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MEMORALDUM FOR: Chief, Records . Services Division Office of Personnel

THROUGH

14-00000

: Personnel Security Division

Office of Security

SUBJECT

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1. Cover arrangements have been completed for the above named subject.

2. Effective <u>immediately</u>, it is requested that your records be properly (blocked) (posoponous) to (deny) (anknownselpe) subject's current Agency employment by an external inquirer.

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SECRET

21 July 1959

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

pleted for the above-named Subject.

2. Effective 1 July 1959 , it is requested that your records be properly blocked appeared to deny action subject's current Agency employment to an external inquirer.

IS PAUL P. STEWARM

JR. Chief, Central Cover Division

ce: SSD/OS

3 0 AUG 1967

MEMORANDUM FOR: Secretary, C3/C3 Agent Panel

SUBJECT:

14-00000

Recommendation for Promotion to Grade G8-13

1. \_\_\_\_\_\_\_entered on duty with CIA in 1951.

After brief service in \_\_\_\_\_\_ he performed a variety of functions with different staffs and divisions, thus acquiring broad experience. Since June 1960 he has been on assignment in Mexico City.

- 2. In Mexico, the is still the manager of a large technical installation with over thirty employees. The production of the operation is tremendous and it is generally conceded to be the most successful thing of its kind. He manages its international staff smoothly, and all problems that arise are solved on the local scene. Security has been maintained faultlessly. The is a bluff, hearty, confident man without a worrisome fibre in his make-up. He will undertake anything. He has been in grade for five and a half year.
- 3. It is recommended that the promoted to grade 08-13.

r. e. Kunc

Chier,

Western Hemisphere Division

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MEMORANDUM FOR: Chief, Western Hemisphere Division

**SUBJECT** 

Notification of Approval of Quality Step Increase

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

- 2. The salary increase accomplished by the award of a Quality Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to earning such recognition.
- 3. Acknowledging that cover problems may severely limit the manner in which this notice is presented to the employee concerned, may I ask that you arrange to have it presented with such ceremony as is appropriate to his status and assignment.

Robert S. Wattles Director of Personnel

1 6 MAR 1955

MEMORANDUM FOR: Secretary, CSCS Agent Panel

SUBJECT

Recommendation for Promotion to Grade GS-13

- 1. WH Division fully endorses the strong recommendation made by Chief of Station, Mexico, for the promotion of Arnold F. from GS-12 to GS-13.
- 2. The project supported by during the last five years is considered a model in the Agency and a good deal of the credit for such excellence is due to this officer, whose management of the project for a prolonged poriod of time has been well in excess of that required of a GS-13.
- 3. Subject is 46 years old and has been in grade as a Gs-12 for the past seven years.

Western Hemisphere Division.

approved - May 1965

CLASSIFICATION PROCESSING ACTION MARKED FOR INDEXING NO INDEXING REQUIRED ONLY QUALIFIED DESK CAN JUDGE INDEXING FROM MICROFILM SUBJECT Appirl Fitness ACTION REQUIRED - REFERENCES ACTION: See Below ittached are copies of an Annual Fitness Report on who is cutside case officer and technician for Project LIEINCY. 2. Chief of Station again strongly urges that this officer be no oted to 68-13 irradiately. It is not just, in the opinion of Chief of Station, Zerico City, to penalize an officer who is given an assignment as a "specialist" (in this case a "technician") and not promote him as would be the case of a regular case officer. 3. Chief of Station, Pexico City, has repeatedly recommended and unged the promotion of the common Pitness Report and letter of transmittal of 16 January 1964 (2001-4299). This request for production is repeated. Attachment: As stated shove (h/x) Distribution: J3 - 1/111,51/25ta CADAS REFERENCE TO DISPATCH SYMBOL AND NUMBER DATE HTT -5140 tari. -13 January 1965 SECREAN YOUR MGS FILE NUMBER

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## EYES ONLY

8 November 1963

MENORANDUM POR: Secretary, Agent Danal

SUBJECT:

Promotion of

REFERENCE:

Memorandum for: Secy, Agent Panel, dated 30 Aug. '63, Subject: Mominations of Staff Agents for Promotion to Grade (8-13)

Grade G8-13

- 1. On 30 August 1963 a memorandum recommending the promotion of the staff Agent Panel supporting the WH Division semi-annual ranking of GS-12 Staff Agents. In view of recently received information, I feel even stronger now that this employee is deserving of recognition by promotion at this time.
- 2. A representative of the FI Staff has just returned from a visit to the Mexico City Station and reports that it is performing exceedingly well on the duties and responsibilities assigned to him. I as very gratified to hear this news and believe that it should be considered significantly by the Staff Agent Panel.

C King Chief,
Western Headsphere Division

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BIOGRAPHIC PROFILE

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WPAY ACJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED. AND DCI DIRECTIVE DATED OB OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

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#### EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JANUARY 1971

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-291 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED & DCTOBER 1962"

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EFFECTIVE DATE OF PAY ADJUSTMENT! 28 DECEMBER 1959

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 CF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND 4-OCT WIRECTIVE CATED & DCTCSER 1962"

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EFFECTIVE DATE OF PAY ADJUSTMENT: A CCTORER

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IN ACCOMBANCE WITH THE PROVISIONS OF PUBLIC LAW 37-793 AND DCI FEFFECTIVE 5 JANUARY 1964.

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\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF FL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1967."

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DOI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DOI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

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

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

# GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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GS-1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930			4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5.000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	-6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050		6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,200	7,510	7,730	7,950	8,170	8,390	3,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535			10,420			
GS-12	10.250	10,605	10.960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
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## SECTION C NARRATIVE COMMENTS

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indicate significant strengths or me nesses demonstrated in correct prestron beauting in pinger perspective their relationship to averall performance. First suggestions made for improvement of mode for the properties. Give recommendations for training. Comment on foreign imaging sempetance, if required for current position. Amily a respect restings given in Section 8 to provide best basis for determining future personnel action. Manage of performance of management or supervisory duties and cost consciousness in the use of personnel, super, savenant and funds, mumber appropriate personnel. Supervisory duties and cost consciousness in the use of personnel, super, savenant and funds, mumber approved to replicable. If earn space is needed to complete Section C, attach a separate sheet of paper.

The ratings given in this report are not meant to indicate a change in Subjection.

The ratings given this report are not meant to indicate a change in Subject's overall fitness and effectiveness in this operation, but rather, a reflection of the reporting efficer's interpretation of the letter grades themselves. Subject continues to do an impressive job in a task that to fimost would be far from personally rewarding and often very frustrating.

The equipment which he maintains is for the most part at least ten years old and requires constant maintenance and the use of improvised parts. Subject has used his ingenuity and sense of responsibility to improvise and keep the operation going. There has yet to be, to our knowledge, a moment when operations have been suspended due to his inability to keep the equipment going. This in itself is an act worthy of recognition.

Subject has nover missed a meeting nor has he ever complained about special meetings or special assignments due to operational necessity. He is often the first to call the attention of the Station to matters of operational interest which occur outside the normal working day.

of operational interest which occur outside the normal working day. Subject has always been aware of the Stations equities in this operation which transcend the operational and technical aspects. He has always demonstrated this awareness in his dealings with his local counterparts. They have personal respect for Subject and count him as one of themselves in all respects.

SECTION D	CERTIFICATION AND CO	WIENTS
1.	BY EMPLOYEE	
	certify that I have seen sections a. R.	AND C.OF THIS REPORT
7 December 1971	SIGNATURE OF EMPLOYEE	
	BY SUPERVIOR	- Application
MONTHS EMPLOYFE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BEEN SHOWN	SEMPLOTES, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TOPED ON PRINTED NAME AND MONATURE
7 December 1971	Operations Officer	/8/
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7 December 1971	Chief or Station	

(continued)

He has frequently been made privy to matters which would not normally be revealed to the Station or come to the Station's attention in the routine way. This is due to his closeness to the indigenous personnel connected with the operation and their acceptance of his "in" with the powers that be.

Overall, Subject contributes in a very strong way to the operation. Without him the operation and the resulting relationships may well have been lost some years ago. It is hoped that his personal desires will lead him to remain with the project for some years to como.

#### Reviewing Comments:

'I agree to all of the above. Those who are unaware of it should know that subject spent many years, until last January, having to work with an unpleasant, venal, untruthful, and lazy supervisor of the operation. (The new president fixed him.) Subject went through those years of unpleasantness without ever losing sight of the agency's needs. Now, circumstances are more pleasant but subject is as keen as ever to be sure that the work is done in a way responsive to our requirements. He has done fine work over the years and he maintains the same high standards for his own performance and this influence carries over to his Mexican opposite number. I am convinced as ever that he deserves a promotion as he has in the past. He has been six-and-a-half years in grade since 23 May 1965, to be exact. We are putting such a recommendation forward. (Picase note that he is being given an overall S. In past years he was given "O's". The change is not in his performance, which is as fine as ever. We simply are not throwing O's around.)

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SECTION C	NAPPATIVE COMMENTS
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For the recoverked with Subject B are intended to However, it is all last two fitness departed PCS in Jentire time span	cord, it must be stated that the rating officer has only ect since 26 July 1972 and the ratings listed in Section cover the period of 26 July through 30 October 1972. Iso stated at this time, after having reviewed Subject's reports, that Subject's former rating officer who fully 1972 would probably concur in the ratings for the of this report.
twelve years and outstanding level equities in this the way he handle they treat him as	been running the same delicate operation for the past his performance then and now continues at the strong to . Subject is constantly on the alert to protect our operation and this alertness is clearly demonstrated in s his relations with his Mexican counterparts. While "one of them", they do not overlook the fact that he is not observed by the operation.
in this operation equipment maintention. Subject mafixed schedule fothe equipment act	bility to maintain the outdated and overused equipment is outstanding. His high degree of capability in ance is definitely a money saving factor to the operaintains a first echelon maintenance program and has a r dismantling, examining and repairing worn parts before ually breaks down. His perseverance in the maintenance the operation from ever experiencing a complete loss of
program has saved SECTION D	CERTIFICATION AND COMMENTS (CONTEST OF CONTEST OF CONTE
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ubject's performa	ince. I have been in a position to review his activition three years and I have found his work to be con-
istently high. C	of particular note I find his concentration on details
n reporting and a	ccounting, his availability for emergencies, coopera-
cion and ability i	n his technical specialty to be commendable. Subject
ias been in grade fill continue to m	since May 1965 and is deserving of a promotion. We ake such recommendations.
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Deputy Chief of Station

6 Nov 1972

#### FITNESS REPORT - COMPANY OF THE PARTY OF THE

#### SECTION C (CONTINUED)

coverage due to an overall technical breakdown of the equipment.

Subject has a promptness and security consciousness about the entire operation and making clandestine meetings with his inside case officer that manifests a high degree of professionalism in his character. His dedication to getting the job done rapidly, efficiently and securely is yet another example of his professionalism. He works long and often extra hours without hesitation and is always available when called upon to perform special tasks.

Subject handles the black bagging of funds and the administrative functions of this operation in an excellent manner. His accountings are well prepared, detailed and always submitted on time. The accountings always reflect Subject's cost consciousness.

In summation, Subject executes all six of the specific duties listed under Section B of this report in a very strong professional manner. Subject is a definite asset to the success that this operation has enjoyed over the years and his absence from the scene for any prolonged time would have adversely affected the operation.

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B. 1 Nov 71 - 30 Sept 72

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SECTION C	NARRATIVE COMMENT	S							
Indicate significant strengths or weak nesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of weak performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify for explain statings given in Section 8 to provide best basis for determining betwee personnel action. Manner of performance of managerial or supervisary duties and cost consciousness in the set of supervisary. In the set of performance of managerial or supervisary duties and cost consciousness in the set of supervisary. The record, it must be stated that the rating officer has only worked with Subject since 26 July 1972 and the ratings listed in Section B are intended to cover the period of 26 July through 30 October 1972. However, it is also stated at this time, after having reviewed Subject's last two fitness reports, that Subject's former rating officer who departed PCS in July 1972 would probably concur in the ratings for the entire time span of this report.									
Subject has been running the same delicate operation for the past 'twelve years and his performance then and now continues at the strong to outstanding level. Subject is constantly on the alert to protect our equities in this operation and this alertness is clearly demonstrated in the way he handles his relations with his Mexican counterparts. While they treat him as "one of them", they do not overlook the fact that he is BKCROWN and the inside supervisor of the operation.									
Subject's ability to maintain the outdated and overused equipment in this operation is outstanding. His high degree of capability in equipment maintenance is definitely a money saving factor to the operation. Subject maintains a first echelon maintenance program and has a fixed schedule for dismantling, examining and repairing worn parts before the equipment actually breaks down. His perseverance in the maintenance program has saved the operation from ever experiencing a complete loss of									
SECTION D .	CERTIFICATION AND COMME	HTS (contra)							
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!	Operations Officer	/s/							
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The comments and ratings above are an accurate description of Subject's performance. I have been in a position to review his activities over the past three years and I have found his work to be consistently high. Of particular note I find his concentration on details in reporting and accounting, his availability for emergencies, cooperation and ability in his technical specialty to be commendable. Subject has been in grade since May 1965 and is deserving of a promotion. We will continue to make such recommendations.									
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6 Nov 1972	Deputy Chief of Station	/s/							

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FITNESS REPORT -

#### SECTION C (CONTINUED)

coverage due to an overall technical breakdown of the equipment.

Subject has a promptness and security consciousness about the entire operation and making clandestine meetings with his inside case officer that manifests a high degree of professionalism in his character. His dedication to getting the job done rapidly, officiently and securely is yet another example of his professionalism. He works long and often extra hours without hesitation and is always available when called upon to perform special tasks.

Subject handles the black bagging of funds and the administrative functions of this operation in an excellent manner. His accountings are well prepared, detailed and always submitted on time. The accountings always reflect Subject's cost consciousness.

In summation, Subject executes all six of the specific duties listed under Section B of this report in a very strong professional manner. Subject is a definite asset to the success that this operation has enjoyed over the years and his absence from the scene for any prolonged time would have adversely affected the operation.

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It would be natural to people that the rating officer after an additional year of working on a daily basis with Subject, would cease to be so completely impressed with the performance of this individual; in the normal course of events we all tend to slip here and there and on occasion do less than our best. However, reflecting back over these past thirteen months I can honestly state that Subject has continued to do an exceptional job of near perfection. He has not missed or been late for a meeting; he in each instance brought to us the materials we have needed; the basehouse has continued to run like clockwork; he has, in sum, met each and every requirement expected of him.

In his day-to-day performance Subject continues to save us a great deal of money not only by being economical in the way he purchases and uses supplies but additionally by keeping equipment in operation which is not used any longer in any JKLANCE operations. (Visiting technicians are always amazed to find the equipment both in use and functioning substantially as it was on the day it was installed).

In a less tangible way we are in debt to Subject for the invaluable contribution which we believe he made in maintaining our equities

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SECTION D	CERTIFICATION AND COMME	ENTS .								
1.	BY EMPLOYEE									
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24 February 1971										
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3.	BY REVIEWING OFFICIAL									
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24 February 1971	Deputy Chief of Station	S/ S	AND SIGNATURE							

SECTION C

#### NARRATIVE COMMENTS

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in this basic and important activity through the recent change of government. There is little doubt in our minds that the new principals of the appreciated in a very genuine way the professional standards which Subject alone was responsible for in this operation (their own representatives had been less than effective) and opted without hesitation to continue with us in the operation and to retain Subject in his position as the individual technically responsible.

Therefore, we look forward to having the services of Subject indefinitely and so long as it is in his own interest to remain here; we know it has been, is now and will continue to be in the best interest of JKLANCE.

### COMMENTS OF REVIEWING OFFICIAL

The Station needs him, cannot do without him and cannot find any fault in his performance. Perhaps from his limited technical standpoint he is outstanding.

Retiewed by CP, TD/PPR

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Quality Step Increase in recognition of the outstanding performance of this individual in the LIENVOY operation. The QSI was recently approved.										
As noted in our dispatch, and in previous Fitness Reports, the original equipment installed in 1959 is still in excellent condition after 10 years and more than 50,000 hours of use for each machine. This is due, exclusively, to the conscientious and skilled maintenance of this equipment by and has resulted in a substantial saving of funds for RVROCK.										
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Subject Staff Agent continues to be the outside Case Officer for the LIENVOY Project, a position he has held for the last 9 1/2 years. This assignment requires that Subject work full-time in relatively close quarters with Mexican assets. He has adapted well to such a working arrangement and has developed a smooth and efficient working relationship with the assets involved in the day-to-day LIENVOY activities.

He and his family also have adapted well to living conditions demanded by his non-official cover and have caused no security or administrative problems for the Station during the tenure of the present supervisor.

As the primary technician for repair and maintenance of the LIENVOY equipment, this officer has been outstanding. The equipment has operated more than 50,000 hours since its installation and remains in good working condition. His ability to instruct the Mexican personnel in equipment use and operation is attested by the hours-run and present condition.

This officer's tasks require that he be on the job by 0700 hours each morning in order to arrange, log and deliver the product to a -continued-

SECTION D	CERTIFICATION AND CO	MMENTS
l.	BY EMPLOYEE	
10	CERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C OF THIS REPORT
30 June 69	SIGNATURE OF EMPLOYER	/s/
3	BY SUPERVISOR	
WINTER EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS RE ORT HAS NOT BEEN SHOWN I	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
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	BY REVIEWING OFFICE	AL.
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30 June 69	Chief of Station	Winston Scott /s/

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NARRATIVE COMMENTS - continued

SECTION C

Station Officer by 0800. He has not been known to complain about. such early working hours or the long hours involved.

Subject also is responsible for paying the salaries of the assets and accounting for operational expenses and local procurement. As mentioned in previous Fitness Reports, he is very conscious and diligent in carrying out his administrative responsibilities.

This Fitness Report should be considered in conjunction with the last Annual Report which was forwarded in January 1969 and which is still valid as far as ratings and narrative comment are concerned.

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ECTION A		ENERAL	<u> </u>	
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ECTION B	PERFORMANI	CE EVALUATION		
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- <u>Strong</u> ) - <u>Quistonding</u>	Performance is characterized by exceptional p Performance is so exceptional in relation to re others doing similar work as to warrant special	mes at bas show with its ememoriup.	parison to the porform	ence o
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ECTION C	MARRATIVE	COMMENT

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship so averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Coversed on foreign language competence, if required for current position. Amplify at explaining playing personnel active. Manner of performance of management of superior with deficient and consciousness in the use of personnel, upper, equipment and tends, must be commented purely performance. If extra space is needed to complete Section C, attach a separate sheet of paper.

For the past seven years, this officer has been all outsill displorates for the LIENVOY listening post. He was promoted to 93-13 on 23 May 1965 and he continues to perform his duties with exceptional proficiency particularly in the care and maintenance of the technical equipment. This equipment has run for over 35,000 hours without a smjor breakdown.

In addition to maintenance of the equipment, this officer dispenses funds for payment of agent salaries and operating expenses.

This officer works continuously with indigenous personnel and has maintained a smooth working relationship. He has adapted well to living outside and to the life of a Staff Agent.

During 1966 this project produced 8,644 reals of raw take and 18,766 pages of transcripts which accounted for a considerable volume of positive intelligence. This project has been cited by Readquarters as outstanding for its production of positive intelligence and for the procedure used in processing the raw take. This officer's performance has made a major contribution to the effectiveness of this project.

SECTION D	CERTIFICATION AND COM	SKENTS
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17 Jan 1967	CHIEF OF STRITION	Vinston M. Boott

This officer has performed excellently in the running of the LIENVOY plant and in this regard I concur with the above. It is my impression, however, that Archart could improve effectiveness of the unit by better acquainting himself with station objectives and relating this to day to day ops. I have discussed this with him and-COS.

13 March 1967 C/WH/1 W.J. Kaufman 457

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\$ - Strong	Performance is characterised by exceptional	proficione	ŷ•`		
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SECTION C

on foreign language competence, in basis for determining future person in the use of attractions. Section C. Ottooch a separate sheet. Section C. Ottooch a separate sheet. This officer in Project for the pally 5. His outstand of the equipment. provides the Static Supervision di machinery, advice of the salaries of ele supplies and pays of these are fixed amo operational purpose Subject has defor routine community well to the life of The only weakn cover and administrall funds, including revolving fund. Du been no security profunds have been who puts in long ho	Annel action. Menter of position. Amplify are a made action. Menter of performance of manage with ment and funds, must be commented on the paper. He was put of performance of the set eight years. He was put of the paper.	promoted to GS-13 on 23 May projectives the maintenance so interest inside the LP and take on a daily basis. Iimited to handling the dispensing funds. He pays sees spare parts, office illities and rent. Most of ent in the use of funds for edge of the language sufficients. He has also adjusted estimated in the Station for as well as an operational to feight years there has of cover is concerned and very conscientious worker en a.m.) in the fulfillment
of his various task	s. His performance makes	s a major contribution to
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1.	CERTIFICATION AND COMME BY EMPLOYEE	:8(1)
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SECTION C

NARRATIVE COMMENTS

(CONTINUED)

his requests. His ability to supervise the proper handling of the equipment is again verified by the number of hours each piece of machinery has operated. Subject officer has a working knowledge of the Spanish language which enables him to conduct pertinent conversations with the local agents.

The officer is responsible for paying the salaries of the agents, local procurement and other operational expenses. He has proven to be notably cost-conscious in carrying out this responsibility. His monthly accountings are accurate and submitted in regulation form.

Subject officer's overall performance makes a major contribution to the effectiveness of this complex and valuable technical project.

This Stalf Agent was promoted to his present grade on 23 May 1965.

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CTION C NARRATIVE COMMENTS

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This Staff Agent is the outside tase office; for the LIENVOY Project and has had this position for the past nine years. As such, he has shown the ability to fit into the unofficial life required and to work full-time in relatively close quarters with indigenous personnel.

Subject officer has shown an outstanding ability to diagnose equipment problems and to resolve same in an expeditious and thorough manner. This is evident by the fact that the equipment has operated almost 50,000 hours without a major breakdown which would cause a closure in the coverage.

As the outside case officer, he protects WOFIRM's interest in the basehouse and also logs and delivers the product to the in-Station case officer on a daily basis. Because of the perishable nature of the product, he must report for duty before 0700 hours each work morning in order to log and deliver the production to the Station contact.

This officer works continuously with indigenous personnel and supervises their use of the equipment. He has developed a smooth working relationship with these agents and they are responsive to (continued)

SECTION D	CERTIFICATION AND COM	WEN 12
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ILE. INDICATE IF YOU DESIRE TO	EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE DOR. ALSO INVICATE PREFERENCE
FOR NEXT DEGULAR ASSIGNMEN	IT BY INSERTING 1, 2, & 3 (for let, 2nd, and 3rd choice) in REWAINING BOXES.
COMPLETE ALL ALTERNATE CHO Tour.	ICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR
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	S FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE,
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A RETURN TO MY CURRENT	STATION
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	to toke one much to home leave in the U.S.A. and return Moules City in the same jet he presently does so wall.
and the second s	TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE
v	RIFICE AND FINFORMANCE OF THE EMPLOYEE, HIS PREFFRENCE FOR SERT ASSIGNMENT,
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ECTION B				E EVALUATION				·
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	SECTION C	NARRATIVE COMMEN		l
	Indicate significant strongths or	weaknesses demonstrated in current position	keeping in propercyer Auective their relationship to	
	orarall performance. State sugget	strong made for improvement of work perform	ance. Give recommend into AV 100 Brain page Communt aplain ratings given in Section B to provide best	
	basis for determining future person	onnel action. Manner of partitionance of management	perial or supervisory duties and cost consciousness	1
	in the use of personnel, space, e	quipment and funds, must be commented on,	if applicable. If filto ppace is needed to complete	» · •
	. Section C, attach a separate shee	of poper.	3 26 A! 186	:
	This Staff Age	int is the outside case o	fficer for the LIENVOY listen-	
	Ing post, He was	promoted to GS-13 on 23	May 1965 and he Font Inves to	•
	I bentonn nia work a	niun exceptional plonicie	IICY.	
	For the past s	ix years, this officer h	as worked continuofinly with	•
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			arranged by the Station. He	
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			nd understand most conversation	₿
			o'clock each day except	;
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			addition to other management	
	duties, he dispense	es funds for payment of (	the indigenous agents and ex-	
	penses for operation	ng the equipment and base.	He exercises cost consciousne	355
	by shopping eround	for spare parts, persuad	ling firms to give discounts,	•
	and by ordering fro	om PBPRIME. The equipmen	it is kept in excellent condition	n.
			ne aquipment despite the fact	
- ÷	that it has been in	n continuous use for over	seven years. Working rela-	
	tionships inside th	ne ir nave been smooth wi	thout personality clashes or	
	security problems.	Both of these attest to	the excellent performance of	
	this officer in the	e duties assigned to nim.	During 1965, this project pages of transcripts which	
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SECTION E	NARRATIVE DESCRIPTION OF MAN	NER OF	JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his much. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amolify as explain, if appropriate, ratings given in SECTIONS 8, C, and D to provide the best basis for determining fature personnel actions.

This officer has edepted himself to the role of staff egent in a most constantable manage.

His primary duties are the protection of KLEARK interests in the maintenance of technical equipment in a base thich monitors over thirty telephone lines on a tranty-four hour schedule and the supervision of ten Mexican monitors the also work in this installation. This officer has performed these duties in a quiet, efficient and oreditable sames, thus reducing the escent of time formerly epent by Station Case Officers in going to the bace and trying to supervice the work there. At present no parsons in the Station violt the base during work hours and only the CCB is known to the two ranking Newton agents.

Policy decisions are of course seds by the COS and LIEUEIANT but this officer is the responsible Cess Officer for the LIETVOY project. The recenteble conserving the peak year is reflected his duties during the peak year is reflected. in the smoothness with which the project now reas.

Based on the sarted improvement cines the last efficiency report, the COS recommends that this Officer be returned to Munico after home leave in mid-1962. It is also recommended that this officer be considered for promotion to GS-13.

SECTION F	CERTIFICATION AND	COMMENTS
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- 23 Jan. 62		
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

This officer is an extremely willing and hard worker. From the technical standpoint his performance is satisfactory in every sense. He devotes long hours to keeping the equipment in perfect working order and is always willing and ready to accept any extra assignment given him regardless of his personal and family commitments. His principal weakness is his almost total inability to write clear, concluse reports. Because he lacks aggressiveness and due to his limited knowledge of the Spanish language he has been unable to provide first rate case officer control over the LP under his command. This is at least partially due to the fact that the indigenous personnel resent to some extent being under the control of a PBPRIMER and prefer to take instructions from the indigenous case officer (LIENVOY/2). This is not because of the KUBARK Case Officer's personality but because of pride of nationality. As a matter of fact, this officer has a very pleasant personality and gets along well with his co-workers. With respect to this officer's potential and future development the rating officer recommends that at the conclusion of his present tour in June of 1962 that he be reassigned to Headquarters for extensive training. This training period should include basic english reports writing and trade craft. If he is to continue as a technical case officer he should also have further technical training depending upon his future assignments.

SECTION F	CERTIFICATION AND CO	DMMENTS :
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2.	BY SUPERVISOR	
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1 Feb 61	Chief of Station	/s/ Winston M. Scott

Fitness Reports Covering Derico

NR-CPD

28 June 1973

MEMORANDUM	FOR:	Mr.
THROUGH	1	Chief, WH Division
SUBJECT		Cartificate of Marit

- 1. I am pleased to notify you that the Certificate of Merit will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.
- 2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend.
- 3. Invitations to the ceremony will be extended by the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building. Please send to that office the names and phone numbers of the guests you would like to have invited, and indicate any dates on which you would not be available for such a ceremony.

/s/ R. L. Austin, Jr.

R. L. Austin, Jr.

Recorder

Honor and Merit Awards Board

Att

Disteilution:

- 0 Addressee
- 1 C/WH
- 4"- OPF w/form 600
- 1 Exec Sec/HMAB
- 1 Recorder/HMAB

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DEPARTMENT OF THE ARMY OFFICE OF THE ADJUTANT GENERAL U. S. ARMY ADMINISTRATION CENTER ST LOUIS. MISSOURI 63132

LO USAR:

T-07-23191

10 July 1967

SUBJECT: Active Duty for Training

TO:

01 640 454 SIGC USAR Con Gp (Mob Des) USAAC

Apartado 41510, Correo Admon #41

Mexico City, Mexico

TO 145. By direction of the Secretary of She Army, you are CREERD TO ACTIVE DUTY FOR TRAINING for the period indicated, plus any allowable time necessary to perform travel. Travel indicated is necessary in the military service. You will proceed to the organization and station to which attached in sufficient time to report on date specified. Upon satisfactory completion of the period of active duty for training indicated, unless sooner relieved or extended by proper authority, you will return to the place where you entered on active duty for training and stand relieved therefrom. Travel by public carrier (land, sea, or air) is authorized. This is a permanent change of station order. Travel of dependents and shipment of permanent change of station beight allowance is will authorized. Shipment of temporary change of station weight allowance is authorized, individual clothing items in your possession will be taken to the training installation in accordance with previous instructions. At least one copy of orders will be carried on person in your immediate possession subsequent to depend on the training site until return bore. to departing for the training site until return home.

Accounting classification: FY69 2182070 32-1218 P3221.2000-11, 12 P3226.0000-21 \$49092 ON AA-C370 Subject to Availability of Funds

Attached to: USA Element (SD5888), HQ, USSOUTHCOM Quarry Heights, Canal

Zone dy/w Intel Directorate J2

Authority: 10 USC 270 (a) (2)

Reporting Place: See attached to

MCS: 2120

Home of record: Same as above

Period of duty: 12 days (Excl of tvl time)

Reporting date: NLT 0800 hrs 17 Jul 67

Basic Pay Entry Date: 3 Jan 41

Security clearance: TOP SECRET

Special Instructions: FO making payment under the above allotment will mail I copy of the paid voucher to: CO 1646 Mob Dsg Det (STAFF: JICS) P. O. Box 24, Pt Myer Station, Arlington, Virginia

22311

BY ORDER OF THE SECRETARY OF THE ARMY:

DISTRIBUTION:

Social Security No:

C 5 Plus

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10 JICS

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intercept center, with responsibility for all administrative and financial aspects of the center.

Responsible for the supervision of twelve Mexican agents and maintenance of the technical equipment used in the project.

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allowed to return to his present position for another tour, after home leave.
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He would be one of the most difficult persons in this Station to replace; he is peculiarly and very excellently fitted for the exacting, difficult and very key job he occupies.
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Staff Agent reponsible for supervision of 30 line telephone intercept center, with responsibility for all administrative and financial aspects of the center.

Responsible for the supervision of 10 Mexican agent monitors and transcribers and maintenance and service of all technical equipment used in the project.

F. PREFERENCE FOR NEXT ASSIGNMENT:

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- 1. Assigned to WH Division, Mexican Desk, as desk officer with reponsibility for technical operations.
- 2. TSS Division, assigned to WH Division desk.
- 3. Any position where it is felt that I can best serve the organization.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN CRUIN TO INCREASE YOUR VALUE TO THE ORGANIZATION (FORTER TO COLORIDO OF COURSES, If evaluable):

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#### 15 March 1963

MEMORAHDUM FOR: Secretary, C8/C8 Agent Panel

SUBJECT:

Recommendation for Promotion to Grade G8-13

1. entered on duty with CIA in 1951.

After brief service in the performed a variety of functions with different staffs and divisions, thus acquiring broad experience. Since June 1960 he has been on assignment in Mexico City.

- 2. In Mexico is in charge of a very large technical operation with several dozen employees. The productions of this operation is tremendous and the technical problems to be met are intricate. It manages the project and its many native staff experts smoothly. No problems seem to arise. Security has been maintained faultlessly. It is a bold, bluff, and hearty man without a worrisome fiber in his make-up. He is capable of many kinds of work and will try enything.
- 3. It is recommended that the promoted to grade CS-13.

J. C. KING/or Chief,

Western Hemisphere Division

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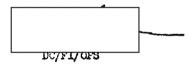
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#### MEMORANDUM FOR: Chief, FI

SUBJECT: Comments on attached agenda list dated 19 May 1960.

1. If the principal case officer and technician handling the LIENVOY operation in Maxico City. As you know, we are avaiting the response of the Chief, WH division to the Chief, FI 's recommendation, 17 May 1960, that we gradually withdraw from this operation. I would suggest that the proposed change of status for from SE to SA be postponed pending the decision re the future of the LIENVOY operation.



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3-8-C-K-E-T

13 June 1960

THIS IS TO CERTIFY THAT I AM AWARE OF THE PROVISIONS OF

REGULATION 20-165, DATED 10 FEBRUARY 1959 CONCERNING THE PERSCHAL

CONDUCT OF AGENCY EMPLOYEES OVERSEAS.

1-8-2-2-2-2

S-E-C-R-E-T (When Filled In)

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MENDRANDUM	R: Chief, Contract Personnel Divis	ion
ATTENTION	:	
PROM	: Deputy Director of Security (Inv and Support)	estigations
SUBJECT		

- 1. Reference is made to the memorandum dated 16 May 1960
  1. which a covert security clearance was requested to permit
  Subject's conversion from Staff Employee to Staff Agent, GS-12,
  DDP, VH/3, Operations Officer in Maxico City, Maxico in connection
  with Project LIENVOY under non-official cover.
- 2. This is to advise that a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.
- 3. 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 eleganate does not constitute complete compliance with the provisions of CIA Regulation 10-210. Therefore, if you sould desire at a later have to change the number or use of this individual, a request for chearance to cover may proposed change should be substitute so this office.
- 5. This clearance 'ecomes invalid in the event the Subject's services are not utilized within six months of the date of this Lemorandum.

FOR THE DIRECTOR OF SECURITY:



President period pour to mexico Colay