FILE TITLE/NUMBER/VOLUME: Phillips, David Atlee

INCLUSIVE DATES: 28 May 1952 – 13 May 1975

CUSTODIAL UNIT/LOCATION: OP

ROOM: 5E13

DELETIONS, IF ANY:

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NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

SECRET
2 February 1976

Mr. David A. Phillips
8221 Stone Trail Drive
Bethesda, Maryland 20034

Dear Dave:

From time to time we receive letters and telephonic inquiries concerning the Association of Retired Intelligence Officers. In view of the restrictions of the Privacy Act, we hesitate to release your name and address without your prior knowledge and consent.

If you have no problem with our providing your name and address in response to such inquiries, please indicate to that effect by signing below and returning this letter to us for official filing. In the future, we would then be free to release this information concerning the Association of Retired Intelligence Officers without consulting you in each and every instance.

Thank you for your assistance in this matter, and best wishes.

Sincerely,

[Signature]

B. Defelice
Acting Director of Personnel

I hereby authorize the Director of Personnel to release my name and address to individuals seeking contact with or information concerning the Association of Retired Intelligence Officers:

[Signature]

David Atlee Phillips

Date

[Stamp]
Mr. David A. Phillips  
8224 Stone Trail Drive  
Bethesda, Maryland  20034

Director of Personnel  
P. O. Box 1925  
Washington, D. C.  20013
MEMORANDUM FOR: (Sign)

Addresses for former Agency employee organizations:

Association of Retired Intelligence Officers
Mr. David A. Phillips
8225 Stone Trail Drive
Bethesda, Maryland, 20814

Central Intelligence Retirees Association (CIRA)
Box 1150
Fort Myer, Virginia, 22211

Date
Mr. David A. Phillips  
8224 Stone Trail Drive  
Bethesda, Maryland 20034  

Dear Dave:  

I am happy to send to you, under separate cover, your Agency Retirement Medallion. The Medallion is a tangible form of recognition and appreciation of your service to the Agency. It should serve as a lasting reminder of an honorable career, rewarding associations and the knowledge that you played your part in a vital activity.  

Let me, therefore, add my congratulations and wish you the very best for the future.  

Sincerely,  

P. W. M. Janney  
Director of Personnel  

Distribution:  
Orig. - Addresssee  
X - OFF  

OP/RAD/ROB/MWBenton:cl (1 July 75)
10 June 1975

Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland 20034

Dear Dave:

The ordinary retirement letter is in no way appropriate for you. In the first place, your retirement is not stepping out of the active world into a world of pleasure. Instead, you are launching off on even a tougher challenge because of your sense of dedication. Your retirement also will not be the termination of your interest in intelligence and in this Agency. Instead, you are going to be doing what you can to help it survive the current set of attacks upon it. But most of all, your retirement is the departure of one of our most exceptional officers, to whom I had the great pleasure to give the Distinguished Intelligence Medal and whose work I have admired these many years. The only thing ordinary about your retirement is the sincere and special personal and official good wishes we in the Agency send to you and your family for success and satisfaction in the years ahead. This we send to all our retirees, and we send it to you with special spirit.

Sincerely,

W. E. Colby
Director

WEC: 1p (10 June 75)
Distribution:
Orig - Addressee
1 - DCI
1 - Dir/Personnel
1 - ER
REQUEST FOR PERSONNEL ACTION

28 March 1975

024545  Phillips, David A.

CANCELLATION OF N.S.C.A AND RETIREMENT (VOLUNTARY) UNDER CIARS

05 | 09 | 75

Regular

P. F/N AND NSCA

LEGAL AUTHORITY (COMPLETED BY OFFICE OF PERSONNEL)

Fuller Law 88-643, Section 233

5135 4523 0000

DDO/LA Division
Office of the Chief
Wash., D.C.

Chief, LA Division
CG51

DYY

GS 0001.10 18 1

$ 36,000

Supergrade blurb

Coordinated with /50B 11 April 1975.

[Signature]

H.L. Berthoud, C/14/Pers 28 Mar 75

DATE SIGNED

DATE APPROVED

12 MAY 1975

C. J. Allen, A1 April 1975

DATE REVIEWED
REQUEST FOR PERSONNEL ACTION

1. SERIAL NUMBER
   024345

2. NAME (Last, First, Middle)
   PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION
   PROMOTION

4. EFFECTIVE DATE REQUESTED
   MONTH DAY YEAR
   12 23 73

5. CATEGORY OF EMPLOYMENT
   REGULAR

6. FUNDS
   4135-4523 0001

7. LOCAL AUTHORITY (Specify by Office or Personnel)
   WASH., D.C.

8. ORGANIZATIONAL DESIGNATIONS
   DDO/WH DIVISION
   OFFICE OF THE CHIEF

9. LOCATION OF OFFICIAL STATION
   CHIEF WH DIVISION

10. POSITION TITLE
    (1)

11. GRADE AND STEP
    0001 18 1

12. SALARY OR RATE
    36,000

13. REMARKS
    Approved by Dec 21, 1973

14. SIGNATURE OF AUTHORIZING OFFICER
    [Signature]

15. DATE APPROVED
    27 Dec 73

SECRET

CLASSIFIED BY 01-0332

APPROVED BY DEC 21, 1973

FORM 1552 USE PREVIOUS EDITION

27 Dec 73

SECRET

CLASSIFIED BY 01-0332

APPROVED BY DEC 21, 1973

FORM 1552 USE PREVIOUS EDITION
REQUEST FOR PERSONNEL ACTION

1. SERIAL NUMBER: 024345
2. NAME: PHILLIPS, DAVID A.
3. CATEGORY OF EMPLOYMENT: REGULAR
4. EFFECTIVE DATE REQUESTED: 07 21 73
5. LEGAL AUTHORITY (Completed by Office of Personnel):
   8015 4523 0001

9. ORGANIZATIONAL DESIGNATIONS:
   OOD/WH DIVISION
   OFFICE OF THE CHIEF
   CHIEF, WH DIVISION

10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11. POSITION TITLE: CHIEF, WH DIVISION
12. POSITION NUMBER: 0001
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GA. ZR. M):
   15. OCCUPATIONAL SERIES: GS
   16. GRADE AND STEP: 0001.10 17.4
17. SALARY OR RATE: $36,000

18. REMARKS:

19. SECURITY
20. FINANCE:
   E2 IMPDET
   CL BY 007034

HENRY LIBERTHOLD, C/WH/PERS 10 JUL 73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

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SECRET

DATE APPROVED: 16 JUL 73

CLASSIFIED BY: 01-0123

14-2

APPROO
REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 15 June 1973

1. SERIAL NUMBER: 024345
   NAME: PHILLIPS, DAVID A.

2. NATURE OF PERSONNEL ACTION:
   REASSIGNMENT AND DELEGATION OF DUTIES

3. DEPARTMENT OR DIVISION OF ORIGIN:
   DDO/WH DIVISION
   OFFICE OF THE CHIEF

4. POSITION TITLE:
   1st Secretary, In Rel Off
   Chief, WH Division

5. CLASSIFICATION SCHEDULE (GS, LD, etc.):
   FSR
   GS

6. OCCUPATIONAL SERIES:
   0001.10

7. GRADE AND STEP:
   02 3
   17 4

8. SALARY OR RATE:
   $36,000

9. LOCATION OF OFFICIAL STATION:
   WASH., D.C.

10. POSITION NUMBER:
    0001
    D

11. CAREER SERVICE DESIGNATION:
    D

12. SUPERVISOR'S NAME:
    VICE THEODORE G. SHACKLEY

13. SECURITY CLEARANCE:
    NS

14. FINANCE:
    NS

FROM: DDO/WH/FOR FOLD/BR 3/0093

REMARKS:

SUPERGRADE.Blind- 770073

H. L. BERTHOLD, 6/WH/PERS 15 Jun 73

SECRET
OUTGOING MESSAGE

SECRET

STAFF

CONF: C/413 INFO: FIELD

TO: IMMEDIATE

RYBAT PLYUCADET

CHOADEN FROM PARDEE

REF: [IN 923770]

1. I AM PLEASED TO INFORM YOU THAT YOU HAVE BEEN SELECTED AS CHIEF, UH DIVISION. YOUR APPOINTMENT WILL BE EFFECTIVE AT SUCH TIME AS YOU (AND YOUR FAMILY) CAN CONVENIENTLY RETURN TO THE WASHINGTON AREA. ORDERS FOR YOUR MOVE WILL BE REQUESTED ON A PRIORITY BASIS ON 12 MAY. WOULD APPRECIATE YOUR TENTATIVE SCHEDULE AS SOON AS PRACTICABLE.

2. YOUR SELECTION WILL BE ANNOUNCED EARLY THIS NEXT WEEK. THEREFORE, YOU SHOULD FEEL FREE TO INDICATE TO WHOMEVER YOU FEEL NECESSARY LOCALLY THE REASON FOR YOUR RETURN AND WHAT YOUR NEXT ASSIGNMENT WILL BE.

3. I WANT TO EXTEND MY PERSONAL CONGRATULATIONS ON YOUR SELECTION. I AM SURE YOU WILL HANDLE THIS VERY IMPORTANT ASSIGNMENT WITH THE SAME KIND OF EXCELLENCE, DEDICATION AND LEADERSHIP THAT HAVE CHARACTERIZED YOUR PAST ASSIGNMENTS.

DATE: L9 MAY 1973

CONCUR:

Director of Personnel

5/23/73

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED
REQUEST FOR PERSONNEL ACTION

Date Prepared: 9 August 1972

Serial Number: 024345
Name (Last-First-Middle): PHILLIPS DAVID A

Nature of Personnel Action: REASSIGNMENT
Effective Date Requested: 08/14/72
Category of Employment: REGULAR

Organizational Designation:
DDP/WH DIVISION
FOREIGN FIELD
BRANCH 3
STATION

Position Title: 1ST SECRETARY INT REL OFF
Chief of Station:

Classification Schedule (GS, LE, etc.):
FSR
Occupational Series:
ES
Classification Code:
0136.05

Remarks:
Vice Thomas J. Flores
Approved 259a attached.

Payroll Information:

Signature of Requesting Official: H.C. Berthold
Date Signed: 8/9/72

Signature of Receiving Official: D. Peters
Date Signed: 8/15/72

Space below for exclusive use of the Office of Personnel:

Date of LD:

Social Security Number:

Previous Civilian Government Service:

Position Control Certification:

J.P. Approval:

SECRET

(For Official Use Only)

USE PREVIOUS EDITION

SECRET
Phillips, David A.

SS# 

31 Oct 22

GS-17

COS/0093/GS-16

August 1972

five

Vice: Thomas Flores

Please schedule appointments for the week of 10 July.

Mr. Phillips will not be occupying a specific language position. However, his tested Spanish proficiency of High reading and Intermediate Speaking and Understanding will add to the overall language requirements of the Station.

10 May 72

3D 5309 Hqs

QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS

Chairman, Overseas Candidate Review Panel

REQUEST FOR PCS OVERSEAS EVALUATION
# REQUEST FOR PERSONNEL ACTION

**Date Prepared:** 24 November 1971

**Serial Number:** 024345
**Name:** Phillips, David A

### 3. Nature of Personnel Action:
- Promotion

### 4. Effective Date Requested:
- **Date:** 11
- **Month:** 28
- **Year:** 71

### 5. Category of Employment:
- Regular

### 6. Financial Analysis No. Chargeable:
- 2135-0694-0000

### 9. Organizational Designations:
- DDP/WH
- FOREIGN FIELD
- BRANCH 5

### 10. Location of Official Station:

### 11. Position Title:
- Chief of Station

### 12. Position Number:
- 0186

### 13. Career Service Designation:
- D

### 14. Classification Schedule (GS, L.R. Mk.):
- GS
- 0136.05

### 15. Grade and Step:
- 17
- 3

### 16. Salary or Rate:
- 34,716

---

**cc:** Payroll

---

**Signature of Requesting Official:**

**Date Signed:** 24 Nov 71

**Signature of Career Service Approving Officer:**

**Date Signed:** [Signature]

**Date Approved:** 1 Dec 71

---

**Space Below for Exclusive Use of the Office of Personnel:**

---

**Social Security No.:**

---

**Position Control Certification:**

---

**Date Approved:** 1 Dec 71
MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director for Plans

SUBJECT: Appointment of Mr. David A. Phillips, as Chief of Station,

1. The appointment of Mr. David A. Phillips, GS-17, as Chief of Station, effective on or about 15 July 1972 is recommended. Mr. Phillips would replace Mr. Thomas J. Flores.

2. Mr. Phillips has been with the Agency since 1952, first in a contract capacity, and since April 1955 as a staff employee. He is currently serving as Chief of Station and in Mexico City, Havana, and Mr. Phillips has a strong command of both Spanish and Portuguese. A biographic profile including information regarding his Agency experience and training is attached.

William V. Broe
Chief
Western Hemisphere Division

1 Attachment
Biographic Profile (Parts 1 and 2)

APPROVAL RECOMMENDED:

Deputy Director for Plans

Date

SECRET
SECRET

-2-

SUBJECT: Appointment of Mr. David A. Phillips, as Chief of Station, [ ]

The recommendation in paragraph 1 is APPROVED:

[Signature]
Director of Central Intelligence

19 Jan 72
Date
REQUEST FOR PERSONNEL ACTION

2 January 1970

Serial Number: 241345
Name: Phillips, David A.

Type of Personnel Action: REASSIGNMENT

Effective Date Requested: 01/11/70

Category of Employment: REGULAR

Organizational Designation:
- DDP/WH
- FOREIGN FIELD
- BRANCH 2

Position Title: CHIEF, DDP (00)

Classification: GS 0136.05

Salary Rate: 16.4

Remarks:
- FROM: DDP/WH/COG/OF THE CH/POS #1105
- HOME BASE WH
- APPROVED 259A

Finance
Security

Signature: Henry L. Bertoldi
Date: 1/1/70

Signature of Career Service Approving Officer: [Signature]
Date: 1/7/70

Space Below for Exclusive Use of the Office of Personnel

Approval:

O.P. Approved: [Signature]
Date: 1/7/70

SECRET
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<th>DATE OF BIRTH</th>
<th>GRADE</th>
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<td>10/31/22</td>
<td>GS-16</td>
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<td>Branch Chief</td>
<td>7451</td>
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<th>PROPOSED POSITION (Title, Number, Grade)</th>
<th>COE, # O186, GS-00</th>
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<th>NO. OF DEPENDENTS TO ACCOMPANY</th>
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<td>o/a 28 Dec. '69</td>
<td>7</td>
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**COMMENTS**

Vice Robert D. Gahagen

Form DS-1686 to be forwarded

**OFFICE OF MEDICAL SERVICES DISPOSITION**

**OFFICE OF SECURITY DISPOSITION**

**OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION**

29 Dec

REQUEST FOR PCS OVERSEAS EVALUATION
<table>
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<th>Officer designation, name number, and building</th>
<th>OFFICERS INITIALS</th>
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<tr>
<td>Chairman, FWC</td>
<td></td>
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<tr>
<td>Mr. Phillips' current assignment as Chief, Ocean Operations Group plus previous overseas tours in WH Div. including a tour as Chief of Station qualify him for the proposed assignment as Chief of Station.</td>
<td></td>
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<tr>
<td>Mr. Phillips has been highly effective as a senior member of WH Div., both at Headquarters and in the field. His relations with his superiors and subordinates have always been excellent and his station with State Department representatives has been marked by good will and mutual respect.</td>
<td></td>
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**NOTE:** Above statement prepared by WH Division.

Mr. Ossian has been recalled from the Station. The DCOS Mr. Stewart D. Harten, GS-15, will serve as Acting DCOS until the arrival of Mr. Phillips in January 1970.
MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director for Plans

SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station, 

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, effective on or about 13 January 1970 is recommended. Mr. Phillips would replace Mr. Robert R. Carworth.

2. Mr. Phillips has been an employee of the Agency since 1951 initially in a contract capacity. He has served in Havana, Mexico City, and most recently as Chief, Cuban Operations Group. Mr. Phillips 

A biographical profile including information regarding his Agency experience and training is attached.

[Signature]

William V. Droo
Chief
Western Hemisphere Division

Attachment
Biographic Profile (Parts 1 and 2)
SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station

APPROVAL RECOMMENDED:

[Signature]
Deputy Director for Plans

[Signature]
Date

The recommendation in paragraph one is APPROVED:

[Signature]
Director of Central Intelligence

Distribution:
Original & 1 - Addresses
2 - DP
1 - C/HQ
1 - C/GPS
1 - C/PIR
1 - C/IR/63
1 - C/HH/Personnel

DP/49/SECRET/12345
RAJ/6316 (5 August 1966)
23 October 1968

MEMORANDUM FOR: Secretary, Clandestine Services
Career Service Board

SUBJECT : Recommendation for Promotion to
GS-16: David A. Phillips

1. Mr. David A. Phillips is strongly recommended for
promotion to GS-16 and is ranked Number 2 in WH Division's
preference for promotion in that grade.

2. Mr. Phillips stands out among his peers as a true
Clandestine Services operator. He has had a range of opera-
tional assignments enjoyed by few Clandestine Services officers.
He served in Cuba, Mexico and the
His functional assignments have included
Contract Agent, Operations Officer
Chief of Station, and he is currently assigned
as Chief, Cuban Operations Group. In regard to his tour as
Chief of Station, I cite the following quote
made by the concerning the turbulent events in his
country during his tenure:

"You know," he said, "looking back over those
months when things seemed pretty bleak, two
names come immediately to mind as able and
effective representatives of the United States.
They are Ellsworth Bunker and David Phillips."
3. Mr. Phillips has the intelligence, language capability, personality, management and operational ability to move forward steadily in this Agency and he is now ready for promotion to GS-16. I urge you to act affirmatively on this promotion recommendation.

William V. Broe
Chief
Western Hemisphere Division
MEMORANDUM FOR: Chief, WH Division

SUBJECT: Briefing at DO Base Chiefs' Conference by Mr. David A. Phillips

I should like to express my thanks to you for having made available Mr. David A. Phillips to brief the DO Base Chiefs' Conference on 17 February 1969. His briefing was extremely lucid and helpful and expressly commended by all Conference participants. Please convey to him my personal appreciation of his efforts.

Chief, DO Division
REQUEST FOR PERSONNEL ACTION

6 December 1968

1. SERIAL NUMBER
   024345

2. NAME (Last-First-Middle)
   PHILLIPS, David A.

3. NATURE OF PERSONNEL ACTION
   PROMOTION

4. EFFECTIVE DATE REQUESTED
   12/15/68

5. CATEGORY OF EMPLOYMENT
   Regular

6. FUNDS
   X

7. ORGANIZATIONAL DESIGNATIONS
   DDP/WH
   WH/COG
   Office of the Chief

8. LOCATION OF OFFICIAL STATION
   Washington, D.C.

9. POSITION TITLE
   Opw Officer Ch

10. CLASSIFICATION
    GS

11. OCCUPATIONAL SERIES
    0136.01

12. GRADE AND STEP
    16 4

13. SALARY OR RATE
    $25,118

14. REMARKS

15. SIGNATURE OF REQUESTING OFFICIAL
   [Signature]

16. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
   [Signature]

17. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

   EOD DATA

   04/15/68

   [Signature]

   13 Dec. 68

   [Signature]

   [Stamp]
April 15, 1968

Dear Dave:

I thought you would be pleased about a reference to you which came up in the course of a longish conversation last night with [blank] about the turbulent events in his country three years ago.

"You know," he said, "looking back over those months when things seemed pretty bleak, two names come immediately to mind as able and effective representatives of the United States. They are Ellsworth Bunker and David Phillips."

I thought such a pleasant echo of a rough period would help heal your ulcers.

Cordially,

Richard G. Cushing
Deputy Director

Mr. David A. Phillips
8224 Stone Trail Drive
Carderock Springs
Bethesda, Md. 20034
**REQUEST FOR PERSONNEL ACTION**

**DATE PREPARED:** 30 August 1967

**SERIAL NUMBER:** 024345

**NAME:** PHILLIPS, David A.

**ORGANIZATIONAL DESIGNATIONS:**
- DDP/WH
- WH/COG
- OFFICE OF THE CHIEF

**LOCATION OF OFFICIAL STATION:** WASH., D.C.

**POSITION NUMBER:** 1105

**CAREER SERVICE DESIGNATION:** D

**CLASSIFICATION:** GS 0136.01

**GRADE AND STEP:** 15 5

**TOTAL PAY:** $19,978

**REMARKS:**
FROM: DDP/WH/STATION

**DATE SIGNED:** 9/1/67

**SIGNATURE OF CAREER SERVICE APPROVING OFFICER:** Henry L. Berthold

**SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL:**

**DATE APPROVED:** 8/27/67
SECRET
(When Filled In)

25 October 1966

MEMORANDUM FOR: DAViD A. PHiLLiPs

THru: 

SUBJECT: Notification of Designation as a Participant in the Organization Retirement and Disability System

REFERENCE: Book Dispatch 5096 dated 12 August 1965

1. You have been found to be qualified as a participant in the Organization Retirement and Disability System and have been so designated effective 23 October 1966.

2. Although such designation under present statutes is viewed favorably by most persons, the regulation governing this retirement system gives the individual the right to appeal such a determination if he deems the designation adverse to his best interests. In order that this technical requirement may be satisfied, you are hereby notified of your right to appeal. An appeal with reasons therefore must be received in Headquarters within 60 days of the date of this memorandum or acceptance of designation will be assumed. Any questions that you may have in connection with your designation that cannot be answered by referring to referenced Book Dispatch should be forwarded to Headquarters.

3. We believe that the benefits of the Organization Retirement System are superior to the benefits of the Civil Service Retirement System. However, there are a few situations in which an employee at the time of retirement may have so many years of service (almost 37) that he would receive a higher annuity under the Civil Service System. Because of this, the policy decision has been made that a participant in the Organization System who would receive a higher annuity under the Civil Service System may, not later than one year prior to his retirement, apply to be removed from our system and transferred to the Civil Service System. Thus, you should not anticipate this contingency as a factor in deciding whether you regard your designation as a participant adverse to your best interests.
MEMORANDUM FOR: Chief, WH Division

THROUGH: Deputy Director for Plans

SUBJECT: Commendation

1. The [Station name] has distinguished itself by especially meritorious service during the past year and has made a major contribution toward the advancement of the objectives of the United States Government in a critical situation. One year ago the people of the [Station name] were facing a dismal future. Today, while the future remains uncertain, the prospects for eventual stability have been immeasurably increased. Several Departments and Agencies of the United States Government engaged in an effort to bring this about. I believe that the role of the CIA in the [Station name] during the past year was a crucial one. The highly effective performance of the [Station name] and the Base [Station name] was the result of the combined efforts of each officer and employee stationed there. These men and women gave unspARINGLY of their time, energy and brain power. Their efforts were sustained over a long period under stressful circumstances. Now, while our long-term mission continues, a significant milestone has been reached and it is most appropriate at this time to grant this special recognition for a job well done to all members of the CIA team in the [Station name] during the year ending June 30, 1966.

2. I should like to commend each member of the Station who contributed to this noteworthy performance and request that a copy of this commendation be placed in individual personnel files as appropriate.

Richard Helms
Director of Central Intelligence
REQUEST FOR PERSONNEL ACTION

Date Prepared: 4 October 1966

Serial Number: 024385
Name: PHILLIPS, DAVID A.

Nature of Personnel Action: Designation as a Participant in the CIA Retirement and Disability System
Effective Date Requested: 10/23/66
Category of Employment: Regular

Funds:
- V to V
- V to CF
- CF to V
- CF to CF

Financial Analysis:
- No Chargeable

Legal Authority (Complied by: Office of Personnel):
7135-0975
PL 88-643 Sect. 203

Employee will receive notification from the Director of Personnel of this designation and right of appeal to the Director of Central Intelligence.

Signature of Requesting Official: [Signature]
Date Signed: [Date]
Signature of Career Service Approving Official: [Signature]
Date Signed: [Date]

Space below for exclusive use of the Office of Personnel

Action Code: [Action Code]
Employee Code: [Employee Code]
Office Coding: [Office Coding]
Station Code: [Station Code]
Separation Code: [Separation Code]
Retirement Date: [Retirement Date]
Separation Date: [Separation Date]
Circulation Cancellation Date: [Circulation Cancellation Date]
Security: [Security]

Vet Preference: [Vet Preference]
Social Security #:
Health Ins Code: [Health Ins Code]

Previous Civilian Government Service:
Leave Ent Code: [Leave Ent Code]

Position Location Certification:
See memo signed by D/Pers dated Oct [Date]

Use Previous Edition: [Use Previous Edition]
| **CONFIDENTIAL**  
| **(When Filled In)** |
| **NOTICE OF CREDITABLE SERVICE**  
| **[FOR LEAVE PURPOSES]** |
| **NAME (Last, First, Middle)** |
| PHILLIPS, David A. |
| **SERIAL NO.** |
| 0047245 |
| **OFFICE (AND DIVISION)** |
| LDF/VR |
| **Foreign Field** |
| **Branch** |
| **ORIGINAL** |
| **CORRECTION** |
| 01-15-53 |
| **SERVICE COMPUTATION DATE (MM - DD - YY)** |
| **THIS DATE** |
| 07-02-66 |
| **SIGNATURE (OFFICE OF PERSONNEL)** |
| |
| **FORM 171 A** |
| **PREVIOUS EDITIONS** |
| CONFIDENTIAL |
REQUEST FOR PERSONNEL ACTION

024345 PHILLIPS, DAVID A.

REASSIGNMENT

EFFECTIVE DATE REQUESTED: JUN 6 65
CATEGORY OF EMPLOYMENT: REGULAR

ORGANIZATIONAL DESIGNATIONS:
DDP/WH
FOREIGN FIELD
BRANCH 2

STATION

POSITION TITLE: (CHIEF OF STATION)
POSITION NUMBER: 0271
CAREER SERVICE DESIGNATION: D

CLASSIFICATION: GS 0136.05

FROM: DDP/WH/BRANCH 1, MEXICO CITY, MEXICO
STATION/0340/6135-0075

MEMORANDUM SENT TO DDU/VIADDD. REQUESTED THE APPOINTMENT OF MR. PHILLIPS AS COS, STATION APPROVED ON 13 APRIL 1965. MR. PHILLIPS REPLACED MR. EDWIN M. TERRELL WHO HAS BEEN ASSIGNED TO WI/BRANCH 2/HEADQUARTERS, EFFECTIVE 6 JUNE 1965.

FORM 259 HAS BEEN SUBMITTED

DATE SIGNED: 29 JUN 65

SECRET

SECRET
TO: David A. Phillips  
SUBJECT: TDY in [blank]

Most of you who went down to [blank] departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions of the government and in avoiding several major mistakes. For weeks after the [blank] revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you. Manning the check-points under fire, flying to remote and hostile villages, moving tons of supplies through the gauntlet of the communications line, toiling over midnight reports, and keeping open our country's only commo link -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.

Richard Helms  
Deputy Director of Central Intelligence

S-E-C-R-E-T
MEMORANDUM FOR: Deputy Director of Central Intelligence
VIA : Deputy Director for Plans
SUBJECT : Appointment of Mr. David A. Phillips as  
Chief of Station,  

1. The appointment of Mr. David A. Phillips as Chief of Station, effective on or about 15 October 1965, is recommended. Mr. Phillips would replace Mr. Edwin M. Terrell.

2. Mr. Phillips was employed in a contract status from 1952 to 1955 and became a Staff Employee in April 1955. He resigned from the Agency in August 1958 to enter private business. In March 1960 he returned to the Agency as a staff employee and is presently assigned as Operations Officer, Mexico City, Mexico, GS-15. A biographic data sheet, giving more detailed information on Agency experience and training, is attached.

Desmond Fitzgerald  
Chief  
Western Hemisphere Division

1 Attachment  
Biographic Profile (Part 1)

APPROVAL RECOMMENDED:

[Signature]  
Deputy Director for Plans  
(Date)

The recommendation in paragraph 1 is APPROVED:

[Signature]  
Deputy Director of Central Intelligence  
(Date)
REQUEST FOR PERSONNEL ACTION

27 September 1963

1. SERIAL NUMBER
   PHILLIPS, DAVID A

2. NATURE OF PERSONNEL ACTION
   PROMOTION

3. EFFECTIVE DATE REQUESTED
   WORK:
   9/29/63

4. FUND
   V TO V
   X TO CF

5. COST CENTER NO.
   435700

6. ORGANIZATIONAL DESIGNATIONS
   DDP WH
   BRANCH 3
   MEXICO CITY
   MEXICO STATION

7. LOCATION OF OFFICIAL STATION
   MEXICO CITY, MEXICO

8. POSITION TITLE
   GRS OFFICER

9. CLASSIFICATION AGREEMENT (GS, SP, etc.)
   GS

10. OCCUPATIONAL SERIES
    0340

11. GRADE AND STEP
    15

12. POSITION NUMBER
    0340

13. CAREER SERVICE DESIGNATION
    D

14. REMARKS
   This is a FIA in accordance with 55 220.1(c)(1) f/67 c. 3 4 67

15. SIGNATURE OF PERSONNEL AUTHORIZING OFFICIAL
   ROBERT D. CASEMAN, C/W/H/P

16. DATE SIGNED
   9/27/67

17. SIGNATURE OF CAREER SERVICE APPOINTING OFFICER
   DATE SIGNED
   9/27/67

18. SPACE BELOW FOR EXCLUSION OF THE OFFICE OF PERSONNEL

19. PROMOTION CONTROL CERTIFICATION
   5/1/63

20. D.P. APPROVAL
   DATE APPROVED
   1/23/67

SECRET
**REQUEST FOR PERSONNEL ACTION**

**Name:** Phillips, David A.

**Date Prepared:** 17 August 1961

**Position:**

**Location:**

**Grade:** GS-3

**Organizational Designation:**

**Remarks:** 161 days annual leave to be transferred to the Dept. of State.
REQUEST FOR PERSONNEL ACTION

PHILLIPS, DAVID A.

DATE PREPARED: 28 June 1961

REASSIGNMENT

624365

EFFECTIVE DATE REQUESTED: 1 August 1961

COST CENTER NUMBER CHANGED:

NO.

LOCATION OF OFFICIAL STATION

DIP WH BRANCH 3 MEXICO CITY, MEXICO STATION MEXICO CITY, MEXICO

POSITION TITLE

OPS OFFICER

CLASSIFICATION SCHEDULE (GS, LT, ETC.)

05

OCCUPATIONAL SERIES

D-340

34

GRADE AND STEP

2

SALARY ON DATE

$12,736

REMARKS

From: LB/HR/4/36-6224/Wash., D.C.

Subject scheduled to integrate 0/a 21 August 1961.

It is requested that this action be made effective no later than 6 August 1961.

1 copy to Security.

Security Approval granted by Pers. 80/US 21/12/61

P. Kavanagh 21/12/61

LOCAL REGION FOR EXCLUSIVE USE OF THE ACT OF REQUEST

1152

POSITION CERTIFICATION

1152
29 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

On 14 June 1961 the undersigned reviewed with Mr. David A. Phillips his career development prospects for the next five year period. We agreed that the following represented a desirable and fairly firm goal in this respect:

a. In general his future training and field experience should place sufficient stress on the CI and PI fields to avoid the career confinement of strict CA specialization.

b. His next assignment would be a normal field tour in Mexico City. Upon return from that assignment, he would receive up to six months training to be followed by an assignment to the CA Staff (or the organizational successor thereof). One of his primary undertakings in the CA Staff would be to develop what might best be termed "ideological warfare" (e.g., a search for basic ideas and concepts with wide appeal) as opposed to the normal propaganda approach (e.g., a running debate on current events).

RICHARD M. BISSELL, JR.
Deputy Director
(Planes)

cc: ASIA (Pine)
Attn: Panel A
Mr. Phillips
Thru C/W H
-OP/RAD

SECRET
SECRET

1 June 1961

MEMORANDUM FOR: Chief, Finance Division
FROM: Chief, WH/L/Support
SUBJECT: Premium Pay

Due to the recent reduction in heavy workload requirements, the following employees are no longer entitled to Premium Pay. It is requested that this entitlement be discontinued effective o.o.b. 10 June 1961. The salaries are chargeable to Allotment #535-5000-8C21.

BROWN, Favel S.
CARTWRIGHT, Cecil J.

KENT, William M.
MORALES, David S.
MURRAY, William J.

PHILIPS, David A.
REYNOLDS, Robert

Distribution:
2 - Chief, Finance Division (as. employee)
2 - Director of Personnel (as. employee)
### REQUEST FOR PERSONNEL ACTION

**Previous Assignment**

- **Org. Designation Code**: [Code]
- **Location of Official Station**: [Station Code]

**Present Assignment**

- **Org. Designation Code**: [Code]
- **Location of Official Station**: [Station Code]

**Source of Request**

- **Authorized By**: [Signature]
- **Approved By**: [Signature]

**Clearances**

- **Signature**: [Signature]

**Staffing Complement Change**: [Signature]

**Form No. 1152**

**Date**: 13-04-20
## RE
### FOR PERSONNEL ACTION

### PREVIOUS ASSIGNMENT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>0164</td>
<td>OFFICE</td>
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### ACTION

#### EXCEPTED APPOINTMENT

<table>
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<tr>
<th>Code</th>
<th>Type of Employee</th>
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</thead>
<tbody>
<tr>
<td>05</td>
<td>REGULAR</td>
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</tbody>
</table>

### PRESENT ASSIGNMENT

#### SOURCE OF REQUEST

A. Requested by Name and Title: DDP WH DIVISION
B. For Additional Information Call (Name & Telephone Ext.): John Washinco X8242

### CLEARANCES

#### Remarks

*See DIR 10716 (OUT 03537) released by DDP on 16 January 1960. Proposed EOD date is 22 February 1960.*
OFFICE OF PERSONNEL

REIGNITION

For the Following Reason:

Signature

Last Working Day Will Be 3: 27: PH RD

This Date (Date of Signature)

Forward Communications, Including Salary Checks And Pensions, To The Following Address (Number, Street, City, Zone, State):

[Handwritten text]

[Signature]
Office Memorandum  
TO: File  
FROM:

S U B J E C T: PHILLIPS, DAVID A.

Effective date of CA is 19 Aug 1958, per Mr. Toomey, x2823.
This time is creditable for LOB only, per Mr. Stevens.

Mr. Phillips was same as independent contractor, per Lyle Miller, x3039.

[Signature]
David Phillips

To Mr. Warko -

Phillips is presently contact lens.
and (or) staff employee

DOP. approval for briefe view Cuba.
will be here to (red and mark)

W+I. has already contacted (cuban)
and they will prepare clearance, subject
as poly.

Kennedy (manuscript) has copies of 89 (on
Phillips's wife (or children)). He says
we (or) ten on duty, but will
be subject to medical under our

Phillips will be in (of both) men.
for 50+ and will be here poly at
that time (1:00 pm)

Peter (manuscript) 2-6-60.

3-8-60.
REQUEST FOR SECURITY CLEARANCE

NAME (LAST : FIRST - MIDDLE) (18 - 80) 

POSITION TITLE 

POSITION NUMBER (81 - 99) OCCUP. CODE (67 - 68) 

LOCATION (CITY, STATE, COUNTRY) 

ASSIGNMENT (OFFICE, DIVISION, BRANCH) 

T-T-D 

EQUIPMENT No. 

TYPE OF APPLICANT 

CONVERSION AT (ION IF OTHER, SPECIFY) 

NAME OF PERSONALED OFFICIAL 

TYPE OF ASSIGNMENT AND FUNDS 

CONTRACT or PER 

CAREER REQUIRED 

ATTACHMENTS 

PERSONAL HISTORY STATEMENT APPENDIX II 

PHOTOGRAPH 

APPENDIX III 

REPORT FOR WAIVER 

RECRUIT. CODE (69-64) 

REQUEST FOR CLEARANCE (91) 

VETERANS STATUS 

MALE - VETERAN 

FEMALE - VETERAN 

MALE - NIN-VETERAN 

FEMALE - NIN-VETERAN 

PLEASE VERIFY 

Mr. Hochino, RH Division, advises that Mr. Osborne (Office of Security) has indicated that subject would be granted immediate security clearance, subject to policy. 

Former Staff Employee. Your Case #10696. 

Presently Contract Agent. 

HAND CASH Y 

0 50 

0 07F 

SPACE BELOW FOR OS USE ONLY 

FORM NO. 377 USE PREVIOUS 

SECRET
<table>
<thead>
<tr>
<th>TO:</th>
<th>DATE</th>
<th>OFFICER’S INITIALS</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>2.</td>
<td></td>
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<td>3-14-60</td>
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<td>3.</td>
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<td>1/27 RG</td>
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<td>7.</td>
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<td>Per his conversation with WH/Pers on 22 Jan 60.</td>
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<td>8.</td>
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<td>15.</td>
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</table>

Please coordinate with Mr. Phillips.
<table>
<thead>
<tr>
<th>TO: (Officer designation, room number, and building)</th>
<th>DATE</th>
<th>OFFICER'S INITIALS</th>
<th>COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEA/B &amp; P</td>
<td>8/2</td>
<td></td>
<td>Employee to be following:</td>
</tr>
<tr>
<td>NEA/ENG</td>
<td></td>
<td></td>
<td>Security debriefing</td>
</tr>
<tr>
<td>NEA/PERSONNEL</td>
<td>May 1</td>
<td>730</td>
<td>Finance</td>
</tr>
<tr>
<td>CS/CS PANEL (Section A) 21001</td>
<td>13/5</td>
<td></td>
<td>Togethers</td>
</tr>
<tr>
<td>C.P.D</td>
<td>9/15 August</td>
<td></td>
<td></td>
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<tr>
<td>OFFICE OF PERSONNEL</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2102-S</td>
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</tbody>
</table>

In your signature

Date: 6 August 1958

Initials:

F. Kennard

[Handwritten notes and signatures]
<table>
<thead>
<tr>
<th>FROM: NEA/ADM/Personnel 1103 I Bldg #8671</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TO: (Office designation, room number, and building)</th>
<th>DATE</th>
<th>OFFICER'S INITIALS</th>
<th>COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)</th>
</tr>
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<tbody>
<tr>
<td>1. NEA/B &amp; F</td>
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<td>4.</td>
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<td></td>
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<tr>
<td>5. NEA/PERSONNEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. CNEA approved by DC NEA 9/29/57</td>
<td></td>
<td></td>
<td>Please attach current fitness report. Most recent report for period February through September 1957 is in file. Shortly after this period another new report for TOV with NEA.</td>
</tr>
<tr>
<td>7. WE DIVISION</td>
<td>23/MAY/22/57</td>
<td></td>
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<td>8.</td>
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<td></td>
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<tr>
<td>9. CS/CS PANEL (Section A) 2309</td>
<td>MAY/25/57</td>
<td></td>
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<tr>
<td>10. PEO</td>
<td>12/6/57</td>
<td></td>
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<tr>
<td>11. DT OFFICE OF PERSONNEL</td>
<td>16/JUN/26/57</td>
<td></td>
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<tr>
<td>12. CPO PNDN 16/16/C</td>
<td>26/JUN/26/57</td>
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<tr>
<td>15. CONC PT PERSONNEL DIVISION</td>
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**SECRET**

*WHEN FILLED IN*

## REPORT OF SEPARATION

<table>
<thead>
<tr>
<th>1. NAME LAST</th>
<th>2. DATE OF BIRTH</th>
<th>3. JOB TITLE</th>
<th>4. GRADE</th>
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<tbody>
<tr>
<td></td>
<td>10/31/22</td>
<td>Ops Officer (EF)</td>
<td>55-14</td>
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<table>
<thead>
<tr>
<th>5. OFFICE</th>
<th>6. DIVISION</th>
<th>7. BRANCH</th>
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<tbody>
<tr>
<td>DDP/NSA</td>
<td>DDP/NSA</td>
<td>Egypt &amp; Arab States Bf.</td>
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<table>
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<tr>
<th>8. LONGETIVITY COMPUTATION DATE</th>
<th>9. DATE OF RESIGNATION</th>
<th>10. SEPARATION CATEGORY</th>
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<tr>
<td>4/1/88</td>
<td>13 Aug 58</td>
<td>1,13,00,4,1</td>
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<table>
<thead>
<tr>
<th>11. DATE EXIT INTERVIEW</th>
<th>12. NAME OF EXIT INTERVIEW</th>
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</table>

**REMARKS**

To enter Private Business

This is for record only
No exit interview conducted

14. [ ] 19 [ ] 19 NOT RECOMMENDED FOR RE-EMPLOYMENT
16. [ ] 19 [ ] 19 NOT RECOMMENDED FOR RE-EMPLOYMENT

**SIGNATURE OF SUPERVISOR**

**SIGNATURE OF PLACEMENT OFFICER**

**SIGNATURE OF PERSONNEL RELATIONS OFFICER**

---

*SECRET*
Office Memorandum • UNITED STATES GOVERNMENT

TO: The record
FROM: CFD (Staff Agent Branch)
SUBJECT: 

1. This is certification that during the Personnel interview with Mr. (name redacted) on 7 Aug 58 he specifically stated that he did not want an SP-8 (Unemployment Compensation Program) sent to the DDP/HEA Division.

2. Subject coordinated with CCB 7 Aug 58 re: retirement (all services were being combined and sent to the CSC).

3. Subject had intention of checking B & C re: Hospitalization, Mutual Insurance & Conversion of PBGLI.
11 August 1958

I receive from Central Bedlegision Agency

[Signatures]

31 August, 1958

Dear Mr. John,

USDI WASHINGTON ST.
FORT WORTH, TEXAS
<table>
<thead>
<tr>
<th>Date Prepared</th>
<th>6-6-28</th>
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</table>

**REQUEST FOR PERSONNEL ACTION**

**PREVIOUS ASSIGNMENT**

<table>
<thead>
<tr>
<th>Code</th>
<th>2</th>
<th>15. Location Of Official Station</th>
<th>Station Code</th>
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<tbody>
<tr>
<td></td>
<td>2</td>
<td>OGS, OFFICER (PM)</td>
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<td></td>
<td>BSP 8177</td>
<td>G3</td>
<td>0160</td>
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<tr>
<th>Code</th>
<th>21. Grade &amp; Step</th>
<th>22. Salary Or Rate</th>
<th>23. SD</th>
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<tr>
<td></td>
<td>14</td>
<td>11,852.00</td>
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<th>24. Date Of Grade</th>
<th>25. Pay Due</th>
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<td>9-30-31-21</td>
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**ACTION**

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<td>8-11-31</td>
<td>55</td>
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**PRESENT ASSIGNMENT**

<table>
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<tr>
<th>Code</th>
<th>31. Organizational Designations</th>
<th>32. Location Of Official Station</th>
<th>Station Code</th>
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**SOURCE OF REQUEST**

- A. Requested By (Name And Title): FRANK J. DEWAL, JR., USA/SS/PERSONNEL
- B. For Additional Information Call (Name & Telephone Ext.): Shirley M. Ryan ext. 641

**CLEARANCES**

<table>
<thead>
<tr>
<th>Clearance</th>
<th>Date</th>
<th>Clearance</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>A. Conv. Board</td>
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<td>B. Pat. Control</td>
<td></td>
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<tr>
<td>C. Classification</td>
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<tr>
<td>Remarks</td>
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</table>

*See reverse side.*

**SECRET**
SECRET

RENTATION

Reason For The Following Reason:

ENTER PRIVATE BUSINESS

My Last Working Day Will Be

Oct 13 1958

This Date (Date Of Signature)

Signature [Signature]

Forward Communications, Including Salary Checks And Books, To The Following Address (Number, Street, City, Zone, State):

1234 WASHINGTON - FORT WORTH, TEXAS

SECRET
**REQUEST FOR PERSONNEL ACTION**

**REQUESTING OFFICE**: Fill in items 1 through 12 and A through D except 68 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME</td>
<td>Mr. - Miss - Mrs. - One given name, initial(s), and surname</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>31 Oct. 1922</td>
</tr>
<tr>
<td>3. REQUEST NO.</td>
<td>16 May '57</td>
</tr>
<tr>
<td>4. DATE OF REQUEST</td>
<td>30 Apr. 1957</td>
</tr>
<tr>
<td>5. EFFECTIVE DATE &amp; APPROVED</td>
<td>16 May '57</td>
</tr>
<tr>
<td>6. POSITION</td>
<td>Reassignment (Str. Ctrl.)</td>
</tr>
<tr>
<td>7. NATURE OF ACTION REQUESTED</td>
<td>A. Personnel (Specify whether appointment, promotion, separation, etc.)</td>
</tr>
<tr>
<td>8. SERVICE, GRADE, AND SALARY</td>
<td>GS-0136.31-14 $10,535.00 p.a.</td>
</tr>
<tr>
<td>9. ORGANIZATIONAL DESIGNATIONS</td>
<td>DDP/NEA Egypt and Arab States Branch Project FAKATTE</td>
</tr>
<tr>
<td>10. HEADQUARTERS</td>
<td>Havana, Cuba</td>
</tr>
<tr>
<td>11. FIELD OR DEPARTMENT</td>
<td>X</td>
</tr>
<tr>
<td>12. REMARKS</td>
<td>(Use reverse if necessary)</td>
</tr>
</tbody>
</table>

**FEDERAL EMPLOYEE**:

- **Title**: Ops. Off. (PP)
- **Position**: BAF 125
- **Organization**: DDP/NEA
- **Location**: Havana, Cuba
- **Signature**: [Signature]

**REQUEST APPROPRIATELY**

- **By**: J. Heeter, NEA/ADM/PERSONNEL
- **Date**: [Date]

**VETERAN PREFERENCES**

- **Type of Service**: [Type of Service]

**HELPFUL INFORMATION**

- **Address**: 1234 Main St., Anytown, USA
- **Phone**: [Phone Number]

**APPROVED**

- **By**: Louis W. Martens
- **Date**: 16 Jul 1957
## Request for Personnel Action

**UNCLASSIFIED**

**Requesting Office:** Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.

**Effective Date:**
- **From:** Ops Officer (PP) EAF-125
- **To:** Ops Officer (PP) EAF-125
- **Comments:** SFDP Branch III Havana, Cuba

### Remarks
- **Used in lieu of SFQ**

### Position Classification Action
- **SFDP:**
  - **CS:** 7-1689
  - **SD:** 6240 DP

### Appropriation
- **From:** E-3528-55-355
- **To:** Base

### Clearances
- **In:**
  - **A:**
  - **B:**
  - **C:**
  - **D:**
  - **E:**
  - **F:**

**Signature:**

**Date:** 7 May 1956

**Approved:**

**CIA FPO Station:**

**CIA HO:**

**CIA SO:**

**CS:**

**E:**

**F:**

**G:**

**H:**

**I:**

**J:**

**K:**

**L:**

**M:**

**N:**

**O:**

**P:**

**Q:**

**R:**

**S:**

**T:**

**U:**

**V:**

**W:**

**X:**

**Y:**

**Z:**
REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 8B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss., Mrs. - Given name,中间 initial, and surname) 2. DATE OF BIRTH 3. REQUEST NO. 4. DATE OF EFFECTIVE ACTION

31 Oct 1952 16 Jan 56

5. TYPE OF ACTION REQUESTED:
A. PERMANENT CHANGE OF STATION
B. PERSONNEL ACTION (Specify whether appointment, promotion, separation, etc.)
C. OTHER LEGAL AUTHORITY
6. POSITION (Specify whether establish, change grade or title, etc.)

Excepted Appointment (Staff Agent)

7. POSITION TITLE AND NUMBER 8. SERVICE, RANK, AND SALARY

Ops Officer (PP) BAP-25 GS-0136.31-41b $10,320.00 p.a.

DOD AIR

Havana, Cuba.

9. FIELD 10. ORGANIZATIONAL DESIGNATION 11. HEADQUARTERS

FEB 1956

x 19. FIELD OR DEPARTMENTAL

12. REMARKS (Use reverse if necessary)

13. VETERAN PREFERENCE

14. POSITION CLASSIFICATION ACTION

15. APPROPRIATION

16. SLA/HIRE FROM: TO: 20-5396-55-055

17. SUBJECT TO C.S. RETIREMENT ACT (YES/NO)

18. DATE OF APPOINTMENT/REVOCATION (ACCESSION ONLY)

19. LEGAL RESIDENCE

20. STANDARD FORM 31 REMARKS

21. CLEARANCES

22. INITIAL OR SIGNATURE

D/E/F/G/H/I/J/K/L/M/N/O/P/Q/R/S/T/U/V/W/X/Y/Z

23. REMARKS

Approved JAN 9 1956

APPROVED

24. CONTROLLER PERSONNEL UNIT

FEB 7 1956

Applicant Service
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 - One given name, initial(s), and surname)  
   Mrs. David A. Phillips

2. DATE OF BIRTH  
   31 Oct 1922

3. REQUEST NO.  
   20

4. DATE OF REQUEST  
   16 Jan 1956

5. NATURE OF ACTION REQUESTED:  
   Resignation

6. POSITION (Specify whether establish, change grade or title, etc.)  
   Ops Officer  
   IB-229

7. SERVICE, GRADE, AND SALARY  
   05-0136, 22-12  
   $10,320.00 per

8. ORGANIZATIONAL ASSIGNMENTS  
   DDP/TP Operations Staff  
   Information Coordination Division  
   Office of the Chief  
   Washington, D.C.

9. POSITION TITLE AND NUMBER  
   Ops Officer

10. FIELD OR DEPARTMENTAL  
   Field

11. FIELD OR DEPARTMENTAL  
   Departmental

12. REMARKS (Give reason if necessary)  
   Concurrent with Mr. Senior's promotion to Chief of Staff.

B. REQUEST APPROVED BY  
   [Signature]

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)  
   [Name and Telephone]

D. REQUEST APPROVED BY  
   [Signature]

13. VIETNAM PREFERENCE  
   X 182677

14. POSSESSION CLASSIFICATION ACTION  
   [Classification]

15. 18 17 APPROPRIATION  
   [ Appropriation]

16. 18 SUBJECT TO C.S. RETIREMENT ACT (YES-NO)  
   [YES-NO]

17. DATE OF APPOINTMENT EFFECTIVE (ACCESSION ONLY)  
   [Date]

18. LEGAL RESIDENCE  
   CLAIMED  PROVED

19. STANDARD FORM 50 REMARKS  
   [Remarks]

20. CLEARANCES  
   [Clearance]

21. INITIAL OR SIGNATURE  
   [Signature]

22. DATE  
   [Date]

F. APPROVED BY  
   [Signature]

Approved by:  
[Signature]

**Remarks**

- [Signature]

- [Signature]

- [Signature]
**REQUEST FOR PERSONNEL ACTION**

**REASSIGNMENT (CORRECTION)**

<table>
<thead>
<tr>
<th>FROM</th>
<th>POSITION TITLE AND NUMBER</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramilitary Off. BW-156</td>
<td>GS-0136.11-14 5600 p/a</td>
<td>DDP/PP Operations Staff</td>
</tr>
<tr>
<td>DDP/PP Operations Staff</td>
<td>GS-0136.31-14 3200 p/a</td>
<td>Information Coordination Div.</td>
</tr>
<tr>
<td>Office of the Chief</td>
<td></td>
<td>Office of the Chief</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td></td>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

**To correct allotment number shown in action effective 14 Aug '55**

---

**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 date on reverse.

- **NAME**: Mr. David A. Phillips
- **DATE OF BIRTH**: 31 Oct '22
- **REQUEST NO.**: 4
- **DATE OF REQUEST**: 16 Sept '55

**POSITION**: (Specify a number established, change grade or title, etc.)

- From: Para-military Off. BW-156
- To: Ops Officer BW-229

**SERVICE, GRADE, AND SALARY**

- From: GS-0136.11-14 5600 p/a
- To: GS-0136.31-14 3200 p/a

**OTHER PERSONNEL INFORMATION**

- For additional personnel information (name and telephone extension)
- Frances A. Taylor - x-8606

**VETERAN PREFERENCE**

- **VETERAN PREFERENCE**: 1

**POSITION CLASSIFICATION ACTION**

- **SD:DP**

**APPROVED**: SEP 21 '55

**PP/Service Branch**
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 -- Use given name, initials, and surname)
   DAVID PHILLIPS

2. DATE OF BIRTH
   31 Oct. 1922

3. REQUEST NO.
   1

4. DATE OF REQUEST
   1 July 1955

REASSIGNMENT

5. NATURE OF ACTION REQUESTED
   Reassignment

6. POSITION (Specify whether establish, change grade or title, etc.)
   Paramilitary Off. BW-156
   G3-0136.11-14 $9600 p/a

7. ORIGINATING OFFICE
   DDP/FP Operations Staff
   Office of the Chief
   Washington, D.C.

8. OPERATIONAL DESIGNATIONS
   Ops Officer BW-229
   GS-0136.31-14 $10,920

9. ORGANIZATIONAL DESIGNATIONS
   DDP/FP Operations Staff
   Information Coordination Div.
   Office of the Chief
   Washington, D.C.

10. FIELD OR DEPARTMENTAL
    X

For record purposes only

11. VETERAN PREFERENCE
    NONE

12. SEX
    M

13. STANDARD FORM 50F REMARKS

14. POSITION CLASSIFICATION ACTION

15. SD-DP

16. CLEARANCE

17. INITIAL OR SIGNATURE

18. DATE

19. REMARKS

20. LEGAL RESIDENCE

A

B

C

D

E

F

APPROVED

FRANCES A. TAYLOR, X 8606

14 Aug 55

1. Approved Jul 14 1955

2. PJ-Career Service

3. PX.

4. For additional information call (Name and telephone extension)

5. VETERAN PREFERENCE

6. SEX

7. STANDARD FORM 50F REMARKS

8. CLEARANCE

9. INITIAL OR SIGNATURE

10. DATE

11. REMARKS

12. LEGAL RESIDENCE

13. SD-DP

14. POSITION CLASSIFICATION ACTION

15. ORGANIZATIONAL DESIGNATIONS

16. ORIGIATING OFFICE

17. OPERATIONAL DESIGNATIONS

18. ORIGINATING OFFICE

19. ORGANIZATIONAL DESIGNATIONS

20. POSITION CLASSIFICATION ACTION

A

B

C

D

E

F

APPROVED

FRANCES A. TAYLOR, X 8606

14 Aug 55
SECRET

REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION

2. NAME: Phillips, David A.
   2a. LOST/STATION (A) (B) (C) (D)
   2b. AGENCY/DEPARTMENT
   2c. ORGANIZATIONAL ASSIGNMENT
   2d. POSITION TITLE (AND GRADE)
   2e. PERSONNEL DIVISION

3. SUSPENSE DATE (10 WORKING DAYS):

4. THE MEDICAL OFFICE IS REQUESTED TO CHECK THE DESIRED ACTION, ATTACHING THE ORIGINAL COPY OF THIS FORM TO THE APPROPRIATE PERSONNEL DIVISION NO LATER THAN THE SUSPENSE DATE INDICATED IN ITEM NO. 3.

A [ ] Approve processing
B [ ] Hold pending receipt of additional medical information (form letters attached)
C [ ] Request pre-employment medical examination
D [ ] rejected for medical reasons

5. Remarks:

6. Signature:

CONFIDENTIAL

REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION

Phillips, David A.
DOD/PP
Paramilitary Off. GS-14

2. NAME: Phillips, David A.
   2a. LOST/STATION (A) (B) (C) (D)
   2b. AGENCY/DEPARTMENT
   2c. ORGANIZATIONAL ASSIGNMENT
   2d. POSITION TITLE (AND GRADE)
   2e. PERSONNEL DIVISION

3. SUSPENSE DATE (10 WORKING DAYS):

4. THE MEDICAL OFFICE IS REQUESTED TO CHECK THE DESIRED ACTION, ATTACHING THE ORIGINAL COPY OF THIS FORM TO THE APPROPRIATE PERSONNEL DIVISION NO LATER THAN THE SUSPENSE DATE INDICATED IN ITEM NO. 3.

A [ ] Approve processing
B [ ] Hold pending receipt of additional medical information (form letters attached)
C [ ] Request pre-employment medical examination
D [ ] rejected for medical reasons

5. Remarks:

6. ADDITIONAL MEDICAL INFO ON: (4-6-55)
REQUEST FOR SECURITY CLEARANCE

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>Phillips, David Atlas</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION TITLE</td>
<td>Paramilitary Off. PP SW-156-1b</td>
</tr>
<tr>
<td>LOCATION CODE</td>
<td>05-1b</td>
</tr>
<tr>
<td>DDP/PP</td>
<td>Operations Staff</td>
</tr>
<tr>
<td>GEOGRAPHIC DESIGNATION CITY AND STATE OR COUNTRY</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>TYPE OF EMPLOYEE</td>
<td>REGULAR</td>
</tr>
<tr>
<td>FUND</td>
<td>FULL</td>
</tr>
<tr>
<td>TYPE(S) OF SECURITY CLEARANCE REQUESTED</td>
<td>SECRET</td>
</tr>
<tr>
<td>AVAILABLE DATE DEPLOYMENT</td>
<td>DATE CLEARANCE DATE EMPLOYED</td>
</tr>
<tr>
<td>4C</td>
<td></td>
</tr>
<tr>
<td>MARINES</td>
<td>NAVY</td>
</tr>
<tr>
<td>REMARKS:</td>
<td>NO CLEAR</td>
</tr>
</tbody>
</table>

Attachments:
- 1 (SC) 1 (off)
- Appendix 4-II-1
- Photos: 5-10-1

Director: Personnel (Signature)
<table>
<thead>
<tr>
<th>TO</th>
<th>ROOM NO</th>
<th>DATE</th>
<th>OFFICER'S INITIALS</th>
<th>TELEPHONE</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>CS/CS P</td>
<td>2001</td>
<td>3/13</td>
<td>3/2</td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Grassell</td>
<td></td>
<td>3/13</td>
<td>3/2</td>
<td></td>
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<tr>
<td>3.</td>
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<td></td>
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<tr>
<td>L. Ford</td>
<td></td>
<td>3/17</td>
<td>3/17</td>
<td></td>
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<tr>
<td>4.</td>
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<tr>
<td>P. RD Curie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Do suggest we appeal an analogy of C.K./CS P and Circuits in brief sheet for the info of all members.

2 & 3 agree.
REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 68 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

L. NAME: (Mr.-Miss-Mrs.—One given name, initial(s), and surname) 1. DATE OF BIRTH 2. REQUEST NO. 3. DATE OF REQUEST

Mr. David Atlee Phillips 31 October 1922 3 Feb. '55

B. TYPE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
B. EXCEPTED APPOINTMENT
C. POSITION (Specify whether establish, change grade or title, etc.)

EXCEPTED APPOINTMENT

FROM:

TO:

Paramilitary Off. 14
EB BN-156

GS-0136.11-14 $9500 p/a
P&F
DDE/EB Operations Staff
Office of the Chief
Washington, D.C.

A. REMARKS: (Use reverse if necessary)
For slotting purposes only pending approval of new T/O

John S. Baker, C/PP

C. REQUEST APPROVED BY

Signature

Career Service: PP

F. APPROVED BY

Signature

10-47529-3
<table>
<thead>
<tr>
<th>TO</th>
<th>ROOM NO</th>
<th>DATE</th>
<th>OFFICER'S INITIALS</th>
<th>TELEPHONE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/PP</td>
<td>2032 K</td>
<td>7 Feb 55</td>
<td></td>
<td></td>
<td>Contract was due terminated effective April 25</td>
</tr>
<tr>
<td>CS/FP</td>
<td></td>
<td>29 Feb 55</td>
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<td></td>
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<tr>
<td>PP/CMO</td>
<td>2436</td>
<td>29 Feb 55</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3854, Dwight,

Per our telephone conversation, I feel that our present setup should provide for the review of such cases from the point of view of:

(a) Bring someone into this grade level
(b) Whether the person's background

I have spoken with Mr. S. Such review could be handled by the responsibility of the C&I or the Functional Real Estate. The latter seems to make most sense.

Could you review this one in PP and F-7 and then review and let me know how you feel about the policy question?
MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for

Signed

1. Effective 15 December 1957, subject individual's equalization allowance is decreased from $990 to $555 per annum due to a decrease in the cost of living at subject's post as compared with Washington, D.C.

2. All other terms and conditions of the original authorization remain in full force and effect.

Signed
Louis W. Armstrong
Chief, Contract Personnel Division

Distribution:
Orig. and 1 - Addressee
2 - NEA Division
3 - CPD

OP/CPD:HSurles:ahw (9 Dec 57)
MEMORANDUM FOR: Chief, Contract Personnel Division
ATTENTION: 
FROM: Deputy Director of Security (Investigations and Support)
SUBJECT: 

1. Reference is made to the memorandum dated 18 June 1957 in which a covert security clearance was requested to permit the Subject's conversion from an Ops Officer (FP), GS-11, DDP/MI, Branch III, Havana, Cuba, to an Ops Officer (PE), GS-11, DDP/MEA, Egypt and Arab States Branch, Project FEAT/GER3.

2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1949 entitled, "Security and Operational Clearances," a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above. For administrative purposes only, this clearance is effective as of 15 June 1957.

3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented as, employees of CIA.

4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA Regulation 10-210. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.

5. This clearance becomes invalid in the event the Subject's services are not utilized within 60 days of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

[Signature]
Robert H. Cunningham

[Stamp] S-E-C-R-E-T
MEMORANDUM FOR: Chief, Special Security Division
FROM: Chief, Special Contracting, Allowances & Processing Staff, Wing 2F Curie Hall

Date: 18 June 1957

SUBJECT: (P); Your Number 40636

1. In compliance with paragraph four (4), your memorandum dated subject as above, clearance to cover the following proposed change in subject's status and/or use is hereby requested:

<table>
<thead>
<tr>
<th>Ops Officer (PP)</th>
<th>Position Title</th>
<th>Ops. Off (PP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-14</td>
<td>Grade &amp; Salary</td>
<td>GS-14</td>
</tr>
<tr>
<td>DDR/WE Branch III</td>
<td>Orgi: Designation</td>
<td>DDR/WEA</td>
</tr>
<tr>
<td>Havana, Cuba</td>
<td>Headquarters</td>
<td>Egypt &amp; Arab States Branch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project HETEA</td>
</tr>
</tbody>
</table>

2. Changes other than specified above:

Cover is Commercial
Case Officer: X3548

3. The proposed effective date of this change is: 18 June 1957 (for Financial and Administrative reasons).

Please phone verbal concurrence to Dot Kreinheder X3585

Verbal Concurrence granted by Mr. Hoben
21 June 57

SECRET
SECRET

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for

1. Effective 13 January 1957, subject individual's equalization allowance is decreased from $3780 to $3165 per annum due to a reduced cost of living index for subject's post.

2. All other terms and conditions of the original authorization remain in full force and effect.

SIGNED

RALPH S. POLLOCK
Chief, Contract Personnel Division

elt-28 Feb 57
Distribution:
Original and 1 to FD
2: WH Div
1: Subject File
1: Chrono File
1: Equal Allow File
1: my copy
SECRET

26 April 1987

MEMORANDUM FOR: Deputy Director for Investigations & Operational Support

THROUGH: Contract Personnel Division

SUBJECT: Charge of Pseudonym

REFERENCE: Memorandum for Deputy Director for Investigations & Operational Support, through, Contract Personnel Division, from this office, dated 26 April 1987

Due to a compromise, the pseudonym of [REDACTED] has been changed. Please refer to reference for new pseudonym.

/s/ J. C. KING
Chief, HRD

Distribution:
See
Receives
Sup.
Chambers - Statistics
Audience Staff
Sesltsion...88
Sta.
SECRET

26 April 1957

MEMORANDUM FOR: Deputy Director for Investigations & Operational Support

THROUGH: Contract Personnel Division

SUBJECT: New Pseudonym

REFERENCE: Memorandum for Deputy Director for Investigations & Operational Support, through, Contract Personnel Division, from this office, dated 26 April 1957

The pseudonym of subject of reference has been changed to

David Phillips

J. C. KINJ
Chief, WHO

SECRET
MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for

1. Effective 7 October 1956, subject individual's equalization allowance is increased from $3670 to $3730 per annum.

2. All other terms and conditions of the original authorization remain in full force and effect.

RALPH S. POLLOCK
Chief, Contract Personnel Division
MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance for

1. Subject individual is authorized an equalization allowance at the rate of $950 per annum upon his arrival at

2. All other terms and conditions of the original authorization remain in full force and effect.

Louis W. Armstrong
Chief, Contract Personnel Division

Distribution:
Orig. and 1 - FD
2 - NEA
1 - Subject File
1 - Equal Allow File
1 - Chrono
1 - Extra

nih - 2 July 1957
CLASSIFIED MESSAGE

TO: HAVANA, CUBA

FROM: DIRECTOR

INFO: FI/ADMIN, FI/R1 2, OP Q 3/C 2

DIR 46835 (OUT 67172) 21/62 8 FEB 56

TO: HAVANA

IB: DIR 30629 (OUT 86720)

David Philips

ARR HAVANA 1140 HRS 9 FEB PAA 436 WITH FAMILY.

END OF MESSAGE
Office Memorandum

TO: Chief, Contract Personnel Division  
FROM: Deputy Director of Security (Investigations and Support)  

DATE: MAR 20 1955

SUBJECT: Philips Movement

1. Reference is made to your request dated 30 January 1956 for a Covert Security Clearance to permit appointment of subject to Staff Agent/Operations Officer at Havana, Cuba.

2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1953 entitled, "Security and Operational Clearances," a covert security clearance is granted for the covert use of the subject, as described in your request as set forth in paragraph 1 above. This will confirm the Covert Security Clearance granted telephonically to Mr. Ken Wambold, SPF X-3545 on 26 January 1956.

3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented, as employees of CIA.

4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA regulation 10-210. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.

5. This clearance becomes invalid in the event the subject's services are not utilized within 60 days of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY

[Signature]

SECRET
REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MI)

OPERATING OFFICER (OP)

LOCATION (CITY, STATE, COUNTY)

BIRTHDATE: 31 Oct 1922

TYPE OF APPLICANT:

MILITARY

DATE OF ASSIGNMENT:

REQUEST DATE: 20 Jan 1956

YEAR OF BIRTH:

31 Oct 1922

TYPE OF CLEARANCE REQUIRED:

SECRET

VETERANS STATUS:

MAY, NON-VETERAN

REMARKS:

Security #0696

This approval granted by next. Players.

Space below for so use only

SECRET

377
**Classification:**

**Date:** 021 08/12/A/N 3 MAY 57

**To:** DIRECTOR

**From:**

**Action:** NEA 6

**Info:** FI/OPS 2, FI/RI 2, FD. 3, OP 2, S/C 2

<table>
<thead>
<tr>
<th>ROUTING</th>
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<tbody>
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<td>4</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
</tr>
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</table>

**Routing:** MAY 3 1231Z 57

**Routine:**

**In:** 30032

**To DIR INFO**

**Pecate**

**Philly**

**AND FAMILY ARRIVED 30 APRIL.**

**End of Message**
TO: DIRECTOR
FROM: HAVANA
ACTION: WH 5
INFO: FI/OPS 2, FI/RI. 2, NEA 4, OP 2, S/C 2

PRITY DIR INFO: 
ADMIN

AND FAMILY DEPARTED HAVA CUBANA FLIGHT
998 0800 HOURS 29 APR ETA 2100 HOURS 30 APR TIME
PAA FLIGHT 

END OF MESSAGE
**SECRET**

### BIOGRAPHICAL PROFILE (PART 1)

#### PERSONAL DATA
- **Name:** David Allen
- **Date of Birth:** 31 Oct 1922
- **Social Security Number:** 444-00-1234
- **Place of Birth:** Washington, D.C.
- **Marital Status:** Single
- **Educational Background:**
  - 1944-45 Military Service, USMC, S/Sgt
  - 1949-51 "The South Pacific Hall" (Newspaper), Santiago, Chile, - Own-Editor-Publisher
  - 1950-51 College of William & Mary, Williamsburg, VA - Drama, English
  - 1951-52 Texas Christian University, Ft Worth, Texas - Drama, English
  - 1953 Univ of Chile, Santiago, Chile - Spanish

#### FOREIGN LANGUAGE PROFICIENCY
- French, Italian, Spanish

#### AGENCY EMPLOYMENT
- 1953 Reading Improvement
- 1954 CDS Student
- 1959 Staff Sergeant, Cont. Surv.
- 1969 Portuguese

#### OCCUPATIONAL HISTORY

<table>
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<tr>
<th>Effective Date</th>
<th>Position Title</th>
<th>Occupational Experience</th>
<th>Location</th>
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<td>Contract Agent</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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<tr>
<td>Apr 1955</td>
<td>Contract Agent</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
</tr>
<tr>
<td>Feb 1956</td>
<td>Opn Officer</td>
<td>1951-53 Contract Agent</td>
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</tr>
<tr>
<td>Apr 1957</td>
<td>Opn Officer</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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<td>Jan 1958</td>
<td>Opn Officer</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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<tr>
<td>Dec 1958</td>
<td>Opn Officer</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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<tr>
<td>Jun 1959</td>
<td>Chief of Station</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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<tr>
<td>Oct 1959</td>
<td>Chief of Station</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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<tr>
<td>Jan 1960</td>
<td>Chief of Station</td>
<td>1951-53 Contract Agent</td>
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<tr>
<td>May 1961</td>
<td>Chief of Station</td>
<td>1951-53 Contract Agent</td>
<td>WI</td>
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**SECRET**
**PHILLIPS, David Atlee**

<table>
<thead>
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<th>DATE OF BIRTH</th>
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### IB. CIA EMPLOYMENT HISTORY SINCE 10 SEPT. 1973 (Personnel Actions, Military Orders, and Principal Details) (Cont'd.)

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<tr>
<th>EFFECTIVE DATE</th>
<th>POSITION TITLE &amp; OCCUPATIONAL CODE</th>
<th>GRADE</th>
<th>ORGANIZATION &amp; ORGAN TITL &amp; FLD AREA</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Jun 1973</td>
<td>0001.10</td>
<td>17 F</td>
<td>DC/Chief, WI Division</td>
<td>Eq</td>
</tr>
<tr>
<td>Dec 1973</td>
<td>0001.10</td>
<td>18 B</td>
<td>&quot;</td>
<td>Eq</td>
</tr>
</tbody>
</table>

**DATE DELETED**

1 Jun 1974

**PROFILE REVIEWED BY**

[Signature]

[Date]
SECRET

BIOGRAPHIC PROFILE (PART 2)

PHILLIPS, David Atlee

31 Oct 1922

13 Photograph

ADDITIONAL INFORMATION

Awards:

1955 Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom during the period Jan - Jul 1955.

Commendation 1961 from DOG for loyal and devoted performance while serving with JI."

1964 Intelligence Medal of Merit for outstanding dedication and devotion to the cause of freedom.

Appreciation 1962 from U3 Ambassador, Mexico City conveying President Kennedy's thanks to Embassy Staff who contributed to success of his Mexican visit.


Commendation 1964 from the ICI for especially meritorious service during the past year by members of the

Commendation from DOG for services rendered during the crisis while TDY in the

Station

Appreciation 1969 from to Deputy Director, Voice of America, USA, for subject's able and effective representation of the United States during turbulent events in the country three years ago.

Appreciation 1969 from OCB for tripping the DO Base Chiefs' Conference - 17 Feb 1969.

DATE REVIEWED

5 Jun 1974

PROFILE REVIEWED BY

hms / cal

SECRET CL 1200 (PART 2) 010026 PROFILE

On the basis of a review of the records of the
the following action is to be taken on processing retirement documentation
for the person named above.

<table>
<thead>
<tr>
<th>TYPE RETIREMENT</th>
<th>CIVIL SERVICE</th>
<th>CIARDS</th>
<th>DATE</th>
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<tbody>
<tr>
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<td>OVERT LOCK-UP</td>
<td>COVERT SPECIAL</td>
<td>RETENTION OF AWARDS</td>
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<tr>
<td>Correspondence</td>
<td>OVERT</td>
<td>COVERT</td>
<td>THRU CCS</td>
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</tbody>
</table>

FINANCES

ANNUITY PAYMENTS SHOULD BE U.S. GOVT. CHECK OTHER (Payment instructions follow)
TAX DOCUMENTATION SHOULD BE CIA CSC OTHER (IF YOU FOLLOW)
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION YES NO INTERNAL TRANSFER

INSURANCE

FELGI OVERT COVERT MAINTAIN RECORDS INTERNALLY ONLY

TYPE OF HOSPITALIZATION CARD

AUTHORIZATION TO CONVERT INSURANCE YES CONVERSION MUST BE APPROVED BY CCS RESERVE

MEMBER OF CIVILIAN RESERVE YES NO OVERT COVERT

REMARKS

This section to be completed by Office of Security

Other instructions as follows:

No security objections to above.

Chief, Cover Support Branch
Cover & Commercial Staff
FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

PHILLIPS DAVID A 024345 41354523


EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

<table>
<thead>
<tr>
<th>NAME</th>
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<th>FUMGS OR-STEP</th>
<th>NEW SALARY</th>
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<tbody>
<tr>
<td>PHILLIPS DAVID A</td>
<td>024345</td>
<td>51 250 CF GS 18 1</td>
<td>$30,000</td>
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</table>
NOTIFICATION OF PERSONNEL ACTION

1. SOCIAL SECURITY NUMBER: 123-45-6789

2. NAME (LAST, FIRST, MIDDLE): Phillips David A

3. NATURE OF PERSONNEL ACTION: RETIREMENT (VOLUNTARY)

4. EFFECTIVE DATE: 12/31/75

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: VOL

7. CANCELLED CIVIL SERVICE NUMBER: 123-45-6789

8. LOCATION OF OFFICIAL STATION: WASH., D.C.

9. OFFICE OF THE CHIEF: Chief, LA Division

10. POSITION TITLE: LA Division Chief

11. POSITION NUMBER: CN51

12. GRADE AND STEP: GS-18-1

13. SERVICE DESIGNATION: DYY

14. CERTIFICATION: According to HR 25-23A(2), an employee will hold supergrade rank for such time as the Director may determine, regardless of the nature of the duties performed.

"IN ACCORDANCE WITH HR 25-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."
CGS: 28 DEC 73
SECRET

NOTIFICATION OF PERSONNEL ACTION

OFFICE OF THE CHIEF

PHILLIPS, DAVID A

PROMOTION

DATE

12 23 73
REGULAR

FUND

X

4135 4523 0001
50 USC 403 J

ORGANIZATIONAL DESIGNATIONS

12 LOCATION OF OFFICIAL STATION

OOO/WH DIVISION

WASH., D.C.

CHIEF WH DIVISION

OO01

12 CLASSIFICATION SCHEME:

0 + 0 + 7 + 1 + 3

14 OCCUPATIONAL SERIES

15 GRADE AND STEP

G S

18 PAY RATE

0001 10 18 1 36000

REMARKS

"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

ACTION CODE

10

OFFICE CODE

51050

STATION CODE

75013

DATE OF BIRTH

10 31 22

DATE OF GRADE

12 23 73

DATE OF SEPARATION

12 23 73

I O D DATA

SOCIAL SECURITY NO

DBP PREFERENCE

COHве

FEDERAL TAX DATA

STATE TAX DATA

PREVIOUS EMPLOYMENT

LCM

OTHER AUTHENTICATION

LO TED

12-31-75

SECRET

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME: PHILLIPS DAVID A
SERIAL: 024345
RANK: GS 17
STEP: 4
SALARY: $36,000

SECRET

EML: 17 JUL 73

NOTIFICATION OF PERSONNEL ACTION

OCE:

024345 PHILLIPS DAVID A
2030 COB 07.1.73 REGULAR
X 4155.4523 0001 50 USC 403 J

DDD/WH DIVISION
OFFICE OF THE CHIEF
WASH., D.C.

CHIEF, WH DIVISION
0001
0

CLASSIFICATION: GS 17 4
GRADE AND STEP: 0001 10

REM: WASH., D.C.

"IN ACCORDANCE WITH PR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

SIGNATURE OF AUTHORITY

POSTED
**NOTIFICATION OF PERSONNEL ACTION**

**OFFICE OF THE CHIEF, WH DIVISION, WASH., D.C.**

**LOCATION OF OFFICIAL POST**

**CLASSIFICATION SCHEDULE**

**OCCUPATIONAL SERIES**

**GRADE AND STEP**

**IN ACCORDANCE WITH HR 21-23-2, AN EMPLOYEE WILL HOLD SUPERIOR-RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED.**

**SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL**

**SIGNATURE OR OTHER AUTHENTICATION**

**POSTED**

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

<table>
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<tr>
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CERTIFICATION AND AUTHENTICATION
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE: [Signature]
DATE: 1/12/1972

☑️ NO CHANGE
☑️ ON PAY STATUS AT END OF WAITING PERIOD
☑️ LWOP STATUS AT END OF WAITING PERIOD
NOTIFICATION OF PERSONNEL ACTION

SERIAL NUMBER: 024345
NAME (LAST FIRST MIDDLE): PHILLIPS DAVID A

NATURE OF PERSONNEL ACTION: REASSIGNMENT

EFFECTIVE DATE: 08/14/72
CATEGORY OF EMPLOYMENT: REGULAR

REASON: V TO V
V TO CP
CP TO V

ORGANIZATIONAL DESIGNATIONS:
DDF/WH DIVISION
FOREIGN FIELD
BRANCH 3 -

POSITION TITLE: CHIEF OF STATION
POSITION NUMBER: 0033
SERVICE DESIGNATION:

CLASSIFICATION: GS-0136.05
OCCUPATIONAL SERIES: 17 3
SALARIES:

REMARKS:
"IN ACCORDANCE WITH 21-23A(2/c), AN EMPLOYEE WILL HOLD SUPERIOR RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."
NOTIFICATION OF PERSONNEL ACTION

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<td>4726</td>
<td>P. J. L. C. U. A.</td>
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| REMARKS | |
|---------| |

---

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

---

POSTED

SECRET
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES EA PL 91-251 AND
EXECUTIVE ORDER 11924 PLUS ANY AUTHORIZATION OF DIRECTrices AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A CIA DIRECTIVE DATED 8 OCTOBER 1969
EFFECTIVE DATE OF PAY ADJUSTMENT 28 DECEMBER 1969

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<td>PHILLIPS DAVID A</td>
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<td>65 10 4 229,202</td>
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<td>65 10 9 330,087</td>
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CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [Signature]

DATE: [Date]

PAY CHANGE NOTIFICATION

[Signature]

[Date]

EFFECTIVE DATE OF PAY ADJUSTMENT 28 JANUARY 1971
NOTIFICATION OF PERSONNEL ACTION

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<td>POSITION TITLE</td>
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<td>JOB OF STATION</td>
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SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

SECRET

JBC
**NOTIFICATION OF PERSONNEL ACTION**

<table>
<thead>
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<th>PHILLIPS DAVID A</th>
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<tbody>
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<td>Nature of Action</td>
<td>PROMOTION</td>
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<td>Funds</td>
<td>Y TO Y</td>
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<tr>
<td>Location of Official Station</td>
<td>WASH., D.C.</td>
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<tr>
<td>Office of the Chief</td>
<td>OFFICE OF THE CHIEF</td>
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<td>EPD OFFICER CH</td>
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<tr>
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<td>1366</td>
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<td>Grade and Step</td>
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**SECRET**

(When filed in)

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SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

---

POST.
PAY ADJUSTMENT IN ACCORDANCE WITH SCHEDULES OF PL 90-246 AND
EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF OLC AS PROVIDED IN THE CIA ACT

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 OCTOBER 1967

NAME

PHILLIPS DAVID A

024345 51 900 CF 35 155 $19,073 $20,876

PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-205 AND
EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF OLC AS PROVIDED IN THE CIA ACT

EFFECTIVE DATE OF PAY ADJUSTMENT: 15 JULY 1968

NAME

PHILLIPS DAVID A

024345 51 900 CF 35 155 $20,876 $22,416

Certification and Authentication

I certify that the work of the above named employee is of acceptable level of competence.

Signature

Donald C. Marelle

Date 12 July 1968

C. J. 12 July 1968

C. J.
NOTIFICATION OF PERSONNEL ACTION

1. SERIES NUMBER: 021345
   NAME: PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
   EFFECTIVE DATE: 10/06/79
   CATEGORY OF EMPLOYMENT: REGULAR

4. FUNDS:
   - V TO V: 4135 03/20
   - CP TO CP: 50 USC 413J

9. ORGANIZATIONAL DESIGNATIONS:

10. LOCATION OF OFFICIAL STATION:

11. POSITION TITLE: OGS OFFICER EN
    WH/CQG
    OFFICE OF THE CHIF, WASH., D.C.

12. POSITION NUMBER: 1105
    SERVICE DESIGNATION: D

13. CLASSIFICATION SCHEDULE (CS, CS, etc.):

14. OCCUPATIONAL SERIES:
   GRADE AND STEP:
   SALARY OR RATE:

15. REMARKS:

---

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

FORM 1150

SECRET MAH

(When Filed)
<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name</th>
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<th>Old Step</th>
<th>Old Date</th>
<th>New Grade</th>
<th>New Step</th>
<th>New Salary</th>
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<td>PHILLIPS DAVID A</td>
<td>GS 15</td>
<td>4</td>
<td>09/27/64</td>
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<td>35,500</td>
<td>09/27/66</td>
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</table>

**Remarks and Signature:**

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: [Signature]

DATE: 15/2/66

PAY CHANGE NOTIFICATION
**NOTIFICATION OF PERSONNEL ACTION**

**1. SERIAL NUMBER:** 024315  
**2. NAME (LAST FIRST MIDDLE):** PHILLIPS DAVID A

**3. DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM:**  
**4. EFFECTIVE DATE:** 10/23/66  
**5. CATEGORY OF EMPLOYMENT:** REGULAR

**6. FUNDS:**  
**7. COST CENTER NO CHARGEABLE:**  
**8. CSC OR OTHER LEGAL AUTHORITY:**

**9. ORGANIZATIONAL DESIGNATIONS:**  
**10. LOCATION OF OFFICIAL STATION:** 7135 0875 0000 PL 88-643 SECT. 203

**11. POSITION TITLE:**  
**12. POSITION NUMBER:**  
**13. SERVICE DESIGNATION:** D

**14. CLASSIFICATION SCHEDULE (CS, CSB, etc.)**  
**15. OCCUPATIONAL SERIES:**  
**16. GRADE AND STEP:**  
**17. SALARY OR DATE:**

**18. REMARKS:**  
**19. 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:**  
**20. EMPLOYEE CODE:**  
**21. OFFICE CODING:**  
**22. STATION CODE:**  
**23. INSTITUTE CODE:**  
**24. PANEL:**  
**25. DATE OF BIRTH:**  
**26. DATE OF GRADE:**  
**27. DATE OF SEI:**

**28. INTE EXPIRES:**  
**29. SPECIAL REFERENCE:**  
**30. RETIREMENT DATA:**  
**31. SEPARATION DATA CODE:**  
**32. CORRECTION/CANCELLATION DATA CODE:**  
**33. SECURITY Req. NO.:**  
**34. SERV COMP DATE:**  
**35. COMP DATE:**  
**36. CAREER CATEGORY:**  
**37. FED/HEALTH INSURANCE:**  
**38. SOCIAL SECURITY NO.**

**39. VET PREFERENCE:**  
**40. PREVIOUS GOVERNMENT SERVICE DATA:**  
**41. PREVIOUS SERVICE:**  
**42. LEAVE CAT:**  
**43. FEDERAL TAX DATA:**  
**44. STATE TAX DATA:**  

**Signature or Other Authentication:**

**SECRET**
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
AS AMENDED, AND DOD DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

PHILLIPS DAVID A
024345 51 750 CF GS 15 4 $18,825 $19,371

30 June 1966

MEMORANDUM FOR: Chief, TRB

SUBJECT: Record of Contract Service for
David A. Phillips

1. Per your request we are forwarding record of Subject's contract service:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 March 1954</td>
<td>Hired as Contract Employee</td>
</tr>
<tr>
<td>31 July 1954</td>
<td>Terminated</td>
</tr>
<tr>
<td>1 August 1954</td>
<td>Hired as Contract Employee</td>
</tr>
<tr>
<td>31 March 1955</td>
<td>Terminated</td>
</tr>
<tr>
<td>19 August 1958</td>
<td>Hired as Contract Agent</td>
</tr>
<tr>
<td>13 March 1960</td>
<td>Terminated</td>
</tr>
</tbody>
</table>

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955. 1951-1953 Contract Agent time is not creditable.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks
TO: Chief, Contract Personnel Division
ATTN: [Blank]
FROM: Compensation and Tax Division
Office of Finance
SUBJECT: Agency Service of David Atlee PHILLIPS

DATE: 16 June 1966

The records of the Office of Finance show the following Agency
service for Subject:

Contract Agent:

- EOD 1 February 1951 - $600.00 P/A
- Term 28 February 1951 - $600.00 P/A

- EOD 25 January 1952 - $600.00 P/A
- Term 31 August 1953 - $600.00 P/A

Contract Employee:

- EOD 4 March 1954 - $7200.00 P/A
- Pay Inc. 1 August 1954 - $8360.00 P/A
- Term, 31 March 1955 - $8360.00 P/A

Staff Employee:

- Ex. Amt. 1 April 1955 - $6600.00 P/A
- Rea. 6 February 1956 - $710,320.00 P/A

Staff Agent:

- Ex. Amt. 7 February 1956 - $10,320.00 P/A
- FSI 7 October 1956 - $10,320.00 P/A
- Pay raise 12 January 1958 - $1,011,095.00 P/A
- FSI 6 April 1958 - $11,325.00 P/A
- Rea. 17 August 1958 - $11,325.00 P/A

Contract Agent:

- EOD 19 August 1958 - $7,200.00 P/A
- Term 12 March 1960 - $7,200.00 P/A

Staff Employee:

- Ex. Amt. 14 March 1960 - $11,235.00 P/A
Subject has been a Staff Employee since 14 March 1960

Chief
Agent Payroll Branch
NOTIFICATION OF PERSONNEL ACTION

NAME: PHILLIPS DAVID A

SERIAL
24345

REASSIGNMENT
V TO V

V TO CF

FUND
Y TO Y

CF TO CF

ORGANIZATIONAL DESIGNATION
DDP/WH
FOREIGN FIELD
BRANCH 2

STATION
CHIEF OF STATION

POSITION TITLE

POSITION NUMBER
0274

SERVICE DESIGNATION
D

CLASSIFICATION SCHEDULE (incl. ser.)
GS 0138.05

SERIAL NUMBER
024345

NATURE OF PERSONNEL ACTION
REASSIGNMENT

EFFECTIVE DATE
6-5-75

CATEGORY OF EMPLOYMENT
REGULAR

LOCATION OF OFFICIAL STATION

NOTES:

MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

SIGNATURE OR OTHER AUTHENTICATED

SECRET

(Where Field Is)

5-82-65
NOTIFICATION OF PERSONNEL ACTION

024349 PHILLIPS DAVID A

<table>
<thead>
<tr>
<th>Date</th>
<th>Category of Employment</th>
</tr>
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<tbody>
<tr>
<td>04/01/59</td>
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SIGNATURES OR OTHER AUTHENTICATION:

POSTED

Form 11500 Use Previous Edition
1-63 WPG 1-63 SECRET
<table>
<thead>
<tr>
<th>Grade</th>
<th>Per Annum Rates and Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-1</td>
<td>$3,385 $3,500 $3,615 $3,730 $3,845 $3,960 $4,075 $4,180 $4,305 $4,420</td>
</tr>
<tr>
<td>GS-2</td>
<td>3,680 3,805 3,930 4,055 4,180 4,305 4,430 4,555 4,680 4,805</td>
</tr>
<tr>
<td>GS-3</td>
<td>4,005 4,140 4,275 4,410 4,545 4,680 4,815 4,950 5,085 5,220</td>
</tr>
<tr>
<td>GS-4</td>
<td>4,480 4,630 4,780 4,930 5,080 5,230 5,380 5,530 5,680 5,830</td>
</tr>
<tr>
<td>GS-5</td>
<td>5,000 5,165 5,330 5,495 5,660 5,825 5,990 6,155 6,320 6,485</td>
</tr>
<tr>
<td>GS-6</td>
<td>5,505 5,690 5,875 6,060 6,245 6,430 6,615 6,800 6,985 7,170</td>
</tr>
<tr>
<td>GS-7</td>
<td>6,050 6,250 6,450 6,650 6,850 7,050 7,250 7,450 7,650 7,850</td>
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<tr>
<td>GS-8</td>
<td>6,630 6,850 7,070 7,290 7,510 7,730 7,950 8,170 8,390 8,610</td>
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<tr>
<td>GS-9</td>
<td>7,220 7,465 7,710 7,955 8,200 8,445 8,690 8,935 9,180 9,425</td>
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<tr>
<td>GS-10</td>
<td>7,990 8,170 8,440 8,710 8,980 9,250 9,520 9,790 10,060 10,330</td>
</tr>
<tr>
<td>GS-11</td>
<td>8,650 8,945 9,240 9,535 9,830 10,125 10,420 10,715 11,010 11,305</td>
</tr>
<tr>
<td>GS-12</td>
<td>10,250 10,655 10,960 11,315 11,670 12,025 12,380 12,735 13,090 13,445</td>
</tr>
<tr>
<td>GS-13</td>
<td>12,075 12,475 12,915 13,335 13,755 14,175 14,595 15,015 15,435 15,855</td>
</tr>
<tr>
<td>GS-14</td>
<td>14,170 14,560 15,150 15,540 16,130 16,620 17,110 17,600 18,090 18,580</td>
</tr>
<tr>
<td>GS-15</td>
<td>16,460 17,030 17,600 18,170 18,740 19,310 19,880 20,450 21,020 21,590</td>
</tr>
<tr>
<td>GS-16</td>
<td>18,935 19,590 20,245 20,900 21,555 22,210 22,865 23,520 24,175</td>
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<tr>
<td>GS-17</td>
<td>21,445 22,195 22,945 23,695 24,445</td>
</tr>
<tr>
<td>GS-18</td>
<td>24,500</td>
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</table>
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAWS 87-793 AND 794
NEW PAY PLAN DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS:
EFFECTIVE 9 JANUARY 1964.

NAME: PHILLIPS DAVID A

NEW SALARY: GS 13 $15,425
OLD SALARY: GS 13 $14,975

SECRET
(When Filled In)

MHC: 27 SEPT 63

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER
   024345

2. NAME (LAST FIRST MIDDLE)
   PHILLIPS DAVID A

3. CURRENT RANK OR GRADE
   REGULAR

4. EFFECTIVE DATE
   09/29/63

6. OFFICE CODE
   WH 10 51700

7. SPECIAL PAY RATE
   GS 13 0136.01

8. OLD SALARY
   14,975

9. OLD SALARY
   15,425

MEXICO CITY, MEXICO

MEXICO CITY, MEXICO

15. OCCUPATIONAL SERIES
   GS 13

16. PAY GRADE
   0130

17. POSITION
   OPS OFFICER

18. JOB TITLE
   O340

19. POSITION NUMBER
   D

20. SERVICE DESIGNATION
   0340

21. JOB DESCRIPTION
   MEXICO CITY, MEXICO
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-754, ALL
OCCUPATIONAL DATES 1 JULY 1974. SALARY IS ADJUSTED AS FOLLOWS.
EFFECTIVE 1 OCTOBER 1974.

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<tr>
<th>Name</th>
<th>Serial No</th>
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<th>Funds/Dept Salary</th>
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<td>44700</td>
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<table>
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<th>Cost Center Number</th>
<th>LWOP Hours</th>
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<td>PHILLIPS DAVID A</td>
<td>44 700</td>
<td>8</td>
</tr>
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<table>
<thead>
<tr>
<th>Old Salary Rate</th>
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<tbody>
<tr>
<td>Grade Step Salary Last Est Date</td>
<td>Grade Step Salary Effective Date</td>
<td>P1</td>
</tr>
<tr>
<td>GS 14 4 814,1200 09/17/61</td>
<td>GS 14 3 814,545 09/19/63</td>
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</tr>
</tbody>
</table>

Remarks and Authority:
/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

Signature:

PAY CHANGE NOTIFICATION

SECRET

(When Filled in)

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Name</th>
<th>Cost Center Number</th>
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<th>Old Salary Rate</th>
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<td>14 3 812,770 09/14/63</td>
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Remarks and Authority:
/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / IN LWOP STATUS AT END OF WAITING PERIOD
### Notification of Personnel Action

**OCF**

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>2 Name (Last First Middle)</th>
<th>Nature of Personnel Action</th>
<th>Effective Date</th>
<th>Category of Employment</th>
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<tbody>
<tr>
<td>024345</td>
<td>PHILLIPS DAVID A</td>
<td>REASSIGNMENT</td>
<td>08 15 61</td>
<td>REGULAR</td>
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**FUND**

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<tr>
<th>X to V</th>
<th>V to CF</th>
<th>CF to V</th>
<th>CF to CF</th>
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</thead>
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</table>

**20**

<table>
<thead>
<tr>
<th>6 Organizational Designation</th>
<th>10 Location of Official Station</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**21**

<table>
<thead>
<tr>
<th>11 Position Title</th>
<th>12 Position Number</th>
<th>13 Career Service Designation</th>
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<tr>
<td></td>
<td>0340</td>
<td>D</td>
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</table>

**22**

<table>
<thead>
<tr>
<th>14 Classification Schedule (CS, WR, CC)</th>
<th>15 Occupational Series</th>
<th>16 Grade and Step</th>
<th>17 Salary or Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**18**

<table>
<thead>
<tr>
<th>To Be</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Space Below for Exclusive Use of the Office of Personnel**

**30**

<table>
<thead>
<tr>
<th>31 Action</th>
<th>29 Emploee</th>
<th>30 Office Coding</th>
<th>31 Station</th>
<th>32 Intergen Code</th>
<th>33 Nume</th>
<th>34 Date of Birth</th>
<th>35 Date of Grade</th>
<th>36 Date of Last</th>
<th>37 Security</th>
<th>38 Sex</th>
<th>39 Reference</th>
<th>40 Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**32**

<table>
<thead>
<tr>
<th>33 Credit (Pension, Disability, Other)</th>
<th>34 Social Security No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**41**

<table>
<thead>
<tr>
<th>42 Previous Government Service Data</th>
<th>43 Leave Credit</th>
<th>44 Federal Tax Data</th>
<th>45 State Tax Data</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Signature or Other Authentication**

[Signature]

**Form**

<table>
<thead>
<tr>
<th>5060</th>
<th>Obsolete Previous Edisons</th>
</tr>
</thead>
</table>
IN ACCORDANCE WITH THE PROVISIONS OF P.L. 88-768 AND DDC HEAD ORDER 1, AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE IN JULY 1964.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL NO.</th>
<th>GRADE-STEP</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILLIPS DAVID A</td>
<td>524345</td>
<td>46 17 GS-14 3</td>
<td>$111,835</td>
<td>$121,730</td>
</tr>
</tbody>
</table>

/S/ EMMETT D. FCHOLS
DIRECTOR OF PERSONNEL

---

SECRET

NOTIFICATION OF PERSONNEL ACTION

BWS: 15 APR 1960

<table>
<thead>
<tr>
<th>1. Serial No.</th>
<th>2. Name (Last First-Middle)</th>
<th>3. Date Of Birth</th>
<th>4. V.E. Prof.</th>
<th>5. Sex</th>
<th>6. CS. E.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>524345</td>
<td>PHILLIPS DAVID A</td>
<td>10/31/22</td>
<td>5</td>
<td>M</td>
<td>M</td>
</tr>
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</table>

7. SCD: 8. CSC Rmg. 9. CSC Or Other Legal Authority

<table>
<thead>
<tr>
<th>Mo.</th>
<th>Da.</th>
<th>Yr.</th>
<th>Yes.</th>
<th>Code</th>
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<tbody>
<tr>
<td>02</td>
<td>12</td>
<td>58</td>
<td>Yes</td>
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10. Adept. AP/Engr. 11. FIC/LIC 13. Inst. Age

<table>
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<th>Da.</th>
<th>Yr.</th>
<th>Yes.</th>
<th>Code</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50 USCA 303</td>
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14. Organizational Designations

CS/CS DEVELOPMENT COMPLEMENT

DCP WH DIVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>15. Location Of Office Station</th>
<th>Station Code</th>
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</thead>
<tbody>
<tr>
<td>5603</td>
<td>WASH., D.C.</td>
<td>75013</td>
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</table>

16. Dept. - Field 17. Position Title

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Field</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Mo.</th>
<th>Da.</th>
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<td>60</td>
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21. Grade & Step 22. Salary Or Rate 23. SD

<table>
<thead>
<tr>
<th>Mo.</th>
<th>Da.</th>
<th>Yr.</th>
<th>Code</th>
</tr>
</thead>
<tbody>
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<tr>
<th>Mo.</th>
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<tbody>
<tr>
<td>03</td>
<td>14</td>
<td>60</td>
<td>1</td>
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31. Type Of Enlistment 32. Separation Date

REASSIGNMENT

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<th>34. En Date</th>
<th>Type Of Enlistment</th>
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<td>04 17 60</td>
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PRESENT ASSIGNMENT

DCP WH BRANCH 4

<table>
<thead>
<tr>
<th>Code</th>
<th>38. Location Of Office Station</th>
<th>Station Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2617</td>
<td>WASH., D.C.</td>
<td>75013</td>
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33. Dept. - Field 34. Position Title

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Field</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Mo.</th>
<th>Da.</th>
<th>Yr.</th>
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<tbody>
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<td>14</td>
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39. Grade & Step 40. Salary Or Rate 41. SD

<table>
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43. Appropriation Number

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<tbody>
<tr>
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44. Remarks

---

SECRET
NOTIFICATION OF PERSONNEL ACTION

PANS: 14 MARCH 1960

1. Serial No. 5247295
2. Name (Last, First, Middle) PHILLIPS DAVID A
3. Date Of Birth 10 31 22
4. Van. Prof. M
5. Sex M
6. CS-LCD 03 14 60

PREVIOUS ASSIGNMENT

7. SC0 02 02 58
8. CS-C 03 14 58
9. CSC, OR OTHER LEGAL AUTHORITY 50 USCA 203, J
10. Appt. Aff. Day 03 14 58
11. REG No. 03 14 58
12. LCD 03 14 58
13. No. 2 2

14. Organizational Designation PHILLIPS DAVID A
15. Location Of Official Station 50 USCA 203, J
16. Season Code 03 14 58

PRESENT ASSIGNMENT

17. Position Title CS-CS DEVELOPMENT COMPLEMENT
18. Position No. 4668 WASH, D.C.
20. DEP 1
21. Code 3
22. USG 3
23. TRG 3
24. Grade & Step 03 14 60 REGULAR
25. E/D Date 03 14 60
26. Type Of Employment 03 14 60

EXCEPTED APPOINTMENT 03 14 60

APPOINTEE.

44. Remarks 03 14 60
45. Appointee 3 04 60
NOTIFICATION OF PERSONNEL ACTION

<table>
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<th>1. NAME</th>
<th>2. DATE OF BIRTH</th>
<th>3. DATE OF ACTION</th>
<th>4. DATE</th>
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<tr>
<td>Pec Officer (PP)</td>
<td>10/31/82</td>
<td>18 Aug 82</td>
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3. NATURE OF ACTION (Specify applicable category):

<table>
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<tr>
<th>5. POSITION TITLE</th>
<th>6. EFFECTIVE DATE</th>
<th>7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY</th>
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<td>Ope Officer (PP)</td>
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<td>80 USC A 4031</td>
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4. SERVICE, GRADE, SALARY:

| GS-0136.31-14 | $11,836.00 p/a |

5. DEPARTMENTAL ROSTER:

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<th>8. POSITION CLASSIFICATION ACTION</th>
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<tr>
<td>SD dDP</td>
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9. VETERAN'S PREFERENCE:

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<th>10. APPOINTEE FROM</th>
<th>11. APPOINTMENT</th>
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<tbody>
<tr>
<td>9-3561-91-218</td>
<td></td>
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</table>

12. DRAWN DUE TO:

<table>
<thead>
<tr>
<th>13. CLAIMED / PROVED</th>
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<tbody>
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<td></td>
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</table>

14. FOR DIRECTOR OF PERSONNEL

<table>
<thead>
<tr>
<th>15. SUPERVISORY ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

16. RACETE TO CIVILIAN RETIREMENT |

17. STATE:

<table>
<thead>
<tr>
<th>18. LEGAL RESIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

19. REMARKS:

- Subj debriefed by Security (Propose)
- Subj debriefed by Finance (Shipley)
- Subj debriefed by Personnel (Ureinhodar)

20. ENTRANCE PERFORMANCE RATING:

<table>
<thead>
<tr>
<th>21. LOCATION</th>
<th>22. CREDIT TO VETERAN IDENTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

SECRET

1. COPY
NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ops. Off (PP) BAF-126</td>
<td>Ops. Officer (FP) PSP-6127</td>
</tr>
<tr>
<td>GS-0138.51-14 $10,535.00 p/a</td>
<td>GS-0138.51-14 $10,535.00 p/a</td>
</tr>
<tr>
<td>DDP/III Branch III Havana Cuba Station</td>
<td>DDP/III Branch Egypt and Arab States Branch Project FEVTIE</td>
</tr>
</tbody>
</table>

Subject:

- Subject arrived PCS 30 Apr 57
- Project FEVTIE was approved 15 Jun 57

For Director of Personnel:

Louis W. Armstrong

ENRANCE PERFORMANCE RATINGS:

SECRET

1. COPY
# Payroll Change Slip

**PAYROLL CHANGE DATA**

<table>
<thead>
<tr>
<th>NET PAY</th>
<th>OPERATOR</th>
<th>GROSS PAY</th>
<th>RET.</th>
<th>FEDERAL</th>
<th>BOND</th>
<th>F.I.C.A.</th>
<th>STATE</th>
<th>L.I.C.A.</th>
<th>GROUP</th>
<th>LIFE INS.</th>
<th>NET PAY</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

**Posted On:** 6-4-86

11. Appropriated by
12. Prepared by
13. Audited by

dak 1 Aug 86

---

**STEP INCREASE CERTIFICATION**

**PAY ROLL CHANGE DATA**

<table>
<thead>
<tr>
<th>NET PAY</th>
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<th>GROSS PAY</th>
<th>RET.</th>
<th>FEDERAL</th>
<th>BOND</th>
<th>F.I.C.A.</th>
<th>STATE</th>
<th>L.I.C.A.</th>
<th>GROUP</th>
<th>LIFE INS.</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

**Pursuant to OPM Directive Effective 12 Jan 86**

**Salary Adjusted To:** $10,836.00

12. Prepared by
dak 3 Feb 86
13. Audited by
NOTIFICATION OF PERSONNEL ACTION

1. NAME (PRINT), RANK, RICK, CODE, NUMBER, TITLE, AND SERVICE
   Mr. David A. Phillips

2. DATE OF BIRTH
   31 Oct 1922

3. JOURNAL OR ACTION NO.
   4. DATE
   7 Feb 1956

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)
   Resignation

6. EFFECTIVE DATE
   6 Feb 1956

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

FROM

Ope Officer 18-289

Gs-0136.31-14 $10,320.00 per annum

DDP/PP Operations Staff
Information Coordination Division
Office of the Chief

Washington, D. C.

TO

8. POSITION TITLE

9. SERVICE SERIES, GRADE, SALARY

10. ORGANIZATIONAL DESIGNATIONS

11. HEADQUARTERS

12. FIELD OR DEPT.

FIELD

13. VETERAN'S PREFERENCE

14. POSITION CLASSIFICATION ACTION

15. RETIREMENT ACT

16. APPROPRIATION

17. SUBJECT TO C. S. R.

18. DATE OF APPOINT.

19. LEGAL RESIDENCE

20. REASONS

To seek other employment.

Statement of accrued annual leave to your credit will be forwarded with your final salary check.

57, --, --, --, --

ENTRANCE PERFORMANCE RATING

Director of Personnel

4. PERSONNEL FOLDER COPY

1. U. S. GOVERNMENT PRINTING OFFICE: 1956 - 2032 P.
**NOTIFICATION OF PERSONNEL ACTION**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name: David A. Phillips</th>
<th>Date of Birth: 31 Oct 1922</th>
<th>Date of Action: 4 October 1955</th>
</tr>
</thead>
</table>

This is to notify you of the following action affecting your employment:

**Assignment (Correction)**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parmilitary Off. B-156</td>
<td>Gpe Officer 5h-229</td>
</tr>
<tr>
<td>GS-0136.11-14 $10,320.00 Per Annum</td>
<td>GS-0136.31-14 $10,320.00 Per Annum</td>
</tr>
<tr>
<td>Office of the Chief</td>
<td>DDF/FP Operations Staff Information Coordination Division</td>
</tr>
<tr>
<td></td>
<td>Office of the Chief</td>
</tr>
</tbody>
</table>

- Washington, D.C.

**Position Classification Action**

- 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.

- This Action Corrects Item No. 17 on the *to* Side of Notification dated 4 August 1955, to show the correct Allowance Number, previously known as 6-2101-20.
# CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramilitary Off. 3a-156</td>
<td>Ops Officer 3W-229</td>
</tr>
<tr>
<td>US-0136.11-1h $10320.80 per annum</td>
<td>US-0136.11-1h $10320.80 per annum</td>
</tr>
<tr>
<td>EDP/IV Operations Staff Office of the Chief</td>
<td>EDP/IV Operations Staff Information Coordination Div. Office of the Chief</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

**Field:** DEPARTMENTAL |
**Position Title:** Chief |
**Organizational Designation:** Office of the Chief |
**Effective Date:** 14 Aug 1965 |
**Civil Service or Other Legal Authority:** 14 Aug 1965 |
**Position Classification Action:** EDP |

**NOTES:**
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.

**Director of Personnel**

**Entrance Performance Rating**

**Personnel Folder Copy**

**Date:** 9/11/55
NOTIFICATION OF PERSONNEL ACTION

Mr. David A. Phillips

31 October 1922

1 April 1955

Exceptional Appointment

1 April 1955

50 USC 403

FROM

Para-military Off., Fr. Bu-156-14

GS-0136.11-14 $9,000,00 P/a

DBP/FAP Operations Staff

Office of the Chief

Washington, D.C.

TO

1. NAME OF PERSON
   Mr. David A. Phillips

2. DATE OF BIRTH
   31 October 1922

3. JOURNAL OR ACTION NO.
   1 April 1955

4. DATE
   1 April 1955

5. NATURE OF ACTION
   Exceptional Appointment

6. EFFECTIVE DATE
   1 April 1955

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
   50 USC 403

8. POSITION TITLE
   Para-military Off., Fr. Bu-156-14

9. SERVICE SERIES
   GS-0136.11-14

10. GRADE
    $9,000,00 P/a

11. ORGANIZATIONAL DESIGNATIONS
    DBP/FAP Operations Staff

12. HEADQUARTERS
    Office of the Chief

13. HEADQUARTERS
    Washington, D.C.

14. POSITION CLASSIFICATION ACTION

15. APPOINTEE

16. SERVICE TO C.S.
    23 April 1955

17. DATE OF APPOINTMENT
    23 April 1955

18. LEGAL CONSENT
    CLAIMED [ ]

19. PHYSICAL EXAMINATION
    SATISFACTORY PHYSICAL EXAMINATION

20. PIN

21. REMARKS
   This action is subject to all applicable laws, rules, and regulations; and any
   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.

   Subject to a satisfactory physical examination.

   RC 06
   D.T. 04-01-55
   G.S.E.D 04-01-55
   D.P. 04-01-55

Director of Personnel

4. PERSONNEL FOLDER COPY
12 May 1966

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION: 

SUBJECT: Verification of Contract Service
       PHILLIPS, David A.

In order to establish the salary, LCD and to compute the SCD for both leave and retirement purposes, it is necessary to verify the contract service and salary of David A. PHILLIPS, DOB 31 October 1922, who claims employment with this Agency in a contract status from 27 March 1952 to 1 April 1955 and from 19 August 1958 to 13 March 1960.

Signed

Deputy Chief, TRANSACTIONS & RECORDS BRANCH

Distribution:
0 & 1 - Addressee
2 - OFF - PHILLIPS
1 - TMN - Chrono
4 February 1971

David A. Phillips

30 June 1966

31 March 1955

4 March 1954

WH/Personnel
30 June 1966

MEMORANDUM FOR: Chief, TRB

SUBJECT: Record of Contract Service for David A. Phillips

1. Per your request we are forwarding record of Subject’s contract service:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 March 1954</td>
<td>Hired as Contract Employee</td>
</tr>
<tr>
<td>31 July 1954</td>
<td>Terminated</td>
</tr>
<tr>
<td>1 August 1954</td>
<td>Hired as Contract Employee</td>
</tr>
<tr>
<td>31 March 1955</td>
<td>Terminated</td>
</tr>
<tr>
<td>19 August 1955</td>
<td>Hired as Contract Agent</td>
</tr>
<tr>
<td>13 March 1956</td>
<td>Terminated</td>
</tr>
</tbody>
</table>

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1955 through 31 March 1960, as an independent contractor, is not credible for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955. 1951-1953 Contract Agent time is not credible.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks
Acting Chief, Contract Personnel Division

Distribution:
Orig - Addressed
2 - CPD
ATTN: Chief Contract Personnel Division

16 June 1966

Compensation and Tax Division
Office of Finance
Agency Service of David Atlee PHILLIPS

The records of the Office of Finance show the following Agency service for Subject:

Contract Agents:

- EOD 29 February 1952 @ $600.00 P/M
- Term 28 February 1952 @ $600.00 P/M

- EOD 25 January 1953 @ $600.00 P/A
- Term 31 August 1953 @ $600.00 P/A

- EOD 6 March 1954 @ $720.00 P/A
- Pay Inc. 1 August 1954 @ $836.00 P/A
- Term 31 March 1955 @ $836.00 P/A

Staff Employees:

- Ex. Apto. 1 April 1955 @ $660.00 P/A
- Pay 6 February 1956 @ $7,320.00 P/A

Staff Agents:

- Ex. Apto. 7 February 1956 @ $7,320.00 P/A
- Pay Inc. 7 October 1956 @ $11,525.00 P/A
- Pay Raise 12 January 1957 @ $11,595.00 P/A
- Pay 6 April 1958 @ $11,835.00 P/A
- Pay 13 August 1958 @ $12,835.00 P/A

Contract Agents:

- EOD 19 August 1958 @ $7,200.00 P/A
- Term 13 March 1960 @ $7,200.00 P/A

Staff Employees:

- Ex. Apto. 14 March 1960 @ $11,835.00 P/A

Subject has been a Staff Employee since 14 March 1960.

Chief

Chie
**CLASSIFICATION**

**FITNESS REPORT**

**SECTION A**

**GENERAL INFORMATION**

- **Employee Number:** 024315
- **Name:** Phillips, David A.
- **Date of Birth:** 10/21/22
- **Grade:** GS-18
- **Position Title:** Chief, WH Division
- **Office/Division of Assignment:** DDO/WH/O-CH
- **Current Station:** Headquarters
- **Code:** 025A

**Chief, WH Division**

**DDO/WH/O-CH**

**Headquarters**

<table>
<thead>
<tr>
<th>TYPE OF APPOINTMENT</th>
<th>C</th>
<th>R</th>
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<th>T</th>
<th>O</th>
<th>I</th>
<th>L</th>
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</table>

**SECTION B**

**QUALIFICATIONS UPDATE**

If qualifications update form is being submitted, with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

**SECTION C**

**PERFORMANCE EVALUATION**

- **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 as provided in Section D.
- **Marginal:** Performance is characterized by some deficiencies. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- **Proficient:** Performance is satisfactory. Desired results are being produced in the manner expected.
- **Strong:** Performance is characterized by exceptional proficiency.
- **Outstanding:** Performance is 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 list their ability to supervise (indicate number of employees supervised).

<table>
<thead>
<tr>
<th>Specific Duty No. 1</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Duty No. 2</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises approximately □ staff employees in Headquarters and □ in Stations and Bases abroad.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Duty No. 3</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represents the Agency in contacts with senior representatives of liaison services.</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Duty No. 4</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represents the Director and/or the Agency in official contacts with other components of our government.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Duty No. 5</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implements the EEO policy of the Agency.</td>
<td>S</td>
</tr>
</tbody>
</table>

**OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything the employee has said or done since his recent appraisal. Place a letter in the rating box corresponding to the statement which most accurately reflects his or her performance:

**RATING LETTER: **S
SECTION D
NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current or recent jobs, 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. Ability or explain rating given in section C. to provide best base for determining future personnel actions. Notice of performance of managerial or supervisory duties must be commented on, if applicable. If extra space is needed include Section D on a separate sheet of paper.

This report covers Mr. Phillips' initial period as a Division Chief. It coincided with a period of unusually high stress and strain in the Western Hemisphere Division, particularly in relations with the State Department and in the problems left over from our drastic measures designed to protect ourselves against a potential counterintelligence disaster. The most important fact to be recorded about Mr. Phillips' direction of his Division during this period is that he kept operations at the top of his priority list, and that as a result our operational achievements in the area during the past year have been on the whole better than in the year before.

Mr. Phillips is developing into a very competent manager, and has handled well the problems involved in adjusting to decreasing manpower ceilings. He is prudent in the use of official funds. He is a good supervisor and is providing excellent leadership to his subordinates, who have responded with a clear improvement in morale during the period since Mr. Phillips assumed charge.

(continued next page)

SECTION E
CERTIFICATION AND COMMENTS

1. BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
9
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE
22 April 1974

OFFICIAL TITLE OF SUPERVISOR
Associate Deputy Director

TYPE OR PRINTED NAME AND SIGNATURE

DATE
23 April 1974

SIGNATURE OF EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE
23 April 1974

H ave Attached

H AVE NOT ATTACHED

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. An excellent operational leader who is learning rapidly the nuances of a Division Chief's job in Washington. He is an inspirational leader whose management techniques and abilities are still developing. All in all a first rate performance.

DATE
11 June 1974

OFFICIAL TITLE OF REVIEWING OFFICIAL
Deputy Director for Operations

TYPE OR PRINTED NAME AND SIGNATURE
William E. Nelson

4. BY EMPLOYEE

CERTIFY THAT THEY HAVE BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE
Fitness Report - David A. Phillips

Section D., Continued:

The most dramatic challenge to the capabilities of the WH Division in the past year flowed from the overthrow of the Allende government in Chile. Overall, the intelligence reporting was timely and accurate, the adjustments to our political action programs skillfully made, and the responses to Congressional inquiry well handled.

It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible. He has also consistently handled the many and important senior liaison contacts which he has made during this year, both at Headquarters and during field visits, with great effectiveness.
SECTION A
GENERAL INFORMATION

1. EMPLOYEE NUMBER: 023445
2. NAME (Last, First, Middle): Phillips, David A.
3. DATE OF BIRTH: 10/31/22
4. SEX: M
5. GRADE: GS-18
6. DD: D

7. OFFICIAL POSITION TITLE: Chief, WH Division
8. OFF/DIV/BR OF ASSIGNMENT: DDO/HW/O-CH
9. CURRENT STATION: Headquarters
10. CODE: 49R50
11. TYPE OF APPOINTMENT: TEMPORARY
12. TYPE OF REPORT: PERMANENT
14. DATE REPORT DUE IN O.P.: 30 April 1974

SECTION B
QUALIFICATIONS UPDATE

If Qualifications Update Form is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

SECTION C
PERFORMANCE EVALUATION

U - Unacceptable
Performance is unsatisfactory. 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 D.

M - Marginal
Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P - Proficient
Performance is satisfactory. Desired results are being produced in the manner expected.

S - Superior
Performance is characterized by exceptional proficiency.

O - Outstanding
Performance is so exceptional in relation to requirements of the job 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
Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.

RATING LETTER: S
RATING LETTER: S

SPECIFIC DUTY NO. 2
Supervises approximately _______ staff employees in Headquarters and _______ stations and bases abroad.

RATING LETTER: S
RATING LETTER: S

SPECIFIC DUTY NO. 3
Represents the Agency in contacts with senior representatives of liaison services.

RATING LETTER: O
RATING LETTER: S

SPECIFIC DUTY NO. 4
Represents the Directorate and/or the Agency in official contacts with other components of our government.

RATING LETTER: S
RATING LETTER: S

SPECIFIC DUTY NO. 5
Implements the EEO policy of the Agency.

RATING LETTER: S
RATING LETTER: S

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 duty, cooperation, pertinence 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

11 JUL 1974

CLASSIFICATION

45
This report covers Mr. Phillips' initial period as a Division Chief. It coincided with a period of unusually high stress and strain in the Western Hemisphere Division, particularly in relationships with the State Department and in the problems left over from our drastic measures designed to protect ourselves against a potential counterintelligence disaster. The most important fact to be recorded about Mr. Phillips' direction of his Division during this period is that he kept operations at the top of his priority list, and that, as a result, our operational achievements in the area during the past year have been on the whole better than in the year before.

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### SECTION E

<table>
<thead>
<tr>
<th>CERTIFICATION AND COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BY SUPERVISOR</td>
</tr>
<tr>
<td>MONTHS EMPLOYEE HAS BEEN</td>
</tr>
<tr>
<td>UNDER MY SUPERVISION</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>DATE</td>
</tr>
<tr>
<td>22 April 1974</td>
</tr>
<tr>
<td>OFFICIAL TITLE OF SUPERVISOR</td>
</tr>
<tr>
<td>Associate Deputy Director</td>
</tr>
<tr>
<td>for Operations</td>
</tr>
<tr>
<td>TYPE OR PRINTED NAME AND</td>
</tr>
<tr>
<td>SIGNATURE</td>
</tr>
<tr>
<td>David E. Nelson</td>
</tr>
<tr>
<td>2. BY EMPLOYEE</td>
</tr>
<tr>
<td>STATEMENT CONCERNING THIS</td>
</tr>
<tr>
<td>EVALUATION OF MY PERFORMANCE</td>
</tr>
<tr>
<td>HAVE ATTAINED</td>
</tr>
<tr>
<td>HAVE NOT ATTAINED</td>
</tr>
<tr>
<td>25 April 1974</td>
</tr>
<tr>
<td>SIGNATURE OF EMPLOYEE</td>
</tr>
<tr>
<td>3. BY REVIEWING OFFICIAL</td>
</tr>
</tbody>
</table>

Concur. An excellent operational leader who is learning rapidly the nuances of a Division Chief's job in Washington. He is an inspirational leader whose management techniques and abilities are still developing. All in all a first rate performance.

<table>
<thead>
<tr>
<th>DATE</th>
<th>OFFICIAL TITLE OF REVIEWING OFFICIAL</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 June 1974</td>
<td>Deputy Director for Operations</td>
<td>William E. Nelson</td>
</tr>
</tbody>
</table>

IDENTIFY THAT I HAVE BEEN THE ENTRANT IN ALL SECTIONS OF THIS REPORT:

[Signature]

CLASSIFICATION

1974
Fitness Report - David A. Phillips

Section D., Continued:

The most dramatic challenge to the capabilities of the WH Division in the past year flowed from the overthrow of the Allende government in Chile. Overall, the intelligence reporting was timely and accurate, the adjustments to our political action programs skillfully made, and the responses to Congressional inquiry well handled.

It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible. He has also consistently handled the many and important senior liaison contacts which he has made during this year, both at Headquarters and during field visits, with great effectiveness.
# FITNESS REPORT

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>Official Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>024345</td>
<td>Phillips, David A.</td>
<td>31 Oct 22 M</td>
<td>GS-17 D</td>
<td></td>
</tr>
</tbody>
</table>

**Chief of Station**

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Current Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPD/57/5</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reporting Period (From-To)</th>
<th>Date Report Due In O.P.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 February 1972 - 31 March 1973</td>
<td>31 May 1973</td>
</tr>
</tbody>
</table>

## QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

## PERFORMANCE EVALUATION

<table>
<thead>
<tr>
<th>Type</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U-Unsatisfactory</td>
<td>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 placement on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</td>
<td></td>
</tr>
<tr>
<td>M-Marginal</td>
<td>Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial action taken or recommended should be described.</td>
<td></td>
</tr>
<tr>
<td>S-Satisfactory</td>
<td>Performance is satisfactory. Desired results are being produced in the manner expected.</td>
<td></td>
</tr>
<tr>
<td>O-Outstanding</td>
<td>Performance is characterized by exceptional proficiency.</td>
<td></td>
</tr>
</tbody>
</table>

## SPECIFIC DUTIES

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

<table>
<thead>
<tr>
<th>Specific Duty No.</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Duty No. 1</td>
<td></td>
</tr>
<tr>
<td>Specific Duty No. 2</td>
<td></td>
</tr>
<tr>
<td>Specific Duty No. 3</td>
<td></td>
</tr>
<tr>
<td>Specific Duty No. 4</td>
<td></td>
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<tr>
<td>Specific Duty No. 5</td>
<td></td>
</tr>
<tr>
<td>Specific Duty No. 6</td>
<td></td>
</tr>
</tbody>
</table>

## 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 and off the job, cooperativeness, pertinent personal habits 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.

<table>
<thead>
<tr>
<th>Rating Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-Satisfactory</td>
<td></td>
</tr>
<tr>
<td>O-Outstanding</td>
<td></td>
</tr>
</tbody>
</table>
Mr. Phillips is a highly experienced senior operations officer with outstanding leadership ability. In both the Chief of Station positions covered by this report his performance was superior in every important respect.
SECRET

SECTION D - NARRATIVE COMMENTS

1. In the period covered by this report Mr. Phillips was the Chief of Station during the time frame February to August 1972. After that Mr. Phillips became the Chief of Station and served during the period August 1972 to April 1973. At both of these posts Mr. Phillips was responsible for managing an average of Agency employees. Additionally, Mr. Phillips supervised in this period an average FY budget of which was spent on FI, CA, CI, anti-narcotics and protected economic intelligence operations. American policy interests in and are high in terms of the United States scale of values for Latin America. This means that Mr. Phillips was assigned to two prestige posts during a fifteen month time span.

2. As a manager Mr. Phillips is operations oriented. In view of this he places his time, attention and command emphasis on programs that are designed to acquire intelligence and agents. This approach has consistently produced results in terms of FI and CA operations which are targeted against the host country.

3. Mr. Phillips was also active at both posts as an operations manager who focused Station resources on the Soviet target, protected economic intelligence and the anti-narcotics effort. Unfortunately, as these programs moved into gear Mr. Phillips was also in motion between Stations, or had just been in place at his second Station for less than a year. As a result one can only say that Mr. Phillips made all the right moves in his managerial duties against these priority targets. The brevity of his program implementation at each of the two posts did not provide a solid basis, however, for measuring tangible success. In short Mr. Phillips deserves high marks for initiative, drive and imagination on programs that were receiving increased attention at Headquarters.

4. The myriad problems that are faced when a Station moves its location from one city to another were still challenging Mr. Phillips when he left. In overview terms, however, the move from to was well done. This does not mean that Mr. Phillips’ successor at did not have some gaps to fill or adjustments to make in the administrative field. The scope of these actions, however, was in the realm of the reasonable and attests to the fact that while his basic interests are in

SECRET
operations, administration per se is not a totally alien field to Mr. Phillips.

5. In representational terms Mr. Phillips did a sound job in winning and maintaining the respect of the American Ambassadors in________and________. This is due in large measure to Mr. Phillips' native charm, area knowledge, and language skills________. In addition, Mr. Phillips is people oriented, and this makes it possible for him to sell himself and CIA to senior American officials at the Ambassador level.

6. In personal terms Mr. Phillips is a hard-working, dedicated officer who is a good team player. This officer has the intent, capability and desire to fulfill the needs of the Organization. He is particularly well versed in CA skills and is politically oriented. As a result he likes the challenge of election operations and is well qualified in this area.

7. Mr. Phillips' total performance during the period covered by this report merits an evaluation of Strong.

8. In terms of future assignments Mr. Phillips is likely to be at his professional best in field activities. This officer is highly specialized in Latin American affairs, but he is perfectly capable of being a Station Chief at most Agency posts in Europe or Asia.

9. Mr. Phillips' activities come to the attention of the Rating Officer on a daily basis.
### FITNESS REPORT

**SECRET**

**Employee Serial Number:** 024345

**Section A: General**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Sex</th>
<th>Grade</th>
<th>Bd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David A.</td>
<td>31 Oct 1922</td>
<td>M</td>
<td>GS-17</td>
<td>D</td>
</tr>
</tbody>
</table>

**Official Position Title:** Chief of Station

**Division:** DDP/WR/5

**Type of Appointment:** Career

**Type of Report:** Annual

**Date Report Due in O.P.:** 1 July 1971 - 31 January 1972

**Section B: Performance Evaluation**

**U-Unsuitable:** 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 recommended 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-Poor:** Performance is unsatisfactory. Desired results are not being produced in the manner expected.

**S-Satisfactory:** 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).

<table>
<thead>
<tr>
<th>Specific Duty No.</th>
<th>Rating Letter</th>
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<tbody>
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</tbody>
</table>

**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
(Need Filed 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 best basis for determining future personnel action. Notes of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, may be commented on. If applicable, if extra space is needed to complete Section C, attach a separate sheet of paper.

Please see attached MEMORANDUM IN LIEU OF FITNESS REPORT.

<table>
<thead>
<tr>
<th>SECTION D</th>
<th>CERTIFICATION AND COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BY EMPLOYEE</td>
</tr>
<tr>
<td>DATE</td>
<td>SIGNATURE OF EMPLOYEE</td>
</tr>
<tr>
<td>27 January 1972</td>
<td>/s/ David A. Phillips</td>
</tr>
<tr>
<td>2.</td>
<td>BY SUPERVISOR</td>
</tr>
<tr>
<td>DATE</td>
<td>OFFICIAL TITLE OF SUPERVISOR</td>
</tr>
<tr>
<td>10 January 1972</td>
<td>Chief, WII Division</td>
</tr>
<tr>
<td></td>
<td>TYPED OR PRINTED NAME AND SIGNATURE</td>
</tr>
<tr>
<td></td>
<td>William V. Broc</td>
</tr>
<tr>
<td>3.</td>
<td>BY REVIEWING OFFICIAL</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please see attached.
Mr. Phillips continues to show excellent growth potential and his breath of capabilities qualifies him for advancement to senior echelons.

I rate Mr. Phillips as very Strong as Chief of Station.

[Signature]
William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

/s/ David A. Phillips
David A. Phillips

This fitness report is being sent to David A. Phillips in [_____] for his signature and to be returned to Headquarters for file.

27 January 1972
Date

Comments of Reviewing Official:

I completely agree with this high rating and should add that subject has handled a continuing congressional interest in [_____] with a rare combination of diplomatic tact and sound judgment.

[Signature]
Cord Meyer Jr.
Assistant Deputy Director for Plans

Date: 15 Jan. '72
10 January 1972

MEMORANDUM IN LIEU OF FITNESS REPORT.

SUBJECT: David A. Phillips
1 July - 31 December 1971

This memorandum is in lieu of a fitness report to cover Mr. Phillips' performance during the period 1 July to 31 December 1971. This rating is being prepared in view of the rater's imminent departure from the Division.

Last month Mr. Phillips was promoted from GS-16 to GS-17. There is no better evidence of the high esteem in which he is held by his superiors in the Agency.

During this rating period Mr. Phillips transferred the station from ________ This move, however, divorces the Chief of Station from the main area of operations ________ In spite of this Mr. Phillips, through much extra effort and time on his part, has been able to maintain a high operational tempo in the station.

Station relations with key people in the ________ government, especially the security agencies, have been highly productive but through recent efforts, these relations have been placed on a much higher plane with the decision ________
**FITNESS REPORT**

<table>
<thead>
<tr>
<th>SECTION A</th>
<th>GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME</td>
<td>Phillips, David A.</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>31 Oct 1922</td>
</tr>
<tr>
<td>3. SEX</td>
<td>M</td>
</tr>
<tr>
<td>4. GRADE</td>
<td>GS-16</td>
</tr>
<tr>
<td>5. SERIES</td>
<td>D</td>
</tr>
<tr>
<td>6. OFFICIAL POSITION</td>
<td>Chief of Station</td>
</tr>
<tr>
<td>7. OFF. DIV/DEPT. OF ASSIGNMENT</td>
<td>DDP/WI/5</td>
</tr>
<tr>
<td>8. CURRENT STATION</td>
<td></td>
</tr>
<tr>
<td>9. CHECK (X) TYPE OF APPOINTMENT</td>
<td></td>
</tr>
<tr>
<td>10. CHECK (X) TYPE OF REPORT</td>
<td></td>
</tr>
<tr>
<td>11. DATE REPORT DUE IN O.P.</td>
<td>30 April 1971</td>
</tr>
<tr>
<td>12. REPORTING PERIOD (From to)</td>
<td>1 April 1970 - 30 June 1971</td>
</tr>
</tbody>
</table>

**PERFORMANCE EVALUATION**

- **W - Weak**: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **A - Adequate**: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- **P - Proficient**: Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- **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**

- **RATING LETTER**
- See attached memorandum.

**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**

**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**
# SECRET

## SECTION C

**NARRATIVE COMMENTS**

Indicate significant strengths, weaknesses, and potential for future assignments. State suggestions made for improvement of work performance; give reasons for „improvement rating. Comment on foreign language competence, if required for current position. Ample time to explain ratings given in Section B to provide basis for determining future personnel action. Number of productive hours, 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.

<table>
<thead>
<tr>
<th>Aug 5</th>
<th>Aug 5</th>
<th>11 05 13 71</th>
</tr>
</thead>
</table>

See attached memorandum.

## SECTION D

**CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**
   
   I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.
   
   **DATE:** 31 August 1971
   **SIGNATURE OF EMPLOYEE:** /s/ David A. Phillips

2. **BY SUPERVISOR**
   
   **MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION:**
   **DATE:** 30 June 1971
   **OFFICIAL TITLE OF SUPERVISOR:** Chief, WH Division
   **TYPED OR PRINTED NAME AND SIGNATURE:** William V. Broe

3. **BY REVIEWING OFFICIAL**
   
   **DATE:**
   **OFFICIAL TITLE OF REVIEWING OFFICIAL:** Assistant Deputy Director
   **TYPED OR PRINTED NAME AND SIGNATURE:** Cord Meyer, Jr.

See attached.
30 June 1971

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Mr. David A. Phillips
1 April 1970 - 30 June 1971

This memorandum is in lieu of the fitness report on Mr. Phillips as Chief of Station, [redacted] during the period 1 April 1970 to 30 June 1971.

Mr. Phillips is a highly capable, versatile and imaginative Operations Officer and manager who makes a substantial contribution to the Clandestine Service.

The above statement is borne out by the fact that faced with a highly difficult, sensitive operational problem of the utmost priority in the fall of 1970, the Rater immediately thought of Mr. Phillips as the man to head the Task Force and received immediate and enthusiastic endorsement from the Deputy Director for Plans and the Director for Mr. Phillips' assignment. He was recalled from [redacted] took over the Task Force, and handled it in an outstanding manner.

My first statement is further borne out by the fact that Ambassador [redacted] on a recent visit to Washington, made a special effort to express to the Rater his appreciation for Mr. Phillips' support to him and the Embassy and to express further his appreciation to the Agency for furnishing him a man of Mr. Phillips' caliber.
Mr. Phillips has a large, widely spread operation with Bases in[ ] However, he has succeeded in keeping them well coordinated and dead on the target.

I rate Mr. Phillips as Strong as Chief of Station, [ ]

William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips __________________________ Date __________________________

Comments of Reviewing Official: I would have rated this performance as "very strong." Excellent political judgment and the ability to handle the most delicate situations with tact and delicacy characterize this performance.

[ ] 22 July 71
Assistant Deputy Director for Plans

SECRET
TRAINING REPORT

Course #: 3/71
Specialized Training in Weapons for Self-Defense and Countermeasures Against Vehicular Kidnapping

Date: 2-5 February 1971
Trainee: PHILLIPS, David A.  Office: WH

Purpose and Scope of the Course:
The course provides basic proficiency training in the use of weapons for self-defense and in the techniques of evasive driving to counter vehicular kidnapping for Agency officers being assigned to hostile or unstable political and operational environments abroad.

Achievement Record:
This is to certify that Mr. PHILLIPS has satisfactorily completed the prescribed course of instruction.

FOR THE DIRECTOR OF TRAINING:

[Signature]
CHIEF, SPECIAL ACTIVITIES BRANCH

10 February 1971
DATE
## FITNESS REPORT

**Employee Serial Number:** 024345

**SECTION A**

**NAME:** Phillips, David J  
**DATE OF BIRTH:** 10/31/22  
**SEX:** M  
**GRADE:** 16  
**SD:** D

**OFFICIAL POSITION TITLE:**  
**OFF/DIV/BR OF ASSIGNMENT:**  
**CURRENT STATION:**

**COS:** DDP/NI/Br. 5

**9. CHECK (X) TYPE OF APPOINTMENT:**  
**10. CHECK (X) TYPE OF REPORT:**

- [X] CAREER  
- [ ] RESERVE  
- [ ] TEMPORARY  
- [ ] INITIAL  
- [ ] REASSIGNMENT SUPERVISOR  
- [ ] CAREER-PROVISIONAL (See instructions - Section C)  
- [ ] ANNUAL  
- [X] REASSIGNMENT EMPLOYEE  
- [ ] SPECIAL (Specify):

**11. DUE REPORT DATE DUE IN O.P.** 1 April 1969 - 31 March 70

**12. REPORTING PERIOD (From-To):**

### 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**

See attached memorandum.

**SPECIFIC DUTY NO. 2**

**SPECIFIC DUTY NO. 3**

**SPECIFIC DUTY NO. 4**

**SPECIFIC DUTY NO. 5**

**SPECIFIC DUTY NO. 6**

**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

**5 AUG 1969**
SECRET

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. Make suggestions for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Ample or explain ratings given. Is Sec. 2 used to provide basis for determining future personal action, manner of performance, 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.

Aug 4 3 1/2 70

See Attached Memorandum in Lieu of Fitness Report.

<table>
<thead>
<tr>
<th>SECTION D</th>
<th>CERTIFICATION AND COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BY EMPLOYEE</td>
</tr>
<tr>
<td></td>
<td>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</td>
</tr>
<tr>
<td>DATE</td>
<td>SIGNATURE OF EMPLOYEE</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>BY SUPERVISOR</td>
</tr>
<tr>
<td></td>
<td>MUST THE EMPLOYEE HAVE BEEN UNDER MY SUPERVISION</td>
</tr>
<tr>
<td></td>
<td>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</td>
</tr>
<tr>
<td>DATE</td>
<td>OFFICIAL TITLE OF SUPERVISOR</td>
</tr>
<tr>
<td></td>
<td>TYPED OR PRINTED NAME AND SIGNATURE</td>
</tr>
<tr>
<td>15 July 1970</td>
<td>Chief, WH Division</td>
</tr>
<tr>
<td>3.</td>
<td>BY REVIEWING OFFICIAL</td>
</tr>
<tr>
<td>COMMENTS OF REVIEWING OFFICIAL</td>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>OFFICIAL TITLE OF REVIEWING OFFICIAL</td>
</tr>
<tr>
<td></td>
<td>TYPED OR PRINTED NAME AND SIGNATURE</td>
</tr>
</tbody>
</table>
15 July 1970

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Mr. David A. Phillips
1 April 1969 - 31 March 1970

This memorandum is in lieu of the fitness report on Mr. David A. Phillips as Chief of Station, during the period 1 April 1969 to 31 March 1970.

During this period Mr. Phillips took over command of the Station. It is typical of Mr. Phillips that he made excellent preparation for this assignment, including a full-time course.

Mr. Phillips has brought to his new position the operational zeal and enthusiasm that has characterized all of his previous positions, by the very nature of its size but, more importantly, the type of "strait jacket" government in power, is a difficult place to operate on a broad plain. Mr. Phillips has the station moving and real effort and progress is seen on the more difficult targets, such as the Soviets.

He has excellent relations within the embassy and is recognized for his contribution to . He, of course, handles his liaison contacts with mature style and is very actively developing a number of contacts in the local community.
Mr. Phillips is a good supervisor of men and the present high morale of the [station name] Station and its Bases is a living proof of this. He furnishes good operational planning and guidance and exhibits a high degree of cost consciousness.

I rate Mr. Phillips as Strong as Chief of Station,

William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips

Date 26 Sept. 1970
LANGUAGE TRAINING REPORT

Date of Report: 15 January 1970

Student Names: PHILLIPS, DAVID A.

Courses: FULL-TIME

Inclusive Dates: 11/03/69-12/18/69

Proficiency Level before and after training:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Before</th>
<th>After</th>
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</thead>
<tbody>
<tr>
<td>Speaking</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>Aural Comp.</td>
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<td>3.0</td>
</tr>
<tr>
<td>Read Comp.</td>
<td></td>
<td>3.0</td>
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</tbody>
</table>

Instructor's Estimate vs. Official Test:

Language: V

Hours of Instruction:
Scheduled: 244, Actual: 108, Absences: 20

LANGUAGE TRAINING AIMS AND EVALUATION CRITERIA

The general aim of this course of study was to provide the student with a command of a foreign language in a skill and at the level set by the sponsoring office. Speaking, aural comprehension and reading comprehension, as required, were emphasized. Fluency and accuracy were given equal importance in training and in evaluation of the student. Cultural matters were covered only incidentally.

This student evaluation is based on (1) Instructor and Linguist observations; (2) regularly administered oral and written achievement tests; (3) a final comprehensive achievement examination. The achievement rating reflects only performance and achievement in the course and is conditioned by the length of time the student spent in training, achievement potential based upon his or her attitude for language study and upon motivation. This rating should not be confused with the Proficiency Rating which is submitted separately on Form 177, Certificate of Language Proficiency.

PROGRESS IN ACHIEVING COURSE AIMS

(Overall progress in the course is shown as unsatisfactory, marginal, satisfactory, above average, superior when compared against established standards for such training).

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<thead>
<tr>
<th>Speaking</th>
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<th>Reading Comprehension</th>
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</thead>
<tbody>
<tr>
<td>SUPERIOR</td>
<td>SUPERIOR</td>
<td>N/A</td>
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</table>

PERFORMANCE EVALUATION

In six weeks the student covered the entire DLI course of 75 lessons which usually takes 4 to 6 months to complete. His study habits and approach to language learning were excellent and he made maximum use of the time available.

The joint decision by instructor and student to rush through 75 lessons was based on:

1. the student's determination to make as much of a conversion from foreign language as possible and

2. on the instructor's faith and confidence in the student's ability to do so.

In cases where the principal objective is to convert a student's command of the point is often reached where the student is able to understand and make himself understood most adequately without, see reverse side for additional comment.

For the Director of Trainings

Department Chief
Language School/DIR
having achieved a corresponding tested level because of the

In the case of this student, I judge his command of the language to be already adequate for all situations he may encounter in the field. So that while he may not test quite elementary, in reality, and as far as ability to communicate effectively is concerned, he would have to be rated intermediate.
TECHNICAL STATIONS DIVISION -- TECHNICAL SCHOOL
SHORT RANGE AGENT CONTACT SURVEY (A-166)

Training Report

Name: PHILLIPS, David A.
Office: WH/COG
Date: 6 June 1969

1. OBJECTIVES:

To provide a general knowledge in:

a. Selected gear used for clandestine short-range agent contacts. Included are representative samples of:

One way RF radio devices; two way RF radio devices; two way carrier current devices; optical communication and special telephone devices used for establishing agent contact.

b. The philosophy, purpose, considerations and implementation of short range agent contact systems, including message security, link security, reliability and feasibility of agent contact systems.

INSTRUC.
TSD/TECHNICAL SCHOOL
**SECRET**

**FITNESS REPORT**

**SECTION A**

**GENERAL**

<table>
<thead>
<tr>
<th>1. NAME</th>
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<th>3. SEX</th>
<th>4. GRADE</th>
<th>5. SD</th>
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<td>Phillips, David A.</td>
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<td>M</td>
<td>GS-16</td>
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<tbody>
<tr>
<td>Ops Officer</td>
<td>DDP/WH/COG</td>
<td>Hgs.</td>
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<td>X CAREER</td>
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<tr>
<td>04/69</td>
<td>1 April 68 - 31 March 69</td>
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**SECTION B**

**PERFORMANCE EVALUATION**

- **W - Weak:** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing an probation, to reassignment or to separation. Describe action taken or proposed in Section C.

- **A - Adequate:** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

- **P - Proficient:** Performance is more than satisfactory. Desired results are being produced in a proficient manner.

- **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).

<table>
<thead>
<tr>
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<th>RATING LETTER</th>
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</table>

**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**

(3406 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 best basis for determining future personnel action. Review 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.

See attached Memorandum in Lieu of Fitness Report.

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

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

   **DATE**
   9 June 1969
   **SIGNATURE OF EMPLOYEE**
   /signed/ David A. Phillips

2. **BY SUPERVISOR**

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

   **DATE**
   6 June 1969
   **OFFICIAL TITLE OF SUPERVISOR**
   Deputy Chief, WH Division
   **TYPE OR PRINTED NAME AND SIGNATURE**
   /signed/ John R. Horton

   **COMMENTS OF REVIEWING OFFICIAL**

   See attached.

   **DATE**
   27 June 1969
   **OFFICIAL TITLE OF REVIEWING OFFICIAL**
   Chief, WH Division
   **TYPE OR PRINTED NAME AND SIGNATURE**
   /signed/ William V. Broe

**SECRET**
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Mr. David A. Phillips
1 April 1968 to 31 March 1969

Mr. Phillips continues to head the Division's program against the high-priority Cuban target, although he has also been selected to fill an unusually responsible job overseas in the coming year, both of which jobs testify to the high regard in which he is held by his superiors in the Agency. Mr. Phillips has had the difficult task of presiding over a show which is being cut back, in terms of money and people, and in which task he has played a major role. At the same time as doing a pruning job, he has had to try to maintain a vigorous program and to keep up enthusiasm. His own qualities of personal leadership and of magnetism have done a great deal to keep up enthusiasm among his people. He has a positive attitude toward operations and is determined; his day-to-day concern is for developing new operations, and he has put all of his own notable vigor and drive into operational directions.

Mr. Phillips knows his target and knows Latin America well and he brings a good feel and insight into his work, which is never pedestrian or unimaginative. He speaks well and convincingly and makes a very good impression both within the Agency and outside, where he serves the Agency well in his relations with other government elements. He also writes notably well.

His task this year has not been easy for he has had to deal with an experimental situation, to a considerable extent, with the new Miami station which he is responsible for supporting and guiding. He has had to exercise a good deal of tact and diplomacy in the doing of it and he has done a good job of reconciling often conflicting views. He has shown a good head for costs in all of this.
Mr. Phillips is a notably good supervisor, especially with younger officers, for whom he is an object of admiration and emulation. Mr. Phillips is a fast-moving, energetic person and he has some of the faults that often go with this virtue; he is impatient with details and "paper" with the consequence that if someone else does not do it for him, his work is sometimes marred by inaccuracies and imprecisions.

Without going into it, it should be noted that Mr. Phillips has had a very trying year personally and it is a proof of his strength of character that he has not only come through it but has hardly broken his stride in carrying out a demanding job, or being any less than his usual cheerful and charming self.

His performance has been very Strong.

John R. Horton
Deputy Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips
Date: 1 June 1969

Comments of Reviewing Official:

I concur in the above rating of Mr. Phillips. Dave Phillips is an operator in the solid professional sense of the word. I have great hopes for the [_______] which he takes over early in 1970.

William V. Brue
Chief
Western Hemisphere Division
Date: 27 June 1969
### SECTON A  GENERAL

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>Phillips, David A.</th>
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<td>Ops Officer Ch</td>
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<td>7. CURRENT STATION</td>
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#### CAREER

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<td>SPECIAL (Specify):</td>
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**DATE REPORT DUE IN O.P.:** 04/68

**REPORTING PERIOD (From - To):** 1 April 1967 - 31 March 1968

### SECTION B  PERFORMANCE EVALUATION

<table>
<thead>
<tr>
<th>W - Weak</th>
<th>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.</th>
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<td>O - Outstanding</td>
<td>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.</td>
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</tbody>
</table>

#### 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**: Responsibility for overall management of Headquarters Branch activities.  
  - RATING LETTER: S

- **SPECIFIC DUTY NO. 2**: Support and guidance of field operations.  
  - RATING LETTER: S

- **SPECIFIC DUTY NO. 3**: Reporting to higher authority; implementing of policy level decisions.  
  - RATING LETTER: O

- **SPECIFIC DUTY NO. 4**: Supervision and management of personnel.  
  - RATING LETTER: O

- **SPECIFIC DUTY NO. 5**: Liaison with State Department and other agencies.  
  - RATING LETTER: O

### 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: O

Reviewed by OP/PD/EAB
The Rating Officer's last fitness report on Mr. Phillips dealt with his terminating an outstandingly successful and very complicated assignment as Chief of Station. This report deals with a completely different situation, i.e. coming into Headquarters as Chief, Cuban Operations Group at the time that drastic reduction had just become the order of the day. The same energy, imagination and zeal which has characterized Mr. Phillips over the years has characterized his performance in this difficult task since his assumption of the new responsibility. He has been a prime mover in reducing the Headquarters WH/COG component to realistic and manageable proportions. By the same token he has been a prime mover, guider, cajoler and sometimes "patron saint" to JMWAVE management in its massive job of bringing JMWAVE down from its ponderous proportions to a viable Clandestine Services "instrument" compatible and consistent with the present day needs of Cuban operations. In this endeavor Mr. Phillips' accomplishments have been of the first order.

(See attached sheet)

SECTION D  CERTIFICATION AND COMMENTS

1.  BY EMPLOYEE

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<thead>
<tr>
<th>DATE</th>
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2.  BY SUPERVISOR

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<th>DATE</th>
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<tbody>
<tr>
<td>10 May 1968</td>
<td>Deputy Chief, WHD</td>
<td>Jacob D. Elderline</td>
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3.  COMMENTS OF REVIEWING OFFICIAL

This is a very fine officer with one of the best potentials in WH Division. I believe the rater is somewhat carried away in his views. Mr. Phillips' career advancement has been closely observed in this Division and I do not believe he is falling behind in the promotion timetable. It is definitely expected he will be recommended next year (which is within the proper time frame,) if his current excellent performance continues.

<table>
<thead>
<tr>
<th>DATE</th>
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<tr>
<td>20 May 1968</td>
<td>Chief, WH Division</td>
<td>William V. Broe</td>
</tr>
</tbody>
</table>
Fitness Report - David A. Phillips

SECTION C (Continued)

Most important however, and this is one of Mr. Phillips unique qualities, he has been able to bring about this drastic reduction and at the same time instill enthusiasm in his staff for new approaches to the ever more difficult Cuban target. His own infectious enthusiasm and his fine manner with co-workers and subordinates has made this possible. In short the Rating Officer believes he is the right man at the right time for the job he is in.

Mr. Phillips' relations with the Department of State and other agencies where it really counts are outstandingly good. He has in his short time back re-established his fine relationship with the manager of the Voice of America. This relationship will undoubtedly be of inestimable value in getting WH Division's new radio effort through the 303 Committee and into operation.

It is probably obvious to one reading this fitness report that the Rating Officer is well disposed towards Mr. Phillips. This is quite true. It in no way, however, affects the Rating Officer's opinion that Mr. Phillips is a man of considerable talent who for one reason or another has fallen at least one grade behind in the promotion timetable. The Rating Officer, therefore, trusts that this will be corrected in the near future. Mr. Phillips is a gentleman of breadth, drive, imagination and dedication. The Rating Officer considers Mr. Phillips to be one of the very best of the many fine officers he has known in his career in the Clandestine Services. In some ways he is unique in that he knows the business from the ground up, having started in [several assignments] and now having moved into the managerial area where he can speak with authority based on valid experience.
S-E-C-R-E-T

TRAINING REPORT

Chiefs of Station Seminar No. 1-70
80 hours, full time 6 - 17 October 1969

Participant: Phillips, David A. Office: WH
Year of Birth: 1922 Service Designation: D
Grade: 16 No. of Students: 8
EOD Date: Apr '66

COURSE OBJECTIVES, CONTENT AND METHODS

The COS Seminar is aimed to prepare prospective Chiefs and Deputy Chiefs of Station and Chiefs of Base for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

S-E-C-R-E-T
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<thead>
<tr>
<th>SECTION A</th>
<th>GENERAL</th>
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<tbody>
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<td>Phillips David A.</td>
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**SECTION B**

**PERFORMANCE EVALUATION**

W - Weak
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**SPECIFIC DUTY NO. 1**
Station management.

**SPECIFIC DUTY NO. 2**
Direction of the operational program.

**SPECIFIC DUTY NO. 3**
Liaison with other U. S. agencies.

**SPECIFIC DUTY NO. 4**

**SPECIFIC DUTY NO. 5**

**SPECIFIC DUTY NO. 6**

**2 MAY 1967**

**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, personal 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

SECRET 024345
Mr. Phillips is nearing completion of his tour of duty as Chief of Station. During the past several months he has had the difficult task of reorganizing his Station and redirecting its manpower following a major election operation. His task has been made more difficult by a series of almost weekly political or security crises which not only required intensive intelligence coverage but also frequently involved Station assets.

Mr. Phillips has done remarkably well in this difficult reorganizing process. It has in no way affected the volume or quality of Station reporting which remains very high. His critical analysis and in-depth interpretation of the rapidly changing political scene have been timely and useful.

The Station under his direction has aggressively undertaken the development of new FI and CI assets without losing momentum in existing operations. Also in a relatively short period of time effective security and counterintelligence units within the host government internal security apparatus have been established.
Fitness Report — David A. Phillips

SECTION C - (Cont'd)

His relationships with the Ambassador and with representatives of other agencies are excellent and the high regard they accord him are reflected in the great confidence placed in him and his staff.

The overall management of the Station reflects careful consideration of manpower and money commitments. Mr. Phillips has taken the initiative in effecting savings wherever possible. In short he has turned in an aggressively outstanding performance under the most difficult imaginable conditions during the period under review.
**SECTION A**

**GENERAL**

<table>
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<tr>
<th>1. NAME</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
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<td>A</td>
<td></td>
<td>31 Oct 22</td>
<td>M</td>
<td>GS-15</td>
<td>D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. OFFICIAL POSITION TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ops Officer/Chief of Station</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. OFF/DIV/OF ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDP/WH/DR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. CHECK ONE TYPE OF APPOINTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>X CAREER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. SPECIAL (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAREER:PROVISIONAL (See Instructions - Section C)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. CHECK ONE TYPE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>X ANNUAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. REASSIGNMENT EMPLOYEE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12. REASSIGNMENT SUPERVISOR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13. DATE REPORT DUE IN O.P.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Apr 65 - 31 March 66</td>
</tr>
</tbody>
</table>

**SECTION B**

**PERFORMANCE EVALUATION**

**M - Meets**
- Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

**A - Adequate**
- Performance is more than satisfactory. Desired results are being produced in a proficient manner.

**P - Proficient**
- Performance is characterized by exceptional proficiency.

**S - Strong**
- 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).

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO.</th>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Direction of Station CA program.</td>
<td>S</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Direction of Station FI/CI efforts.</td>
<td>O</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Liaison responsibilities with Embassy and other U.S. Government representatives.</td>
<td>S</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Managerial responsibilities as Chief of Station.</td>
<td>O</td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Cost consciousness.</td>
<td>S</td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**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 peculiarities. 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.

16 JUN 65

Form 451 USE PREVIOUS EDITIONS.
Mr. Phillips brings to this assignment (his first as Chief of Station) a wealth of CA experience gained through many years of operating in the Western Hemisphere and other areas. As a propagandist and general CA operator he must rank high among all Agency personnel. Consequently, it was indeed fortunate that his assignment came at a time when a person of his talent was badly needed. Arriving shortly after he has had the difficult task of ferreting out information in great detail about an entirely new government, diplomatically handling the delicate coordinations with other U.S. Government agencies in a crisis and highly emotional situation, while administering a rapidly expanding station composed in large degree of young men long on initiative and intelligence but somewhat lacking in depth of experience. At present he is engaged in a fairly large and vastly important election operation which is of concern to the highest authorities of our government.

(Continued - See attached sheet)

I heartily endorse the rater's comments. The Santo Domingo Station, under the excellent leadership of Mr. Phillips, recently completed a most successful and significantly important political action operation. It was a well-done Station operation but great credit has to go to Mr. Phillips personally.
Fitness Report - David A. Phillips

SECTION C - Continued:

Perhaps the outstanding quality which Mr. Phillips has demonstrated is his ability to "fire up" his people to produce at their maximum capacity. Another outstanding characteristic is his diplomatic manner of dealing with other officials. Of particular note is the fact that Subject's relationship with Ambassador [Name] of the OAS (who, in effect, has been the President's principal representative) [are] closer and more fruitful than the relationship of the Embassy with Ambassador [Name]. This has in no way damaged the close relationship Subject has with the Embassy and other government officials.

Subject had little managerial experience of the scope required by his present position prior to his arrival in [Country] nor had he had much experience in FI matters. He has adapted readily however, and he continued to broaden in these respects with the passage of time.

Cost consciousness is, of course, a relative thing. Mr. Phillips as a CA operator "thinks big." However, it is clear that he weighs heavily costs against anticipated results and expects to get a dollar return for each one spent. Overall Subject can be described as a very able person. His ability to maintain Station morale at a high level while producing at a very gruelling pace under difficult conditions is in itself an outstanding accomplishment. Mr. Phillips has been recommended for an Agency Award.
SECRET

TRAINING REPORT

Chiefs of Station Seminar No. 3
60 hours, half days

Participant : PHILLIPS, David A.
Year of Birth : 1922
Grade : GS-15
EOD Date : April 1955

Office : MI
Service Designation : D
No. of Students : 15

COURSE OBJECTIVES, CONTENT AND METHODS

The COS Seminar aimed to prepare prospective Chiefs and Deputy Chiefs of Station, Chiefs of Base, and senior Chiefs of Support for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad. Special attention was given to counterinsurgency.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed, most of them being from within the Agency but several also from outside. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

ACHIEVEMENT RECORD

This is a certificate of attendance.

Mr. Phillips attended the first half of the seminar being withdrawn at that point due to an operational emergency.

No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

[Signature]

Acting Chief Instructor

SECRET

5/3/65
SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE SUPERVISOR: This report is designed to help you assess your evaluation of your subordinate and to transmit this evaluation to your superior and senior officials. It is also organization policy that you show Part I of this report to the employee. It is recommended that you read the entire form before completing any section. If this is the initial report on the employee, it must be completed and forwarded to the "Office of Personnel" on or later than 10 days after the date indicated in item 9, of Section A, below.

SECTION A

GENERAL

1. NAME: [Name] (Last) [First] 2. DATE OF BIRTH: 31 Oct. 1922 3. SEE: [Grade] 4. SERVICE DESIGNATION: [Designation] (Confidential)

OFFICIAL POSITION TITLE: [Title]

5. DATE AND DATE OF ASSIGNMENT: [Date] 6. PERIOD COVERED BY THIS REPORT: [Period]

7. GRADE: [Grade] 8. DATE OF INITIAL昇: [Date]

SECTION B

CERTIFICATION

1. FOR THE SUPERVISOR: This report has not been shown to the individual rated. If shown explain why not.

2. CHECK (X) APPROPRIATE STATEMENTS:

[X] THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

[X] THIS REPORT REFLECTS THE OPINIONS OF OTHERS WITH WHOM I HAVE WORKED.

[X] THIS REPORT IS BASED ON THIS INDIVIDUAL'S PERFORMANCES AND PERFORMANCE IN GENERAL WHAT HE STANDS.

3. DATE: [Date]

4. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: [Signature]

5. SUPERVISOR'S OFFICIAL TITLE: [Title]

6. JOB PERFORMANCE EVALUATION

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

5: PERFORMS DUTIES ABSOLUTELY WELL. HE IS INDEPENDENT.

4: PERFORMS DUTIES IN A CONSCIENTIOUS, EFFECTIVE MANNER.

3: PERFORMS DUTIES IN A SATISFACTORY MANNER. SOME DEFICIENCIES EXIST.

2: PERFORMS DUTIES IN A SATISFACTORY MANNER. MOST DEFICIENCIES EXIST.

1: PERFORMS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUIPPED TO PERFORM DUTIES KNOWN TO THE SUPERVISOR.

TARGET: [Target]

PERFORMANCE: [Performance]

15 Sept. '56

[Signature]

[Date]

[Signature]

[Date]
SECRET

SECRET

SECTION D...

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

6. DEFINITELY UNSUITABLE - SHOULD BE SEPARATED

This officer has ability, talent, area knowledge, understanding of the people and experience in his field. In the initial six months covered by this report he has adjusted remarkably well to a difficult cover situation with a minimum of station support and guidance.

SECRET
SECRET

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE SUPERVISOR: This report is a privileged communication from 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 questions. 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 FF no later than 30 days after the due date indicated in item 6 of Section G below.

SECTION E. GENERAL

1. NAME: (Last) [Redacted]
2. DATE OF BIRTH: 31 Oct, 1922
3. SEX: Male
4. SERVICE DESIGNATION: OP
5. GRADE: 6. DATE RECOUP DUE DUE: 9 August 1956
6. OFFICIAL POSITION TITLE: Staff agent
7. GRADE: 4. DATE RECOUP DUE DUE: 9 February 1956 - 14 September 1956

SECTION F. CERTIFICATION

1. For the Rater: I certify that this report represents my best judgment of the individual being rated.
   a. This Date: 10 Sept, 1956
   b. Type of printed name and signature of supervisor: Chief of Station

2. For the Reviewing Officer: I have reviewed this report and noted any difference of opinion in attached memo.
   a. This Date or Printed Name and signature of reviewing official: 25 Sept, 1956
   b. Type of printed name and signature of reviewing official: [Redacted]

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 field of work.

5. ALREADY ACHIEVING THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
4. 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
2. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
1. WILL PROBABLY NEED ADDITIONAL TRAINING WITH HOPPLE TO BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
0. ALREADY ASHIS RESPONSIBILITIES AS EXPECTED AT HIS PRESENT LEVEL

RATING NUMBER: [Redacted]

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer the question 'Has this person the ability to be a supervisor?' [Redacted] If your answer is YES, indicate below your opinion as to the kind 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 his supervisor, note your rating in the 'actual' column. If based on opinion of his potential, note the rating in the 'potential' column.

DESCRIPTIVE RATING

0. NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1. BELIEVE INDIVIDUAL WOULD BE A POOR 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 GOOD SUPERVISOR IN THIS KIND OF SITUATION

ACTUAL POTENTIAL

1. A GROUP DOING THE BASIC JOB (First line supervisor)
2. A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisor)
3. A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
4. WHEN CONTACT WITH IMMEDIATE SUPERIORDS IS NOT FREGENT
5. WHEN IMMEDIATE SUPERIORDS ACTIVITIES ARE MOSTLY MEETING WITH SUPERIORDS
6. WHEN IMMEDIATE SUPERIORDS ACTIVITIES ARE MOSTLY MEETING WITH OFFICE MENS

DESCRIPTIVE SITUATION

1. POTENTIAL

FORM NO. 45 (Part II) REPLACES PREVIOUS EDITIONS
1 NOV 52

SECRET

Potential

1/42

ARE OBSOLETE
SECRET

OFFICE OF PERSONNEL

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 to 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 boxes of the category number which best tells how much the statement applies to the person covered by this report.

<table>
<thead>
<tr>
<th>CATEGORY NUMBER</th>
<th>STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A LEADER OF MEN'S POINT OF VIEW</td>
</tr>
<tr>
<td>2.</td>
<td>CAN MAKE DECISIONS OR WITH SENSE OF HUMOR</td>
</tr>
<tr>
<td>3.</td>
<td>HAS INTELLIGENCE</td>
</tr>
<tr>
<td>4.</td>
<td>IS ANALYTIC IN HIS THOUGHTS</td>
</tr>
<tr>
<td>5.</td>
<td>STRESSES CONSIDERATION OF OTHERS</td>
</tr>
<tr>
<td>6.</td>
<td>STICKS TO HIS OWN ASSISTANCE</td>
</tr>
<tr>
<td>7.</td>
<td>CAN GET ALONG WITH PEOPLE</td>
</tr>
<tr>
<td>8.</td>
<td>HAS MEMORY FOR FACTS</td>
</tr>
<tr>
<td>9.</td>
<td>GETS THINGS DONE</td>
</tr>
<tr>
<td>10.</td>
<td>CAN COPE WITH EMERGENCIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>HAS HIGH STANDARDS OF ACCOMPLISHMENT</td>
</tr>
<tr>
<td>12.</td>
<td>SHOWS INTRANSLATE</td>
</tr>
<tr>
<td>13.</td>
<td>ACCEPTS RESPONSIBILITIES</td>
</tr>
<tr>
<td>14.</td>
<td>ADDED HIS DEPART</td>
</tr>
<tr>
<td>15.</td>
<td>RESPECTED HONOR</td>
</tr>
<tr>
<td>16.</td>
<td>DOES HIS JOB WITHOUT SUPPORT</td>
</tr>
<tr>
<td>17.</td>
<td>COMES UP WITH SOLUTIONS TO PROBLEMS</td>
</tr>
<tr>
<td>18.</td>
<td>IS CONVENTIONAL</td>
</tr>
<tr>
<td>19.</td>
<td>THINKS CLARITY</td>
</tr>
<tr>
<td>20.</td>
<td>MANAGES WORK</td>
</tr>
<tr>
<td>21.</td>
<td>IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES</td>
</tr>
<tr>
<td>22.</td>
<td>IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS</td>
</tr>
<tr>
<td>23.</td>
<td>IS EXPERIENCED</td>
</tr>
<tr>
<td>24.</td>
<td>STICKS TO HIS OWN ASSISTANCE</td>
</tr>
<tr>
<td>25.</td>
<td>IS MIDNIGHT</td>
</tr>
<tr>
<td>26.</td>
<td>IS SECURITY CONSCIOUS</td>
</tr>
<tr>
<td>27.</td>
<td>IS CONSISTENT</td>
</tr>
<tr>
<td>28.</td>
<td>HIS CRITICISM IS CONSTRUCTIVE</td>
</tr>
<tr>
<td>29.</td>
<td>MAKES DECISIONS QUICKLY</td>
</tr>
<tr>
<td>30.</td>
<td>IS PART OF THE ORGANIZATION</td>
</tr>
</tbody>
</table>

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

INSTRUCTIONS

TO THE ADMINISTRATIVE OFFICE: Consult current administrative instructions regarding the initiation and transmission of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor, you assign, direct, and review the work of the individual; you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor 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 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 (To be filled in by Administrative Officer)

1. NAME
   Last: PHILLIPS
   First: David
   Middle: A.

2. DATE OF BIRTH Oct 22

3. SEX M

4. CAREER DESIGNATION FF

5. OFFICE ASSIGNED TO Information Coordination

6. DIVISION FF

7. BRANCH B

8. DATE THAT THIS REPORT IS DUE 1 January 1956

9. 12. PERIOD COVERED BY THIS REPORT (Exclusively dates): 1 April 1955 - 1 January 1956 (Initial)

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Radio & Television Officer, PP/ICD

2. DATE ASSUMED RESPONSIBILITY FOR POSITION 1 April 1955

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (LIST IN ORDER OF FREQUENCY):

   Advising and assisting operating divisions in development, effective management and supervision of radio broadcasting facilities.

   Maintaining liaison with Department of State and USIA on radio matters.

   Collaboration with the Office of Communications in development of unconventional techniques for broadcasting and jamming evasion.

   Preparation of staff study on proposed use of the television medium.

   DATE 10/08/55

SECTION III

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

This report [ ] has been shown to the individual rated.

DATE 6 January 1956

John G. Shaffer, Chief, PP/ICD

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

DATE 19 Jan 56

19 Jan 56

[Signature]

SECRET

FORM NO. 45 REPLACES PREVIOUS EDITIONS OF THIS FORM WHICH MAY BE USED.
This section is provided as an aid in describing the individual. Your description is not intended to be applicable to itself but must remain descriptive in relation to a particular job or assignment. The descriptive words shall 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 of evaluation is divided into three small blocks: this is to allow you to make finer distinctions if you so desire. You can refer only to 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 as whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means you have the definite opinion that the description is not at all suited to the individual.

<table>
<thead>
<tr>
<th>Statements</th>
<th>Not Observed</th>
<th>Applies to a Limited Degree</th>
<th>Applies to a Reasonable Degree</th>
<th>Applies to an Above Average Degree</th>
<th>Applies to an Outstanding Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Able to see another's point of view</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Practical</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. A good reporter of events</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Can make decisions on his own when need arises</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Cautious in action</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>4. Has initiative</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Unemotional</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6. Analytic in his thinking</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Constantly striving for new knowledge and ideas</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>8. Gets along with people at all social levels</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>9. Has sense of humor</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>10. Knows when to seek assistance</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>11. Calm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>12. Can get along with people</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>13. Memory for facts</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Gets things done</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Keeps oriented toward long-term goals</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>16. Can cope with emergencies</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>17. Has high standards of accomplishment</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Has stamina, can keep going a long time</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>19. Has wide range of information</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>20. Shows originality</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>21. Accepts responsibilities</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>22. Admits his errors</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Responds well to supervision</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Even disposition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>25. Able to do his job without strong support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### SECTION V

**A. What are his outstanding strengths?**

Professional experience in several media plus field experience with CIA equip him to undertake a variety of assignments with excellent prospects of success; ability to outline own job, and then do it.

**B. What are his outstanding weaknesses?**

none apparent to me
C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OVERTIGHTS ALL OTHER CONSIDERATIONS:

Strengths indicated above easily outweigh the few characteristics of which the subject is average.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, JAN 16 347 PM '56

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Operations Familiarization course.

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 subsection 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. Rarely judged in performance; although he has no 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 except in some outstanding manner that he is equalled by few other persons known to the writer.

☐ 6. This individual better qualified for work in some other areas. NO YES IF YES, WHAT?

Better qualified for field assignment in W area only because such assignment can utilize his language and area experience in addition to utilizing the characteristics that have made him a successful staff officer.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate his potential for promotion to higher responsibilities normally indicated by promotion.

☐ 1. Has reached the highest grade 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 specific area.

☐ 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 advance.

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

☐ 1. Has an antagonistic attitude toward the agency...will definitely leave the agency at the first opportunity.

☐ 2. Has strong negative attitude toward agency...forced by restrictions...regard agency as a temporary stop until he can get something better.

☐ 3. Tends to have an unfavorable attitude toward the agency...soothed by minor frustrations...will quit if these continue.

☐ 4. His attitude toward the agency is indifferent...has "waltz and see" attitude...would leave if someone offered him something better.

☐ 5. Tends to have favorable attitude toward agency...wmap be more allowances for restrictions imposed on working for agency...thinks in terms of a career in the agency.

☐ 6. Definitely has favorable attitude toward the agency...barred an unexpected outside opportunity...will probably never consider working any place but in the agency.

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

☐ 1. Definitely unsuitable - he should be separated.

☐ 2. Of doubtful suitability...would not have accepted him if I had known what I know now.

☐ 3. A barely acceptable employee...definitely below average but with no weaknesses sufficiently outstanding to warrant his separation.

☐ 4. A typical employee, he displays the same suitability as most of the people I know in the agency.

☐ 5. A fine employee - has some outstanding advantages.

☐ 6. An unusually strong person in terms of the requirements of the agency.

☐ 7. Exceeded only a few in suitability for work in the agency.
MECHANISM FOR: VAP/STO

ATTENTION: Training Officer

SUBJECT: attendance at IF5 In-Service-Training Series 16 January to 20 March 1956


1. David Phillips attended the lectures in the subject series which were held at 1100-1200 hours, 1 February 1956, during said period. Instruction in "Preparation and Processing of IF5/STO Projects" was given as follows:
   a. INTRODUCTION
   b. PROJECT RESEARCH
      Introduction, explanation of terms, project outline format
   c. STATUS REPORTS
      Status, progress, evaluation, revision of project outline, determination of amount, importance of discussion with project staff in draft stage
   d. PROJECT APPROVAL
   e. PROJECT REVISION
   f. GOVERNANCE REVIEW

2. In addition, were required to study the following references, order to assist the lecturer:
   1. [Reference 1]
   2. [Reference 2]
(3) CST 25G-72
THE CHARLESTON DIVISION REPORT
SOUTHERN DIVISION, CHAPTER II.
THE SOUTHERN DIVISION REPORT,
Dated 9 June 1972

1. CAPABILITY

2. CST 25G-72

3. CST 25G-72

4. CST 25G-72

5. CST 25G-72

6. CST 25G-72

7. INSTRUCTION

INFORMATION provided to ensure complete record of
the different incident and its occurrence. The report is shown.

[Signature]

Date: 9 June 1972

[Signature]
SECRET

TRAINING EVALUATION

READING IMPROVEMENT COURSE # 26

SECTION I: IDENTIFYING INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>Dates of Course</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David A.</td>
<td></td>
<td>24 October - 9 December 1955</td>
<td>23</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>DOB Date</td>
<td>Grade or Rank</td>
<td>Office</td>
</tr>
<tr>
<td>31 October 1922</td>
<td>3 April 1955</td>
<td>03-34</td>
<td>IND/PP</td>
</tr>
</tbody>
</table>

Projected assignment or Present Position

PT Officer

SECTION II: OBJECTIVES OF THE COURSE

The Reading Improvement Course is designed to increase the reading efficiency of agency employees by developing their speed and level of comprehension through (1) expanding the range of reading techniques, (2) adjusting rate of reading to comprehension requirements and (3) improving reading habits.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The course consists of 30 class hours, one hour a day, 5 days a week. 8 hours are devoted to lectures and practice exercises, 12 hours to speed reading practice and 9 hours to specific comprehension techniques.

Each student's reading skills are analyzed at the beginning of the course and the student then concentrates on the development of those skills in which he is deficient or those which are most frequently demanded by the nature of his office reading.

SECTION IV: METHOD OF EVALUATION

Student achievement is measured by an initial and final test battery and class exercises. Two sets of norms have been developed on the test battery. Group I represents the scores of 400 agency employees, 84% of whom had four or more years of college. Group II represents the scores of 96 agency employees with two years or less of college training. Section V contains a description of the tests and exercises. Section VI indicates the student's skill level and Section VII includes the student's over-all achievement and the instructor's comments.
SECTION VI: TEST DESCRIPTION

1. READING COMPREHENSION TESTS: Measure speed and accuracy of basic comprehension skills. Comprehension, analysis, and interpretation are required in these tests.

2. INTENSIVE (informational) READING TESTS: Measure the degree of proficiency in the application of extensive reading skills to acquire broader frame of reference.

3. EXTENSIVE (technical) READING TESTS: Measure the ability to acquire the basic knowledge of a new subject.

4. SCANNING TESTS: Measure efficiency in the application of scanning skills for the selection of information, for identification of the main idea, and for organization.

SECTION VII: REPORT OF SKILL LEVEL

This student is being compared with the following norm group:

Group I = Four or more years of college
Group II = Two or less years of college

<table>
<thead>
<tr>
<th>Basic Comprehension Skills</th>
<th>Fail</th>
<th>Poor</th>
<th>Sat.</th>
<th>Exc.</th>
<th>Sup.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extensive Techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intensive Techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanning Techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION VIII: OVER-ALL ACHIEVEMENT

In consideration of all factors observed during the course and taking into account this student's experience, profession, age, and education, an "A" in one of the boxes shows the student's over-all achievement in the course.

FAIL POOR MINS SATISFACTORY PLUS EXCELLENT SUPERIOR

Incomplete - 9 hours Overseas assignment

FOR THE DIRECTOR OF TRAINING: [Signature] Chief Instructor
DESIGNATION OF BENEFICIARY
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

INFORMATION CONCERNING THE INSURED:

<table>
<thead>
<tr>
<th>Name (Last)</th>
<th>Name (First)</th>
<th>Name (Middle)</th>
<th>Date of Birth (Month, Day, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David A.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLACE AN "X" IN THE APPROPRIATE BOX BELOW TO SHOW WHETHER YOU ARE:

- [ ] AN EMPLOYEE
- [x] A RETIRED OR AN APPLICANT FOR RETIREMENT
- [ ] RECEIVING FEDERAL EMPLOYEES' COMPENSATION BENEFITS OR AN APPLICANT FOR SUCH BENEFITS

DEPARTMENT OR AGENCY IN WHICH PRESENTLY EMPLOYED (If retired, former department or agency):

Central Intelligence Agency

Langley, Va.

I, the individual identified above, canceling any and all previous Designations of Beneficiary under the Federal Employees Group Life Insurance Program heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any amount of LIFE INSURANCE and ACCIDENTAL DEATH INSURANCE due and payable at my death. I understand that this Designation of Beneficiary will remain in full force and effect, with respect to any amount payable, unless or until canceled by me in writing, or until such time as it is automatically canceled (see regulation "T" on reverse side of duplicate copy).

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES (SEE EXAMPLES OF DESIGNATIONS):

<table>
<thead>
<tr>
<th>Type of or print first name, middle initial, and last name of each beneficiary</th>
<th>Type of or print address (including ZIP Code) of each beneficiary</th>
<th>Relationship</th>
<th>Share to be paid to each beneficiary</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIRGINIA S. Phillips</td>
<td>824 Peak Trace, Alexandria, VA 22304</td>
<td>Wife</td>
<td></td>
</tr>
</tbody>
</table>

For DISTRIBUTION ACCORDING

TO MY WILL.  

For each type of insurance (regular and optional): (1) I hereby direct, unless otherwise indicated above, that if more than one beneficiary is named, the share of any beneficiary who may predecease me will be distributed equally among the surviving beneficiaries, or entirely to the survivor. (2) I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specially reserve the right to cancel or change this Designation of Beneficiary at any time without knowledge or consent of the beneficiary.

(Date of execution—Month, Day, Year) (Signature of insured)

WITNESSES TO SIGNATURE (A witness is ineligible to receive payment as a beneficiary):

Signature of witness: 12/18 A. Moore  

(Number and street) 1218 30th St., NW, Apt. 22180

(PRINT OR TYPE NAME AND ADDRESS (including ZIP Code) OF INSURED)

This check is payable for receiving agency

SEE REVERSE SIDE OF DUPLICATE COPY FOR INSTRUCTIONS ON WHERE TO FILE THESE FORMS.

DO NOT FILE WITH THE OFFICE OF FEDERAL EMPLOYEE GROUP LIFE INSURANCE.
**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Control Division, Statistical Reporting

<table>
<thead>
<tr>
<th>SERIAL NO.</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>124345</td>
<td>Phillips</td>
<td>David</td>
<td>A</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. 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 form no. 59, Revised.

**PCS DATES OF SERVICE**

<table>
<thead>
<tr>
<th>ARRIVAL O/S</th>
<th>DEPARTURE O/S</th>
<th>TYPE OF DATA</th>
<th>G/P CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-26</td>
<td>27-29</td>
<td>1 - PCS (Basic)</td>
<td>30-39</td>
</tr>
<tr>
<td>31-33</td>
<td>35-35</td>
<td>5 - Cancellation</td>
<td>40-42</td>
</tr>
</tbody>
</table>

**TOY DATES OF SERVICE**

<table>
<thead>
<tr>
<th>ARRIVAL O/S</th>
<th>DEPARTURE O/S</th>
<th>TYPE OF DATA</th>
<th>G/P CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-26</td>
<td>27-29</td>
<td>2 - TOY (Basic)</td>
<td>30-39</td>
</tr>
<tr>
<td>31-33</td>
<td>35-35</td>
<td>6 - Cancellation</td>
<td>40-42</td>
</tr>
</tbody>
</table>

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

<table>
<thead>
<tr>
<th>DATE</th>
<th>AREA(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>110374</td>
<td>EUR 801</td>
</tr>
</tbody>
</table>

**SOURCE DOCUMENT AND CERTIFICATION**

- [ ] Travel Voucher
- [ ] Cable
- [ ] Duty Status or Time and Attendance Report
- [ ] Other (Specify)

**REMARKS**

PREPARED BY

REPORT SUBMITTED ON

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

[Stamp: 1451a; Printed: 2/74]
# REPORT OF SERVICE ABROAD

**TO:** Office of Personnel, Control Division, Statistical Reporting

**SERIAL NO.:** 0243#5

**NAME:** Philips

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "CODE" column to designate whether submission is of basic data, correction, or cancellation (see column). Report dates by using the number for the month, and last two digits only for year. Refer to OIF No. 98-027 Sec.

### PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>PAY YEAR</th>
<th>WAGE OTE</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-26</td>
<td>1974</td>
<td></td>
<td>PCS (Basic)</td>
<td>1</td>
</tr>
<tr>
<td>31-32</td>
<td>1974</td>
<td></td>
<td>Cancellation</td>
<td>3</td>
</tr>
<tr>
<td>33-34</td>
<td>1974</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>35-36</td>
<td>1974</td>
<td></td>
<td></td>
<td>5</td>
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</tbody>
</table>

### TOY DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>PAY YEAR</th>
<th>WAGE OTE</th>
<th>TYPE OF DATA</th>
<th>AREA(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-13</td>
<td>1974</td>
<td></td>
<td>TOY (Basic)</td>
<td>2</td>
</tr>
<tr>
<td>12-14</td>
<td>1974</td>
<td></td>
<td>Correction</td>
<td>2</td>
</tr>
<tr>
<td>12-14</td>
<td>1974</td>
<td></td>
<td>Cancellation</td>
<td>2</td>
</tr>
<tr>
<td>12-14</td>
<td>1974</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- **Travel Voucher**
- **Cable**

**DOCUMENT IDENTIFICATION NO.:** 

**DOCUMENT DATE/PERIOD:** 02-13 MOV 74

**REMARKS**

**PREPARED BY**

**REPORT ANNEXED TO**

**ABOVE DATA CERTIFIED**

**This report will be filed in the Office of Personnel in the individual's official personnel folder.**
FILE COPY OF STANDARD FORM 56

"AGENCY CERTIFICATION OF INSURANCE STATUS—
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM"

on file with the Retirement Operations Branch,
Office of Personnel (x3257).
ELECTRIC, DECLARATION, OR WAIVER OF LIFE INSURANCE COVERAGE

IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

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.

2

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

NAME (last) (first) (middle)

DATE OF BIRTH (month, day, year)

SOCIAL SECURITY NUMBER

PHILLING  W. DAVID
ATLIE

OCTOBER 31, 1922

EMPLOYING DEPARTMENT OR AGENCY

LOCATION (city, state, zip code)

HAVE YOU EVER BEEN FIRED AN EMPLOYEE, EMPLOYER, OR INSURER OF LIFE INSURANCE COVERAGE? □ YES □ NO

IF "YES," your last such form remains in effect and you should not be the new form unless you want to change the old one. (See instructions for employees on page 4.) If not, on no part of your salary, but I cannot perform positively.

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

3

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.

WANT BOTH

optional and

regular

insurance

x

(A)

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 declaration and unless at the time I elect to do so, I will continue to be insured 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.

DO NOT WANT

optional but

regular

insurance

NO

(B)

WAIVER OF LIFE INSURANCE COVERAGE

I do not want to be insured and have coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver until at least 1 year after the effective date of this waiver and unless I elect to do so, I will continue to be insured 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.

WANT NEITHER

regular nor

optional

insurance

NO

(C)

DATE AND SIGN. RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

FOR EMPLOYING OFFICE USE ONLY

Received March 20, 1970

Personnel Officer

See Table of Effective Dates on back of Original

STANDARD FORM\# No. 126

(official receiving date stamp)

20 March 1970

DATE

ORIGINAL COPY—Retain in Official Personnel Folder
ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

FOLLOW THESE GENERAL INSTRUCTIONS:
• 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.

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

NAME (first) (last) (middle)
Phillips David Atlee
DATE OF BIRTH (month, day, year)
024345
31 Oct 1922
SOCIAL SECURITY NUMBER
EMPLOYING DEPARTMENT OR AGENCY
LOCATION (City, State, ZIP Code)

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)

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.

Mark here if you
DO NOT WANT OPTIONAL but do want regular insurance
X
(B)

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.

Mark here if you WANT NEITHER regular nor optional insurance
(C)

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.

SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

DATE
13 February 1968

FOR EMPLOYING OFFICE USE ONLY

See Table of Effective Dates on back of Original

SECRET

STANDARD FORM No. 176-1
APRIL 1968
For use only after Apr 18, 1966
176-101
Mr. David A. Phillips is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding service to the Central Intelligence Agency for more than 22 years. Throughout his career Mr. Phillips has held a series of highly important positions in headquarters and overseas, including four assignments as Chief of Station. In each instance his superior accomplishments were marked by his broad area knowledge, initiative, drive and imagination. His most recent assignment as Chief of a major division is further evidence of his exceptional capability.

Mr. Phillips' efforts during his career constitute a major contribution to the mission of the Agency, reflecting great credit on him and the Federal service.

REMARKS

(Recommendation approved by DD/O on 5 March 1975)

APPROVED

W Vernon A. Walton
DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE
3 April 1975

SIGNATURE

[Signature]
TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD
F. W. M. Janney

[Signature]
TYPED NAME OF RECORDER
R. L. Austin Jr.
RECOMMENDATION FOR HONOR OR MERIT AWARD
_Submit in triplicate - see RF 10-37_

SECTION A

<table>
<thead>
<tr>
<th>1. EMPLOYEE NO.</th>
<th>2. NAME OF PERSON RECOMMENDED (Last, First, Middle)</th>
<th>3. POSITION TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>024345</td>
<td>Phillips, David A.</td>
<td>Division Chief</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. GRADE</th>
<th>5. SD</th>
<th>6. OFFICE OF ASSIGNMENT</th>
<th>7. RECOMMENDED AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-18</td>
<td>D</td>
<td>DDO/LA</td>
<td>Distinguished Intelli</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. INCLUSIVE DATES FOR WHICH RECOMMENDED</th>
<th>9. IF RETIRES, DATE OF RETIREMENT</th>
<th>10. POSTMORTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1953 - May 1975</td>
<td>9 May 1975</td>
<td>YES XX NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. HOME ADDRESS</th>
<th>12. HOME PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8224 Stone Trail Drive</td>
<td>365-0527</td>
</tr>
<tr>
<td>Bethesda, Maryland</td>
<td></td>
</tr>
</tbody>
</table>

SECTION B

LIST ANY PERSONNEL GIVEN AN AWARD OR RECOMMENDED FOR AWARD WHO ASSISTED IN THE ACT OR PARTICIPATED IN THE PERFORMANCE.

<table>
<thead>
<tr>
<th>13. FULL NAME</th>
<th>14. TYPE OF AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

SECTION C

ATTACH NARRATIVE DESCRIPTION OF PERFORMANCE OR SERVICE WARRANTING AWARD, ANY SUPPORTING DOCUMENTS AND A PROPOSED, UNCLASSIFIED CITATION.

SECTION D

15. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION | DATE
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>William E. Nelson</td>
<td></td>
</tr>
<tr>
<td>Deputy Director for Operations</td>
<td></td>
</tr>
</tbody>
</table>

16. HEAD OF CAREER SERVICE (Careers service of nominee) | TITLE AND SIGNATURE | DATE
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See Item #18</td>
<td></td>
</tr>
</tbody>
</table>

17. DEPUTY DIRECTOR OF CAREER SERVICE | TITLE AND SIGNATURE | DATE
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See Item #18</td>
<td></td>
</tr>
</tbody>
</table>

18. DEPUTY DIRECTOR OF OPERATING COMPONENT | TITLE AND SIGNATURE | DATE
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Director for Operations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mr. David A. Phillips is retiring after a distinguished career with the Agency. He has been an employee of the Agency since 1951 when he initially joined as a Contract employee. He served with distinction in Mexico City, and his excellent command of has enhanced each of his assignments in Latin America. A true DDOer, fifteen years of this glorious and active career were spent overseas. His outstanding dedication and devotion to the cause of freedom won for him in 1956, the Intelligence Medal of Merit. His file is replete with letters of commendation and appreciation from the DCI, DDCI, the former Ambassadors, and military commanders, all of whom recognized the uniqueness of his outstanding service. Mr. Phillips has been highly effective as a senior member of the Latin American Division which has been under his immediate command since 1973. An excerpt from a late fitness report nicely characterizes the caliber of his work. "It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible." Mr. Phillips will be remembered for his initiative, drive and imagination, and for the excellence of his representational responsibilities which in large part is attributable to his native charm, area knowledgeability and superb language skills. He will be remembered for his intent capability and desire to fulfill the needs of the Organization. It is fitting and proper that upon his retirement, Mr. Phillips be recognized with the award of the Distinguished Intelligence Medal.
Dear Dave,

You have just finished an important albeit grueling GS-16 Evaluation Exercise at my direction. The recommendations for promotion and executive development you gave me were a major factor in my recommendations to the Director for the upward movement of officers who will be the top management cadre of the Directorate in the near future.

I believe you will find that the last several weeks will have sharpened your focus on one of our most important management responsibilities, our personnel. Many thanks for a job well done.

William E. Nelson
Deputy Director for Operations
**SECRET**

*REPORT OF SERVICE ABROAD*

**TO:** Office of Personnel, Transactions and Records Branch, Status Section

<table>
<thead>
<tr>
<th>SERIAL NO.</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
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</thead>
<tbody>
<tr>
<td>024345</td>
<td>Phillips</td>
<td>David</td>
</tr>
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**INSTRUCTIONS**

Use appropriate space below to report data for either PCS orTDY. 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 DOD No. 36, Revised.

**PCS DATES OF SERVICE**

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<td>MONTH</td>
<td>DAY</td>
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<td>11-22</td>
<td>12</td>
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<td>73</td>
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<tr>
<td>11-24</td>
<td>12</td>
<td>73</td>
<td>11-24</td>
<td>12</td>
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**SERVICE END DATE**

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

**SOURCE DOCUMENT AND CERTIFICATION**

- Travel Voucher
- Dispatch
- Cable
- Duty Status or Time and Attendance Report
- Other (Specify)

**DOCUMENT IDENTIFICATION NO.**

W-1200 1/24

**DOCUMENT DATE/PERIOD**

11/11 - 1/1/73

**REMARKS**

**PREPARED BY**

[Signature]

**REPORT IDENTIFIED ON**

[Signature]

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED**

[Signature]

**THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER**

**FORM 1451a**

5-69

1451a EDITIONS

SECRET
**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Transactions and Records Branch, Status Section

**SERIAL NO.** 024345

**LAST** Phillips

**FIRST** David

**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 (OFR only). Report dates by using the number for the month, and last two digits only for year. Refer to OFI No. 50, Revised.

### PCS DATES OF SERVICE

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<thead>
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**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

### SOURCE DOCUMENT AND CERTIFICATION

- **X** TRAVEL VOUCHER
- DISPATCH
- CABLE
- DUTY STATUS OR TIME AND ATTENDANCE REPORT
- OTHER (Specify)

**DOCUMENT IDENTIFICATION NO.** WH BT0.1/74

**DOCUMENT DATE/PERIOD:** 12/4/73

**REMARKS:**

- **PREPARED BY:**
- **REPORT ANNOTATED RE CONTROL DOCUMENT**
- **ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED:**

**THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER**

**SECRET**

**(OFRs Filled In)**
**SECRET**

**REPORT OF SERVICE ABROAD**

**TO:**
Office of Personnel, Control Division, Statistical Reporting Branch

**SERIAL NO.:** 034845  
**LAST NAME:** PHILLIPS  
**FIRST NAME:** DAVID  
**MIDDLE NAME:** A.

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in first column to designate whether submission is of basic data, correction, or cancellation (for PCS). Report dates by using the number for the month, and last two digits only for year. Refer to OP 11, 50, Revised.

**PCS DATES OF SERVICE**

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**TOY DATES OF SERVICE**

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<td>1974</td>
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<tr>
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<td>03</td>
<td>1974</td>
<td>5 - CANCELLATION</td>
<td>40-42</td>
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**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- **TRAVEL VOUCHER**
- **CABLE**

**DUTY STATUS OR TIME AND ATTENDANCE REPORT**

**DOCUMENT IDENTIFICATION NO.**

**DOCUMENT DATE (ERT NO.)**

**REMARKS**

**PREPARED BY**

**REPORT ANNOTATED ON**

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE**

**THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL, IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER**
**SECRET**

*REPORT OF SERVICE ABROAD*

**TO:**
Office of Personnel, Control Division, Statistical Reporting Branch

**SERIAL NO.**
031345

**NAME**
PHILIPS, DONALD

**INSTRUCTIONS**
Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (Code 31 only). Report dates by using the number for the month, and last two digits only for year. Refer to OPI No. SB. Revised.

### PCS DATES OF SERVICE

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<td>5, 6 Cancellation</td>
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### TOY DATES OF SERVICE

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<th>Type of Data</th>
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<tbody>
<tr>
<td>23-24</td>
<td>27-28</td>
<td>2, 3 (Basic)</td>
<td>07-28</td>
<td>09-29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4, 5 Correction</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6, 7 Cancellation</td>
<td>30-30</td>
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</table>

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- TRAVEL VOUCHER
- CABLE
- DIS派出
- DUTY STATUS OR TIME AND ATTENDANCE REPORT
- OTHER (Specify)

**DOCUMENT IDENTIFICATION NO.**
14014685

**DOCUMENT DATE/PERIOD**
37 June 1962

**REMARKS**

- PREPARED BY
- REPORT ANNOTATED ON
- ABOVE DATA CERTIFIED CORRECT. BASED UPON SOURCE
- DOCUMENT CITED
- SIGNATURE

**THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER**

*FORM 1451a ANNEXED PREVIOUS SECTIONS*

*SECRET*
SECRET

SERVICE ABROAD AGREEMENT

1. GENERAL

It is understood that you agree to serve the period of service abroad prescribed in section 11 below and to serve the government abroad. You are obligated to return to the United States and your household and personal effects upon the occurrence of any of the following events:

- If you terminate your permanent assignment outside the Continental United States before you complete 12 months of creditable service following the date of your arrival abroad, you will be required to reimburse the government for all expenses it incurs in the travel and transportation of you, your dependents, your household and personal effects to your post. If you fail to complete your prescribed tour of duty abroad you will not be entitled to the return travel and transportation of your post.

- If you are stationed for a period of 12 months in a foreign country and you terminate your permanent assignment outside the Continental United States before you complete 12 months of continuous creditable service outside the United States, the government may waive the reimbursement of expenses already incurred, or authorize your return travel and transportation, whichever is applicable.

- If eligible under the terms of HR 20-30, you will be granted home leave as soon as it can be arranged at government convenience after completion of your prescribed tour of duty, provided you have served at least 18 months of continuous creditable service outside the United States. Home leave and home leave travel are contingent upon your willingness to return, and contemplation by agency officials that you will return to service outside the United States immediately after home leave or upon completion of an assignment in the United States.

You are advised that any money due you from the government may be applied in liquidation of any indebtedness arising from violation of this agreement. You will be afforded all normal recourse in appealing decisions made pursuant to this agreement.

NAME OF EMPLOYEE

David A. Phillips

II. TOUR OF DUTY ABROAD

A. Standard tour of duty of 12 months

B. Nonstandard tour of duty of _______ months previously approved per HR 20-18

C. Nonstandard tour of duty of _______ months for this tour only for the employee signing this agreement.

(See HR 20-18)

REQUESTED

OPERATING OFFICIAL

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

APPROVED

DIRECTOR OF PERSONNEL

III. PERMANENT PLACE OF RESIDENCE

3. Your "permanent place of residence" is a place to which allowable travel and transportation expenses may be authorized in certain circumstances pursuant to HR 22. Its designation will be made in your official personnel folder.

4. In requesting your permanent place of residence in Item 5 on the form HR 22-33, you normally indicate the place where you have previously been stationed in the United States or the Commonwealth of Puerto Rico at the time of your predecessor's assignment abroad. You may establish a new residence and a place of domicile in the United States or out of the United States, and designate your permanent place of residence in Item 13 in accordance with your status.

5. Other information about the place of residence may be found in the attached statement.

WARNING NOTICE

This form may not be used for personnel who have previously been stationed abroad or in a foreign country. The form must be completed in accordance with the instructions on the reverse side.
SECRET

I. PHYSICAL ELLING PLACE (Permanently Place of Residence unless address in item 6 is required in lieu thereof)
FULL ADDRESS

SAME AS ABOVE

II. OTHER PLACE REQUESTED (Requested Permanent Place of Residence of different from item 1)
FULL ADDRESS

III. CONCUR
DEPUTY DIRECTOR
DATE

APPROVED
DIRECTOR OF PERSONNEL
DATE

IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-301(3)(P). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

V. DESIGNATION PER ITEM 7 ABOVE
FULL ADDRESS

SAME AS ABOVE

VI. DESIGNATION PER ITEM 8 ABOVE
FULL ADDRESS

VII. RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT

DEPUTY DIRECTOR
DATE

APPROVED
DIRECTOR OF PERSONNEL
DATE

VIII. CONCUR

APPROVED

EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE
DATE 7/28/72

SECRET
**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Transactions and Records Branch, Status Section (Print)

**SERIAL NO.** 024345  **NAME** DAVIV

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (Duty only). Report dates by using the number for the month, and last two digits only for year. Refer to OFI No. 88, Revised.

### PCS DATES OF SERVICE

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<td>17</td>
<td>71</td>
<td>PCS (Basic)</td>
<td>37 38 39</td>
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### TOY DATES OF SERVICE

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<th>Month</th>
<th>Day</th>
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<td>17</td>
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<td>TOY (Basic)</td>
<td>37 38 39</td>
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**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- **TRAVEL VOUCHER**
- **CABLE**
- **OTHER (Specify)**

**DOCUMENT IDENTIFICATION NO.** 111771  **DOCUMENT DATE/PERIOD** 1-1-71

**REMARKS**

- **Corrections**

**PREPARED BY**

- **REPORT ANNOTATED ON CONTROL DOCUMENT**
- **ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED**

**DATE** 7/9/71  **SIC**

**THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER**

**SECRET**
**REPORT OF SERVICE ABROAD**

**To:** Office of Personnel, Transnational and Records Branch

**SERIAL NO.** 345

**LAST NAME** Phillips

**FIRST NAME** Lloyd

**MIDDLE NAME** A

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TSY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (own unit). Report dates by using the number for the month, and last two digits only for year. Refer to OPl No. 66, Revised.

**PCS DATES OF SERVICE**

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**TOY DATES OF SERVICE**

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**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- **TRAVEL VOUCHER**
- **CABLE**
- **DISPATCH**
- **OTHER (Specify)**

**DOCUMENT IDENTIFICATION NO.** 13572

**DOCUMENT DATE/PERIOD** 8 July 1971

**REMARKS**

No difficulty claimed.

**PREPARED BY**

- **DEB**
- **REPORT AUTHORIZED BY**
- **CONTROL DOCUMENT**
- **ABOVE DATA CERTIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED**
- **SIGN**

This report will be filed in the Office of Personnel in the individual's official Personnel Folder.
1. As Headquarters is well aware, a constant flow of TDY personnel was provided the Station by Headquarters during the crisis period of the recent revolution. Obviously, the Station would have found it most difficult, if not impossible, to perform in the fashion it did without this assistance. What deserves special comment, however, is the generally high quality of their performance under quite demanding, fluid, and, often, dangerous conditions. With few exceptions, already known to Headquarters, the TDY personnel did a magnificent job both collectively and as individuals. Considering the grade and experience of most of these officers, it can probably be assumed that this was to be expected. But what clearly was not predictable was their willingness to accept any type of assignment regardless of grade or circumstances, their quick adaptability and initiative in an unfamiliar and confused situation, and their stamina under the stress of long and irregular work days seven days a week. Furthermore, in spite of the close working quarters, constant association, and strain inherent in this type of situation, "personality clashes" or other signs of incompatibility were very few indeed.

2. Undoubtedly, Headquarters has sensed the foregoing returns. The purpose of sending this dispatch is to make it a matter of record and to suggest to Headquarters that their standard of performance under these conditions may merit consideration of some special recognition in the personnel files of the personnel concerned.

Continued...

Distribution:
3 - WHD

Attachment:
As stated - h/w
7. Without detracting one unit from the performance of any of the other officers on TDY assignment, the present COS would like to single out [ ] and [ ] as deserving special comment. Their performance has been exceptional. A special note is attached for [ ] Therefore, it is recommended that the attached memoranda be inserted into each of their personnel files.

4. Also, the COS would like to register the fact that the foregoing not only speaks highly of the TDY personnel assigned, but Headquarters as well in providing this type of support.

5. As a final comment, Headquarters may care to check this memorandum with [ ] the COS for a good part of this period, to obtain any special comments he might wish to make in this regard -- either with respect to content or individuals whom he considered exceptional and who are not known to the present COS.

David Phillips
S·E·C·R·E·T

17 July 1965

MEMORANDUM FOR THE RECORD

SUBJECT: TDY in Santo Domingo

1. [_________________] was assigned to [_________________] on a TDY basis for the period 2 June to 16 July 1965. During this assignment, [_________________] was placed in charge of the Station C.F.A program with special emphasis on exploiting targets of opportunity in the very fluid crisis situation then prevalent and, simultaneously, generating new assets and new approaches to lay the groundwork for the altered situation which would be confronting the Station in the post-crisis era. In addition to supervising the C.F.A program, he handled a number of existing agents, developed some new assets, and conducted numerous special C.F.A operations, including some quite effective black activities. On this assignment, [_________________] worked some fourteen to sixteen hours a day throughout the entire period.

2. The undersigned is aware that C.I.A would expect a quite professional and dedicated performance from an officer of [_________________] seniority, experience, and caliber; however, even taking this into consideration, his performance in every respect was exceptional, and should merit special recognition.

3. It is recommended that a copy of this memorandum be placed in [_________________] personnel folder.

S·E·C·R·E·T
MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director for Plans

SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station, ________________

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, ________________ effective on or about 15 January 1970 is recommended. Mr. Phillips would replace Mr. Robert D. Gahagen.

2. Mr. Phillips has been an employee of the Agency since 1951 initially in a contract capacity. He has served in Havana, ________________ Mexico City and most recently as Chief, Cuban Operations Group. Mr. Phillips is fluent in the Spanish language ________________ A biographic profile including information regarding his Agency experience and training is attached.

William V. Broe
Chief
Western Hemisphere Division

Attachment
Biographic Profile (Parts 1 and 2)
SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station.

APPROVAL RECOMMENDED:

[Signature]
Deputy Director for Plans
20 Oct 69
Date

The recommendation in paragraph one is APPROVED:

[Signature]
Director of Central Intelligence
1 Oct 69
Date

SECRET
CONFIDENTIAL

Complete in original. The data recorded on this form is essential in determining travel advances, all-0-act in connection with leave of government expense, overseas duty, return to residence, pension, separation, and for providing current residence and dependency information required in the event of an employee's emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE

(Last) Phillips

(Middle) David

(Social Security Number) 460-28-3030

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY

(See Continuation)

WASHINGTON, D.C.

PLACE DESIGNATED AS PERMANENT RESIDENCE

WASHINGTON, D.C.

LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)

Port Worth, Texas

MARITAL STATUS (Check one)

SINGLE

WIFE CHILDREN

DIVORCED

Annulled

If married, place of marriage

BETHESDA, Md.

DATE OF MARRIAGE

28 March 1969

REMARKS

DATE SPOUSE DIED

If previously married, indicate names of spouse, reason(s) for termination, and dates.

Joan Hildebrandt, Incompatibility, circa September 1941

Helen Haasch, Incompatibility, 22 November 1967.

MEMBERS OF FAMILY

NAME OF SPOUSE

Virginia S. Phillips

ADDRESS

8225 Stono Trail Drive, Bethesda, Md.

TELEPHONE NO.

606-6733

NAME OF CHILDREN

Maria

Sex

F

DATE OF BIRTH

1969

David Jr.

M

M

Christopher

Deceased

NAME OF YOUR SPOUSE (Or female guardian)

ADDRESS

STOLOI, CA.

TELEPHONE NO.

NAME OF YOUR MOTHER (Or female guardian)

ADDRESS

STOLOI, CA.

TELEPHONE NO.

By brother, Edwin T. Phillips, Jr.

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last-First-Middle)

(Phillips, Edwin Thomas)

RELATIONSHIP

HUSBAND

HOME ADDRESS

BETHESDA, MD.

HOME TELEPHONE NUMBER

BETHESDA, MD.

SAME AS ABOVE

SAME AS ABOVE

BUSINESS ADDRESS

FORT WORTH NATIONAL BANK, 1100, FORT WORTH, TEXAS

SAME AS ABOVE

SAME AS ABOVE

UNKNOWN

UNKNOWN

IS THE INDIVIDUAL NAMED ABOVE NITTED OF YOUR AGENCY AFFILIATION? (IF "NO", give name and address of person to whom notice should be given)

YES

X

NO

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (IF "NO", give name and address of person(s). If yes, who can make such decisions in case of incapacity?

YES

X

NO

X

YES

X

NO

X

YES

X

NO

X

YES

X

NO

X

SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CURRENT RESIDENCE AND DEPENDENCY REPORT

CONTINUED ON REVERSE SIDE

61 USE PREVIOUS EDITIONS.

62
CONFIDENTIAL

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

Indicate name and address of any banking institutions with which you have accounts and the names in which the accounts are carried:

Fort Worth National Bank, Fort Worth, Texas. Checking and Savings.
Potomac National Bank, Potomac, Md. Checking.
Columbia Federal (House mortgage).

All in name David A. Phillips

Are you a member of the Northwest Federal Credit Union? [ ] Yes [ ] No
If yes, do you have a joint account? [ ] Yes [ ] No

Have you completed a last will and testament? [ ] Yes [ ] No. (If "Yes," where is document located?)

In possession of my brother and attorney, Edvin T. Phillips, Jr. (See above).

Have you preplanned an arranged guardianship of your children in case of common disaster to both parents? [ ] Yes [ ] No. (If "Yes," give names and addresses)

But my children would go their mother; my step-children to their father.

Have you executed a power of attorney? [ ] Yes [ ] No. (If "Yes," who possess the power of attorney?)

My brother, Edvin T. Phillips, Jr.

ADDITIONAL DATA AND OR CONTINUATION OF PRECEDING ITEMS

Continuation of children:

The following are my step-children, who live with/and receive more than half their support from me: (All have common address of 8224 Stave Trail Drive):

Deborah Anne Ahern (f)
Bryan Hase Ahern (m)
Hyne Augerton Ahern

SIGNED AT
Washington D.C.
19 November 1969

CONFIDENTIAL
# REPORT OF SERVICE ABROAD

**TO:** Office of Personnel, Transactions and Records Branch, Status Section

**SERIAL NO.** 024345

**NAME** Phillips, David A.

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. 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 OSH No. 88, Revised.

## PCS Dates of Service

<table>
<thead>
<tr>
<th>Arrival O/S</th>
<th>Departure O/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>DAY</td>
</tr>
<tr>
<td>12-24</td>
<td>27-40</td>
</tr>
<tr>
<td>31-32</td>
<td>33-34</td>
</tr>
</tbody>
</table>

**TYPE OF DATA**

1. PCS (Basic)
2. Correction
3. Cancellation

**COUNTRY**

**CODE**

**OF/P**

**USE**

**ONLY**

## TOY Dates of Service

<table>
<thead>
<tr>
<th>Arrival O/S</th>
<th>Departure O/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>DAY</td>
</tr>
<tr>
<td>23-24</td>
<td>27-40</td>
</tr>
<tr>
<td>31-32</td>
<td>33-34</td>
</tr>
</tbody>
</table>

**TYPE OF DATA**

2. TOY (Basic)
4. Correction
6. Cancellation

**AREAS**

**CODE**

**OF/P**

**USE ONLY**

2

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

## SOURCE DOCUMENT AND CERTIFICATION

- TRAVEL VOUCHER
- CABLE
- OTHER (Specify)

**DOCUMENT IDENTIFICATION NO.** WH 71-79

**DOCUMENT DATE/PERIOD** 5 - 6 Aug 69

**REMARKS**

**PREPARED BY**

**REPORT ANNOTATED ON CONTROL DOCUMENT**

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED**

**SIGNATURE**

**DATE** 21 Nov 69

This report will be filed in the Office of Personnel in the individual's official personnel folder.
# REPORT OF SERVICE ABROAD

**To:** Office of Personnel, Transactions and Records Branch, Status Section

**SERIAL NO.**

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
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</thead>
<tbody>
<tr>
<td>24</td>
<td>2075</td>
<td>CY</td>
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</table>

**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 (OMA 677). Report dates by using the number for the month, and last two digits only for year. Refer to OMA No. SB, Revised.

### PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>COUNTRY</th>
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</thead>
<tbody>
<tr>
<td>25</td>
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<td>78</td>
<td>35</td>
<td>18</td>
<td>78</td>
<td>1 - PCS (Basic)</td>
<td>37</td>
<td>10-30</td>
</tr>
<tr>
<td>10</td>
<td>03</td>
<td>19</td>
<td>55</td>
<td>21</td>
<td>97</td>
<td>3 - CANCELLATION</td>
<td>111</td>
<td>40-45</td>
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</table>

### TDY DATES OF SERVICE

<table>
<thead>
<tr>
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<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>15</td>
<td>78</td>
<td>12</td>
<td>24</td>
<td>79</td>
<td>1 - TDY (Basic)</td>
<td>37</td>
<td>SOUTH</td>
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<tr>
<td>07</td>
<td>14</td>
<td>78</td>
<td>12</td>
<td>24</td>
<td>79</td>
<td>4 - CANCELLATION</td>
<td>111</td>
<td>40-45</td>
</tr>
</tbody>
</table>

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- TRAVEL VOUCHER
- CABLE
- 
- DIS派出
- DUTY STATUS OR TIME AND ATTENDANCE REPORT
- OTHER (Specify)

**OTHER IDENTIFICATION NO.**

10 H 4X 12-67

**DOCUMENT DATE/PERIOD**

7-12/67

**REMARKS**

- PREPAREDBY
- REPORT SUBMITTED ON
- ABOVE DATA CERTIFIED TRUE, BASED UPON SOURCE DOCUMENT CITED
- SIGNATURE

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER
**REPORT OF SERVICE ABROAD**

TO: Office of Personnel, Transactions and Records Branch, Status Section

<table>
<thead>
<tr>
<th>SERIAL NO.</th>
<th>LAST (PRINT)</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>O24315</td>
<td>PHILLIPS</td>
<td>LAVID A.</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "CODE" column to designate whether submission is of basic data, correction, or cancellation (00-60 only). Report dates by using the number-for-the-month, and last two digits only for year. Refer to OFI No. 65, Revised.

**PCS DATES OF SERVICE**

<table>
<thead>
<tr>
<th>ARRIVAL D/S</th>
<th>DEPARTURE D/S</th>
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<th>CODE</th>
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<tr>
<td>MONTH</td>
<td>DAY</td>
<td>YEAR</td>
<td>MONTH</td>
</tr>
<tr>
<td>1-9</td>
<td>15-21</td>
<td>62-63</td>
<td>22-28</td>
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</tbody>
</table>

**TOY DATES OF SERVICE**

<table>
<thead>
<tr>
<th>ARRIVAL D/S</th>
<th>DEPARTURE D/S</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>1-9</td>
<td>15-21</td>
<td>62-63</td>
<td>22-28</td>
</tr>
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</table>

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

<table>
<thead>
<tr>
<th>TRAVEL VOUCHER</th>
<th>DISPATCH</th>
<th>CABLE</th>
<th>DUTY STATUS OR TIME AND ATTENDANCE REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**SOURCE DOCUMENT AND CERTIFICATION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DOCUMENT IDENTIFICATION NO.</th>
<th>DOCUMENT DATE/PERIOD</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5 thru 21 May 1969</td>
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</tbody>
</table>

**REMARKS**

<table>
<thead>
<tr>
<th>PREPARED BY</th>
<th>REPORT AMOUNTED ON CONTROL DOCUMENT</th>
<th>ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED</th>
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</thead>
<tbody>
<tr>
<td>DCO</td>
<td></td>
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</tr>
<tr>
<td>C &amp; L DIVISION, CTES.</td>
<td>DATE</td>
<td>SIGNATURE</td>
</tr>
<tr>
<td></td>
<td>25 May 1969</td>
<td></td>
</tr>
</tbody>
</table>

This report will be filed in the Office of Personnel in the individual's official personnel folder.
VERIFIED RECORD OF OVERSEAS SERVICE

To:
Office of Personnel, Statistical Reporting Branch, ROOM 5 B 2506 Headquarters

EMPLOYEE SERIAL NO. 021345

NAME OF EMPLOYEE Phillips David A.

OFFICE/COMPONENT WH Division

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 (Basic = 1). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>DEPARTURE MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>ARRIVAL COUNTRY</th>
<th>DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - PCS (Basic)</td>
<td>27</td>
<td>28-29</td>
<td>30-31</td>
<td>32-33</td>
<td>34-35</td>
<td>36-37</td>
<td>39-39</td>
<td>40-42</td>
<td></td>
</tr>
<tr>
<td>3 - CORRECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 - CANCELLATION</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

TDY DATES OF SERVICE

<table>
<thead>
<tr>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>DEPARTURE MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>RETURN COUNTRY</th>
<th>DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - TTY (Basic)</td>
<td>27</td>
<td>28-29</td>
<td>30-31</td>
<td>32-33</td>
<td>34-35</td>
<td>36-37</td>
<td>39-39</td>
<td>40-42</td>
<td></td>
</tr>
<tr>
<td>4 - CORRECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 - CANCELLATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOURCE OF RECORD DOCUMENT

X TRAVEL VOUCHER

CABLE

OTHER (Specify)

DOCUMENT IDENTIFICATION NO. WH-738-68

DOCUMENT DATE/PERIOD 22-25 May 1968

REMARKS

PREPARED BY

REPORT ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

C R L DIVISION

C R L D S I N I T I O N

5 August 1968

SIGNATURE

SECRET
Credible Source

Military

45-10-37
43-02-13
02-08-19

Contract Employee — 54-03-04
55-09-31

Staff Employee — 55-04-01
56-02-06

Staff Agent — 56-02-07
58-05-13

Independent Contractor — 58-08-19
60-03-13

Staff Employee — 03-14-00
Present

02-08-19 Military
04-05-10
06-13-29
07-01-29

44
65-03-12
07-01-29

S.C.D. 53-01-15

L.C.D. 55-10-04
**DESIGNATION OF BENEFICIARY**

**UNPAID COMPENSATION OF**
**DECEASED CIVILIAN EMPLOYEE**

**IMPORTANT**
Read instructions
on back of duplicate
before filling in this form

**INFORMATION CONCERNING THE EMPLOYEE:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips</td>
<td>October 31, 1922</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department or Agency in Which Employed</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department or Agency</th>
<th>Division</th>
</tr>
</thead>
</table>

1. I, the employee identified above, canceling any and all previous Designations of Beneficiary herefore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 2 of the act of August 2, 1920, Public Law 286, and in no way will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.

**INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:**

<table>
<thead>
<tr>
<th>Type of Relationship</th>
<th>Relationship Share to be Paid</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of relationship</th>
<th>Name of Beneficiary</th>
<th>Type of relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>daughter</td>
<td>Maria J. Phillips</td>
<td>one-fourth</td>
</tr>
<tr>
<td>son</td>
<td>David A. Phillips, Jr.</td>
<td>one-fourth</td>
</tr>
<tr>
<td>daughter</td>
<td>Atlee Y. Phillips</td>
<td>one-fourth</td>
</tr>
<tr>
<td>son</td>
<td>Christopher C. Phillips</td>
<td>one-fourth</td>
</tr>
</tbody>
</table>

I hereby direct, unless otherwise indicated above, that if more than one beneficiary is named, the share of any deceased beneficiary who may preferenece shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary could be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form presented by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

1 December 1967

**Witnesses to Signature:**

<table>
<thead>
<tr>
<th>Signature of witness</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Jones</td>
<td>2400 So. Glebe Rd</td>
<td>Arlington, Va 22206</td>
</tr>
<tr>
<td>Elizabeth Ann Kiley</td>
<td>8137 Prescott Dr</td>
<td>Vienna, Va 22180</td>
</tr>
</tbody>
</table>

Print or Type Name and Address of Employee

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>David A. Phillips</td>
<td>8224 Stone Trail Drive, Bethesda, Maryland 20034</td>
</tr>
</tbody>
</table>

**This Space Reserved for Receiving Data of Employing Agency**

Date: 1 Dec 1967

Deliver both copies to the proper office of your agency—duplicate will be noted and returned.
SECRET

REPORT OF SERVICE ABROAD

TO:
Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.
024345

INSTRUCTIONS
Use appropriate space below to report data for either PCS or TDY. Insert appropriate code number in "CODE" column to indicate whether submission is of Basic Data, Correction, or Cancellation (Off-Shift). Report dates by using the number for the month, and last two digits only for year. Refer to OPI No. 58, Revised.

PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
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</thead>
<tbody>
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<td></td>
<td>1 - PCS (Basic)</td>
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<td></td>
<td></td>
<td></td>
<td>3 - Correction</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5 - Cancellation</td>
<td></td>
</tr>
</tbody>
</table>

TDY DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
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<th>YEAR</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 - TDY (Basic)</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>4 - Correction</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6 - Cancellation</td>
<td></td>
</tr>
</tbody>
</table>

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER
CABLE
OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE-PERIOD

REMARKS

PREPARED BY

OCE

REPORT AMENDED ON
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 1451a (OCT 87) PREVIOUS EDITIONS SECRET
Action: See para two

1. Attached find an original and two copies of a letter of appreciation from ____________ until 18 January, ____________

2. It is requested that the original be placed in the personnel file of Michael C. CHODADEN. The first copy, marked "A" should be placed in the personnel file of Stewart R. PATAKER. The second copy, marked "B", should be passed to Franklyn D. MALLEK for his information and disposition.

Michael C. CHODADEN

Attachment: Letter

Distribution:
  3 - Chief, WHD w/att h/w
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 29 August 1961.

[Signature]  
Date: 2 October 1961

DAVID A. PHILLIPS

CONFIDENTIAL
REPORT OF NO.: AWARDS BOARD
(CONDUCT PURSUANT TO REGULATIONS R 20-635 AND AIR 20-635)

The Honor Awards Board having considered a recommendation that:

PRESENT RANK: lift grade The Hon. Allan A. Allen

OFFICE ASSIGNED TO: 41st Division

STATION: 

BE AWARDED:

Distinguished Intelligence Medal

FOR HEROIC ACTION, ON

□ FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD
January - July 1953

APPROVES THE RECOMMENDATION □ DISAPPROVES THE RECOMMENDATION

APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF: Intelligence Medal of Merit

CITATION

LIEUT. ALLEN (R.I.V.) is hereby awarded the Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom.

While assigned a position of responsibility in creating a psychological medium to further the efforts of removing a serious threat to the security and welfare of the government, he, personally, with superior talent and concentration of energy, proceeded to develop a program which greatly contributed to the ultimate elimination of the threat which concurrently brought historical relief to oppressed people of an entire population.

The psychological medium developed and sustained by Mr. ALLEN was directed and operated with such ingenuity, resourcefulness and forceful imagination that he was able to create and maintain a completely realistic situation for an extended period thereby making it possible to achieve the objectives of his government. This achievement has no parallel in the history of psychological warfare.

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD 

APPROVED

SIGNED 

Director of Central Intelligence
8 Sept 1953

SIGNATURE

TYPED NAME OF CHAIRMAN, HONOR AWARDS BOARD

TYPED NAME OF RECORDER

FORM NO.

OCT 1953 37-176

143
# Secret
## Verified Record of Overseas Service

**To:**
Office of Personnel, Statistical Reporting Branch, Room 152 Curie Hall

**Employee Serial No.:** 3345

**Name of Employee:** Philip, David

**Office/Component:**

### PCS Dates of Service

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>Code</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Type</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS (Basic)</td>
<td>1</td>
<td>27</td>
<td>28</td>
<td>60-33</td>
<td>34-35</td>
<td>30-33</td>
<td>34-35</td>
<td>30-38</td>
</tr>
</tbody>
</table>

**Country:** Mexico

**Unit:** 450

### TDY Dates of Service

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<thead>
<tr>
<th>Type of Data</th>
<th>Code</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Type</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY (Basic)</td>
<td>1</td>
<td>27</td>
<td>28</td>
<td>60-33</td>
<td>34-35</td>
<td>30-33</td>
<td>34-35</td>
<td>30-38</td>
</tr>
</tbody>
</table>

**Area(s):** WH

**Unit:** 40-42

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**Source of Record Document:**
- Travel Voucher
- Cable
- Other (Specify)

**Document Identification No.:** HMMT-2316

**Document Date Period:** 13 October 1981

**Remarks:**

---

**Prepared By:** [Name]

**Report Annotated In Source Document:** [Signature]

**Above Data Verified Correct:** [Name]

---

**Secret**
29 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

On 14 June 1961 the undersigned reviewed with Mr. David A. Phillips his career development prospects for the next five year period. We agreed that the following represented a desirable and fairly firm goal in this respect:

a. In general his future training and field experience should place sufficient stress on the CI and FI fields to avoid the career confinement of strict CI specialization.

b. His next assignment would be a normal field tour in Mexico City. Upon return from that assignment, he would receive up to six months training to be followed by an assignment to the CA Staff (or the organizational successor thereof). One of his primary undertakings in the CA Staff would be to develop what might best be termed “ideological warfare” (e.g., a search for basic ideas and concepts with wide appeal) as opposed to the normal propaganda approach (e.g., a running debate on current events).

RICHARD M. DILLIS, Jr.
Deputy Director (Plans)

cc: AS/A (Pers)
Attn Panel A
Mr. Phillips
Thru G/WI
OP/RD

SECRET
Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with temporary government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE: [Redacted]

PLACE OF RESIDENCE WHEN INITIALLY APPOINTED: [Redacted]

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE: [Redacted]

HOME LEAVE RESIDENCE: [Redacted]

MARITAL STATUS: MARRIED

DATE OF MARRIAGE: [Redacted]

DATE OF DECEASE: [Redacted]

DATE OF DECEASE: [Redacted]

IF PREVIOUSLY MARRIAGE, INDICATE NAME(S) OF SPOUSE(S), REASONS FOR TERMINATION, AND DATE(S):

JOHN HINES KNOTT, RHAPSODY ON BROADWAY, SEP 6, 1945

NAME OF SPOUSE: HELEN H. KNOTT

ADDRESS: [Redacted]

TELEPHONE NO.: [Redacted]

NAME OF CHILDREN:

LINDA, DAVID, JUN.

NAME OF FATHER: [Redacted]

NAME OF MOTHER: [Redacted]

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME (Mr., Mrs., Miss): [Redacted]

RELATIONSHIP: SPOUSE

ADDRESS: [Redacted]

HOMEPHONE NUMBER: [Redacted]

BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE:

TELEPHONE EXTENSION:

IS THE INDIVIDUAL NAMED ABOVE HAVING YOUR AGENCY AFFILIATION? (YES, NO)

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (YES, NO)

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (YES, NO)

The person named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please state in item 6 on the reverse side of this form.
11 January 1961

To: Director of Personnel

From: Chief, WD

SUBJECT: Additional Compensation in lieu of overtime

FYI: Reo dated 11 January 51 from SSA/JRS to WD/S, approved by WD/S. Subject: "Employee Benefits for JRS Personal"; and one dated 22/December 1960 from AO(I) to Deputy Director (Planning), Subject: "Employee Benefits for Personnel Material to Staff".

In accordance with referenced memoranda, it is requested that the personnel listed below be authorized to receive additional compensation effective 1 January 1961, at the rates of 15% of their respective rates of basic annual compensation (but not to exceed the maximum rate of $75 per week) in lieu of payment of the regular overtime rates for irregular, unscheduled and frequent overtime.

| EMPLOYEE | Serial No. | Title | Pay
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>BESHELLER, Arnold A.</td>
<td>59246</td>
<td>GS Officer</td>
<td>$14,552</td>
</tr>
<tr>
<td>HICKS, Robert A.</td>
<td>59310</td>
<td>GS Officer</td>
<td>12,990</td>
</tr>
<tr>
<td>MILLER, David E.</td>
<td>59450</td>
<td>GS Officer</td>
<td>14,005</td>
</tr>
<tr>
<td>GALL, Louis F.</td>
<td>59145</td>
<td>GS Officer</td>
<td>14,216</td>
</tr>
<tr>
<td>PHILLIPS, Walter P.</td>
<td>60675</td>
<td>GS Officer</td>
<td>12,730</td>
</tr>
<tr>
<td>POTTER, John D.</td>
<td>57424</td>
<td>GS Officer</td>
<td>11,975</td>
</tr>
<tr>
<td>WILLIAMS, Frank A.</td>
<td>58194</td>
<td>Instruct. (CPS)</td>
<td>7,555</td>
</tr>
<tr>
<td>MITCHELL, Robert W.</td>
<td>60141</td>
<td>Assistant Engineer Officer</td>
<td>9,255</td>
</tr>
<tr>
<td>HICKS, Wm. F.</td>
<td>56137</td>
<td>GS Officer</td>
<td>9,255</td>
</tr>
<tr>
<td>MILLER, Anthony L.</td>
<td>55627</td>
<td>GS Officer</td>
<td>7,330</td>
</tr>
<tr>
<td>WARD, Sidney S.</td>
<td>59019</td>
<td>Instruct. (CPS)</td>
<td>5,955</td>
</tr>
<tr>
<td>REYNOLDS, Robert</td>
<td>59047</td>
<td>GS Officer</td>
<td>11,155</td>
</tr>
<tr>
<td>GROCE, Ernest W.</td>
<td>52285</td>
<td>Instructor (CPS)</td>
<td>12,470</td>
</tr>
<tr>
<td>BROWN, Howard S.</td>
<td>61901</td>
<td>GS Officer</td>
<td>12,470</td>
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<tr>
<td>CAYTON, Cecil J.</td>
<td>57940</td>
<td>GS Officer</td>
<td>5,215</td>
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<td>WHITTEMORE, Warren J.</td>
<td>59527</td>
<td>GS Officer</td>
<td>7,620</td>
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<tr>
<td>JOHNSON, David E.</td>
<td>53385</td>
<td>GS Officer</td>
<td>12,210</td>
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<tr>
<td>KEMP, William H.</td>
<td>559198</td>
<td>GS Officer</td>
<td>9,215</td>
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</tbody>
</table>

All the above employees are on Allotment 595-5000-1021.

C. King
Chief, WD
APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C.

I, DAVID ATLEE PHILLIPS, 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 knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such 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.

June 18, 1960

(Date of entrance on duty) (Signature of appointee)

Subscribed and sworn before me this 11th day of March, A.D. 1960.

at WASHINGTON, D.C. (City) (State)

(SEAL)

PERSONAL CLERK (Title)

NOTE.—The oath of office must be administered by a person specified in 5 U.S.C. 10, or by a person designated to administer oaths under Section 206, Act of June 25, 1943, 5 U.S.C. 16a. If by 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. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and state)
   ALGAN TOWERS, 3500 NASS AU. WASHINGTON, D.C.

2. DATE OF BIRTH
   OCT. 31, 1922

3. PLACE OF BIRTH (city and state or city and foreign country)
   FORT WORTH, TEXAS

4. IN CASE OF EMERGENCY, PLEASE NOTIFY
   HELEN N. TOWERS, 3500 NASS AU. WASHINGTON, D.C.

5. RELATIONSHIP
   WIFE

6. DOES THE UNITED STATES GOVERNMENT EMPLOY, OR IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (OTHER THAN A SPOUSE) WITH WHOM YOU LIVED OR HAVE LIVED WITHIN THE PAST 2 YEARS?
   YES [ ]

If so, for each such relative fill in the blank below. If additional space is necessary, complete under Item 13.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POST OFFICE ADDRESS (Give street number and apt. if any)</th>
<th>(1) RELATIONSHIP OR NOT (2) APARTMENT OR EMPLOYEE IN WHICH EMPLOYED</th>
<th>RELATIONSHIP</th>
<th>MAIL P.O. BOX (CHECK ONE)</th>
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</table>

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

YES [ ]

NO [ ]

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

YES [ ]

NO [ ]

7. ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR DO YOU DESIRE TO BECOME A CITIZEN OF THE UNITED STATES?

8. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?

   [ ] YES

   [ ] NO

   If your answer is "YES," give details in Item 12.

9. DO YOU RECIEVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR FROM ANY FOREIGN GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PERSON OR OTHER CONVOLUTION FOR MILITARY OR NAVAL SERVICE?

   [ ] YES

   [ ] NO

   If your answer is "YES," give details in Item 12.

10. HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES GROUP LIFE INSURANCE ACT?

   [ ] YES

   [ ] NO

   If you have filed such a waiver, has it been canceled or withdrawn?

   [ ] YES

   [ ] NO

11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT:

   A. HAVE YOU BEEN DISHONEST OR UNTRUSTWORTHY?

      [ ] YES

      [ ] NO

      If your answer is "YES," give details in Item 13.

   B. YOUR CONDUCT WAS NOT SATISFACTORY

      [ ] YES

      [ ] NO

      If your answer is "YES," give details in Item 13.

12. SPACE FOR DETAILS OF ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE NO.</th>
</tr>
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INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and (2) his physical appearance against the medical certificate.
**STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS**

**IMPORTANT:** The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

### Part I: Employee's Statement

1. **NAME (Last, first, middle initial):** Phillips, David Atlee
2. **DATE OF BIRTH:**

### Part II: This Column is for Personnel Office Use

#### A. Retention Group

#### B. Type of Present Appointment

### Name and Location of Agency

<table>
<thead>
<tr>
<th>PREVIOUS</th>
<th>TO</th>
<th>TYPE OF APPOINTMENT (IF KNOWN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA</td>
<td>X</td>
<td>Confidential</td>
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</tbody>
</table>

### Service

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>FROM</th>
<th>TO</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA</td>
<td>1954</td>
<td>1956</td>
<td>1954</td>
</tr>
</tbody>
</table>

### Active Service in Any Branch of the Armed Forces of the United States

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>FROM</th>
<th>TO</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>I.R.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army</td>
<td>1954</td>
<td>1956</td>
<td>1955</td>
<td>7</td>
<td>31</td>
<td>10</td>
</tr>
</tbody>
</table>

### Total Service

#### 12. Noncreditable Service

<table>
<thead>
<tr>
<th>TYPE OF SERVICE</th>
<th>FROM</th>
<th>TO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWOP</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Expiration Date of Retention Rights

Signature:

I, [Employee's Name], do solemnly swear (or affirm) that the above statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 16th day of [Month], 1960, at [City], D.C., by [Employee's Signature].

Signature of Notary Public:

[Notary's Signature]

Note: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

Instructions: File this form on the permanent files of the employee's official personnel folder immediately before or after the personnel action involved.

(Over)
**Part III. Determination of Competitive Status**

(Complete for noncompetitive hires based on competitive status as required by Instructions in RPM Chapter 52.) 

Employee has a competitive status. This determination is based upon the following evidence:

<table>
<thead>
<tr>
<th>NAME OF AGENCY</th>
<th>SIGNATURE AND OFFICIAL TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART IV. Determination of Creditable Service and Service Computation Date for Leave Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL SERVICE</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>(Item 12)</td>
</tr>
<tr>
<td>Years</td>
</tr>
<tr>
<td>Months</td>
</tr>
<tr>
<td>Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART V. Determination of Creditable Service and Service Computation Date for Reduction in Force Purposes. (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL SERVICE</td>
</tr>
<tr>
<td>(Item 12)</td>
</tr>
<tr>
<td>Years</td>
</tr>
<tr>
<td>Months</td>
</tr>
<tr>
<td>Days</td>
</tr>
</tbody>
</table>

* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 2

**Remarks:**

[Signature]  

121 Government Printing Office 1962-5-8

1110
NAME OF EMPLOYEE: PHILLIPS DAVID ATLE

RESIDENCE DATA

PLACE OF RESIDENCE WHEN APPOINTED: HAVANA, CUBA

LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (OF APPOINTED ABROAD): PHILADELPHIA, PA.

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE: FORT WORTH, TEXAS

DATE: SET OF WAVERLY FORT WORTH, TEXAS

MARITAL STATUS

CHECK (X) ONE: [ ] SINGLE [ ] MARRIED [ ] SEPARATED [ ] DIVORCED [ ] WIDOWED [ ] ANNULLED

IF MARRIED, INDICATE PLACE OF MARRIAGE: FORT WORTH, TEXAS

DATE OF MARRIAGE: JUNE 1948

IF DIVORCED, PLACE OF DIVORCE DECREE: DATE OF DECREE:

IF WIDOWED, INDICATE PLACE SPOUSE DIED: DATE SPOUSE DIED:

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASONS FOR TERMINATION, AND DATE(S):

JOHN ROBERT, MARRIED, DIVORCED DECREE FOR (INCOMPATIBILITY), FORT WORTH, TEXAS, 1943

MEMBERS OF FAMILY

NAME OF SPOUSE: HELEN N. PHILLIPS

ADDRESS (NR., STREE, CITY, STATE): ALABAMA, TOWN, BALD, DAKO

TELEPHONE NUMBER: UNLISTED 6-255

NAMES OF CHILDREN:

MARIA LOUISE PHILLIPS

DAVID A. PHILLIPS

ALICE YVONNE PHILLIPS

CHRISTINA GAIL PHILLIPS

NAME OF MOTHER (OF NON-GUARDIAN CHILDREN):

EVA C. PHILLIPS (DECEASED)

NAME OF FATHER (OF NON-GUARDIAN CHILDREN):

MARGARET PHILLIPS (DECEASED)

WHAT MEMBERS OF YOUR FAMILY HAVE BEEN TOLD OF YOUR AFFILIATION WITH THE AGENCY FOR EMERGENCY PURPOSES:

WIFE AND BROTHER (IN-HIL PHILLIPS)

WHAT INFORMATION WAS TOLD TO FAMILY:

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (MRs., MRS.): HELEN PHILLIPS

RELATIONSHIP: [ ] SPOUSE

HOME ADDRESS (NR., STREET, CITY, STATE):

BUSINESS ADDRESS (NR., STREET, CITY, STATE): NOW, 6-645)

IS THE INDIVIDUAL NAMED ABOVE WORKING FOR YOUR AGENCY AFFILIATION:

[ ] YES [ ] NO

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF:

[ ] YES [ ] NO

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE:

[ ] YES [ ] NO

THE PERSONS NAMED IN ITEM 5 ABOVE MAY ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, BECAUSE OF HEALTH OR OTHER REASONS, PLEASE STATE IN ITEM 9 ON THE REVERSE SIDE OF THIS FORM.

VOLUNTARY ENTRIES

INDICATE ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS:

FORT WORTH NATIONAL BANK, FORT WORTH, TEXAS

CURRENT RESIDENCE AND DEPENDENCY REPORT

FORM NO. 5 JAN 32

CONFIDENTIAL
CONFIDENTIAL

5. (CONTINUED)  
IN WHOSE NAME ARE THE ACCOUNTS LISTED?

DAVID A. PHILLIPS  SPECIAL ACCOUNT

WAILEA BUILDING, 2000 KIAOPA ALA MAUNA KAHANU

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT YES  NO. IF "YES", WHERE IS DOCUMENT LOCATED?

YES  NO.

HAVE YOU EXECUTED A POWER OF ATTORNEY YES  NO. IF "YES", WHO POSSESSES THE POWER OF ATTORNEY?

CONFIDENTIAL
SPECIAL FOCUS

SUBJECT:  Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY FOR CREDIT REFERENCE OR FOR ANY OTHER PURPOSE.

2. You are to disregard this portion of the Manager and Personal Security Orientation and this Manager and Personal Security Introduction (which will receive during your normal assignment with the Agency) with authority to issue assignments to identify themselves with this Agency, when necessary, for credit, rental agreements, and similar purposes.

3. You will be advised by your Personnel Officer as to the correct information regarding the proper ID identification. If at any time you are instructed to contact anyone other than your Personnel Officer, you are to leave your Personnel Officer to see the security system responsible for your activity.

C. A. Smith
Director of Personnel

I have read the above and understand that I am not to identify with the central intelligence agency for credit reference or for any other purpose.

April 1, 1980

Signature of Employee
**SECRET**

**CONTRACT INFORMATION AND CHECK LIST**

**NAMES AND ADDRESSES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Malcolm</td>
<td>2056</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Slot No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-3515-55-055</td>
<td>17 January 1956</td>
</tr>
</tbody>
</table>

**PROJECT**

<table>
<thead>
<tr>
<th>6-3515-55-055</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Slot No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAF-125</td>
</tr>
</tbody>
</table>

**PREVIOUS CIA PSEUDONYM OR ALIASES**

<table>
<thead>
<tr>
<th>Pseudonym</th>
<th>Date</th>
</tr>
</thead>
</table>

**INDIVIDUAL IS PRESENTLY ENGAGED, IF RETAINED DOES NOT APPLY. FORMED ORIGINAL AND ONE-CAP ADDENDUMS IF APPLICABLE.**

**ALLOTMENT NO.**

<table>
<thead>
<tr>
<th>Allocation No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. CATEGORY (Contract Agent, Contract Employee, etc.)</th>
</tr>
</thead>
</table>

**STAFF AGENT**

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
</table>

**CITIZENSHIP**

<table>
<thead>
<tr>
<th>U.S. Citizen</th>
</tr>
</thead>
</table>

**LEGAL RESIDENCE (City and State of Country)**

<table>
<thead>
<tr>
<th>City and State of Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (Month, Day, Year)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Marital Status (Check as appropriate)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Relationship</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Son</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Daughter</th>
</tr>
</thead>
</table>

**U.S. MILITARY STATUS**

<table>
<thead>
<tr>
<th>21. VETERAN</th>
<th>22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability, non-combat)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>23. BRANCH OF SERVICE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rank or Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>26. DRAFT ELIGIBLE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>27. DRAFT DEFENSE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class</th>
</tr>
</thead>
</table>

**COMPENSATION**

<table>
<thead>
<tr>
<th>Basic Salary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Post Differential</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>29. COVER (Breakdown, if any)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>30. TAXES TO BE WITHHELD BY COVER</th>
</tr>
</thead>
</table>

**ALLOWANCES**

<table>
<thead>
<tr>
<th>31. QUARTERS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>32. POST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>33. OTHER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>34. COVER (Breakdown, if any)</th>
</tr>
</thead>
</table>

**TRAVEL**

<table>
<thead>
<tr>
<th>35. Types</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Domestic Operational</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Foreign Operational</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>36. WITH DEPENDENTS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>37. HOUSEHOLD EFFECTS TO BE SHIPPED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>38. PERSONAL VEHICLE TO BE SHIPPED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Helen H. Phillips, Wife, U.S. 36,</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Maria Louise Phillips, Daughter, U.S. 6,</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>David A. Phillips, Jr., Son, U.S. 6,</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Aline Young Phillips, Daughter, U.S. 2,</th>
</tr>
</thead>
</table>

**PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMITY WITH**

<table>
<thead>
<tr>
<th>CIA Regulations</th>
</tr>
</thead>
</table>

| CIA Policies and Procedures |

<table>
<thead>
<tr>
<th>42. PURCHASE OF INFORMATION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>43. ENTERTAINMENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>44. OTHER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMITY WITH</th>
</tr>
</thead>
</table>
CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

SECTION VIII

CIVILIAN BENEFITS

[Text is cut off but mentions "Staff Agent benefits"]

SECTION IX

COVER ACTIVITY

<table>
<thead>
<tr>
<th>STATUS (CHECK)</th>
<th>Type</th>
<th>PROPRIETARY</th>
<th>CULTURAL</th>
<th>COMMERCIAL</th>
<th>TOURIST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CHECK)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. If cover payments are contemplated, they will be effectuated on reimbursable basis

MA

YES ☐ NO ☐ COMPLETE ☐ PARTIAL ☐

SECTION X

OFFSET OF INCOME

Q. Offset of income and other entitlements derived from cover activities (If less than total, justify in separate document attached hereto.)

TOTAL ☐ PARTIAL ☐ NONE ☐

SECTION XI

TERM

<table>
<thead>
<tr>
<th>DURATION</th>
<th>EFFECTIVE DATE</th>
<th>RENEWABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TOTAL ☐</td>
</tr>
</tbody>
</table>

5A. TERMINATION NOTICE (Number of Days)

5B. FUTURISTIC RETURN TRAVEL FOR DESIGNATION PRIOR TO CONTRACT TERMINATION

SECTION XII

FUNCTION

PP

SECTION XIII

DUTIES

PP Officer, Cuba

SECTION XIV

QUALIFICATIONS

58. EXPERIENCE

Contract Agent 1952-1954 in [Blank]


59. EDUCATION

<table>
<thead>
<tr>
<th>Grade School</th>
<th>Young School Graduate</th>
<th>Young School Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B.S. DEGREE</td>
<td>B.S. DEGREE</td>
</tr>
<tr>
<td></td>
<td>(Check Highest)</td>
<td>(Check Highest)</td>
</tr>
<tr>
<td></td>
<td>LEVEL ATTAINED</td>
<td>LEVEL ATTAINED</td>
</tr>
</tbody>
</table>

60. LANGUAGE COMPETENCY

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>SPEAK</th>
<th>WRITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>French</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

61. INDIVIDUAL'S COUNTRY OF ORIGIN

U.S.

62. AREA KNOWLEDGE

Latin America, Europe

SECTION XV

PREVIOUS EMPLOYMENT

69. JOB AND SALARY PRIOR TO SERVICE FOR CIA

Self employed: Newspaper editor and publisher; lecturer.

SECTION XVI

ADDITIONAL INFORMATION

66. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (See other side if necessary)

[Signature and Date]
SECRET

CONTRACT INFORMATION AND CHECK LIST

DATE: 9 May 1957

SECTION I

J. PROJECT K. ALLOTMENT NO. L. SLOT NO.

SECURITY CLEARANCE (Type and dates):
Top Secret, 1 April 1955

W. INDIVIDUAL WILL WORK UNDER "CONTROLLING CONDITIONS:" E.g., REGULAR OFFICE HOURS AWAY FROM SUBJECT's HOME AND PERFORMED UNDER THE SUPERVISION OF:

N.A.

W. INDIVIDUAL IS RELATED TO A STATE EMPLOYEE, STATE AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY:

N.A.

F. NUMBER OF DEPENDENTS (not including individual):
Five: Wife and four children

Affiliates

W. INDIVIDUAL IS PRESENTLY ENGAGED OR HAS BEEN ENGAGED BY CIA OR ITS AFFILIATES IN SOME ACTIVITIES ON SOME CAPACITY:

N.A.

Staff Agent, $10,535.00

Staff Agent

SECTION III

Personal Data

U.S.A.

13. IF NOT U.S. CITIZEN, INDIVIDUAL IS PERMANENT RESIDENT ALIEN: N.A.

14. LEGAL RESIDENCE (City and state or country):

Washburn, Fort Worth, Texas

15. MARITAL STATUS (Check as appropriate):

S singe

16. NUMBER OF DEPENDENTS (not including individual)

Five: Wife and four children

17. RELATIONSHIP:

Affiliates

18. INDIVIDUAL IS RELATED TO A STATE EMPLOYEE, STATE AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY:

N.A.

SECTION IV

U.S. MILITARY STATUS

10. RESERVE

N.A.

21. VETERAN

World War II

22. IF RETIRED, INDICATE CATEGORY (Tombstone, combat disabled, service disability non-combat):

N.A.

23. BRANCH OF SERVICE

N.A.

28. DRAFT ELIGIBLE OBTAINED BY CIA

N.A.

SECTION V

COMPENSATION

27. BASIC SALARY

$10,380.00

28. POST DIFFERENTIAL

$585.00

29. Cover (Breakdown, if any):

N.A.

30. TAXES TO BE WITHHELD:

N.A.

SECTION VI

ALLOWANCES (NORMALIY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES):

31. QUARTERS

$3,000.00

32. POST

$585.00

33. OTHER

N.A.

34. Cover (Breakdown, if any):

N.A.

SECTION VII

TRAVEL

35. TYPE

N.A.

36. WITH DEPENDENTS

N.A.

37. HOUSEHOLD EFFECTS TO BE SHIPPED

N.A.

38. PERSONAL VEHICLE TO BE SHIPPED

N.A.

39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL

N.A.

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

Wife: Helen H. Phillips, U.S., 38,
Daughter: Maria Louise Phillips, U.S., 7
Daughter: Atless Young Phillips, U.S., 4
Son: David A. Phillips, Jr., U.S., 5
Child approx. 5 mos., U.S.

Present Letter OK.

New - July 57

PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH:

N.A.

PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH:

N.A.
CONTRACT INFORMATION AND CHECK LIST

SECTION VIII: OTHER BENEFITS

Usual staff employee benefits

SECTION IX: COVER ACTIVITY

status: [ ] Established [ ] Proposed

SECTION X: OFFSET OF INCOME

OFFSET OF INCOME

SECTION XI: TERM

date: 2 years

SECTION XII: FUNCTION

Primary Function (PS, PP, Other)
PP

SECTION XIII: DUTIES

General description of duties to be performed

SECTION XIV: QUALIFICATIONS

Experience:
PP operations officer in the development, management and supervision of radio broadcasting facilities; professional experience in several media, particularly newspapers and radio.

Education:

Section XV: PRIOR EMPLOYMENT

Editor and publisher, lecturer, actor and free-lance writer.

Section XVI: ADDITIONAL INFORMATION

Assignment to Project PECTATE should be effective 30 April 1957

Approval

Date: 10 May 1957
1. NAME (Last) Phillips  (First)  Daniel  (Middle)  A  2. I.D. No.  932-01-55

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:
   - [ ] 401k Employee Retirement Association (401k)
   - [ ] Group Hospitalization Incorporated (GHI)
   - [ ] Mutual Benefit Society - Hospitalization
   - [ ] United Life Insurance (ULIC)
   - [ ] Aid Trip Insurance

   4. STIPEND (To be completed only for individuals making application for Aid Trip Insurance)

   5. I DO NOT WISH TO PARTICIPATE, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAM LISTED BELOW.

<table>
<thead>
<tr>
<th>TYPE OF POLICY</th>
<th>DESCRIPTIVE</th>
<th>INSURED</th>
<th>POLICY NUMBER</th>
<th>REDUCTIONS AUTHORIZED</th>
<th>CASH PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] The Employee</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>[ ] 6000</td>
<td>[ ] 500 per month</td>
<td>[ ] 50</td>
</tr>
<tr>
<td>[ ] Health Care</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>[ ] 7000</td>
<td>[ ] 750 per month</td>
<td>[ ] 50</td>
</tr>
</tbody>
</table>

   6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE ABOVE INSURANCE PROGRAMS

   7. EMPLOYEE INTERVIEWED BY
   C. E. Friedman

   8. REMARKS

The original of this form should be forwarded to HRD for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.
# RESIDENCE AND DEPENDENCY REPORT

**INSTRUCTIONS:** Submit in duplicate when ordered overseas or whenever designated place of residence, marital or dependency status changes. This information is important in determining travel expenses allowable in connection with leave at Government expense, overseas data, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

## 1. NAME OF EMPLOYEE
   - **(Last)**: Phillips
   - **(First)**: David
   - **(Middle)**: Atlee

## 2. RESIDENCE DATA
   - **PLACE OF RESIDENCE WHEN APPOINTED**: 810 Rose Lane, Falls Church, Va.
   - **PLACE IN CONTINENTAL U.S., DESIGNATED PERMANENT OR LEGAL RESIDENCE**: 1501 Hashburn, Fort Worth, Texas.

## 3. MARITAL STATUS
   - **SINGLE**
   - **WEDDED**
   - **DIVORCED**
   - **SPOUSE DIED**

### PLACE OF MARRIAGE
   - **Place**: Fort Worth, Texas
   - **Date of Marriage**: 5 June 1948

### PLACE OF DIVORCE DECREE
   - **Place**: Fort Worth, Texas
   - **Date of Divorce Decree**: 5 June 1948

## 4. MEMBERS OF FAMILY
   - **NAME OF SPOUSE**: Helen Haasch Phillips
   - **ADDRESS**: 810 Rose Lane, Falls Church, Va.
   - **TELEPHONE**: J-3-3572

### NAMES OF CHILDREN

<table>
<thead>
<tr>
<th>NAME</th>
<th>SEX</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Louise Phillips</td>
<td>Female</td>
<td>6</td>
</tr>
<tr>
<td>David Atlee Phillips, Jr.</td>
<td>Male</td>
<td>3</td>
</tr>
<tr>
<td>Atlee Young Phillips</td>
<td>Female</td>
<td>2</td>
</tr>
</tbody>
</table>

### NAME OF FATHER (or male guardian)
   - **ADDRESS**: 810 Rose Lane, Falls Church, Va.
   - **TELEPHONE**: J-3-3572

### NAME OF MOTHER (or female guardian)
   - **ADDRESS**: 810 Rose Lane, Falls Church, Va.
   - **TELEPHONE**: J-3-3572

## 5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin T. Phillips, Jr.</td>
<td>Brother</td>
<td>1501 Hashburn, Fort Worth, Texas</td>
<td>J-3-3572</td>
</tr>
</tbody>
</table>

**THE PERSON NAMED IN ITEM 4 ABOVE WILL ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS."**

## VOLUNTARY ENTRIES

**THE FOLLOWING AGENCY ENDORSED LIFE AND HOSPITALIZATION INSURANCE POLICIES ARE IN FORCE IN MY NAME:**

- **U.S. Government Employees Life Insurance Policy**: Washington, D.C.
- **Mutual of Omaha Hospitalization Policy**: Omaha, Neb.

**POLICY NO.**

8. **I HAVE COMPLETED THE FOLLOWING: BILL** Yes [X] | **POWER OF ATTORNEY** Yes [X] | No

## REMARKS

- **Power of Attorney to:**
  - Edwin T. Phillips, Jr.
  - 1501 Hashburn, Fort Worth, Texas.
  - Edmond A. Fennon
  - Casilla 1250, Santiago, Chile

**SIGNED AT**

- **Washington, D.C.**
- **DATE**: 27 December 1955
- **SIGNATURE**: [Signature]

**F ORM NO. 61 REPLACES FORM 37-79**

**CON FIDENTIAL**
CERTIFICATE OF ATTENDANCE

I certify that on MAY 17, 1955, I have attended the Induction Course specified by Regulation 25-110.

[Signature]

[Date: 5/17/1955]

[Grade: 14]

[Other Information: Induction Program]
APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C.

1. DAVID A. PHILLIPS, 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 others 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.

1 April 1955

(Date of oath on duty)

Subscribed and sworn before me this 24th day of April, A. D. 1955.

at Washington, D. C.

[Seal]

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 (number and name, city and state)

2. (A) DATE OF BIRTH (B) PLACE OF BIRTH (city or town and State or country)

3. (A) GROSS OF EMPLOYER (B) WORK CAPACITY, ANY RELATIVE OF YOURS (LATER DURING OR MARRIAGE) WITH WHICH YOU LIVE OR HAVE LIVED WITHIN

4. THE PAST 2 MONTHS, YES NO

If no, for each such relative fill in the blanks below. If additional space is necessary, complete under (2).

5. NAME

6. PART OF THE ADDRESS

7. (A) OFFICE OF EMPLOYMENT

8. (A) DEPARTMENT OR AGENCY IN WHICH EMPLOYED

9. RELATIONSHIP

10. MAID NO. SINGLE

INDICATE "YES" OR "NO" BY PLACING "X" IN PROPER COLUMN

B. ARE YOU A CITIZEN OF THE UNITED STATES?

C. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, CITY, OR MUNICIPALITY?

If your answer is "Yes", give details in Item 10.

D. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA CONSTITUTING A MINIMUM ANNUAL PAYMENT FOR ANY FORMER OR OTHER CONSIDERATION THAT IS NOT A RELATIVE

If your answer is "Yes", give in Item 10 reason for annuity payment, either by reason of voluntary or involuntary separation after 3 years' service, amount of retirement pay, and what form of separation occurred, if any.

E. ARE YOU A CITIZEN OF THE UNITED STATES?

F. HAVE YOU BEEN UNITED STATES, INCLUDING SERVICES FOR MILITARY OR NAVAL SERVICES

If your answers in Item 10, give in Item 10, the name and address of each employer, date, and other in each case.

G. HAVE YOU BEEN UNITED STATES, INCLUDING SERVICES FOR MILITARY OR NAVAL SERVICES

If your answer is "Yes", give in Item 10, the name and address of each employer, date, and other in each case.

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer to whom the foregoing certificate is made shall determine in his own wisdom, that this applicant be certified with the Civil Service Act. Any determination shall be made in writing with the Civil Service Act, and shall be accompanied by the Civil Service Act, and shall be made in writing with the Civil Service Act. The determination shall be made in writing with the Civil Service Act, and shall be made in writing with the Civil Service Act.
REQUEST FOR MEDICAL EVALUATION

Phillips, David A.

2. NAME (Last, First, M.I. if any)

3. POSITION TITLE

C/LAD

4. GRADE

GS-18

5. EMPLOYEE'S I.D.

5103

6. OFFICE DIVISION BRANCH

DDO/LA

7. PURPOSE OF EVALUATION

☑ TDY STANDBY

☑ OVERSEAS ASSIGNMENT

☐ HQB/TDY

☐ ENTRANCE ON DUTY

☐ ANNUAL

☐ RETURN TO DUTY

☐ SPECIAL TRAINING

☑ MEDICAL RETIREMENT

☐ FITNESS FOR DUTY

☐ RETURN FROM OVERSEAS

☐ NO. OF DEPENDENTS TO ACCOMPANY

☐ NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED

☑ YES

☐ NO

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

9. REQUESTING OFFICER

SIGNATURE

LA/Trgr

ROOM NO.

J05317 Hgs

7431

10. COMMENTS

Subject has completed his Executive Annual.

11. REPORT OF EVALUATION

Qualified for XXXXX TDY Standby until 1 October 1975.

DATE

4 February 1975

SIGNATURE FOR CHIEF OF MEDICAL STAFF

William T. Golder, CMS/Registrar
SECRET

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST
   10 May 1972

2. NAME (Last, First, Middle)
   Phillips, David A. (Dependents Of)

3. POSITION TITLE
   COS

4. GRADE
   GS-17

5. OFFICE OR DIVISION BRANCH
   

6. EMPLOYEE # (EST.)
   7431

7. PURPOSE OF EVALUATION
   ☑️ OVERSEAS ASSIGNMENT

   ☐ PRE-EMPLOYMENT
   ☐ ENTRANCE ON DUTY
   ☐ TDY STANDBY
   ☐ SPECIAL TRAINING
   ☐ ANNUAL
   ☐ RETURN TO DUTY
   ☐ FITNESS FOR DUTY
   ☐ MEDICAL RETIREMENT

8. OVERSEAS PLANNING EVALUATION (Use black and blue ink)
   ☑️ YES
   ☐ NO

9. DEPENDENT
   ☑️ YES
   ☐ NO

10. COMMENTS
    Please schedule appointments for the week of 10 July.
    Virginia S. wife 26 Feb 43
    Deborah Anne 25 Dec 59
    Bryan J. 31 Dec 60
    Kenneth 12 Sep 64
    Kynne Augherton 12 Sep 64
    Todd 3 Aug 70
    Son 3 Aug 70

11. REPORT OF EVALUATION
    QUALIFY FOR PCS

12. SIGNATURE
    SPRAY, P.A.

13. FORM 259 (REV. 1-1980)

[Handwritten notes and signatures]
# REQUEST FOR MEDICAL EVALUATION

**DATE OF REQUEST:** 17 October 1969

**NAME (Last, First, Middle):** Phillips, David A. (dependents)

**Position Title:** Branch Chief

**Office, Division, Branch:** DLP/AI/CGX

**EMPLOYEE'S EXT:** 7451

### 3. PURPOSE OF EVALUATION

- [ ] Pre-Employment
- [ ] TOY
- [XX] Overseas Assignment
- [ ] Entrance on Duty
- [ ] TOY Standby
- [ ] Special Training
- [ ] Annual
- [ ] Return to Duty
- [ ] Fitness for Duty
- [ ] Medical Retirement

### 4. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [NO]

**SIGNATURE:**

**Signature for Chief of Medical Staff:**

**Date:**

---

**COMMENTS:**

*Virginia S. - wife -

*Christopher Clark - son -

*Bryan Moss - son -

*Deborah F. McDermott -

*Hylla Akersten - son -

**QUALIFIED FOR PCS:**

**NUMBER OF DEP. S:**

**SIGNATURE FOR CHIEF OF MEDICAL STAFF:**

**DATE:**
<table>
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<tr>
<th>Name (Last, First, Middle)</th>
<th>Date of Birth</th>
<th>Grade</th>
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<td>10/31/72</td>
<td>GS-16</td>
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<thead>
<tr>
<th>Office, Division, Branch (or overseas station and overseas code of official assignment)</th>
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<tr>
<td>w/a 28 Dec. '69</td>
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<th>No. of Dependents to Accompany</th>
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<tr>
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**Comments**

Vice Robert D. Cahayma

Form DS-1658 to be forwarded

**Office of Medical Services Disposition**

MEDICALLY QUALIFIED FOR PROPOSED PCS

DONALD FARLEY

**Office of Security Disposition**

12 24 69

**Overseas Candidate Review Panel Disposition**

REQUEST FOR PCS OVERSEAS EVALUATION
REQUEST FOR MEDICAL EVALUATION

1. POSITION TITLE: Ops Officer
2. GRADE: GS-15

2. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

3. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

4. REQuestING OFFICer

SIGNATURE:

ROOM NO. & BUILDING: 315309

5. REsponsibility of Chief of Medical Staff

QUALIFIED FOR PREVIEW

TDY

SIGNED FOR FIRM

DATE

SECRET
# REQUEST FOR MEDICAL EVALUATION

**Phiggis, David**

**DATE OF REQUEST:** 6 September 1967

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<tr>
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<th>10. COMMENTS</th>
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<td>- SPECIAL TRAINING</td>
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<td>- ANNUAL - Executive</td>
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<td>- RETURN TO DUTY</td>
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<td>- FITNESS FOR DUTY</td>
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<td>- MEDICAL RETIREMENT</td>
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<tr>
<td>- RETURN FROM OVERSEAS</td>
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<td>- OVERSEAS ASSIGNMENT</td>
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**BTD**

**STATION**

**TDY OR PCS**

**TYPE OF COVER**

**NO. OF DEPENDENTS TO ACCOMPANY**

**NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 48) ATTACHED**

**ETA**

**STATION**

**NO. OF DEPS**

**OVERSEAS PLANNING EVALUATION (One block must be checked)**

**YES**

**NO**

**REQUESTING OFFICER**

**SIGNATURE**

**ROOM NO. & BUILDING**

**EXT.**

**11. REPORT OF EVALUATION**

**SIGNATURE FOR CHIEF OF MEDICAL STAFF**

**DATE**

**SIGNED**

**SECRET**
# REQUEST FOR MEDICAL EVALUATION

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<td>Dau: Maria L. DOB</td>
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<td>Son: David A. DOB</td>
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<td>Son: Atlee L. DOB</td>
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<th>#</th>
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<td>16</td>
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REQUEST FOR MEDICAL EVALUATION

31 October 1966

1. NAME (Last, First, Middle)
   Phillips, David A.

2. OFFICE, DIVISION, BRANCH
   COR (H)

3. PURPOSE OF EVALUATION
   ☐ PRE-EMPLOYMENT
   ☐ ENTRANCE ON DUTY
   ☐ TDY STANDBY
   ☐ SPECIAL TRAINING
   ☒ ANNUAL - Executive
   ☐ RETURN TO DUTY
   ☐ FITNESS FOR DUTY
   ☐ MEDICAL RETIREMENT

4. OVERSEAS PLANNING EVALUATION (One block must be checked)

   ☐ YES
   ☐ NO

5. REQUESTING OFFICER
   SIGNATURE
   ROOM # & BUILDING
   EXT.

6. COMMENTS

QUALIFIED FOR CURRENT DUTIES
Rex Hart
DATE: 12/1/66

SIGNATURE FOR CHIEF OF MEDICAL STAFF
REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 7 June 64

2. NAME (Last, First, Middle): PHILLIPS, David A.

3. OFFICE, DIVISION, BRANCH: DDP/AVI/3

4. POSITION TITLE: Ops Ofer

5. GRADE: 15

6. EMPLOYEE'S EXT: x5909

7. PURPOSE OF EVALUATION

- [X] HoG/TOY
- [ ] OVERSEAS ASSIGNMENT
- [ ] ENTRANCE ON DUTY
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [X] YES
- [ ] NO

9. REQUESTING OFFICER

SIG: WM/Pers Ofer

ROOM NO. & BUILDING: GH 4407 Hqs

X5909

10. COMMENTS

Will be in Hqs beginning 30 June until 3 July for TDY.

11. REPORT OF EVALUATION

QUALIFIED FOR PROPOSED O'S

DATE: 2 July 64

JOE W. CLINE

SIGNATURE FOR CHIEF OF MEDICAL STAFF: 3

SECRET -
**REQUEST FOR MEDICAL EVALUATION**

**27 JULY 1965**

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<tr>
<td>PHILLIPS, DAVID A.</td>
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<td>FITNESS FOR DUTY</td>
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<td>MR. PHILLIPS IS A DIRECT TRANSFER.</td>
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**SECRET**

**FORM 259**
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<tr>
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REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 12 April 1960

2. NAME (Last, First, Middle): Phillips, David Atlas

3. OFFICE, DIVISION, BRANCH: Washington, D.C.

4. GRADE: GS-14

5. PURPOSE OF EVALUATION:

- [ ] Pre-Employment
- [ ] Entrance on Duty
- [X] Overseas Assignment
- [ ] Overseas Return
- [ ] TDY Standby
- [ ] Special Training
- [ ] Annual
- [ ] Return to Duty
- [ ] Fitness for Duty
- [ ] Medical Retirement

6. OVERSEAS PLANNING EVALUATION (One block must be checked):

- [ ] Yes
- [ ] No

7. REQUESTING OFFICER:

- Signature:
- Room No. & Building: 1014 Burton
- Ext.: 2777

8. REPORT OF EVALUATION:

- Date: 21 Apr 1960
- Signature for Chief of Medical Staff: [Signature]

[Form 259 USE PREVIOUS EDITIONS: (28)]
### REQUEST FOR MEDICAL EVALUATION

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>2. POSITION TITLE</th>
<th>3. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prolific</td>
<td>O.E.J.</td>
<td>0.36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. OFFICE, DIVISION, BRANCH</th>
<th>5. EMPLOYEE EST.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.H./V.</td>
<td>Development</td>
</tr>
</tbody>
</table>

#### PURPOSE OF EVALUATION

- **PRE-EMPLOYMENT**
- **OVERSEAS ASSIGNMENT**
- **ENTRANCE ON DUTY**
- **OVERSEAS RETURN**
- **TOY STANDBY**
- **SPECIAL TRAINING**
- **ANNUAL**
- **RETURN TO DUTY**
- **FITNESS FOR DUTY**
- **MEDICAL RETIREMENT**

#### OVERSEAS PLANNING EVALUATION

- **YES**
- **NO**

**SIGNATURE**

**REQUESTING OFFICER**

**DATE**

**DEPARTMENTAL DUTIES**

*Certified Conclusive from 5/4/56*
**REQUEST FOR MEDICAL EVALUATION**

<table>
<thead>
<tr>
<th>1. DATE OF REQUEST</th>
<th>2. NAME (Last, First, Middle)</th>
<th>3. POSITION TITLE</th>
<th>4. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FELDMAN, DAVID A.</td>
<td>O.P. O.F. M.</td>
<td>O-11</td>
</tr>
</tbody>
</table>

**PURPOSE OF EVALUATION**

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

**OVERSEAS PLANNING EVALUATION** (One block must be checked)

- [ ] YES
- [ ] NO

**REQUESTING OFFICER**

- SIGNATURE
- ROOM NO. 515
- OFFICE BUILDING
- EXT.

**REPORT OF EVALUATION**

**PLEASE TYPE**

**DATE**

**SIGNATURE FOR CHIEF OF MEDICAL STAFF**

---

**SECRET**
**REQUEST FOR MEDICAL EVALUATION**

**NAME (Last, First, Middle):** PHILLIPS, LATI A. (DEPENDENT)

**OFFICE, DIVISION, BRANCH:** ISD/TH

**CS/IS Development Complement**

**DATE OF REQUEST**

**POSITION TITLE:** GS 05

**GRADE:** 1b

**EMPLOYER'S EST.**

**PURPOSE OF EVALUATION:**

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

**OVERSEAS ASSIGNMENT**

- [ ] ETD
- [ ] STATION
- [ ] TOY OR PCS
- [ ] TYPE OF COVER
- [ ] NO. OF DEPENDENTS TO ACCOMPANY
- [ ] NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 70) ATTACHED

**OVERSEAS PLANNING EVALUATION**

- [ ] YES
- [ ] NO

**REQUESTING OFFICER**

**SIGNATURE**

**POD**

**ROOM NO. & BUILDING**

**EXT.**

**REPORT OF EVALUATION**

**PLEASE EXPLANE** (DEPENDENTS)

**DATE**

**SIGNATURE FOR CHIEF OF MEDICAL STAFF**

**SECRET**
# Medical Action Request and Report

## Page 1

**Request for Physical Examination by**

- **Name:** Phillips, David A.
- **Position:** Operations Officer (PP)
- **Grade:** GS-14
- **Date:** 20 Jan 56

**Type of Position**

- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

**Evals for**

- [ ] POS
- [ ] Pre-Annual
- [ ] Special (Specify)

Please notify Ken Vambold, 25th Floor, 3585

**Remarks:** Subject is qualified for proposed POS O/S assignment. (1-16-56)

---

## Page 2

**Request for Physical Examination by**

- **Name:** Phillips, David A.
- **Position:** Operations Officer, Division, Branch
- **Grade:** GS-12
- **Date:** 12 Dec, 1955

**Type of Position**

- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

**Evals for**

- [ ] POS
- [ ] Pre-Employment
- [ ] Special (Specify)

**Remarks:** Subject is qualified for proposed 7 days TDU assignment. (12/12/55)

Must have a physical examination on return from trip.

This memo supersedes previous qualification.
# Medical Action Request and Report

**1. REQUEST FOR PHYSICAL EXAMINATION BY**

- **Name:** Phillips, David A.
- **Position:** WH/VI
- **Office, Division, Branch:** WH
- **Grade:** GS 12
- **Date:** 2 August 1954

**2. TYPE OF POSITION**

- Departmental
- P. L. Field

**3. EVALUATE FOR**

- Pre-Employment
- Annual
- Special (Specify)

**4. REPORT OF MEDICAL EVALUATION**

- Qualifying for Full Duty (General)
- Qualifying for Departmental Duty Only
- Disqualified

**Remarks:**

- Full duty/General 2-9-54.

*Mr. GAHAGAN
data3995

[Signature]
# Qualifications System Record Change

## Applicant Coding Data

<table>
<thead>
<tr>
<th></th>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

The data above (items 2 thru 5) will be filled in when coding an application for the first time. This form is then attached to Form 1962, Master Qualifications Coding Record.

## Language Coding Data - Form 1962

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>3</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

When Form 1962 denotes no language competence, enter the following in item 4: "NON LANGUAGE" (12-digits).

## Language Proficiency Test Data

<table>
<thead>
<tr>
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</tr>
</tbody>
</table>

Extracted from Form 1273 PLW Award Data.

## Qualifications Record Change

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter under "Type" -

- A = Addition to Record
- C = Change to Existing Record
- D = Deletion of Data from Existing Record

## Type Code

<table>
<thead>
<tr>
<th>Type</th>
<th>Code 1</th>
<th>Code 2</th>
<th>Code 3</th>
<th>Code 4</th>
<th>Code 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
CERTIFICATION OF LANGUAGE PROFICIENCY

NAME (LAST-FIRST-MIDDLE)  PHILLIPS, DAVID A.

DATE OF BIRTH  12/15/62

DATE TESTED  10/31/22

CERTIFICATE NUMBER  16

NOTICE TO PERSON TESTED

ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN
AND YOUR TEST SCORES ARE AS FOLLOWS:

NAME OF LANGUAGE

READING 1
WRITING  +
PRONUNCIATION  +
SPEAKING  +
UNDERSTANDING  +

TEST RATING 5 = NATIVE 4 = ELEMENTARY 3 = INTERMEDIATE 2 = 30+ 1 = 100+

REMARKS

SIGNATURE

13. LD NUMBER  17603

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

EMPLOYEE NO. 3
NAME  PHILLIPS, DAVID A.

DATE OF BIRTH  12/15/62

DATE CODED  10/31/22

THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN
WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS
FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS
CODING RECORD.

LANGUAGE CODING DATA - FORM 4322

EMPLOYEE NO. 3
NAME  PHILLIPS, DAVID A.

BASE CODE  C

DATE SUBMITTED  12/15/62

DATE OF BIRTH  12/15/62

WHEN FORM 4322 DENOTES NO LANGUAGE
COMPETENCE, ENTER THE FOLLOWING IN
ITEM 6: "NO LANGUAGE" (12-DIGITS)

LANGUAGE PROFICIENCY TEST DATA

EMPLOYEE NO. 3
NAME  PHILLIPS, DAVID A.

CODE  B

BASE CODE  BK5

DATE OF TEST  10/31/22

LANGUAGE PROFICIENCY TEST DATA

BASE CODE  BK5

The authorization to process this employee's disclaim of proficiency in the language factors indicated on this form is contained in a memorandum on file and designated "Language Proficiency Disclaim File", located in the Qualifications Analysis Branch, Office of Personnel.
PERSONAL HISTORY STATEMENT

INSTRUCTIONS

1. Answer all questions completely or check (X) the box which applies. If the question is not applicable, write "NA". If you do not know the answer and it cannot be obtained from personal records, write "Unknown". Use the blank space on pages 15 and 16 for extra details on any question for which you do not have enough space.

2. Type or print carefully—USE BLACK TYPEWRITER RIBBON OR BLACK INK.

3. Leave blank any boxes or columns which are marked "FOR OFFICE USE ONLY".

4. Consider each of your answers carefully, accurate completion of the form will permit review of your qualifications to the best advantage. Your signature at the end of the form will certify to the correctness.

5. Page 17 entitled "Personal History Summary" must be completed. It is a brief abstract of information from other parts of the form and will help to speed the processing of your application.

SECTION I

GENERAL PERSONAL AND PHYSICAL DATA

1. Full Name (last followed by middle and then first names)

2. Place of birth

3. Age

4. Sex

5. Mother's name

6. Other names you have used

7. Indicate circumstances (including length of time) under which you have used the names noted in rows 5 & 6 above.

8. If legal change of name, give particulars (where and by what authority)

9. Height

10. Weight

11. Color of eyes

12. Color of hair

13. Build

14. Other distinguishing physical features

15. Date of birth

16. Date of discharge from last service

17. Permanent address (No. Street, City, State & ZIP code—country if not U.S.)

18. Current telephone number

19. Permanent telephone number

20. Long distance area code

21. Other addresses (state, territory or country)

22. Legal residence (state, territory or country)

SECTION II

POSITION DATA

1. Indicate the type of work or position for which you are applying.

2. Indicate the lowest annual salary you will accept.

3. Dates available for employment.

4. Indicate your willingness to travel:

5. Indicate your willingness to accept assignment in the following locations—check (X) each new applicable.

6. Indicate any reasons you would place on assignments outside the Washington, D.C. area

Date of this application

THIS SHEET MUST BE COMPLETED
### SECTION III  
**Citizenship**

- **Name:** [Blank]  
- **Place of birth (City, State, Country):** Philadelphia, Pennsylvania  
- **U.S.:** N/A  
- **Citizenship acquired by:** Other (Specify)  
- **Date of naturalization:** N/A  
- **Naturalization certificate number:** N/A  
- **Court issuing naturalization certificate:** N/A  
- **Issued at:** (City, State, Country)  
- **Date and place of entry into U.S.:** N/A  
- **Have you held previous citizenships?**  
- **Yes:** [Blank]  
- **No:** [Blank]  
- **If yes, give foreign country:** N/A  
- **One particular concern pertaining to previous citizenship:** N/A

### SECTION IV  
**Education**

#### Elementary School
- **Name of elementary school:** [Blank]  
- **Address (City, State, Country):** [Blank]  
- **Years attended:** [Blank]  
- **Graduate:** No

#### High Schools
- **Name of high school:** [Blank]  
- **Address (City, State, Country):** [Blank]  
- **Years attended:** [Blank]  
- **Graduate:** No

### College or University Study

- **Name and location of college or university:** [Blank]  
- **Degree:** [Blank]  
- **Year received:** [Blank]  
- **Grade or Point Average:** [Blank]  
- **Number of Sem./Qtr.:** [Blank]

#### Trade, Commercial, and Specialized Schools

- **Name and address of school:** [Blank]  
- **Study or specialization:** [Blank]  
- **From:** [Blank]  
- **To:** [Blank]  
- **No of months:** [Blank]

---  
**Note:** If a graduate degree has been noted above which required admission at a written thesis, indicate the title of the thesis and briefly describe its content.
### EDUCATION (Continued)

**MILITARY TRAINING IN SPECIALIZED SCHOOLS SUCH AS ORDNANCE, COMMUNICATIONS, ETC.**

<table>
<thead>
<tr>
<th>Name and address of school</th>
<th>Studied or special-cohol</th>
<th>From</th>
<th>To</th>
<th>No. of months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Other education or training not indicated above

---

### SECTION V

**FOREIGN LANGUAGE ABILITIES**

List below the foreign language or languages in which you possess any degree of competence. Indicate your proficiency in each of the five skill factors shown (reading comprehension, writing ability, etc.) by noting the number most indicative of your level of skill under the factor being considered.

If your proficiency relates to a particular dialect of a major language, identify this dialect by noting it in parentheses after the language on the same line.

If you have no proficiency in any foreign language, check (X) box at right and leave other items blank.

#### LEVEL OF SKILL

<table>
<thead>
<tr>
<th>(Slight)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>(Mature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SKILL FACTORS**

[Check (x) boxes which apply]

1. Reading
2. Writing
3. Listening
4. Speaking
5. Translating
6. Interpreting
7. Other

---

2. If you have had experience as a translator, interpreter or interpreter - explain and specify in which language(s) you have had such experience.

3. Describe your ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, military and other specialized fields.

4. If you have needed a proficiency in language, would you be willing to use this ability in any position for which you might be selected?

   [ ] Yes  [ ] No

(For Office Use Only)

---

**THIS SHEET MUST BE COMPLETED**
**SECTION XI**

**MARITAL STATUS**

1. Present marital status: married, widowed, divorced, deserted, separated, never married

   Divorced

2. Date of marriage, and reason for all separations, divorces or annulments:

   2-10-69, Juarez, Mexico, incompatibility

3. Name of spouse (last) (first) (middle) (maiden)

   Phillips David Atlee

4. State any other names ever used by spouse

   N/A

5. Indicate circumstances (including length of time), under which any names noted in item 4 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.

6. Place of birth (City, State, Country)

   10-31-22 Fort Worth, Texas

7. Date of marriage

8. Place of marriage (City, State, Country)

9. Living

   Yes [ ] No [ ]

10. Citizenship

   U.S. N/A

11. If alien, give alien registration number

   N/A

12. Date of service, if ever served in armed forces

   N/A

13. Where acquired

   N/A

14. Date and place of naturalization

   N/A

15. Naturalization certificate number

   N/A

16. Date of death

   N/A

17. Cause of death

   N/A

18. Current address (Give last address, if deceased)

   N/A

19. Address of spouse before marriage

20. Occupation

21. Present employer (Give full name of employer of if spouse deceased or unemployed, give last two employers)

22. Education and military service

   From - To - by rank and service

23. Branch of military service

   U.S.

24. Active or inactive service

   Country in which military service was performed

**SECTION XII**

**CHILDREN AND OTHER DEPENDENTS**

1. Provide the following information for all children and dependents

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date &amp; Place of Birth</th>
<th>Citizenship</th>
<th>Address</th>
</tr>
</thead>
</table>

2. Number of children (include adopted and illegitimate children who are unmarried, under 18 years of age, and are not self-supporting)

   Number: 2

3. Number of other dependents (e.g., parents, grandparents, aunts, uncles, who depend on you for at least 50% of their support or children over 18 years old who are not self-supporting)

   Number: 3

4. Total number of dependents

   Number: 5

5. Total number of dependents supported

   Number: 7
## SECTION XVII
### MOTHER-IN-LAW

<table>
<thead>
<tr>
<th>1. Full name (last - first - middle - maiden)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simmons, George Stuart</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Date or other names she has used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grandfather</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Date of birth</th>
<th>4. Place of birth</th>
<th>5. Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-17-84</td>
<td>San Francisco, Calif.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>12. Naturalization certificate number</th>
<th>13. If alive, give alien registration number</th>
<th>14. Date and place of arrival in U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Occupation</th>
<th>16. Present employer (Give last employer if mother is now deceased or unemployed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Current address (Give last address, if deceased)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4145 Unterer Zielweg 111, Dornach, Switzerland</td>
</tr>
</tbody>
</table>

## SECTION XVIII
### RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO EITHER (1) LIVE ABROAD, (2) ARE NOT U.S. CITIZENS OR (3) WORK FOR A FOREIGN GOVERNMENT

<table>
<thead>
<tr>
<th>Name (last - first - middle)</th>
<th>Relationship</th>
<th>Date of birth</th>
<th>Place of birth (City, State, Country)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simmons, George Stuart</td>
<td>Grandfather</td>
<td>3-17-84</td>
<td>San Francisco, Calif.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address in country in which relative resides</th>
</tr>
</thead>
<tbody>
<tr>
<td>4145 Unterer Zielweg 111, Dornach, Switzerland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Citizenship (Country)</th>
<th>Frequency of contact</th>
<th>Date of last contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S.</td>
<td>none</td>
<td>1961</td>
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</tbody>
</table>

## SECTION XIX
### RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO ARE IN THE MILITARY OR CIVIL SERVICE OF THE UNITED STATES

<table>
<thead>
<tr>
<th>Name (last - first - middle)</th>
<th>Relationship</th>
<th>Date of birth</th>
<th>Place of birth (City, State, Country)</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Citizenship (Country)</th>
<th>Address (Number, Street, City, State, Country)</th>
<th>Type and location of service (if known)</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date and place of arrival in U.S.</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date of last contact</th>
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</table>

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**THIS SHEET MUST BE COMPLETED**
<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>4.</td>
<td>N/A</td>
<td>22.</td>
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<tr>
<td>5.</td>
<td>4-12-40</td>
<td>23.</td>
</tr>
<tr>
<td>6.</td>
<td>Washington, D.C.</td>
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</tr>
<tr>
<td>7.</td>
<td>4-6-59</td>
<td>24. N/A</td>
</tr>
<tr>
<td>8.</td>
<td>Hyattsville, Maryland</td>
<td>25. N/A</td>
</tr>
<tr>
<td>9.</td>
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<td>4622 Hunt Avenue, Chevy Chase, Maryland</td>
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Use the following space for extra details. Reference each continued item by the section and item number to which it relates and sign your name at the end of the material. If additional space is required beyond page 18, use extra pages the same size as this page and sign each such page.
PERSONAL HISTORY STATEMENT — (Appendix I)

Listed below are names of organizations identified by the Attorney General, under his responsibility pursuant to Executive Order 10450, dated 27 April 1953, to list the names of each foreign or domestic organization, association, movement, group, or combination of persons which he designates as totalitarian, Fascist, Communist, or subversive, or as having adopted or having shown a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

Each applicant or employee and spouse (if any) must review the following list of organizations for certification purposes, and sign on the last page.

Abraham Lincoln Brigade  
Abraham Lincoln School, Chicago, Illinois  
Action Committee to Free Spain Now  
Alabama People's Educational Association (see Communist Political Association)  
American Association for Reconstruction in Yugoslavia, Inc.  
American Committee for the Federation of Greek Maritime Unions  
American Catholic Nationalist Party  
American Committee for European Workers' Relief (see Socialist Workers Party)  
American Committee for Protection of Foreign Born  
American Committee for Spanish Freedom  
American Committee for the Betrayal of Jews in Bohemia, Inc.  
American Committee for Yugoslav Relief, Inc.  
American Committee to Survey Labor Conditions in Europe  
American Council for a Democratic Greece, formerly known as the Greek American Council; Greek American Committee for National Unity  
American Council on Soviet Relations  
American Croatian Congress  
American Jewish Labor Council  
American League Against War and Fascism  
American League for Peace and Democracy  
American National Labor Party  
American National Socialist League  
American National Socialist Party  
American Nazi Party  
American Patrician, Inc.  
American Peace Crusade  
American Peace Mobilization  
American Police for Peace  
American Polish Labor Council  
American Pocahontas League  
American Rescue Ship Mission (a project of the United American Jewish Aid Committees)  
American-Russian Fraternal Society  
American Russian Institute, New York, also known as the American Russian Institute for Cultural Relations with the Soviet Union  
American Russian Institute, Philadelphia  
American Russian Institute of San Francisco  
American Russian Institute of Southern California, Los Angeles  
American Nazi Congress  
American Women for Peace  
American Youth Congress  
American Youth for Democracy  
American Progressive League of America  
Associated Asians of America  
Association of Georgia Elites  
Association of German Nationals (Reichsbund Deutsche Vereinigung)  
Ausland-Organisation der NPDAP, Overseas Branch of Nazi Party  
Baltimore Forum  
Benjamin Davis Freedom Committee  
Black Dragon Society  
Boston School for Marxist Studies, Boston, Massachusetts  
Bridge-Robertson-Schmidt Defense Committee  
Bulgarian American People's League of the United States of America  
California Emergency Defense Committee  
California Labor School, Inc., 211 Divisadero Street, San Francisco, California  
Carpasian-Russian People's Society  
Central Council of American Women of Croatian Descent, also known as Central Council of American Croatian Women, National Council of Croatian Women  
Central Japanese Association (Sokken Chuo Hinpoujin Kai)  
Central Japanese Association of Southern California  
Central Organization of the German-American National Alliance (Deutsche-Amerikanische Einheitstreffen)  
Ceremones Fraternal Society  
China Welfare Appeal, Inc.  
Chopin Cultural Center  
Citizens Committee for Harry Bridges  
Citizens Committee of the Upper West Side (New York City)  
Citizens Committee to Free Karl Browder  
Citizens Emergency Defense Conference  
Citizens Protective League  
Civil Liberties Sponsoring Committee of Pittsburgh  
Civil Rights Congress and its affiliated organizations, including: Civil Rights Congress for Texas  
Veterans Against Discrimination of Civil Rights Congress of New York  
Civil Rights Congress for Texas (see Civil Rights Congress)  
Columbians  
Comitè Coordinador Pro Republica Española  
Comité Pro Derechos Civiles (See Puerto Rican Comité Pro Libertades Civiles)  
Committee for a Democratic Far Eastern Policy  
Committee for Constitutional and Political Freedom  
Committee for National Action  
Committee for Peace and Brotherhood Festival in Philadelphia  
Committee for the Defense of the Pittsburgh Six  
Committee for the Negro in the Arts  
Committee for the Protection of the Bill of Rights  
Committees for World Youth Friendship and Cultural Exchange  
Committees to Abolish Discrimination in Maryland (See Congress Against Discrimination, Maryland Congress Against Discrimination; Provisional Committee to Abolish Discrimination in the State of Maryland)  
Committees to Aid the Fighting South  
Committees to Defend Marie Richardson  
Committees to Defend the Rights and Freedom of Pittsburgh's Political Prisoners  
Committees to Uphold the Bill of Rights  
Commonwealth College, Harrisburg, Pennsylvania  
Communist Party, U. S. A., its subdivisions, subsidiaries, and affiliates
**CERTIFICATION**

I certify that I have read the names of the above listed organizations.

To the best of my knowledge and belief, I am not, nor have I been a member of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any organization listed above, or any organization outside the United States espousing Communist, Fascist, Totalitarian or Nazi causes, except as noted below.

To the best of my knowledge and belief, none of my close relatives are, nor have ever been members of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any such organizations, except as noted below.

**INSTRUCTIONS**

For the purpose of this certification, if an applicant or employee is completing this form, the term "close relative" will include spouse, children, parents, brothers, sisters, uncles, and aunts. "Close relatives" of the spouse, for this purpose, will include children, parents, brothers, sisters, uncles, and aunts.

If there are exceptions to this certification, set forth below under Remarks all pertinent information concerning the nature and extent of your activities or those of your close relatives in such organizations, including the names of the organizations, dates of membership, meetings attended, titles of positions held, amounts and dates of contributions, nature of petitions signed falling within the meaning of the above certification and circumstances thereof, titles and authors of literature received, and dates on which received.

In exceptions concerning relatives, include only such information presently known to you or available from your own records.

If necessary, use additional sheets and sign each sheet. Write none if there are no exceptions.

<table>
<thead>
<tr>
<th>REMARKS: To be completed by Spouse</th>
<th>REMARKS: To be completed by Applicant or Employee</th>
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</tbody>
</table>

Date: March 15, 1949

Signature of Spouse

Address—City and State

Witness

Address—City and State

Address—City and State
PHILLIPS, DAVID J. 1965 W.

SUBJECT: NOTIFICATION OF GRANTING OR OF REVOCATION OF CRYPTOGRAPHIC CLEARANCE

THE ABOVE NAMED INDIVIDUAL (ITEM 1) HAS BEEN GRANTED A CRYPTOGRAPHIC CLEARANCE FOR THE CRYPTOGRAPHIC CLEARANCE HELD BY T. IS INDIVIDUAL HAS BEEN REWARDED UNDER THE PROVISIONS OF H.R. 90-6. THE CLEARANCE (ITEM 2) OR REVOCATION (ITEM 4) IS EFFECTIVE AS OF THE MONTH AND YEAR SHOWN ABOVE. SUBJECT HAS BEEN BRIEFED OR DESKETE, AS APPROPRIATE, CONCERNING CRYPTOGRAPHIC AND RELATED COMMUNICATIONS SECURITY MATTERS AND HAS SIGNED A BRIEFING/DESIGN STATEMENT, AS APPROPRIATE, ACKNOWLEDGING RESPONSIBILITY FOR THE PROTECTION OF CRYPTOGRAPHIC INFORMATION. UPON REVOCATION OF CRYPTOGRAPHIC CLEARANCE SUBJECT IS NOT AUTHORIZED TO HAVE CONTINUED CUSTODY OF, ACCESS TO, OR OTHERWISE GAIN FURTHER KNOWLEDGE OF STAFF CRYPTOGRAPHIC MATERIAL OR INFORMATION.

WHEN EMPLOYEE NO LONGER REQUIRES THE CLEARANCE IN ORDER TO PERFORM HIS/HER ASSIGNED DUTIES, IT IS REQUESTED THAT THE COMMUNICATIONS SECURITY STAFF, DC, BE NOTIFIED THAT THE CLEARANCE MAY BE REVOKED.

DISTRIBUTION:
1. EMPLOYEE'S COMPONENT (ITEM 3)
2. OFFICE OF PERSONNEL
3. CHIEF COMMUNICATIONS BRANCH, DC 5

CONFIDENTIAL

[Signature]
DIRECTOR OF COMMUNICATIONS

[Stamp: 597b UN PREVIOUS EDITION]
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<td>18 Jun 21, 1922</td>
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<td>15 INELIGIBLE (REASON) did not achieve an acceptable level.</td>
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**SECRET**

**LANGUAGE DATA RECORD**

**PART I-GENERAL**

1. **NAME (Last-First-Middle)**
   - PHILLIPS, DAVID A.

2. **DATE OF BIRTH**
   - 07.06.37

3. **DATE OF DAY**
   - 15.60

4. **MOUTH**
   - MARCH

5. **NAME**
   - FRENCH

6. **MONTH**
   - 07.37

7. **DAY**
   - 31

8. **YEAR**
   - 1912

9. **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.**

**Writing (41)**

1. **I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY.**

2. **I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH MODERATE ABILITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.**

3. **I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY.**

4. **I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH MODERATE ABILITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.**

5. **I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.**

6. **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**

---

**COTREME ON REVERSE SIDE**

---

**SECRET**
INTRODUCTION OF PART II - LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I speak fluently and accurately in all practical and social situations. I converse freely and idiomatically in all fields with which I am familiar.

2. I speak fluently and accurately in nearly all practical and social situations. I can converse in most fields with which I am familiar and I employ some popular sayings, literary quotations, and common proverbs.

3. I get along quite well in situations of daily life and travel and can conduct routine business in particular fields.

4. I manage to get along in the most common situations of daily life and travel.

5. I have no ability to use the language in any of the above respects.

SECTION E. Understanding (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 an application for a maintenance award provided I am eligible under the terms of Regulation No. 23-73, Part 4. (If not, 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: 14 March 1988
Signature: [Signature]

[Signatures and dates]
SECRET

LANGUAGE DATA RECORD

PART I - GENERAL

1. NAME (Last-Fist-Middle) (7-28) 2. DATE OF BIRTH (MM-DD-YY)

PHILLIPS, DAVID ATLEE

3. LANGUAGE (01-99) 5. TODAY'S DATE (DD-MMM-YYYY)

SPANISH 01-11-1963

4. 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 lower 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, primarily, 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 (45)

1. I can write personal letters and similar material with complete success, without using the dictionary. I can write factual narratives and exposition 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 exposition 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

SECRET
SECTION D. Speaking (43)

1. I speak fluently and accurately in all practical and social situations; I converse freely and spontaneously in all settings with which I am familiar.

2. I speak fluently and accurately in nearly all practical and social situations; I can converse in most fields with which I am familiar and I employ some popular sayings, literary quotations, and common proverbs.

3. I get along quite well in situations of daily life and travel and can conduct routine business in particular fields.

4. I manage to get along in the most common situations of daily life and travel.

5. I have no ability to use the language in any of the above respects.

SECTION E. Understanding (38)

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.


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. 29-175, par. 1(e). 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: 14 March 1968
SIGNATURE: [Signature]

[Additional text not legible]
## LANGUAGE DATA RECORD

**PART I - GENERAL**

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<th>2. DATE OF BIRTH (M-DD-Y)</th>
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<td>OCTOBER 21, 1950</td>
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<th>5. I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE</th>
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**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 MATERIAL, 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 A NATURALLY FOREIGN, UNNATURAL 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, UNNATURAL STYLE, USING THE DICTIONARY FREQUENTLY.

5. I CANNOT WRITE IN THE LANGUAGE.

### SECTION C. PRONUNCIATION (42)

1. MY PRONUNCIATION IS NATIVE.

2. WHILE NORTHERN 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
SECTION C. Understanding (84)

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 (85)

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 an application for a maintenance award provided I am eligible under the terms of Regulation No. 25-135, PAR. SEC.3. 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: __________________________

SIGNATURE: __________________________
**LANGUAGE DATA RECORD**

**PART I - GENERAL**

1. **Name (Last, First, Middle):**
   
2. **Date of Birth:**
   - **Month:** October
   - **Day:** 31
   - **Year:** 1922

3. **Language:**
   - **Spanish**
   - **Proficiency:** 7/20
   - **Date:** October 22, 1977

- [ ] 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 (42)**

1. I can write personal letters and similar material with complete success without using the dictionary. I can write factual narrative and expository material with reasonable clarity, with very few grammatical errors, in native style, using the dictionary only rarely.
2. I can write personal letters and similar simple material with complete success, using the dictionary only rarely. I can write factual narrative and expository material with reasonable clarity, with few grammatical errors, but in a style which may not be native, using the dictionary occasionally.
3. I can write personal letters and similar simple material, with reasonable success in conveying my meaning, but with occasional minor grammatical errors and in obviously foreign, awkward style, using the dictionary occasionally.
4. I can write personal letters and similar simple material, with reasonable success in conveying my meaning, but with many grammatical errors and in a very foreign, awkward style, using the dictionary frequently.
5. I cannot write in the language.

**SECTION C. Pronunciation (42)**

1. **My pronunciation is native.**
2. While natives can detect an accent in my pronunciation they have no difficulty understanding me.
3. **My pronunciation is obviously foreign, but only rarely causes difficulty for natives to understand.**
4. **My pronunciation is occasionally difficult for natives to understand.**
5. **I have no skill in pronunciation.**

**CONTINUE ON REVERSE SIDE**
CONTINUATION OF PART II - LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND NATURALLY 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 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 IN 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 IN 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 SIMPLER CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO, 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 FOR AN ELIGIBLE UNDER THE TERMS OF REGULATION NO. 73-113, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT INDEPENDENT OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED: [Signature]

1993
CONFIDENTIAL

SECURITY APPROVAL

DATE  19 February 1960

YOUR
REFERENCE: E-8573 CS/CS Pw. Comp.

CASE NO. 40696

TO   Director of Personnel
FROM  Director of Security
SUBJECT  PHILLIPS, David Atlee

1. This is to inform you of security approval of the subject person as follows:

☐ Subject has been approved for the appointment specified in your request under the provisions of Regulations 10-210 and 20-730 including access to classified information through Top Secret as required in the performance of his duties.

☐ Subject has been approved for appointment under the authority of Paragraph 4(4) of Regulation 10-210, and under Regulation 20-730 including access to classified information through Top Secret as required in the performance of his duties.

2. Unless arrangements are made within 60 days for entrance on duty within 120 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.

☐

FOR THE DIRECTOR OF SECURITY:

[Signature]

W. A. Osborne
Acting Chief, Personnel Security Division
CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 26 April 1955

TO: Chief, Processing & Records Division
    Personnel Office
FROM: Chief, Security Division
       Personnel
SUBJECT: PHILLIPS, David Atlee

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 EOD procedures.

4. The clearance is effective from 1 April 1955.

   [Signature]

   [Name]

   [Title]

CONFIDENTIAL
PERSONAL HISTORY STATEMENT

[Text of the document is not legible due to the quality of the image.]

PERSONAL BACKGROUND

[Text of the document is not legible due to the quality of the image.]

[Signature]
FILE TITLE/NUMBER/VOLUME: Phillips, David A.

INCLUSIVE DATES: 25 March 1976 - 27 Feb 1976

CUSTODIAL UNIT/LOCATION: OP Files

ROOM: 5E13

DELETIONS, IF ANY:

DATE RECEIVED  DATE RETURNED  REVIEWED BY (PRINT NAME)  SIGNATURE OF REVIEWING OFFICIAL

2/8/75    2/10/76    Dan Hardway    Dan Hardway

12/7/75    4/17/76    Dan Hardway    Dan Hardway

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

SECRET
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Feb 51</td>
<td>Independent contractor</td>
<td>$600 per mo</td>
</tr>
<tr>
<td>23 Feb 51</td>
<td>Contract terminated</td>
<td>600</td>
</tr>
<tr>
<td>25 Jan 52</td>
<td>Independent contractor</td>
<td>$6,000 p.a.</td>
</tr>
<tr>
<td>31 Aug 53</td>
<td>Contract terminated</td>
<td>6,000</td>
</tr>
<tr>
<td>1 Mar 54</td>
<td>Contract Employee</td>
<td>$7,200</td>
</tr>
<tr>
<td>31 Jul 54</td>
<td>Contract terminated</td>
<td>7,200</td>
</tr>
<tr>
<td>1 Aug 54</td>
<td>Contract Employee</td>
<td>8,360</td>
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<tr>
<td>31 Mar 55</td>
<td>Contract terminated</td>
<td>8,360</td>
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<tr>
<td>1 Apr 55</td>
<td>Agency Staff Agent service</td>
<td></td>
</tr>
<tr>
<td>13 Aug 58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Aug 58</td>
<td>Independent contractor (Note: the base rate of pay of $7,200 is subject to increase on occasions wherein subject performs specialized assignments)</td>
<td>$4,800</td>
</tr>
<tr>
<td>13 Mar 60</td>
<td>Contract terminated</td>
<td>7,200</td>
</tr>
<tr>
<td>14 Mar 60</td>
<td>Entered on duty as an Agency Staff Employee at the rate of GS-11/3 ($11,835)</td>
<td></td>
</tr>
</tbody>
</table>
13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at $7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at $13,000 P/A.

<table>
<thead>
<tr>
<th>DATES</th>
<th>PAID AT $7200 P/A</th>
<th>DUE DIFFERENCE BETWEEN $7200 P/A &amp; $13000 P/A</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-31 Aug 58</td>
<td>$240.00</td>
<td>-0-</td>
<td>$240.00</td>
</tr>
<tr>
<td>Sept 58</td>
<td>600.00</td>
<td>$32.22</td>
<td>632.22</td>
</tr>
<tr>
<td>Oct 58</td>
<td>600.00</td>
<td>434.97</td>
<td>1034.97</td>
</tr>
<tr>
<td>Nov 58-Jan 59</td>
<td>1800.00</td>
<td>-0-</td>
<td>1800.00</td>
</tr>
<tr>
<td>Feb 59</td>
<td>600.00</td>
<td>88.60</td>
<td>688.60</td>
</tr>
<tr>
<td>March 59</td>
<td>600.00</td>
<td>-0-</td>
<td>600.00</td>
</tr>
<tr>
<td>April 59</td>
<td>600.00</td>
<td>157.07</td>
<td>757.07</td>
</tr>
<tr>
<td>May 59</td>
<td>600.00</td>
<td>128.88</td>
<td>728.88</td>
</tr>
<tr>
<td>June-July 59</td>
<td>1200.00</td>
<td>-0-</td>
<td>1200.00</td>
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<tr>
<td>Aug 59</td>
<td>600.00</td>
<td>80.55</td>
<td>680.55</td>
</tr>
<tr>
<td>Sept 59-Feb 60</td>
<td>3600.00</td>
<td>-0-</td>
<td>3600.00</td>
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<tr>
<td>1-13 March 60</td>
<td>260.00</td>
<td>-0-</td>
<td>260.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$11,300.00</strong></td>
<td><strong>$922.29</strong></td>
<td><strong>$12,222.29</strong></td>
</tr>
</tbody>
</table>

Deputy Chief
Compensation and Tax Division
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-31 Aug 58</td>
<td>260</td>
<td></td>
</tr>
<tr>
<td>Sep 58</td>
<td>600 + 32.22</td>
<td>$632.22</td>
</tr>
<tr>
<td>Oct 58</td>
<td>600 + 289.98</td>
<td>889.98</td>
</tr>
<tr>
<td>Nov 58</td>
<td>Thur</td>
<td>$1800.00</td>
</tr>
<tr>
<td>Feb 59</td>
<td>600 + 85.60</td>
<td>685.60</td>
</tr>
<tr>
<td>Mar 59</td>
<td></td>
<td>600.00</td>
</tr>
<tr>
<td>Apr 59</td>
<td>600 + 157.07</td>
<td>757.07</td>
</tr>
<tr>
<td>May 59</td>
<td>600 + 128.88</td>
<td>728.88</td>
</tr>
<tr>
<td>Jun 59</td>
<td>600</td>
<td>600.00</td>
</tr>
<tr>
<td>Jul 59</td>
<td>600</td>
<td>600.00</td>
</tr>
<tr>
<td>Aug 59</td>
<td>600 + 80.55</td>
<td>680.55</td>
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<tr>
<td>Sep 59</td>
<td>600</td>
<td>600.00</td>
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<tr>
<td>Oct 59</td>
<td>600</td>
<td>600.00</td>
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<tr>
<td>Nov 59</td>
<td>600</td>
<td>600.00</td>
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<tr>
<td>Dec 59</td>
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<tr>
<td>Dec 60</td>
<td>600</td>
<td>600.00</td>
</tr>
<tr>
<td>Feb 60</td>
<td>600</td>
<td>600.00</td>
</tr>
<tr>
<td>1 Mar 60</td>
<td>260</td>
<td></td>
</tr>
</tbody>
</table>
$11,320 paid at $7,200

also req $777.30

Total Paid $12,097.30
4 March 1975

BACKGROUND ON REQUEST FOR CREDITABLE SERVICE: August 1950 until 3 March 1954

1. A basic document in consideration of this request is HCSA-825, dated 4 February 1954.

2. I was running an English-language newspaper when asked to work with our Station there. My first pay was $50.00 per month. The file contains a project approval dated 31 May 1950; TCS-A-1064 asks that the first payment be made to the U.S. bank on 1 August 1950.

3. During this period I recall a number of activities undertaken for the Station, and I travelled to New York for clandestine training. The file indicates "He was originally approved operationally to handle the complex Soviet espionage case of FULMINATER-2. His conduct of this case was considered excellent...." Also, "It will be recalled that Headquarters was very pleased with the printing job... which he had done." The latter was indicative of a number of such chores, when I stayed behind in my plant after the employees had left for the night, printing leaflets, booklets, etc. I also handled agents and did a number of spotting and assessing jobs for the Station.

4. I signed a new contract on 25 January 1952 for $500.00 per month which ran until the termination date of 31 August 1953. (Actually this was in the form of a loan which was paid off at the rate of $500.00. The advance was used to purchase printing equipment which allowed me to do certain work for the Station, but which I retained.)"

5. After termination of the contract on 31 August I remained until 4 March 1954. During this period I recruited a CP agent who still works for the Station—and was a cabinet member under Allende. On 3 February 1954 Headquarters asked that I be made available for another assignment. The Station pointed out that I was working on the recruitment, and that I and my family were planning on a European vacation. Headquarters again requested my assignment. Thus I departed for the project in early March, abandoning my free family trip to Europe (tickets paid for by advertising in my paper) and leaving my family behind to pack up. I accepted this assignment without knowing where it was, or for how long it would last. Indeed I did not even have a contract.

E2 IMPDET
CL BY 024345
6. I worked for the Agency in then, between 1 August 1950 until departure for PBSUCCESS on 4 March 1954. I was always available and when I finally did leave it was for Agency business rather than my own. Thus I request that all or part of this time be approved as creditable toward retirement.

David A. Phillips
Mr. DeFelice:

Information from Adele regarding Dave Phillips' creditable service:

As of 31 December 1974:

18 years, 11 months, 27 days
(Agency civilian service)

2 years, 8 months, 11 days
(military service)

Total creditable service:

21 years, 8 months, 8 days.

Sick leave will be added to that.

For your information, has an appointment with Mr. Phillips on Wednesday afternoon. He is in the CIARDS system and with his birth date in 1922, he is eligible for voluntary retirement.

[Signature]
18 - 11

18 Mar - 11 Apr - 4 May -
1 Jun - 3 Jun - 8 Jun

25 - 15 July 56 - 3 Aug
26 Mar 56 - 19 May 57

Day End - 17 May 56 - 14 Jul 58

Raymond New - Show

End Date - 1 Feb 51 - 28 Feb 51 - 28 Mar 52 - 31 Mar 53

Central Syllabus
7 Dec 52 - 6 Jan 53 - 6 Feb 53
1 Mar 53 - 6 Mar 53 - 13 Mar 53 - 6 Apr 53

End Date - 14 Apr 53 - 6 May 53
David A. Phillips

Exempted Appoint. Staff Employee 1 Apr 55
Resignation Staff Employee 6 Feb 56
Exempted Appoint. Staff Agent 7 Feb 56
Resignation Staff Agent 13 Aug 58

Contract Agent 19 Aug 58
Terminated 13 Mar 60

Exempted Agent Staff Employee 19 Mar 60
Staff Employee since 14 Nov 1960
MEMORANDUM FOR: Office of Finance/C&TD


REFERENCE: Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975

1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of $7,200 per annum, except that when he was outside of the United States he was paid at the rate of $13,000 per annum. For times and amounts involved in change of rate see reference.

2. Action required:

(a) Office of Finance: Please post the above information to subject's retirement records.

(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

Rogers C. Brooks
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - DDO/LA/Pers
1 - RAD/ROB

OGC Concurrence: [Signature]

SECRET
13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at $7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at $13,000 P/A.

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Deputy Chief
Compensation and Tax Division
MEMORANDUM FOR: Office of Finance/C&TD


REFERENCE: Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975.

1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of $7,200 per annum, except that when he was outside of the United States he was paid at the rate of $13,000 per annum. For times and amounts involved in change of rate see reference.

2. Action required:

(a) Office of Finance: Please post the above information to subject's retirement records.

(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

Yes Rogers C. Brooke
Rogers C. Brooke
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - DDO/LA/Pers
1 - RAD/ROB
1 - Subjects CPD file
1 - CPD Chrono file
DDA/OP/CPD: RCB;sp (21 May 1975)

SECRET
CL by: 063337
MEMORANDUM FOR: Chief, TRB

SUBJECT: Verification of Contract Employee Service for (P) Current Staff Employee

REFERENCE: CPD Memorandum of 30 June 1966 to Chief, TRB,
Subject: "Record of Contract Service for [blank]

1. Referent memorandum is revised in its entirety to reflect the following periods of full time contract employee service as being creditable service for both leave and Civil Service Retirement purposes.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>PER ANNUM COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 March 1954</td>
<td>Contract employee</td>
<td>$7,200</td>
</tr>
<tr>
<td>31 July 1954</td>
<td>Contract terminated</td>
<td>$7,200</td>
</tr>
<tr>
<td>1 August 1954</td>
<td>Contract employee</td>
<td>$8,360</td>
</tr>
<tr>
<td>31 March 1955</td>
<td>Contract terminated</td>
<td>$8,360</td>
</tr>
</tbody>
</table>

2. Period of service 4 March 1954 through 31 December 1954 had in previous memorandum been declared creditable service for both leave and retirement purposes. It denied creditable retirement service for the period 1 January 1955 through 31 March 1955 because of a Federal statutory provision relating to periods covered by Social Security. The foregoing position was reversed by P. L. 91-630 of 31 December 1970, thereby having the effect of rendering said service as creditable.

3. Action required:
c. Office of Finance/CATD: Please post the above information to subject's retirement records.

d. DDO/LA/Personnel: Please advise subject of the contents of this memorandum.

Rogers C. Brooks
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - CP/ROB
1 - OF/CATD
1 - DDO/LA/Personnel
1 - CPD Subject file
1 - CPD Chrono
OP/CPD/R.C.Brooks:tc (10 March 1975)
SECRET

SUBJECT: (P), Verification of Contract Service

16 Oct 70
Subject, now a retired officer, asked for assistance to see if any of his old contract time is creditable towards OIAES retirement. Currently, subject is assigned FGS in V3 field, but is currently in transit on T45.

21 Oct 70:
Discussed subject and discussed all aspects of his questions and his prior contractual service. Provided him with detailed information concerning his service, including criteria OIAES used in determining independent contractor service vs contract employee service, applicability of the "Social Security" rules regarding the use of contract employee time under Social Security, etc. Also, provided subject with a sample of a memo which could be written to OIAES requesting old independent contractor time be converted to contract employee time. Also indicated to subject we would help him draft an appropriate memo if he (subject) felt he had a good case. In general, information provided by subject, it seemed that subject's old independent contractor time was not of a type that might lend itself to conversion to contract assistance time.

3 Dec 70: As of this date, OIAES had heard nothing more from subject and it was believed apparent that OIAES subject had, and at least for the immediate moment, decided not to pursue the matter further.

Paul Wilson
3 Dec 1970
23 April 1970

1. Adela: Here's the following with help your
   (a) Attached is our CPD file on
       loan. In it find a chart of
       all of subject's contract
       service.
   (b) Information in our CPD memo of
       30 June 66 is reaffirmed. How-
       ever, note it did not cite sub-
       ject's 1951/52/53 service, which
       service is cited in the O/Finance
       memo of 16 June 1966. This
       1951/52/53 service is independent
       contractor service and not
       creditable for purposes of
       Civil Service Retirement.
   (c) Our CPD memo of 30 Jun 66 in-
       dicates subject had a social
       security obligation for period
       1 Jan 55 thru 31 Mar 55. Since
       this obligation came about
       retroactively in mid 1955, possi-
       bility exists that neither sub-
       ject or the Agency made con-
      tributions to the Social Security
       System. If they were not made,
       it is possible for each to be
       made at this late date and if
       subject or WD Division is in-
       terested in looking into this,
       they should contact RED Brooks
       of CPD.

Paul R. Wilson
Attached is Mr. G's official file and a dispatch from him in which he requests a compounding of his time with the Agency for retirement purposes. It is a very complicated case. Good luck!

1 to 6:

On the basis of Mr. G's memo dated 30 June 1966 (copy attached) ruling on the creditability of subject's contract service, ILS can reply to the attached dispatch. However, it is requested that OAS review ILS's ruling and advise OAS if the memo of 30 Jun 66 is reaffirmed.

Your attention is invited to a discrepancy in identifying 1951 contract service. In the dispatch (para 5) subject refers to himself as a "covert associate" of the office of finance (see memo dated 16 Jun 66) copy attached) lists the time as "contract agent" service; and your memo of 30 Jun 66 lists the time as "contract employee" service.
Action Required: See Paragraph 9 et al.

1. During his RVROCK career, [ ] has served as Contract Agent, Covert Associate, Staff Agent and Contract Employee. On one occasion, [ ] resigned from RVROCK, became a Contract Agent, then returned as a Staff Employee. The purpose of this dispatch is to request a review of exactly what status has been over the years, what must be done to repay retirement funds for any periods of creditable service not now covered, and to study the possibility that some periods of tenure might be converted from uncreditable to creditable status.

2. [ ] served in the Air Force from February 1943 through October 1945, with total service of two years, eight months and 19 days.

3. The dates of [ ] first RVROCK service are very hazy, but [ ] does recall that he was first recruited by the COS, but cannot recall if this was on a formal, salaried basis, at some time during 1950 or 1951, probably the latter, had signed an RVROCK contract, for at least two years, possibly longer. The salary is remembered as US$500 per month, and on one occasion this salary was paid in advance to allow [ ] to purchase printing equipment. Please check the contract covering this period and advise [ ] (a) the duration of the contract and (b) if any provision for deductions (or future payment of) was made. If, as [ ] suspects, there were no deductions, even for Social Security, [ ] would appreciate Headquarters comment on the possibility that this period might be retroactively converted to creditable service status (after payments into retirement system, of course). In this connection it is suggested

Distribution:
[ ] CHIEF, WH
[ ] CHIEF, OPSEC
that a discussion might be held with James G. Collett, who was COS in ____ during most of that time. ____ believes that Collett will confirm that ____ demonstrated his intense interest in his RVROCK work by performing not only the work called for in his contract (soucty-coustra-tion, printing) but other chores as well. Example: during this period, or perhaps just after the expiration of ____ contract, ____ under Station guidance and instruction, approached and recruited a Communist Party agent. (It is understood that the agent is still reporting.) Another example: in March 1954, COS Collett approached ____ and asked him if he would accept the Headquarters' request that he leave ____ board an airplane for the U.S. and assist in an unidentified operation which would last "some months." That was the extent of the offer. ____ accepted. This was despite the fact that he had no contract, and that he had to leave his family behind and to abandon a trip which had been planned through Europe. It is recalled that this indicates that ____ was pretty much "under RVROCK control" during this period. (Perhaps training records can assist in finding information on this period, as ____ went to New York on one occasion for a six-week training course.)

4. The next period of contract employment is also hazy. The operation in which ____ was asked to participate turned out to be PSUCCESS. Some sort of contract was drawn up, but ____ does not recall if any deduction for retirement was made, nor of the terms of the contract. It is requested that this contract be reviewed and, should there have been no retirement credit, that it too be reviewed for possible conversion to creditable service. There is no question of responding to RVROCK control during this period. It was full time work, and most of it performed away from family—some of it in the jungle. About sixty days, ____ recalls, was spent ____ in Project PBHISTORY. ____ was awarded an RVROCK decoration for his work during this period.

5. As the result of his participation in PSUCCESS, ____ was contracted as a Covert Associate from (about; this is a guess) October, 1954 until April of 1955. ____ distinctly recalls that this contract called for retirement credit if chosen as a future option. (It is not impossible that this contract was made retroactive to cover ____ departure from ____ in March, 1954.) It would be appreciated if ____ would be advised of the exact duration and terms of this contract.

6. ____ was a Staff Employee from 1 April 1955 until 13 July of 1958, when he resigned. Retirement payments for this period were returned to ____ and he understands that they must be repaid sometime before retirement to make the period creditable.

7. After resigning in 1958, ____ went to Cuba and within a week signed a contract as an independent operator and, to the best of ____ recollection, without any retirement benefits. Again, it is requested that this contract be reviewed with the view of possible conversion to creditable status.

8. On March 14, 1960 ____ again became a Staff Employee and has remained in that status.

9. Despite a rather long tenure with RVROCK, ____ now finds that much of his service is either not creditable, or is creditable and not paid, ____ would like to set this house in order, and to begin having regular deductions from his salary begin building up his paid-up creditable retirement equity. Headquarters' assistance in arriving at this happy state would be appreciated. ____ is especially interested in obtaining approval for conversion of the early contract days in ____ It seems apparent that if repayment into the retirement system is to be initiated,
it would be wiser to repay the early years first (so as to add more time more quickly with less payment). In any event, a Headquarters' review of the case would be appreciated.
30 June 1966

MEMORANDUM FOR: Chief, TRB

SUBJECT: Record of Contract Service for

1. Per your request we are forwarding record of Subject's contract service:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 March 1954</td>
<td>Hired as Contract Employee</td>
</tr>
<tr>
<td>31 July 1954</td>
<td>Terminated</td>
</tr>
<tr>
<td>1 August 1954</td>
<td>Hired as Contract Employee</td>
</tr>
<tr>
<td>31 March 1955</td>
<td>Terminated</td>
</tr>
<tr>
<td>19 August 1958</td>
<td>Hired as Contract Agent</td>
</tr>
<tr>
<td>13 March 1960</td>
<td>Terminated</td>
</tr>
</tbody>
</table>

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks
Acting Chief, Contract Personnel Division

Distribution:
Crg - Addressee
L - (F)D
Chief Personnel Division

Compensation and Tax Division
Office of Finance

Agency Service of its Representative

The records of the Office of Finance show the following Agency service for Subject:

Contract Agent:

- EOD 1 February 1953 @ $600.00 P/A
- EOD 20 February 1953 @ $600.00 P/A
- EOD 22 January 1953 @ $600.00 P/A
- EOD 31 August 1953 @ $600.00 P/A
- EOD 1 March 1954 @ $7200.00 P/A
- Pay Enr., 1 August 1954 @ $8350.00 P/A
- Total, 1 March 1955 @ $8350.00 P/A

Staff Employee:

- Enr. Appr., 1 April 1953 @ $8600.00 P/A
- Pay, 1 February 1956 @ $10,320.00 P/A

Staff Agent:

- Enr. Appr., 7 February 1956 @ $10,320.00 P/A
- FUI 7 October 1956 @ $10,535.00 P/A
- Pay Raise 12 January 1957 @ $11,595.00 P/A
- FUI 6 April 1958 @ $11,635.00 P/A
- Pay, 15 August 1958 @ $11,695.00 P/A

Contract Agent:

- EOD 19 August 1958 @ $7,200.00 P/A
- Total, 13 March 1960 @ $7,200.00 P/A

Staff Employee:

- Enr. Appr., 14 March 1960 @ $11,635.00 P/A
- Subject has been a Staff Employee since 14 March 1960.

Chief
Agent Farrell Branch
**STATEMENT OF PRIOR FEDERAL CIVIL SERVICE AND DETERMINATION OF COMPETITIVE STATUS**

**IMPORTANT:** The information on this form will be used: (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

### Part I—Employee's Statement

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle Initial)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHILLIPS, DAVID ATLES</strong></td>
<td>Oct 27, 1972</td>
</tr>
</tbody>
</table>

#### 1. Name and Location of Agency

<table>
<thead>
<tr>
<th>Agency</th>
<th>From</th>
<th>To</th>
<th>Type of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA</td>
<td>11/1/09</td>
<td>12/31/12</td>
<td>4-Y-14</td>
</tr>
</tbody>
</table>

#### 4. List Prior Service in Any Branch of the Armed Forces of the United States

<table>
<thead>
<tr>
<th>Branch</th>
<th>From</th>
<th>To</th>
<th>Discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Army Air Force</strong></td>
<td>7/1/04</td>
<td>7/31/12</td>
<td>Nov. 7/31</td>
</tr>
</tbody>
</table>

**NOTE:** This SF-171 was completed by subject on 1st March 1960 on occasion of entering on duty as an Agency Staff Employee. Note that he did not claim any of his prior contract service.

Original of this SF-171 on file in subject's Staff Employee file.

1. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

   7/1/1960

   **Dated**

   **Signature**

Subscribed and sworn to before me on this 11th day of March, 1960, at Washington, D.C.

   **Seal**

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

**INSTRUCTIONS:** File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel data involved.

   (OVER)
14 March 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Termination of [Contract]

It is requested that the contract of [Contract] be terminated as of close of business 13 March 1960 in view of his appointment to staff employee status effective 14 March 1960.

J. C. King
Chief, Western Hemisphere Division
Dear [Name],

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958, as amended.

Effective 16 February 1960, said contract, as amended, is further amended by adding after paragraph seven (7), entitled "Travel and Operational Expenses," the following paragraph:

"8. Return Travel. Upon the successful completion of your services under this agreement you will be advanced or reimbursed funds for authorized travel and transportation expenses for you, your dependents and your household effects from Havana, Cuba to the Washington, D.C. area, including per diem in lieu of subsistence in the course of such travel. Such funds will be subject to payment and accounting in conformance with applicable Government regulations."

All other terms and conditions of the contract, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

BY

Contracting Officer

[Signature]

[Stamp]}

WHIP Ameri cut 8
By Robert Rayner
C.O.
16 February 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Amendment to Contract - [Blank]

It is requested that Subject's contract dated 19 August 1958, as amended, be further amended to authorize return travel from Havana, Cuba, to Washington, D.C., for Subject and his dependents at Government expense. It is also requested that the amendment authorize shipment of household effects from Havana, Cuba, to Washington, D.C., at Government expense.

[Signature]
Chief, CPOD
S-C-R-E-T
(when filled in)

SUBJECT: Contract Extension for __________

1. Effective __________, the contract (as extended) for the subject individual, effective __________, is extended for a period of __________.

2. All other terms and conditions of the contract (as extended) remain in full force and effect.

UNITED STATES OF AMERICA

BY
DIRECTING OFFICER

S-C-R-E-T
MEMORANDUM FOR: Chief, Contract Personnel Division
Attention: 

FROM: Acting Chief, WHD

SUBJECT: Renewal of Contract of 

It is hereby requested that the contract of effective 19 August 1958 and amended, be renewed for one (1) year effective 19 August 1959.

[Signature]

R. E. Gomez
Acting Chief, Western Hemisphere Division
Dear [Name],

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958.

Effective 19 August 1958, said contract is amended in the following manner:

(a) The first sentence of paragraph one (1), entitled "Compensation," is deleted and in lieu thereof the following sentence is substituted:

"In full consideration for the purchase of such information and services you will be compensated in an amount calculated at the rate of $7200 per annum except that for those periods of time during which you are performing services necessitating certain specialized professional skills on a full time basis outside of the country of your present permanent assignment, you will be compensated at the rate of $13,000 per annum."

(b) The following paragraph is added after paragraph six (6), entitled "Term."

"7. Travel and Operational Expenses. While performing those tasks for which you will be compensated at the rate of $13,000 per annum, as set forth in paragraph one (1) above, you will be advanced or reimbursed funds for necessary expenses incurred in connection with such operational travel as may be directed or authorized by the Government. This may include per diem in lieu of subsistence in the course of such travel and while on temporary duty away from your permanent post of assignment overseas. In addition, you will be advanced or reimbursed funds for necessary operational expenses as specifically approved by the Government. Payment and accounting for the items set forth herein will be in conformance with applicable Government regulations."

All other terms and conditions of the contract remain in full force and effect.

You will please indicate your approval by signing in the space provided below.

UNITED STATES GOVERNMENT

[Signature]

Contracting Officer

ACCEPTED:

[Signature]

WITNESS:

[Signature]

APPROVED:

[Signature]
MEMORANDUM FOR: Chief, Contract Personnel Division
Attention: 

FROM: Chief, Western Hemisphere Division

SUBJECT: Amendment To Contract of 

1. It is hereby requested that the contract of [ ] be amended to provide that he be compensated in an amount calculated at the rate of $10,000 per annum while travelling outside Cuba at the request of the United States Government and engaged full time in the work of the United States Government. It is further requested that while so travelling outside Cuba he be paid per diem at the standard United States Government rate for the area of travel or temporary residence.

2. [ ] possesses certain specialized professional skills which are in temporary, but urgent demand in a country (other than Cuba) within the jurisdiction of the Western Hemisphere Division. The contract amendment outlined in paragraph 1. (above) is being requested so as to provide a means by which [ ] skills might be made available to meet this current need for them.

J. C. KING
Chief, Western Hemisphere Division
Dear [Name]

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an independent contractor for the purchase of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the purchase of such information and services, you will be compensated in an amount calculated at the rate of $7200 per annum. Payments will be made as directed by you in writing in a manner acceptable to the Government. No taxes will be withheld therefrom but it will be your responsibility to report such income under existing Federal income tax laws and regulations. A Form No. 1099 prepared in a manner to conceal the true source of such income will be furnished by the Government in order that said responsibility may be properly fulfilled. Income received pursuant to this contract is not subject to relief from Federal income taxes on the basis of foreign residence.

2. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status.

3. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1917, as amended, and other applicable laws and regulations.

4. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

5. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

6. Term. This contract is effective as of 15 August 1958, and shall continue thereafter for a period of one (1) year unless sooner terminated either:

(a) By fifteen (15) days' actual notice by either party hereto, or
(b) Without prior notice by the Government in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY __________________________
Contracting Officer

ACCEPTED:

______________________________
Witness:

______________________________
Approved:

2/24/66 /MN/11
Signed
<table>
<thead>
<tr>
<th>Section</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Contract Information and Check List</td>
</tr>
<tr>
<td>II.</td>
<td>Personal Data</td>
</tr>
<tr>
<td>III.</td>
<td>U.S. Military Status</td>
</tr>
<tr>
<td>IV.</td>
<td>Compensation</td>
</tr>
<tr>
<td>V.</td>
<td>Allotments (normally granted only to residents of the United States)</td>
</tr>
<tr>
<td>VI.</td>
<td>Travel</td>
</tr>
<tr>
<td>VII.</td>
<td>Purchase of Information</td>
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</table>

ROBERT REYNOLDS

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<tbody>
<tr>
<td>Name</td>
<td>Robert Reynolds</td>
</tr>
<tr>
<td>Date</td>
<td>13 August 1980</td>
</tr>
<tr>
<td>Phone Extension</td>
<td>2055</td>
</tr>
<tr>
<td>oproject</td>
<td>Acquire Plan (DO07)</td>
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<tr>
<td>Access No.</td>
<td>8-1545-01-500</td>
</tr>
<tr>
<td>Slot No.</td>
<td>N.A.</td>
</tr>
<tr>
<td>Clearance (Type and Date)</td>
<td>Top Secret Clearance 1 April 1986</td>
</tr>
<tr>
<td>Contact Agent</td>
<td>Staff Agent, 1952-1954 Staff Agent, 1957-1958</td>
</tr>
<tr>
<td>Hours Away from Subject's Home and Performed Under the Supervision of a Staff Employee or Staff Agent</td>
<td>N.A.</td>
</tr>
<tr>
<td>Proposed Category</td>
<td>Contract Agent</td>
</tr>
<tr>
<td>Citizenship</td>
<td>U.S.</td>
</tr>
<tr>
<td>Date of Birth (Month, Day, Year)</td>
<td>31 October 1922</td>
</tr>
<tr>
<td>Permanent Residence</td>
<td>1406 North Irving Street, Fort Worth, Texas</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Single</td>
</tr>
<tr>
<td>Number of Dependents</td>
<td>Five: Wife and four children</td>
</tr>
<tr>
<td>Relationship and Age</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<tr>
<td>Reserve</td>
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<tr>
<td>World War II</td>
<td>N.A.</td>
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<tr>
<td>Branch of Service</td>
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<tr>
<td>Rank or Grade</td>
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</tr>
<tr>
<td>Draft Eligible</td>
<td>N/A</td>
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<tr>
<td>Draft Exempt Obtained By</td>
<td>C.N.</td>
</tr>
<tr>
<td>Salary</td>
<td>$7200 p.a.</td>
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<tr>
<td>Post Differential</td>
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<td>Cover (Breakdown, if any)</td>
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<td>Allotment</td>
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<td>Travel</td>
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</tr>
<tr>
<td>Types</td>
<td>Domestic Operational</td>
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<tr>
<td>With Dependents</td>
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<td>Personal Vehicle to be Shipped</td>
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<tr>
<td>Operational Vehicle to be Used for Operational Travel</td>
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<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Payment and Accountability</td>
<td>Will be in Conformance With</td>
</tr>
<tr>
<td>Other</td>
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</tr>
<tr>
<td>Operational Expenses</td>
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</tr>
<tr>
<td>Purchase of Information</td>
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</tr>
<tr>
<td>Entertainment</td>
<td>N.A.</td>
</tr>
<tr>
<td>Other</td>
<td>N.A.</td>
</tr>
</tbody>
</table>
SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NAME: Robert Reynolds

CASE 

WHD

DATE: 13 August 1958

SECTION VIII OTHER INSTRUCTIONS

48. BENEFITS: See Part IV of Confidential Fund Regulations or Superintendent's regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested see 15.3.20 or Success Regulations.

N. A.

SECTION IX COVER ACTIVITY

47. STATUS (Check)

48. TYPE (Check)

49. IF OTHER PAYMENTS ARE CONSIDERED THEY WILL BE EFFECTED ON PRINCIPAL BASIS

SECTION X OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EROMENTS DERIVED FROM COVER ACTIVITIES (IF LESS THAN TOTAL, ENTER IN APPROPRIATE ATTACHED RECORD)

SECTION XI TERM

51. DURATION

52. EFFECTIVE DATE

53. TERMINATION NOTICE (NAME OF PERSON)

SECTION XII FUNCTION

54. PRIMARY FUNCTION (PT, PP, OTHER)

PP

SECTION XIII DUTIES

55. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

To be assigned by OSS, Havana, according to Station requirements.

SECTION XIV QUALIFICATIONS

56. EXPERIENCE

Contract Agent, 1952-1956
Contract Agent, PEOSS AND PEHISTORY, 1956
Covert Associate, 1956-1957
Staff Agent, Cuba, 1956-1957

57. EDUCATION

58. LANGUAGE COMPETENCY

59. AREA KNOWLEDGE

60. PRIOR EMPLOYMENT

Editor and publisher, actor, lecturer, free-lance writer.

SECTION XV ADDITIONAL INFORMATION

61. ADDITIONAL OR INDIVIDUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (SEE OTHER SIDE OF PAGE OR COPY)

SIGNATURE

APPROVAL 

DATE

STAMP 

STAMP 

STAMP 

STAMP
7 February 1955

MEMORANDUM FOR: CHIEF, SCAP

VIA : Contract Approving Officer, PP Staff

SUBJECT : Termination of Contract.

It is requested that the contract on

be terminated effective 1 April 1955.

SIGNED

Chief of Administration
Psychological and Paramilitary
Operations Staff

[Signature]
19 October 1954

MEMORANDUM FOR:  Chief, Psychological and Paramilitary Operations Staff

SUBJECT:  (P) - Covert Associate

REFERENCE:  Memo to Special Contracting Officer, CIA, dated 12 October 1954, Same Subject

Pending publication of a regulation on Employee Services, the Office of Personnel issued N 20-660-19, dated 29 July 1954 to be effective 1 August 1954. This Notice announced the availability of two life insurance and two health insurance programs sponsored by the Agency under the name of "Government Employee Health Association, Inc." Eligibility for these life and health insurance programs has been limited to those categories of personnel expressly stipulated in the Notice. Nowhere are Covert Associates listed as an eligible group, although in fact a Covert Associate may be an employee of the U.S. Government. Until the notice or the proposed regulation is changed, this Staff is precluded from inserting in contracts similar to that of subject individual's any reference to health and life insurance programs normally available to staff employees.

JOHN L. DISCHOFF
Special Contracting Officer

DHL/pr
Orig & 1 Addressee
1 cc Employee Services Div.(attn. __)
1 cc subject file
1 cc chrono
1 cc corres w/PPStaff file
MEMORANDUM FOR: SPECIAL CONTRACTING OFFICER, CIA

SUBJECT: [Redacted] (S) - Sever Associate

It is requested that the subject's contract effective 1 August 1954 be amended to permit the subject to apply for Hospitalization and Life Insurance with the Agency.

[Signature]

Chief
Psychological and Parachute Operations Staff
MEMORANDUM FOR: Mr. Kermit Roosevelt

ATTENTION: Mr. John Baker

SUBJECT: Employment as CIA Staff Officer

1. To those of us at Headquarters who have followed closely the work of [ ] in connection with PBSUCCESS, it is completely evident that he made one of the major and most outstanding contributions to this Operation and that he has demonstrated himself to be exceptionally qualified in the field of political and psychological operations (covert). I have just been informed by Messrs. Barnes and [ ] that the latter who has heretofore been employed in the capacity of a Contract Agent, desires to become more closely associated with the Agency and would like to be employed as a regular staff officer. I am very much in favor of following up on this opportunity, and I have good reason to believe that the Director likewise is specifically interested.

2. There are certain aspects of this case which appear to require special handling and tailoring -- none of which presents any difficulties as I see it -- but, on the contrary, would tie in very neatly with both the near term and longer range aspects of the employment of [ ]. These aspects are as follows:

(a) [ ] desires to begin his term of employment by the Agency with a period of service at Headquarters. (He has spent many years in Latin America, principally in [ ] where he has owned and still owns a newspaper, and, in my judgment, it would be mutually advantageous to the Agency and to [ ] for him to spend not less than a year as a member of the Headquarters organization.)

(b) [ ] has for some years in the past been giving an annual series of lectures in various Latin American capitals. These lectures have been arranged by an agent of his in New York and his audiences have consisted of business and professional groups and women's organizations. The general subject matter of his lectures has included talks on the threat of international Communism to Latin America. [ ] would desire, if it can be worked out, to be permitted to continue to deliver lectures of this kind in the future and is at the present time

SECRET
contemplating a series of lectures on Latin America to be given in various cities within the United States.

(c)________ would be ready and able to accept a field assignment in South America following the conclusion of the period of Headquarters' duty referred to.

3. As already indicated, it seems to me that there are no serious problems involved in any of the foregoing and that the material can be readily cut to fit the pattern. It is the recommendation of Mr. Barnes in which I concur, that ________ be assigned to the PP Staff during his tour of duty here. He could in this capacity work very closely with WH Division, but it seems to Tracy and myself that he can contribute importantly to the work of the PP Staff and in the process broaden himself. As regards the matter of the lectures, I would recommend that arrangements be made to permit and even encourage him to continue these since it seems to me that they would fit in very well with his general PP assignment -- assuming, of course, that his Headquarters and field cover are properly designed and maintained. The Headquarters cover problem is not a substantial one and as far as the field is concerned if ________ were to go ________ cover of the right kind this also should present no problem. There is a ready-made cover in the field and in a critically important country by virtue of his ownership -- for some six years -- of a newspaper in ________ It would not be incompatible with his resumption of his position as owner and editor of the ________ newspaper to work in an annual series of lectures either in Latin America or in the United States. There is only one further point involved in connection with the lectures; Because of ________ intimate association with many of the details of PBSUCCESS and also in light of the standing rules of the Agency, it would be desirable for him to submit at least in general outlines, and preferably textually to the extent feasible, the substance of his proposed lectures. He is anxious to do this in connection with the forthcoming lectures -- for his own piece of mind since he would like to be double-checked on the things which he should say and those which he should not say with respect to the Guatemalan development. He could and in the material to Mr. Holcomb or myself -- or to you -- and after it has been checked over by one of us, we could arrange to submit it to the Office of Security for such further checking as may be desirable.

4. ________ proposes to take a leave of absence of a month or six weeks, starting within the next few days. I believe it would be desirable for Mr. Baker, to start the necessary personnel and other administrative actions, including any additional security clearances which may
which may be necessary, etc., looking toward having everything in line for [ ] to come aboard officially at the conclusion of this leave.

5. His home address is: 811 Hollywood Blvd.  
Hollywood, Florida

FRANK G. WISNER  
Deputy Director (PLANS)

cc" "COPS -- DD/P  
CWH
Date:

Dear [Name],

Reference is made to your contract effective 1 March 1954 with the United States Government, as represented by the Central Intelligence Agency, for the submission of certain information and related services of a confidential nature.

Effective 31 December 1954, said contract is terminated and in lieu thereof the following contract is substituted:

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you as a Covert Associate for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the submission of certain information and related services of a confidential nature, you will be compensated at the rate of $8300 per annum. In addition, you will be entitled to authorized overtime in excess of 40 working hours per week at the rate of $1,51 per hour. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from any sums paid to you hereunder directly by CIA, but it will be your responsibility to report such sums in accordance with applicable Federal income tax laws and regulations.

2. Travel. You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as may be directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel while away from Washington, D.C., and while on temporary duty overseas. You will be required to account for such expenses in accordance with applicable CIA regulations or those of [ ], whichever is directed by CIA.

3. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to CIA employees. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

(c) Civil Service Retirement deductions will not be made from your wages since your employment hereunder is not a covered employment under the Civil Service Retirement Act. However, your status is that of an
employee of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

6. Leave Without Pay. During the term of this contract it is anticipated that you will undertake contracted speaking engagements. For such periods of time necessary to fulfill these commitments you will be considered on leave without pay status under the terms of this agreement.

7. Execution of Documents. If, in the performance of your service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situated, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1917, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 1 August 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By fifteen (15) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.
employees of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

6. Offset. Any sums or substantially similar benefits or allowances received from your cover facility will be used to offset those due under this contract by CIA. Sums, similar benefits or allowances thus received through your cover facility are acknowledged and agreed to be payment by CIA within the provisions of this contract. You will report all sums or substantially similar benefits received from your cover facility at least every four (4) months during the term of this contract.

7. Execution of Documents. If, in the performance of your service, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), 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.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 15 September 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By fifteen (15) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.
SECRET

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

BY

Special Contracting Officer

ACCEPTED:

WITNESS:

APPROVED:

SECRET
Dear [Name],

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. **Compensation.** In full consideration for the submission of such information and services, you will be paid an amount calculated at the rate of $7200.00 per annum. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from this amount, and it will be your responsibility to report such income under existing Federal income tax laws and regulations.

2. **Travel.** (a) You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as is directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel and while on a temporary duty status away from your permanent station. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with CIA regulations.

   (b) Upon the successful completion of your services under this contract or any renewal thereof, you will be advanced or reimbursed funds for return travel and transportation expenses to your permanent residence in [Location].

3. **Operational Expenses.** You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. **Benefits.** (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

   (b) You will be entitled to continuation of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., App. 1001-1015).

   (c) You will be entitled to fourteen (14) calendar days' leave per contract year. Such leave may be accrued during the term of this contract or any renewal hereof except that payment in lieu of unused leave will not be authorized. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

5. **Execution of Documents.** If, in the performance of your [Service], you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situated, which property has in fact been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either
express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

4. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status, except as specifically enumerated herein.

7. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

8. Unauthorised Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

9. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws dated 25 June 1917, as amended, and other applicable laws and regulations.

10. Term. This contract is effective as of 4 March 1954, and shall continue thereafter for a period of two (2) years, unless sooner terminated by CIA either:

(a) By thirty (30) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. In the event of voluntary termination on your part or termination for cause by CIA prior to the expiration of this agreement or any renewal thereof, you will not be entitled to return travel and transportation expenses to

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

JWIRK
Contracting Officer

ACCEPTED:

APPROVED:
MEMORANDUM FOR: Record

SUBJECT: PROPOSED Amendment #1

1. This date copy number four of subject project has been forwarded to Mr. William Rowland for approval in view of the fact that the original and copies number two and three have been temporarily misplaced.

2. As amendment number one to PROPOSED covers no substantive operations it has not been coordinated with Security and Cover.

3. It is requested that approval of subject project amendment be given as soon as possible in view of the urgency of action as stated in the project itself.

WJD/HR/jo

Distribution:
Crige 06/24
cc: Social Contracting Officer (Mr. J.L. Bischoff)
CM (Mr. Ernest W. Pittman)
Chief, Branch I
Project File 9950/67/40
Chrono 940
28 May 1952

MEMORANDUM FOR:  CD TO

ATTENTION:

SUBJECT:  Project OVERVIEW, Amendment No. 1

1. Forwarded herewith are the original and two copies of subject amendment plus an extra copy of the Form B114.

2. It is respectfully requested that approval of subject amendment be expedited as the Project Financial Data, Form B114, indicates that payment of eight thousand ($8,000.00) dollars to B. B. LANGSTON must be made on or about 20 June 1952.

3. Subparagraph six of the Proposal indicates that as a prerequisite to issuance of a loan to LANSTON, the latter will be required to submit a complete narrative inventory of all machinery and equipment involved in the loan transaction. Its physical existence in his custody, its title to the property, and an approximate evaluation of its worth (as determined by W.D. station personnel). W.H. will be prepared to do this shortly after Amendment No. 1 is approved and the necessary funds are available for payment.

4. Subparagraph five of the Proposal indicates the details of the loan contract and selection of the appropriate legal instrument to secure a lien on the machinery and equipment will be arranged at a meeting of the Amendmen in question and will cover the financial plan governing the expenditure of the funds requested.

J. C. VIK

CH

H/D/JK/324/VLC/63/AE

Distribution

Chief Executive Officer (Mr. J. L. Vachon)
CM (Mr. Ernest W. Johnson)
Chief, Finance I
Project File 75/80
Publicity MD/324

Chromo 6/7/520