 5 Singapore Station Singapore</b>	9. POSITION TITLE AND NUMBER A. SERVICE, GRADE AND SALARY B. ORGANIZATIONAL DESIGNATIONS C. HEADQUARTERS	TO - <b>Ops Officer (PP) BFF-923 GS-0136. 3L-13 \$8990.00 P/A DDP/FE Branch 5 Singapore Station Singapore</b>	12. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL
--	---	--	--

13. REMARKS (Use reverse if necessary)

14. REQUESTED BY <b>John P. ... Officer</b>	15. REQUEST APPROVED BY Signature: _____ Title: _____
--	---

16. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>Dorothy Tweedie x4697</b>	17. VETERAN PREFERENCE NONE <input type="checkbox"/> OTHER <input type="checkbox"/> 15 MONTH <input type="checkbox"/> 30 MONTH <input type="checkbox"/> LAB. OTHER <input checked="" type="checkbox"/>	18. POSITION CLASSIFICATION ACTION NEW AND <input type="checkbox"/> A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/> F. <input type="checkbox"/> G. <input type="checkbox"/> H. <input type="checkbox"/> I. <input type="checkbox"/> J. <input type="checkbox"/> K. <input type="checkbox"/> L. <input type="checkbox"/> M. <input type="checkbox"/> N. <input type="checkbox"/> O. <input type="checkbox"/> P. <input type="checkbox"/> Q. <input type="checkbox"/> R. <input type="checkbox"/> S. <input type="checkbox"/> T. <input type="checkbox"/> U. <input type="checkbox"/> V. <input type="checkbox"/> W. <input type="checkbox"/> X. <input type="checkbox"/> Y. <input type="checkbox"/> Z. <input type="checkbox"/> AA. <input type="checkbox"/> AB. <input type="checkbox"/> AC. <input type="checkbox"/> AD. <input type="checkbox"/> AE. <input type="checkbox"/> AF. <input type="checkbox"/> AG. <input type="checkbox"/> AH. <input type="checkbox"/> AI. <input type="checkbox"/> AJ. <input type="checkbox"/> AK. <input type="checkbox"/> AL. <input type="checkbox"/> AM. <input type="checkbox"/> AN. <input type="checkbox"/> AO. <input type="checkbox"/> AP. <input type="checkbox"/> AQ. <input type="checkbox"/> AR. <input type="checkbox"/> AS. <input type="checkbox"/> AT. <input type="checkbox"/> AU. <input type="checkbox"/> AV. <input type="checkbox"/> AW. <input type="checkbox"/> AX. <input type="checkbox"/> AY. <input type="checkbox"/> AZ. <input type="checkbox"/> BA. <input type="checkbox"/> BB. <input type="checkbox"/> BC. <input type="checkbox"/> BD. <input type="checkbox"/> BE. <input type="checkbox"/> BF. <input type="checkbox"/> BG. <input type="checkbox"/> BH. <input type="checkbox"/> BI. <input type="checkbox"/> BJ. <input type="checkbox"/> BK. <input type="checkbox"/> BL. <input type="checkbox"/> BM. <input type="checkbox"/> BN. <input type="checkbox"/> BO. <input type="checkbox"/> BP. <input type="checkbox"/> BQ. <input type="checkbox"/> BR. <input type="checkbox"/> BS. <input type="checkbox"/> BT. <input type="checkbox"/> BU. <input type="checkbox"/> BV. <input type="checkbox"/> BV. <input type="checkbox"/> BW. <input type="checkbox"/> BX. <input type="checkbox"/> BY. <input type="checkbox"/> BZ. <input type="checkbox"/> CA. <input type="checkbox"/> CB. <input type="checkbox"/> CC. <input type="checkbox"/> CD. <input type="checkbox"/> CE. <input type="checkbox"/> CF. <input type="checkbox"/> CG. <input type="checkbox"/> CH. <input type="checkbox"/> CI. <input type="checkbox"/> CJ. <input type="checkbox"/> CK. <input type="checkbox"/> CL. <input type="checkbox"/> CM. <input type="checkbox"/> CN. <input type="checkbox"/> CO. <input type="checkbox"/> CP. <input type="checkbox"/> CQ. <input type="checkbox"/> CR. <input type="checkbox"/> CS. <input type="checkbox"/> CT. <input type="checkbox"/> CU. <input type="checkbox"/> CV. <input type="checkbox"/> CV. <input type="checkbox"/> CW. <input type="checkbox"/> CX. <input type="checkbox"/> CY. <input type="checkbox"/> CZ. <input type="checkbox"/> DA. <input type="checkbox"/> DB. <input type="checkbox"/> DC. <input type="checkbox"/> DD. <input type="checkbox"/> DE. <input type="checkbox"/> DF. <input type="checkbox"/> DG. <input type="checkbox"/> DH. <input type="checkbox"/> DI. <input type="checkbox"/> DJ. <input type="checkbox"/> DK. <input type="checkbox"/> DL. <input type="checkbox"/> DM. <input type="checkbox"/> DN. <input type="checkbox"/> DO. <input type="checkbox"/> DP. <input type="checkbox"/> DP. <input type="checkbox"/> DQ. <input type="checkbox"/> DR. <input type="checkbox"/> DS. <input type="checkbox"/> DT. <input type="checkbox"/> DU. <input type="checkbox"/> DV. <input type="checkbox"/> DV. <input type="checkbox"/> DW. <input type="checkbox"/> DX. <input type="checkbox"/> DY. <input type="checkbox"/> DZ. <input type="checkbox"/> EA. <input type="checkbox"/> EB. <input type="checkbox"/> EC. <input type="checkbox"/> ED. <input type="checkbox"/> EE. <input type="checkbox"/> EF. <input type="checkbox"/> EG. <input type="checkbox"/> EH. <input type="checkbox"/> EI. <input type="checkbox"/> EJ. <input type="checkbox"/> EK. <input type="checkbox"/> EL. <input type="checkbox"/> EM. <input type="checkbox"/> EN. <input type="checkbox"/> EO. <input type="checkbox"/> EP. <input type="checkbox"/> EQ. <input type="checkbox"/> ER. <input type="checkbox"/> ES. <input type="checkbox"/> ET. <input type="checkbox"/> EU. <input type="checkbox"/> EV. <input type="checkbox"/> EV. <input type="checkbox"/> EW. <input type="checkbox"/> EX. <input type="checkbox"/> EY. <input type="checkbox"/> EZ. <input type="checkbox"/> FA. <input type="checkbox"/> FB. <input type="checkbox"/> FC. <input type="checkbox"/> FD. <input type="checkbox"/> FE. <input type="checkbox"/> FF. <input type="checkbox"/> FG. <input type="checkbox"/> FH. <input type="checkbox"/> FI. <input type="checkbox"/> FJ. <input type="checkbox"/> FK. <input type="checkbox"/> FL. <input type="checkbox"/> FM. <input type="checkbox"/> FN. <input type="checkbox"/> FO. <input type="checkbox"/> FP. <input type="checkbox"/> FQ. <input type="checkbox"/> FR. <input type="checkbox"/> FS. <input type="checkbox"/> FT. <input type="checkbox"/> FU. <input type="checkbox"/> FV. <input type="checkbox"/> FV. <input type="checkbox"/> FW. <input type="checkbox"/> FX. <input type="checkbox"/> FY. <input type="checkbox"/> FZ. <input type="checkbox"/> GA. <input type="checkbox"/> GB. <input type="checkbox"/> GC. <input type="checkbox"/> GD. <input type="checkbox"/> GE. <input type="checkbox"/> GF. <input type="checkbox"/> GG. <input type="checkbox"/> GH. <input type="checkbox"/> GI. <input type="checkbox"/> GJ. <input type="checkbox"/> GK. <input type="checkbox"/> GL. <input type="checkbox"/> GM. <input type="checkbox"/> GN. <input type="checkbox"/> GO. <input type="checkbox"/> GP. <input type="checkbox"/> GQ. <input type="checkbox"/> GR. <input type="checkbox"/> GS. <input type="checkbox"/> GT. <input type="checkbox"/> GU. <input type="checkbox"/> GV. <input type="checkbox"/> GV. <input type="checkbox"/> GW. <input type="checkbox"/> GX. <input type="checkbox"/> GY. <input type="checkbox"/> GZ. <input type="checkbox"/> HA. <input type="checkbox"/> HB. <input type="checkbox"/> HC. <input type="checkbox"/> HD. <input type="checkbox"/> HE. <input type="checkbox"/> HF. <input type="checkbox"/> HG. <input type="checkbox"/> HH. <input type="checkbox"/> HI. <input type="checkbox"/> HJ. <input type="checkbox"/> HK. <input type="checkbox"/> HL. <input type="checkbox"/> HM. <input type="checkbox"/> HN. <input type="checkbox"/> HO. <input type="checkbox"/> HP. <input type="checkbox"/> HQ. <input type="checkbox"/> HR. <input type="checkbox"/> HS. <input type="checkbox"/> HT. <input type="checkbox"/> HU. <input type="checkbox"/> HV. <input type="checkbox"/> HV. <input type="checkbox"/> HW. <input type="checkbox"/> HX. <input type="checkbox"/> HY. <input type="checkbox"/> HZ. <input type="checkbox"/> IA. <input type="checkbox"/> IB. <input type="checkbox"/> IC. <input type="checkbox"/> ID. <input type="checkbox"/> IE. <input type="checkbox"/> IF. <input type="checkbox"/> IG. <input type="checkbox"/> IH. <input type="checkbox"/> II. <input type="checkbox"/> IJ. <input type="checkbox"/> IK. <input type="checkbox"/> IL. <input type="checkbox"/> IM. <input type="checkbox"/> IN. <input type="checkbox"/> IO. <input type="checkbox"/> IP. <input type="checkbox"/> IQ. <input type="checkbox"/> IR. <input type="checkbox"/> IS. <input type="checkbox"/> IT. <input type="checkbox"/> IU. <input type="checkbox"/> IV. <input type="checkbox"/> IV. <input type="checkbox"/> IW. <input type="checkbox"/> IX. <input type="checkbox"/> IY. <input type="checkbox"/> IZ. <input type="checkbox"/> JA. <input type="checkbox"/> JB. <input type="checkbox"/> JC. <input type="checkbox"/> JD. <input type="checkbox"/> JE. <input type="checkbox"/> JF. <input type="checkbox"/> JG. <input type="checkbox"/> JH. <input type="checkbox"/> JI. <input type="checkbox"/> JJ. <input type="checkbox"/> JK. <input type="checkbox"/> JL. <input type="checkbox"/> JM. <input type="checkbox"/> JN. <input type="checkbox"/> JO. <input type="checkbox"/> JP. <input type="checkbox"/> JQ. <input type="checkbox"/> JR. <input type="checkbox"/> JS. <input type="checkbox"/> JT. <input type="checkbox"/> JU. <input type="checkbox"/> JV. <input type="checkbox"/> JV. <input type="checkbox"/> JW. <input type="checkbox"/> JX. <input type="checkbox"/> JY. <input type="checkbox"/> JZ. <input type="checkbox"/> KA. <input type="checkbox"/> KB. <input type="checkbox"/> KC. <input type="checkbox"/> KD. <input type="checkbox"/> KE. <input type="checkbox"/> KF. <input type="checkbox"/> KG. <input type="checkbox"/> KH. <input type="checkbox"/> KI. <input type="checkbox"/> KJ. <input type="checkbox"/> KK. <input type="checkbox"/> KL. <input type="checkbox"/> KM. <input type="checkbox"/> KN. <input type="checkbox"/> KO. <input type="checkbox"/> KP. <input type="checkbox"/> KQ. <input type="checkbox"/> KR. <input type="checkbox"/> KS. <input type="checkbox"/> KT. <input type="checkbox"/> KU. <input type="checkbox"/> KV. <input type="checkbox"/> KV. <input type="checkbox"/> KW. <input type="checkbox"/> KX. <input type="checkbox"/> KY. <input type="checkbox"/> KZ. <input type="checkbox"/> LA. <input type="checkbox"/> LB. <input type="checkbox"/> LC. <input type="checkbox"/> LD. <input type="checkbox"/> LE. <input type="checkbox"/> LF. <input type="checkbox"/> LG. <input type="checkbox"/> LH. <input type="checkbox"/> LI. <input type="checkbox"/> LJ. <input type="checkbox"/> LK. <input type="checkbox"/> LL. <input type="checkbox"/> LM. <input type="checkbox"/> LN. <input type="checkbox"/> LO. <input type="checkbox"/> LP. <input type="checkbox"/> LQ. <input type="checkbox"/> LR. <input type="checkbox"/> LS. <input type="checkbox"/> LT. <input type="checkbox"/> LU. <input type="checkbox"/> LV. <input type="checkbox"/> LV. <input type="checkbox"/> LW. <input type="checkbox"/> LX. <input type="checkbox"/> LY. <input type="checkbox"/> LZ. <input type="checkbox"/> MA. <input type="checkbox"/> MB. <input type="checkbox"/> MC. <input type="checkbox"/> MD. <input type="checkbox"/> ME. <input type="checkbox"/> MF. <input type="checkbox"/> MG. <input type="checkbox"/> MH. <input type="checkbox"/> MI. <input type="checkbox"/> MJ. <input type="checkbox"/> MK. <input type="checkbox"/> ML. <input type="checkbox"/> MM. <input type="checkbox"/> MN. <input type="checkbox"/> MO. <input type="checkbox"/> MP. <input type="checkbox"/> MQ. <input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MT. <input type="checkbox"/> MU. <input type="checkbox"/> MV. <input type="checkbox"/> MV. <input type="checkbox"/> MW. <input type="checkbox"/> MX. <input type="checkbox"/> MY. <input type="checkbox"/> MZ. <input type="checkbox"/> NA. <input type="checkbox"/> NB. <input type="checkbox"/> NC. <input type="checkbox"/> ND. <input type="checkbox"/> NE. <input type="checkbox"/> NF. <input type="checkbox"/> NG. <input type="checkbox"/> NH. <input type="checkbox"/> NI. <input type="checkbox"/> NJ. <input type="checkbox"/> NK. <input type="checkbox"/> NL. <input type="checkbox"/> NM. <input type="checkbox"/> NN. <input type="checkbox"/> NO. <input type="checkbox"/> NP. <input type="checkbox"/> NQ. <input type="checkbox"/> NR. <input type="checkbox"/> NS. <input type="checkbox"/> NT. <input type="checkbox"/> NU. <input type="checkbox"/> NV. <input type="checkbox"/> NV. <input type="checkbox"/> NW. <input type="checkbox"/> NX. <input type="checkbox"/> NY. <input type="checkbox"/> NZ. <input type="checkbox"/> OA. <input type="checkbox"/> OB. <input type="checkbox"/> OC. <input type="checkbox"/> OD. <input type="checkbox"/> OE. <input type="checkbox"/> OF. <input type="checkbox"/> OG. <input type="checkbox"/> OH. <input type="checkbox"/> OI. <input type="checkbox"/> OJ. <input type="checkbox"/> OK. <input type="checkbox"/> OL. <input type="checkbox"/> OM. <input type="checkbox"/> ON. <input type="checkbox"/> OO. <input type="checkbox"/> OP. <input type="checkbox"/> OQ. <input type="checkbox"/> OR. <input type="checkbox"/> OS. <input type="checkbox"/> OT. <input type="checkbox"/> OU. <input type="checkbox"/> OV. <input type="checkbox"/> OV. <input type="checkbox"/> OW. <input type="checkbox"/> OX. <input type="checkbox"/> OY. <input type="checkbox"/> OZ. <input type="checkbox"/> PA. <input type="checkbox"/> PB. <input type="checkbox"/> PC. <input type="checkbox"/> PD. <input type="checkbox"/> PE. <input type="checkbox"/> PF. <input type="checkbox"/> PG. <input type="checkbox"/> PH. <input type="checkbox"/> PI. <input type="checkbox"/> PJ. <input type="checkbox"/> PK. <input type="checkbox"/> PL. <input type="checkbox"/> PM. <input type="checkbox"/> PN. <input type="checkbox"/> PO. <input type="checkbox"/> PP. <input type="checkbox"/> PQ. <input type="checkbox"/> PR. <input type="checkbox"/> PS. <input type="checkbox"/> PT. <input type="checkbox"/> PU. <input type="checkbox"/> PV. <input type="checkbox"/> PV. <input type="checkbox"/> PW. <input type="checkbox"/> PX. <input type="checkbox"/> PY. <input type="checkbox"/> PZ. <input type="checkbox"/> QA. <input type="checkbox"/> QB. <input type="checkbox"/> QC. <input type="checkbox"/> QD. <input type="checkbox"/> QE. <input type="checkbox"/> QF. <input type="checkbox"/> QG. <input type="checkbox"/> QH. <input type="checkbox"/> QI. <input type="checkbox"/> QJ. <input type="checkbox"/> QK. <input type="checkbox"/> QL. <input type="checkbox"/> QM. <input type="checkbox"/> QN. <input type="checkbox"/> QO. <input type="checkbox"/> QP. <input type="checkbox"/> QQ. <input type="checkbox"/> QR. <input type="checkbox"/> QS. <input type="checkbox"/> QT. <input type="checkbox"/> QU. <input type="checkbox"/> QV. <input type="checkbox"/> QV. <input type="checkbox"/> QW. <input type="checkbox"/> QX. <input type="checkbox"/> QY. <input type="checkbox"/> QZ. <input type="checkbox"/> RA. <input type="checkbox"/> RB. <input type="checkbox"/> RC. <input type="checkbox"/> RD. <input type="checkbox"/> RE. <input type="checkbox"/> RF. <input type="checkbox"/> RG. <input type="checkbox"/> RH. <input type="checkbox"/> RI. <input type="checkbox"/> RJ. <input type="checkbox"/> RK. <input type="checkbox"/> RL. <input type="checkbox"/> RM. <input type="checkbox"/> RN. <input type="checkbox"/> RO. <input type="checkbox"/> RP. <input type="checkbox"/> RQ. <input type="checkbox"/> RR. <input type="checkbox"/> RS. <input type="checkbox"/> RT. <input type="checkbox"/> RU. <input type="checkbox"/> RV. <input type="checkbox"/> RV. <input type="checkbox"/> RW. <input type="checkbox"/> RX. <input type="checkbox"/> RY. <input type="checkbox"/> RZ. <input type="checkbox"/> SA. <input type="checkbox"/> SB. <input type="checkbox"/> SC. <input type="checkbox"/> SD. <input type="checkbox"/> SD. <input type="checkbox"/> SE. <input type="checkbox"/> SF. <input type="checkbox"/> SG. <input type="checkbox"/> SH. <input type="checkbox"/> SI. <input type="checkbox"/> SJ. <input type="checkbox"/> SK. <input type="checkbox"/> SL. <input type="checkbox"/> SM. <input type="checkbox"/> SN. <input type="checkbox"/> SO. <input type="checkbox"/> SP. <input type="checkbox"/> SQ. <input type="checkbox"/> SR. <input type="checkbox"/> SS. <input type="checkbox"/> ST. <input type="checkbox"/> SU. <input type="checkbox"/> SV. <input type="checkbox"/> SV. <input type="checkbox"/> SW. <input type="checkbox"/> SX. <input type="checkbox"/> SY. <input type="checkbox"/> SZ. <input type="checkbox"/> TA. <input type="checkbox"/> TB. <input type="checkbox"/> TC. <input type="checkbox"/> TD. <input type="checkbox"/> TE. <input type="checkbox"/> TF. <input type="checkbox"/> TG. <input type="checkbox"/> TH. <input type="checkbox"/> TI. <input type="checkbox"/> TJ. <input type="checkbox"/> TK. <input type="checkbox"/> TL. <input type="checkbox"/> TM. <input type="checkbox"/> TN. <input type="checkbox"/> TO. <input type="checkbox"/> TP. <input type="checkbox"/> TQ. <input type="checkbox"/> TR. <input type="checkbox"/> TS. <input type="checkbox"/> TT. <input type="checkbox"/> TU. <input type="checkbox"/> TV. <input type="checkbox"/> TV. <input type="checkbox"/> TW. <input type="checkbox"/> TX. <input type="checkbox"/> TY. <input type="checkbox"/> TZ. <input type="checkbox"/> UA. <input type="checkbox"/> UB. <input type="checkbox"/> UC. <input type="checkbox"/> UD. <input type="checkbox"/> UE. <input type="checkbox"/> UF. <input type="checkbox"/> UG. <input type="checkbox"/> UH. <input type="checkbox"/> UI. <input type="checkbox"/> UJ. <input type="checkbox"/> UK. <input type="checkbox"/> UL. <input type="checkbox"/> UM. <input type="checkbox"/> UN. <input type="checkbox"/> UO. <input type="checkbox"/> UP. <input type="checkbox"/> UQ. <input type="checkbox"/> UR. <input type="checkbox"/> US. <input type="checkbox"/> UT. <input type="checkbox"/> UU. <input type="checkbox"/> UV. <input type="checkbox"/> UV. <input type="checkbox"/> UW. <input type="checkbox"/> UX. <input type="checkbox"/> UY. <input type="checkbox"/> UZ. <input type="checkbox"/> VA. <input type="checkbox"/> VB. <input type="checkbox"/> VC. <input type="checkbox"/> VD. <input type="checkbox"/> VE. <input type="checkbox"/> VF. <input type="checkbox"/> VG. <input type="checkbox"/> VH. <input type="checkbox"/> VI. <input type="checkbox"/> VJ. <input type="checkbox"/> VK. <input type="checkbox"/> VL. <input type="checkbox"/> VM. <input type="checkbox"/> VN. <input type="checkbox"/> VO. <input type="checkbox"/> VP. <input type="checkbox"/> VQ. <input type="checkbox"/> VR. <input type="checkbox"/> VS. <input type="checkbox"/> VT. <input type="checkbox"/> VU. <input type="checkbox"/> VV. <input type="checkbox"/> VV. <input type="checkbox"/> VW. <input type="checkbox"/> VX. <input type="checkbox"/> VY. <input type="checkbox"/> VZ. <input type="checkbox"/> WA. <input type="checkbox"/> WB. <input type="checkbox"/> WC. <input type="checkbox"/> WD. <input type="checkbox"/> WE. <input type="checkbox"/> WF. <input type="checkbox"/> WG. <input type="checkbox"/> WH. <input type="checkbox"/> WI. <input type="checkbox"/> WJ. <input type="checkbox"/> WK. <input type="checkbox"/> WL. <input type="checkbox"/> WM. <input type="checkbox"/> WN. <input type="checkbox"/> WO. <input type="checkbox"/> WP. <input type="checkbox"/> WQ. <input type="checkbox"/> WR. <input type="checkbox"/> WS. <input type="checkbox"/> WT. <input type="checkbox"/> WU. <input type="checkbox"/> WV. <input type="checkbox"/> WV. <input type="checkbox"/> WW. <input type="checkbox"/> WX. <input type="checkbox"/> WY. <input type="checkbox"/> WZ. <input type="checkbox"/> XA. <input type="checkbox"/> XB. <input type="checkbox"/> XC. <input type="checkbox"/> XD. <input type="checkbox"/> XE. <input type="checkbox"/> XF. <input type="checkbox"/> XG. <input type="checkbox"/> XH. <input type="checkbox"/> XI. <input type="checkbox"/> XJ. <input type="checkbox"/> XK. <input type="checkbox"/> XL. <input type="checkbox"/> XM. <input type="checkbox"/> XN. <input type="checkbox"/> XO. <input type="checkbox"/> XP. <input type="checkbox"/> XQ. <input type="checkbox"/> XR. <input type="checkbox"/> XS. <input type="checkbox"/> XT. <input type="checkbox"/> XU. <input type="checkbox"/> XV. <input type="checkbox"/> XV. <input type="checkbox"/> XW. <input type="checkbox"/> XX. <input type="checkbox"/> XY. <input type="checkbox"/> XZ. <input type="checkbox"/> YA. <input type="checkbox"/> YB. <input type="checkbox"/> YC. <input type="checkbox"/> YD. <input type="checkbox"/> YE. <input type="checkbox"/> YF. <input type="checkbox"/> YG. <input type="checkbox"/> YH. <input type="checkbox"/> YI. <input type="checkbox"/> YJ. <input type="checkbox"/> YK. <input type="checkbox"/> YL. <input type="checkbox"/> YM. <input type="checkbox"/> YN. <input type="checkbox"/> YO. <input type="checkbox"/> YP. <input type="checkbox"/> YQ. <input type="checkbox"/> YR. <input type="checkbox"/> YS. <input type="checkbox"/> YT. <input type="checkbox"/> YU. <input type="checkbox"/> YV. <input type="checkbox"/> YV. <input type="checkbox"/> YW. <input type="checkbox"/> YX. <input type="checkbox"/> YY. <input type="checkbox"/> YZ. <input type="checkbox"/> ZA. <input type="checkbox"/> ZB. <input type="checkbox"/> ZC. <input type="checkbox"/> ZD. <input type="checkbox"/> ZE. <input type="checkbox"/> ZF. <input type="checkbox"/> ZG. <input type="checkbox"/> ZH. <input type="checkbox"/> ZI. <input type="checkbox"/> ZJ. <input type="checkbox"/> ZK. <input type="checkbox"/> ZL. <input type="checkbox"/> ZM. <input type="checkbox"/> ZN. <input type="checkbox"/> ZO. <input type="checkbox"/> ZP. <input type="checkbox"/> ZQ. <input type="checkbox"/> ZR. <input type="checkbox"/> ZS. <input type="checkbox"/> ZT. <input type="checkbox"/> ZU. <input type="checkbox"/> ZV. <input type="checkbox"/> ZV. <input type="checkbox"/> ZW. <input type="checkbox"/> ZX. <input type="checkbox"/> ZY. <input type="checkbox"/> ZZ.
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19. SEX <b>M</b>	20. APPROPRIATION: FROM <b>7-3745-55-042</b> TO <b>Same</b>	21. SUBJECT TO C.S. RESIGNMENT ACT (YES-NO) <b>Yes</b>	22. DATE OF APPOINTMENT AFFIDAVIT (ACCESSION ONLY)	23. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: <b>Phil</b>
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24. STANDARD FORM 50 REMARKS	25. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
	A.			
	B. CEN. OR POS. CONTROL	<b>WLN</b>		
	C. CLASSIFICATION			
	D. PLACEMENT ON LEAF	<b>WLN</b>	<b>31 Aug 56</b>	
	E.			

F. APPROVED BY **Robert A. ... by ... 31 Aug 56**

SECRET

STANDARD FORM 52 PROCESSED BY THE U. S. CIVIL SERVICE COMMISSION FOR MANY NON-FEDERAL PERSONNEL BUREAU OFFICE OF <b>REQUEST FOR PERSONNEL ACTION</b>	UNVOUCHERED
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REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname) <b>Mr. Joseph B. Smith</b>	2. DATE OF BIRTH <b>16 June 1921</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>5 Aug. 55</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Promotion</b>		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM - <b>Ops Officer (PP) BFF-923-12 GS-0136.31-12 \$7200.00 P/A 7155 DDP/FE Branch 5 Singapore Station Singapore, Malaya</b>	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO - <b>Ops Officer (PP) BFF-923-13 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5 Singapore Station Singapore, Malaya</b>
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<b>SD:DP</b>

A. REMARKS (Use reverse if necessary)  
  
Pers. Data Sheet, Recommendation, Job Description and Fitness Report attached.

14. REQUEST APPROVED BY <b>Henry P. Gilbert, FE Personnel Officer</b>	Signature: <i>Henry P. Gilbert</i>
15. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>Dorothy Tweedie x3760</b>	Title:

13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 1917 <input type="checkbox"/> 15 POINT DISAB <input type="checkbox"/> OTHER <input checked="" type="checkbox"/>	16. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/>
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18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
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21. STANDARD FORM 50 REMARKS  
  

Approved SEP 13 1955  
*Joseph M. Collins*  
Career Service etc

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS CONTROL	<i>cc: [unclear]</i>	<i>16 Aug 1955</i>	<i>APPROVED BY [unclear] 16 Aug 1955</i>
C. CLASSIFICATION			
D. PLACEMENT OR EXPL			
E.			

F. APPROVED BY  
*Robert A. [unclear]*  
**SECRET**  
*per [unclear] 20 Sept 55*

SECRET

DD/P

PERSONNEL DATA SHEET

NAME: Joseph B. SMITH AGE: 34 DATE: 9 September 1955

STATION Singapore, Malaya PRIMARY CAREER  
AND DUTIES: Ops Officer DD/P UNIT: FE DESIGNATION: PP

PRESENT GRADE: GS-12 PRESENT T/O SLOT BFF-923  
PROPOSED GRADE: GS-13 NUMBER AND GRADE: GS-12/13

CIA TRAINING: Orientation 2-5 Oct 51  
Basic Psychological Warfare Seminar - May 52 PROPOSED T/O SLOT BFF-923  
Advanced " " " " - Nov 52 NUMBER AND GRADE: GS-12/13

EDUCATION: 1940 - 1943, A.B. Harvard U, History, Government, Economics  
1943 - 1944, Yale, Far East Japanese, Certificate  
January 1950, A.M., U of Pennsylvania, History

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

- 1943 - 1946, U.S. Army, Cpl, MIS Japanese language specialist
- 1946 - 1951, Ass't Professor of History, Eickenson College, Pennsylvania

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

- 17 Sep 51 - Excepted appointment, GS-9, OPC/FE/Plans Branch, Washington, D.C.
- 30 Mar 52 - Prom & Reass., Ops Officer, GS-11, OPC/FE/Plans & Operations Branch Psychological Warfare Unit, Washington, D.C.
- 26 Apr 53 - Prom, Ops Officer, GS-12, ODP/FE/Political and Psychological Warfare Section, Washington, D.C.
- 20 Dec 53 - Reass., Intelligence Officer, GS-12, FE/Malaya Station Singapore, Malaya (arrived 1 April 1954)
- 28 Feb 54 - Reass., Ops Officer (PP), GS-12, FE/Branch 5, Singapore, Malaya

RECOMMENDED BY:  
V. O. Goodell  
Chief, FE/5

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject promoted GS-12,  
26 APRIL 1955

26 55 11 07 AM '55

OFFICE OF PERSONNEL

SECRET

SECRET

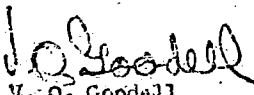
MEMORANDUM FOR: FE/Personnel  
FROM : Chief, FE/S  
SUBJECT : Promotion of Joseph B. Smith

1. Mr. Joseph Smith holds the position of senior KUCAGE officer in the Singapore/Malaya Mission. In this capacity Mr. Smith has conducted [redacted] on KUCAGE matters pertaining to his area and has assisted with KUCAGE liaison for all of Southeast Asia.

2. The position that Mr. Smith occupies calls for a considerable degree of initiative, diplomacy and resourcefulness. Mr. Smith has demonstrated that he possesses these qualities having displayed sound judgement in dealing with a service where many policy problems have to be met and solved. In addition, as will be noted from the attached recommendation from the field, the Chief of Station has delegated to Mr. Smith most of the responsibility for the conduct of the KUCAGE program at the station. An integral part of this program has been the development of very useful independent KUBARK/KUCAGE operations by Mr. Smith.

3. Attached is a job description for Mr. Smith which illustrates in more detail the special requirements necessary for the position which he has so ably filled since April 1st of 1964.

4. Mr. Smith is recommended for promotion to GS-13.

  
V. O. Goodell  
Chief, FE/S

SECRET

STANDARD FORM 52 FORMS ISSUED BY THE U. S. GOV. PRINTING OFFICE DURING THE FISCAL YEAR 1953 SERIAL CHAPTER 51		<b>SECRET</b>		UNVOUCHERED	
<b>REQUEST FOR PERSONNEL ACTION</b> Information					
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.					
1. NAME (Mr. - Miss - Mrs. - One given name, initials, and surname)		2. DATE OF BIRTH		3. REQUEST NO.	4. DATE OF REQUEST
Mr. Joseph B. SMITH		16 June 1921			17 Aug 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)			6. EFFECTIVE DATE & PROVIDED:		7. C. S. OR OTHER LEGAL AUTHORITY
Reassignment			20 Dec 53		
8. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED:		
FROM: Operations Officer (FV) EF-93 OS-132-12 \$7040.00 p/a DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.		A. POSITION TITLE AND NUMBER B. SERVICE GRADE AND SALARY C. ORGANIZATIONAL DESIGNATIONS D. HEADQUARTERS		TO: Intelligence Officer <del>OS-12</del> <sup>OS-12</sup> S-5-12 OS-12 \$7040.00 p/a DDP/FE <del>Political &amp; Psychological Warfare</del> Malaya Station Singapore, Malaya	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
9. REMARKS (Use reverse if necessary) Slot #5 (OS-13 slot)  Transfer TO Unvouchered Funds FROM Vouchered Funds					
10. REQUESTED BY (Name and title) <i>Clarence M. Witt, Personnel Officer</i>			11. REQUEST APPROVED BY <i>John A. Willard</i>		
12. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Alma Weisen, extension 3497			13. TITLE PP/CS		
14. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. OTHER			15. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/> CD: PP <input checked="" type="checkbox"/>		
16. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> W		17. APPROPRIATION FROM: 4-3700-20 TO: 4-2745-55-042		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCSIGNED GICY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		21. STANDARD FORM 50 (REMARKS)			
<i>E date 2.4.53 per FE Sally 2/17/53 H</i>					
22. CLEARANCES		INITIAL OR SIGNATURE		DATE	
A.					
B. CEN. OR POS. CONTROL					
C. CLASSIFICATION					
D. PLACEMENT OR EMPL.		<i>OT.</i>			
E.					
F. APPROVED BY <i>C. Taylor</i>					

**SECRET**  
Security Information



*Wing* *Cur* *2/10/56*

STANDARD FORM 52  
PROPERTY OF THE  
U. S. GOVERNMENT  
REPRODUCTION PROHIBITED  
EXCEPT BY SPECIAL AUTHORITY

### REQUEST FOR PERSONNEL ACTION

**SECRET**

UNVOUCHERED

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.-Miss-Mrs.-One given name, initial(s), and surname) <b>Mr. Joseph B. SMITH</b>		2. DATE OF BIRTH <b>16 June 1921</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>17 Aug 53</b>
5. NATURE OF ACTION REQUESTED: A. FULL/TIME (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>			6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED:	

1000- Operations Officer (PW) <b>EP-93</b> <b>GS-12-12 \$7040.00 p/a</b> <b>DDP/FE</b> <b>Political &amp; Psychological Warfare</b> <b>Political &amp; Psychological Warfare Sect.</b> <b>Washington, D. C.</b>	9. POSITION TITLE AND NUMBER	11. SERVICE GRADE AND SALARY <b>GS-12 \$7040.00 p/a</b>	12. ORGANIZATIONAL DESIGNATION <b>DDP/FE</b>	13. HEADQUARTERS <b>Singapore, Malaya</b>
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

*Intelligence Officer (P) S-5-12*

9. REMARKS (Use reverse if necessary)  
**Slot #5 (GS-13 slot)**  
**Transfer TO Unvouchered Funds FROM Vouchered Funds**

*C#1074*

14. REQUESTED BY (Name and title) <b>Clarence E. Witt, FE Personnel Officer</b>	15. REQUEST APPROVED BY Signature: _____ Title: _____
16. FOR INFORMATION CALL (Name and telephone extension) <b>Alma Weiss, extension 2197</b>	

17. VETERAN PREFERENCE NONE / WAVE / OTHER 5-PT. / 10-POINT / DISAB. / OTHER	18. POSITION CLASSIFICATION ACTION NEW / VICE / I. A. / REEL
19. APPROPRIATION FROM <b>4-3700-20</b> TO <b>4-3745-55-012</b>	20. LEGAL RESIDENCE DATE OF APPOINTMENT AFFIDAVIT (SUCCESSORS ONLY) <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: _____

21. STANDARD FORM 52 REMARKS  
  
*W. P. ...*

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. DIR. OR AG. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENTL.			
E.			

F. APPROVED BY

**SECRET**

Security Information

**SECRET**  
Security Information

PP Career Service Officer

1 Sept 1953

Chief, FE

Transfer of Joseph B. Smith

1. Request for transfer of subject from the FE Division PP Staff T/O to the T/O of FE Branch 5 in order that he may be assigned as Senior PP Officer in Singapore was made 17 August 1953. The Branch was notified that no action would be taken until indication was given regarding Subject's fulfillment of training requirements.

2. Subject has satisfied Phase I by virtue of his 2 years' experience. He will undertake to complete his training beginning 5 October 1953 on which date he has been enrolled in the Phase II Course.

GEORGE E. AURELL

FE-5/JSmith:grc

Distribution:

- 2 - PP Career Serv. Officer
- 2 - FE/5

Note: Request for reassignment approval was received by PP/CSO on 24 August 1953. FE Division was notified of training requirements on 25 August 1953. This memorandum was received on 3 September and forwarded to FDC on 4 September 1953.

*EM*  
EDWIN A. MILLARD  
PP/CS

SECRET

SECURITY INFORMATION

STANDARD FORM 52  
FORMERLY DA FORM 52  
17 FEB 1953 (REVISED)  
GPO: 1953 O - 777-000  
MAGAZINE (PART 1)

REQUEST FOR PERSONNEL ACTION

VOUNTEERED FUNDS

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6R and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. Miss Mrs. One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Joseph B. SMITH			27 Mar 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
Promotion			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	
		[Signature]	

FROM - Operations Officer (PW) BF-93-11 GS-132-11 \$5940.00 p/a LDP/FE Political & Psychological Warfare Political & Psychological Warfare Section Washington, D.C.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO - Operations Officer (PW) BF-93 GS-132-12 \$7040.00 p/a DDP/FE SAME SAME same same
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)  
Position description is attached.

B. REQUESTED BY (Name and title) Kathryn J. Rex, Personnel Officer	D. REQUEST APPROVED BY [Signature] Signature: Kathryn J. Rex Title: Personnel Officer
E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Mary Lee Mitchell 3887 - 2314	

13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> SPT. <input type="checkbox"/> 12 POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/>
---	--

15. SEX	16. RACE	17. APPROPRIATION FROM: 3700-20 TO: 8200	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---------	----------	--	---	---	---

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL	[Signature]	4/10/53	
E.			

F. APPROVED BY  
[Signature] H. Powell 13 Apr 53

SECRET

CONFIDENTIAL

PERSONNEL ACTION REQUEST		REGISTER NO.
NAME Smith, Joseph Burkholder		REQUESTED EFFECTIVE DATE 30 Mar.
NATURE OF ACTION Reassignment Promotion		REASON LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:
FROM	TO	
TITLE Intelligence Officer	Chgo Intelligence Officer	
GRADE AND SALARY GS-9 \$5060.00 p/a	GS-11 \$5940.00 p/a	
OFFICE OPC	OPC	
DIVISION FE	FE	
BRANCH AND SECTION Plans Branch Slot 521	Plans and Operations Br. Psychological Warfare Unit.	
OFFICIAL STATION Washington, D. C.	Washington, D. C.	
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>	DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>	
REMARKS: (Slot 521) JK  # 1389  132		
RECOMMENDED: 14 February 1952  George L. ... (SIGNATURE OF OFFICE CHIEF, EMPLOYER OR NIA, (APR 52))		
FOR USE OF PERSONNEL ONLY		
PLACEMENT DATE QUALIFICATIONS MET CLEARANCE REQUESTED DATE TYPE DATE SIGNATURE		TERMINATIONS AND RECORDS APPROPRIATION: 2123700 5017 RESTRICTIONS: C. S. C. AUTHORITY: Sec. A - DATE SIGNATURE: 2-25-52 SIGNATURE: [Signature] PERSONNEL RELATIONS DATE SIGNATURE APPROVALS DATE SIGNATURE: MAR 1952 SIGNATURE OF DIVISION CHIEF: [Signature]
CLASSIFICATION BUREAU NO. 9786 C. S. C. NO. DATE APPROVED: 3-13-52 BY: [Signature] NEW DATE 3/13/52 SIGNATURE: [Signature]		SUBJECT'S SECURITY CLEARANCE SIGNATURE OF EXECUTIVE

FORM NO 37-3  
REV 1950

CONFIDENTIAL

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME <b>SMITH, Joseph D. <del>Ward</del></b>			REQUESTED EFFECTIVE DATE <b>17 Sept 51</b>		
NATURE OF ACTION <b>Accepted Appointment</b>			WHEN LEAVING (VOUCHERS)		
FROM			TO		
TITLE <b>Intelligence Officer</b>			GRADE AND SALARY <b>GS-9, \$4600 p/a</b>		
OFFICE <b>S. C. 29 Aug 51</b>			OFFICE <b>OPC</b>		
DIVISION			DIVISION <b>FE</b>		
BRANCH AND SECTION			BRANCH AND SECTION <b>Plans Branch</b>		
OFFICIAL STATION <b>Washington, D. C.</b>			OFFICIAL STATION		
DEPARTMENTAL <input type="checkbox"/>		FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/>	
REMARKS <b>C#1314</b> <span style="float: right;"><b>132</b></span> <b>8-21 71302</b> <b># 8003</b>					
RECOMMENDED <b>12 June 1951</b> <span style="float: right;"><b>George A. [Signature]</b> <b>RICHARD G. STILLWELL, Chief, FE Division</b></span>					
FOR USE OF PERSONNEL ONLY					
PLACEMENT DATE QUALIFICATION APPROVED <b>[Signature]</b>			TRANSACTIONS AND RECORDS APPROPRIATION: <b>2125700</b>		
CLEARANCE REQUIRED DATE TYPE			ALLOTMENT: <b>2017</b>		
CLEARANCE RECEIVED DATE TYPE			C. S. C. AUTHORITY: <b>[Signature]</b>		
DATE SIGNATURE			DATE SIGNATURE <b>7-19-51 [Signature]</b>		
PERSONNEL RELATIONS DATE SIGNATURE			PERSONNEL RELATIONS DATE SIGNATURE <b>[Signature]</b>		
CLASSIFICATION NUCLEAR NO. C. S. C. NO. DATE APPROVED			APPROVALS DATE SIGNATURE TO SECURITY CLEARANCE		
NON NUCLEAR NO. C. S. C. NO. DATE APPROVED			SIGNATURE OF EXECUTIVE		
DATE SIGNATURE <b>6/26/51 [Signature]</b>			DATE SIGNATURE OF DIVISION CHIEF <b>JUN 19 51 [Signature]</b>		

CONFIDENTIAL

REPORT OF INTERVIEW

28 May 1961 1950

Name of Candidate Joseph B. Smith

Position Considered for I.O. Office FE-3 Interviewer D.R. Smith

Personal

Appearance	Dignified.....	Natural.....	Awkward....
	Well-groomed.. <u>y</u>	Clean.....	Slovenly... <u>      </u>
	Wide-awake... <u>y</u>	Stolid.....	Apathetic.. <u>      </u>
	Expressive.... <u>      </u>	Ordinary... <u>      </u>	Insignificant <u>      </u>

Personality

	Persuasive....	Responsive.. <u>y</u>	Taciturn... <u>      </u>
	Imperturbable.. <u>      </u>	Steady..... <u>y</u>	Excitable... <u>      </u>
	Cheerful.....	Traquill... <u>      </u>	Defected... <u>      </u>
	Straight-forward <u>y</u>	Reserved... <u>      </u>	Evasive.... <u>      </u>
	Highest..... <u>x</u>	Complacent.. <u>      </u>	Conceited... <u>      </u>
	Dominant..... <u>      </u>	Confident... <u>y</u>	Submissive.. <u>      </u>

Is education adequate? Yes (X) No ( ) Is language facility adequate? Yes (X) No ( )

Area Knowledge Extensive studies of Japan-Korea Area but no travel in area

Previous intelligence or related experience MIS Language School

Salary level requested \$ 5000 p/a Lowest salary acceptable \$ 5000 p/a

*Handwritten note:* Bull Terrier GS-9

General Recommendations:

- Candidate is not recommended for employment. Reasons: [Redacted]
- Candidate is recommended for employment. Justification: [Redacted]

Specific Recommendation for employment:

Position: \_\_\_\_\_ Branch: \_\_\_\_\_ Division: \_\_\_\_\_

Location: \_\_\_\_\_

Salary level: \_\_\_\_\_

*Handwritten note:* To see [unclear] 10-31-61

Recommendation as to potential of candidate to the organization in other than the position currently under consideration: \_\_\_\_\_

(Enter any additional remarks or comments here.)

[Signature]  
Signature of interviewer

CONFIDENTIAL

REPORT OF INTERVIEW

May 28 1958

Name of Candidate Smith, Carl B.

Position Considered for \_\_\_\_\_ Office \_\_\_\_\_ Interviewer SJ

Personal Appearance:

Dignified.....	Natural..... <input checked="" type="checkbox"/>	Awkward....
Well-groomed..	Clean..... <input checked="" type="checkbox"/>	Slovenly...
Wide-Awake....	Stolid.....	Apathetic..
Depressive....	Ordinary....	Insignificant

Personality:

Persuasive....	Responsive..	Troturn....
Imperturbable..	Steady.....	Excitable..
Cheerful.....	Troubled....	Defected....
Straight-forward	Reserved....	Envious....
Modest.....	Complacent..	Concited...
Dominant.....	Confident...	Submissive..

Is education adequate? Yes (X) No ( ) Is language facility adequate? Yes (X) No ( )

Area Knowledge Study For Est

Previous intelligence or related experience Tapeworming School

Salary level requested \$654 Lowest salary acceptable \$5000.

General Recommendations:

1. Candidate is not recommended for employment. Remarks: \_\_\_\_\_
2. Candidate is recommended for employment. Justification: allow the - potential of future development - good basic background

Specific Recommendation for employment:

Position: \_\_\_\_\_ Branch: \_\_\_\_\_ Division: \_\_\_\_\_

Location: \_\_\_\_\_

Salary level: \_\_\_\_\_

Recommendation as to potential value of candidate to the organization in other than the position immediately under consideration: \_\_\_\_\_

(Enter any additional remarks on reverse side.)

SJ  
Signature of interviewer

Let - second part of ...  
 of - out of the time she & other relations  
 also stay up - would be willing  
 to work for the family of ...

Available around 5:51



# MILITARY STATUS QUESTIONNAIRE

THIS DATE

NAME (PRINT) (Last) (Middle) (First) BIRTH DATE (Day) (Month) (Year)  
**Smith, Burkholder, Joseph** 16 June 1921

SEX MALE  FEMALE  RACE **white** CODE MARITAL STATUS  SINGLE  MARRIED  WIDOWED  DIVORCED  SEPARATED

NO. OF DEPENDENTS **2** AGENCY ASSIGNMENT OFFICE DIVISION CODE  
POSITION OR TITLE GRADE CODE

**PRESENT DRAFT STATUS**  
(1) HAVE YOU REGISTERED FOR DRAFT? (1) YES  (2) NO   
(B) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW:  
 1A AVAILABLE FOR MILITARY SERVICE. AGES 18-26  
 1B CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY.  
 1C MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE. MUST BE ON FULL DUTY.  
 1D MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE. CANNOT BE CALLED BY DRAFT BOARDS. CALLED ONLY BY MILITARY SERVICE CONCERNED.  
 2A DEFERRED ON ACCOUNT OF OCCUPATION.  
 2C DEFERRED FOR AGRICULTURAL OCCUPATION.  
 3A MAN HAS DEPENDENTS.  
 4A REGISTRANT WHO HAS COMPLETED SUFFICIENT SERVICE IN WORLD WAR II TO BE CLASSIFIED AS A VETERAN (NINETY DAYS SERVICE DURING FIGHTING WAR OR ONE YEAR AFTER V-J DAY). SOLE SURVIVING SON IN FAMILY. IF A FAMILY HAD TWO SONS IN A WAR AND ONE WAS KILLED, THE SOLE SURVIVING SON COME IN THIS CATEGORY.  
 4B OFFICIAL DEFERRED BY LAW.  
 4C ALIEN.  
 4D MINISTER OF RELIGION OR DIVINITY STUDENT.  
 4E CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICE.  
 4F PHYSICALLY OR OTHERWISE UNFIT FOR SERVICE.  
 4G MAN WHO HAS ATTAINED TWENTY-SIXTH BIRTHDAY. NOT LIABLE TO INDUCTION UNDER PRESENT ACT.

**LOCAL DRAFT BOARD**  
NAME NO.  
ADDRESS (Street and No.)

The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.

## SERVICE RECORD

1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:  
(1) ARMY  (4) AIR FORCE  (7) NATIONAL GUARD   
(2) NAVY  (5) COAST GUARD  (8) FOREIGN MILITARY ORGANIZATION   
(3) MARINE CORPS  (6) MERCHANT MARINE

2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING TOURS)  
YEARS MONTHS  
(1) WORLD WAR I AND ALL PRIOR DUTY \_\_\_\_\_  
(2) BETWEEN WORLD WAR I AND WORLD WAR II \_\_\_\_\_  
(3) WORLD WAR II 2 11  
(4) SINCE WORLD WAR II \_\_\_\_\_  
ACTIVE DUTY TO DATE (TOTAL) 2 11

3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTMENT STATUS UPON DEPARTURE:  
1) COMMISSIONED  OR 2) ENLISTED

NAME OF SERVICE **Army** RANK, GRADE OR RATING **T/5 grade** BRANCH OR CORPS **ITS** LAST SERIAL, SERVICE OR FILE NO. **11 081 139**

DO NOT WRITE IN SPACES BELOW

4. CHECK TYPE OF SEPARATION:

- (1)  RETIREMENT FOR AGE
- (2)  RETIREMENT FOR SERVICE
- (3)  RETIREMENT FOR COMBAT DISABILITY
- (4)  RETIREMENT FOR OTHER PHYSICAL DISABILITY
- (5)  SEPARATED (POINTS, CATEGORY, ETC.) **length of service category**
- (6)  RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST
- (7)  RELEASE BECAUSE OF UNDUO HARDSHIPS

5. IF YOUR PRESENT STATUS DIFFERS IN ANY RESPECT FROM THAT STATED IN 3 ABOVE, INDICATE CHANGE ONLY AND DATE OF CHANGES DATE CODES

CHANGES	DATE	CODES
COMMISSIONED _____	_____	_____
SERVICE _____	_____	_____
ARM, BRANCH OR CORPS _____	_____	_____
RANK, GRADE OR RATING _____	_____	_____
SERVICE, SERIAL OR FILE NO. _____	_____	_____

6. ARE YOU NOW IN THE NATIONAL GUARD? (1) YES  (2) NO

(A) IF YES, WHAT UNIT? \_\_\_\_\_  
(B) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (1) YES  (2) NO

7. DO YOU HAVE RESERVE STATUS? (1) YES-INACTIVE  (2) YES-ACTIVE  (3) NO

(A) ARE YOU ASSIGNED TO AN AGENCY UNIT? (1) YES  (2) NO   
(B) IF NO, WHAT IS YOUR ASSIGNMENT? none

(C) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (1) YES  (2) NO

8. DO YOU HAVE A MOBILIZATION ASSIGNMENT? (1) YES  (2) NO

(A) IF YES, STATE NAME OF UNIT ORGANIZATION \_\_\_\_\_

REMARKS:

*Frank B. Smith*  
SIGNATURE

**SECRET**

REPRODUCTION MASTERS

**SECRET**

DISSEMINATION

BIOGRAPHIC PROFILE

**SECRET**

H a n d l e   W i t h   C a r e

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE 20 June 1973	FILE NO. 14732
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	SS NUMBER 717-18-4732	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 607004	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action):	ID CARD NUMBER	
ATTN: Chief Support Staff	OFFICIAL COVER	<input checked="" type="checkbox"/> ESTABLISHED	<input type="checkbox"/> DISCONTINUED
REF: Form 2554 Retirement			
SUBJECT: SMITH, Joseph B.	UNIT		
<b>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</b>			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:	
<input checked="" type="checkbox"/> BASIC COVER PROVIDED FROM 500 EFFECTIVE DATE		SUBMIT FORM 3254 _____ W-2 TO BE ISSUED. (HNB 20-11)	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR _____ TDY _____ OTHER (Specify)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)		EAA: CATEGORY I _____ CATEGORY II _____	
SUBMIT FORM 3254 _____ TO BE ISSUED. (HNB 20-11)		RETURN ALL OFFICIAL DOCUMENTATION TO CCS	
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2*)		SUBMIT FORM 2688 FOR HOSPITALIZATION CARD	
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2*)		DO NOT WRITE IN THIS BLOCK	
<input checked="" type="checkbox"/> EAA: CATEGORY I _____ CATEGORY II _____		<b>FILE</b>	
SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY			
DISTRIBUTION: COPY 1 - CD OR CPD COPY 2 - OPERATING COMPONENT COPY 3 - OS/SRCD COPY 4 - GL/TFO COPY 5 - CCS-FILE		 CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF	

SECRET

NOTIFICATION OF ESTABLISHMENT OF OFFICIAL COVER BACKSTOP		DATE 22 September 1966
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, PERSONNEL OPERATIONS DIVISION	ESTABLISHED FOR  SMITH, Joseph B.
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) WH	
ATTN: Mr. Hannah	FILE NO. K-1480	
REF: Form 1322 dated 20 September 1966	ID CARD NO. B-5261	
OFFICIAL COVER BACKSTOP ESTABLISHED Services and Support Group (Provisional)	EMPLOYEE NO.	
<b>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</b>		
<input checked="" type="checkbox"/> Block Records; (OPMEMO 20-800-11) a. Temporarily for _____ days, effective _____ b. Continuing, effective <u>as of 23 September 1954</u>		
<input type="checkbox"/> Submit Form 642 to change limitation category. (HHR 20-7)		
<input checked="" type="checkbox"/> Ascertain that Army W-2 being issued. (HB 20-601-1)		
<input checked="" type="checkbox"/> Submit Form 1322 for any change affecting this cover. (R 240-250)		
<input checked="" type="checkbox"/> Submit Form 1323 for transferring cover responsibility. (R 240-250)		
<input type="checkbox"/> Remarks:		
<input checked="" type="checkbox"/> Cover History		
RELEASE BY: <i>James J. Franklin</i> (with official cover) ECS		
DISTRIBUTION: Copy 1-POD, Copy 2-Operating Component, Copy 3-OS D-OS, Copy 4-OL/TELSVC, Copy 5-FSD OS Copy 6-OC/OPS, Copy 7-File		

*CS*

File No. K-1480  
21 July 1960

**SECRET**

MEMORANDUM FOR: Chief, Records and Services Division  
Office of Personnel

SUBJECT : Joseph B. Smith

1. Cover arrangements are in process, and/or have been completed for the above-named Subject.
2. Effective 26 April 1960, it is requested that your records be properly blocked ~~removed~~
3. This memorandum confirms an oral request of Edward Fitzgerald, OCL/CCO.

*Paul P. Stewart*  
 HARRY W. LITTLE, JR.  
 Chief, Central Cover Division

cc: SSD/OS

**THIS MEMO MUST REMAIN  
 ON TOP OF FILE**

**SECRET**

NOT RECORDED

(14-1240)

*ET*

### RECORD OF LEAVE DATA

1. NAME (Last - First - Middle) <b>SMITH JOSEPH B</b>				2. SOCIAL SECURITY ACCT. NO. <b>714-18-4732</b>				3. FOR AGENCY USE												
4. DATE AND NATURE OF SEPARATION <b>RETIREMENT 063073</b>				5. A. SUBJECT TO 5 USC 5528 (a) day leave ceiling? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				B. LAST DATE SUBJECT TO 5 USC 5528(b)												
6. TOTAL SERVICE FOR LEAVE (as of date of separation) <input type="checkbox"/> Less than 15 years (hours) _____ years _____ months _____ days <input type="checkbox"/> 15 years or more				7. SUMMARY OF ANNUAL AND SICK LEAVE								8. SUMMARY OF HOME LEAVE (12.11.5)								
7. Carryover balance from prior leave year ending				MO	DAY	YEAR	ANNUAL	SICK	18. Basic service period of 24 months of continuous service abroad:				MO	DAY	YEAR	DATE STARTED				
8. Current leave year accrual through pay period ending									19. Current 12 months accrual period began on				MO	DAY	YEAR	DATE COMPLETED				
9. Total							360	2018	20. Current balance on accrual as of				MO	DAY	YEAR	No. days: <b>64</b>				
10. Reduction in credits, if any (current year)							0	0	21. Twelve months accrual rate as of date of separation				No. days: <b>15</b>							
11. Total leave taken, current year through date of separation								0	22. Dates leave used, prior 24 months:				FROM	TO						
12. Balance							457	2057	MO	DAY	YEAR	MO	DAY	YEAR						
13. Total hours paid in lump sum				14. Salary rate(s) per hour: <b>\$13.89</b>																
15. Lump sum leave dates (if part-time leave, explain in remarks)				MO	DAY	YEAR	HOUR	HO												
16. During leave year in which separated				MO	DAY	YEAR			23. MILITARY LEAVE				FROM	TO						
17. During step increase waiting period which began on				MO	DAY	YEAR			MO	DAY	YEAR	MO	DAY	YEAR						
24. REMARKS (Include shore leave information, if applicable)																				
SCD: 10703748																				
25. CERTIFIED CORRECT BY: <i>Joseph A. [Signature]</i>				26. TITLE AGENCY - ADDRESS TELEPHONE NO.				27. DATE				FOR CHIEF PAYROLL								

SECRET  
(When Filled In)

LML: 03 JUL 73

NOTIFICATION OF PERSONNEL ACTION													
OCF													
1. SERIAL NUMBER		2. NAME (LAST FIRST-MIDDLE)											
007894		SMITH, JOSEPH B											
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
CONVERSION FROM RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA				MO: 06, YR: 73		REGULAR							
6. FUNDS		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY							
CF TO V		X		CF TO CF		3135 0990 0000		P L 88-643 SECT 233					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION							
DDO/WH DIVISION FOREIGN FIELD MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO							
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION					
OPS OFFICER						0340							
14. CLASSIFICATION SCHEDULE (GS, 18, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP							
GS			0136.01			14 8							
18. REMARKS													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERS													
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE		24. HOURS CODE		25. DATE OF BIRTH	
45		10										06 10 21	
26. DATE EXPIRES		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. Correction / Cancellation Data					
						0BJ0000							
31. VET PREFERENCE		32. SERV. COMP. DATE		33. LONG COMP. DATE		34. CAREER CATEGORY		35. FEEDBACK/HEALTH					
36. PREVIOUS CIVILIAN GOVERNMENT SERVICE				37. LEAVE CAT. CODE		38. FEDERAL TAX DATA				39. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION													
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>            1973 7 2 73         </div>													

FORM 3-66 1130 Use Previous Edition 2070 11-73

SECRET  
BBG

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)



"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	SI 620	CF	GS 14 8	\$28,478

G  
51

1. SERIAL NO.		2. NAME			3. ORGANIZATION		4. FUNDS		5. LWOP HOURS		
007894		SMITH JOSEPH B			SI 620		CF				
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.		
GS 14	7	\$26,054	12/14/69	GS 14	8	\$27,084	12/10/72				
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.											
SIGNATURE <i>John Lawrence</i>								DATE 11-12-72			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
CLERK'S INITIALS								AUDITED BY <i>1/35</i>			
FCIM 7.6E Use previous editions <span style="float: right;">PAY CHANGE NOTIFICATION (4-51)</span>											

051

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
DCS 10/16/72					
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)			
007894		SMITH JOSEPH B			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
CHANGE IN N.S.C.A.			MO. DA. YR. 02   2   72		
A FUNDS		V TO V	V TO G	7. FINANCIAL ANALYSIS NO. (CHARGEABLE)	8. CXC OR OTHER LEGAL AUTHORITY
		G TO V	X G TO G	3135 0950 0002	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH DIVISION			MEXICO CITY, MEXICO		
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
OPS OFFICER		0340		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE	
GS		0136.01	14		
18. REMARKS					
SIGNATURE OR OTHER AUTHENTICATION					
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           POSTED            WEB 10-26-72         </div>					

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	91	620	CF GS 14 7	\$26,392

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	91	620	CF GS 14 7	\$24,979

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$23,573

651

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS					
007894	SMITH JOSEPH B	51 620	CF						
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION					
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 14	6	\$21,621	12/17/67	GS 14	7	\$22,239	12/13/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>[Signature]</i>							DATE <i>7-16-1-1969</i>		
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLEARER INITIALS							APPROVED BY: <i>[Signature]</i>		
FORM 7-62 530-E Use previous editions. PAY CHANGE NOTIFICATION (4-57)									

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 19 JULY 1959

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 6	\$21,621

MAY 69

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE MO DA YR 05 21 69
			5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable
	CF TO V	X	CF TO CF
			8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0340	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, EB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 04 7 14 6	17. SALARY OR RATE 17289 19771

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 35	20. EMPLOY CODE 10	21. OFFICE CODING NUMBER 51620 ALPHANUM WH	22. STATION CODE 45075	23. PAYROLL CODE S	24. PAYROLL CODE 3	25. DATE OF BIRTH MO DA YR 06 16 21	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. NET LEAVES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. CH 3. FICA 4. PAYROLL	31. SEPARATION DATA CODE	32. CORRECTION/Correction Data TYPE MO DA YR	33. SECURITY REG. NO.		34. SER.	
35. VET. PREFERENCE CODE 1. NONE 2. 5% 3. 10%	36. SERV. COMP. DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CIV. SERV. REG. EMP.	39. FEDERAL HEALTH INSURANCE CODE 1. YES 2. NO	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. HAS BEEN IN SERVICE 3. BREAK IN SERVICE (LESS THAN 1 YEAR) 4. BREAK IN SERVICE (MORE THAN 1 YEAR)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM REPORTED 1. YES 2. NO		44. STATE TAX DATA FORM REPORTED 1. YES 2. NO			

SIGNATURE OR OTHER AUTHENTICATION

POSTED

0522-69/77K

Signature of Office of Personnel

(When Filled In)

FORM 1150  
MAY 1969

Use Previous Edition

SECRET

PLW

16 MAY 69

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST/FIRST-MIDDLE) SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4. EFFECTIVE DATE 05   18   69
5. CATEGORY OF EMPLOYMENT REGULAR			6. FINANCIAL ANALYSIS NO. CHARGABLE 9135 0990 0000
7. SIC OF OTHER LEGAL AUTHORITY 50 USC 403 J			8. FUND SYMBOL X
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0340	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (OY, LB, BK) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 6	17. SALARY OF RATE 19771
18. REMARKS  HOME BASE: WH			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 20	20. EMPLOY CODE 10	21. OFFICE CODING 51620 WH	22. STATION CODE 45075
23. DATE EMPLOYED NO DA YR	24. SPECIAL REFERENCE	25. PAYMENT DATA LOAN	26. SEPARATION DATA CODE
27. PAY PREFERENCE	28. SERV COMP DATE	29. LEAVE CAT CODE	30. SOCIAL SECURITY NO.
31. FEDERAL GOVERNMENT SERVICE		32. FEDERAL TAX DATA	
33. STATE GOVERNMENT SERVICE		34. STATE TAX DATA	
35. SIGNATURE AND AUTHENTICATION			

POSTED  
05-16-69 JRS

Form 1150  
May 1967

Use Previous  
Edition

SECRET

PLW

Prepared by: \_\_\_\_\_  
Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_

FVD: 16 JUL 68

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)															
007894		SMITH, JOSEPH B															
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT									
REASSIGNMENT						07 14 68		REGULAR									
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY									
X						9235 0620 0000		50 USC 403 J									
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION											
DDP/WH CA STAFF						WASH., D.C.											
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION									
OPS OFFICER						0645		D									
14. CLASSIFICATION SCHEDULE (OS, LS, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE								
GS			0136.01			14 6			19771								
18. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. HEIGHT CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LST	
37		10		51150 WH		75013				1		06 16 21					
28. PIPE EXPRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Correction / Cancellation Date		33. SECURITY BIO NO		34. SEC		35. DATA			
36. VET. PREFERENCE		38. SERV. COMP. DATE		37. LEAD. COMP. DATE		38. CAREER CATEGORY		39. FLIGHT / REASSIGNMENT		40. SOCIAL SECURITY NO							
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEASE CAT CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA							
CODE 1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 1 YEAR 4. BREAK IN SERVICE MORE THAN 1 YEAR						CODE 1. YES 2. NO				CODE 1. YES 2. NO							
SIGNATURE OF OTHER AUTHORITY																	
FROM: OTR																	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  <i>[Signature]</i> </div>																	

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Use Previous Edition

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SECRET  
(When Filled In)

(When Filled In)



"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 80-236 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	31	150	V GS 14 6	\$19,481	\$19,771

D-5

1. SERIAL NO.		2. NAME			3. ORGANIZATION		4. FUNDS		5. EMP. HOURS		
007894		SMITH JOSEPH B			17 600		V				
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TIME ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	S	ADJ.		
GS 14	5	\$17,190	12/19/65	GS 14	6	\$17,721	12/17/67				
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.											
SIGNATURE <i>C. M. Brown</i>							DATE <i>13 October 1967</i>				
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
CLERK'S INITIALS <i>[Signature]</i>				CONTROLLED BY							
FORM 7-69 560 E <small>Use previous editions</small> PAY CHANGE NOTIFICATION 14-311											

COMPENSATION & TAX DIVISION

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	17	600	V GS 14 5	\$17,198	\$17,953

MRT: 17 OCT 66

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DAF

1. SERIAL NUMBER 067894	2. NAME (LAST-FIRST,MIDDLE) SMITH JOSEPH B
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3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT CAREER	4. EFFECTIVE DATE 10   09   66	5. CATEGORY OF EMPLOYMENT REGULAR
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6. FUNDS X	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 7275 3000 0000	8. CLK OR OTHER LEGAL AUTHORITY 50 USC 403 J
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9. ORGANIZATIONAL DESIGNATION DDS/OTR OPERATIONS SCHOOL HEADQUARTERS TRAINING BRANCH OPERATIONS FACULTY	10. LOCATION OF OFFICIAL STATION WASH., D.C.
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11. POSITION TITLE INSTR OPERATIONS	12. POSITION NUMBER 1314	13. SERVICE DESIGNATION D
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14. CLASSIFICATION SYMBOLS (GS, LG, etc.) GS	15. OCCUPATIONAL SERIES 1712.32	16. GRADE AND STEP 14 5	17. SALARY OR RATE 17198
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18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 13	20. EMPLOY CODE 10	21. OFFICE CODING 17600 OTR	22. STATION CODE 75013	23. INTEREST CODE	24. HEIGHT CODE	25. DATE OF BIRTH 05   18   21	26. DATE OF PRAGE 12   23   62	27. DATE OF LEI 12   19   65
28. MIL SERVICE NO SA	29. SPECIAL ASSISTANCE	30. RETIREMENT DATA 1. CLK 2. FICA 3. 3098 2	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA 1. YES 2. NO 1	33. SECURITY REG NO 00000	34. LEI	EOD DATA	
35. VET. PREFERENCE CODE 1	36. SERV COMP DATE 10   03   48	37. LONG LEAV. DATE 08   17   51	38. CAREER CATEGORY E	39. PAGES / HEALTH INSURANCE 1	40. SOCIAL SECURITY NO			
41. PREVIOUS GOVERNMENT SERVICE DATA 1. NO FEDERAL SERVICE 2. NO OTHER SERVICE 3. OTHER (EXPLAIN IN REMARKS)			42. LEAVE CAT CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA		

SIGNATURE OF OTHER AUTHORITY

POSTED  
10 OCT 66

FORM 1159  
11 57

Use Previous Edition

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

NRT: 17 OCT 66

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) Smith, Joseph	
3. NATURE OF PERSONNEL ACTION RESIGNATION		4. EFFECTIVE DATE MO. DA. YR. 10 18 1966	5. CATEGORY OF EMPLOYMENT REGULAR
A. FUNDS		7. POST CENTER NO. CHARGEABLE 7135 0633 0000	8. USE OF OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 4 BUENOS AIRES, ARGENTINA STATION		10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0024	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 5	17. SALARY GRADE 17123
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODES NUMERIC ALPHABETIC	22. STATION CODE
23. INTIGREE CODE	24. HEALTH CODE	25. DATE OF BIRTH MO DA YR 08 11 1921	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. SPECIAL REFERENCE 1. DEC 2. FCA 3. OTHER	29. RETIREMENT DATA CODE	30. SEPARATION DATA CODE 600091
31. CORRECTION/CANCELLATION DATA TYPE MO DA YR	32. SECURITY EEO NO	33. SECURITY EEO NO	34. SEX
35. VET. PREFERENCE CODE 1. NONE 2. 5% 3. 10%	36. SERV. COMP. DATE MO DA YR	37. LEAVE COMP. DATE MO DA YR	38. CAREER CATEGORY CODE
39. FEDERAL EMPLOYER INSURANCE TYPE MO DA YR	40. SOCIAL SECURITY NO.	41. FEDERAL PAY DATA MO DA YR	42. STATE TAX DATA MO DA YR
43. PREVIOUS GOVERNMENT SERVICE DATA CODE 1. NO FEDERAL SERVICE 2. FEDERAL SERVICE (LESS THAN 2 YRS) 3. FEDERAL SERVICE (MORE THAN 2 YRS)	44. LEAVE CAT CODE	45. FEDERAL PAY DATA MO DA YR	46. STATE TAX DATA MO DA YR

SIGNATURE ON OTHER AUTHORIZATION

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Use Previous Edition

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME  
*Smith, Joseph*

SERIAL	ORGN.	FUNDUS	GR-STEP	OLD SALARY	NEW SALARY
007894	51	720	CF GS 14 5	\$16,712	\$17,198

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION								
OCS 05/31/66								
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
007894	<i>Smith, Joseph</i>							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT				MO DA YR 05 23 66				
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY
CF TO V		X		CF TO CF		6139 0633 0000		
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION				
ODDWH DIVISION BR 4 BUENOS AIRES ARGENT ST				BUENOS AIRES, ARGENTINA				
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
OPS OFFICER				0084		D		
14. CLASSIFICATION SCHEDULE (GS, 18, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS			0136.01		14			
18. REMARKS								
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><i>Joseph Smith</i></div>								
SIGNATURE OF OTHER AUTHENTICATION								

SECRET  
(When Filled In)

NOV 11 1966

NOTIFICATION OF PERSONNEL ACTION

005

1. SERIAL NUMBER 007394		2. NAME (LAST-FIRST-MIDDLE) Smith, David	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE MO. DA. YR. 03 13 66	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V CF TO V	V TO CF CF TO CF	7. COST CENTER NO. CHARGEABLE 6135 0633 0000
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD UNASSIGNED		8. CSE OR OTHER LEGAL AUTHORITY PL 28-643 SECT. 203	
11. POSITION TITLE OPS OFFICER		10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA	12. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 5	17. SALARY OR RATE 16712
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 23	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51620 W1	22. STATION CODE 0404	23. INTEGREE CODE	24. HOURS CODE 3	25. DATE OF BIRTH MO. DA. YR. 10 18 21	26. DATE OF GRADE MO. DA. YR. 12 23 62	27. DATE OF LEI MO. DA. YR. 12 19 65
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE COEF 2	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY RLO NO.		34. SEX	
35. VET. PREFERENCE CODE 0 - NONE 1 - 5% 2 - 10%	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CIV. SERV. PROF. SERV.	39. FEAL/HEALTH INSURANCE CODE 0 - NONE 1 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 1 YEAR 3 - BREAK IN SERVICE MORE THAN 1 YEAR		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORMS REPORTED 1 - YES 2 - NO		44. STATE TAX DATA FORMS REPORTED 1 - YES 2 - NO			

EOD DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
03 70204 N

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

*WV/1*  
*Smith*

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours			
007894		<i>Smith Joseph</i>		51 720 CF					
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	ADJ
GS 14	4	<del>\$15,640</del>	12/22/63	GS 14	5	\$16,712	12/19/65		
8. Remarks and Authorization									
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS                      AUDITED BY									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE:				<i>Joseph B. Quinn</i> DATE: 10 12 65					
<b>PAY CHANGE NOTIFICATION</b>									

500E M-9 345

(45)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A DCI POLICY DIRECTIVE DATED 4 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
<i>Smith Joseph</i>	007894	51	720	CF GS 14 4	\$15,640	\$16,204





IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
<del>XXXXXXXXXX</del> <i>Smith, Joseph</i>	007894	51	650	CF GS 14 4	\$14,120	\$14,965

POSTED ON  
07-63



SECRET  
(When Filled In)

1100 10 MAY 63

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 007894		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE MO. DA. YR. 05   12   63		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		F TO F		7. COST CENTER NO. CHARGEABLE 3135 5050 1000		8. CSC OR OTHER-LEGAL AUTHORITY 50 USC 403 J			
CF TO V		X		U TO U		9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION					
10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA						11. POSITION TITLE OPS OFFICER					
12. POSITION NUMBER 0651		13. SERVICE DESIGNATION D				14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0132101		16. GRADE AND STEP 14 3	
17. SALARY OR RATE 13695		18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTING NO. EMPLOYER CODE		20. OFFICE CODING NUMERIC ALPHABETIC		21. STATION CODE CODE		22. SCHEDULE CODE CODE		23. HOURS CODE CODE		24. DATE OF BIRTH MO. DA. YR.	
25. DATE OF GRAD MO. DA. YR.		26. DATE OF LET MO. DA. YR.		27. SECURITY REQ. NO.		28. SEC. NO.		29. SPECIAL REFERENCE 1. CSC 2. PICA 3. NONE		30. RETIREMENT DATA CODE	
31. DEPARTURE DATA TYPE		32. CORRECTION/CANCELLATION DATA NO. DA. YR.		33. SOCIAL SECURITY NO.		34. PREFERENCE 1. NONE 2. 1-15 3. 15-15		35. SERA. COMP. DATE MO. DA. YR.		36. LONG COMP. DATE MO. DA. YR.	
37. CAREER CATEGORY CODE		38. FEGLI / HEALTH INSURANCE CODE		39. FEDERAL TAX DATA CODE		40. STATE TAX DATA CODE		41. PREVIOUS GOVERNMENT SERVICE DATA CODE		42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA NO. TAX EXEMPTIONS		44. STATE TAX DATA CODE		45. NO. TAX EXEMPTIONS		46. STATE TAX DATA CODE		47. PREVIOUS GOVERNMENT SERVICE DATA 1. NO FEDERAL SERVICE 2. FEDERAL SERVICE 3. STATE SERVICE 4. OTHER SERVICE		48. LEAVE CAT. CODE 1. YES 2. NO	
SIGNATURE OR OTHER AUTHENTICATION											

POSTED ON  
JAN 15 1963

ED DATA

POSTED  
05/13/63

LLG: 21 DEC. 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
OCB											
1. SERIAL NUMBER 007844		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph O									
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE MO. DA. YR. 12   23   62		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS		V TO V		W TO CP		7. COST CENTER NO. CHARGEABLE 3135 5050 1000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
CF TO V		X		CP TO CP							
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION						10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0848		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 14 3		17. SALARY OR RATE 13695			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTERCEE CODE	24. MONTH CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEE
22	10	61650	WH	04041	3	06	16	21	12	23	62
28. NIE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.	
MO. DA. YR.		80						KOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE				CODE		CODE				CODE	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             POSTED              21/12/62 JH           </div>											

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 794 AND  
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:  
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR ST	OLD SALARY	NEW GR ST	NEW SALARY
<u>Smith, Joseph</u>	007894		CF 13 5	\$11575		13 5	\$12610

jk

SECRET  
(When Filled In)

ARM: 1 JUNE 62

OAB NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 007894 032555		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph									
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT (CAREER)						4. EFFECTIVE DATE MO. DA. YR. 05   27   52		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CP		7. POST CENTER NO. CHARGEABLE 2135 5050 1000		8. ESC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
CF TO V		X		CF TO CP		9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES ARGENTINA STATION					
10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA						11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0848		13. CAREER-SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 13 5		17. SALARY OR RATE 11675			
18. REMARKS <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;">POSTED ON 26 June 62</div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 01650 WH		22. STATION CODE 04041	23. INTERSEC CODE	24. PAYGR. CODE 3	25. DATE OF BIRTH MO. DA. YR. 06   16   21		26. DATE OF GRADE MO. DA. YR. 10   09   55		27. DATE OF ERI MO. DA. YR. 10   01   61
29. NTE EXPIRES MO. DA. YR.		27. SPECIAL REFERENCE 30		30. RETIREMENT DATA 1. CCC 2. FICA 3. NONE		31. SEPARATION DATA CODE 1	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG. NO. 07894		34. SEX M
35. VLT. PREFERENCE CODE 1. NONE 2. 10 YR.		36. SERV. COMP. DATE MO. DA. YR. 10   03   48		37. LONG. COMP. DATE MO. DA. YR. 09   17   51		38. MIL. SERV. CREDIT/LCO 1. YES 2. NO C		39. FEGLI / HEALTH INSURANCE CODE CODE 1. WAIVED 2. YES 1		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 18 MOS) 4. BREAK IN SERVICE (MORE THAN 18 MOS)				42. LEAVE CAT. CODE 6	43. FEDERAL TAX DATA FORM EXEMPTED CODE NO. TAX EXEMPTIONS 1. YES 2. NO 0 0		44. STATE TAX DATA FORM EXEMPTED CODE NO. TAX EXEMPTIONS 1. YES 2. NO		45. STATE CODE		
SIGNATURE OR OTHER AUTHENTICATION <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;">POSTED 26/07/62 UK</div>											

26 June 62

AFM: 1 JUNE 62

SECRET  
(When Filled in)

NOTIFICATION OF PERSONNEL ACTION										
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)								
007894		SMITH JOSEPH B								
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
RESIGNATION					05 26 62		REGULAR			
6. FUNDS		X		V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE		
		CP TO V		CP TO CP		2235 1000 1000		8. CSC OR OTHER LEGAL AUTHORITY		
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 1 VENEZUELA SECTION					WASH., D. C.					
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER					0505		D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136.01		13 5		11675			
18. REMARKS										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRATE CODE	24. HOURS	25. DATE OF BIRTH		26. DATE OF GRADE	
45	10						05 16 21			
28. HTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA (CODE)		32. CORRECTION CANCELLATION DATA		33. SECURITY REG NO.
						1B00001		EOD DATA		
35. YET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. (CREDITED)		39. PEST / HEALTH INSURANCE		40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA			44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION										
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">06/04/62 ZJK</p> </div>										

SEP 1 1962



AES: 15 SEPT 61

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
007894		SMITH JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT						09   15   61			REGULAR		
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		CF TO CF		2235 1000 1000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 1 VENEZUELA SEC						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION		
OPS OFFICER						0505			D		
14. CLASSIFICATION SCHEDULE (GS, WD, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE		
GS			0136.01			13 4			11415		
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGER CODE	24. POSITION CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI
37	10	64300	WH	75013		1	09	16	21		
28. HSE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CONNECTION/CANCELLATION DATA		33. SECURITY REQ NO	
								EOD DATA			
34. PFI PREFERENCE		35. SERV. COMP. DATE		36. LONG COMP. DATE		37. INC. SERV. CREDIT/LEI		38. FEGLI/HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
40. PREVIOUS GOVERNMENT SERVICE DATA				41. LEAVE CAT		42. FEDERAL TAX DATA		43. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>FORWARDED</p> <p>09/14/61 ZJK</p> </div>											

ARE:25 AUG 1961

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 007894	2. NAME (LAST-FIRST-MIDDLE) SMITH JOSEPH B
----------------------------	---

3. NATURE OF PERSONNEL ACTION REASSIGNMENT	4. EFFECTIVE DATE MO. DA. YR. 08 25 61	5. CATEGORY OF EMPLOYMENT REGULAR
---	--	--------------------------------------

6. FUNDS X	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 2235 1000 1000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
	CF TO V	CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH I VENEZUELA SECTION	10. LOCATION OF OFFICIAL STATION WASH., D. C.
---	--

11. POSITION TITLE OPS OFFICER	12. POSITION NUMBER 0459	13. CAREER SERVICE DESIGNATION D
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14. CLASSIFICATION SCHEDULE (GS, WB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13 4	17. SALARY OR RATE 11415
--	------------------------------------	----------------------------	-----------------------------

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 37	20. EMPLOYER CODE 10	21. OFFICE (ORGANIZATION) NUMERIC ALPHABETIC 64300 WH	22. STATION CODE 75013	23. INTELLIGENCE CODE	24. PAY PLAN CODE 1	25. DATE OF BIRTH MO. DA. YR. 06 16 21	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LET MO. DA. YR.
28. HIE EXP. DATE	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. PICA 3. NAME	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.			33. SECURITY 452 NO.	34. SER
35. PFI. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. MIL. SERV. CREDIT/LOC	39. FEGLI / HEALTH INSURANCE CODES: 1. NO 2. YES			40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE: 1. NO 2. YES			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED: 1. YES 2. NO			44. STATE TAX DATA FORM EXECUTED: 1. YES 2. NO	

EOD DATA

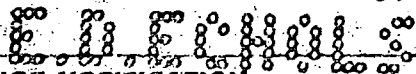
SIGNATURE OR OTHER AUTHENTICATION

101110  
08/29/61 JK

57/25/61

SECRET  
(When Filled In)

31  
2/4  
ALL PERSONNEL SPANISH  
1-8-73 2:50 PM

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
07806		SMITH JOSEPH B		WH RA V						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last-Fill Date	Grade	Step	Salary	Effective Date	PBI	LSI	ADJ.
GS	13	4	\$11,415	04/03/67	13	5	\$11,675	10/01/67		
8. Remarks and Authentication										
<p> <input checked="" type="checkbox"/> NO EXCESS LWOP  <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD  <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD </p> <p style="text-align: right;"> <i>JK</i>  <i>WK</i> </p>										
 <b>PAY CHANGE NOTIFICATION</b>										

Form 7-63 580

Obsolete Previous Edition

SECRET

(4-51)

L I

SECRET  
(When Filled In)

BLT 30 SEPT 1960

OCF NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 00789A 2. NAME (LAST-FIRST MIDDLE) SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION REASSIGNMENT 4. EFFECTIVE DATE 10 02 60 5. CATEGORY OF EMPLOYMENT REGULAR

6. FUNDS X V TO V V TO CF CF TO V CF TO CF 7. COST CENTER NO. CHARGEABLE 1221 1000 1000 8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403

9. ORGANIZATIONAL DESIGNATIONS DDP CA STAFF PROPAGANDA GROUP GUIDANCE BRANCH 10. LOCATION OF OFFICIAL STATION WASH., D. C.

11. POSITION TITLE OPS OFFICER 12. POSITION NUMBER 0356 13. CAREER SERVICE DESIGNATION D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.) GS 15. OCCUPATIONAL SERIES 0136.01 16. GRADE AND STEP 13 4 17. SALARY OR RATE 11415

18. REMARKS [Stamp: FILED 10-20-60 WF]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid with fields for: 19. ACTION CODE, 20. EMPLOY CODE, 21. OFFICE CODING, 22. STATION CODE, 23. INTEREST CODE, 24. MONTH, 25. DATE OF BIRTH, 26. DATE OF GRADE, 27. DATE OF 1ST, 28. TIME EXPIRES, 29. SPECIAL REFERENCE, 30. RETIREMENT DATA, 31. SEPARATION DATA CODE, 32. CORRECTION/CANCELLATION DATA, 33. SECURITY REG NO., 34. SEA, 35. VET. PREFERENCE, 36. SERV. COMP. DATE, 37. LONG COMP. DATE, 38. MIL. SERV. CREDIT-LEO, 39. FEEDS/HEALTH INSURANCE, 40. SOCIAL SECURITY NO., 41. PREVIOUS GOVERNMENT SERVICE DATA, 42. LEAVE CAT., 43. FEDERAL USE DATA, 44. STATE USE DATA

SIGNATURE OR OTHER AUTHENTICATION

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED  
1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	SMITH JOSEPH B	107894	42 30	GS-13 4	\$10,610	\$11,415

/s/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

**SECRET**  
(When Filled In)

PAS: 25 JULY 1960												<b>NOTIFICATION OF PERSONNEL ACTION</b>					
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS-ESD				
107894		SMITH JOSEPH B				Mo. Da. Yr. 06 16 21			Non-0 5 Pt-1 10 Pt-2		M 1		Mo. Da. Yr. 03 17 51				
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority				10. Apmt. Allidav.			11. FEGLI		12. LCD		13. Term. Sta.		
Mo. Da. Yr. 10 03 48		Yes-1 No-2 1		50 USCA 403 J				Mo. Da. Yr. 10 09 51			Yes-1 No-2 1		Mo. Da. Yr. 09 17 51		Yes-1 No-2 2		

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Session Code		
DDP FE BRANCH 3 PHILIPPINES STATION PP SECTION				5161		MANILA, R.P.				57557		
16. Dept. - Field		17. Position Title				18. Position No.		19. Ser.		20. Comp. Series		
Date - 2 USHD - 4 Fign - 6		Code 5 OPS OFFICER				0710		GS		0136.01		
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade			25. PSI Due		26. Appropriation Number	
13 4		\$ 10610		D		Mo. Da. Yr. 10 09 55			Mo. Da. Yr. 10 05 58		8 3780 55 006	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT & TRANSFER TO VOUCHERED FUNDS		02		Mo. Da. Yr. 05 29 60		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Session Code		
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH				4230		WASH., D.C.				75013		
33. Dept. - Field		34. Position Title				35. Position No.		36. Ser.		37. Comp. Series		
Dept. - 2 USHD - 4 Fign - 6		Code 2 OPS OFFICER				0399		GS		0136.01		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade			42. PSI Due		43. Appropriation Number	
13 4		\$ 10610		D		Mo. Da. Yr. 10 09 55			Mo. Da. Yr. 10 01 61		0221 1000 1000	

44. Remarks

FILED  
 7-26-60

0. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

**TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER**

8. CHECK ONE  NO EXCESS LWOP  EXCESS LWOP  
 IF EXCESS LWOP, CHECK FOLLOWING:  
 IN PAY STATUS AT END OF WAITING PERIOD  
 IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP \_\_\_\_\_  
 10. INITIALS OF CLERK \_\_\_\_\_  
 11. AUDITED BY \_\_\_\_\_

**TO BE COMPLETED BY THE OFFICE OF PERSONNEL**

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS \_\_\_\_\_

14. AUTHENTICATION \_\_\_\_\_

SECRET (WHEN FILLED IN)

1. EMP. SERIAL NO. 507894  
 2. NAME SMITH JOSEPH B  
 3. ASSIGNED ORGAN. ODP/FE-70  
 4. FUNDS UV  
 5. ALLOTMENT

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

REMARKS: PPT-722

**CERTIFICATION**

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED OR PRINTED NAME OF SUPERVISOR: Frank T. Driscoll FE/P/ESH  
 DATE: 10 OCT 57  
 SIGNATURE OF SUPERVISOR: *Frank T. Driscoll*

PERIODIC STEP INCREASE

SECRET (WHEN FILLED IN)

1. EMP. SERIAL NO. 507894  
 2. NAME SMITH JOSEPH B  
 3. ASSIGNED ORGAN. ODP/FE-70  
 4. FUNDS UV  
 5. ALLOTMENT

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 13	3	\$10,370	10	05	57	GS 13	4	\$10,610	04	03	60

**TO BE COMPLETED BY THE OFFICE OF COMPTROLLER**

8. CHECK ONE  NO EXCESS LWOP  EXCESS LWOP  
 IF EXCESS LWOP, CHECK FOLLOWING:  
 IN PAY STATUS AT END OF WAITING PERIOD  
 IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP \_\_\_\_\_  
 10. INITIALS OF CLERK \_\_\_\_\_  
 11. AUDITED BY \_\_\_\_\_

**TO BE COMPLETED BY THE OFFICE OF PERSONNEL**

12. TYPE OF ACTION  P.S.  L.S.  PAY ADJUSTMENT

13. REMARKS \_\_\_\_\_

14. AUTHENTICATION \_\_\_\_\_

PAY CHANGE NOTIFICATION

SECRET

S E C R E T

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

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	507894	GS-13-2	\$ 9,205	\$10,130

GORDON W. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T



SECRET  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

DMS 7 FEB 58

1. Serial No. 507894		2. Name (Last-First-Middle) SMITH JOSEPH B			3. Date Of Birth Mo. Da. Yr. 06 16 21			4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 1		5. Sex M 1		6. CS-ECG Mo. Da. Yr. 09 17 51		
7. SCD Mo. Da. Yr. 10 03 48		8. CSC Reent. Yes-1 No-2 1		9. CSC Or Other Legal Authority 50 USCA 403		10. Appt. Allidat. Mo. Da. Yr.			11. Ft. GLI Yes-1 No-2 1		12. LCD Mo. Da. Yr. 09 17 51		13. <small>act. or credit</small> Yes-1 No-2 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations DDP FE BR 5 OFFICE OF THE CHIEF				Code 5121		15. Location Of Official Station WASH. D. C.				Station Code 75013		
16. Dept. - Field Dept - 1 USfld - 3 Frgn - 5		17. Position Title 2 AREA OPS OF D BR CH		18. Position No. 3369		19. Serv. GS		20. Occup. Series 0136.01				
21. Grade & Step 13 2		22. Salary Or Rate \$ 9205		23. SD DP		24. Date Of Grade Mo. Da. Yr. 10 09 55		25. PSI Due Mo. Da. Yr. 10 05 58		26. Appropriation Number 8 3700 20		

**ACTION**

27. Nature Of Action REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS		Code 05		28. Eff. Date Mo. Da. Yr. 02 09 58		29. Type Of Employee REGULAR		Code 01		30. Separation Data	
---	--	------------	--	--	--	---------------------------------	--	------------	--	---------------------	--

**PRESENT ASSIGNMENT**

31. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION PP SECTION				Code 5161		32. Location Of Official Station MANILA P. I.				Station Code 57557	
33. Dept. - Field Dept - 1 USfld - 3 Frgn - 5		34. Position Title 15 OPS OFF PP		35. Position No. 0714		36. Serv. GS		37. Occup. Series 0136.31			
38. Grade & Step 13 2		39. Salary Or Rate \$ 9205		40. SD DP		41. Date Of Grade Mo. Da. Yr. 10 09 55		42. PSI Due Mo. Da. Yr. 10 05 58		43. Appropriation Number 8 3780 55 006	

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

POSTED  
1958  
CAM

**SECRET**  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

DMG.

1. Serial No. 107894		2. Name (Last-First-Middle) SMITH JOSEPH B			3. Date Of Birth 03 10 21			4. Vet. Prof. None-0 5 Pt-1 10 Pt-2 1		5. Sex M 1		6. CS. FOD 07 17 51		
7. SCD 10 03 48		8. CSC Retmt. Yes-1 No-2 1		9. CSC Or Other Legal Authority 50 USCA 403 J		10. Apmt. Allidav. Mo. Da. Yr.			11. FEGLI Yes-1 No-2		12. LCD 07 17 51		13. Min. Serv. Code Yes-1 No-2 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations DDP FE BR 5 MALAYA & AUSTRALIA SEC OFFICE OF THE CHIEF				Code		15. Location Of Official Station WASH. D. C.				Station Code		
16. Dept. - Field Dept. - 2 USHD - 4 Frgh. - 6		17. Position Title 2 AREA OPS OFF CH		18. Position No. 303		19. Serv. GS		20. Occup. Series 0136.01				
21. Grade & Step 13 2		22. Salary Or Rate \$ 9205		23. SD DP		24. Date Of Grade Mo. Da. Yr.		25. PSI Due Mo. Da. Yr.		26. Appropriation Number 8 3700 20		

**ACTION**

27. Nature Of Action REASSIGNMENT			Code 56		28. Eff. Date 11 17 57			29. Type Of Employee REGULAR			Code 01		30. Separation Data	
--------------------------------------	--	--	------------	--	---------------------------	--	--	---------------------------------	--	--	------------	--	---------------------	--

**PRESENT ASSIGNMENT**

31. Organizational Designations DDP FE BR 5 OFFICE OF THE CHIEF				Code 5121		32. Location Of Official Station WASH. D. C.				Station Code 75013		
33. Dept. - Field Dept. - 2 USHD - 4 Frgh. - 6		34. Position Title 2 AREA OPS OF D BR CH		35. Position No. 3309		36. Serv. GS		37. Occup. Series 0136.01				
38. Grade & Step 13 2		39. Salary Or Rate \$ 9205		40. SD DP		41. Date Of Grade 10 10 55		42. PSI Due 10 10 55		43. Appropriation Number 8 3700 20		

44. Remarks

**POSTED**  
11/24/57 *JP*

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNCS		5. ACTION		
107894		SMITH JOSEPH B			DDP/FE 14		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
13	1	\$ 8,990	10	09	55	13	2	\$ 9,205	04	06	57
REMARKS											
07											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR				DATE		SIGNATURE OF SUPERVISOR					
R H LINDA				130MAY7		<i>[Signature]</i> C.F.E.					
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560  
1 MAR. 55

SECRET

PERSONNEL FOLDER

CENTRAL INTELLIGENCE AGENCY

**CONFIDENTIAL**

**NOTIFICATION OF PERSONNEL ACTION**

171

1. NAME (LAST-FIRST-MIDDLE-ONE GIVEN NAME, INITIAL(S), AND SUFFIXES) <b>Mr. Joseph B. Smith 107894</b>		2. DATE OF BIRTH <b>16 Jan 1921</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>5 Dec 1956</b>																											
This is to notify you of the following action affecting your employment:																															
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Reassignment 01</b>		6. EFFECTIVE DATE <b>2 Dec 1956</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 j</b>																												
FROM		TO																													
<b>Ops Officer (FP) BF7-923</b> <b>GS-0136.31-13 \$8990.00 per annum</b> <b>EMP/78</b> <b>Branch 5</b> <b>Malaya</b> <b>Singapore Station</b>  <b>Singapore</b>		8. POSITION TITLE  9. SERVICE, SERIES, GRADE, SALARY  10. ORGANIZATIONAL DESIGNATIONS  <b>512131</b> 11. HEADQUARTERS  <b>2</b> 12. FIELD OR DEPT'L  <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<b>Area Ops Officer (CH) BF-303-13</b> <b>GS-0136.01-13 \$8990.00 per annum</b> <b>EMP/78</b> <b>Branch 5</b> <b>Malaya &amp; Australia Section</b> <b>Office of the Chief</b>  <b>Washington, D. C.</b>																												
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																													
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>S. PT.</td> <td>10 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CHIEF</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>		NONE	WWII	OTHER	S. PT.	10 POINT				CHIEF	OTHER				<input checked="" type="checkbox"/>		<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>PSAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	I. A.	PSAL								
NONE	WWII	OTHER	S. PT.	10 POINT																											
			CHIEF	OTHER																											
			<input checked="" type="checkbox"/>																												
NEW	VICE	I. A.	PSAL																												
15. SEX <b>M</b>	16. APPROPRIATION FROM: <b>7-3745-55-042</b> TO: <b>7-3700-20 750-13</b>	17. SURVIVOR'S & RETIREMENT ACT <b>1954-55</b>	18. DATE OF APPOINTMENT AFFIDAVITS (EXCLUSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																											
20. REMARKS:  <p style="text-align: center;"><b>3 EOD 09/17/51</b></p> <p style="text-align: center;"><b>"Transfer to Vouchered Funds FROM Unvouchered Funds."</b></p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>FOOTED</b></p> <p><i>GP</i> 1956</p> </div>																															
<b>CONFIDENTIAL</b>																															
ENTRANCE PERFORMANCE RATING: <b>Director of Personnel</b>																															

4. PERSONNEL FOLDER COPY

*20 12/66/SP*

... (7 PART)  
... APRIL 1951  
... CIVIL SERVICE COMMISSION  
... FEDERAL PERSONNEL MANUAL

**SECRET**  
(WHICH FILLED IN)

MJW

### NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) <b>MR. JOSEPH B. SMITH</b>		2. DATE OF BIRTH <b>16 Jun 1921</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>6 Sept 1956</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Conversion from <input type="checkbox"/> Status <b>60</b>		6. EFFECTIVE DATE <b>26 Aug 1956</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 405 J</b>	
FROM <b>Ops. Officer (FP) BFF-923 (Info. Officer) GS-0136-31-13 \$8990.00 per annum \$8015.00 per annum</b>		8. POSITION TITLE	TO <b>Ops. Officer (FP) BFF-923 GS-0136-31-13 \$8990.00 per annum</b>	
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATION <b>516900</b>		
11. HEADQUARTERS <b>5</b>		12. FIELD OR DEPT'L <b>DDP/FS Branch 5 Malaya Singapore Station Singapore</b>		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE WWII OTHER 5-PT. 10-POINT X YEAR OTHER		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL <b>SD/DP</b>		
16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>3745-55-042</b> TO: <b>same 430-51</b>	18. SUBJECT TO C. S. RETIREMENT ACT <b>YES</b>	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
15. MARKS: <b>3 EOD</b>				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  <i>10/5/56</i> <i>WJR</i> </div>				

SEE PERFORMANCE RATING:

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

1. EMPLOYEE COPY

ET

*25/9/56*

**SECRET**  
 (WHEN FILLED IN)

**NOTIFICATION OF PERSONNEL ACTION**

**rvs**

1. NAME (MR., MRS., ONE GIVEN NAME, INITIALS), AND SURNAME <b>MR. JOSEPH B. SMITH</b>		2. DATE OF BIRTH <b>16 June 1921</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>4 October 1955</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>9 Oct. 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 UBCA 403 J</b>	
FROM		TO		
Ops Officer (PP) <b>BFF-923-12</b> <b>OS-0136.31-12 \$7785.00 per annum</b>  <b>Branch 5</b>		8. POSITION TITLE	Ops Officer (PP) <b>BFF-923</b> <b>OS-0136.31-13 \$8990.00 per annum</b>	
9. SERVICE CENTER, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS <b>DDP/FE Branch 5 Malaya Singapore Station</b>		
11. HEADQUARTERS <b>Singapore, Malaya</b>		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> REAS. OTHER		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>SD-DP</b>		
15. 32A <b>H W</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>6-5745-55-042</b> TO: <b>BAME</b>	18. SUBJECT TO C. 5. RETIREMENT ACT (YES-NO) <b>Yes</b>	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		21. REMARKS  <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"><b>POSTED</b> <i>10/10/55</i></div>		
ESTRACE PERFORMANCE RATING: <b>Director of Personnel</b>		2. SIGNATURE OR OTHER AUTHENTICATION		

**SECRET**

1. EMPLOYEE COPY

*Recd 10/4/55*

3. Pay roll: **W** 4. Slip No.

5. Employee's name (and social security account number, where appropriate): **SHITU, Joseph Arnold** 6. Grade and salary: **GS-12 \$7040**

**PAY ROLL CHANGE DATA**

	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY
7. Previous period								
8. New period			<b>3</b>					
9. Pay this period								
10. Remarks	<b>TO: OCT 19 75 01</b> <b>FINANCE DIVISION</b> <b>PURSUANT TO DCI DIRECTIVE</b> <b>EFFECTIVE 13 MAR. 1955</b> <b>ADJUSTED TO: 7785</b>						11. Appropriation(s)	12. Prepared by
							13. Audited by	

13. Effective date: **24 Oct 54** 14. Date last increment: **26 Apr 53** 15. Old salary: **\$7040** 16. New salary: **\$7240** 18. Performance rating is satisfactory or better.

17. LWOP data (fill in appropriate spaces covering LWOP during following periods):

19. (Check applicable box in case of excess LWOP)

STANDARD FORM NO. 11280-Forced Form prescribed by Comp. Gen., U. S. May 8, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

DD FORM 52  
APR 54  
GPO: 1954 O-250-000

Unattached

*W. B. ...*  
2/25/54  
*[Signature]*

### REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Mrs., Miss, etc. -- One given name, initials, and surname) <b>Mr. Joseph B. Smith</b>	2. DATE OF BIRTH <b>16 June 1921</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>17 Feb 54</b>
--	---	----------------	--

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>	6. EFFECTIVE DATE A. PROPOSED: <b>FEB 28 1954</b> B. APPROVED: <b>FEB 28 1954</b>	7. C.S. OR OTHER LEGAL AUTHORITY
--	---	----------------------------------

8. FROM -- Intelligence Officer (P) B-5 <b>GS-12 \$7040. p/a</b> <b>DIP/PE</b> <b>Malaya 1000</b> <b>Singapore</b>	9. POSITION TITLE AND NUMBER 10. SERVICE GRADE AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	13. TO -- O-2B Officer (P) B-5 <b>GS-0136.31--12 \$7040. p/a</b> <b>Same</b> <b>Singapore, Malaya</b>
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	

14. REMARKS (Use reverse if necessary)

15. REQUESTED BY (Name and title) <b>Christine Collins</b>	16. REQUEST APPROVED BY <i>[Signature]</i> <b>H. C. Chinkzale</b> Title: <b>PE Personnel Officer</b>
17. FOR OFFICIAL INFORMATION CALL (Name and telephone extension)	

18. VETERAN PREFERENCE GRADE: <input type="checkbox"/> 10 POINT DIPAB, OTHER: <input checked="" type="checkbox"/>	19. POSITION CLASSIFICATION ACTION NEW: <input type="checkbox"/> VICE: <input type="checkbox"/> I.A.: <input type="checkbox"/> REAL: <input type="checkbox"/> <b>CD:PE DP</b>
---	---

20. APPROPRIATION FROM: <b>4-3745-55-042</b> TO: <b>Same</b>	21. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <b>Yes</b>	22. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	23. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
--	---	---	---

24. STANDARD FORM 50 REMARKS  
*copies to Sec. 2/20*  
**POSTED**  
*[Signature]*  
**25 FEB 54**

25. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.	<i>[Signature]</i>	<b>23 FEB 54</b>	
B. CELL OR POS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			

26. APPROVED BY  
**[Signature]**



STANDARD FORM 52  
 FORM 52 OF THE  
 U. S. GOVERNMENT PRINTING OFFICE  
 WASHINGTON, D. C. 20540  
 GPO: 1954 O-348-000

7/17/54  
 8/14/54  
 Jan

## REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs.—One given name, initial(s), and surname) <b>Mr. Joseph B. Smith</b>		2. DATE OF BIRTH <b>16 June 1921</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>14 July 54</b>
5. NATURE OF ACTION REQUESTED: <i>Intment, promotion, separation, etc.)</i>		6. EFFECTIVE DATE A. PROPOSED: <b>23 Feb 1954</b>		7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)  <b>INTELLIGENCE OFFICER # 5-5</b>		B. APPROVED: <b>23 Feb 1954</b>		
FROM: <b>Off Officer (PP) BPP 923</b> <b>GS-013-11-12 \$7040.00 P/A</b> <b>GS-132-12</b> <b>DDP/FE</b> <b>Malaya Station</b>  <b>Singapore, Malaya</b>	9. POSITION TITLE AND NUMBER:  10. SERVICE, GRADE, AND SALARY:  11. ORGANIZATIONAL DESIGNATIONS:  12. HEADQUARTERS:	TO: <b>Information Officer BPP 923</b> <b>FSS-5 \$7095.00 P/A</b>  <b>DDP/FE</b> <b>Malaya Station</b>  <b>Singapore, Malaya</b>		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		

A. REMARKS:

H. C. Clinkster, Jr. Personnel Office		D. REQUEST APPROVED BY: <i>[Signature]</i>
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>Gertrude Smith X-2314</b>		Title: <b>PP/Career Service</b>

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE	WITH OTHER S. PT.	NEW	VICE I. A. REAL
	<input checked="" type="checkbox"/> 10 POINT DISAB. OTHER		<b>CD : PP</b>

15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>5-3745-55-042</b> TO: <b>SAME</b>	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>P. U. N.</b>
---------------------	----------------------	--	--	---	---

21. STANDARD FORM 50 REMARKS

POSTED

JUL 16 1954

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL	<i>[Signature]</i>	<b>3 Aug 54</b>	
C. CLASSIFICATION			
D. PLACEMENT OR EXPL.	<i>[Signature]</i>	<b>7/30/54</b>	
E.			

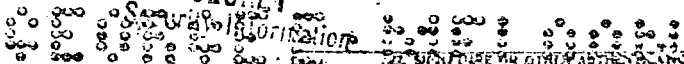
F. APPROVED BY: *Joseph B. Ragan by D. C. Dawson 7/29/54*

CENTRAL INTELLIGENCE AGENCY

**SECRET**

NOTIFICATION OF PERSONNEL ACTION

FORM 13 NOV. 53 8888

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) <b>Mr. Joseph B. Smith</b>		2. DATE OF BIRTH <b>16 June 21</b>		3. JOURNAL OR ACTION NO. & DATE <b>14 Dec. 53</b>	
This is to notify you of the following action affecting your employment:					
4. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Reassignment</b>		6. EFFECTIVE DATE <b>B. O. B. 20 Dec 53</b>		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 j</b>	
FROM <b>Operations Officer (PW) 89-93</b>		8. POSITION TITLE <b>Intelligence Officer 8-5-12</b>		TO	
9. SERVICE, SERIES, GRADE, SALARY <b>GS-132-12 \$7040.00 per annum</b>		9. SERVICE, SERIES, GRADE, SALARY <b>GS-132-12 \$7040.00 per annum</b>			
10. ORGANIZATIONAL DESIGNATIONS <b>DDP/VE Political &amp; Psychological Warfare Political &amp; Psychological Warfare Sect</b>		10. ORGANIZATIONAL DESIGNATIONS <b>DDP/VE Malaya Station</b>			
11. HEADQUARTERS <b>Washington, D. C.</b>		11. HEADQUARTERS <b>Singapore, Malaya</b>			
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPTL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT DISAB./OTHER <input type="checkbox"/> <b>claimed</b>			14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>CD-PP</b>		
15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>4-3700-20</b> TO: <b>4-3745-55-042</b>		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) <b>Yes</b>	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <b>CD-PP</b>
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> MOVED STATE					
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.					
<b>"Transfer TO Unvouchered funds FROM Vouchered funds."</b>					
<b>SECRET</b>					
ENTRANCE PERFORMANCE RATING: 					
Personnel Director					

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) <b>Mr. Joseph B. Smith</b>		2. DATE OF BIRTH <b>16 June 21</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>16 Apr. 53</b>																							
This is to notify you of the following action affecting your employment:																											
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Promotion</b>		6. EFFECTIVE DATE <b>26 Apr. 53</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Schedule A-6.116(b)</b>																								
FROM <b>Operations Officer (PW) HF-93-11</b>  <b>GS-132-11 \$5940.00 per annum</b> <b>DWP/YE</b> <b>Political and Psychological Warfare</b> <b>Political and Psychological Warfare</b> <b>Section</b>  <b>Washington, D.C.</b>		8. POSITION TITLE  <b>Operations Officer (PW) HF-93</b>	TO  <b>GS-132-12 \$7040.00 per annum</b>																								
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS																									
11. HEADQUARTERS		12. FIELD OR DEPTL																									
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																									
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																									
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB/OTHER</td> </tr> </table>		NONE	WWII	OTHER	5-PT.	10-POINT		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						DISAB/OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>RYAL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	L.A.	RYAL.				
NONE	WWII	OTHER	5-PT.	10-POINT																							
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																								
				DISAB/OTHER																							
NEW	VICE	L.A.	RYAL.																								
15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>3700-20</b> TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>yes</b>	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)																							
		20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED <b>SIERRA</b>																									
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																											

ENTRANCE PERFORMANCE RATING:

Chief, Personnel Division

4. PERSONNEL FOLDER COPY

(1) Staff or Division FE (2) Date T/O Approved 17 November 1952 (3) Effective date of Action 7 December 1952

(4) NAME	(5) ORG. INF. & POS. TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. INF. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NOS.
OPC/FE FE-2 China Sec [Redacted]	Intell Off.	GS-13	581		Pol & Dev Staff O/C Ops Off-Pls	GS-132-13	BF-88
OPC/FE P&O Br Ferguson, Edna	Secy-Steno	GS-6	501		Secy-Steno	GS-312-6	BF-90
OPC/FE P&O Br C-4 Sec [Redacted]	Ops Off	GS-14	1173		Pol & Dev Staff Officer Ops Officer	GS-132-14	BF-91
OPC/FE P&O Br Pls Sec Lehli, John - P/F Unit	Ops Off	GS-12	523		Ops Off P/F	GS-132-12	BF-92
OPC/FE P&O Br Ops Sec Smith, Joseph - P/F Unit	Intell Off	GS-11	521		Ops Off P.F.	GS-132-11	BF-93
OPC/FE P&O Br Int Sec [Redacted]	Intell Off	GS-7	525		Ops Off-R.A.	GS-132-7	BF-94

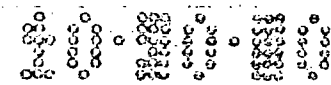
(12) APPROVED BY: [Signature] Staff or Division Chief (13) APPROVED BY: [Signature] Class. & Reg. Div. (14) APPROVED BY: [Signature] Personnel Div.

**SECRET**  
Security Information

STANDARD FORM NO. 10 (PART 1)  
5010-108-0000  
FORMERLY  
CHAPTER 7, FEDERAL PERSONNEL MANUAL  
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. — ONE GIVEN NAME, INITIALS, AND SURNAME) <b>Mr. Joseph B. Smith</b>		2. DATE OF BIRTH <b>16 June 1921</b>	3. JOURNAL OR ACTION NO. <b>#1389</b>	4. DATE <b>24 Mar. 52'</b>																		
This is to notify you of the following action affecting your employment:																						
5. NATURE OF ACTION (USE STANDARD TERMS ONLY) <b>Reassignment &amp; Promotion</b>		6. EFFECTIVE DATE <b>30 Mar. 52'</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Sch. Gule A-6.116(b)</b>																			
FROM <b>Intelligence Officer</b>		TO <b>Operations Officer</b>																				
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY																				
<b>03-9-132 \$5060.00 per. annum.</b>		<b>03-11-132 \$5940.00 per. annum.</b>																				
10. ORGANIZATIONAL DESIGNATION		11. HEADQUARTERS																				
<b>OPC FE Plans Branch</b>		<b>OPC FE Plans &amp; Operations Branch Psychological Warfare Unit</b>																				
<b>Washington, D. C.</b>		12. FIELD OR DEPT'L																				
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL																				
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																				
<table border="1"> <tr> <td>GRADE</td> <td>DATE</td> <td>OTHER</td> <td>5 PT.</td> <td>10 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> </table>		GRADE	DATE	OTHER	5 PT.	10 POINT					DISAB. OTHER	<table border="1"> <tr> <td>NEW</td> <td>TITLE</td> <td>I.A.</td> <td>DATE</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>Bu. #9831 3/23/52'</b></td> </tr> </table>			NEW	TITLE	I.A.	DATE				<b>Bu. #9831 3/23/52'</b>
GRADE	DATE	OTHER	5 PT.	10 POINT																		
				DISAB. OTHER																		
NEW	TITLE	I.A.	DATE																			
			<b>Bu. #9831 3/23/52'</b>																			
15. IS RACE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		17. APPROPRIATION FROM <b>2123300</b> TO: <b>2017</b>		19. DATE OF APPOINT. W/ AFFIDAVIT (ACCESSIONS ONLY)																		
16. SUBJECT TO C. S. RETIREMENT ACT (YES - NO) <b>Yes</b>		18. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Penna.</b>																				
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.																						
(921)																						
																						
22. SIGNATURE OR OTHER AUTHENTICATION																						
<p>Chief, Personnel Division</p> <p><i>[Handwritten Signature]</i></p>																						

ENTRANCE EFFICIENCY RATING.

4. PERSONNEL FOLDER COPY

P.C. 8/29/51

(ml)

STANDARD FORM NO. 10 (REV. 1-27-50)  
AS AMENDED BY  
CHAPTER 2, FEDERAL PERSONNEL MANUAL  
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

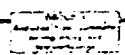
NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																		
Mr. Joseph B. Smith		15 June 1921	8003	17 Sept. 1951																		
This is to notify you of the following action affecting your employment:																						
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
Accepted Appointment		17 Sept. 1951	Schedule A-6.116(b)																			
FROM		TO																				
8. POSITION TITLE		Intelligence Officer, GS-9																				
9. SERVICE SERIES GRADE SALARY		GS-9-132 \$4600.00 per. annum.																				
10. ORGANIZATIONAL DESIGNATIONS		OPC FE Plans Branch																				
11. HEADQUARTERS		Washington, D. C.																				
12. FIELD OR DEPT'L		FIELD DEPARTMENTAL																				
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																				
<table border="1"> <tr> <td>None</td> <td>White</td> <td>Other</td> <td>S-Pt.</td> <td>10-Point</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Disab. Other</td> </tr> </table>		None	White	Other	S-Pt.	10-Point					Disab. Other	<table border="1"> <tr> <td>New</td> <td>Vic</td> <td>L.A.</td> <td>Deal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			New	Vic	L.A.	Deal				
None	White	Other	S-Pt.	10-Point																		
				Disab. Other																		
New	Vic	L.A.	Deal																			
		Bu. #2974 CSO #3051 6/2/49																				
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. 1 RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS ONLY)																		
		FAC. 2123900		17 Sept. 1951																		
		TO: 8087	20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																			
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND REVIEW BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE SUSPENDED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.																						
(73302) WANT TO DCI DIRECTIVE VII 24 OCT. 1951 ADJUSTED TO 5760																						
This appointment is subject to the satisfactory completion of a trial period of one year.																						
Subject to a satisfactory medical examination.																						
1951 Affidavit Executed.																						
<p style="text-align: right;">D. V. MULCAHY</p> <p style="text-align: right;">Personal Division</p>																						
ENTRANCE EFFICIENCY RATING:		22. SIGNATURE OR OTHER AUTHENTICATION																				
		<p style="text-align: right;">R. M. [Signature]</p>																				

4. PERSONNEL FOLDER COPY

**SECRET**  
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					007894	
<b>SECTION A GENERAL</b>						
1. NAME (Last) (First) (Middle) <b>Smith, Joseph B.</b>			2. DATE OF BIRTH <b>16 Jun 21</b>	3. SEX <b>M</b>	4. GRADE <b>GS-14</b>	5. SO <b>D</b>
6. OFFICIAL POSITION TITLE <b>Operations Officer</b>			7. OFF/DIV/RR OF ASSIGNMENT <b>DDP/WH/1</b>		8. CURRENT STATION <b>Mexico City</b>	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> ANNUAL                    REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>31 December 1972</b>			12. REPORTING PERIOD (From - to) <b>1 January - 31 October 1972</b>			
<b>SECTION B PERFORMANCE EVALUATION</b>						
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Profitent</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Supervises a section that is responsible for CA, Political, and Exile activities. This includes supervision over two officers, 1 NOC, one IA and one secretary.					RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets [redacted] arena.					RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.					RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the [redacted]					RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 5					RATING LETTER	
SPECIFIC DUTY NO. 6					RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, adaptability, persistence, personal traits or habits, and potential limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>S</b>	



SECRET

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required. or explain ratings given in Section B to provide basis for determining future personnel action. *Handwritten: 8 Jan 1973*

[Empty box for narrative comments]

<b>SECTION D</b>			<b>CERTIFICATION AND COMMENTS</b>		
<b>1. BY EMPLOYEE</b>					
I CERTIFY THAT I HAVE SEEN SECTIONS A, H, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
8 Jan 1973	/s/ <del>XXXXXXXXXXXXXXXX</del> Joseph B. Smith				
<b>2. BY SUPERVISOR</b>					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
8 Jan 1973	Operations Officer	/s/ John W. Beckwith			
<b>3. BY REVIEWING OFFICIAL</b>					
COMMENTS OF REVIEWING OFFICIAL					
I agree with the above. The loss to the Station is greater than usual for Subject is retiring and thus his considerable talents will probably be unavailable to the Agency, unless some special arrangements are made in the future, depending on what he ends up doing.					
I am personally sorry to see this friend leave the Agency and I know further that it will be hard to replace his abilities in various operational fields, including that of good contacts in the community here. He has served the Agency well here and in many other posts and his leaving is a loss to us.					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
8 Jan 1973	Chief of Station	/s/ John R. Horton			

SECRET



**SECRET**  
(When Filled In)

FITNESS REPORT			EMPLOYEE SERIAL NUMBER	
			007894	
<b>SECTION A GENERAL</b>				
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH (D, M, Y)		3. GRADE
Smith, Joseph B.		16 June 21 1944		GS-14 D
4. OFFICIAL POSITION TITLE		5. OFFICE/AREA OF ASSIGNMENT		
Operations Officer		DDP/WII/1 Mexico City		
6. CHECK (X) TYPE OF APPOINTMENT			7. CHECK (X) TYPE OF REPORT	
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):	
8. DATE REPORT DUE IN O.P.			9. REPORTING PERIOD (From - to)	
			April 1971 - 31 December 1971	
<b>SECTION B PERFORMANCE EVALUATION</b>				
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner requested.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
<b>SPECIFIC DUTIES</b>				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.				RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets [redacted] arena.				RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of station third country targeted propaganda.				RATING LETTER S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets [redacted]				RATING LETTER S
SPECIFIC DUTY NO. 5				RATING LETTER
SPECIFIC DUTY NO. 6				RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>				RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				S

28 FEB 1972

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

FEB 25 1 42 PM '72

Subject is now well into his second tour at this station and has not lost any of his momentum. He charges into his work daily as if it were all a new challenge and new experience. His past fitness reports from this station have all reflected his professional approach to the job and he continues to merit these plaudits. He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in meeting deadlines. One of our more imaginative officers who is effective.

Yet, with all of this, he has not progressed in the organization as he should have. It has been recommended that he be considered for promotion and/or a chance in a command job. The station is presently considering some reorganization which will give Subject an opportunity to manage and direct activity which will be diversified and a change from the specialized jobs he has held in the past. This will be another excellent test for him and we are optimistic in that he will handle this new assignment with the same degree of expertise that we have learned to expect from him.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
9 Feb 1972	/s/ Joseph B. Smith	
2. BY SUPERVISOR		
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 Feb 1972	Deputy Chief of Station	/s/ George A. Fill
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I agree with all of the above. Concerning his performance here and his delay in getting a promotion, I made a special point of bringing these matters to the attention of Deputy Chief, WOMACE, while I was in Washington in October of 1971. Our pending re-organization would find him with considerably increased responsibility, which is a good indicator of how we feel about him.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
9 Feb 1972	Chief of Station	/s/ John R. Horton

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
<b>SECTION A GENERAL</b>					
1. NAME (Last) SMITH, JOSEPH B. (First) (Middle)		2. DATE OF BIRTH 16 June 21	3. SEX M	4. GRADE GS-14	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/Branch 1	8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)	<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>	REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	SPECIAL (Specify):	<input type="checkbox"/>	SPECIAL (Specify):	<input type="checkbox"/>	REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			April 1970 - 31 March 1971		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.					RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets [redacted] arena.					RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of station third country targeted propaganda.					RATING LETTER O
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets [redacted]					RATING LETTER S
SPECIFIC DUTY NO. 5 Uses his language capability in the conduct of above-mentioned operational activity, especially 3 and 4.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Subject, a senior officer in <u>AMR</u> respects, has been at this station for the past 20 months as the responsible CA and Political officer. His past fitness report covered very thoroughly and accurately his ability to meet, develop and recruit assets that are important to station's objective. He enjoys his work and the challenge of being on the spot. He is a thoroughly experienced officer in his field and although forced to specialize for years, we must start thinking of more responsible and more diversified employment for this fine officer.</p> <p>He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in completing his obligations on schedule. One of the more imaginative officers of the station who is aggressive and effective. He handles his financial responsibilities well and has a good appreciation for the expenditure of official funds.</p>			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
26 March 1971	/s/ Joseph B. Smith		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
26 March 1971	Deputy Chief of Station	/s/ George A. Fill	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I agree with all of the above. Subject does a marvelous job in the propagandist field, getting a great deal of product out of a greatly-reduced (in number and cost) propagandist apparatus. He has a good sense of politics,</p> <p>He has a good way with people and has made some interesting acquaintances which, in themselves, greatly increase the sensitivity of the station.</p> <p>Our lack of [redacted] here, aside from the limited one -continued</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
26 March 1971	Chief of Station	/s/ John R. Horton	

SECRET

**SECTION C**

**NARRATIVE COMMENTS**

**-continued**

long hours, devoted his full efforts and produced remarkably when we needed him. He can always be expected to perform in this manner.

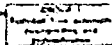
**COMMENTS OF REVIEWING OFFICIAL**

**-continued**



**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						CO7894	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) Smith Joseph B.			2. DATE OF BIRTH 16 June 21	3. SEX M	4. GRADE GS-14	5. SD D	
6. OFFICIAL POSITION TITLE Ops Off.			7. OFF/DIV/BR OF ASSIGNMENT DDF/WII/Br. 1		8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY	<input checked="" type="checkbox"/>	INITIAL
CAREER-PROVISIONAL (See Instructions - Section C)				ANNUAL		REASSIGNMENT SUPERVISOR	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 05/70				12. REPORTING PERIOD (From - to) June 1969 - April 1970			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Chief of CA Section, supervising one Station Case Officer, two outside Case Officers and one secretary.						RATING LETTER S	
SPECIFIC DUTY NO. 2 Directing CA assets so that they not only accomplish assigned CA missions, but contribute to Station's efforts against Soviet targets.						RATING LETTER S	
SPECIFIC DUTY NO. 3 Development of new contacts and assets to contribute to priority Station objectives.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Liaison with the LNPURE political section and with QKFLOWAGE						RATING LETTER S	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
12 JULY 1970							
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employan which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	



**SECRET**  
(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Subject has his goals clearly in mind and has proceeded about his business with full confidence and perseverance. He is conscientious, dedicated and a team worker. Subject has gained the confidence of his supervisors and his subordinates have accepted him as one of the group.</p>			
<p>He was commended for this work by both Headquarters and Station management.</p>			
<p>He has developed contacts at all levels and has been very instrumental in developing disseminable information in this manner. He has quickly moved to replace assets which were terminated and by his efforts will fill in the void in a minimum amount of time.</p>			
<p>Subject enjoys meeting people and conducting operations. In the future, he will be forced to spend more time in managing his section due to administrative changes now taking place in the Station.</p>			
<p>He takes directions well and can be depended upon to fulfill all his obligations on schedule. He has an excellent command of the Spanish language and he is definitely cost conscious in the projects which he handles.</p>			
<p>Of special note is that Subject was one of the first officers to quickly retool his section when given a new requirement to fulfill. He responded immediately and in so doing once more indicated his desire</p>			
SECTION D		CERTIFICATION AND COMMENTS	
-continued			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
05/15/70	/s/ Joseph B. Smith		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
05/15/70		/s/ George A. Pili	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Concur fully with above and would add that Subject is one of the Station's most aggressive and effective development/contact officers. In what has been an almost complete reorganization of the Station and the termination or redirection Subject has probably moved faster and more effectively than any other section. Perhaps even more notable, his development of [redacted] has more than kept pace with the termination of those who have outlived their usefulness. While he is very thorough and effective in all of his undertakings, a tendency to go off on tangents has a slight effect on his overall efficiency. This is probably due in large</p>			
-continued			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
05/15/70	Chief of Station	/s/ James B. Moland	

SECTION C

NARRATIVE COMMENTS

Continued

to operate in a manner which best suited Station's objectives.

COMMENTS OF REVIEWING OFFICIAL

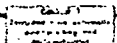
Continued

part to his considerable mental agility and imaginativeness,  
and as such could hardly be called a weakness.



**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <b>007894</b>	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>SMITH, Joseph B.</b>			2. DATE OF BIRTH <b>16 Jun 21</b>	3. SEX <b>M</b>	4. GRADE <b>GS-14</b>
5. DD <b>D</b>			6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/CA Staff</b>
8. CURRENT STATION <b>Headquarters</b>			9. CHECK (X) TYPE OF APPOINTMENT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>30 April 1969</b>			12. REPORTING PERIOD (From- to) <b>July 1968 to 31 March 1969</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Help to establish and monitor the political action and propaganda priorities and plans of the Division, including commenting on policy papers and plans originating outside the Division.					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 2 Prepare propaganda guidance to accomplish priority area-wide objectives.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 Advise and consult with the Branches and Desks concerning the management of political and propaganda activities.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 Direct the activities of a contract specialist in conducting [redacted] useful in the achievement of Division objectives.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER <b>S</b>
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Smith lives covert action -- his imaginative and disciplined / mind comes forth with many operational concepts and ideas ranging from simple, quite routine matters to complicated and carefully shaded activities. It is to be expected that within this enthusiastic outpouring, practical details of implementation are sometimes buried. In these instances, Mr. Smith quickly trims his sails and comes forth with the needed realistic approach. In short, he is a fine operations officer, more competent and at ease in real as against planning or policy situations.

SECTION D

CERTIFICATION AND COMMENTS

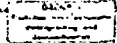
1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTION A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
24 February 1969	<i>[Signature]</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
24 February 1969	C/WH/CA	<i>[Signature]</i> Garard Droller
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Mr. Smith is an excellent CA officer. I concur in this report.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 February 1969	WH/Executive Officer	<i>[Signature]</i> Donald C. Marelius

SECRET

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						007894	
<b>SECTION A</b>						<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO	
SMITH, Joseph B.			16 June 1921	M	GS-14	D	
6. OFFICIAL POSITION TITLE			7. OFF DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Instr Ops			DDS/OTR/		Hdqs. USA/C5		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
30 April 1968				1 April 1967 to 29 March 1968			
<b>SECTION B</b>						<b>PERFORMANCE EVALUATION</b>	
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Chief Instructor for the Covert Action Operations Seminar and the CA Politics Workshop.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Course Coordinator for the Vietnam Psywar Course given to the military in conjunction with FE Division.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Tradecraft Advisor and Coordinator for the Operations Support Course						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
DG 50 - DM 60							
SPECIFIC DUTY NO. 5						RATING LETTER	
DG 70							
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						RATING LETTER	
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						S	



## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Matters of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>As indicated in the last Fitness Report, Mr. Smith assumed responsibility for Covert Action training presented by this Branch in the wake of <del>the</del> <sup>the</sup> <del>loss of</del> <sup>loss of</sup> <del>competence</del> <sup>competence</sup> of a wide range of Agency CA activities. Quite apart from all the operational consequences of these [redacted] there were also, of course, concomitant ramifications in the training field. Following careful study and examination of the new situation, Mr. Smith devised, in closest coordination with the CA Staff, a radically new and different Covert Action curriculum. The existing comprehensive courses on [redacted] operations were discontinued for obvious reasons. In place of these and the part-time Covert Action Operations Course, Mr. Smith developed a new, full-time, three-day Covert Action Operations Seminar for middle and senior grade officers. This intensive seminar, stressing the integrated nature of CS operations, was designed as a basic core around which skills-oriented seminars or workshops could be built to deal with such topics as [redacted] etc. To date, in line with this concept, a [redacted] Workshop has been created to provide training in the assessment, recruitment, and handling of assets among key interest groups; [redacted]</p>			
<p>The resonance which these new courses has evoked confirms the soundness of Mr. Smith's creative efforts in completely revamping Covert Action training in the [redacted] (cont.)</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
10 May 68	<i>George Smith</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
6			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
10 May 1968	Chief, Headquarters Training Operations School/OTR	<i>C. M. BROUTSAE</i> C. M. BROUTSAE	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Concur. Mr. Smith has done his job with distinction and with credit to himself and his career service. His assignment to OTR is a first-rate example of quality in rotational tours. At the same time he has given a good deal to the training mission, I think it also fair to say he has gained professionally from the rather wide exposure to disciplines other than CA which he has handled extremely well.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
10 May 1968	Chief, Operations School/OTR	<i>Charles B. Wheeler</i> CHARLES B. WHEELER	

SECRET

SECRET

SECTION C - NARRATIVE COMMENTS, Joseph B. Smith (cont.)

Agency. In design and content the new courses reflect thoughtfulness, imagination, and realism--a combination of traits only too seldom encountered.

As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to

In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction

Although, strictly speaking, this teaching and coordination task was outside Mr. Smith's normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. Mr. Smith has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long Field experience for pertinent and meaningful contributions to the course.

Mr. Smith occasionally handles Branch-wide administrative tasks and in my absence functions as Acting Chief, Headquarters Training Branch, to my complete satisfaction. At such times he has exercised supervisory responsibilities well. He is cost conscious and makes effective use of personnel, space, equipment, and funds.

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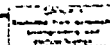
SECRET

In summary, Mr. Smith is a mature and responsible officer, keeps things nicely in perspective, and has a good sense of priorities. In tackling problems he strives to make molehills out of mountains, which is a refreshing change; in short, a dedicated and intelligent officer and, withal, unfailingly cordial and cooperative.

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						007894	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
SMITH, Joseph B.			16 June 1921	M	GS-14	D	
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Intr Operations			DDS/OTIV		Headquarters WAC		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY	<input type="checkbox"/>	
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)	<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>			SPECIAL (Specify):		<input type="checkbox"/>		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)				
28 April 1967			1 April 1966 - 31 March 1967				
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Chief Instructor for Covert Action subjects presented in Headquarters Training						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	



SECRET  
(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

APR 21 9 27 AM '67

Since his assignment to Headquarters Training Branch of the Operations School, Mr. Smith has been principally engaged in a thorough study and review of all courses in Covert Action previously given in OTR. This has been a long and complicated job, the difficulty of which has been compounded by the necessity, at least in part through public events, to plan and project a total revision of instruction in the CA field. As a result, Mr. Smith has not yet had the opportunity to teach. This will come shortly, however, when a new course begins on 8 May. The "Strong" rating given him here is based on the excellent work and thoroughly professional approach he has taken in all of the preparatory work he has undertaken. He has been eminently successful in establishing useful new relationships and in maintaining his old contacts in the Clandestine Services for the purpose of laying a solid groundwork for high quality training. In addition to his responsibilities in OTR he has been regularly consulted by the CA Staff in a survey of one of its activities. This is fine testimony for the regard in which he is held outside the confines of his present job. The prognosis for a very effective performance in all of his teaching assignments is excellent. He has no supervisory responsibilities and is average in cost consciousness.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE  
10 April 1967

SIGNATURE OF EMPLOYEE  
*Joseph B. Smith*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  
6

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

DATE  
7 April 1967

OFFICIAL TITLE OF SUPERVISOR  
Chief, Headquarters Training

TYPED OR PRINTED NAME AND SIGNATURE  
*Charles B. Wheeler*  
CHARLES B. WHEELER

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted above, Mr. Smith, for several valid reasons, has not done much teaching in his first six months in the Operations School, but judging from the way he handles himself in preparing his courses, he will be a very effective teacher once he begins, which will be very soon.

DATE  
13 April 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL  
Chief, Operations School/TR

TYPED OR PRINTED NAME AND SIGNATURE  
*Benjamin H. Cushing*  
BENJAMIN H. CUSHING

SECRET



**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <b>SMITH, JACOB B</b> GENERAL				C07894 ✓	
1. NAME (First) (Middle) (Last)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. DD
[REDACTED]		16 Jun 21	M	GS-14	D
6. OFFICIAL POSITION-TITLE		7. OFF/DIV/GR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WII/4		Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 April - 28 August 1968		
SECTION B PERFORMANCE EVALUATION					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Operational and administrative management of [REDACTED]					RATING LETTER S
SPECIFIC DUTY NO. 2 [REDACTED]					RATING LETTER S
SPECIFIC DUTY NO. 3 Spotting, developing, handling and exploiting unilateral assets.					RATING LETTER P
SPECIFIC DUTY NO. 4 Preparation of operational, contact and dissemination reports.					RATING LETTER S
SPECIFIC DUTY NO. 5 Preparation of operational programs, projects and briefing papers					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
30 DEC 1968					
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify ~~the~~ ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject has been under the direct <sup>DEC 30</sup> guidance <sup>31 JAN 66</sup> supervision of this rating officer for a period of 14 months. This report is being submitted because of the transfer of the employee. For the last 6 weeks of the period covered by this report Subject was under the direct supervision of the COS because of the absence from the Station of this rating officer. Any differences of opinion with respect to the caliber of Subject's performance during the last six weeks will be reflected in the reviewing officer's comments.

During this period, as in the preceding period, Subject carried out all of his assigned duties and responsibilities in a highly professional and thoroughly competent manner. He continued to show a good deal of initiative and imagination in the services on day to day matters. He demonstrated a keen sense of the internal political situation and he made maximum use of his contacts to elicit a large amount of disseminable information. Subject took over one new operational project during this period and he was able, because of his deep knowledge and understanding of the operational techniques employed in the CA field, to improve on the quality of the agent's product. Subject is an able and fully qualified officer who acquired a good deal of expertise about local operating conditions and then proceeded to apply his specialized knowledge and past experience to the Station's advantage. He has a great capacity for creative

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE  
*[Redacted Signature]* /s/

2. BY SUPERVISOR

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

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  
14

DATE  
15 September 66

OFFICIAL TITLE OF SUPERVISOR  
Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE  
Michael Tanos /s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I would have rated Subject employee about the same. During the period under review, I had the opportunity to follow this employee's activities closely and can attest to his professional and imaginative handling of key assets. He corrected an earlier occupational fault found in many CA officers of a lack of cost consciousness, by cutting back on costs without adverse results to the operations concerned. During the one year under my observation, this employee performed highly satisfactorily.

DATE  
16 September 66

OFFICIAL TITLE OF REVIEWING OFFICIAL  
Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE  
Nicholas Natsios /s/

SECRET

SECRET

- 2 -

SECTION C (CONTINUED)

thinking; he is perceptive and resourceful. He requires a minimum of guidance and direction. Subject showed some definite improvement with respect to cost consciousness and it is noteworthy that it did not adversely affect his enthusiasm. His operational and positive reports continue to be clear, concise and well written.

Summed up, Subject is a highly regarded professional officer who made a most worthwhile contribution to the Station's overall mission.

SECRET

S-E-C-R-E-T  
(when filled in)

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

21 DEC 1966

This is to advise you that SMITH, Joseph Burkholder training request # R-18762 attended the following external training program:

COURSE: NATIONAL INTERDEPARTMENTAL SEMINAR  
INSTITUTION: DEPARTMENT OF STATE  
DATE: 21 NOVEMBER - 16 DECEMBER 1966  
GRADE: Successful Completion

FOR THE DIRECTOR OF TRAINING:

*Neil Mack*

Attachments:

Grade Report  
 Certificate of Satisfactory/Successful Completion  
 Certificate of Completion  
 Roster of Participants  
 Training Report by Institution  
 Training Report by Student  
 None  
 Other: \_\_\_\_\_

GROUP I  
excluded from automatic  
downgrading and  
declassification

S-E-C-R-E-T  
(when filled in)



Department of State • Department of Defense •  
Agency for International Development • U. S. Information Agency

NATIONAL INTERDEPARTMENTAL SEMINAR

*This is to certify that*

Joseph Burkholder Smith

*has successfully completed the seminar on*

PROBLEMS OF DEVELOPMENT  
AND INTERNAL DEFENSE

*at the Foreign Service Institute, Washington, D.C.*

X TRUE COPY OF  
SIGNED ORIGINAL

Seminar Coordinator

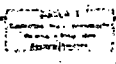
December 16, 1966

*W. A. Callahan*  
Director of FSI

SECRET  
(When Filled In)

*Jan*

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
<b>SECTION A GENERAL</b>					
1. NAME (Last) <i>Smith</i> (First) <i>Joseph</i> (Middle) <i>D</i>		2. DATE OF BIRTH 16 Jun 21	3. SEX M	4. GRADE GS-14	5. SO D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WV/4		8. CURRENT STATION Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	
SPECIAL (Specify):			SPECIAL (Specify): <i>WV/4</i>		
11. DATE REPORT DUE IN O.P. 31 May 1966			12. REPORTING PERIOD (From - to) 13 July 1965 - 31 Mar 1966		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Operational and administrative management of [redacted] activities.				RATING LETTER S	
SPECIFIC DUTY NO. 2 Conduct liaison with [redacted] on Covert Action operations.				RATING LETTER S	
SPECIFIC DUTY NO. 3 [redacted]				RATING LETTER P	
SPECIFIC DUTY NO. 4 Spotting, developing, handling and exploiting unilateral assets.				RATING LETTER P	
SPECIFIC DUTY NO. 5 Preparation of operational, contact and dissemination reports.				RATING LETTER S	
SPECIFIC DUTY NO. 6 Preparation of operational programs, projects and briefing papers				RATING LETTER S	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S



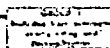
**SECRET**

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties must be described, if applicable.</u></p>			
<p>Subject has been under the direct guidance and supervision of this rating officer for the nine-month period covered by this report.</p>			
<p>Subject is well grounded in the knowledge and application of Covert Action tradecraft techniques and he has amply demonstrated an ability for creative thinking. He is both imaginative and resourceful and he uses his extensive knowledge of the internal political scene and his fluency in Spanish to the best operational advantage. He has initiative and he is persistent in carrying things through to a conclusion. He has an excellent facility for written communication. His operational and positive reports are clear, concise and well presented. He requires a minimum of guidance and direction. He responds very well to supervision and he accepts comments, suggestions and criticism in the constructive light in which they are presented. As a supervisor he has been able to obtain satisfactory results.</p>			
<p>Subject's only weakness is that he tends to be less cost conscious than is desirable and unless his activities are circumscribed he is apt to allow his fertile mind and enthusiasm to get out of hand.</p>			
<p>Summed up, Subject is a highly professional and experienced officer who has all of the necessary operational and intellectual abilities to meet the requirements of the job.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
26 April 1966	[Signature] /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
Nine			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
26 April 1966	Deputy Chief of Station	Michael Tanes /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I would have rated Subject officer approximately the same. In the past eight months that I have observed him in action, he has demonstrated an ability to get things done in a professional manner. He is, without doubt, the most professional and effective senior case officer at this Station. It was a pleasure to work with this officer and he will be sorely missed after his departure in August.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
27 April 1966	Chief of Station	Nicholas A. Natsios /s/	

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007394	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>[REDACTED]</b>		2. DATE OF BIRTH <b>16 June 21</b>	3. SEX <b>M</b>	4. GRADE <b>GS-14</b>	5. SD <b>D</b>
6. OFFICIAL POSITION/TITLE <b>Operations Officer</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/4</b>		8. CURRENT STATION <b>Buenos Aires</b>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		INITIAL		<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>31 August 1965</b>		12. REPORTING PERIOD (From - to) <b>1 April 1965 - 12 July 1965</b>			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - <del>Weak</del></b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - <del>Adequate</del></b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - <del>Proficient</del></b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - <del>Strong</del></b> Performance is characterized by exceptional proficiency.</p> <p><b>D - <del>Outstanding</del></b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1				RATING LETTER	
[REDACTED]				S	
SPECIFIC DUTY NO. 2 Case officer for three unilateral CA projects in the following fields: [REDACTED] These projects have significant FI over-				RATING LETTER	
tones.				S	
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.				RATING LETTER	
[REDACTED]				S	
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.				RATING LETTER	
[REDACTED]				S	
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.				RATING LETTER	
[REDACTED]				S	
SPECIFIC DUTY NO. 6				RATING LETTER	
[REDACTED]				S	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and previous assignments or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
[REDACTED]					S
2 AUG 1965					





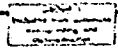
**SECRET**  
(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position. <del>Be fair in proper perspective their relationship to overall performance.</del> State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>This report is submitted due to the <sup>July 27, 1965</sup> reassignment of the supervisor. Subject's performance remains as before. The Rating Letter of Specific Duty No. 1 was lowered from "O" to "S" for the simple reason that the goal in large measure has been achieved, i.e., a substantial reduction in costs but with a concurrent improvement in the net product - a not inconsiderable achievement in that this [redacted] Specific Duty No. 2 lists three unilateral CA projects rather than four as described in the last report. This is due to the termination (on Subject's recommendation) of one of these projects.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
12 July 65	[redacted] /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
15			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
12 July 65	Operations Officer	[redacted] /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
This officer's performance in the last three months has continued at a high level and I have nothing to add to the reviewing comments made in his last report.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
12 July 65	Chief of Station	J. Foster Collins /s/	

SECRET  
(When Filled In)

SW

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
SECTION A <i>Smith, Joseph B.</i> GENERAL				007894			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX		4. GRADE	
<i>Smith, Joseph B.</i>		16 June 21		M		GS-14	
5. OFFICIAL POSITION TITLE		7. OFF/DIV. OR OF ASSIGNMENT		8. CURRENT STATION			
Opb. Officer		DDP/WP/4		Buenos Aires			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 May 1965				1 April 1964 - 31 March 1965			
SECTION B PERFORMANCE EVALUATION							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Maintains contact with the Chief and other key officers of the Developmental Action Department of the principal [redacted] and is case officer for an important and large O CA project run in conjunction [redacted]							RATING LETTER
SPECIFIC DUTY NO. 2 Case officer for four unilateral CA projects in the following fields: [redacted] These projects have significant FI over-tones. [redacted]							RATING LETTER
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.							RATING LETTER
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work. [redacted]							RATING LETTER
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.							RATING LETTER
SPECIFIC DUTY NO. 6 Serves as coordinator of the Station's activities in the student youth field. [redacted]							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, excellent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
31 JUN 1965							S



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

There is little change over the previous report. Subject remains eager and aggressive and his enthusiasm for his assignment has not been dulled by the everyday frustrations and difficulties of doing business and living. Subject's political action project was reactivated during this period with the return to of the principal agent. This activity shows promise of making an important contribution to understanding the political tides at work. Subject has developed a (and ) to a point where the "take" has been considerably improved. Subject's project management remains good and his reporting is both timely and in depth.

Subject supervises an American in which effort Subject exhibits a high degree of competence. This officer continues to show an admirable cost consciousness which can be demonstrated in his management of a large and important CA project; the costs to the Agency of this project have been reduced about 65% since subject assumed direction while at the same time improving the end result. Subject's Spanish continues to improve and he has no difficulty in understanding and in speaking with Argentines who have no English.

Subject has obviously established effective rapport with his agents and his Argentine colleagues and friends. This is in part due to a genuine interest on Subject's part in these people, their country's problems, and their culture. Subject remains responsive to guidance

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 24 May 65	SIGNATURE OF EMPLOYEE <i>Small. Perez</i> /s/	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 24 May 65	OFFICIAL TITLE OF SUPERVISOR Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
From fairly close observation of his work I agree generally with ratings and comments of supervisor. The rating of "outstanding" on his work was justified in his last report because of the exceptional job he had done in developing this relationship. While he has continued to maintain it at a high level, there is some question in my mind whether a rating of "outstanding" is still justified. He is definitely a strong and active officer, handling a heavy load of operations. A well-rounded judgement of this officer should, however, include the statement that he sometimes rushes ahead a bit too precipitously and enthusiastically, and is inclined to gloss over operational details which can be important. He is effective		
DATE 24 May 65	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE J. Foster Collins /s/

SECRET

S E C R E T

SECTION C (Continued)

and direction but is quick to disagree if such be the case. However, he can be counted upon to implement fully a decision once one has been reached.

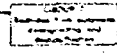
SECTION D.3. (Continued)

in his written work, more so than in his oral presentations which tend to be somewhat rambling. He is a cheerful and outgoing person who has learned Spanish exceptionally rapidly and well. He has developed a good understanding of, and rapport with, his contacts [redacted] and independent.

**SECRET**  
(When Filled In)

*Done*

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
<b>SECTION A GENERAL</b>					
1. NAME <i>Smith, Joseph S.</i> (Last) (First) (Middle)			2. DATE OF BIRTH 16 June 1921	3. SEX M	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP WHD 2	8. CURRENT STATION Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 May 1964			12. REPORTING PERIOD (From - to) 1 April 1963-31 March 1964		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Maintains contact with the Chief and other key officers of the Psychological Action Department of the [redacted] and is case officer for an important and large CA project run in conjunction with the [redacted]					RATING LETTER O
SPECIFIC DUTY NO. 2 Case officer for four unilateral CA projects in the following fields: [redacted] Three of these have significant FI overtones. [redacted]					RATING LETTER S
SPECIFIC DUTY NO. 3 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work. [redacted]					RATING LETTER S
SPECIFIC DUTY NO. 4 Assists the Station CA officer in over-all and tactical planning.					RATING LETTER P
SPECIFIC DUTY NO. 5 Serves as coordinator of the Station's activities [redacted]					RATING LETTER P
SPECIFIC DUTY NO. 6 [redacted]					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION [redacted]					RATING LETTER S
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
33 JUN 1964					



**SECRET**

*(When Filled In)*

**SECTION C NARRATIVE COMMENTS**

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

Subject remains the eager, aggressive, and intelligent individual described in his last Fitness Report. During the year under review, Subject was assigned case-officership of two agents taken over from an officer who departed PCS. One of these agents is in an area new to Subject--economic action and economic reporting. In total, Subject is case officer of four active projects plus one that is temporarily inactive as the agent is absent from Argentina. Also, Subject is the supervisor of one American Staff Agent under deep cover. Subject handles these varied assignments with a high degree of competence and indicates a versatility of high degree. Subject's project management is good and his formal reporting to both his supervisor and Headquarters is kept current and done in depth.

This officer has consistently shown a cost consciousness during the period he has been at this Station (24 months). In addition he has an ability to relate cost to production which has resulted in almost halving funds spent

Subject's language competence (Spanish) is sufficiently fluent to permit him to engage in extended professional conversations with agents and others who have no English.

--continued--

**SECTION D CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

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

DATE	SIGNATURE OF EMPLOYEE
22 May 1964	/s/ [Redacted]

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
20	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
22 May 1964	Operations Officer	/s/ [Redacted]

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I generally concur with the Supervisor's ratings on Subject and on his general comments. In direct dealings with this officer I find him an aggressive and well-rounded officer who carries a full load of projects [Redacted]. He is making a significant contribution to the Station's mission.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
22 May 1964	Chief of Station	/s/ J. Foster Collins

**SECRET**

SECRET

Continuation of Section C, Fitness Report, attachment  
to HABT-2892, 22 May 1964

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Subject's rapport with his agents and other contacts appears to be excellent, which is doubtless an important element in his continuing success with his projects. Subject is responsive to guidance and direction and when after full discussion a course of action is agreed upon, he can be counted upon to take action within the agreed limits.

SECRET  
(When Filled In)

GA

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A <i>Smith Joseph G</i> GENERAL					007894	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
<i>Smith Joseph G</i>			16 June 1921	Male	GS-14	D
5. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer			DDP WH 2		Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAREER	RESERVE	TEMPORARY	INITIAL	ANNUAL	REASSIGNMENT SUPERVISOR	REASSIGNMENT EMPLOYEE
SPECIAL (Specify)			SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 May 1963			5 June 1962 - 31 March 1963			
SECTION B PERFORMANCE EVALUATION						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1					RATING LETTER	
Maintains contact with the Chief and other key officers of the Psychological Action Department of the <i>[redacted]</i>					S	
SPECIFIC DUTY NO. 2					RATING LETTER	
Case officer for an important and large CA project run in conjunction <i>[redacted]</i>					O	
SPECIFIC DUTY NO. 3					RATING LETTER	
Case officer for two unilateral CA projects, one in the propaganda field and the other <i>[redacted]</i> with important FI overtones.					S	
SPECIFIC DUTY NO. 4					RATING LETTER	
Case officer for two American staff agents in the CA field. This involves four formal projects and important developmental work.					P	
SPECIFIC DUTY NO. 5					RATING LETTER	
Assists the Station CA officer in over-all and tactical planning.					P	
SPECIFIC DUTY NO. 6					RATING LETTER	
<i>[redacted]</i>					<i>[redacted]</i>	
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
<i>[redacted]</i>						S
11 JUN 1963						



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject is an aggressive, eager, and intelligent person who knows what he wants to do with and where to take his projects. [redacted] with the local service, Subject inherited an expensive project over which little control had been exercised in either effective utilization of funds or the actual operations. After analyzing the project to determine the state of assets, capabilities, etc., Subject ingratiated himself in a highly commendatory way with the Argentines concerned to the end that Subject's ideas and positive cooperation are now sought on a daily basis. This has resulted in greatly improved project management and, better, more demonstrable results for the money spent.

Also, during this period Subject [redacted]

Subject's language competence (Spanish) is proficient; he is able to converse meaningfully in Spanish with persons of intelligence interest who have no English.

(continued on separate sheet)

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
24 May 1963	/S/ [redacted]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYER, GIVE EXPLANATION	
Eight		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
24 May 1963	Operations Officer	/S/ [redacted]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I am in general agreement with the supervisor's assessment of this individual, whom I have seen fairly frequently. He is extremely active and aggressive and has moved ahead rapidly into new activities [redacted] and unilateral field. He has only recently taken over the direction and supervision of two other case officers so it is too early to know what his abilities in this area are, but it is in this direction that he should work for broadening his career potential.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 May 1963	Chief of Station	/S/ James F. Collins

SECRET

Continuation of Section C, Fitness Report, attachment to HART-2308, 24 May 1963

Subject has no important weaknesses. His aggressiveness and eagerness have at times led to hasty action that might have resulted in professionally embarrassing results. On the other hand, these very qualities resulted in a [redacted] Subject is responsive to guidance and direction. He reports fully and within time limits. Subject's rapport with those with whom he is in professional contact appears excellent.



SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Mr. Smith was head of the Venezuela Desk at the beginning of the reporting period. He left this position shortly thereafter in preparation for an overseas assignment, with another branch of WHD. During his duty with WH/1, Mr. Smith was a strong asset. With his previous operational experience and his innate good sense, he supervised the Venezuela Desk in a most effective fashion. This was particularly evident during the Presidential visit to Venezuela and Colombia in December 1961. The effective management of the Headquarters aspects of the visit called for a well-coordinated, efficient and intensive effort by all concerned. Mr. Smith and the personnel under his supervision measured up quite well in this situation.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: Four months. IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: Subject departed on overseas assignment.

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

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

DATE: 8 June 1962. OFFICIAL TITLE OF SUPERVISOR: AC/EE/L. TYPED OR PRINTED NAME AND SIGNATURE: R. Reynolds

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE: OFFICIAL TITLE OF REVIEWING OFFICIAL: TYPED OR PRINTED NAME AND SIGNATURE:

SECRET

SECRET  
(When Filled In)

UNIT 1025  
**FITNESS REPORT**  
 NO. 1025 EMPLOYEE SERIAL NUMBER 13

**SECTION A - GENERAL**

1. NAME OF EMPLOYEE: Smith, Joseph B.  
2. DATE OF BIRTH: 15 June 1921 SEX: Male GRADE: 13

3. TITLE: Operations Officer 4. TYPE OF REPORT: DDP/11/1

CAREER STATUS		TYPE OF REPORT	
NOT ELIGIBLE	MEMBER	INITIAL	REASSIGNMENT/SUPERVISOR
PENDING	DECLINED	ANNUAL	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.: 28 February 1962  
11. REPORTING PERIOD: 19 Jul 61 - 31 Dec 61  
12. SPECIAL (Specify):

**SECTION B - EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**

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

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1: <u>Reviews, assesses, and supervises all current operations in his area and provides guidance and support to the field.</u>		RATING NO. <u>5</u>	SPECIFIC DUTY NO. 4: <u>Drafts dispatches, letters, memoranda and cables. Edits and occasionally drafts project actions, assures their proper coordination and processes them for approval.</u>		RATING NO. <u>5</u>	
SPECIFIC DUTY NO. 2: <u>Recommends courses of action to the field and policy to his superiors.</u>		RATING NO. <u>5</u>	SPECIFIC DUTY NO. 5: <u>Reviews and monitors field monetary obligations and expenditures.</u>		RATING NO. <u>5</u>	
SPECIFIC DUTY NO. 3: <u>Keeps abreast of the political and economic situation in his country and briefs superiors as requested.</u>		RATING NO. <u>5</u>	SPECIFIC DUTY NO. 6: <u>Supervises reports officer's and secretary's work and exercises general responsibility for all operational and administrative duties of his unit.</u>		RATING NO. <u>6</u>	

**SECTION C - EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION**

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

1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.	RATING NO. <u>4</u>
--	---------------------

**SECTION D - DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE							X	
RESOURCEFUL							X	
ACCEPTS RESPONSIBILITIES								X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES								X
DOES HIS JOB WITHOUT NEEDING SUPPORT							X	
MAINTAINS SMOOTH OPERATION OF HIS OFFICE							X	
WORKS EFFICIENTLY							X	
SECURITY CONSCIOUS					X			
WORKS CLEARLY							X	
DISCIPLINED IN ORIGINATING, MAINTAINING AND CARRYING OUT POLICY							X	

SEE SECTION "A" FOR REVISIONS

SECRET

(When Filled In)

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

This employee was new to WH and served only about three months under the supervision of the undersigned. He brought wide experience and background in CA work to the Branch due to his past experience in other components of KUBARK. He was applying himself industriously to the task of learning about the WH area and specifically Venezuela, for which country he was the desk officer responsible for FI as well as CA work. His performance was excellent and can be expected to improve with more familiarization with the area.

**SECTION F CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
4 April 1962	<i>[Signature]</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THE REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
26 March 1962	C/A: /1	/s/ Edwin H. Terrell
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS; I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL:		
During the period from the rating officer's departure in Oct 1961 until Mr. Smith was reassigned to another Branch in Feb 1962 in preparation for an overseas assignment, he demonstrated high competence in all of his duties, thereby confirming the rating officer's expectations in the last sentence of Section E. On the basis of this fine performance, I would upgrade the rating in Section C from 4 to 5.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 April 1962	AC/WH/1	<i>[Signature]</i> R. Reynolds

SECRET

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

TRAINING REPORT

Spanish Basic Reading, Speaking, Writing I

100 hours, part time, 16 January 1961 - 24 March 1961 6 students

Student: Joseph B. Smith Year of Birth: 1921  
SOP Date: September 1951 Grade: GS-13 Office: CA Staff

COURSE OBJECTIVES - CONTENT AND METHODS

This is the first phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of the course is to enable the student to use the spoken language with moderate facility and accuracy in a large number of everyday situations while providing a basis for further learning of the language either by actual use in the area or by further formal study. The three major objectives of this phase of the course are to develop an ability: (1) to adequately distinguish and pronounce the sounds of the language; (2) to use appropriately a small quantity of Spanish sentences and expressions; (3) to comprehend normal-speed spoken Spanish in a limited number of everyday, non-technical situations.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>	<u>Incomplete</u>
		3 *	3

It is regrettable that Mr. Smith will not be able to continue in the course at this time but increased office duties do not permit it. Mr. Smith had made a very profitable start in Spanish in this course.

FOR THE DIRECTOR OF TRAINING: /s/ L. C. BARNETT  
Chief Instructor

22 May 1961  
Date

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

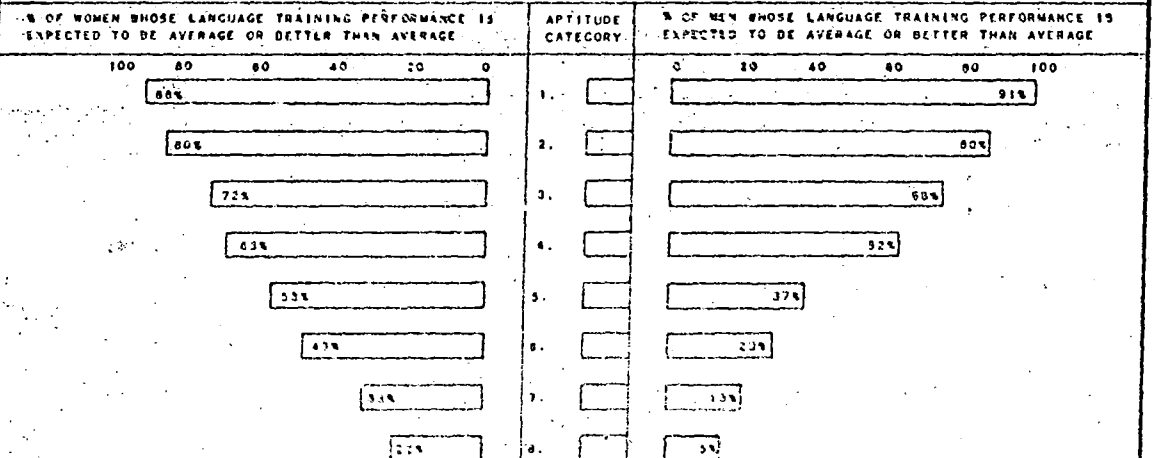
CONFIDENTIAL  
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME	OFFICE	MALE
		FEMALE

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs 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, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.



Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL				
MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (AS PERCENT OF MONTH)	
HIGH SCHOOL	COLLEGE	OTHER	READING OR WRITING	SPEAKING
15	2	1	10	10
DATE	SIGNATURE OF CHIEF, U.S. STAFF			
	B. LAY			

NOTE: This report may be shown to the individual concerned.



**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER 7894		
<b>SECTION A GENERAL</b>						
1. NAME (Last) <b>SMITH</b> (First) <b>Joseph</b> (Middle) <b>B.</b>		7. DATE OF BIRTH <b>16 June 1921</b>		3. SEX <b>M</b>	4. GRADE <b>GS-13</b>	
5. SERVICE DESIGNATION <b>D</b>		8. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/DIV <b>DDP/CA</b>		
9. CAREER/STAFF STATUS			9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR		
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. <b>31 January 1961</b>		11. REPORTING PERIOD From <b>25 May 60</b> To <b>31 Dec. 60</b>		SPECIAL (Specify)		
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	
7 - Outstanding						
SPECIFIC DUTY NO. 1 Conceive, write and coordinate propaganda guidance on matters relating to area of geographic and substantive competence. (WH)		RATING NO. <b>5/6</b>	SPECIFIC DUTY NO. 4 Supervise the establishment & maintenance of basic files including those deriving from NSC & OCB policy papers & those necessary for the conduct of campaigns.		RATING NO. <b>5</b>	
SPECIFIC DUTY NO. 2 Originate, develop and coordinate continuing strategic propaganda campaigns of world-wide significance. (Nationalism-Neutrality)		RATING NO. <b>3</b>	SPECIFIC DUTY NO. 5 Participate in review of and contributes substantively to Agency planning-cycle documents.		RATING NO. <b>5/6</b>	
SPECIFIC DUTY NO. 3 Analyze such public and official papers & communications as may be required to maintain knowledge in areas of assigned responsibility & to assure stimulation & coordination of propaganda operations.		RATING NO. <b>5/6</b>	SPECIFIC DUTY NO. 6		RATING NO.	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance closely meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <b>5/6</b>	
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING	
					1	2
					3	4
						5
GETS THINGS DONE						X
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WORKS EFFECTIVELY						X
SECURITY CONSCIOUS						X
FINES CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify)						
SEE SECTION 41 ON REVERSE SIDE						

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

JAN 27 2 21 PM '61

Mr. Smith has demonstrated both competence and versatility since his assignment to CA/PROP. With no prior experience in the area, he was assigned to WH affairs and has quickly developed both a surprising knowledge of the problems of that volatile group of countries and an excellent rapport with members of the Division (which, on several occasions has indicated a strong interest in securing his services when his release from the staff can be arranged). Assignments are completed with dispatch and in good order.

The rating of 3 with regard to the proposed campaign on Neutralism-Nationalism reflects only that we have not yet got underway in this admittedly difficult and controversial field. The sum of research which Mr. Smith has done in this field leads him to the present conclusion (in which undersigned concurs) that unlike most of our other campaigns this will have to be conducted on a selected country basis and differently tailored for each.

During the absence of the rating official Mr. Smith has acted as Branch Chief.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have read Sections A, B, C, D and E of this Report.

DATE 23 January 1961 SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

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

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

EMPLOYER UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify):

DATE 23 January 1961 OFFICIAL TITLE OF SUPERVISOR CA/PROP/C/Guidance Branch TYPED OR PRINTED NAME AND SIGNATURE W. H. CARPENTER

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE CA/C/PROP HENRY C. SUTTON

SECRET

1/6

SECRET  
(When Filled In)

4 Apr 60 63-115  
13-27  
22

FITNESS REPORT				EMPLOYEE SERIAL NUMBER					
SECTION A GENERAL				15					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE				
SMITH, Joseph B.		10 June 1921		M	GS-13				
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT					
AF		Asst. Chief		FE/CFE/INTELL					
8. CAREER STAFF STATUS			9. TYPE OF REPORT						
NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR					
PENDING	DECLINED	DENIED	ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)					
		1 Nov 59 30 Mar 60							
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding			
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.				
Operations officer, political action		6	Assisting in political action planning		4				
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.				
Collection and processing of intelligence		4							
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.				
Origination of correspondence		5							
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION									
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.									
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>					<table border="1"> <tr><td>RATING NO.</td></tr> <tr><td>4/5</td></tr> </table>	RATING NO.	4/5		
RATING NO.									
4/5									
SECTION D DESCRIPTION OF THE EMPLOYEE									
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee									
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree					
CHARACTERISTICS			NOT APPL. CAUSE	NOT SERV'D	RATING				
					1	2	3	4	5
GETS THINGS DONE								X	
RESOURCEFUL								X	
ACCEPTS RESPONSIBILITIES								X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES								X	
DOES HIS JOB WITHOUT STRONG SUPPORT								X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE								X	
WRITES EFFECTIVELY								X	
SECURITY CONSCIOUS							X		
THINKS CLEARLY							X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS								X	
OTHER (Specify)									

**SECRET**

(When Filled In)

SECTION E			NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.					
<p>Subject is an exceptionally able political action officer. His capacity for grasping a rapidly developing political situation quickly and for making on-the-spot decisions to guide actions and he would be a powerful addition to any [redacted]. He is not always able to separate the significant from the insignificant and therefore tends to over-report. He is also inclined to operate more as a singleton than as an integrated member of an operations team. He has been quite successful in [redacted]. Additional training does not appear necessary at this time.</p> <p>In preparing this report, careful consideration was given to the guidance in FS Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance. <del>Comments</del></p> <p style="text-align: right; font-size: x-small;">This report has been prepared in accordance with the Division standards which recognize the principle of rating the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.</p>					
SECTION F			CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE					
<i>I certify that I have seen Sections A, B, C, D and E of this Report.</i>					
DATE	SIGNATURE OF EMPLOYEE				
	/s/ Joseph B. Smith				
2. BY SUPERVISOR					
MONTHS EMPLOYEES HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.					
<input type="checkbox"/> EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS	<input type="checkbox"/> REPORT MADE WITHIN LAST 30 DAYS				
OTHER (SPECIFY)					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
30 March 1960		/s/ [redacted]			
3. BY REVIEWING OFFICIAL					
<input checked="" type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.				
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.				
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.				
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.					
COMMENTS OF REVIEWING OFFICIAL					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
30 March 1960		/s/ John H. Richardson			

**SECRET**

SECRET  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER					
<b>SECTION A GENERAL</b>											
1. NAME (Last) SMITH, (First) Joseph (Middle) B.			7. DATE OF BIRTH 16 June 1921		3. BRX M	6. GRADE GS-13					
8. SERVICE DESIGNATION DP		8. OFFICIAL POSITION TITLE OPS Officer, [ ]			7. OFF/DIV/BR OF ASSIGNMENT Manila						
9. CAREER STAFF STATUS				9. TYPE OF REPORT							
NOT ELIGIBLE <input checked="" type="checkbox"/>		MEMBER <input checked="" type="checkbox"/>		DEFERRED <input type="checkbox"/>		INITIAL <input checked="" type="checkbox"/>					
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/>					
REASSIGNMENT/EMPLOYEE <input type="checkbox"/>											
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD From Sept 1958-31 Oct 1959 To		SPECIAL (Specify) Promotion						
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent					
5 - Excellent		6 - Superior		7 - Outstanding							
SPECIFIC DUTY NO. 1 As case officer has directed and managed two well established projects.		RATING NO. 5		SPECIFIC DUTY NO. 2 in the production of [ ] themes as required.		RATING NO. 5					
SPECIFIC DUTY NO. 2 Served as a principal case officer for a project.		RATING NO. 6		SPECIFIC DUTY NO. 3 Acts as Deputy Chief, PP		RATING NO. 5					
SPECIFIC DUTY NO. 3 Collects and produces intelligence according to Station requirements.		RATING NO. 5		SPECIFIC DUTY NO. 4 [ ]		RATING NO. 4					
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 4/5					
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											X
RESOURCEFUL										X	
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES										X	
DOES HIS JOB WITHOUT STRONG SUPPORT											X
FACILITATES SMOOTH OPERATION OF HIS OFFICE										X	
WRITES EFFECTIVELY										X	
SECURITY CONSCIOUS								X			
THINKS CLEARLY										X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X	
OTHER (Specify):											

**SECRET**  
(When Filled In)

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

Subject has a well developed background [redacted]  
He has continually demonstrated initiative and imagination in obtaining the maximum production from his projects, [redacted]

[redacted] No particular weaknesses were observed. Subject is well qualified for senior operational assignments and is recommended for promotion. Since subject is planning to return for a second tour, no additional training is recommended at this time.

In preparing this report, careful consideration was given to the guidance in FE Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance in that subject has clearly demonstrated a high degree of operational capability as indicated herein.

**SECTION F CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: 5 November 1959 SIGNATURE OF EMPLOYEE: /s/ Joseph H. Smith

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 21 months  
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: [redacted]

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON: [redacted]

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS: [redacted] REPORT MADE WITHIN LAST 90 DAYS: [redacted]

OTHER (Specify): [redacted]

DATE: 5 November 1959 OFFICIAL TITLE OF SUPERVISOR: C/PP TYPED OR PRINTED NAME AND SIGNATURE: William T. Tarrant

**3. BY REVIEWING OFFICIAL**

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL: [redacted]

DATE: 9 November 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Station TYPED OR PRINTED NAME AND SIGNATURE: John H. Richardson

14-00000

S E C R E T

9 November 1959

COMMENT OF REVIEWING OFFICIAL:

[redacted] and I have carefully reviewed this Fitness Report in order to comply with division policy of avoiding overrating. We are satisfied that [redacted] who has been given a high rating with respect to specific performance characteristics, fully merits such rating. During the fourteen years I have been with the Agency, I have had the opportunity to observe personally a good number of [redacted] officers. Additionally, I have worked closely with [redacted]. I have no hesitation in stating that I regard him as an unusually qualified officer for [redacted]. I believe also that he should be promoted as soon as practicable from GS-13 to GS-14.

[redacted]

S E C R E T

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME (Last) (First) (Middle) SMITH Joseph B. 2. DATE OF BIRTH 16 June 1921 3. SEX M 4. SERVICE DESIGNATION OP DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila 6. OFFICIAL POSITION TITLE Ops Officer--Deputy Chief, (PP)

7. GRADE GS-13 8. DATE REPORT DUE IN OP 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 September 1958

10. TYPE OF REPORT (Check one) X INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify) ANNUAL REASSIGNMENT-EMPLOYEE

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT. THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify): I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

B. THIS DATE 5 Nov 58 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William T. Tarrant D. SUPERVISOR'S OFFICIAL TITLE Chief, PP

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

BY DATE Posted Rec. Control 17 DEC 1958

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

1. THIS DATE 5 Nov 58 2. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell 3. OFFICIAL TITLE OF REVIEWING OFFICIAL COB

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS: Subject has proven himself to be an effective and productive case officer.



SECRET

(When Filled In)

OFFICE OF PERSONNEL

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

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

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

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

<b>DESCRIPTIVE:</b> RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS. 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
--------------------------------------	--	---

SPECIFIC DUTY NO. 1 As case officer directs and manages two well-established ops	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Acts as Deputy Chief PP	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Collects and produces intelligence according to Station requirements	RATING NUMBER 5	SPECIFIC DUTY NO. 5 [Blank]	RATING NUMBER [Blank]
SPECIFIC DUTY NO. 3 Assists in the production of Station themes as required	RATING NUMBER 5	SPECIFIC DUTY NO. 6 [Blank]	RATING NUMBER [Blank]

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

Subject has a well developed background applied to PROCTOATE operations in the [Blank]. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.

---

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.

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

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

Well qualified for most operational assignments both PROCTOATE and DIACROSTLY.

SECRET

2 DEC RECD

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.
FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle) SMITH Joseph B.
2. DATE OF BIRTH 16 June 1921
3. SEX M
4. SERVICE DESIGNATION EE DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila
6. OFFICIAL POSITION TITLE Ops Officer-Deputy Chief, (PP)
7. GRADE GS-13
8. DATE REPORT DUE IN OP
9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 September 1958
10. TYPE OF REPORT (Check one) X INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED.
A. THIS DATE 5 Nov 1958
B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William T. Tarrant
C. SUPERVISOR'S OFFICIAL TITLE Chief, PP
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE 5 Nov 1958
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell
C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS

SECTION G. ESTIMATE OF POTENTIAL

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

2. SUPERVISORY POTENTIAL

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

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Row 1: ACTUAL 3, POTENTIAL 3, SITUATION: A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUPERORDINATES IS FREQUENT (First line supervisor). Row 2: ACTUAL 3, POTENTIAL 2, SITUATION: A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors). Row 3: ACTUAL 3, POTENTIAL 3, SITUATION: A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR HIGH PLANS, ORGANIZATION AND POLICY (Executive level). Row 4: ACTUAL 3, POTENTIAL 2, SITUATION: AFTER CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT. Row 5: ACTUAL 3, POTENTIAL 3, SITUATION: WHEN IMMEDIATE SUPERORDINATE'S ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION. Row 6: ACTUAL 3, POTENTIAL 2, SITUATION: WHEN IMMEDIATE SUPERORDINATES INCLUDE MEMBERS OF THE CAREER SERVICE. Other (Specify):

**SECRET**

(When Filled In)

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

4. COMMENTS CONCERNING POTENTIAL  
**Qualified as senior case officer in both PROGNOSIS and DIAGNOSIS activities.**

OFFICE OF PERSONNEL  
 15 OCT 25 PM '58  
 MAIL ROOM

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
**Continue with present duties for time being.**

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
**Subject and family well adapted to overseas duties**

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

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

SECRET

(When Filled In)

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6 JUN 1958

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME (Last) (First) (Middle) SMITH Joseph B. 2. DATE OF BIRTH 16 June 1921 3. SEX M 4. SERVICE DESIGNATION DP 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila 6. OFFICIAL POSITION TITLE Ops Officer--Deputy Chief, (PP) 7. GRADE GS-13 8. DATE REPORT DUE IN OP Special 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 May 1958 10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE SPECIAL (Specify) Promotion action

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS: X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. IF INDIVIDUAL IS RATED "I" IN CI OR D - A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT. THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify): I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

D. THIS DATE 19 May 1958 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William T. Tarrant D. SUPERVISOR'S OFFICIAL TITLE Chief, PP

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

BY DATE 14 JUL 1958 Posted Det. Control CA Reviewed by PUC OOB 7/24/58

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

A. THIS DATE 19 May 1958 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS

SECTION C. JOB PERFORMANCE EVALUATION

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

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

COMMENTS: Subject has proven himself to be an effective and productive case officer.

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

**DIRECTIONS:**

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

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

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

Jan 28 2 03 PM '58

- |   |  |
|---|--|
| 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY                                     | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY                                 | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY   |
| 3 - PERFORMS THIS DUTY ACCEPTABLY   |  |
| 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER  |  |
| 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB |  |

DESCRIPTIVE RATING NUMBER	RATING NUMBER	DESCRIPTIVE RATING NUMBER	RATING NUMBER
SPECIFIC DUTY NO. 1 As case officer directs and manages two well-established PP ops	5	SPECIFIC DUTY NO. 6 Act as Deputy Chief PP	5
SPECIFIC DUTY NO. 2 Collect and produce intelligence according to Station requirements	5	SPECIFIC DUTY NO. 7	RATING NUMBER
SPECIFIC DUTY NO. 3 Assist in the production of Station PP themes as required	5	SPECIFIC DUTY NO. 8	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject has a well developed background applied to PBOCTOATE operations in the [redacted]. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

**DIRECTIONS:** Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

2 - OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW

3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION

4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION

5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS

6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION

7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? YES  NO  IF YES, EXPLAIN FULLY:

Well qualified for most operational assignments both PBOCTOATE and DTGHOSTLY.

SECRET

SECRET

(When Filled In)

JUN 1958

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH - Joseph E.			16 June 1921	M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
			ODP Officer-Deputy Chief, (PP)		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-13	Special	15 March - 15 May 1958			
10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
		ANNUAL	REASSIGNMENT-EMPLOYEE	X Promotion action	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
19 May 1958	William T. Tarrant	Chief, PP

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO:

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958	George E. Aurrell	COS

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.

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

2. SUPERVISORY POTENTIAL

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

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

SECRET

OFFICE OF PERSONNEL

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

4. COMMENTS CONCERNING POTENTIAL  
 Qualified as senior case officer in both PROSTATE and UGHOSTLY activities.

JUN 26 2 03 PM '58

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
 Continue with present duties for time being.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
 Subject and family well adapted to overseas duties.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO GET ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS CALM IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STUDIES CONTINUALLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. KNOWS WHAT TO DO IN NECESSITIES	4	16. DOES HIS JOB WITHOUT STRONG SUPERVISOR	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS WISDOM FOR FACTS	4	18. IS DEDICATED	4	28. HAS CAPACITY IN COMPLEX SITUATION
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FULFILLS DUTY WITH EFFICIENCY OF HIS OFFICE
4	10. CAN KEEP OTHERS INTERESTED	4	20. CONSIDERS ALL ASPECTS OF A PROBLEM BEFORE MAKING DECISION	4	30. BEARS AND ASSUMES RESPONSIBILITY FOR HIS SUPERVISOR

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-379. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) SMITH (First) Joseph (Middle) B. 2. DATE OF BIRTH 15 June 1921 3. SEX M 4. SERVICE DESIGNATION SD:DP 5. OFFICE/DIVISION BRANCH OF ASSIGNMENT DDP FR 5 6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr. Ch. 7. GRADE GS-13 8. DATE REPORT DUE IN OP 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957 10. TYPE OF REPORT (Check one) X INITIAL REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE SPECIAL (Specify)

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS: X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. IF INDIVIDUAL IS RATED "UN" CI OR D, A WARNING LETTER WAS SENT TO HIM & COPY ATTACHED TO THIS REPORT. THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify): I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

B. THIS DATE 2 August 1957 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR R. H. Linn D. SUPERVISOR'S OFFICIAL TITLE Chief, FR/5

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

BY DATE 23 AUG 1957 Posted Pos. Control [Signature] Reviewed by [Signature]

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

A. THIS DATE 9 AUG 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Alfred C. Hines, Jr. C. OFFICIAL TITLE OF REVIEWING OFFICIAL CSE

SECTION C. JOB PERFORMANCE EVALUATION

1. RATINGS ON GENERAL PERFORMANCE OF DUTIES

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

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

REMARKS:



SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the most important <sup>OFFICE DUTIES</sup> performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual <sup>AUG 22 10 23 AM '57</sup> performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

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

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

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1 Supervision, as Deputy Chief of Branch	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Operational and administrative planning	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Prepares cables and dispatches	RATING NUMBER 5	SPECIFIC DUTY NO. 5 Coordination of branch activities	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Oral briefings	RATING NUMBER 5	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is capable, conscientious, and energetic. He gets along well with associates and is a good supervisor. His scholarly knowledge of political science and history, coupled with an ability to express himself well is a distinct asset. Has a slight tendency to lecture his listeners, and is sometimes carried away by the momentum of his own initiative and aggressive approach to problems but of course these characteristics can easily be qualities rather than faults when recognized and guided.

SECTION 4. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

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

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

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) SMITH	(First) Joseph	(Middle) B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FE 5			6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr.Ch.		
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957			
10. TYPE OF REPORT (Check one)	INITIAL <input type="checkbox"/>	ANNUAL <input type="checkbox"/>	REASSIGNMENT-SUPERVISOR <input checked="" type="checkbox"/>	REASSIGNMENT-EMPLOYEE <input type="checkbox"/>	SPECIAL (Specify)

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 2 August 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR R. H. Linn	C. SUPERVISOR'S OFFICIAL TITLE Chief, FE/S
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2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 9 AUG 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Alfred C. Ulmer, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CFE
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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.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	DATE 7 AUG 57
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES	
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES	
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING	
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT PRESENT LEVEL	
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSIGNMENT TO HIGHER LEVEL RESPONSIBILITIES	

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (First line supervisors)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

**SECRET**  
(When Filled In)

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

4. COMMENTS CONCERNING POTENTIAL  
 Subject has many qualities which as he acquires experience and maturity, will make him increasingly valuable as a supervisor, operator, *down to level case officer.*

MAIL ROOM

**SECTION H. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
 Management training might be useful.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
 Has well-balanced attitude toward his work and his associates.

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

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

TRAINING EVALUATION

COUNTERESPIONAGE OPERATIONS COURSE NO. 16

NAME		SEX	DATES OF COURSE		NO. OF STUDENTS
SMITH, Joseph B.		Male	25 Nov - 13 Dec 1957		15
DATE OF BIRTH	EDD DATE	GRADE OR RANK		OFFICE	
16 June 1921	17 Sept 1951	GS-13		DDP PR	
PRESENTED ASSIGNMENT OR PRESENT POSITION					
Deputy Chief of PR/S.					

- I. Course Objectives: to familiarize the student with the various types of CE operations and with methods and procedures peculiar to CE in the field and at headquarters, to outline CE objectives, and to increase proficiency in the recognition and exploitation of leads.
- II. Course Characteristics: The Counterespionage Operations Course is of three weeks duration. The curriculum material is presented by means of lectures, seminars, and directed reading. It is divided into sections as follows:
  - A. Introduction (definition of terms, the CI Staff, operational security and risk assessment, sources of CE leads, CI reporting and records, documentation)
  - B. Interrogation
  - C. Foreign Intelligence Services (with emphasis on currently hostile services)
  - D. Penetration and Defection
  - E. Double Agent Operations

During the course each student is required to present orally a CE case and to submit a written analysis of the case. Evaluations are based on problems, written exercises requiring analysis of assigned case studies, the case analysis presented by the student, and on objective tests.

S-E-C-R-E-T

III. Evaluations: (This student's performance indicated by asterisk.)

- A. Two double agent problems and one walk-in problem requiring case analysis. This analysis involves thorough study of the case:
1. To determine areas of missing, inadequate, or questionable information.
  2. To pick out information which can be checked through other sources.
  3. To recognize all possible leads.
  4. To assess the risk involved.
  5. To propose appropriate action (operational decisions).

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		6	8 *			1
Total of ratings in 15 classes	1	15	199	18		4

- B. Four written exercises requiring analysis of assigned CB case studies.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		4	9 *	1		1
Total of ratings in 14 classes			193	24		1

- C. Case Analysis (Student Presentation.)

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class			8	6 *		1
Total of ratings in 15 classes			179	49		1

- D. Objective tests based on all sections of the course.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		2	7	5 *		1
Total of ratings in 15 classes	5	54	132	43	1	1

Mr. Smith was reserved, but his contributions were quite pertinent and advanced the progress of the class discussions. In his written work he showed a sound knowledge and a feel for the handling of agents, but in other aspects of the cases and problems his efforts were more casual. His student presentation demonstrated a cautious approach and a comprehensive analysis of a possible double agent.

EXCELLENCE The student demonstrated outstanding ability or proficiency in meeting this objective or goal; he indicated an unusually thorough knowledge of the material presented, or, if skills were involved, he demonstrated that he was one of the most effective individuals in this area.

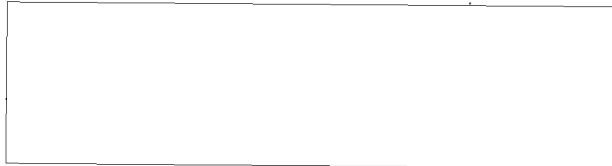
ADVANCE The student showed unusual competence, skill, or ability in meeting this objective or goal; he demonstrated a thorough grasp of the material presented, or, if skills were involved, he demonstrated that he could perform in an extremely effective manner in this area.

SATISFACTORY The student met this objective in a competent and adequate manner; he demonstrated a good understanding and a grasp of the information presented, or if skills were involved, he demonstrated sufficient competence to operate effectively in this area.

MIN. Although the student may have met some of the standards set for the achievement of this objective or goal, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

UNSAT. The student was unable to grasp the concepts or information presented, or demonstrated that he did not acquire the necessary information and skills to operate at even minimum facility in this area.

FOR THE DIRECTOR OF TRAINING



SECRET

REPORT OF [REDACTED] TRAINING

Date: 27 Oct 1955

1. Pseudo: Joseph B. Smith  
2. Office: [REDACTED] Divisions: [REDACTED] Branch: [REDACTED]  
3. Project Assignment: Malaya Station  
4. Dates Trained: 10 Oct 1955  
Location: Singapore

5. Training Received:  
Basic SW: Briefing in use of [REDACTED]  
F. S.: No restoration.  
Other:

6. Evaluation: Smith was able to spend only about three hours in the briefing session. During this time, he was able to use all three systems assigned for station use and, since he will be able to get help from [REDACTED] if necessary, he should have no difficulty with them. Further training would be required [REDACTED]

7. Instructor: [REDACTED]

Chief, KURIOT Laboratory

SECRET  
(When Filled In)

(11-9)	<b>LANGUAGE DATA RECORD</b>
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**PART I-GENERAL**

1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (25-30)		
SMITH, Joseph E.		Month	Day	Year
		June	16	1967
3. LANGUAGE (31-33)	4. TODAY'S DATE (34-35)		5.	
German	283	Month	Day	Year
	May	2	1967	<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

**PART II-LANGUAGE ELEMENTS**

**SECTION A. Reading (40)**

- 1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
- 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
- 3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
- 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
- 5. I HAVE NO READING ABILITY IN THE LANGUAGE.

**SECTION B. Writing (41)**

- 1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
- 2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
- 3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
- 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
- 5. I CANNOT WRITE IN THE LANGUAGE.

**SECTION C: Pronunciation (42)**

- 1. MY PRONUNCIATION IS NATIVE.
- 2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
- 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
- 4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
- 5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE



CONTINUATION OF PART III-LANGUAGE ELEMENTS

OFFICE OF PERSONNEL

SECTION D.

Speaking (43)

- 1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
- 2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
- 3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
- 5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

MAY 6 2 54 PM '57

MAIL ROOM

SECTION E.

Understanding (14)

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

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

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25 (11), PAR. 1014). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

2 May 1957

SIGNATURE

*Charles B. Smith*

1401

*c*

1402

*E*

SECRET  
(When Filled In)

(1-8)		LANGUAGE DATA RECORD		
107894				
PART I-GENERAL				
1. NAME (Last-First-Middle) (17-24)			2. DATE OF BIRTH (15-30)	
SMITH, Joseph E.			MONTH June	DAY 16
3. LANGUAGE (31-32)			4. TODAY'S DATE (34-39)	
Japanese 379			MONTH May	DAY 2
			YEAR 1957	
5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE				
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
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SECTION C. Pronunciation (42)				
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4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
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3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

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

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

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT, IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

2 May 1967

SIGNATURE

*Joseph B. Smith*

1493

1493



CONFIDENTIAL

15 February 1956

**DEFINITIONS**

a. State in the spaces below in terms of the more important SPECIFIC duties performed during this rating period. Place the most important tasks in the most important order of importance.

b. Rate performance on each SPECIFIC duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisory duties, the supervisor will always be rated as a specific duty in your case to emphasize those who supervise a subordinate.

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

TEAM BUILDING	MAIL AND LOGS AREA SUPERVISOR	CONDUCTS INVESTIGATIONS
GIVING LECTURES	DEVELOPS WAR PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
EDITING TECHNICAL STAFFS	MANAGES FILES	DISSEMINATES SERVICES
CONDUCTING EXTENSIVE TRAINING	OPERATES RADIO	REPS. DUTIES
TRAINING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

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

1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY  
 2. BASIC ADEQUATE IN THE PERFORMANCE OF THIS DUTY  
 3. PERFORMS THIS DUTY ACCEPTABLY  
 4. PERFORMS THIS DUTY IN A COMPETENT MANNER  
 5. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER

6. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER  
 7. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER  
 8. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER

Planning, developing unilateral local operations	5	Writes intelligence reports and estimates	5
Case officer for unilateral operations	5	Handling of Station KUCAGE correspondence	5
SMOOTH on KUCAGE especially	5	Liaison with and work for QKFLCWAGE and ODACID	5

**1. NARRATIVE DESCRIPTION OF NATURE OF JOB PERFORMANCE**

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

is an intelligence, sincere, imaginative, hard-working, loyal KUBARK officer who is a definite credit to the organization. He has carried out all his assignments in a most professional manner and has served as a most useful and respected member of the team. His judgment and opinions are respected by his colleagues both in KUBARK and ODACID.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

**DEFINITION:** Take into account both experience you know about the individual, and his present position in the organization. Consider his characteristics of ability, special talents or talents, and how he fits in with your team. Compare him with others doing similar work at about the same level.

6

MAIL ROOM  
 SEP 12 11 17 AM '56

CONFIDENTIAL

10 FEBRUARY 1956

FITNESS REPORT (PART II) - CONFIDENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: This report is to be prepared by the reporting officer on the basis of the information furnished to him by the reporting officer and the reporting officer's own observations. It is to be completed and submitted to the reporting officer on the day the reporting officer is relieved of his duties. It is to be completed and submitted to the reporting officer on the day the reporting officer is relieved of his duties. It is to be completed and submitted to the reporting officer on the day the reporting officer is relieved of his duties.

SECTION I. NAME: SMITH, Joseph B. GRADE: General

DATE OF BIRTH: 16 June 1921 SEX: M SERVICE DESIGNATION: DP

LOCATION: Singapore POSITION: Ops. Officer (PP)

CS-13 Year prior to his departure on 24 May 1956.

SECTION II. CERTIFICATION

24 July 1956 Robert A. Barnack Chief of Station

Aug. 1956 R. H. Linn Chief, FE/5

SECTION III. ESTIMATE OF EFFICIENCY

60

Posted [Signature] WRA DATE 13 SEP 1956

Reviewed by P-3

2

10 3 3 55 2

CONFIDENTIAL

15 February 1956

26 months

Smith is ready, willing and able to shoulder additional responsibilities inherent in a more responsible position in the organization. He has the intelligence, know-how, enthusiasm and drive that the organization desires in its officers.

SECTION II. FUTURE PLANS

1. FUTURE OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Smith is scheduled for assignment in KUCAGE, Headquarters, which he is fully qualified to handle. It is hoped he will, during his Headquarters tour, be able to take the Basic Management training course. After his headquarters tour, should receive a field assignment to make full use of his abilities.

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

Smith is happily married to an intelligent young lady, and they have two attractive daughters. His wife is willing to go anywhere her husband desires on assignment for KUBARK.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

- 1 - DOES NOT CONTRIBUTE THIS, WOULD CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 2 - APPLIES TO THE INDIVIDUAL TO THE GREATEST POSSIBLE DEGREE
- 3 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 6 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. HOW DO YOU RATE HIS POINT OF VIEW?	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS APPLICABLE IN DISCREET SITUATIONS
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS RE. SUBJECTS IN THE FIELD
5	3. HAS INITIATIVE	5	13. BELIEVES RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTICAL IN HIS THINKING	3	14. KNOWS HIS SUBJECT	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. BRINGS WELL TO BEAR ON SUBJECT	4	25. DISPLAYS JUDGEMENT
3	6. TAKES INTEREST IN HIS RESPONSIBILITIES	4	16. DOES HIS JOB WITHOUT SUPERVISION	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. CARRY ON WITH COLLECTIONS OF INFORMATION	4	27. IS PERSISTENT
3	8. HAS HIGH MORALS	3	18. IS COURTEOUS	3	28. HAS AN INTEREST IN THE WORK
4	9. IS WELL ORGANIZED	4	19. TAKES CARE OF HIS WORK	4	29. IS WILLING TO ACCEPT RESPONSIBILITY
4	10. CAN TAKE ON ADDITIONAL WORK	3	20. IS ABLE TO WORK WITH OTHERS	4	30. IS WILLING TO ACCEPT RESPONSIBILITY

OFFICE OF PERSONNEL

Figure 2 (back)

23074

SECRET

CUMULATIVE TRAINING RECORD

DATE

PP 1 October 1955

NAME

Joseph B. SMITH

PROJECTED PERSONNEL ACTION

PROMOTION  REASSIGNMENT OTHER (Explain) ROTATION TRAVEL

FROM:

Ops Off PP, GS-13, Singapore

TO:

Ops Off PP, GS-13, Hqs.

FOO

17 Sept 51

X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
<input checked="" type="checkbox"/>	BASIC. ORIENT. ALSO DIC. BITC. SOC. REP. PH 1			AIR OPS. 1 2 3 4 5	
<input checked="" type="checkbox"/>	CLAND. M & T ALSO OC. PH 11	5/10-6/11/53		MAR. OPS 1 2 3 4 5	
	CLAND. OPS. ALSO AIC. AITC. ADC. CAI. PH 1111			CLAND. PLD. ACT. 1 2 3 4 5 6	
	RESISTANCE OPS ALSO PM. 1-11-111 RAFF			SURVIVAL 1 2 3 4 5 6	
<input checked="" type="checkbox"/>	CLAND. SERV. REV.			BASIC PHOTO	
	WORLD COMMUNISM	888 CPO		DOCUMENTATION	
<input checked="" type="checkbox"/>	ANTI-COMM. OPS.			LOCKS	
	ADMIN PROCEDURES			SECRET WRITING	
	OPS. SUPPORT			FLAPS & SEALS	
	TRADECRAFT PHASE			SMALL ARMS FAM.	
	ADMIN PHASE			OTHER TRAINING	
	REPORTS			CPO	7-18/12/53
	ORDER OF BATTLE			CIA Q.	2-5/10/51
	COUNTERESPIONAGE				
	ADV. COUNTER-ESPIONAGE				
	OPB. SECURITY				
	WAR PLANS				
<input checked="" type="checkbox"/>	CLAND. POL. WARP.				
	STAYBEHIND OPS.				
	TECH. DEV. ORIENT.				
	INSTN. TECH.				
	EVASION-ESCAPE				
	SAB. OPS.				
	INVEST. TECH. ALSO CI TECH.				
	ADMIN REFRESHER				
	ROG. IMPROVE.				
	BASIC SHIPV.				
<input checked="" type="checkbox"/>	BASIC MGMT.			PRE-TEST	
	BALLOON OPS.			ASSESSMENT	

REMARKS:

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

TRAINING OFFICER COMMENTS:

A. THIS DOES (NOT) MEET TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION.  NO FURTHER TRAINING RECOMMENDED AT THIS TIME.

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

C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE  QUALIFYING  REFRESHER A-Addtl. 1.  A-P-X  ROTATION When Available  UPON RETURN TO HQ.

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

E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE \_\_\_\_\_ DATE \_\_\_\_\_ THESE RECOM. ENDATIONS HAVE NOT BEEN MET.

\*Subject to Waiver test,

DIVISION TRAINING OFFICER  
DONALD H. SAGE

STAFF TRAINING OFFICER  
Walter C. Long F.M.  
Henry J. Guiraud, PP/SD/TRO

TO: Personnel Officer,

FROM: Career Management Officer

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

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

DATE

20 November 1956

SIGNATURE OF CAREER MANAGEMENT OFFICER

*[Signature]*



SECRET  
(When Filled In)

FIELD FITNESS REPORT

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

INSTRUCTIONS

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

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

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

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

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY		1. DATE OF BIRTH	2. SEA	3. SERVICE DESIGNATION
<i>Joseph B. Smith</i>		16 June 1921	H	KUGAGE SP:OP
4. GRADE	5. STATION DESIGNATION (Current)			
GS-12	SINGAPORE			
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
	31 March 1954 - 1 May 1955			

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Senior Kugage Officer, Singapore	31 March 1954

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

1. Conduct [redacted] SMOTH FE Headquarters on KUGAGE matters relating to FE.
2. Conduct of covert KUGAGE projects [redacted]
3. Initiation through Project [redacted] of covert themes targeted at other SEA countries.
4. Development of additional covert operational activity and agents.
5. Development of [redacted] with SMOTH targeted at SEA.
6. Coordination of DTPILLAR-SMOTH [redacted]
7. Development of plans for other [redacted] with SMOTH targeted at various FE countries.
8. Contact with QMAYSEED-PBCRUMBLE.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RATER (Type)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Type)
Robert J. Jantzen	Robert J. Jantzen
3. THIS REPORT ( ) WAS ( ) WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHORIZED TO BE RELEASED TO HQ	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE REPORT AND SIGNATURES
Aug. 1955	V. C. Goodall <i>J. O. Goodall</i>

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET  
(When Filled In)  
SECTION IV

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

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

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



SECRET  
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OBTAINS ALL OTHER CONSIDERATIONS:  
*no.*

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
*none. Experience in the field is what is needed.*

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):  
*none.*

SECTION VI

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

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

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

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

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

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

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

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

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

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

**SECRET**  
SECURITY INFORMATION

**PERSONNEL EVALUATION REPORT**

*Items 1 through 6 will be completed by Administrative or Personnel Officer*

1. NAME (LAST) <b>SMITH</b>	(FIRST) <b>Joseph</b>	(MIDDLE) <b>B.</b>	2. GRADE <b>GS 11</b>	3. POSITION TITLE <b>Ops Off</b>
4. OFFICE <b>DDP</b>	STAFF OR DIVISION <b>FE</b>	BRANCH <b>FI</b>	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From _____ To _____		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

*Items 7 through 10 will be completed by the person evaluated*

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

- Exercise staff supervision over and assist Branch PP officers in the conduct of operations.
- Advise my chief on the problems and developments in the conduct of Branch PP operations.
- Conduct liaison with elements of DD/P Senior Staffs.
- Plan and coordinate division-wide and division participation in world-wide PP operations.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Basic Psychological Warfare Seminar		4 months	May 1952
Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

11 Sept 1953                      Joseph B. Smith  
DATE    SIGNATURE

*Items 11 through 13 will be completed by Supervisor*

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

- Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.
- Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

SECRET  
SECURITY INFORMATION

17. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOBS MOST NOTICEABLY GOOD OR OUTSTANDING?

See Para. 11 (b) and realistic application of covert techniques.

18. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

Should concentrate on more concise oral presentations.

19. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.

20. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

21. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Due for complete training prior to field assignment in January 1954.

22. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. *NA*

23. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

*21 Dec 1953*  
DATE

*Arthur H. Kunk*  
SIGNATURE OF SUPERVISOR

24. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

*28 Dec 53*  
DATE

*George A. [unclear]*  
SIGNATURE OF REVIEWING OFFICIAL

25. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

SECRET  
SECURITY INFORMATION

*Handwritten initials and marks*

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Offices

1. NAME (LAST) (FIRST) (MIDDLE) 2. GRADE 3. POSITION TITLE  
Smith Joseph Burkholder GS-12 Ops Officer (PW) 20-PP

4. OFFICE STAFF OR DIVISION BRANCH FE/PP DEPT'L. IF FIELD, SPECIFY STATION  
DDP FE ~~Political~~  DEPT'L.  FIELD

5. PERIOD COVERED BY REPORT 6. TYPE OF REPORT  
From To  Initial  Annual  Special  
2-17-53 2-17-53  Reassignment  Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

See period 2-17-52 to 2-17-53 report - No Change

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course Location Length of Course Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

DATE SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

**SECRET**  
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT					
Steps 1 through 6 will be completed by Administrative or Personnel Offices.					
1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE	
SMITH	Joseph	B.	GS 11	Ops Off CD-2	
4. OFFICE	STAFF OR DIVISION	BRANCH	<input checked="" type="checkbox"/> DEPT'L.	IF FIELD, SPECIFY STATION	
DLP	FS	PF	<input type="checkbox"/> FIELD		
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT			
From	To	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual	<input type="checkbox"/> Special	
		<input type="checkbox"/> Reassignment	<input type="checkbox"/> Reassignment of Supervisor		
Steps 7 through 10 will be completed by the person evaluated.					
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.					
<ol style="list-style-type: none"> <li>1. Exercise staff supervision over and assist Branch PF officers in the conduct of operations.</li> <li>2. Advise my chief on the problems and developments in the conduct of Branch PF operations.</li> <li>3. Conduct liaison with elements of DD/P Senior Staffs.</li> <li>4. Plan and coordinate division-wide and division participation in world-wide PF operations.</li> </ol>					
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.					
Name of Course		Location	Length of Course	Date Completed	
Basic Psychological Warfare Seminar			4 months	May 1952	
Advanced Psychological Warfare Seminar			6 months	Nov 1952	
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?					
Psychological and political warfare operations.					
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).					
DATE			SIGNATURE		
Steps 11 through 13 will be completed by Supervisor.					
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.					
<ol style="list-style-type: none"> <li>a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FS Division.</li> <li>b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.</li> </ol>					



SECRET  
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST SATISFACTORY, GOOD OR OUTSTANDING?  
See Para. 11 (b) and realistic application of covert techniques.  
OFFICE OF RECORD

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?  
Should concentrate on more concise oral presentations.  
FILES SECTION

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.  
Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)  
No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?  
Due for complete training prior to field assignment in January 1954.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.  
NA

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN ALSO UNDER ITEM 20.

DATE \_\_\_\_\_ SIGNATURE OF SUPERVISOR \_\_\_\_\_  
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

DATE \_\_\_\_\_ SIGNATURE OF REVIEWING OFFICIAL \_\_\_\_\_

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

TRAINING EVALUATION

OPERATIONS

**IMPORTANT:** The official to whom this report is entrusted is personally responsible for it. He may show it to other members of his staff or to the student concerned if such action is considered necessary and advisable. This report summarizes the test results. Observations and opinions of the various instructors for the course listed only. More complete data are available in the files of the office of Training (Covert), and may be examined after contacting the Training and Evaluation Officer. Any questions as regards the evaluation of this student should be referred to the Chief, Training and Evaluation, TR(C).

NAME OF STUDENT (LAST)	(FIRST)	(MIDDLE)	AGE	GRADE (GS OR NAVY)	DATE OF REPORT
SMITH,	Joseph	B.	32	GS-12	13 November 1953
DIVISION			PROJECTED ASSIGNMENT		COURSE NO.
IS/EE			Senior PP Officer		4

PERFORMANCE RECORD

THE FOLLOWING GRADES SHOW THE ACHIEVEMENT OF THE STUDENT IN THE MAJOR ELEMENTS OF THE COURSE. TWO GRADES ARE ASSIGNED IN EACH AREA, ONE FOR COMPREHENSION AND ONE FOR IMPLEMENTATION. A SPECIFIC DEFINITION OF EACH OF THESE TERMS, AS WELL AS OF THE ADJECTIVAL RATINGS EMPLOYED, IS GIVEN ON THE BACK OF THIS EVALUATION FORM.

MAJOR ELEMENTS	ADJECTIVAL RATINGS									
	FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.
1. Organization of Clandestine Operations							X			
2. Cover							X		X	
3. Communications							X		X	
4. Target Analysis							X		X	
5. Criteria For Agent Selection							X		X	
6. Agent Recruitment							X		X	
7. Agent Handling									X	X
8. Agent Direction									X	X
9. Assessment and Reassessment							X		X	
10. Special Operational Problems									X	X

TRAIT RECORD

THE FOLLOWING INDICATES THE VARIOUS TRAITS AS OBSERVED BY THE INSTRUCTORS DURING THE TRAINING PERIOD. THE OBSERVATIONS INCLUDE THE STUDENT'S PARTICIPATION AND CONDUCT IN TRAINING AS WELL AS HIS REACTIONS TO VARIOUS PROBLEMS AND SITUATIONS.

	1	2	3	4	5
<b>A. Constructive Imagination</b> (NOT OBSERVED) <input type="checkbox"/>	Devoid of constructive imagination or inventiveness in approach to problems.	Showed only a very limited degree of constructive imagination.	Showed sufficient constructive imagination to meet most school situations unobtrusively.	Demonstrated the possession of creative ability to a greater than average degree.	Outstandingly creative, inventive, or original.
<b>B. Astuteness</b> (NOT OBSERVED) <input type="checkbox"/>	Appeared glib and naive.	Exhibited below average shrewdness and discernment.	Displayed adequate judgment and perspicacity.	Displayed above average perspicacity and shrewdness.	Displayed exceptional shrewdness and perspicacity.
<b>C. Industry</b> (NOT OBSERVED) <input type="checkbox"/>	Did not show sufficient application of time and effort.	Applied only the minimum amount of time and effort necessary.	Showed adequate compliance as regards time and effort necessary.	Volunteered greater time and effort than is normally expected in this course.	Was unusually industrious, giving generously of time and effort.
<b>D. Initiative</b> (NOT OBSERVED) <input type="checkbox"/>	Consistently failed to act without being specifically instructed to do so.	Generally exhibited a low level of initiative but occasionally acted on his own.	Normally took steps to implement ideas without external prompting.	Usually displayed enthusiasm and aggressiveness in carrying out projects.	Displayed unusual energy, enthusiasm, and aggressiveness.

**E. Ability to Write** (NOT OBSERVED  )

1 Failed unable to express thoughts clearly in written	2 Was weak in expressing thoughts clearly in written	3 Written work showed no significant weakness.	4 Was able to express thoughts clearly in written form.	5 Was outstanding in ability to express ideas in clear, correct, coherent manner.
---	---	---	--	--

**F. Facility of oral expression** (NOT OBSERVED  )

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

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

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

**H. Ability to influence His Associates.** (NOT OBSERVED  )

1 Withdrawn from group activities and actions of others.	2 Normally accepted rational advice.	3 Was fairly successful in selling a point or himself.	4 Was successful at by his own personality and thinking.	5 Was outstanding in respect and attraction through his personality and thinking.
---	---	---	---	--

**I. Tact** (NOT OBSERVED  )

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

**J. Adaptation to Training** (NOT OBSERVED  )

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

Subject was outstanding in his performance and especially so in his ability to adjust to training. He met and exceeded all normal requirements. His superior thinking ability allows him to cover most of the ground on all pertinent points rapidly and it is only through deliberate self-control that he slows down sufficiently to make an easily understandable oral presentation.

His imaginative analytical ability make him a natural for directing clandestine activity. His professional background would make him very worthwhile for consideration by the Office of Training upon completion of his contemplated year of duty in the field.

APPROVED SIGNATURE OF DEPUTY FOR STAFF TRAINING	REVIEWED SIGNATURE OF CHIEF, TRAINING AND EVALUATION
--	---

~~SECRET~~  
Security Information

SUBJECT: Training Evaluation  
Communist Party Operations Course, Advanced Training Division

Student's Name SMITH, Joseph B. Course No. 19  
Division and Branch FE-5/PP Grade GS-12 Age 32

The Communist Party Operations Course is a specialized two-weeks' course designed to provide adequate background and understanding of the World Communist Movement, and to increase the effectiveness of staff personnel charged with the planning and conduct of operations against these movements. The emphasis is on essentials, the generally valid aspects of Party policy, tactics, administration, organization, and action.

A combination of lectures, seminars, and written assignments is utilized, and the evaluation is based on the observation of the instructional staff. The supervisor is cautioned that this evaluation should be considered subjective in nature and applies only to the two weeks' period of the course. In those cases where no comment is given for one phase or activity, it does not imply that the student is deficient but only that the instructors do not feel that they have sufficient basis upon which to place a meaningful evaluation.

1. Student Performance in the Classroom:

Mature comprehension of the World Communist Movement and the varied aspects of its theory and practice. A developed feeling for current relationships between "national" Communist Parties' practices and the World Communist Movement; including its organization, strategy, tactics, and operations.

Superior comprehension -- in his area of assignment he was especially effective in his grasp of CP operations and tactics.

2. Willingness to Share Own Experiences or Thinking

Freely expressed ideas when appropriate to the subject.

3. Ease of assimilation in the group - pleasant, cooperative relationship:

Pleasant but reserved.

~~SECRET~~

S-E-C-R-E-T  
Security Information

4. Cooperation with the staff in presenting pertinent suggestions as to future material for the course with the purpose of the improvement of same:

Appreciative of the course; suggested valuable background material for incorporation in certain subjects.

5. Efficient use of study periods and after hours to read materials contained in student folders, including materials assigned for home study with the resulting reflection in class participation:

Used all available time and materials for study during and after class.

6. Class attendance and compliance with training and security regulations:

Punctual and security conscious.

Instructors' over-all comment where appropriate.

*Richard J. Vesely*  
Chief Instructor, C-7

Date 22 December 1953

1 December 1952

1. Name: Joseph Smith 2. Grade: GS-11

3. Position: \_\_\_\_\_

4. Period has worked for report: \_\_\_\_\_

5. Likes nature of his assignment: \_\_\_\_\_

Time in Grade: 9 months

Education:

Previous Experiences:

	Unsatisfactory	Poor	Fair	Good	Very Good	Excellent	Superior	Outstanding
His efficiency in carrying out this assignment								✓
Degree to which he extended himself in fulfilling his assigned duties								✓
His ability to get along with his associates						✓		
His ability to get along with subordinates								N.A.
The conduct of his social and personal life insofar as it affected the performance of his duties						✓		
His ability to carry out his duties in the face of discouragement and frustration								
His political conviction and attitude toward the work of the agency							✓	
His attitude toward career development by the agency						✓		
Emotional stability under field conditions								N.A.
Degree to which he shows initiative						✓		
Ability to work without supervision								✓

6. Other Comments: N.A.

*[Signature]*  
 Regulatory Associate Supervisor

I agree with the evaluation of the supervisor except for the following:

*[Signature]*  
 Chief of Bureau

SECRET

<b>ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE</b> FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM	<b>IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL</b>
--	--

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

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

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

NAME—(last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
SMITH	Joseph	Burkholder	Jan 16 - 1921	714 18 4732
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	

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

Mark here if you **WANT BOTH** optional and regular insurance  (A)

Mark here if you **DO NOT WANT** OPTIONAL but do want regular insurance  (B)

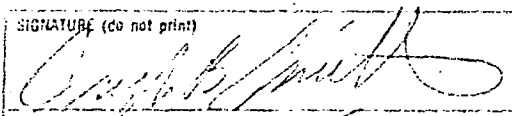
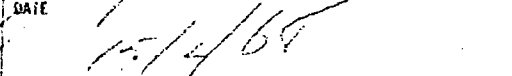
Mark here if you **WANT NEITHER** regular nor optional insurance  (C)

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**  
I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**  
I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

**WAIVER OF LIFE INSURANCE COVERAGE**  
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB," THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)  DATE 	<b>FOR EMPLOYING OFFICE USE ONLY</b> <small>(official receiving date stamp)</small> OFFICE OF PERSONNEL FEB 20 11 23 AM '68
--	--

SECRET See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-1  
 JANUARY 1953  
 (For use only until April 14, 1953)  
 176-101

CONFIDENTIAL  
(When Filled In)

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 brochure for PCS returnees, dated May 1964.

Joseph B. Smith  
Signature  
Joseph B. Smith

12 July 71  
Date

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING



SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE FOR HEADQUARTERS USE ONLY				
NAME OF EMPLOYEE (use pseudo only if SA) <b>Joseph B. Smith</b>		DATE (from item S-1) <b>21 Oct, 1970</b>	NAME OF SUPERVISOR (true) <b>John R. Horton</b>	DATE (from item S-2) <b>21 Oct, 1970</b>
DATE RECEIVED AT HEADQUARTERS: <b>29 Oct, 1970</b>		DISPATCH NUMBER: <b>HMMT -10581</b>	DATE RECEIVED BY CAREER SERVICE:	
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH <b>16 June 1921</b>	2. SERVICE DESIGN <b>D</b>	3. YOUR CURRENT POSITION, TITLE AND GRADE <b>C/CA, Mexico City 14</b>	4. STATION OR BASE <b>Mexico City</b>	5. CRYPT FOR CURRENT COVER <b>LNGOLD</b>
6A. DATE OF PCS ARRIVAL IN FIELD <b>21 June 1969</b>	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU: <b>Three: wife 47, daughter 19, son 11</b>				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
<p>LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-B)</p> <p>Supervise one case officer, one career agent and one secretary in planning and conducting Station CA activities and intelligence collection activities</p> <p>Support and conduct operations against other priority Station targets</p>				
<p>10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS</p> <p>None</p>				

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I prefer to continue in my present assignment.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- EXTEND YOUR 18 months MONTHS AT CURRENT STATION TO Jan 1973 (date)
- BE ASSIGNED TO HQTRS. FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STATION OR OFFICE.  
1ST CHOICE MI 2ND CHOICE DO 3RD CHOICE CTR
- BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION  
1ST CHOICE MI 2ND CHOICE EUR 3RD CHOICE EE
- RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Subject's wish to return here for another tour fits our ideas of what would be good for him and the Station. His function in the Station will continue and he performs it very well. Even should there be a readjustment in the amount of case officer time put into his field, there will still be enough - probably more than enough - for him to do. He does it very well. This recommendation would be modified if Subject were given an opportunity for a post which might give him a better chance for promotion, which he TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE would like and which

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, he deserves. AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Per HRS 7052, Mr. Smith has been approved for home leave and return to Mexico City for a second tour of duty.

DATE 23 Nov 70 TITLE C/WH/Personnel SIGNATURE Henry L. Barthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. (Signature) DATED: \_\_\_\_\_  
CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: (Signature) DATE: \_\_\_\_\_

SECRET  
(When Filled In)

FILE  
PUNCHED  
BTK

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-8 007894	(Print) Smith,	7-26 Joseph	B.

INSTRUCTIONS:

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 95, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	ONLY		
26-28	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38-39	Mexico	40-42
06	27	69					1			45

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	ONLY		
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38-39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. LN 37612	DOCUMENT DATE/PERIOD 13 June 1969
---	--------------------------------------

REMARKS

PREPARED BY ACD	REPORT APPROVED ON CORRESPONDING DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DATE 11/24/69	SIGNATURE Phillip G. Murphy	

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

SECRET

HR

Supplement to Staff Employee Personnel

Action for Integration of Joseph B. Smith

Effective 21 May 1969

The purpose of this memorandum is to set forth existing policies of concern to you while integrated and to reiterate certain rights and obligations which derive from your true status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of ~~GS-14 \$19,771.00~~ per annum,  another instrumentality of the Government (hereinafter referred to as "your ") effective as of ~~21 May 1969~~. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty . Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour .

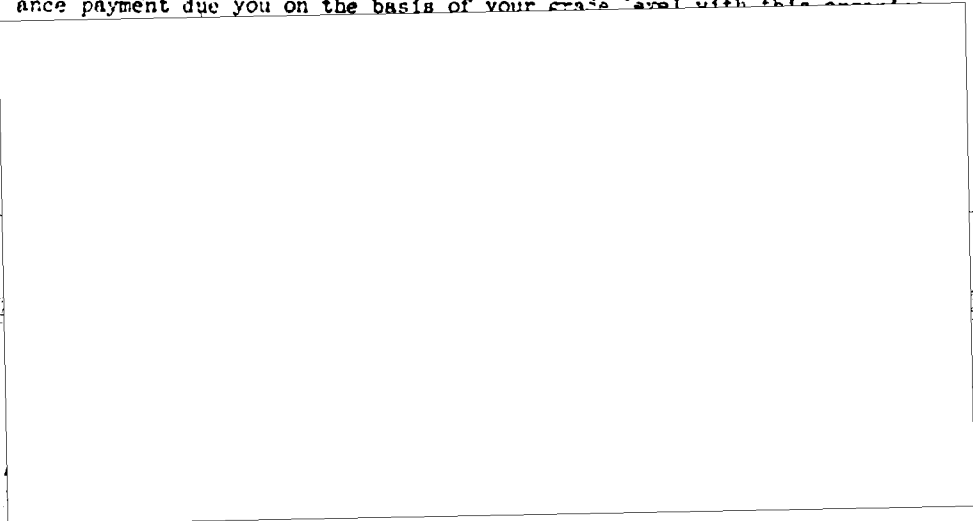
If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with  will normally be at the direction of your  and be accomplished in conformance with applicable

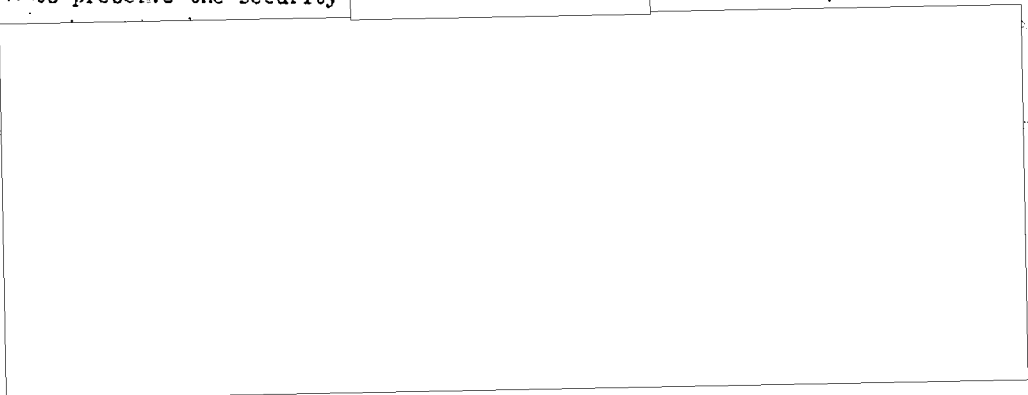
SECRET

regulations [redacted] except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and allowances [redacted] shall be retained by you to the extent that they do not exceed the salary and allowance payment due you on the basis of your grade level with this organization.



5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your [redacted] and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security [redacted]



SECRET



6. You will be required to keep forever secret this agreement and all information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the espionage laws, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY *J. B. Armstrong*  
Personnel Office

ACCEPTED:

*Joseph B. Smith*

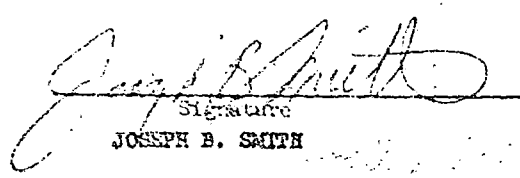
CONFIDENTIAL  
(When filled in)

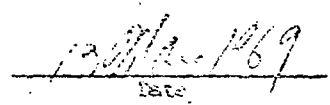
IMPORTANT

Central Processing Branch has been charged with responsibility for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 29 October 1964.

  
Signature  
JOSEPH B. SMITH

  
Date

CONFIDENTIAL

Group 1 - Excluded from automatic downgrading and declassification.

**SECRET**  
(When Filled In)

<b>REPORT OF SERVICE ABROAD</b>						<b>FILE PUNCHED</b>							
TO: Office of Personnel, Transactions and Records Branch, Status Section						BY <i>[Signature]</i>							
SERIAL NO.		NAME											
LAST		FIRST		MIDDLE									
1-8		(Print)		7-24									
007894		SMITH		Joseph		B.							
<b>INSTRUCTIONS</b>													
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATED BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO DFI NO. 88, REVISED.													
<b>PCS DATES OF SERVICE</b>													
ARRIVAL O/D			DEPARTURE O/D			TYPE OF DATA	O/P USE ONLY	COUNTRY					
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE				
28-88	27-88	29-80	31-88	33-84	35-88	1 - PCS (Basic) 3 - CORRECTION 6 - CANCELLATION	37	38 39	40-42				
<b>TDY DATES OF SERVICE</b>													
ARRIVAL O/D			DEPARTURE O/D			TYPE OF DATA	O/P USE ONLY	AREA(S)					
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE				
25-88	27-88	29-80	31-82	33-84	35-88	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39	40-42				
0	4	2	7	6	9	0	5	1	0	6	9	WH (Mex Cty)	0111
<b>OFFICE OF PERSONNEL USE ONLY - PUNCH AREA</b>													
<b>SOURCE DOCUMENT AND CERTIFICATION</b>													
X TRAVEL VOUCHER WH-538-69			DISPATCH										
CABLE			DUTY STATUS OR TIME AND ATTENDANCE REPORT										
OTHER (Specify)													
DOCUMENT IDENTIFICATION NO.				DOCUMENT DATE/PERIOD									
				4/27/69 @ 1725 - 5/10/69 @ 2130									
REMARKS													
No leave													
PREPARED BY		REPORT APPROVED BY		ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED									
[Signature]		X [Signature]											
DATE		SIGNATURE											
5/13/69		[Signature]											
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER													



SECRET

11 MAY 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT: ~~Smith, Joseph~~  
Change of Home Leave Address

REFERENCE: HAPT-3734, 29 April 1966

It is requested that the home leave address of ~~Smith, Joseph~~ be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. ~~Smith, Joseph~~ last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending  in  and he plans to visit this area on home leave.

*Edward F. O'Malley*  
(Robert D. Cushman  
C/Asst/Personnel)

Concur:

*R. D. Cushman*  
\_\_\_\_\_  
Director of Personnel

*11 May 66*  
\_\_\_\_\_  
(Date)

Attachment:  
Reference

SECRET

SEARCHED  
SERIALIZED  
INDEXED  
FILED

<b>DISPATCH</b>		CLASSIFICATION <b>SECRET</b>	PROCESSED ACTION <input checked="" type="checkbox"/> MARKED FOR INDEXING <input type="checkbox"/> NO INDEXING REQUIRED <input type="checkbox"/> ONLY QUALIFIED DESK <input type="checkbox"/> CAN JUDGE INDEXING <input type="checkbox"/> MICROFILM
TO Chief, WH Division			X
FROM Chief of Station, Buenos Aires			
SUBJECT Change of Home Leave Address of [REDACTED] (SA)			
ACTION REQUIRED - REFERENCES ACTION REQUIRED: As noted below <i>Smith, Joseph</i>			
<p>It is requested that the home leave address of John W. [REDACTED] be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. [REDACTED]'s last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending [REDACTED] in [REDACTED] [REDACTED] and he plans to visit this area on home leave.</p> <p style="text-align: right;"><i>William W. [REDACTED]</i>  <i>William W. [REDACTED]</i></p>			
Distribution: O & P - Chief, WH [REDACTED]		GROUP I Excluded from automatic downgrading and declassification	
CLASSIFIED BY	REVISIONS, DATES AND NUMBERS	DATE	
	WAPT-3734	20 April 1966	
	CLASSIFICATION	REVISION NUMBER	
<b>SECRET</b>			

SECRET

TM-837055

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

12/20/65

DO NOT COMPLETE

1. AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

NAME OF EMPLOYEE (True)	DATE (from item 5-1)	NAME OF SUPERVISOR (True)	DATE (from item 5-2)
[Redacted]	27 Dec, 65	Michael Tanes	28 Dec, 1965

NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW: *Rec'd 28 Dec 28 March 1966*

DO NOT COMPLETE

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD OR THIS TOUR
16/6/21	14	Operations Officer	29/8/64
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE	7B. EXPECTED DATE OF DEPARTURE FROM FIELD	
D	France Algea	29/1/66	
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR		7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS	
None		29/1/66	

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

- a. Case officer for a large-scale [redacted] activity in the CA field.
- b. Station functional officer for media activity.
- c. Station functional officer for university and university student field.
- d. Supervises staff agent concerned with university target.
- e. Case officer for two unilateral media operations.
- f. Case officer for a political action research project.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I list the choices in question 9 because of the limited opportunity for achievement in operations and case work. I believe I have abilities that can be used to better advantage in other fields. I have five-year college training experience, which would be of use to OIR; I have maintained high level political and business contacts which experience should be useful to DIB; my educational background and operational area experience should help qualify me for DII.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

SECRET

**B. PREFERENCE FOR NEXT ASSIGNMENT (continued)**

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:

RETURN TO MY CURRENT STATION

BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:

1ST. CHOICE OTR 2ND. CHOICE ADD 3RD. CHOICE ADD

BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:

1ST. CHOICE \_\_\_\_\_ 2ND. CHOICE \_\_\_\_\_ 3RD. CHOICE \_\_\_\_\_

19. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? \_\_\_\_\_

INDICATE NUMBER OF WORK DAYS 30

20. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

wife and two children; ages: 42, 13, 6

21A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT. Desire to be in the United States for the senior year and graduation from college of my older daughter.

21B. SIGNATURE: COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION.

22. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

The Station concurs in Subject's request for his next assignment. Based on the capabilities that he has demonstrated during his present tour of duty, we have every reason to believe that he will perform in a professional and highly competent manner in either one of the three areas that he has selected. If Subject is considered for another field assignment, it is strongly recommended that he be afforded official cover status.

23. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS

24. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

The WH Division Personnel meeting of 24 February 1966 concurred with the Subject's request for assignment to OTR.

*Seward F. O'Leary*  
Robert D. Cashman  
C/WH/Personnel

25. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

FOR USE OF CAREER SERVICE

26. EMPLOYEE  HAS  HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT

27. REFERENCE DISPATCH NO. \_\_\_\_\_ CABLE NO. \_\_\_\_\_

28. TYPED OR PRINTED NAME \_\_\_\_\_

29. SIGNATURE \_\_\_\_\_

30. TITLE \_\_\_\_\_

31. DATE \_\_\_\_\_

32. COMMENTS WH + CSRS jointly will call Smith by airtel early return for assignment to OTR. K. Byrd will discuss with Smith while at B.A.

SECRET

05093c  
51K-5407

MEMORANDUM FOR: Director of Training

SUBJECT: Appreciation: Joseph Smith

1. With your approval Mr. Joseph Smith, of OTR participated as a member of the Survey Team which during January - March 1967 reviewed the effectiveness of the Propaganda Group of the CA Staff. This involved 30 full Team meetings, interviews with 57 CS officers, various specific inquiries, and numerous drafting sessions.

2. Throughout, Mr. Smith participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the overall Team effort invaluable. The Team report, which I am still in process of discussing within the Staff will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture of the covert propaganda mission of the Clandestine Services; thus I heartily commend Mr. Smith for his effective participation with the Survey Team in this effort.

3. I would appreciate your conveying my thanks to Mr. Smith.

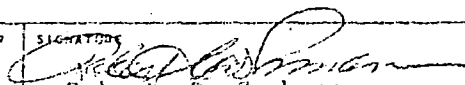
*Cord Meyer, Jr.*  
Cord Meyer, Jr.  
Chief  
Covert Action Staff

SECRET

SECRET

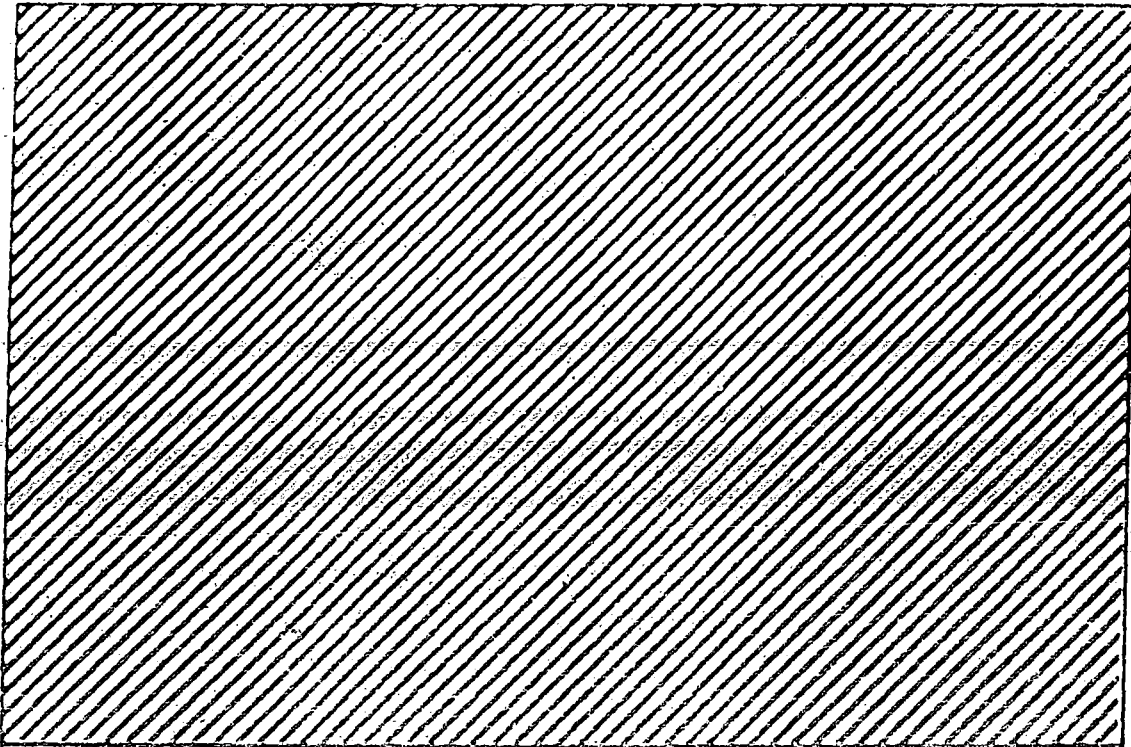
FIELD REASSIGNMENT QUESTIONNAIRE			
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY	
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (NAME Pseudo)	DATE (from item 5-1)	NAME OF SUPERVISOR (Name)	DATE (from item 5-2)
[Redacted]	20 Sep 63	[Redacted]	20 Sep 63
NAME AND TITLE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		[Signature]	DATE
[Redacted]		William S. Kenahan	25 Sep 63
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
18 June 1921	GS-14	Operations Officer, GS-12	5 June 1962
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		7B. EXPECTED DATE OF DEPARTURE FROM FIELD
D	Buenos Aires		5 June 1964
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None			None
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
<p>a. Case officer for large-scale KUWOLF [Redacted] project with [Redacted]</p> <p>b. Supervisor of two staff agents conducting KUWOLF activities.</p> <p>c. Case officer for two unilateral KUWOLF projects [Redacted]</p> <p>d. Station functional officer for projects in [Redacted]</p>			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
<p>If not reassigned to present post, I would prefer to work in the political action field as a unilateral case officer with staff agent status. I believe my past experience and performance qualifies me for this type of assignment and I know that I find this type of work stimulating and challenging. Most preferred would be an assignment combining KUTUBE and KUWOLF responsibilities.</p>			
C. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			
None, if reassigned to present post.			

**SECRET**

<p>9. PREFERENCE FOR NEXT ASSIGNMENT (continued)</p> <p>C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd, and 3rd choice) IN THE BOXES BELOW:</p> <p><input checked="" type="checkbox"/> RETURN TO MY CURRENT STATION</p> <p><input checked="" type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:          1ST. CHOICE <u>Domestic Ops</u> 2ND. CHOICE <u>Division Des</u> 3RD. CHOICE <u>Division Staff</u></p> <p><input checked="" type="checkbox"/> BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:          1ST. CHOICE <u>Mexico City</u> 2ND. CHOICE <u>Guatemala</u> 3RD. CHOICE <u>Lima</u></p>	
<p>10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? <span style="float:right">INDICATE NUMBER OF WORK DAYS</span> <u>30</u></p>	
<p>11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:  <u>3: aged 40, 11, and 3 years</u></p>	
<p>11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT:  <u>Eldest daughter attending college in the United States.</u></p>	
<p>12. SIGNATURE: COMPLETE ITEM NO. 5-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.          TO BE COMPLETED BY SUPERVISOR AT FIELD STATION</p>	
<p>13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:  <u>Supervisor and Chief of Station concur with the employee's expressed desires. While assigned to this Station this employee has made an important contribution to the Station's KUWOLF program which doubtless will continue to be the case should he be reassigned to this Station.</u></p>	
<p>14. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.          TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS</p>	
<p>15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:  <u>Recommend return to Station for second tour of duty.</u></p>	
<p>16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER</p>	<p>SIGNATURE    <u>Robert D. Cashman</u></p>
<p>DATE</p>	<p>FOR USE OF CAREER SERVICE</p>
<p>17. EMPLOYEE <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT</p>	<p>18. REFERENCE DISPATCH NO. <u>HA 22 131</u> CABLE NO. _____</p>
<p>19. TYPED OR PRINTED NAME</p>	<p>20. SIGNATURE</p>
<p>21. TITLE</p>	<p>22. DATE  <u>27 June 1954</u></p>
<p>23. COMMENTS  <u>Not Disposition - available for second tour.</u></p>	

**SECRET**

SECRET  
(When Filled In)



NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
<i>[Redacted]</i>	<i>[Redacted]</i>	<i>[Redacted]</i>
<p><i>Smith, Joseph</i></p> <p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <i>10/15/55</i>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE	SIGNATURE OF REPRESENTATIVE	
<i>2/1/56</i>	<i>[Signature]</i>	

NOTICE OF OFFICIAL DISABILITY CLAIM FILE



Supplement to Staff Agent Personnel Action

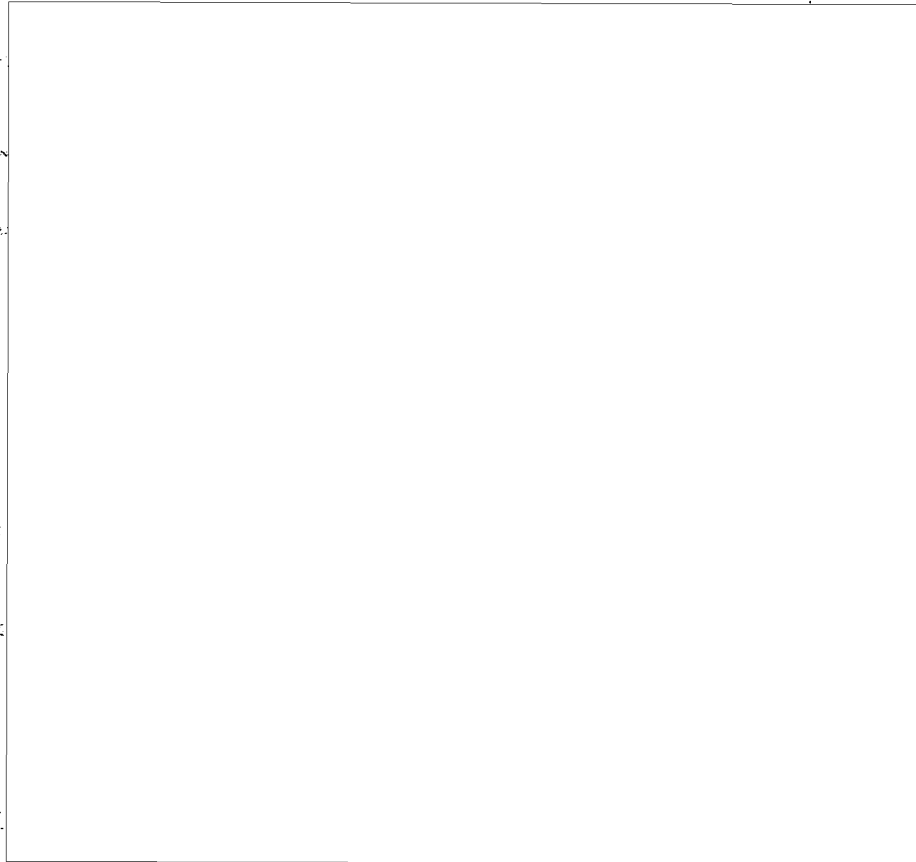
For [REDACTED] Effective 27 MAY 1962

Mr. *Smith, Joseph*

Dear Mr. [REDACTED]

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

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are \$ 11,675.00 and GS-13<sup>5</sup> respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain [REDACTED]



in the case any money you receive as a result of your participation in such activities shall be returned to this organization. Whether participation in a particular activity is or is not a condition of membership will be determined by the governing body of the organization.

2. **Non-Financial Interest-Free Loan.** You are hereby authorized Non-Financial Interest-Free Loan of reasonable with suitable organization to be made to you for your participation. Monthly this premium per month per cent of your income, salary, or proceeds and to pay for this contribution on to your bank account for that period of time you are assigned and under the following terms:

3. **Registration Allowance.** You are hereby authorized an registration allowance in accordance with applicable organization regulations.

4. **Travel Expenses.** You will be entitled to travel, transportation and storage in accordance with the regulations of this organization. HR 2020 provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their base organizations or HR 22, whichever allows the greater amount.

5. **Travel Location.** You herein agree that your assignment abroad will be for a minimum of two years from the date of your arrival at your permanent post of duty. If your assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the assignment is violated during the term of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employer. If the assignment is violated after the first year of duty, but before the completion of the minimum tour agreed to above, only 1/3 travel at Government expense shall not be allowed.

*Smith, Joseph*

ADDRESS: [REDACTED]

6. **Secrecy.** You will be required to keep secret and to refrain from revealing and from disclosing to any person (including family members) any information which you may obtain by reason of your service, unless released in writing by the Government (or its sub-organization) with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws (dated 25 June 1948, as amended) and other applicable laws and regulations.

*How H. Lutzky*  
[Signature]

*JMC*

SK

SECRET  
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
<del>36255</del> <del>#19295</del> 007894	(Print) Smith	Joseph		23-28 64

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COL. TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING 1. NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
3. CORRECTION									
5. CANCELLATION									
	01	06	05	62			ARGENTINA	040	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE				RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2. TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
4. CORRECTION									
6. CANCELLATION									

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO. **HABT-1787**

DOCUMENT DATE/PERIOD **8 June 1962**

REMARKS

PREPARED BY *[Signature]* REPORT ANNOTATED ON SOURCE DOCUMENT

DATE **6/20/62** SIGNATURE *[Signature]*

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE

CONTRACT INFORMATION AND CHECK LIST

*Don Napoli*

INSTRUCTIONS: Use Form 1000 and Hq. 10-1000 for guidance. Complete all items, inserting "NA" when items are not applicable. Forward original and two copies for preparation of contract.

TELEPHONE EXTENSION  
**6556**

DATE

SECTION I

GENERAL

1. NAME <input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> STAFF <b>Smith, Frank</b>	2A. PROJECT	3. ALLOTMENT NO.	4. SLOT NO. <b>RAF-818</b>
5. PREVIOUS CIA RESUME(S) OR ALIASES	19. PERMANENT STATION <b>RA Buenos Aires</b>	3A. FUNDS <input checked="" type="checkbox"/> **	
7. SECURITY CLEARANCE (Type and date) <b>Staff Employee</b>	7A. MEDICAL CLEARANCE? <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D.	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input type="checkbox"/> NA <input type="checkbox"/> NO	
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	9. INDIVIDUAL HAS BEEN EMPLOYED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.) <b>Staff Employee - 9 September 1951 to date</b>		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) <b>Staff Agent</b>

SECTION II

PERSONAL DATA

11. CITIZENSHIP <b>U. S.</b>	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE <b>40</b>	14. DATE OF BIRTH (Month, day, year) <b>16 June 1921</b>
15. LEGAL RESIDENCE (City and state or country) <b>Harrisburg, Pennsylvania, U.S.</b>		16. CURRENT RESIDENCE (City and state or country) <b>Arlington, Virginia</b>	
17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: <b>Jeanne Hoffman - Wife - 38</b>		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

SECTION III

U.S. MILITARY STATUS

20. RESERVE <b>No</b>	21. VETERAN <b>Yes</b>	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE <b>Army</b>	24. RANK OR GRADE <b>Corporal</b>	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

SECTION IV

COMPENSATION

27. BASIC SALARY <b>11,650</b>	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any) <b>RA</b>	30. FEDERAL TAX WITHHOLDING	
			COVER	CIA
			YES	YES
			NO	NO

SECTION V

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

31. QUARTERS <b>3,500</b>	32. POST	33. OTHER <b>Equalization \$915 and 10% Staff Agent Premium pay</b>
34. COVER (Breakdown, if any)		

SECTION VI

TRAVEL

35. TYPES <input checked="" type="checkbox"/> PCS <input type="checkbox"/> DOMESTIC OPERATIONAL <input checked="" type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
37. VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	37A. VEHICLE TO BE STORED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. PERSONAL VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH  
**See 18 above.**

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

SECTION VII

OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER
-----------------------------	-------------------	-----------

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

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

CASE OFFICER	DIVISION
TELEPHONE EXTENSION	DATE

NOTE: SEE INSTRUCTIONS ON FIRST SHEET

**SECTION VIII OTHER BENEFITS**

46. BENEFITS (See # 20-615, # 20-620, # 20-670, # 20-1000, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All benefits and allowances of a staff employee.

**SECTION IX COVER ACTIVITY**

47. STATUS (Check)	PROPOSED	48. TYPE (Check)	PROFESSIONAL	CULTURAL	COMMERCIAL	TOURIST
	ESTABLISHED		UNLICENSED	EDUCATIONAL	MILITARY	OTHER

49. IF COVER PAYMENTS ARE CONTINGENT, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

YES  NO  COMPLETE  PARTIAL

**SECTION X OFFSET OF INCOME**

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)

TOTAL  PARTIAL  NONE

**SECTION XI TERM**

51. DURATION

DAYS	MONTHS	YEARS
	2	

52. EFFECTIVE DATE: **June 1962**

53. RENEWABLE  YES  NO

54. TERMINATION NOTICE (Number of days): **NA**

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION:  YES  NO

**SECTION XII FUNCTION**

56. PRIMARY FUNCTION (CI, FI, PP, other): **PP**

**SECTION XIII DUTIES**

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

[Empty box for description]

**SECTION XIV QUALIFICATIONS**

58. EXPERIENCE

See personnel file.

59. EDUCATION

(Check Highest Level Attained)	CRAZY STUDY	UNION SCHOOL GRADUATE	GRADE SCHOOL GRADUATE
	BUSINESS SCHOOL GRADUATE	COLLEGE GRADUATE	POST GRADUATE

60. LANGUAGE COMPETENCY

LANGUAGE	SPEAK			WRITE			READ			41. INDIVIDUAL'S COUNTRY OF ORIGIN
	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	
Spanish		X			X			X		U.S.A.
Japanese			X			X			X	
German			X			X			X	
Malay			X			X			X	

62. AREA KNOWLEDGE

Graduate study, History & Politics (2 courses). CA Staff WH Liaison (15 mos).  
Chief, Venezuela Desk (6 mos.)

**SECTION XV EMPLOYMENT PRIOR TO CIA**

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

See personnel file.

**SECTION XVI ADDITIONAL INFORMATION**

64. ADDITIONAL OR CRUCIAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

DATE: \_\_\_\_\_

TYPED NAME AND TITLE: **Garard Brooker C/AS**

SIGNATURE: *Garard Brooker*

DATE: \_\_\_\_\_

TYPED NAME AND TITLE: **Paul F. Arnozon C/AS/SS**

SIGNATURE: *Paul F. Arnozon*

SECRET  
(When Filled In)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE
INSTRUCTIONS		
This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in detail entirely. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.		
SECTION I GENERAL		
1. FULL NAME (Last-First-Middle)		
SMITH Joseph BURKHOLDER		
2. CURRENT ADDRESS (No., Street, City, Zone, State)		3. PERMANENT ADDRESS (No., Street, City, Zone, State)
4813 N. 7th St Arlington, Va		Same as 2
4. HOME TELEPHONE NUMBER	5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE	
None	Virginia	
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.		2. RELATIONSHIP
SMITH Joseph		Spouse
3. HOME ADDRESS (No., Street, City, Zone, State, Country)		
Same as 2		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country) - INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE		
NA		
5. HOME TELEPHONE NUMBER	6. BUSINESS TELEPHONE NUMBER	7. BUSINESS TELEPHONE EXTENSION
None at present	NA	NA
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.		
NA - OTHER CLOSE RELATIVES		
SECTION III MARITAL STATUS		
1. CHECK (X) ONE: <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED		
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS		
None		
SPOUSE: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancé.		
3. NAME (Last-First-Middle) (Spouse) (Widow) (Widower) (Divorced) (Annulled)		
SMITH Joseph		
4. DATE OF MARRIAGE	5. PLACE OF MARRIAGE (City, State, Country)	
19 June 1947	SARASOTA FLORIDA USA	
6. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country)		
1919 1/2 Street NW WASH DC		
7. LIVING	8. DATE OF DEATH	9. CAUSE OF DEATH
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
10. CURRENT ADDRESS (Give last address, if deceased)		
Same as 2		
11. DATE OF BIRTH	12. PLACE OF BIRTH (City, State, Country)	
2 Oct 1919	Perry PA USA	
13. IF BORN OUTSIDE U.S., DATE OF ENTRY	14. PLACE OF ENTRY	
15	15	
15. CITIZENSHIP (Country)	16. DATE ACQUIRED	17. WHERE ACQUIRED (City, State, Country)
USA	15	15
18. OCCUPATION	19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers)	
None	None	
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)		
15		

SECTION III CONTINUED TO PAGE 2

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR <i>APRIL 1945 - FEB 1946</i>	
22. BRANCH OF SERVICE <i>1. 8888 and 815 6000</i>	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <i>U.S.</i>
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <i>None</i>	

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

1. FULL NAME (Last-First-Middle) <i>1/18</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS

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

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

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

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

*1/18*

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

*1/18*

SECTION V CONTINUED TO PAGE 3

SECRET

**SECRET**  
(When Filled In)

**SECTION V CONTINUED FROM PAGE 2**

**9. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS**

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Shelburne Trust Co.	Rockville VA
FIRST NATIONAL BANK	Arlington VA

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES  NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)  
*N/A*

**SECTION VI CITIZENSHIP**

1. COUNTRY OF CURRENT CITIZENSHIP: *U.S.*

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:  
 BIRTH  MARRIAGE  OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? YES  NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION. (First papers, etc.)  
*N/A*

**SECTION VII EDUCATION**

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER 120 YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input checked="" type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input checked="" type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/OTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
Harvard, Cambridge, Mass	Hist	EC	1940	1942	AP	1942	?
Pennsylvania, Phila. Pa	Hist	rel	1947	1950	MA	1950	?
Johns Hopkins, Baltimore Md	Hist		1946	1947	-	-	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HRS.
		FROM	TO	
Mil. Int. Language school	Japanese	1944	1945	?

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

**SECRET**  
3



SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR HOME ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	HOME ASSIGNMENT
Taiwan	study of language	-			X	
China	area study	-			X	
Korea	" "	-			X	
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE						
3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			HOQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING	
Indonesia	politics, govt.	1953 (3 mos)		X		
Singapore - Malaya	" "	1957-1958		X		
Philippines	" "	1957-1960		X		

SECTION IX TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM	
		- GREGG	- SPEEDWRITING
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)		- STENOTYPE	- OTHER (Specify):

SECTION X SPECIAL QUALIFICATIONS	
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH	
Tennis - good	
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK	
Morse code, teaching experience	
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTRANGE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.	
11A	
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.	
11A	
5. FIRST LICENSE OR CERTIFICATE (Year of issue)	6. LATEST LICENSE OR CERTIFICATE (Year of issue)

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 8

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

NA

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

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

5 years Teaching Dickinson College. community public speaking

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

AMERICAN ASSN. OF UNIVERSITY PROFESSORS, SEVERAL UNIV. GRADUATE

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

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APRIL 1957 - APR 1959	13	DDP/RF-1 RR-5
4. NR. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
29	Deputy Branch Chief	
6. DESCRIPTION OF DUTIES		
As usual for the position		

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
SEP 1958 - MAR 1960	13	DDP/RF-1/RR-11A Station
4. NR. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
1	CNS OFFICER	
6. DESCRIPTION OF DUTIES		
Senior PP officer concentrating on pol. action activities		

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NR. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NR. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NR. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional page if required)

SECRET

SECRET  
(When Filled In)

**SECTION XII CHILDREN AND OTHER DEPENDENTS**

1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING. 2

2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepchildren, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING. 1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
	Daughter	1946		X	US	Same as 2 above
	"	1952		X	US	"

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED 27 June 60 SIGNATURE OF EMPLOYEE \_\_\_\_\_

SECRET  
(When Filled In)

63-115  
13-27

1. PERSONNEL SERIAL NO. (1-6) 07808		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. 1014		
3. NAME (7-24) LAST Smith, Joseph E.		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27) 725		
7. DATE OF TEST (40-51) May 13, 1969		8. ANNIVERSARY DATE May 13, 1969		9. GRADE	10. DATE OF BIRTH			
11. REASON FOR TAKING TEST		12. TEST SCORES						
11. APPLY FOR AWARD		READING (24) R	WRITING (25) I	PRONUNCIATION (26) I	SPEAKING (27) I	UNDERSTANDING (28) I		
13. ELIGIBILITY (39) A		14. TYPE OF AWARD						
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (F) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)				
NA		A	G-1	G		V		
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$87.50 (40-43)				
REMARKS				SIGNATURE		DATE		
				17. I CERTIFY THAT FUNDS ARE AVAILABLE:				
				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.		
				SIGNATURE				

FORM 1273  
5-60

OBsolete PREVIOUS  
EDITIONS

SECRET

(10-43)

MRD COPY

SECRET  
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE 237949 MAR 162

TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. I.S.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST (Print)	FIRST	MIDDLE	
007894	SMITH	Joseph	B.	6-28 WTH

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)	26	27-28	29-30	31-32	33-34	35-36	37-38		39-41
2. CORRECTION									
3. CANCELLATION									

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2. TDY (Basic)	26	27-28	29-30	31-32	33-34	35-36	37-38		39-41
4. CORRECTION									
6. CANCELLATION									
	2	27	28	62	13	62		WTH	811

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	6-13 Jan 62

REMARKS

5/4/62 adm

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	SOURCE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED:
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	5 March 62	A. W. [Signature]

SECRET

3 1952

MEMORANDUM FOR: Chief, FE/PIA

SUBJECT : Appreciation for Briefing of [redacted] Government Officials

1. FE [redacted] would like to take this opportunity to express its appreciation for the briefing conducted by Mr. Joseph Smith on 14 September for the benefit of [redacted]

2. Before beginning the return portion of their trip to [redacted] the two officials requested that their expressions of gratitude be conveyed to Mr. Smith for his presentation on subjects of mutual interest.

3. Briefings such as these contribute materially to our relationships with these officials and their organizations and result in considerable benefit to the overall U.S. Intelligence effort in [redacted]. Your continued indulgence and cooperation are requested.

*Philip F. Fondig*  
Philip F. Fondig  
Chief, FE [redacted]

SECRET

SB/P 2-0050

CONFIDENTIAL

8 January 1962

MEMORANDUM FOR: Mr. Joseph D. Smith

SUBJECT : Commendation for Services Performed in Connection with President John F. Kennedy's Visit to Venezuela and Colombia

- 1. It gives me a great deal of personal pleasure to commend you on the high degree of competence and devotion to duty you displayed in connection with President John F. Kennedy's visit to Colombia and Venezuela. The professionalism you demonstrated in planning for and during the President's visit contributed to the outstanding success of his trip.
- 2. A copy of this memorandum is being made a matter of record in your personnel file.

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

CONFIDENTIAL

SECRET  
(When Filled In)

X

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO. 1-8	NAME OF EMPLOYEE			OFFICE/COMPONENT 29-28
	LAST (Print)	FIRST	MIDDLE	
07894	SMITH	JOSEPH	B	57

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)								40-42	
2. CORRECTION	77	29-29	30-31	32-33	34-35	36-37	38-39		
3. CANCELLATION	1				03	27	60	PHILIPPINES	575

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2. TDY (Basic)								40-42	
4. CORRECTION	27	28-29	30-31	32-33	34-35	36-37	38-39		
5. CANCELLATION									

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO. FPMT 2250	DOCUMENT DATE/PERIOD 30 MAR 60
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REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE 4/20/60	SIGNATURE [Signature]
ISSUANCE DIVISION		



14-00000

Secret

COMMENDATION

Joseph B. Smith

1. This is to commend Joseph B. Smith for his operation activities in connection with MIECU which culminated in the accomplishment of Phase One on April 24, 1959.

2. Smith is a capable, imaginative, and versatile professional operative who has had broad PBOCTOATE experience. He has handled MID-SHIP-4 in a most effective and professional manner, and rapidly developed MIREDEEM-1 at a time that proved strategic for the creation of Phase One of MIECU. He has conscientiously attempted to fulfill the objectives of MIECU.

3. It is requested that this commendation be made a part of his personnel record.

*William E. Aurell*  
William E. AURELL

Signed by: George E. Aurell

7 May 1959

Secret

CONFIDENTIAL  
(When Filled In)

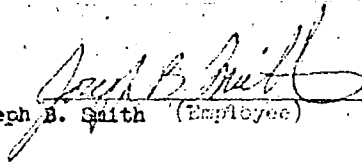
TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT  
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

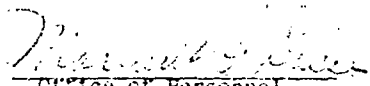
1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

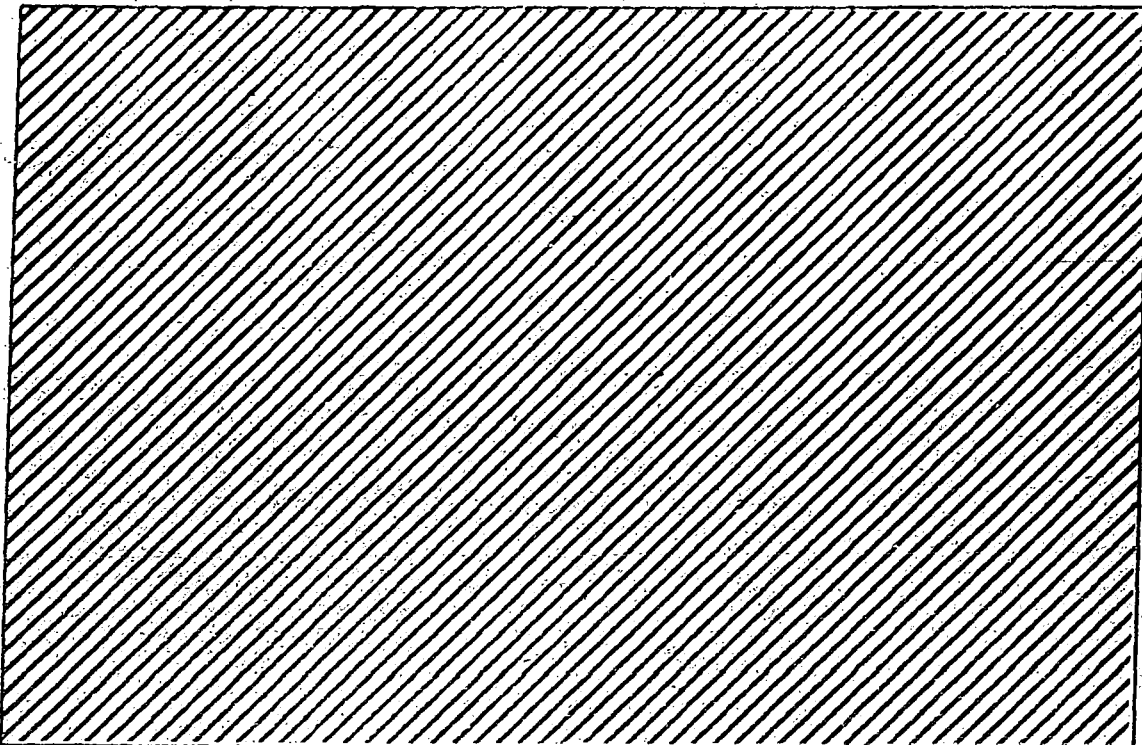
WITNESS:

  
Joseph B. Smith (Employee)

  
Office of Personnel  
Margaret G. Dasse

Date: 4 Feb 58

SECRET  
(When Filled In)



NAME OF EMPLOYEE (LAST-FIRST-MIDDLE) SKITH, Joseph D.	DATE OF BIRTH unk	CASE OR CLAIM NUMBER 56-255
--	----------------------	--------------------------------

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or death incurred on January 1955.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE 22 Aug. 1957	SIGNATURE OF ACD REPRESENTATIVE <i>George S. Lough</i>
--------------------------------	---

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

FEIS



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

3 APR 1955

MEMORANDUM FOR: Joseph B. Smith

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 September 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

A handwritten signature in dark ink, appearing to read "Harrison G. Reynolds".

Harrison G. Reynolds  
Chairman, CIA Selection Board

Noted:

A handwritten signature in dark ink, appearing to read "Joseph B. Smith".

Date: 13 July 1956

Career Service Staff  
Office of Personnel

20 JUL 1955

SECRET

SECRET

SECURITY INFORMATION

27 May 1952

MEMORANDUM FOR: D/FE/PC

SUBJECT: Covert Psychological Warfare Conferences Attended by  
Mr. Joseph Smith

1. Between 18 January and 26 May 1952 your consultant held a group of sixteen Secret conferences on specialized techniques in covert psychological warfare with particular reference to the Far Eastern area. These conferences amounted to a series of reorientation and developmental meetings in which persons actually on the job at CIA in OPC capacities could review their own doctrine, talents, and opportunities for serving the Government and the Agency in this field.

2. The topics covered included: a survey of the goals sought through covert activities of the U.S. Government; the basic bibliography on covert operations; the action response of target groups; media vehicles and the cultural terrain; specific covert psychological warfare techniques; the intelligence need for CPW; the operational vocabulary of Marxism; psychiatry and CPW; propaganda analysis; content analysis; press techniques of the Chinese Communists; covert economic warfare and CPW; personality problems in covert operations; basic doctrine on passive resistance; and a review meeting.

3. In difficulty and in seriousness of approach, this series of conferences corresponded to an advanced graduate course in an American university. It was a mixture of the seminar and lecture techniques.

4. Mr. Joseph Smith immediately made himself one of the outstanding participants of the group. He brought the capacity of a reflective and richly educated mind to this new field and demonstrated a real talent for seeing the opportunities presented by novel and unconventional methods of attack upon Communism. Not only did Mr. Smith learn a great deal himself; he contributed substantially to the intellectual participation of the other members of the conferences in the common tasks.

*Paul M. A. Linebarger*  
PAUL M. A. LINEBARGER  
Consultant to FE/PC

FE/PC:PMAL:rwv

Distributions:

D/FE/PC, Original  
FE Personnel  
CIA Personnel  
Mr. Smith  
FE/Linebarger

SECRET

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Smith Joseph Burkholder  
Name: Last, First Middle

**CODED**

FOR

**COMMUNICATIONS**

DATE 21 Aug '52

**TO: All C. I. A. Personnel**

**FROM: Personnel Director**

**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.

*George E. Meloon*  
George E. Meloon  
Personnel Director

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**PERSONNEL QUALIFICATION QUESTIONNAIRE**

1. Serial No. (no entry) 7894	2. NAME: (last) (first) (middle) Smith Joseph Burkholder	3. Office Opc (FE)
4. Date of Birth 16 June 1921	5. Sex: <input checked="" type="checkbox"/> male <input type="checkbox"/> female (2) Martial Status <input checked="" type="checkbox"/> Nr. Dependents 2	6. CIA Entry Date: 17 Sept 1951
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____	

**SEC. I. EDUCATION**

1. Extent: (circle one)

- |  |  |   |
|--|--|---|
| 1. Less than high school                         | 4. Two years college, or less                | <input checked="" type="checkbox"/> 8. Masters degree |
| 2. High school graduate                          | 5. Over two years, no degree                 | 9. Doctors degree                                     |
| 3. Trade, Business or Commercial school graduate | 6. Bachelor degree                           |   |
|  | 7. Post-graduate study (minimum 8 sem. hrs.) |   |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
Harvard University Cambridge, Mass.	History	Govt.	1940	43	3		AB	1943	120
Yale University New Haven, Conn.	FE Politics	JAPAN	1943	1944	1				36
Johns Hopkins Baltimore, Md.	GOVT.		1947	1948	1				6
University of PENNA. Philadelphia, PA.	HIST.ry	Pol. Sci	1948	1951	3		MA	1950	134

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
U. of Michigan Ann Arbor, Mich.	1944	1945	9	Japanese
SP. SNAIling Minneapolis, Minn.	1945	1945	04	Japanese, Intelligence

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
→ This entry should have been made here, I suppose				

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SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and 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.

From <u>1951</u> To <u>1952</u> Tot. mos. <u>10</u>	Description of Duties: <u>ASSIST IN PLANNING OF SEA OBJECTIVES AND COUNTRY PLANS</u>
Grade <u>11</u> Salary <u>5940</u>	<u>ASSIST DESK OFFICERS IN WRITING PROJECTS IN POLITICAL AND PSYCHOLOGICAL WARFARE</u>
Office <u>OpC (FE)</u>	<u>COORDINATE FE MATTERS WITH ADPC'S STAFF AND WITH OTHER AGENCIES AND DEPT.</u>
Position	<u>ASSIST IN WRITING PSB PLANS</u>
Title: <u>OPERATIONS OFFICER</u>	
Duty <u>PsyWar and Pol Warfare</u>	
Title: <u>ADVISOR FOR SEA</u>	Duty Station, if overseas:
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

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SEC. II. WORK EXPERIENCE (CONT'D.)

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

From <u>1946</u> To <u>1957</u> Tot. mo's <u>63</u> Classification Grade (if in Federal Service) _____ Salary <u>3600</u> Number and Class of Employees Supervised: <u>150 students (nd)</u> Employer <u>Dickinson College</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>College</u>	Exact Title of your position <u>Asst. Prof. of History</u> Description of Duties: <u>Teach 14 hrs history weekly, including Far Eastern, American, European (middle ages) (general survey)</u> Duty Station if overseas: _____
From <u>1943</u> To <u>1946</u> Tot. mo's <u>35</u> Classification Grade (if in Federal Service) <u>T/S</u> Salary <u>90 per mo.</u> Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) <u>U.S. Army (MIS)</u>	Exact Title of your position _____ Description of Duties: <u>Japanese language specialist</u> Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ Duty Station if overseas: _____

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**SEC. II. WORK EXPERIENCE (CONT'D)**

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- |  |  |
|--|--|
| 01 <input type="checkbox"/> U.S. Secret Service          | 24 <input type="checkbox"/> Air Force A-2                |
| 02 <input type="checkbox"/> Civil Police                 | 25 <input type="checkbox"/> Foreign Economic Admin.      |
| 03 <input type="checkbox"/> Military Police              | 26 <input type="checkbox"/> Counter Intelligence Corps   |
| 04 <input type="checkbox"/> U.S. Border Patrol           | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad         | 28 <input type="checkbox"/> Strategic Services Unit      |
| 06 <input type="checkbox"/> FBI                          | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div.  | 30 <input type="checkbox"/> Central Intelligence Group   |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information    | 32 <input type="checkbox"/> Coordinator of Information   |
| 23 <input checked="" type="checkbox"/> Army G-2          | 33 <input type="checkbox"/> Office of Facts & Figures    |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare    |
|  | 35 <input type="checkbox"/> Federal Communications Comm. |

**SEC. III. FOREIGN LANGUAGES**

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED				
	Equivalent to Native Fluency #	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic	Study (Inc. CIA training)
Japanese				X							X

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein. I have sufficient spoken Japanese for Category #2 (above) but my knowledge of written Japanese needs more education to review.

\*\*Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. \_\_\_\_\_

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SEC. IV. AREA KNOWLEDGE

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

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
JAPAN				X
CHINA				X
MAINLAND SEA				X

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

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION) *NA*

Skill	Per. Cent of Time Used		WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener	
	1.	2.		1. Yes	2. No
Typing	1.	2.		1. Yes	2. No
Shorthand	1.	2.		1. Yes	2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. <i>None</i>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <i>WRITING</i>

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. <i>American History Assn.</i>
<i>American Assoc of University Professors</i>

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**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, etc.) of any published materials of which you were author or co-author.

*"The Koreans and their Living Space" Korean Review, Sept. 1949.*  
*"A Frontier Experiment with Higher Education", PENNA HISTORY, JAN. 1949*  
*UNDERSTANDING OUR STATE GOVERNMENT, MASLAND AND SONS, CARLISLE, PA 1949*

**SEC. IX. INVENTIONS**

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

Device:	Patented			
	(1)	Yes	(2)	No
<i>None</i>	(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
<i>None</i>	

**SEC. XI. PHYSICAL HANDICAPS**

List any physical handicaps you may have.

*None*

**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?

*Work on psychological and political warfare matters related to the Far East, at headquarters or in the field, in a planning and/or supervisory capacity.*

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SEC. XIV. MILITARY STATUS

1. Present Draft Status  
Have you registered under the Selective Service Act of 1948?  Yes  No.  
If yes, indicate your present draft classification \_\_\_\_\_

2. Present Reserve or National Guard Status  
Do you now have Reserve or National Guard Status  Yes  No.  
If yes, complete the following.

1.  National Guard
2.  Air National Guard
3.  Active Reserve Status (member of organized unit)
4.  Inactive Reserve Status

Service \_\_\_\_\_ Grade \_\_\_\_\_ Location \_\_\_\_\_

Reserve Unit with which currently affiliated \_\_\_\_\_

Service Mobilization Assignment, if any \_\_\_\_\_

Location of Service Records, if known \_\_\_\_\_

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates (to)	Hours
<i>None</i>		

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

*From 15 JAN 1952 to 15 MAY 1952, I attended a seminar in psychological warfare given by an FBI Division consultant, a professor at SAIS.*

DATE 24/June/1952

SIGNATURE *Joseph D. Smith*



### APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

Washington, D. C.

(Division or division)

(Place of employment)

I, Joseph Burkholder Smith, do solemnly swear (or affirm) that—

#### A. OATH OF OFFICE

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

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

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

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

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

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

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

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

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

17/9/51  
(Date of entrance on duty)

Joseph B. Smith  
(Signature of appointee)

Subscribed and sworn before me this 17 day of September, A. D. 1951,

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

[SEAL]

Pauline S. Moore  
(Signature of official)

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

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)  
3073 So Woodrow St. Arlington, Va.

2. (A) DATE OF BIRTH 10/6/21 (B) PLACE OF BIRTH (city or town and State or country)  
Harrisburg, Pa.

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY Jaonne H. Smith (B) RELATIONSHIP wife (C) STREET AND NUMBER, CITY AND STATE 3073 So Woodrow St. Arlington, Va. (D) TELEPHONE NO.

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS?  YES  NO

If no, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR BRANCH IN WHICH EMPLOYED	RELATIONAL SHIP	DATE Hired (Check one)	SINGLE
		1. _____ 2. _____ 3. _____			
		1. _____ 2. _____ 3. _____			
		1. _____ 2. _____ 3. _____			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS
1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", also detail in Item 10.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA, OR ANY OTHER FEDERAL AGENCY OR ANY PERSON OR ENTITY, EXCEPT FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and whether that retirement act; and rating, if retired from military or naval service.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. HAVE YOU EVER BEEN DISCIPLINED BY ANY AGENCY, OR BEEN REPRIMANDED OR FINED, FOR CAUSE OF MISCONDUCT OR UNLAWFUL ACTS? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. HAVE YOU EVER BEEN ARRESTED (THIS INCLUDES TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED OR IMPRISONED FOR 30 DAYS OR MORE, OR FOR WHICH YOU FILED AN AFFIDAVIT IN THIS APPOINTMENT) FOR ANY REASON? <i>If your answer is "Yes", give all such cases under Item 10. Give in each case: (1) the date, (2) the nature of the offense or violation, (3) the name and location of the court, (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer takes upon the following conditions, made and accepted by him, the responsibility for the appointment of the appointee to the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment.

This form must be filled by the appointing officer, personally, or by a person authorized in writing by him, and must be filed in the personnel file of the appointee.

(1) The appointing officer shall be the duty of the appointing officer to read and sign this form and to determine whether or not the appointee is eligible for the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment. The appointing officer shall also determine whether or not the appointee is eligible for the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment. If the appointee is not eligible for the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment, the appointing officer shall not appoint the appointee to the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment. If the appointee is eligible for the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment, the appointing officer shall appoint the appointee to the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment.

(2) Age - If the appointee is not eligible for the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment, the appointing officer shall not appoint the appointee to the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment.

(3) Citizenship - The appointing officer is responsible for determining the citizenship of the appointee. The appointing officer shall not appoint the appointee to the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment unless the appointee is a citizen of the United States.

(4) Members of Family - Section 9 of the Civil Service Act provides that if there are already two or more members of a family in the same position, the appointing officer shall not appoint the appointee to the position named in the Civil Service Act, applicable Civil Service Rules and Regulations and all of Congress pertaining to appointment.



SECRET  
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT			
I REQUEST FOR PHYSICAL EXAMINATION BY <b>GDH</b>			
1. NAME (Last)	(First)	(Middle)	2. DATE
<b>SMITH,</b>	<b>JOSEPH</b>	<b>B.</b>	<b>25 July 1956</b>
3. ID POSITION	4. OFFICE, DIVISION, BRANCH		5. GRADE
[Redacted]	<b>FE</b>		<b>GS-13</b>
6. TYPE OF POSITION		7. EVALUATE FOR	
<input type="checkbox"/> Departmental	<input type="checkbox"/> TOB	<input type="checkbox"/> Pre-Employment	
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> Overseas	<input type="checkbox"/> Annual	
<input type="checkbox"/> Overseas	<input checked="" type="checkbox"/> Returned	<input type="checkbox"/> Special (Specify)	
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General)		<input type="checkbox"/> Qualified for Full Duty (Special)	
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified	
Remarks: Subject is qualified for Departmental Duties (8/3/56). May be re-evaluated on request.			
[Redacted Signature Area]			
SECRET			
MEDICAL OFFICE			

MEDICAL ACTION REQUEST AND REPORT			
I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION ( <input type="checkbox"/> OVERT <input checked="" type="checkbox"/> COVERED) ( <input checked="" type="checkbox"/> ISR <input type="checkbox"/> CP6)			
1. NAME (Last)	(First)	(Middle)	2. DATE
<b>SMITH</b>	<b>Joseph</b>	<b>B.</b>	<b>2 Dec. 53</b>
3. ID POSITION	4. OFFICE, DIVISION, BRANCH		5. GRADE
<b>Intell. Off.</b>	<b>Singapore, Malaya</b>		<b>GS-12</b>
6. TYPE OF POSITION	7. EVALUATE FOR		
<input type="checkbox"/> Departmental	<b>Transfer of funds.</b>		
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> TOB	<input type="checkbox"/> Pre-Employment	
<input checked="" type="checkbox"/> Overseas	<input checked="" type="checkbox"/> Overseas	<input type="checkbox"/> Annual	
	<input type="checkbox"/> Returned	<input type="checkbox"/> Special (Specify)	
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General)		<input type="checkbox"/> Qualified for Full Duty (Special)	
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified	
Remarks: <b>Transfer of funds from Vouchered to Unvouchered.</b> <b>Return to Miss Meadows, Wing 1-J, Curie Hall</b>  <b>S. had exam 3-30-53 and found qualified for Full duty/General 12-9-53.</b>			
[Redacted Signature Area]			
MEDICAL OFFICE			

FORM NO. 37-115  
MAY 1950

TO: Medical Division  
FROM: Transactions & Records  
SUBJECT: Joseph B. Smith

Request that above named subject be given a physical examination.

POSITION: Intelligence Officer

GRADE: GS-2

BRANCH: OPS

SERVICE: Departmental

NATURE OF APPOINTMENT: Exc.

FORM NO. 37-115  
MAY 1950

RECEIVED

OR.  
JBT  
9/17/51

### PHYSICAL QUALIFICATION RECORD

NAME  Smith, Joseph E.	NATURE OF ACTION  SOD
TITLE OF POSITION  I.O.	GRADE  GS-9
DEPARTMENT OR FIELD  Department	

Subject was found physically  fit  unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS:

*James P. [Signature]*

17 Sept 1949

DATE

SIGNATURE OF

PHYSICAL REQUIREMENTS OFFICER

CONFIDENTIAL

<b>FITNESS REPORT</b>	NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.
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**SECTION A GENERAL INFORMATION**

1. EMPLOYEE NUMBER <b>007894</b>	2. NAME (last, first, middle) <b>Smith, Joseph B.</b>	3. DATE OF BIRTH <b>16 Jun 21</b>	4. SEX <b>M</b>	5. GRADE <b>GS-14</b>	6. SD <b>D</b>
7. OFFICIAL POSITION TITLE <b>Ops Officer</b>		8. OFF/DIV/BR OF ASSIGNMENT <b>DDO/WH/1</b>	9. CURRENT STATION <b>Mexico City</b>		
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	12. REPORTING PERIOD (From-to) <b>1 Nov 72 - 30 June 73</b>		13. DATE REPORT DUE IN O.P. <b>ment</b>

**SECTION B PERFORMANCE EVALUATION**

**U—Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

**M—Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

**P—Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.

**S—Strong** Performance is characterized by exceptional proficiency.

**O—Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

**SPECIFIC DUTIES**

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

SPECIFIC DUTY NO. 1 Responsible for CA and Political activities.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 Collects intelligence on selected targets in the [redacted] and political arena.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the [redacted]	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

**OVERALL PERFORMANCE IN CURRENT POSITION**

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

FORM 323 45N

CONFIDENTIAL

EX. IMPDET CL BY 007894

8 AUG 1973

CONFIDENTIAL

**SECTION C NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B (a) giving best judgment for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject will retire effective 30 June 1973 thus this will be his final agency Fitness Report. Subject's performance at this Station, during the past four years, has always been consistently strong. Subject has primarily concentrated his attention on CA and [redacted]. He has done very well at developing contacts in [redacted] circles and we have taken advantage of this ability.

Subject is responsive to guidance and direction and has an excellent grasp and understanding of local politics and its ever changing profile. Subject is a mature seasoned officer who will be missed at this Station. His departure for retirement will be most felt in the area of his specialization.

**SECTION D CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE  
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 29 22 June 1973	SIGNATURE OF EMPLOYEE /s/ Joseph B. Smith
----------------------------	--

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 48	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
---	---

DATE 29 22 June 1973	OFFICIAL TITLE OF SUPERVISOR DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ George A. Fill
----------------------------	--------------------------------------	---

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In writing a comment on his Fitness Report in January 1973, I spoke of what a loss he will be to the Station. Because of overlap problems, he will have retired soon after the new COS arrives and before the new DCOS has come. It is typical of him that he has offered to perform introductions to some of his contacts even after retirement. He will be [redacted] and while the Station must be careful [redacted]

DATE 22 22 June 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL COS	TYPED OR PRINTED NAME AND SIGNATURE /s/ John Horton
----------------------------	---	--

SECRET  
(When Filled In)

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QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMP. SER. NO. 007894 NAME (Last-First-Middle) SMITH Joseph Burkholder DATE OF BIRTH 16 June 1921

SECTION II EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED ADDRESS (City, State, Country) YEARS ATTENDED (From-To) GRADUATE YES NO

COLLEGE OR UNIVERSITY STUDY

Table with columns: NAME AND LOCATION OF COLLEGE OR UNIVERSITY, SUBJECT (MAJOR, MINOR), YEARS ATTENDED (FROM-TO), DEGREE RECEIVED, YEAR RECEIVED, NO. SEM/OTR. HRS. (Specify)

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY: 2. NAME OF SPOUSE (Last) (First) (Middle) ( Maiden)

3. DATE OF BIRTH 4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION 6. PRESENT EMPLOYER

7. CITIZENSHIP 8. FORMER CITIZENSHIP(S) (COUNTRY(IES)) 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

Table with columns: NAME, RELATIONSHIP, DATE AND PLACE OF BIRTH, CITIZENSHIP, PERMANENT ADDRESS. Includes checkboxes for ADD or DELETE.

FORM 444a 2-66

SECRET

68 SEP 64

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY CHECK (X)			
				RES. DEMONSTR.	TRAVEL	STUDY	BOOK ASSIGNMENT
Argentina	politics, sociology	Jun. 62-Aug 66	APR 12 Dec 9, 01 MAR 68	X	X		X
Peru		Jun 64	MALIBUUM		X		

**SECTION VI TYPING AND STENOGRAPHIC SKILLS**

1. TYPING (RPM) 2. SHORTHAND (RPM) 3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM

GREGG  SPEEDWRITING  STENOTYPE  OTHER SPECIFY:

**SECTION VII SPECIAL QUALIFICATIONS**

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

**SECTION VIII MILITARY SERVICE**

**CURRENT DRAFT STATUS**

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?  YES  NO 2. NEW CLASSIFICATION

3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS 4. IF DEFERRED, GIVE REASON:

**MILITARY RESERVE, NATIONAL GUARD STATUS**

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG  ARMY  MARINE CORPS  COAST GUARD  NATIONAL GUARD  NAVY  AIR FORCE  AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE 2. DATE OF APPOINTMENT IN CURRENT RANK 3. EXPIRATION DATE OF CURRENT OBLIGATION

4. CHECK CURRENT RESERVE CATEGORY  READY RESERVE  STANDBY (active)  STANDBY (inactive)  RETIRED  DISCHARGED

5. MILITARY MOBILIZATION ASSIGNMENT 6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

**MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT	AGENCY-SPONSORED

**SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS**

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP	
		FROM	TO

**SECTION X REMARKS**

No updating necessary for portions not filled in.

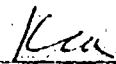
DATE: 9 April 1968 SIGNATURE OF EMPLOYEE: *[Signature]*

SECRET





**SECRET**  
(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY																
1. EMPLOYEE NO.		2. NAME (LAST-FIRST-MIDDLE)				3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST								
		SMITH, JOSEPH B.				A=ADD C=CHANGE D=DELETE	CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR	
5. LANGUAGE DATA AFTER TEST						6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION				
LAN. CODE	R	W	P	S	U	I/T	YEAR	04/13/67		06/16/21		14		OTR		
NOTICE TO PERSON TESTED																
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD) BL18</u>																
AND YOUR TEST SCORES ARE AS FOLLOWS: <span style="float: right;">(NAME OF LANGUAGE)</span>																
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS			0 = ZERO    I = INTERMEDIATE S = SLIGHT    H = HIGH E = ELEMENTARY    N = NATIVE			
H		+		I		I		H								
11. REMARKS							12. SIGNATURE									
<b>CODED</b> FOR <b>QUALIFICATIONS</b> DATE: 19 1967																
							13. LD NUMBER									
							13652									

FORM 11-64 1273

OBsolete PREVIOUS EDITIONS

(10-40) **SECRET**

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 - OP/QAB

SECRET

(When Filled In)

OFFICIAL USE ONLY (When Filled In)

*etc*

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I					BIOGRAPHIC AND POSITION DATA	
1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. GRADE	4. DATE OF BIRTH	5. SCHEDULE, GRADE, STEP		
237856	SMITH, JOSEPH B	M	06/16/21	GS-14-05		
6. SSN	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)			
D	INSTR OPERATIONS	OTR	WASH., D.C.			

SECTION II				AGENCY OVERSEAS SERVICE		
AREA	DATE	FROM	TO			
INDONESIA	TDY PCS 56	93/06/01	53/08/01			
<del>ASIA AREA</del> SINGAPORE	PCS 56	94/03/01	56/06/01			
PHILIPPINE ISLANDS	PCS 56	98/03/01	60/08/01			
ARGENTINA	PCS 56	62/06/01	66/08/01			

OVERSEAS DATA  
 CODED  
 DATE: 14 Jun 67 INITIALS: *JPT*

SECTION III				EDUCATION	
GRADE	MAJOR FIELD	COLLEGE	YEAR		
MS 14	HISTORY, GENERAL	HARVARD UNIV. MASS	43		
MS 14	HISTORY, GENERAL	PA UNIV	50		

SECRET

67 JUN ENT

SECRET

(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK IN			
				RES. DEGREE	TRAVEL	STUDY	WORK ASSIGNMENT
JAPAN	political, cultural		YALE 1942-44			X	
CHINA	political, cultural		YALE 1943-44			X	
THAILAND	political, cultural		1951-53 WASH DC				X
	political, cultural		1951-53 WASH DC				X
VIETNAM	political, cultural		1951-53 WASH DC				X
INDONESIA	political, industrial, cultural	1953	1956-58 1953-54 WASH DC	X			X
Malaysia	political, cultural	1954-56	1956-58 WASH DC	X			X
Philippines	political, cultural	1958-1960		X			X
VENEZUELA	political, cultural	<del>1960-1961</del>	1960-1961 WASH DC				X
ARGENTINA	political, cultural	1962-1966		X			X

SECTION V TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED - CHECK IN APPROPRIATE ITEM  
 GREGG  PIERCEPENNINGTON  STENOTYPE  OTHER SPECIFY

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (computer, mimeograph, card punch, etc)

SECTION VI SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.

2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW, spread, cutting & recording), OFFSET PRESS, TURRET LATHE, EOP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.

3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSEE OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC?  YES  NO

4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE FIELD OF LICENSE OR CERTIFICATION AND THE ISSUING STATE. *See PHS*

5. FIRST LICENSE/CERTIFICATE (year of issue)

6. LATEST LICENSE/CERTIFICATE (year of issue)

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do not submit copies unless requested, indicate the title, publication date, and type of writing (fiction or non-fiction, essays, general interest subjects, novels, short stories, etc)) *See PHS*

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

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE *See PHS*

SECRET



14-00000

SECRET

100

27 April 1962

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION : Staff Agents Branch

FROM : Chief, Personnel Security Division  
*Smith, Joseph*

SUBJECT : ~~XXXXXXXXXXXX~~ (P)  
#56159

1. Reference is made to your memorandum dated 26 April 1962 in which a covert security clearance was requested to permit Subject's use as a Staff Agent, GS-13, by DDR/WI/2/Argentina Station in the capacity of Operations Officer at Buenos Aires, Argentina.

2. This is to advise that a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.

3. If your office should desire at a later date to change the status or use of this individual, a request to cover any proposed change should be submitted to this office.

4. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

*Will Osborne*  
W. A. Osborne

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(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (1-5)
NAME (LAST, FIRST, MIDDLE) <i>[Redacted]</i> <i>Smith, Joseph</i>				REQUEST DATE (6-11) <b>26 April 1962</b>
POSITION TITLE <b>Ops Officer</b>				YEAR OF BIRTH (20-30) <b>06/16/21</b>
LOCATION (CITY, STATE, COUNTRY) <b>Buenos Aires, Argentina</b>		POSITION NUMBER (31-36) <b>DDP/WH/2/Argentina Station</b>	OCCUP. CODE (37-43)	GRADE (40-44) <b>GS-13</b>
TYPE OF APPLICANT REGULAR <input type="checkbox"/> CONSULTANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY <input type="checkbox"/>		ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>DDP/WH/2/Argentina Station</b>	CONVERSION ACTION <b>SE-SA</b>	ORGN. CODE (45-49)
NAME OF REGISTERED OR OFFICIAL <i>Joseph B. Ragan</i> <b>JOSEPH B. RAGAN, Chief/CPD</b>				TYPE OF APPL. (40)
PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP): <b>COVERT SECURITY CLEARANCE</b>				MOBTS & FUND (50)
ATTACHMENTS PERSONAL HISTORY STATEMENT <input type="checkbox"/> APPENDIX I <input type="checkbox"/> REQUEST FOR WAIVER <input type="checkbox"/> PHOTOGRAPH (51) <input type="checkbox"/> APPENDIX II <input type="checkbox"/> REPORT OF INTERVIEW <input type="checkbox"/>				CLEARANCE (51) <input type="checkbox"/> SECRET <input type="checkbox"/> FULL
VETERAN STATUS MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN <input type="checkbox"/>				RECRUIT. CODE (52-54)
REMARKS:  <p>Security #: 56169</p> <p>Case Officer: Louis Napoli x6556 (under nonofficial cover)</p> <p>Please forward clearance memo to SA Branch/CPD Attn: Dot Kreinhader 5 E 38</p> <p>Photo verbal concurrence to Jo Ann Varney x7170</p>				
SPACE BELOW FOR OS USE ONLY				

### 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.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? **yes**  
(Yes or No)

SEC. 1. PERSONAL BACKGROUND

A. FULL NAME <sup>Miss</sup> Joseph Burkholder Smith Telephone 365  
(Use No Initials) <sup>STP</sup> (First) (Middle) (Last) Office none  
Home Mt Holly 909-R-12

PRESENT ADDRESS Box 323 B, Route 2, Gardners, Pa. USA  
(Ht. and Number) (City) (State) (Country)

PERMANENT ADDRESS same as above  
(Ht. and Number) (City) (State) (Country)

B. NICKNAME Joe WHAT OTHER NAMES HAVE YOU USED? none

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES?

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH 6/16/21 PLACE OF BIRTH Harrisburg, Pa., USA  
(Where?) (By what authority) (City) (State) (Country)

D. PRESENT CITIZENSHIP U.S. BY BIRTH? yes BY MARRIAGE?

BY NATURALIZATION CERTIFICATE NO. ISSUED BY  
(Date) (Court)

AT (City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? no  
(Yes or No) (Country)

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY?  
(Country)

GIVE PARTICULARS

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? no GIVE PARTICULARS:

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? NA

PORT OF ENTRY? ..... ON PASSPORT OF WHAT COUNTRY? .....

LAST U. S. VISA .....  
(Number) (Type) (Place of Issue) (Date of Issue)

**Sec. 2 PHYSICAL DESCRIPTION**

AGE 29 SEX male HEIGHT 5' 7" WEIGHT 155

EYES hazel HAIR brown COMPLEXION ruddy SCARS none

BUILD stocky OTHER DISTINGUISHING FEATURES wear glasses

**Sec. 3 MARITAL STATUS**

A. SINGLE ..... MARRIED yes ..... DIVORCED ..... WIDOWED .....

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

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES)

NAME OF SPOUSE Jean Marie Hoffman Smith  
(First) (Middle) (Last)

PLACE AND DATE OF MARRIAGE Cambridge, Mass., December 19, 1942

HIS (OR HER) ADDRESS BEFORE MARRIAGE 1928 Green St., Harrisburg, Pa.  
(St. and Number) (City) (State) (Country)

LIVING OR DECEASED living DATE OF DECEASE ..... CAUSE .....

PRESENT, OR LAST, ADDRESS Box 323 B, Route 2, Gardner, Pa. U.S.  
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 9/9/23 PLACE OF BIRTH Enola, Pa., U.S.  
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY .....

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Enola, Pa. U.S.  
(City) (State) (Country)

OCCUPATION housewife LAST EMPLOYER Earl Moore, Dept. Public School, Ann Arbor, Mich.

EMPLOYER'S OR BUSINESS ADDRESS .....  
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM none TO ..... BRANCH OF SERVICE .....

COUNTRY ..... DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN .....



SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

1. NAME  RELATIONSHIP daughter AGE 5  
 CITIZENSHIP U.S. ADDRESS 507 323B, Route 2, Gardners, Pa. U.S.  
(St. and Number) (City) (State) (Country)

2. NAME no other children RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)

3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME Robert Craighead Smith  
(First) (Middle) (Last)

LIVING OR DECEASED living DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR LAST, ADDRESS 2225H. 3rd St., Harrisburg, Pa., U.S.  
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 3/28/84 PLACE OF BIRTH Baltimore, Md., U.S.  
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Baltimore, Md.  
(City) (State) (Country)

OCCUPATION Auto clerk LAST EMPLOYER Shirks Motor Express Cor

EMPLOYER'S OR OWN BUSINESS ADDRESS P.O. Box 239 Enola, Pa. U.S.  
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM None TO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_  
(Date) (Date)

COUNTRY \_\_\_\_\_ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN \_\_\_\_\_

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME Margaret Elizabeth Burkholder Smith  
(First) (Middle) (Last)

LIVING OR DECEASED living DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR LAST, ADDRESS 2225 S 3rd St., Harrisburg, Pa. U.S.  
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 8/9/88 PLACE OF BIRTH Harrisburg, Pa. U.S.

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa.  
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_

(4)

OCCUPATION housewife LAST EMPLOYER none  
 EMPLOYER'S OR OWN BUSINESS ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)  
 MILITARY SERVICE FROM \_\_\_\_\_ TO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_  
 COUNTRY \_\_\_\_\_ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN \_\_\_\_\_

SEC. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):

1. FULL NAME Robert Craighead Smith Jr. AGE deceased  
(First) (Middle) (Last)  
 PRESENT ADDRESS no other brothers or sisters  
(St. and Number) (City) (State) (Country) (Citizenship)
2. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_  
(First) (Middle) (Last)  
 PRESENT ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country) (Citizenship)
3. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_  
(First) (Middle) (Last)  
 PRESENT ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country) (Citizenship)
4. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_  
(First) (Middle) (Last)  
 PRESENT ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country) (Citizenship)
5. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_  
(First) (Middle) (Last)  
 PRESENT ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country) (Citizenship)

SEC. 8. FATHER-IN-LAW

FULL NAME John Frederick Hoffman  
(First) (Middle) (Last)  
 LIVING OR DECEASED deceased DATE OF DECEASE 6/10/49 CAUSE heart failure  
 PRESENT OR LAST ADDRESS 1708 Tyndham Road, Camp Hill, Pa. U.S.  
(St. and Number) (City) (State) (Country)  
 DATE OF BIRTH 9/27/99 PLACE OF BIRTH HARRINGTON, Pa. U.S.  
 IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_  
 CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? HARRINGTON, Pa. U.S.  
(City) (State) (Country)  
 OCCUPATION agent LAST EMPLOYER Prudential Insurance Co  
(City) (State) (Country)

Sec. 9. MOTHER-IN-LAW

FULL NAME Hilda Marie Smith Hoffman  
(First) (Middle) (Last)  
 LIVING OR DECEASED deceased DATE OF DECEASE 1928 CAUSE hyperthyroid  
 PRESENT, OR LAST, ADDRESS 107<sup>th</sup> Columbia Road, Anola, Pa. U.S.  
(St. and Number) (City) (State) (Country)  
 DATE OF BIRTH 9/18/00 PLACE OF BIRTH Harrisburg, Pa.  
 IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_  
 CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa.  
(City) (State) (Country)  
 OCCUPATION housewife LAST EMPLOYER none

Sec. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: NA

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)  
 2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)  
 3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)

Sec. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

1. NAME William Turner RELATIONSHIP 1st cousin AGE 44  
 CITIZENSHIP U.S. ADDRESS VA Hospital, Northport, J. I. U.S.  
(St. and Number) (City) (State) (Country)  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) medical officer, VA (I believe)  
 2. NAME James W. Engel RELATIONSHIP husband of 1st cousin AGE 36  
 CITIZENSHIP U.S. ADDRESS 1634 N. Irvine St. Arlington, Va.  
(St. and Number) (City) (State) (Country)  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) bacteriologist, Washington D.C. wife's  
 3. NAME John Smith RELATIONSHIP 2nd cousin AGE 32  
 CITIZENSHIP U.S. ADDRESS unknown  
(St. and Number) (City) (State) (Country)  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) AMJ, Japan (I believe)

## SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR Intelligence Specialist, Far East,  
Planning, and/or research

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 4600  
 (You Will Not Be Considered For Any Position With A Lower Entrance Salary.)

C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY occasionally  
 FREQUENTLY \_\_\_\_\_, CONSTANTLY \_\_\_\_\_

D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C.   
 ANYWHERE IN THE UNITED STATES , OUTSIDE THE UNITED STATES \_\_\_\_\_

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

## SEC. 13. EDUCATION

ELEMENTARY SCHOOL Cameron ADDRESS Harrisburg, Pa. U.S.  
(City) (State) (Country)  
 DATES ATTENDED 1928-1934 GRADUATE? yes

HIGH SCHOOL William Penn ADDRESS Harrisburg, Pa., U.S.  
(City) (State) (Country)  
 DATES ATTENDED 1937-1940 GRADUATE? yes

COLLEGE Harvard ADDRESS Cambridge, Mass., U.S.  
(City) (State) (Country)  
 MAJOR AND SPECIALTY His. Govt., Ec. YEARS COMPLETED graduated  
American History  
 DATES ATTENDED 1940-1943 DEGREE A.B. cum laude

COLLEGE Yale ADDRESS New Haven, Conn., U.S.  
(City) (State) (Country)  
 MAJOR AND SPECIALTY Far East YEARS COMPLETED 1  
Japanese  
 DATES ATTENDED 1943-1944 DEGREE certificate

CHIEF UNDERGRADUATE COLLEGE SUBJECTS History, Government, Economics,  
 \_\_\_\_\_

CHIEF GRADUATE COLLEGE SUBJECTS Japanese, Political Science, His-  
tory, Geography.

Sec. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE

1946

U.S. Army corporal Mar. 1943-Feb.

(Country) (Service) (Rank) (Date of Service)  
 Ft. Snelling, Minn. U.S. 11081139 honorable  
 (Last Station) (Serial Number) (Type of Discharge)

REMARKS:

SELECTIVE SERVICE BOARD NUMBER 3 ADDRESS Harrisburg, Pa.

IF DEFERRED GIVE REASON

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS College En-  
 listed Reserve July 1942-Mar. 1943.

Sec. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM August 1, 1946 TO date CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Dickinson College

ADDRESS Carlisle, Pa. U.S.  
 (St. and Number) (City) (State) (Country)

KIND OF BUSINESS college NAME OF SUPERVISOR Herbert Wing, Jr.

TITLE OF JOB Asst. Prof. of History SALARY \$ 3600 PER year

YOUR DUTIES teach 12 hours of history weekly

REASONS FOR LEAVING NO chance for advancement

FROM May 1946 TO July 1946 CLASSIFICATION GRADE CAF 1 (I think)  
 (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY United States Employment Service

ADDRESS 2nd and Locust Strs. Harrisburg, Pa. U.S.  
 (St. and Number) (City) (State) (Country)

KIND OF BUSINESS employment NAME OF SUPERVISOR Jack Brown

TITLE OF JOB Jr. clerk SALARY \$ 108 PER month

YOUR DUTIES process veterans' applications for unemployment compensation; hand-out checks.

REASONS FOR LEAVING to accept position at Dickinson

(8)

FROM Mar. 1943..... TO Feb. 1946..... CLASSIFICATION GRADE COMPOTAI  
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY U.S. Army

ADDRESS principal stations, Yale, U. of Michigan, Ft. Snelling, Minn  
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS soldier NAME OF SUPERVISOR NA

TITLE OF JOB principally Japanese language specialist SALARY \$ 90 PER mo.

YOUR DUTIES student and trainee translation of Japanese military materials. Last few weeks before discharge I served as a company clerk.

REASONS FOR LEAVING honorable discharge, length of service

FROM Feb. 1946 TO May 1946 CLASSIFICATION GRADE  
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY unemployed

ADDRESS 1928 Green St., Harrisburg, Pa.  
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS NA NAME OF SUPERVISOR NA

TITLE OF JOB NA SALARY \$ NA PER NA

YOUR DUTIES I was looking for employment, negotiating with Dickinson College, Carlisle, Pa., part of this time, also drew unemployment compensation as veteran, and in May 1946 accepted position with USES while awaiting notice of employment from Dickinson College.

FROM Feb. 1943 TO Mar 1943 CLASSIFICATION GRADE  
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Patriot and Evening News Co.

ADDRESS Market Square, Harrisburg, Pa. U.S.  
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS newsprint NAME OF SUPERVISOR V. HummelBerghaus

TITLE OF JOB reporter SALARY \$ 20 PER week

YOUR DUTIES general reporting

REASONS FOR LEAVING to enter U.S. Army

Sec. 16. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

no

Sec. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE Japanese SPEAK fluent READ fair WRITE slight

LANGUAGE German SPEAK fair READ fair WRITE slight

LANGUAGE SPEAK READ WRITE

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

badminton, fair bridge, fair

tennis, fair

gardening, good

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Japanese language specialist, MIS

college professor of history, 5 years experience

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:

none

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 40 SHORTHAND 0

(10)

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.

no

IF YES, INDICATE KIND OF LICENSE AND STATE .....

FIRST LIC. OR CERTIFICATE (YR) ..... LATEST LIC. OR CERTIFICATE (YR) .....

F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:

- (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT SUBMIT COPIES UNLESS REQUESTED)
- (2) YOUR PATENTS OR INVENTIONS
- (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
- (4) HONORS AND FELLOWSHIPS RECEIVED

"The Koreans and Their Living Space," Korean Review, Korean American Cultural Assn., Sept. 1949

"A Frontier Experiment in Higher Education", Pennsylvania Historical Assn., Jan. 1949

Understanding Our State Government, C.H. Masland and Sons, Carlisle, Pa. 1949.

Held full tuition scholarships at Harvard, 1940-43, from various G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:

no

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:

no



SEC. 18. GIVE FIVE CHARACTER REFERENCES—IN THE U. S.—WHO KNOW YOU INTIMATELY—(Give residence and business addresses where possible.)

- |                           |           | Street and Number  | City        | State |
|---------------------------|-----------|--------------------|-------------|-------|
| 1. William Suower, Jr.    | BUS. ADD. | Shower Bldg.       | Kansas City | Mo.   |
|                           | RES. ADD. | 819 High Drive     | Kansas City | Mo.   |
| 2. Herbert C. Rupp, Jr.   | BUS. ADD. | 317 N. 2nd St.     | Harrisburg  | Pa.   |
|                           | RES. ADD. | 3019 N. Second St. | Harrisburg  | Pa.   |
| 3. James G. Gates         | BUS. ADD. | 728S. Cameron St.  | Harrisburg  | Pa.   |
|                           | RES. ADD. | 251 S. Hanover St. | Carlisle    | Pa.   |
| 4. Capt. Edward F. Keegan | BUS. ADD. | Pentagon           | Washington  | D.C.  |
|                           | RES. ADD. | 5401 Columbia Pike | Arlington   | Va.   |
| 5. Whitfield J. Bell      | BUS. ADD. | Dickinson College  | Carlisle    | Pa.   |
|                           | RES. ADD. | 165 W. High St.    | Carlisle    | Pa.   |

SEC. 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.)

- |                         |           | Street and Number   | City       | State |
|-------------------------|-----------|---------------------|------------|-------|
| 1. Milton E. Flower     | BUS. ADD. | Dickinson College   | Carlisle   | Pa.   |
|                         | RES. ADD. | 186 W. Pomfret St.  | Carlisle   | Pa.   |
| 2. Harry E. Newman      | BUS. ADD. | Bond Bakers         | Harrisburg | Pa.   |
|                         | RES. ADD. | 3012 N. 3rd St.     | Harrisburg | Pa.   |
| 3. Mrs. Harry T. Rensel | BUS. ADD. | Pomeroy's Inc.      | Harrisburg | Pa.   |
|                         | RES. ADD. | 2501 Green St.      | Harrisburg | Pa.   |
| 4. Roy R. Kuebler       | BUS. ADD. | Dickinson College   | Carlisle   | Pa.   |
|                         | RES. ADD. | 212 N. Hanover St.  | Carlisle   | Pa.   |
| 5. Philip Brigham       | BUS. ADD. | Dickinson College   | Carlisle   | Pa.   |
|                         | RES. ADD. | 422 W. Leitcher St. | Carlisle   | Pa.   |

SEC. 20. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U. S.—(Give residence and business addresses where possible.)

- |                   |           | Street and Number  | City          | State |
|-------------------|-----------|--------------------|---------------|-------|
| 1. Frank Black    | BUS. ADD. | G. H. Masland      | Carlisle      | Pa.   |
|                   | RES. ADD. | Route 2            | Gardners      | Pa.   |
| 2. Walter Slusser | BUS. ADD. | Naval Supply Depot | Mechanicsburg | Pa.   |
|                   | RES. ADD. | R. D. 2            | Gardners      | Pa.   |
| 3. Lloyd Brough   | BUS. ADD. | unknown            |               |       |
|                   | RES. ADD. | R. D. 2            | Gardners      | Pa.   |

SEC. 21. FINANCIAL BACKGROUND

- A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY: Yes IF NOT, STATE SOURCES OF OTHER INCOME \_\_\_\_\_
- B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS \_\_\_\_\_  
Carlisle Deposit Bank and Trust Co., Carlisle, Pa.

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? NO  
 GIVE PARTICULARS, INCLUDING COURT: .....

D. GIVE THREE CREDIT REFERENCES—IN THE U. S.  
 1. NAME Carlisle Deposit ADDRESS Carlisle, Pa.  
(St. and Number) (City) (State)  
 2. NAME Carlisle Trust Co. ADDRESS Carlisle, Pa.  
(St. and Number) (City) (State)  
 3. NAME Montgomery Ward Inc. ADDRESS Carlisle, Pa.  
(St. and Number) (City) (State)

### SEC. 22. RESIDENCES FOR THE PAST 15 YEARS

FROM 1950 TO Present Box 322 B, Route 2, Carders, Pa.  
(St. and number) (City) (State) (Country)  
 FROM 1949 TO 1950 50<sup>th</sup> College St., Carlisle, Pa.  
(St. and number) (City) (State) (Country)  
 FROM 1947 TO 1949 100 N. College St., Carlisle, Pa.  
(St. and number) (City) (State) (Country)  
 FROM 1943 TO 1947 1928 Green St. Harrisburg, Pa.  
(St. and number) (City) (State) (Country)  
 FROM 1940 TO 1943 Harvard University, Cambridge, Mass.  
(St. and number) (City) (State) (Country)  
 FROM ..... TO ..... or 2225 N. 3rd St. Harrisburg, Pa.  
(St. and number) (City) (State) (Country)  
 FROM 1939 TO 1940 2203 Green St. Harrisburg, Pa.  
(St. and number) (City) (State) (Country)  
 FROM 1936 TO 1939 2220 N. 3rd St. Harrisburg, Pa.  
(St. and Number) (City) (State) (Country)

### SEC. 23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

NA

A. FROM ..... TO .....  
(City or section) (Country) (Purpose)  
 FROM ..... TO .....  
(City or section) (Country) (Purpose)  
 FROM ..... TO .....  
(City or section) (Country) (Purpose)  
 FROM ..... TO .....  
(City or section) (Country) (Purpose)  
 FROM ..... TO .....  
(City or section) (Country) (Purpose)

### SEC. 24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

1. American Association of University Professors  
(Name and Chapter) (St. and Number) (City) (State) (Country)  
 DATES OF MEMBERSHIP: local chapter, Dickinson, Carlisle Pa. 1949-  
date

2. American Historical Association, Washington, D. C.  
(Name and Chapter) (St. and Number) (City) (State) (Country)  
 DATES OF MEMBERSHIP: 1947 - date

3. Signet Society Harvard University, Cambridge, Mass.  
(Name and Chapter) (St. and Number) (City) (State) (Country)  
 DATES OF MEMBERSHIP: 1941-1943

4. Harvard Crimson, Harvard University, Cambridge, Mass.  
(Name and Chapter) (St. and Number) (City) (State) (Country)

DATES OF MEMBERSHIP: 1941-1943

5. Crimson Network and Radio Workshop, Harvard University, Cambridge Mass.  
(Name and Chapter) (St. and Number) (City) (State) (Country)

DATES OF MEMBERSHIP: 1941-1943

6. Zion Lutheran Church, Harrisburg, Pa.  
(Name and Chapter) (St. and Number) (City) (State) (Country)

DATES OF MEMBERSHIP: 1934-to date

7. Carlisle, Inter-cultural Council, Carlisle, Pa.  
(Name and Chapter) (St. and Number) (City) (State) (Country)

DATES OF MEMBERSHIP: 1947-1949

**Sec. 25. MISCELLANEOUS**

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

no

IF "YES," EXPLAIN:

yes

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? IF SO, TO WHAT EXTENT? moderately

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

no

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

no

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1946:

Central Intelligence Agency

Army Intelligence

Chief of Military History

Historical Office, Army Chemical Center, Edgewood, Md.

Navy Intelligence

Operations Research Office



Addenda

Sec. 11. I wish to state that the material here furnished is approximate only. I have not seen any of these relatives in over 10 years and cannot check the material any further.

Sec. 13. Colleges: (continued)

University of Michigan, Ann Arbor, Mich.  
1944-45, Japanese and Far Eastern society  
certificate granted (12 hours graduate credit)

Johns Hopkins University, Baltimore, Md.  
1947-48 Political Science and Political Geography  
Far East (especially Korean area-speciality)

University of Pennsylvania, Philadelphia, Pa.  
1948- to date (part time)  
History, especially American social history  
M.A., January, 1950.

Sec. 13. July-Aug. 1941  
July-Aug. 1942  
Harrisburg Park Department  
park maintenance, Clarence Beck, supervisor  
laborer, \$16 per week  
summertime general laboring in city parks  
summer job while attending college  
nb. what appear as periods of unemployment in these  
years can be accounted for by my attendance at  
Harvard University Cambridge, Mass.

Sec. 24. 8. Foreign Policy Association, Branch, Harrisburg, Pa.  
1950 to date  
9. Employee groups--Blue Cross and Blue Shield Ins.  
1947 (I think) to date.

STANDARD FORM 57, NOV. 1948 U.S. CIVIL SERVICE COMMISSION APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Types write or print in INK. In applying for a specific United States Civil Service position, read the appropriate announcement carefully and follow all directions. If you are applying for a WRITERS examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITERS examination, mark this application to the title named in the announcement. It is essential that the name of the position and the grade be marked by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO. 1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR: Historian
2. OFFICE (if mentioned in announcement): Intelligence, Social Science Analyst
3. PLACE OF EMPLOYMENT APPLIED FOR (City and State): Washington, D. C.
4. DATE OF THIS APPLICATION: April 3, 1950
5. NAME (First name, Middle, Maiden, if any, Last): Joseph Burkholder Smith
6. (A) STREET AND NUMBER OR R. D. NUMBER: 50 North College Street
(B) CITY OR POST OFFICE (including postal zone) AND STATE: Carlisle, Pennsylvania
7. LEGAL OR STATUS RESIDENCE (State): Pennsylvania
8. (A) OFFICE PHONE: 265
(B) HOME PHONE: 288 R
9. DATE OF BIRTH (month, day, year): June 16, 1921
10. MARRIED: [X] YES [ ] SINGLE
11. PLACE OF BIRTH (City and State; if born outside U. S., name city and country): Harrisburg, Pennsylvania
12. MALE: [X] YES [ ] NO
13. (A) HEIGHT WITHOUT SHOES: 5 FEET 7 INCHES
(B) WEIGHT: 165 POUNDS
14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? [X] YES [ ] NO
(B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE: Jr. Clerk, July 1946

DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only
APPROVAL: [ ] APPROVED [ ] NOT APPROVED
MATERIAL: [ ] SUBMITTED [ ] RETURNED
ENTRANCE RESUME
NOTATIONS:
APPROVED:
OPTION GRADE EARNED RATING PREFERENCE RISK RATING
3 POINTS (TENT.)
10 POINTS
WIFE OR WIDOW
DISAL.
BOND INVESTIGATED
INITIALS AND DATE

15. (A) WHAT IS THE LOWEST ENGLISH SALARY YOU WILL ACCEPT? \$1500
(B) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED:
[ ] IN WASHINGTON, D. C. [X] ANYWHERE IN THE UNITED STATES
[ ] OUTSIDE THE UNITED STATES
(C) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATION:
NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.
(D) IF YOU ARE WILLING TO TRAVEL, SPECIFY:
[ ] OCCASIONALLY [ ] FREQUENTLY [ ] CONSTANTLY

16. EXPERIENCE: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing authority to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, as well as the periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the later blocks. If you have changed positions while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.
(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.
(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION
DATE OF EMPLOYMENT (month, year): from August 1946 to present time
LAST TITLE OF YOUR PRESENT POSITION: Asst. Professor History
CLASSIFICATION GRADE (if in Federal Service):
SALARY OR EARNINGS: STARTING: 2600 PERIODIC: 3400
NAME AND TITLE OF IMMEDIATE SUPERVISOR: Herbert Wing, Jr., Chairman, History Dept.
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name Department, bureau or establishment, and division): Dickinson College
KIND OF BUSINESS OR ORGANIZATION (e.g., wholesaler, retailer, insurance agency, manufacturer or dealer, etc.): Four Year Liberal Arts College
NUMBER AND KIND OF EMPLOYEES EMPLOYED BY YOU: 150 Students
REASON FOR DESIRING TO CHANGE EMPLOYMENT: No chance for advancement
DESCRIPTION OF YOUR WORK: 12 hours teaching, including: World history, American history, Israel geography, historical geography, Far Eastern history.
Have also taught: English history, International Relations history, history of Science, medieval history.
Committee work, president's policy committee (advice on major policy decisions)
World civilization course committee
Honors candidates committee (since last two are self-explanatory)

(CONTINUED ON NEXT PAGE)



BIOGRAPHICAL DATA

**NAME:** Joseph Burdick Smith

**DATE AND PLACE OF BIRTH:** June 16, 1921  
Harrisburg, Pa.

**Marital status:** Married

**Children:** one daughter, aged 4

**EDUCATION:** Entered Harvard University, Sept. 1940, completed requirements for degree, cum laude, in history, government and economics, Feb. 1943, awarded degree while in service, Nov. 1943.

History: 30 hours, including, American, modern European, ancient, medieval, Honors thesis: Andrew Jackson and the Presidency

Government: 12 hours, including, American Federal, comparative, administration, political theory.

Economics: 12 hours, including, principles, banking, international trade.

Further: Yale University, 1943-44, ASTP, Far Eastern Area and Japanese, including, Chinese and Japanese history, Pacific islands, society, Japanese political parties and society and spoken Japanese.

University of Michigan: MIS Language School, including spoken and written Japanese, Japanese political, social and military organization (awarded 12 hours graduate credit) 1944-45.

GRADUATE: Training: Johns Hopkins University, 1947-48, 6 hours, international relations and political geography, including economic geography and seminar study of Korea.

University of Pennsylvania, 1948-50, 34 hours, history and political science.

History: 30 hours, including, American social, diplomatic, development and organization of British Empire, British foreign policy 1919-1949, American colonial, political since 1800, United States and Latin America.

Political Science: 4 hours, government and politics Latin America.

**DEGREES :** A. B. Harvard, A.M. University of Pennsylvania (doctorate expected in history, University of Pennsylvania 1951).

**MILITARY SERVICE:** U. S. Army, 1942-1946, Grade: corporal, Unit: MIS, Japanese specialist.

**EXPERIENCE:** Instructor in history, Dickinson College, Carlisle, Pa., 1946-48.  
Assistant Professor of History, Dickinson College, Carlisle, Pa., 1949 -  
Subjects taught: world history, medieval, American, Far East, international relations, Asian geography, historical geography.

**PUBLICATIONS:** "A Frontier Experiment in Higher Education", Pennsylvania History, Pa., Historical Association, January 1949. A study in the social problems in the establishment of Dickinson College in Carlisle, Penn. 1783-1809. "The Koreans and Their Living Space", Korean Review, Korean Cultural Association, September, 1949. An attempted analysis of the Korean situation in terms of political and economic geography.



Understanding our State Government, C. F. Masland and Sons, Carlisle, Pa., 1919. A booklet discussing the history, organization and functioning of the government of Pennsylvania published for the Masland employees and for use in the schools of Pennsylvania.

ORGANIZATIONS: American Historical Association, American Association of University Professors.

5 DATES OF EMPLOYMENT (month, year) FROM TO EXACT TITLE OF YOUR POSITION CLASSIFICATION (if any) GRADE (if any) SALARY OR EARNINGS (starting) PER YEAR PER PER

PLACE OF EMPLOYMENT (city and State) NAME AND TITLE OF IMMEDIATE SUPERVISOR

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name, department, bureau or establishment, and division) ADDRESS OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU REASON FOR LEAVING

DESCRIPTION OF YOUR WORK

If more space is required, use a continuation sheet (Standard Form No. 34) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

17. MILITARY TRAINING. In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist you in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra space may be used to give full descriptions.)

DATES		LOCATION	DESCRIPTION OF TRAINING
FROM	TO		

18. EDUCATION (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 12

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF:

ELEMENTARY SCHOOL  JUNIOR HIGH SCHOOL  SENIOR HIGH SCHOOL

(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED: **William Penn, Harrisburg, Pennsylvania**

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED: **History, Problems of Democracy, Civics**

(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATE ATTENDED		YEARS COMPLETED		PERIODS COMPLETED		SPECIAL AWARDS OR HONORS
		FROM	TO	DAY	NIGHT	TITLE	DATE	
Harvard, Cambridge Mass.	U.S. Gov.	1910	1913	3		AD	1913	150
Yale, New Haven Conn.	Jap.	1913	1914	1				36
Michigan, Ann Arbor Mich.	Jap.	1914	1915	2				12 (grad)
(D) LIST YOUR OTHER UNDERGRADUATE COLLEGE SUBJECTS								
History	30	History						30
Government	12	Political Science						10
Economics	12	Japanese						12
(E) OTHER TRAINING SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE, TRADE SCHOOLS AND SCHOOLS OF ARTS AND OTHER TRAINING IN RECORD OF PREVIOUS EMPLOYMENT								
See attached summary								

19. INDUSTRY AND A KNOWLEDGE OF FOREIGN LANGUAGES

INDUSTRY	READING	WRITING	UNDERSTANDING
Ger. Sr.			
Japanese			

20. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as printer, electrician, radio operator, teacher, lawyer, CPA, etc.)?

YES  NO GIVE NAME OF LICENSE AND STATE:

FIRST LICENSE OR CERTIFICATE (YEAR)

21. LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED:

(1) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(2) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(3) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(4) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(5) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(6) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(7) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(8) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(9) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

(10) LIST ALL OTHER QUALIFICATIONS AND CERTIFICATIONS RECEIVED IN YOUR APPLICATION WHICH ARE NOT FULLY PRESENTED IN THIS APPLICATION AND NOT FULLY DESCRIBED UNLESS REQUIRED.

See attached summary

24. REFERENCE: List three persons living in the United States or Territories of the United States who are 1921 or older to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of persons listed under Item 18 (EXPERIENCE).		CURRENT BUSINESS ADDRESS (Give complete current address, including street and number)		BUSINESS OR OCCUPATION	
1. <b>Herbert, King Jr.</b>		History Dept. McInish College Carlisle Pennsylvania		Dept. Chairman (History)	
2. <b>Coryora Road</b>		History Dept. University of Penn., Philadelphia 4, Penna.		Historian	
3. <b>Ioonidas Dodson</b>		Same as above #2		Historian	

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO	INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO
25. HAS INQUIRY BE MADE BY YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER QUALIFICATIONS ETC?		X		25. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?			
26. ARE YOU A CITIZEN OF OR DO YOU INTEND TO BE ALLEGIANT TO THE UNITED STATES?		X		26. DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS OR PERSONS WHO ARE MARRIED TO WHOM YOU LIVE OR HAVE LIVED WITHIN THE LAST 24 MONTHS?			
27. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY U.S.A. OR ANY COMMUNIST ORGANIZATION?			X	27. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?			X
28. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?			X	28. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?			X
29. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF AN ORGANIZATION, ASSOCIATION, LEAGUE, OR CONFERENCE OR ANY OTHER ORGANIZATION, WHICH HAS OR HAS HAD AS ONE OF ITS OBJECTS OR PURPOSES THE COMMISSION OF ACTS OR FEELS OR INTENDS TO COMMIT SUCH ACTS IN VIOLATION OF THE CONSTITUTION OF THE UNITED STATES OR OF ANY FEDERAL LAWS OR REGULATIONS OF THE UNITED STATES GOVERNMENT?			X	30. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
31. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	31. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
33. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	33. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
34. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	34. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
35. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	35. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
36. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	36. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
37. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	37. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
38. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	38. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
39. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	39. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
40. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	40. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
41. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	41. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
42. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	42. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
43. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	43. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
44. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	44. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
45. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	45. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
46. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	46. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
47. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	47. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
48. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	48. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
49. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	49. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X
50. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X	50. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICED FOR ANY FEDERAL OR STATE CRIME OR OFFENSE?			X

37. (a) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?

(b) IS THE WORD "UNDESIRABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO DESCRIBE THE LIFE OF YOUR DISCHARGE OR SEPARATION?

(c) WAS SERVICE RECEIVED ON AN ACTUAL FULL-TIME BASIS, WITH FULL MILITARY PAY AND BENEFITS?

(d) DATE OF ENTRY OR STRAIGHT INTO SERVICE: **March 1943** DATE OF DISCHARGE OR SEPARATION: **February 1946**

BRANCH OF SERVICE: **Army, Navy, Marine, Coast Guard, etc.** SERVICE (if none, give grade of rating): **1st Lt 1943**

38. (a) ARE YOU A DISCHARGED VETERAN?

(b) ARE YOU THE SPOUSE OF A VETERAN WHO HAS A SERVICE-CONNECTED DISABILITY WHICH QUALIFIES HIM OR HER FOR VETERAN'S BENEFITS?

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information contained on the reverse to Question 37 above has been verified by comparison with the discharge certificate on \_\_\_\_\_

Agency: \_\_\_\_\_ Title: \_\_\_\_\_

38. Full files exist at:  
University of Penn.,  
Planning Service  
Attention: Miss Quirk  
Philadelphia, Pa.

Before signing this application check back over it to make sure that you have answered ALL questions correctly. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant: *Carol B. Smith*

Joseph E. Smith  
Box 323 B, Route 2  
Gardners, Pa.

Items 21 and 23, Form 57

I. Educational Background

A. Undergraduate

1. Student at Harvard College, 1940-43
  - a. Held tuition scholarships granted from various funds
  - b. Activities included: Crimson (asst. editorial chairman) dramatics, radio (Harvard Radio Workshop)
  - c. Completed requirements for A.B. degree (cum laude), in 2 and one-half years.
  - d. Field of concentration - History, Government, Economics
    - 1) 12 hours American history, 12 hours European history, 6 hours ancient history.
    - 2) honors thesis  
Andrew Jackson and the Tribunician Theory of the Presidency
      - a) An analysis of the concept of the powers of the president held by Jackson and his lieutenants, including an attempt to trace their origin in the democratic movement of the 1830s
    - 3) Other subjects studied
      - 12 hours government
      - 6 hours economics
      - 6 hours sociology
      - 6 hours geology
      - 3 hours political philosophy

B. Military Training

1. Student at Yale University 1943-44
  - a. 36 hours Japanese and history and politics of the Far East
  - b. 18 hours Japanese and 18 hours history of China and Japan.
    - 1) Emphasis placed on analysis of society of these countries
      - a) Research in the political organization of modern Japan and modern China
      - b) Study of the military organization of Japan and China
      - c) Some study of personalities
2. Student at University of Michigan, 1944-45
  - a. 12 hours graduate credit for study of Japan and Japanese
  - b. Hours divided between study of written and spoken Japanese and history of Japan
    - 1) Emphasis placed on history and politics in the study of the language in addition to special study of political organization
      - a) Example-study of recent Japanese history in Japanese.
3. Ft. Snelling, Minnesota, MIS Japanese Language School
  - a. Major emphasis on Japanese military organization e.g. units of Japanese army, navy, weapons, equipment.

C. Graduate Study

1. Johns Hopkins University, 1947-48
  - a. International relations and seminar in political geography.

Joseph B. Smith  
Box 323 D, Route 2  
Gardners, Pa.

Items 21 and 23, Form 57

C. Graduate Study (continued)

Work Project #1

A. Project Synopsis

1. The strength and vulnerability of Korea as an independent nation.
2. Location - Johns Hopkins University, Baltimore, Md.
3. I was the sole worker employed.
4. The political geography seminar was concerned in 1947-48 with areas of maximum change. Members of the seminar conducted studies of India, Iceland, Newfoundland, Ceylon, Sinkiang, Korea.
  - a. Each member made a deep-level study of the area of his choice. I chose Korea.
5. Principal sources used by me were: USAMG Reports, all available background studies, interviews with Koreans stationed at Carlisle, (Carlisle Barracks AMG School) and with Miss Phyllis Johnson, reporter who was in Korea 1945-46.
6. The material covered mostly the years 1945-46-47, and was fairly complete for South Korea. I was unable to get information on North Korea, nor would the Army give me political information other than that officially published.
7. Methods used were historical and political because of my previous training. Statistics were used wherever possible.
8. Length of study-Sept. 1947-Sept. 1948.
9. Findings and conclusions
  - a. I made an analysis of Korean physiographic features; including edaphic as well as usual climatic and topographical factors.
    - 1) I attempted to find the physical potential for the successful maintaining of Korean independent national existence.
    - 2) Conclusion: such obviously favorable factors as Korean peninsular situation were nullified by other space relations which made Korea vulnerable to Russian and Chinese attack.
 

I found also that the soil was not adaptable throughout Korea for the practice of the nation's most thoroughly learned economic technique-rice culture.
    - b. Secondly, I made a complete check on the resources of the Korean economy, as far as I could. The limitations imposed by censorship made it impossible for me to correlate North Korean industrial activity with South Korean agricultural activity as completely as I could have otherwise done.
      - 1) Conclusions: The country would have to be industrialized to overcome the problem of overpopulation.
      - The Korean people had not shown in the past any significant evidence of the ability to operate a democratic government.
  10. My study was not used by any government agency.
  11. My study was published, in part, under the title "The Koreans and their Living Space", in the Korean Review, Korean-American Cultural Association, Sept. 1949.

Work Project #1  
continued

Joseph B. Smith  
Box 323 B Route 2  
Gardners, Pa.

- 12. Two persons with knowledge of this project: Dr. E.F. Penrose  
Johns Hopkins  
Baltimore, Md.  
Owen Lattimore  
Johns Hopkins  
Baltimore, Md.

B. Participation

- 1. I was the person responsible for formulating and carrying out the Korean part of the general project (See A, 4).
- 2. The determination of the sources used was made by me. I was assisted, in part, by Dr. Penrose and Mr. Lattimore.
- 3. I gathered the data.
  - a. I analyzed the data according to three principal criteria
    - Accuracy of information
    - Existence of corroborating information
    - Use of statistics when available in preference to other data
  - b. General procedure followed
    - Gather as much information as possible
    - Attempt to eliminate waste effort by concentrating objective (the strength or vulnerability of Korea as an independent state)
  - c. Dr. Penrose, Mr. Lattimore and Dr. Jean Wottmann advised me at various points mostly on methodology
- 4. Conclusion and report preparation
  - a. Conclusions were my own responsibility
  - b. Writing and editing were done by me with one exception
    - Exception: Mr. Lattimore advised me to re-examine the peninsular situation of Korea and suggested the idea which led to my conclusion on this point (See A, 9, a).
- 5. This was an independent study and not a government project and I not supervising any assistants.
- 6. My responsibility in promotion and interpretation was limited to an exposition of them and a defense of my conclusions before members of the faculty and student body of the Page School, Johns Hopkins University.
  - a. This was carried on in several sessions
    - 1) Preliminary report
    - 2) Final revision session

Joseph B. Smith  
Box 323 B, Route 2  
Gardners, Pa.

Items 21 and 23, Form 57

C. Graduate Training (cont.)

2. University of Pennsylvania 1948-51
  - a. At Pennsylvania I have taken courses primarily in American history.
  - b. I received a master's degree, Feb. 1950
  - c. I have completed course work for my Ph. D. I expect soon to take my doctoral examination.
  - d. I have taken several courses in foreign area study.
    - Latin American History
    - The U.S. and Latin America
    - Latin American Parties and Politics
    - British Foreign Policy 1919-1939.
  - e. In addition to the above, I have taken course work in U.S. foreign policy 1890 to date.

II. Research and Publication

- A. See pp. 2 and 3, Work Project #1
- B. Work Project #2
  1. Sponsored by Dickinson College.
  2. Scope- to investigate the relation of Dickinson College to the frontier community in which it was established in 1783.
  3. I was the sole researcher.
  4. Principal sources were: the large letter collection, Dickinson College Library, Church records at Carlisle and Philadelphia (Presbyterian Historical Society), early Carlisle newspapers, (American Antiquarian Society, Worcester, Massachusetts), contemporary writings, local histories.
  5. This study was made from Oct. 1947 until June 1948.
  6. Methods were historical.
  7. Findings and Conclusions
    - a. Dickinson College, founded 1783, had numerous problems incident to the establishment of any such institution, but intensified by the hostility of frontier society; e.g. financial, disciplinary, recruitment.
    - b. Frontier society rejects higher education as unnecessary and even hostile to its social goals.
    - c. That under-developed areas need so-called practical education first.
  8. The material was used in the publication of the first volume of materials on early America published by the college under title of Bulwark of Liberty, June, 1950.  
Also published in part as "A Frontier Experiment in Higher Education", Pennsylvania History, Pennsylvania Historical Association, January, 1949.
  9. Two persons associated with this project: Whitfield J. Bell  
Dickinson College  
Carlisle, Pa.  
May Morris  
Dickinson College  
Carlisle, Pa.
  10. I was solely responsible for methods, procedure and writing.
  11. The project was promoted by the college as noted in (1).

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Gardners, Pa.

Items 21 and 23, Form 57

II. Research and Publication (cont.)

C. Understanding Our State Government, C.H. Masland and Sons, June, 1949.

- 1. A pamphlet giving a simple account of the Pennsylvania state government.
  - a. The divisions of the government and their functions
  - b. The citizen and his government.
- 2. Used in the Masland Company monthly magazine for the benefit of their employees.
- 3. Distributed to the Pennsylvania schools for use in problems of democracy classes.

III. Teaching Experience

- A. I call attention to the subjects I have taught in the past five years (Item 16, (1), Form 57, corrected as noted here to 5)
- B. Explanation of techniques and scope of work in my courses in:
  - International Relations
  - Far Eastern History
  - Human and Historical Geography

1. International Relations

- a. Scope
  - The history of the national state system, international law, and history of the idea and attempts at world government.
  - The strategic evaluation of the major powers
    - Analysis of their geographic, economic, and demographic resources
    - Evaluation of their military potential
    - Study of their diplomatic policies in regard to the above

- b. Technique
  - Use of Sprouts' text Foundations of National Power, which I consider most appropriate for the strategic material stressed
  - Use of outside readings on international law and world organization
  - Analysis of current newspapers to give the student practise at gathering information regarding the economies, military potentials and activities of the major powers.
  - The students must evaluate their newsreports and attempt to correlate them in the form of reports on strategic situations.

2. Far Eastern History

- a. Scope
  - Historical background on the ancient civilization of China and Japan, major emphasis on the Far East since 1500, special attention to the diplomacy of imperialism and the reaction to it throughout Asia, also attention to 20th century Chinese and Japanese internal politics.



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Items 21 and 23, Form 57  
III. Teaching Experience (cont.)

b. technique

Text used is Eckel, Far East since 1500

Supplemental reading is used for the ancient civilizations. Use is made of China Yearbook, Japan Yearbook, and U.S. State Department Documents in order to give the students practise in gathering and correlating data on the modern Far East and U.S. policy there.

Emphasis is placed on reports on the strategic evaluation of the Chinese and Japanese nations and their adjacent areas, viz. Korea, Sinkiang, Mongolia, Manchuria.

Emphasis is placed on understanding of personalities prominent in Chinese and Japanese affairs.

3. Human and Historical Geography

nb. Historical Geography is a second semester continuation of Human Geography which stresses an historical survey of western civilization (Rome to 1950) from a geographical view.

a. Scope

Analysis of the physical environment, geography of climatic regions, topographical regions, oceans and their coasts, minerals, ground and surface waters, soils, and man's relation to this environment -- human ecology

In the second semester spacial factors are stressed, political geography analyzed, and then a survey made of the geography ad ancient, medieval and modern Europe, evaluating the history of these periods in terms of the physical, spacial, and human ecological factors studied.

b. Techniques

Texts: White and Renner, Human Geography, Whittlesey, Environmental Foundations of European History.

Emphasis is placed on the gathering of geographical information by the students, map study and interpretation.

Example: the strategic position of the major powers in modern times is studied, attention being paid to the identification of the problems of areal size, form, geometrical position, natural situation and geographical location.

CONFIDENTIAL  
(When Filled In)

SECURITY APPROVAL

DATE : 3 October 1966

YOUR REFERENCE: 42095

CASE NO. : 56169

TO : Director of Personnel

ATTN :

SUBJECT : SMITH, Joseph Burkholder

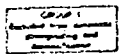
- 1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- 2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

- A personal interview in the Office of Security must be arranged.
- A personal interview is not necessary.
- Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

*Steven L. Kuhn*  
 Steven L. Kuhn  
 Chief, Personnel Security Division *TJML*



**SECRET**  
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-2)	
NAME (LAST - FIRST - MIDDLE)				42095	
Smith, Joseph B.				REQUEST DATE (8-11)	
POSITION TITLE				21 Sept 1966	
Ops Officer				YEAR OF BIRTH (8-20)	
POSITION NUMBER (81 - 88)				1921	
LOCATION (CITY, STATE, COUNTRY)				GRADE (43-46)	
Washington, D.C.				OS-14	
ASSIGNMENT (OFFICE, DIVISION, BRANCH)				ORGN. CODE (48-50)	
DDS/OTR/Ops School/Hd. Trng Br.				TYPE OF APPL. (48)	
TYPE OF APPLICANT		CONVERSION ACTION		IF OTHER, SPECIFY	
REGULAR		SA-SB			
CONTRACT					
MILITARY					
NAME OF REQUESTER (OR OFFICIAL)				TYPE OF ASSIGNMENT AND FUNDS	
Dov H. Lustocher, Chief/CPD				NSB    USF    PF    V    UV	
CLEARANCE REQUIRED				PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)	
Full Clearance				SECRET	
ATTACHMENTS				CLEARANCE (21)	
PERSONAL HISTORY STATEMENT		APPENDIX I		REQUIRE. CODE (23-24)	
PHOTOGRAPHS		APPENDIX B		VET PREP. & SER USE	
MALE - VETERAN		FEMALE - VETERAN			
MALE - NON-VETERAN		FEMALE - NON-VETERAN			
Security #: 56169					
Clearance memo to SA Branch/CPD Attn: Jo Ann Varney 5 B 69					
SPACE BELOW FOR OS USE ONLY					

*FE-11*  
*✓*

CONFIDENTIAL  
SECURITY APPROVAL

*Blf*  
*int*

Date: 29 August 1951

TO: Chief, Covert Personnel Division

Your Reference: 12143

FROM: Chief, Security Division

Case Number: 56169

SUBJECT: SMITH, Joseph Burkholder

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 EGD procedures.

*Br. notified to call in*  
*31 Aug 1951*  
*Blf*  
*per Ethel*

*C. V. Bradley*  
*C. V. Bradley*

*15 Sept.*  
*10 00*

*J*

CONFIDENTIAL